

TOWN COUNCIL WEEKLY DIGEST

Thursday – April 28, 2022

1. Agenda – Ad Hoc Housing Element Committee - Monday, May 2, 2022
2. Agenda – Wildfire Preparedness Committee - Tuesday, May 3, 2022
3. Agenda – Bicycle Pedestrian & Traffic Safety Committee - Wednesday, May 4, 2022
4. Agenda - Planning Commission- Wednesday, May 4, 2022
5. Agenda – Emergency Preparedness Committee- Thursday, May 5, 2022
6. Communication – Audit Update
7. Brown Act Memo from Cara Silver April 20, 2022
8. Letter Regarding Decks from Portola Ranch Association March 22, 2022
9. Letter to Congresswoman Eshoo Re: Support for the C/CAG Laundry to Landscape Pilot Project April 19, 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
Monday, May 2, 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/86984276464?pwd=WjlzdmduQzFIR3VMNzN3ekZaYWxhBQT09>

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

Meeting ID: 869 8427 6464 **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	Al Sill - ASCC Representative and Vice-Chair
Aimee Armsby	Jocelyn Swisher - Chair
Sarah Dorahy	Nicholas Targ - Planning Commission Representative
Erik Doyle	Bob Turcott
William Kelly	Janey Ward
Anne Kopf-Sill - Planning Commission Representative	Sarah Wernikoff - Town Council Subcommittee
Andrew Pierce - Race and Equity Committee Representative	Helen Wolter

Staff Contacts:

Laura Russell - Planning & Building Director
Dylan Parker – Assistant 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 Sites Inventory Update and Discussion
 - a. New work product generated by staff and consultants since April 18th meeting in response to Committee feedback
 - i. Maps and Analysis
 - ii. Update on ADU Focus Group and “Opt In” to Upzoning Meeting
 - b. Committee Discussion and Recommendation On Sites Inventory

STAFF UPDATE

1. Staff updates to Committee (5 Minutes)
 - a. Upcoming Meetings:
 - i. May 9th at 7 pm - Community Meeting
 - ii. May 24th at 4:30 pm – Special Committee Meeting

APPROVAL OF MINUTES

1. Minutes of March 21, 2022 meeting

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
Wildfire Preparedness Committee
Tuesday, May 3, 2022, 4:00 PM
Virtual Meeting

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.

Join Zoom Meeting:

<https://us06web.zoom.us/j/86977775360?pwd=NmM4Z2lrTm1FYncvQlpFRHNCamUvQT09>

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: 869 7777 5360

Password: 075649

MEETING AGENDA

1. Call to Order
2. Election of new Chair
3. Oral Communications
4. Town Attorney Update on Brown Act Cease and Desist Notice and Public Records Act Request Directed to Wildland Preparedness Committee
5. Approval of Minutes of the March 1, 2022, Meeting
6. Subcommittee Updates
 - a. Vegetation Management / Home Hardening
 - * Wildfire Preparedness Fair
 - * Ready for Wildfire Sprint pilot project update
 - b. Finance / Insurance
 - c. Evacuation
7. Safety Element Update (J. Dennis)
8. Presentation and Discussion of the NIST 2205 Paper
9. Standing Items – As Needed
 - * Fire Marshal Update
 - * Staff Updates
 - * Review of Committee Correspondence / Items of Note
 - * Announce that May-7-2022 is NFPA Community Wildfire Preparedness Day
10. Next Meeting June 7, 2022
11. Adjourn



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, May 4, 2022 – 8:15 AM
Zoom Teleconference

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/88561294439?pwd=MnpGUkNBYnpPZ2xiVVBDWDRtM2UrUT09>

To access the meeting by phone, dial:

