

REGULAR TOWN COUNCIL MEETING NO. 635, NOVEMBER 12, 2003

ROLL CALL

Mayor Driscoll called the meeting to order at 8:00 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll:

Present: Councilmembers G. Comstock, K. Comstock, Davis and Merk, and Mayor Driscoll
Absent: None
Others: Town Planner Mader, Town Administrator Howard, Town Attorney Sloan, Dir. Admin Services Powell, Planning Manager Lambert, and Dep. Clerk Hanlon

ORAL COMMUNICATIONS: None

CONSENT AGENDA

By motion of Councilmember Merk, seconded by Councilmember K. Comstock, the consent agenda items listed below were approved by the following roll call vote:

Ayes: Councilmembers G. Comstock, K. Comstock, Davis and Merk, and Mayor Driscoll
Noes: None.

- (1) Warrant List of November 12, 2003, in the amount of \$166,285.99.
- (2) Resolution No. 2088-2003 Approving and Authorizing Execution of an Agreement Between the Town and County of San Mateo for Stormwater Pollution Prevention Program Services (NPDES), per Public Works Director's memo of 11/3/03.
- (3a) Resolution No. 2089-2003 Approving the Applicant to Apply for Grant Funds for the Roberti-Z'Berg-Harris Block Grant Program Under the California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002, per Dir. of Admin Services memo of 10/22/03 (Parks and Recreational Facilities Grants).
- (3b) Resolution No. 2090-2003 Approving the Applicant to Apply for Grant Funds for the Per Capita Grant Program Under the California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Bond Act of 2002, per Dir. of Admin Services memo of 10/22/03 (Parks and Rec Facilities Grants)

REGULAR AGENDA

- (4) Presentation by Town Staff on Town Center Project

Mayor Driscoll said the Town staff had requested an opportunity to give their views on the Town Center Project. Ms. Lambert said a number of staff members as well as the Library Branch Manager, Thom Ball, would participate in the Powerpoint presentation. Using overheads, she discussed: 1) staff's interest in the project; and 2) the purpose of the presentation. Brent Hipster discussed: 3) heightened staff awareness of the dangers involved in occupying these buildings; 4) code changes since the buildings were built; 5) lack of ADA compliance; 6) lack of room for expansion; 7) lack of heat in the maintenance shop; and 8) problems with the corporation yard. Skip Struthers used photographs to illustrate corporation yard inadequacies. Mr. Hipster used photos to illustrate the condition of Town Center buildings. Ms. Howard discussed the potential loss of ABAG insurance due to the Town's increased exposure to liability. She said it was now ABAG's strong recommendation that: a) the staff be

moved to temporary structures; and b) all use of buildings with public occupancy be discontinued.

Howard Young reviewed statistical information on staff hours on site, visitors use of Town Hall, sport facility use, MUR use, and Town event activities. Stacie Nerdahl discussed classroom usage and increasing interest by new instructors. Thom Ball discussed library use statistics and current and proposed library programs. Mr. Young reviewed efforts to mitigate potential seismic vulnerabilities in other jurisdictions. Ms. Lambert said staff supported the Town Center project thus far and would continue to be supportive and patient while the decision-making process was underway. She offered staff's assistance in providing any information requested. Ms. Nerdahl said it appeared that staff would eventually have to be evacuated from Town Center--whether it was for a huge seismic retrofit or a new structure was built. She said staff respectfully asked that they be relocated to a portable or modular office component. The benefits included: a) peace of mind knowing that staff was in a seismically safe environment; b) ADA compliance; and c) increased public awareness of the situation.

Mr. Ball noted that he had been informed that the library did not have money to move into modular units; he hoped that would be considered in the next fiscal year. In the meantime, he recommended that protective film be put on the large glass windows to prevent shattering during a major shake. He said funds (over \$14,000) credited back to the library for not being open 40 hours/wk could cover the cost. He asked that the Council approve use of the library fund money for that purpose.

Councilmember K. Comstock asked that staff assist with a proposal for the library's request. In terms of the presentation, he appreciated staff's coming forward with what they wanted; he hoped to help make sure that happened. He agreed that the knowledge the staff had would be beneficial during the charrette process. Councilmember Merk said if there was money available for the library windows, there was no reason not to take action as soon as possible. Responding to Councilmember G. Comstock, Ms. Howard said a quote for the rental of temporary facilities for two years was \$130,000; that had been budgeted for and included the installation and teardown.

Councilmember Davis congratulated staff on the presentation. He suggested following up by agendaizing two items: 1) what would be involved in the library upgrade; and 2) the potential move to temporary buildings in terms of scheduling, cost, and placement.

Bill Lane, Westridge, congratulated the staff on the presentation. Additionally, having participated in programs at the library, he had often thought about those windows. With all of the changes that had taken place over the years in materials and techniques in earthquake construction, glass had been one of the major improvements. On a temporary basis, he highly recommended an immediate treatment for those windows.

Mayor Driscoll thanked the staff and Mr. Ball for the presentation.

(5) Agreement Between the San Francisquito JPA, Town and Philip Williams & Associates, Ltd.

Ms. Lambert reviewed the staff report of 11/5/03 and recommendation to enter into an agreement with the San Francisquito Creek JPA and Philip Williams & Associates to assess stream conditions and produce bank stabilization and revegetation recommendations for a 6-mile stretch of Corte Madera Creek. Responding to Councilmember Merk, she said the final product would be a scaled-down version of the report for the lower watershed that included examples of different types of bank stabilizations that could be done. Following a reconnaissance and mapping of the creek, areas of concern would be pointed out along with recommendations on what could be done in those areas. Responding to Councilmember Merk, she said it would be of service to creekbank property owners and the Town. It would also enable a good public awareness and education campaign about living along the creek. Referring to Exhibit B and the schedule of work, Councilmember Merk said walking the creek during December and January was very chancy. Ms. Lambert said the consultants were aware of that; they hoped to start reconnaissance by next week.

