

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING MINUTES – MAY 29, 2024**

1. CALL TO ORDER/ROLL CALL

Mayor Wernikoff called the Special Meeting to order at 6:00 p.m. Interim Town Clerk Ramirez called the Roll Call.

Present: Councilmembers Jeff Aalfs, Mary Hufty, Craig Taylor, Vice Mayor Judith Hasko and Mayor Sarah Wernikoff

Absent: None

Others: Town Manager Sharif Etman, Town Attorney Catherine Engberg, Adrienne Smith Senior Planner, and Interim Town Clerk Diego Ramirez

2. PRESENTATIONS/PROCLAMATIONS

None.

3. TOWN MANAGER REPORT

Town Manager Etman updated the Council on relevant Town business, including budget preparations. He discussed staffing changes and announced the retirement of Public Works Director, Howard Young.

4. ORAL COMMUNICATIONS

The following members of the public addressed the Town Council:

- Rita Comes

Mayor Wernikoff requested to change the order of the agenda, considering Agenda item 7 before Agenda item 6. There was consensus to change the order of the agenda.

5. CONSENT AGENDA

Mayor Wernikoff invited public comment on the Consent Agenda.

The following members of the public provided comment:

- Gary Nielsen
- Kevin Welch
- Rita Comes

- a. Approval of Re-Appointment of Police Sheriff's Commissioner/Sheriff's Ambassador Kevin Welch, a volunteer town position.

The Council expressed gratitude to Messers. Nielsen and Welch for their volunteerism.

Councilmember Aalfs moved approval of Consent Calendar item a, seconded by Mayor Wernikoff, with an adjustment in title to "*Sheriff's Commissioner.*" It was noted that if adjustments were needed to the job description or title, it could be brought back to the Council. The motion carried by unanimous roll call vote.

## 6. REGULAR AGENDA

- a. Approve Agreement with Serra Capital for an Initial High-level Assessment of up to six potential types of sites for Affordable Housing projects in Portola Valley

Councilmembers discussed the six potential types of sites for potential affordable housing projects in Portola Valley. Discussion ensued at great length.

Mayor Wernikoff invited public comment.

The following members of the public provided comment:

- David Cardinal
- Rita Comes
- Jay Jernick
- Anne Kopf-Sill
- Rebecca Flynn

After extensive discussion, the consensus was to develop a timeline before any action could be taken on the issue.

## 7. PUBLIC HEARING

- a. Hold a Public Hearing – Introduction of Ordinances Amending Title 18 (Zoning) of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to Implement the 2023-31 Housing Element (Continued Public Hearing from May 22, 2024)

Mayor Wernikoff stated the Public Hearing was a continuation from the May 22, 2024 regular Town Council meeting.

Town Attorney Engberg noted that the actions to implement the Housing Element would be bifurcated, in order to accommodate conflicts of interest of two Councilmembers, per the advice of the Fair Political Practices Commission (FPPC.) Continuing, Ms. Engberg noted that Mayor Wernikoff would be recused from voting on properties of 4370 and 4394 Alpine Road. Similarly, Vice Mayor Hasko would also be recused from the vote on those same properties. Therefore, it would be necessary to introduce two Ordinances; one with a mixed-use component and the second one with everything but mixed-use.

Senior Planner Smith continued her presentation from the May 22, 2024 Council meeting and reviewed details from the public hearing. The Council embarked on discussing mixed-uses, at which time Mayor Wernikoff and Vice Mayor Hasko were recused from the discussion and left the room.

Following discussion, Mayor Wernikoff and Vice Mayor Hasko were invited to return to the discussion.

Mayor Wernikoff invited public comment:

Public Comment:

- Bob Adams
- Tim Clark
- Nan Charstack
- John Silver
- Kristi Corley

Mayor Wernikoff closed the Public Hearing. After lengthy discussion, the Town Council took the following actions. Mayor Wernikoff and Vice Mayor Hasko were recused from the first vote and left the dais.

Councilmember Taylor moved to introduce and waive the first reading of Ordinance No. 2024-450, Amending Title 18 (Zoning) of the Portola Valley Municipal Code and Amending the Zoning Map (for the Town of Portola Valley to Implement the 2023-2031 Housing Element (Mixed use only) (Ordinance One of Two), seconded by Councilmember Aalfs. Motion carried 3-0-2, by roll call vote, with Mayor Wernikoff and Vice Mayor Hasko recused.

The Council took a five-minute break while Mayor Wernikoff and Vice Mayor Hasko returned to the meeting.

Councilmember Taylor moved to introduce and waive the first reading of Ordinance No. 2024-451, Amending Title 18 (Zoning) of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to Implement the 2023-31 Housing Element, (All Except Mixed-Use), with the following amendment:

*Section 18.060.030 - Off-street parking (a):*

*“In residential districts, required parking facilities except required guest parking spaces shall be in a carport or garage, except for the MF-23 zoning district and all spaces shall be located on the same parcel or building site as the buildings they are required to serve unless otherwise authorized by a use permit otherwise regulated by the opt-in housing diversification program established by the Portola Valley Housing Element. ... ~~this requirement does not apply to the RMF-23 zoning district.~~*

The motion was seconded by Vice Mayor Hasko and passed unanimously by roll call vote.

Senior Planner Smith stated the second reading and adoption of the ordinances would be on the June 12, 2024 agenda.

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hufty provided a brief update on the Conservation subcommittee, noting audio issues with the recording. Councilmember Aalfs reported on the evacuation plan.

9. ADJOURNMENT

Mayor Wernikoff adjourned the meeting at approximately 9:15 p.m.

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/s/ Sarah Wernikoff, Mayor

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/s/ Diego Ramirez, Interim Town Clerk

Approved by the Town Council at its September 11, 2024 meeting.