1-699-900-6833

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

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

Meeting ID: 885 6129 4439

Password: 195279

1. Roll Call.
2. Review/Approval of the Minutes of the April 6, 2022 Meeting
3. Resident and Committee Open Comments
4. Sheriff's report:
 - a. Accidents and Citations
 - i. Request for statistical details of tickets issued.
 - b. Request for Monitoring:
 - i. Speeding
 - ii. Stop sign violations.
5. Public Works Update:
 - a. General update
 - b. Request for progress on Design and Engineering of Recommended new pedestrian safety facilities
6. Ongoing Committee Business
 - a. Discussion of Committee Charter and Town rules pertaining to definition of a committee Quorum. "This Committee Seeks clarification and possible amendment of the Town Rules defining Committee Quorum as a majority of the Committee size defined by its charter. A majority relative to the active membership would seem more appropriate"
 - b. Portola Valley Housing Element (HE) update Discussion of Committee Priorities and concerns.
7. Events:
 - a. Bike to work Month, May 2022
 - b. Zots to Tots 2022
8. Matters Arising
9. Next meeting scheduled June 1st 2022. Default time 8:15 AM, Via Zoom

Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission
Wednesday, May 4, 2022

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

SPECIAL MEETING AGENDA

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Meeting ID: 890 5772 2849 **Passcode:** 407307

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID

*6 - Toggle mute/unmute.

*9 - Raise hand.

The Draft EIR and all documents incorporated by reference in the Draft EIR are available for public review at Portola Valley Town Hall (765 Portola Road, Portola Valley, CA 04028) and may be viewed on the Town's website at www.portolavalley.net/projects. Interested persons are invited to appear before the Planning Commission to be heard at the time and place mentioned above. Written comments on the Draft EIR may be sent by email to stanfordeir@portolavalley.net. 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.

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

PUBLIC HEARING

1. **Draft Environmental Impact Report (Draft EIR) for the Stanford Wedge Housing Project** located at 3530 Alpine Road, APN 077-281-020. The Draft EIR is available for public review and comment through May 13, 2022. Verbal comments may be presented at the public hearing.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Reports
 - a. Housing Element Update
 - b. Safety Element Update

APPROVAL OF MINUTES

4. Planning Commission Meeting of February 2, 2022

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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PUBLIC HEARINGS

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TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, May 5, 2022 - 8:00 AM
Via Zoom
765 Portola Road, Portola Valley, CA 94028

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.

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<https://us06web.zoom.us/j/88498834078?pwd=d2FpVVFTOHdORWdtTXA2UW9NcWJSdz09>

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute – press *6*

*Raise Hand – press *9*

Webinar ID: 884 9883 4078

Password: 176324

1. 8:00 Call to order
 - Members: Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp, Vic Schachter, Marianne Plunder, Rob Younge, Lynn Eisberg
 - Guests: John Richards/Town Council, Rob Lindner and Selena Brown WFPD
2. 8:01 Roll Call
3. 8:03 Oral Communications
 - Note that issues brought up under oral communications that are not on the agenda will be limited to 2 minutes
4. 8:05 Review and approval of minutes;
 - Motion; Approve minutes of March 3, 2022
 - Appointment of Secretary
5. 8:06 Welcome New Member

- Lynn Eisberg
- 6. 8:07 Election of Vice-Chair
- 7. 8:10 WPV-CERT/WFPD Report (Brown/Lindner)
- 8. 8:17 Town Report (Dennis)
 - Ray Rothrock agreement
 - Update on AM Radio Signs
 - Update on Backup for Town Internet
 - Update on Cal Water site – AM Radio relocation
- 9. 8:25 AM Radio Sign Discussion (Pfau)
 - Approval by EPC in October 2021
 - Do we need a subcommittee?
- 10. 8:37 Update – Town medical supplies and CERT medical supplies (Shefren/Brown/Taylor)
- 11. 8:40 Update on VEOCi CERT Demo on 22 April (Taylor/Rothrock/Brown)
- 12. 8:45 Update on CERT Command Post Exercise held on 30 April (Raanes/Shefren)
- 13. 8:45 Subcommittee Reports
 - Communications (Rothrock)
 - Evacuation (Younge)
 - Neighborhood Outreach (Schachter)
 - CERT/Town/Woodside Integration Committee (Raanes)
 - WPV-Ready Liaison (TBD)
- 14. 9:00 Next regular meeting is June 2, 2022
 - Quorum Check
 - Second Special Meeting for review of Safety Element
 - Call for Agenda Items for next meeting
 - Upcoming Activities
 - May 17 – Special EPC Meeting 4-6 pm Safety Element
 - June 25 – Annual Communications and Safety Day
- 15. 9:00 Adjourn