Councilmember Davis said the lower watershed report had some wonderful "best practices," which had been very useful to the landowners. Ms. Lambert said she anticipated the same results from this study. Councilmember K.

Comstock asked that Ms. Lambert express the Council's appreciation to the JPA for working with the Town on this and the membership issue.

Councilmember Merk moved approval of Resolution 2091-2003 Approving and Authorizing Execution of an Agreement Between the Town, the San Francisquito Creek JPA, and Philip Williams & Associates, Ltd. Councilmember Davis seconded, and the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(6) Traffic Safety Measures in Ormondale School Zone on Shawnee Pass and Cervantes

Wil Patterson, Traffic Committee, said the Traffic Committee had held a number of meetings to address concerns about traffic safety in the Corte Madera School zone. He noted that the Committee was also working with the Trails and Paths Committee on the trails that led to Ormondale.

Chris Buja, Traffic Committee, used overheads to discuss the Traffic Committee's memo and recommendation to: a) install three-way stop signs at both ends of Shawnee Pass; and b) retain the Johnny Stern stop sign configuration at the Meadowood intersection. He discussed: 1) the Committee's meetings/hearings on the issue; 2) the current configuration of stop signs at the intersections; 3) existing trails; 4) traffic controls implemented in the past; 4) traffic flow; 5) concerns expressed by parents; 6) the need to enable children to walk/bike to school; 7) the constraints to the proposal; 8) traffic speed reports; and 9) other follow-on elements necessary to make the overall plan successful. Responding to Councilmember Merk, he said the posted speed limit on Cervantes was 25 mph in both directions. Responding to Councilmember Merk, he confirmed that the "No Entry" sign at the end of Shawnee Pass/Cervantes at the bottom of the hill applied M-F from 8 a.m. to 3 p.m. during the school year.

Mayor Driscoll said in urban areas with complex intersections where a red light was very close to the next red light, people were sometimes confused. He was concerned that someone coming down westbound on Cervantes who encountered the first stop sign at Meadowood and then saw the second stop sign ahead might be confused. Responding, Mr. Patterson said on Campus Drive at Stanford, stop signs were placed very close together for safety reasons. It seemed to work very well, and there hadn't been any confusion there. Mayor Driscoll discussed the location of one of those stop signs that had recently been removed because Stanford determined that it was too close to other stop signs. He did not want to create a bigger safety problem by producing confusing signage. Mr. Buja said the Committee did not feel it would be confusing. Each of the members had driven the area in order to do an assessment and had spoken to neighbors. Mr. Patterson added that the new Superintendent of Schools felt that the current configuration with two-way stop signs was confusing.

Responding to Councilmember Davis, Mr. Buja confirmed that one reason for the Meadowood stop sign was historic. The second reason had to do with the trail coming down Meadowood that needed to connect with the trail on Shawnee Pass. Using overheads, he showed where the crosswalks were located.

Virginia Bacon, 205 Golden Oak, felt it would be confusing having so many stop signs on Cervantes. She suggested extending the trail along Meadowood until it got to Shawnee Pass and having a crosswalk there. The stop sign where Meadowood hit Cervantes could then be eliminated. Mr. Buja said that had been discussed, but it did not address the concerns about the car traffic.

Ellen Vernazza, 120 Nathhorst, said she had lived right there for many years. The crosswalk on Meadowood was highly used by hikers/walkers. If there was no stop sign there, she thought it would be very dangerous; people came zipping down the street.

Eric Patzer, 350 Cervantes, said he walked to school every day with his kindergartner. There were two problems: 1) too much traffic; and 2) the cars went too fast. He questioned whether these traffic signs would help with the density of traffic. But, he would welcome the stop signs to help slow down the traffic. Something was needed to

make it safer for the kids to walk or bike to school. He thought this would at least be a first step.

Andy Waddell, corner of Meadowood and Cervantes, reviewed his e-mail of 11/12/03. He felt two stop signs in that close proximity was overkill. The stanchions had only been in place a couple of weeks, and he saw a dramatic improvement; people were forced to slow down to 1-2 mph in order to make that sharp turn. In general, traffic was moving very slowly at that point because of the stop sign at Meadowood; they barely got going again before they made the sharp left turn there. He added that the original proposal called for moving the Meadowood stop sign. He felt there were a lot of good reasons for keeping the Meadowood sign. He did not think that what was proposed would slow down traffic much more than it already was. It would be a big nuisance to have those two stop signs during the rest of the day.

Responding to an audience member, Mr. Young reviewed the traffic data reports. Mr. Buja used overheads to review traffic patterns.

Anne Campbell, PV School District, said the more you could do to slow cars down in the area where children were walking to school, the better. Additionally, she said attempts were being made to get people out of their cars and to use the trails as pedestrians or bicyclers. Anything that could be done should be done to help parents feel that their kids were safer. She encouraged the Council to look at the safety issue as well as the aspect of getting people out of their cars.

Sue Thomas, 455 Cervantes, described her earlier experiences in getting the first stop signs and speed bumps installed on Cervantes. Even though things were quieter in those days, that street was still a real irritant with something waiting to happen. She described an accident where a young driver had been killed at the stop sign at Shawnee. She thought the Town needed to do the best it could in this situation.

Lynne Davis, Trails Committee, said the trails in Town served as the Town's sidewalks. She noted that the Town was renovating the Shawnee Pass trail so that it could be used for bicycles, pedestrians, and equestrians. Meadowood Trail currently needed some work, which was also planned. She said the Trails Committee was trying to back up the safety measures and provide ways for children to safely get to school both on foot and by bicycle.

Mr. Struthers said the speed trailer worked to slow traffic down. He suggested asking the Sheriff to put the trailer on Cervantes more often.