Audit Update

FY 2019-20 Audit

The FY 2019-20 Town fiscal audit has been delayed from its normal completion approximately seven to nine months after the completion of the previous fiscal year (typically accepted by the Town Council in January-March). Reasons for the delay include impacts from COVID (inability to have audit staff visit during closure of facilities), changes to the process for submitting materials to the auditors due to COVID (scanning documents), managing two fiscal systems during a transition from a legacy product to OpenGov, scheduling challenges, and staffing challenges.

The FY 2019-20 audit is expected to be completed for review by the end of June.

FY 2020-21 Audit

The FY 2020-21 Town fiscal audit has been delayed by a few months completion. It is expected to be completed by September of this year.

FY 2021-22 Audit

The FY 2021-22 Town fiscal audit is expected to be completed during the typical January-March 2023 timeframe.

COVID Funds Audit

Federal auditing for American Rescue Plan Act funds are not included in the above audits as they are audited by the Federal Government. The first-round audit is underway and expected to be submitted to the Federal Government in the next week.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council, Commission and Committee Chairs and Staff Liaisons

FROM: Cara Silver, Town Attorney

DATE: April 20, 2022

RE: Brown Act, Meeting Procedures and Quorum Issues

Recently there have been some questions regarding the Brown Act, meeting procedures and quorum issues. This memorandum addresses those questions.

Brown Act

The Brown Act is California's sunshine law and covers members of virtually every type of local government body, elected or appointed, decision-making or advisory. The Brown Act provides in relevant part: "All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter."¹ The express purpose of the Brown Act is to assure that local government agencies conduct the public's business openly and publicly. The Brown Act also gives the public the right to participate in meetings. Residents and other individuals have the right to attend and participate in public meetings. To facilitate public participation, the Brown Act requires an agenda be posted in advance of meetings, limits discussion and action to matters listed on the agenda, and requires meeting materials be made available. Legislative bodies may, however, adopt reasonable regulations on public testimony and the conduct of public meetings. In order to facilitate a robust and comprehensive discussion by the legislative body, virtually every town and city limits speaker time for members of the public.

Meetings subject to the Brown Act are not limited to face-to-face gatherings. They also include any communication medium or device through which a majority of a legislative body discusses, deliberates or takes action on an item of business outside of a noticed meeting. Remote meetings and new communication technologies present new Brown Act challenges. For example, common email practices of forwarding or replying to messages can easily lead to a serial meeting prohibited by the Brown Act, as can participation by members of a legislative body in an internet chatroom or blog dialogue. Communicating during meetings using electronic technology (such as laptop computers, tablets, or smart phones) may create the perception that private communications are influencing the outcome of decisions; some state legislatures have

¹ Government Code § 54953(a).

banned the practice although it is currently not prohibited under the Brown Act. On the other hand, widespread cablecasting and web streaming of meetings has greatly expanded public access to the decision-making process.

The Brown Act applies to the Town Council, the Planning Commission, the Architectural Site Control Commission (ASCC) and all committees created by formal action of the Town Council. It does not apply to the Town Manager and his staff. I am attaching two Brown Act resources to this memorandum. Chairs of all committees should be familiar with the Brown Act and help ensure that your committee complies with its provisions. If your committee would like additional Brown Act training, please contact the Town Manager and we will try to arrange it.