Mark Mordell, Traffic Committee, said the Committee had worked on this issue for the better part of two years. Comments indicated that one downside of the proposal was that it would be inconvenient. He said there were not many school zones that were convenient to drive around. Convenience meant laziness, complacency, and speed. This plan might not be the best plan, but it made a significant amount of sense to slow down the traffic in that area. It was not just an issue during school season; it was also a summer issue with kids using that park as well as the trails. When the stanchions were removed, people would start to cut that corner again and keep going faster. People needed to slow down, and it needed to be safer. If the additional stop signs caused more problems, that could be evaluated as it went forward.

Eva Gal, Ormondale Principal, said she was fairly passionate about traffic. Since she had been here, it was very fortunate that there had not been any accidents. Anything that could be done to slow traffic down--especially at peak times--should be done. Currently, she could not encourage children to ride bicycles to school. Whichever way you came in on Shawnee, it was a nightmare. Hearing that there might be a crosswalk at Meadowood and stopping cars at both ends of Shawnee was music to her ears. She felt it would slow the traffic down and make people stop and think. There was one stop sign at Iroquois and Shawnee, but some cars were not stopping for

pedestrians. Here, the children would know what to expect, as would drivers. She thought it would result in a lot slower traffic. She appreciated the Traffic Committee's work on this issue.

Dorothy Garcia, corner of Meadowood and Cervantes, said years ago, her children rode a bus from Meadowood

to Ormondale. She supported keeping the Meadowood stop sign. She also agreed that the traffic coming down Cervantes to get to Meadowood was a real issue. In the past, people used to take their foot off the gas, coast and reach speeds of 35 mph by the time you reached Meadowood. The safety issue needed to be addressed for the children. She felt, however, that the proximity of the other stop sign was too close. She did not think that the stanchions had been given an adequate amount of time. Using the map, she described the problems in crossing at Shawnee. There was no crosswalk there, and she felt one should be put in. Mr. Buja added that a crosswalk was part of the proposal.

Cathy Waddell, 460 Cervantes, said she felt before any major decision was made, the Council should listen to Mr. Young and what his data showed. She agreed there were problems, but that was true for intersections like Mapache and Westridge as well. Using the map, she described traffic patterns between 8 a.m. and 3 p.m. She pointed out the location of existing stop signs, which she said people were not obeying; she invited Councilmembers to watch from her house. Once a stop sign went in, it wouldn't come out. She wanted to live in a safe as well as rural setting. There were not that many children who walked to school. She felt Westridge was twice as busy as Cervantes and asked that the Council look at the big picture. She questioned whether the additional stop signs were really needed in this rural setting. She added that there was not the same rush in the afternoon as there was in the morning; that needed to be considered as well. Noting that she had children who would be going to Ormondale, she said she cared about their safety but also about the rural environment.

Mary Smith, Traffic Committee, described the amount of time and effort it had taken to get the lighted crosswalk put in on Portola Road. She described an incident last week where a driver had driven straight through the crosswalk without seeing a child in the crosswalk on a bicycle. The lighted crosswalk did some good, but it was not foolproof.

Mr. Buja said the Committee spent a lot of time talking to parents and neighbors. While there were not a lot of kids who walked to school yet, that was one of the things the Committee hoped to reverse. He used the map to show trail connections and crossings.

A resident *[unidentified]* said having been a resident for 23 years, he did not believe the kids would start riding bikes. Any part of the plan that counted on more children walking and riding bikes would not work. The significant traffic problem was increasing daily, and the mornings were particularly bad. It was too dangerous for children to ride their bikes on Cervantes, Portola Road or Alpine. Every day, kids were challenged by cars that ran the lighted crosswalk--whether or not the lights were blinking. That was an accident waiting to happen.

Ron Hennefurth, 470 Cervantes, said he could see all the action below from his property. He sent his kids out every day to walk to school. He did not let them cross where there was a crosswalk with a stop sign. People were rushing to get to school by making a left turn or a right turn. To cross there, his kids would have to look behind them to make sure a SUV wouldn't run that stop sign--in addition to watching the car turn in front of them. Using the maps, he described the problem, noting that many drivers were also using cell phones, drinking coffee and trying to get to the intersection first. He had his kids walk down and cross where the proposed third stop sign would be. They could see up and down and wait for cars to stop. This needed to be carefully looked at; he had been working on this for over four years. The number one issue was safety. He did not care if he had to stop 4 or 5 times on a street if it guaranteed the safety of his children. Stop signs in a couple of strategic areas would make a big difference and make things safer. It was selfish of people to worry about having to stop and take another 5 seconds to get where they were going.

Responding to Ms. Bacon, Mr. Buja said the Sheriff was present during the first week of school. He described

where the Sheriff's car was located during peak times.

A resident [*unidentified*] felt requiring cars to stop at two stop signs would create a line of cars blocking the street where someone might be walking. Using the map, Mr. Buja described how the proposal addressed the concern of cars backing up across intersections.

Bill Lane said a large proportion of the drivers in cars were parents of children going to school. That was a captive audience along with the PTA and administration. He suggested having a meeting with parents to lay down the law and point out these dangers. Additionally, he suggested putting in warning signs that let people know there were stop signs/school traffic ahead during the school year. This problem was not unique to Portola Valley, and he agreed it was a serious problem.

Mayor Driscoll suspended the public hearing.

Mr. Young said the current signage (crosswalks and stop signs) on Cervantes met the State's standards. Cars at the T intersections were required to stop with or without a stop sign; in this case, there were stop signs. The requested stop sign was 250' away from the stop sign at Cervantes and Meadowood. The State's requirements for the proposed stop signs in terms of traffic volume, pedestrian volume, accident history and speeding were not met for either intersection. Stop signs were intended to direct traffic--not to control the speed of vehicles. Additionally, the three-day speed survey had been forwarded to the Sheriff's department for enforcement. To address the original corner cutting concerns at the north end of Cervantes, 3' traffic delineators (i.e., stanchions) were installed. He felt this had slowed traffic making left turns. Also, at the south end of Cervantes and Shawnee, a 4' pedestrian florescent green warning sign was installed in October in the middle of the crosswalk. It was important to stress uniform application of realistic policies and practices. There were also legal issues with installing unwarranted stop signs. A false sense of security was instilled, and the stop signs were very close together. He encouraged the Council to consider some of these items before reaching a decision. Responding to Councilmember Davis, he confirmed that he believed the stanchions solved the problem of corner cutting and high speeds. The majority of the vehicles entering the intersection were school related, and those people making that left turn had to slow to almost a complete stop. At the other end, he believed that people coming down the hill at a high speed would slow once they saw the florescent green sign in the middle of the intersection. He felt these additions were adequate. He noted that the whole area had also been re-stripped, and all the signs were to State standards.

Responding to Mayor Driscoll, Councilmember K. Comstock said he did not think sending the proposal back to the Traffic Committee would be significantly productive. They would go through the same process with virtually the same answer. This proposal was a product that had evolved over a number of meetings. It was their considered opinion that this solution made sense. Secondly, he believed that both the Committee and the Public Works Director were trying to do their jobs, but the answers were not quite the same. Having spent 14 years on the city council of Palo Alto, what had taken place tonight often took place in that venue. Parents and educators came in and wanted a stop sign added some place. The traffic engineer said the warrants didn't justify it. Quite frequently, the sign would go in anyway. He was prepared to deal with the Traffic Committee's recommendations. His guideline had always been children first, cars second. He felt 3-way stop signs at both ends of Shawnee and Cervantes made sense. If people were ever going to get back on foot or ride their bicycles to school, there needed to be intersections where there was a high level of confidence. As far as the Meadowood intersection, there was a lot of history there, and he felt the stop sign should remain. He also appreciated the Committee's effort to increase the use of the trails in that area. He felt the stanchions made the left turn process better, but they were not stop signs. He would rather do what was recommended and then find out that it was overkill than to leave it the way it was or try something else. A lot of people other than the Committee members had participated in this, and he urged that it be given a fair try.

Councilmember Merk said he wanted to find something that was in between Mr. Young's point of view and the Traffic Committee's recommendation. He felt it was a good idea to put the two additional stop signs at the corner

of Shawnee Pass and Cervantes at the bottom of the hill (east side). He also felt it was proper to keep the stop sign on Cervantes at Meadowood. He was not yet convinced about a stop sign for the westbound traffic on Cervantes at Shawnee. He thought it would be worthwhile to give the stanchions a chance to see if they worked. The stanchions seemed to force a person to slow down to make the turn. He was concerned that if a stop sign was put there, the high volume of traffic making the loop would cause cars to back up and block the traffic on Meadowood. Also, there was no crosswalk across Cervantes at that point. For the existing crosswalks, they

needed to be fully striped if that hadn't been done. He would like to see most of the proposal done but wanted to wait on that one stop sign until there was a little more information on how the stanchions worked. Additionally, he wanted the Sheriff to cite the people that were speeding 45 and 50 mph down Shawnee. He was amazed by the number of speeders and wanted to see more enforcement.

Councilmember Davis said his concern was the two stop signs so close together. He understood the rationale for the sign at Meadowood. If the pathways could be changed, he would eliminate the stop sign on Cervantes going west at Meadowood. However, given the current path situation, he thought that one should remain. He preferred to hold off on the next one down for the reasons that Councilmember Merk mentioned. The other stop signs made great sense to him.

Councilmember G. Comstock said he appreciated Mr. Young's comments about the State not requiring us to have these signs. But, on a common sense basis, it seemed that an additional stop sign would be likely to have a positive effect. He was willing to view the State's requirements as a minimum rather than a maximum cap. He also went along with Councilmember K. Comstock's point about putting kids ahead of automobiles. He felt they ought to put the signs up.

Mayor Driscoll said he was struck that there appeared to be no crosswalk across Cervantes that had a stop sign protecting it in both directions. The crosswalk at Meadowood was only protected by a stop sign in one direction. The proposal was to put two stop signs at a point that had no crosswalk across Cervantes. A person driving eastbound/southbound on Cervantes stopped at Shawnee Pass at the stop sign and then went right across the trail easement without encountering another stop sign. Overall, he would also like to let the stanchions work a little longer. He also thought lines were very important and that they should be upgraded if they hadn't been. He said it would be easy to put a stop sign at every intersection in Town, but he did not feel that would be safer. The real problem was that people drove too fast in Town.

Councilmember Merk suggested this come back in three months so that we could see what had happened and then discuss the other stop sign. He was not convinced that it was the wrong thing to do but was not convinced that it was essential. Mayor Driscoll concurred.

Councilmember Davis moved to accept the recommendation of the Traffic Committee as amended to indicate: 1) the western stop sign on Cervantes and Shawnee would be deferred; 2) the crosswalks would be adequately marked; and 3) the item would be brought back to the Council in three months with a report from the Traffic Committee on the effectiveness of the configuration. Councilmember Merk seconded the motion, and it carried 4-1 (K. Comstock opposed).

(7) Discussion on Below Market Housing on Town Owned Lots in the Blue Oaks Subdivision

Ms. Howard said almost a year ago, the Council heard presentations from the Palo Alto Housing Corporation (PAHC) and Habitat for Humanity regarding the development of the lots that the Town owns in Blue Oaks. After those presentations, the Council created a subcommittee of Councilmember K. Comstock, Councilmember G. Comstock, the Town Attorney, the Town Planner and herself to provide next steps and a recommendation for a policy for preference in the purchase of the BMR units. The subcommittee met several times and came to a consensus on the policy issue. In terms of the next steps in this process, there had not been a consensus. It was decided that Councilmember K. Comstock and Councilmember G. Comstock would each present their positions.

Councilmember K. Comstock said the difference in opinion was whether to make a selection now on who should manage the BMR housing program for the Town. As indicated in his memo of 11/5/03, he preferred to make the choice now.