Meeting Procedures

The Town Council has adopted a [Policies and Procedures Handbook](#) for Commission and Advisory Committees (Handbook). The Handbook incorporates the Brown Act and contains additional meeting procedures. The Town Council also follows the procedures in the Handbook. While Town committees oftentimes operate more informally than Council, having consistent meeting procedures helps commissions and committees comply with the Brown Act and assures open meetings and public participation. Chairs and committee members should also be familiar with the procedures in the Handbook.

The Council has also adopted two policies governing public participation. The [Council Public Speaking Rules](#) is tailored to Town Council meetings and the [Decorum Policy](#) applies to all public meetings. To participate in a public meeting subject to the Brown Act, a member of the public is no longer required to disclose their name or address.²

The Town Council updates the Handbook and the Decorese policies from time to time.

Quorum

A quorum is defined as the minimum number of members of a group or committee required to be in attendance to convene a meeting and take official action. State law specifies a quorum is at least three members for a five-member Town Council.³ A quorum of members necessary to convene a meeting is distinguishable from the number of votes needed to pass a motion or take action. In the absence of a contrary statutory provision, the number of votes required to take action is a majority of a quorum (i.e. 2-1 vote). For Town Council, the number of votes needed to take certain actions (such as adopt a resolution or order payment of money) requires a majority of the membership (i.e. 3 affirmative votes needed).⁴ And an urgency ordinance requires a super-majority (i.e. 4 affirmative votes).⁵

State law does not contain a definition of quorum for town commissions or committees. Instead, the quorum definition is contained in the Handbook: "Definition of a quorum: A quorum is a majority in attendance of all committee members as listed on the committee roster."⁶ In the past, we have interpreted this definition consistent with the definition applicable to the Town Council under State law. In other words, a quorum is a majority of the committee members as

² There are special Brown Act rules authorizing and regulating remote meetings which were necessitated by the COVID 19 state of emergency. If a Brown Act public meeting is conducted entirely by remote access, members of the public cannot be required to register in advance to access the meeting. This particular requirement does not apply to standard remote platform sign-ins (i.e. zoom registration). Nor does it apply to non-Brown Act meetings, such as community outreach meetings.

³ Government Code § 36810.

⁴ Government Code § 36936.

⁵ Government Code § 36937(b).

⁶ Handbook, p. 11.

established by the committee charter, whether the positions are filled or vacant.⁷ Thus, if a town committee has 9 members according to its charter, a quorum would be 5 members, even if three positions were vacant.⁸

As committees may not take any action unless there is a quorum present, the Handbook advises the members to “disband and the meeting should not be held.”⁹ In order to avoid unintentional Brown Act violations, our advice is to disband the meeting when there is not a quorum.

* * *

If you have further questions regarding these issues, please contact the Town Manager or me. I can be reached at ces@jsmf.com.

Enclosures:

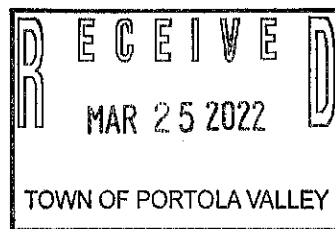
[League of Cities, Brown Act Basics 2021](#)

[Open & Public V, Brown Act, 2016](#)

⁷ The Council is free to change the definition of quorum. Given the large number of committees and recent difficulties in obtaining quorums, the Council may want to revisit this definition during the next Handbook update.

⁸ If a committee is having difficult filling its quorum, we suggest the committee request their charter be amended to reduce the number of committee members. In addition, the Handbook has regulations regarding chronic absences by committee members.

⁹ Handbook, p. 11.



March 22, 2022

Dear Members of the Portola Valley Town Council and Town Staff,

In response to the Urgency Ordinance on Home Hardening passed by Council on December 8, 2021, the Portola Ranch Association and its Fire Risk Management Committee respectfully request the following:

That Council act promptly to reverse or waive the provision of the Urgency Ordinance requiring only noncombustible materials be used to repair or replace decks of existing structures.