Councilmember G. Comstock reviewed his memos of 8/19/03 and 11/4/03. He felt the results of a comprehensive survey would provide guidance as to what direction this should move in in terms of the selection of a partner in this

business. It was too early to decide to work with organization "a" exclusively until we had more information about just what the market was. As set forth in his memo, he discussed conversations he had with the Headmaster of the Priory. Until it was known how many people would qualify under Habitat for Humanity's program, the Town wouldn't know whether they should pursue that organization or not. He said Councilmember K. Comstock had made the point that if we selected the organization to work with first, they could give us help in doing the survey. He (G. Comstock) had spoken with one of these organizations and found that they would be very happy to assist us in putting together an appropriate survey before we made a choice of who we're going to work with in the long run. As set forth in his memo of 11/4/03, he reviewed: 1) key points related to the scope of the survey; and 2) his preference in selection of owners/tenants. He said the question had been raised whether the staff had adequate man-hours available to help in the survey process. He suggested that an outside organization/firm that did direct mail order and that sort of thing help circulate the forms and analyze/tabulate the results. He said the proper thing to do was to focus our attention on getting the information needed to make an appropriate decision rather than make a decision now on the working partner.

Councilmember K. Comstock said he agreed a survey should be comprehensive in order to be meaningful. If that was done right, you would only need one survey. Either organization was capable of doing that by themselves, but he hoped to minimize the impact on the resources. As discussed with Ms. Sloan, asking both organizations to do a survey in parallel would not work well. They also might question our interest. The question was where the survey should fit in and whether it should be done as an independent exercise. If the survey was comprehensive, either organization would have the basic resources to produce a product that reflected the needs of that survey. That was a more linear process in terms of time, etc. He suggested picking either organization and letting them do as much of the work as possible.

Responding to Bob Adams, Ms. Sloan confirmed that the Council's intent was to have the units be purchased. Responding to Councilmember G. Comstock, she said that issue was addressed in the PUD/agreement with Blue Oaks. Responding to Mr. Adams, she said this would be for-sale housing with a deed restriction. When the BMR owner wanted to sell the unit, the deed restriction would again apply. Mr. Adams said a concern raised by the firefighters was that you were asking someone without too much money to put money into a home, with the appreciation not likely to be nearly what it would be in the surrounding area because of the deed restriction. You needed to think about what you were doing to the person as well as for the person. Also, in the survey, it would be very important to let people know that these were the circumstances under which they would be buying. Without that information, responses might not be applicable to what you're trying to accomplish.

Ed Wells, Naranja Way, said the Council had spent a lot of time looking for an answer to the Blue Oaks situation. He saw the situation as a result of an old General Plan concept. There were a number of elements that had changed substantially in the last 15 years since the Town Planner came up with the concept of the inclusionary lots or the 15% in lieu payment. Housing values had changed, the State mandates with respect to second units had changed, and there was a new vernacular being used to communicate with the community. The four double lots in Blue Oaks was something that had happened because of an old concept. Meanwhile, the State had gone on. The State required that we have a plan with housing at various levels related to income. In Blue Oaks, 3,800 sf for each double unit was proposed. At the very minimum, you needed to keep in mind that if you asked people if they'd like to move up there, you needed to tell them what they would expect to pay. He reviewed his projections on what a household at the moderate income level in the County could afford to pay for those units. If you were going to build 8 houses up there and were short \$500,000 or more for each unit, you would have to raise \$4 million

of subsidies to create those units. There was now a diminished opportunity of someone to move to Town. It was not in the cards to feel that the Town could create, build, be responsible for, and subsidize housing--in Blue Oaks or any other place. The State had also come along with a mandate in the form of the new second unit criteria, which was that you could not interfere with the rights of people who wanted to build a second unit. It also gave you an option of many more square feet to qualify as a countable second unit. In 1980 when second units were started in Town, the first rules were for much less square feet. Now it was 750 sf, which was a nice accommodation for 2 people but did not adequately serve the needs of a family of four. The second unit rules in effect now were very workable for people who wanted second units for themselves or to rent. Finally, a new

vernacular had been adopted. "Affordable housing" was a wonderful idea, but you're not really communicating in a stark or specific way what that meant. Affordable housing in Portola Valley would let you use moderate family incomes of \$109,800 as qualifying as low income housing. In Palo Alto, 50-60% of median income was so low that a lot of teachers, firemen and policemen couldn't move into affordable housing under their rules. Additionally, BMR was an acronym used in letters and communication. There was only one BMR in Town and that was at the Priory. BMR had not been defined in terms of how big it was, how many people occupied it, and how it fit into the State's allowable income range. Additionally, the State's mandate had been overused. The State had never mandated that you must build a BMR and sell it in order to convince them that you were really doing something about housing. The current requirements in this cycle related to the number of housing units in different incomes. And, they were talking about rentals where the rent included utilities and taxes. The best thing you could do was to adopt what was in the current documents passed out last January. In communities like ours, the State was encouraging second units and in-fill where people could and wanted to subdivide. What was being discussed at Blue Oaks was impractical and a financially infeasible program. He suggested asking the Finance Committee--after getting the definitions straight--to figure out what we're trying to do. The people on the Committee could think about how to unravel the situation created at Blue Oaks, which was a one-of-a-kind proposition. There was a great asset there. The Town needed to find a way to use that asset and the \$150,000 in lieu fees and find out what could be done to create enough interest in the rental of properties that could allow compliance with the Housing Element. With respect to the survey, if people were asked if they wanted to have an affordable house in Portola Valley, no one would know what you were talking about. He could provide a list of 20 things that the Town could do to help people rent second units.

Michael Reich, Georgia Lane, said there had been a lot of discussion in Town for some time about BMR units. Amongst citizens, people had an understanding of State mandates and the compliance issues, but they did not believe that "BMRs in Portola Valley" had been defined adequately. They believed it had been defined for some purposes in the community, but not with respect to how it could be useful in the community to do what had been described in the past. There was a general belief that the intent was good, but the application of that intent tended to become a political hot potato. Many people had mentioned that one of the most disturbing factors with respect to this was that it was often used with respect to growth. Some felt that it was an excuse for growth; if we could account for this growth by calling these units BMR units, then that would be okay. Some had mentioned that if we really needed BMR units for firemen and schoolteachers, we should be talking about those units at our public schools or the fire stations that we all were supporting in Town. He thought it was the responsibility of the Council and others to help the citizens understand what these issues really were. If people were confused, 25 surveys wouldn't help.

Town Planner Mader said "below market rate housing" was a general term; more recently "affordable housing" had been substituted for that in many places. The State law was very clear. It required that communities make it possible for below market rate/affordable housing to be built. That did not mean that communities had to build it. It also didn't say that they had to be just rental; they could be purchase or rental. A number of apartment projects in the area had affordable or BMR units within them, according to different income levels. The State law was quite clear on this. It did not say that the Town had to go out and build these; but, you could not have such impediments that it couldn't take place. This was difficult to deal with. The Town had relied on the second unit provisions in the ordinances to help with this where people elected to build them. A survey had been done and the Town knew generally how many were rented out and how many were not. When the requirement came down from the State,

many communities used the technique of requiring that private developers set aside a certain number of units to meet that, which put it in the private sector. The question of whether public agencies, such as utility districts, school districts, the Town, etc., should all be building that for their own employees was an interesting issue. It didn't address the other people in Town who were not in those institutions. In some cases, some school districts had built some housing. The schools around here did not have a lot of land. There were many issues that needed to be considered if you wanted to walk down that road. The Town had tried to use what it could through its public process to encourage this kind of housing to be built.

Ms. Sloan said it was also very clear in State law that there were three kinds of affordable housing. "Very low," for people who made 60% or less than median income in the County. For the Town, it would mean calculating the San Mateo County median income for a particular size family. "Low income" was 60-80% of median income. "Moderate income," which was still considered below market rate, was 80-120% median income. The Town's inclusionary zoning ordinance was the reason the Town acquired those four lots at Blue Oaks. It was anticipated that there would be two units on each lot for a total of 8 units. It had never been contemplated, and it was absolutely not something that she would endorse, that the Town would build those units. It had always been discussed that the Town would contact several affordable housing developers in the area and interview them. Most recently, there were two affordable housing developers that the subcommittee interviewed. Once one of those was selected, the Town would turn over that land to the developer who would then develop the housing. The issue before the Council was whether it was appropriate to select a developer now to then do the survey to determine exactly what size, how many square feet, etc., would be appropriate for that site. The two developers talked to indicated that this would pencil out and that there would be no subsidy from the Town other than the land. The other option being recommended by Councilmember G. Comstock was to have the Town or someone else do a survey and then choose the developer.

Town Planner Mader noted that staff had suggested the need for the survey some time ago. It was critical because the Town was not certain what income levels would be interested in having these units. Additionally, to the comment that the Town might encourage development in order to get BMR units, he said those units came about through the subdivision ordinance wherein 15% of the lots in the development were set aside for below market rate uses. That was the same process followed in Palo Alto for apartment/condo projects. The Town didn't have apartment/condo projects, so the same principle was applied to subdivisions. There was no way the Town would meet the BMR needs through subdivisions. But, as subdivisions came in, the Town might pick up a few.

Responding to Mayor Driscoll, Town Planner Mader said the number of units were issued by the State. ABAG then came up with the number of units at what income levels that each community in the Bay Area had to meet. When these numbers were put together, ABAG asked for input from local communities on how much land was available, how it was zoned, etc. They factored in many factors (e.g., population growth, income, etc.) which were blended with some averages for the Bay Area to come up with the requirements. Portola Valley's requirements were a reflection of the composite of things that went into that formula.

Ms. Sloan said when the Town Planner talked about "requirements," that meant that the State said they would like to see Portola Valley have an ability to have this many very low units, this many low units, and this many moderate units. It was not a requirement that they be built; it was a requirement that the General Plan reflect the possibility of them. It was also true that the second units were fulfilling the great majority of the requirements. Responding to Mayor Driscoll, Town Planner Mader said the actual figures were in the Housing Element. The draft revision would be coming to the Planning Commission in the second meeting in December. He reviewed the requirements for 2001-2006 put out by ABAG for the number of units in the above moderate, moderate, low and very low levels. Responding to Mayor Driscoll, Ms. Sloan said if a city's Housing Element was certified by HCD, you had a safe harbor that the Housing Element was adequate. If the Housing Element was not adequate, your General Plan was not adequate. The Town would be vulnerable for a lawsuit that said you could not have approved a project in any event because the general plan was not adequate. The Town had an adequate General Plan and Housing Element right now. Every five years, it had to be re-certified. Other penalties had been suggested, but those bills

had all failed. Responding to Councilmember Davis, she said there was a huge group of legislators and lobbies who had increased the pressure on getting stricter penalties on towns, but it had not happened yet. Town Planner Mader added that in each Housing Element, you had to indicate what you had accomplished since the last. It was good practice to try to achieve the numbers. If the goals were reasonable, there was a good chance you would.

An audience member *[unidentified]* said there had been a lot of discussion about inviting people into Town to cause a diversity of the population, etc. Tonight, it sounded like the focus was only on residents. Ms. Sloan said when the policies and guidelines were adopted for below market rate units, one of the policies was that preference would be given to those who lived or worked in Town. The Subcommittee that met decided to flesh that out, but it

was always the goal that it would be primarily for people who lived or worked in Town. She said the Town would develop a preference list with help from neighboring jurisdictions.

Responding to Mayor Driscoll, David Easton (PAHC) confirmed that PAHC would help the Town with the survey. The director had already spoken with Mr. Mader and Ms. Sloan a number of times as well as with Councilmember K. Comstock. The Town would need to establish what it wanted, which was where it had been left last. Town Planner Mader noted that a two-page survey had been worked on with PAHC. That could be taken as a starting point.