Reasoning:

- The benefit/cost equation is upside down. The purported benefit of this prohibition, intended to reduce the likelihood of decks igniting and spreading fire to attached structures, is far outweighed by the likelihood that residents will postpone repair or replacement of existing decks to avoid the cost and complications of using only noncombustible materials. And it's not just materials, the additional engineering and costs to properly support these structures will be a disincentive to making improvements. This does not contribute to safety.
- Good alternatives exist, and are approved for other applications (roofs). Many decks are well above ground and unlikely to be ignited by a ground fire. Firebrands or flying embers may ignite a combustible deck, but less costly methods and materials (for example, Azek) are available with robust fire ratings that would greatly reduce ignition potential for decks of any height. Homeowners should be encouraged, not prevented, to perform deck replacements and upgrades with such materials.
- Increased seismic risk. Placing large amounts of heavy and inflexible materials such as tile, stone, or concrete in deck structures increases the risk of collapse and damage both to the structures on which they are attached and to neighboring structures on which they may fall. Homeowners will be rightfully reluctant to enable such a dangerous outcome.

In summary, the Urgency Ordinance provisions as they relate to decks and deck materials, including the cladding requirement for the underside of low decks, are a textbook example of unintended consequences and perfect-as-the-enemy-of-good. Good fuel reduction practices and the use of highly rated materials will do much more to improve our safety.

Respectfully submitted,

Jon Keller, President Portola Ranch Association

Mac Irvin, Chair Fire Risk Management Committee



TOWN of PORTOLA VALLEY

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

April 19, 2020

Honorable Anna G. Eschoo
272 Cannon House Office Building
Washington, DC 20515

RE: Support for the C/CAG Laundry to Landscape Pilot Project

Dear Congresswoman Eshoo,

I write in support of the City and County Association of Governments (C/CAG) of San Mateo County's Community Project Funding Request of \$420,000 for the San Mateo County Laundry-to-Landscape Pilot Project. The project will conserve clean drinking water and promote community resiliency by piloting permitless Laundry to Landscape (L2L) graywater systems on ten homes and launching an educational campaign to encourage widespread adoption of L2L systems.

As you know, the Town of Portola Valley is a leader in sustainability efforts and appreciates any opportunity to support new programs and projects. While the Town has adopted a successful water efficient landscape ordinance (WELO) that has reduced irrigated lands, this Pilot Project will further reduce water consumption with little maintenance and relatively low installation costs for the Town's residents.

Other important aspects of the Town's commitment to such resiliency efforts:

- During the last drought, the PV Sustainability Committee promoted water conservation programs and even published a Greywater Recycle Manual for the community. Consequently, our town of mostly large landscaped properties reduced their water use by 35%.
- Portola Valley will be the first municipality in the Cal Water Bear Gulch District to have AMI (Advanced Metering Infrastructure) installed. These are smart water meters that can tell a homeowner exactly how much water is being used in real time, critically important in a community with large irrigated properties where massive leaks can go undetected for a month. Town staff and Council worked closely with Cal Water and the CPUC for eight years to be granted the opportunity to have AMI installed in our town.
- Councilmember Maryann Derwin is Chair of the CCAG Resource Management Climate Protection Committee where the L2L program was vetted over multiple meetings to committee members and the public, a group representing BAWSCA, Sustainable San Mateo County, PG&E and the Loma Prieta Chapter of the Sierra Club, among others. The program received wide support.

As you know, San Mateo County currently falls within the “D2: Severe Drought” category and conservation action is needed to mitigate the impacts of the growing drought. With outdoor water use accounts of about half of residential water use in San Mateo County, and graywater systems can lower clean drinking water consumption by 16-40%; water conservation is critical to the resilience of our region, and this educational campaign will promote cost-effective actions that help to conserve water without reducing indoor consumption.

Portola Valley is ready to be an active partner in the L2L project, and is committed to publicizing the L2L pilot program, informing our constituents or members about the benefits of L2L systems, working to increase adoption of L2L systems beyond the project period.

Thank you for your consideration of this important project.

Sincerely,



Jeremy Dennis
Town Manager, Portola Valley

cc: Town Council
Portola Valley Sustainability Committee