Councilmember Merk said one or both of these organizations could help with the survey, and the Town might also want to use a third party. If a third party needed to be brought in, it could be done through the Town Planner's office, and in lieu fees could be used to pay for that. Town Planner Mader added that a couple of firms that did that kind of work had already been contacted; he felt it should be a firm that specialized in this kind of work.

Councilmember Merk said the survey needed to be very broad. He thought it should go to the whole Town, as well as to people employed by the Priory, fire district, police department, the Town, The Sequoias, shops, and offices. In the survey, the Town should also follow up about second units. If second units were counted, there needed to be some kind of agreement with the builder of the second unit. Otherwise, it could be market rate today but not next month. The Town needed to get an idea from people with second units, or those planning to build them, whether they were willing to make that kind of commitment. Town Planner Mader noted that the State had accepted the results of the Town's survey as a basis for determining how many were rented and at what rates. A further step would be to try to have a contract or agreement with an owner, which was another level of concern. Ms. Sloan confirmed that so far, the State had said that if the survey indicated that you had "x" many second units where only "x" amount of rent was charged, that was good enough. They had not asked for these contracts, which would be very difficult.

Councilmember K. Comstock felt there would be enough to do without mixing in second units. Town Planner Mader and staff could come back with a recommendation for a process for another survey on second units. Councilmember G. Comstock said the survey should be thorough and not just focussed solely on the 8 units at Blue Oaks. Councilmember K. Comstock disagreed; the focus should be on something that the Town could deliver. Councilmember G. Comstock said it would be a lot of work to do a survey. It would be foolish to have the survey focus on a narrow target.

In terms of narrowing down the field to one, Councilmember K. Comstock said he felt the survey should be more generic and one that could be used by either organization. Councilmember Merk said he would like to see both of the organizations work with the Town on the survey. Mayor Driscoll said the organizations had different modes of operation. He was concerned that the Habitat for Humanity mode of operation was a poor fit for the Town from an environmental and building process point of view. Sweat equity on weekends didn't fit well with the Town's noise regulations, construction regulations, etc. Granting an exception for them would be difficult. Councilmember G. Comstock said a temporary exception was a lot different from a permanent exception. He wanted to keep it generalized at this stage. Mayor Driscoll reiterated that he would have some difficulty with that issue.

Councilmember Davis said the Blue Oaks program was a purchase environment. He said Councilmember G. Comstock was pressing for a more generic survey. Secondly, he (Davis) thought there was great merit in choosing the organization first. He wanted to put as much of the workload of the survey upon that agency and not have the Town in the business of designing the survey. He preferred the Town be in a review mode rather than a creation mode.

Councilmember G. Comstock said he looked at it from the perspective of the guy who runs the Priory who was having a devil of a time hiring a new physics instructor because of the housing problem. It might well be that the kind of program that one of these agencies operates wouldn't fit for that guy, but the other one would. He would hate to do a survey that excluded that possibility right from the start. He thought the survey should be broadly

based--not narrowly focussed. It should also include the question of rentals of second units because that had been a subject on the minds of people in recent months as a solution to the problem.

Councilmember Davis said that was not the issue the Council was taking action on. Responding, Councilmember G. Comstock said Councilmember Davis was talking about phraseology and the way the agenda was written. If you looked at his memos, they preceded the phrasing of that agenda item.

Councilmember Davis said if you got into the rental aspect, you were now into the subsidy business with ownership/capitalization issues. Councilmember G. Comstock said there were second unit rentals now that qualified as BMRs for the State's purposes; the Town hadn't subsidized those. Councilmember Davis said the subject of what units might be rented that would meet the criteria was a different kind of polling of people. Councilmember G. Comstock disagreed. A potential faculty member of the Priory might have very distinct views about whether he would want to rent or buy a place if he could. Mr. Adam's had indicated that the conditions surrounding BMRs on purchases, with their limited appreciation, made them unattractive for people to buy. He (G. Comstock) did not agree. First of all, this tended to be subsidized housing; the land got in there at no cost. The fellow might have a smaller percentage of appreciation, but it could be a very large fraction of what he had to put into it. It could be very attractive. The guy might prefer to buy one of these units rather than having to rent it. The survey needed to answer those questions in terms of what the market was. Otherwise, we're just going to be guessing.

Ms. Sloan said the original thought was that in order to decide who to select and how to proceed on Blue Oaks, a survey would be done to get an indication of what the need was in Town. The assumption was that at least 8 people in Town would want to buy the units. The questions were whether they were really out there, what was the size of their family, etc.

Mr. Easton said from discussions with the Town, he felt it would be better to limit it just to Blue Oaks--the project being looked at. He understood the interest in getting into the broader issues, but he thought the whole issue of affordable housing would be opened up. That was not appropriate considering the discussions held about Blue Oaks.

Mayor Driscoll said, if the Town was going to go to the effort of contacting all of these potential clients/buyers, we should try to learn a little something about the other issue. The specific requirement of this survey, however, should be to answer questions about Blue Oaks.

Councilmember Merk said the Town needed to know the market. By asking more questions, more would be learned about the market. He wanted to do a survey specifically having to do with Blue Oaks but include some additional questions.

Mayor Driscoll said the survey might indicate there was no one in Town who wanted to buy one of the eight units but that there were a lot of people who wanted to buy or rent a property elsewhere in Town for a lower cost. The Town could sell the Blue Oaks lots and use the money to subsidize some other solution. Town Planner Mader said those other solutions would have to be defined. Coming up with plausible options was an effort. Additionally,

going the Habitat for Humanity route was a Council decision. The Blue Oaks people, who had a big stake in this, would affect that decision. The questions of consistency with the noise ordinance and acceptability in that area would not be insignificant. If you went down this road, it would be a big issue with the Blue Oaks people and the Los Trancos Woods people who lived close by. Before making that decision, he felt the Council might want to get more information.

Councilmember Davis said he preferred an up-front decision on the organization. As meritorious as they were, he felt Habitat for Humanity would be such a mismatch that after a great deal of angst, we would come to the conclusion not to use them. If that was the case, he preferred to do it up front so they weren't dragged along through all this effort. He did not want to have them spend their energy when the likelihood of their being selected was nil. He preferred to make a decision early on.

Councilmember G. Comstock said if you were interested in facilitating the recruiting problem for the Priory, you had to look very strongly at Habitat. They would provide the house for about half the price that PAHC would--a couple of hundred thousand dollars instead of \$400,000. That would make it easier to hire a new physics professor. He did not think it should be excluded in the survey. Councilmember Davis reiterated his preference which was also based on fairness to the organization. Councilmember G. Comstock said they could judge for themselves how much effort they should put in.

Councilmember K. Comstock suggested making the survey and then deciding who it would be applied to. There were some concerns about Habitat, simply because of the work rules issue. But, that didn't matter in terms of the survey. He thought the Town Planner and Town Attorney should be directed to come back with a proposal from a reputable outfit. Then we could take whatever we could from both organizations to make sure that the questions were reasonable and productive. Once that was done, then the Council could decide.

Councilmember Merk said the issue of working on weekends was a concern from the beginning. On the other hand, a neighbor across the street was doing a home project on Saturdays and Sundays. The sweat equity aspect of Habitat was essentially the homeowner working on their house. He was not now sure that it was as much of a conflict with the ordinance as he originally thought.

Mayor Driscoll noted that Blue Oaks was the most recent and a highly priced subdivision in Town with very large houses. If the Town chose for the BMR project the organization targeting lower prices and lower incomes, that could produce the maximum amount of differentiation between neighbors. Councilmember K. Comstock suggested just getting the survey going. Councilmember Merk agreed. Councilmember Davis said he too wanted to move ahead with the survey but preferred to choose the organization up front. Mayor Driscoll agreed that the survey should move forward but also felt that the Habitat for Humanity people should hear that there was discomfort. Councilmember G. Comstock said Habitat for Humanity would not be surprised.

On the survey, Town Planner Mader said the intent had always been that the survey would only go to people who likely would fit the categories--not a Town-wide survey of all the residents--to see if there would be sufficient demand. The Council seemed to be suggesting a two-pronged survey with questions like, "Would you rather buy a house at 'x' range or help build it with Habitat for Humanity at 'x' range." That would get a little complex. If you added in some of the other things mentioned such as using the money to build someplace else, it would get very complicated. From working with PAHC, we have a description of what would likely be built working with that organization. For Habitat for Humanity, the product and process that these people would be committing themselves to would have to be described if the Town went that route. Another problem was that the survey would have to be short enough so that people would fill it out. A 4-page detailed questionnaire might not get much response. He felt the second unit issue was a town-wide issue and should be handled separately.

Councilmember G. Comstock said he did not think only employees should be surveyed. There might be a mother-in-law living in a second unit right now who didn't get along with her daughter-in-law. If a housing opportunity such as what might be available here was pointed out to her, she might really go for it. We should not ignore those

people. Town Planner Mader said that needed to be decided before formulating the questionnaire. Councilmember G. Comstock said his August 19, 2003, memo didn't mention this aspect. His November 4, 2003, did go into it because he had learned something from the recent electoral process relating to Proposition H--there is a lot of interest in other alternatives. He did not want a narrowly focussed survey.

Councilmember Merk said he preferred a town-wide survey. Mayor Driscoll felt the survey had to ask both source and demand questions. He suggested there be two surveys: one directed toward the source of potential units and one towards the potential consumers. Councilmember K. Comstock reiterated his suggestion to let the people who prepared the survey assist in determining what would be productive.

Town Planner Mader said the objective of the survey was important. If the objective was to get answers on Blue Oaks, that was one thing. If the objective was to answer a lot of other questions town-wide that did not relate to

that, that was another issue. Councilmember K. Comstock said Blue Oaks was the only property available and the only game in Town. Mayor Driscoll said Blue Oaks could be used to generate cash which could then propagate this project across other parts of the Town. If the survey was just on Blue Oaks, then the possibility of a financial transaction would be ruled out.

Councilmember Davis said this was turning into a three dimensional questionnaire. He was concerned that when you got to 30-40 questions and the questions were jumbled up, it would be very difficult to interpret the results. Councilmember G. Comstock said he wanted the survey to be broad. Councilmember Davis disagreed. Councilmember K. Comstock wanted it to focus on Blue Oaks. Councilmember Merk said he wanted it broad in order to know what the market was so that intelligent decisions could be made.

Town Planner Mader asked what "broad" meant. He asked if people would be asked if they wanted to live in a second unit somewhere in Town. Councilmember Merk suggested asking people if they wanted to provide a second unit. Councilmember Davis said this added a fourth dimension. Councilmember Merk said these questions needed to be answered. Town Planner Mader said this kind of broad survey would be very helpful for the Housing Element. But, it was a very different kind of questionnaire and was much more complex than the Blue Oaks issue. His understanding was that the intent was to move ahead with Blue Oaks. Responding to Mayor Driscoll, he reiterated that the hope was that the survey would be targeted to those people who were interested in the Blue Oaks project and who would want to respond. People who might be interested in the Blue Oaks project might say they were not interested in the 65 questions on other issues and would forget about it.

Mayor Driscoll said he thought it could be problematic trying to create a questionnaire for someone who might be considering putting in a second unit as well as for an employee in Town who was trying to make ends meet. Councilmember G. Comstock suggested having two questionnaires, both of which were sent to everybody. Mayor Driscoll felt creating two questionnaires and deciding who they would be sent to afterwards was reasonable. Councilmember Davis said there were three questionnaires. One asked the question directly. The second asked the question about buying, and the third asked the supplier question. Mayor Driscoll thought the first two questions could be in one questionnaire as they were both questions for the consumer of the unit. Town Planner Mader reiterated that the Blue Oaks project was not rental; it was purchase.

Mayor Driscoll said the goal of the questionnaire should be to characterize the consumer group and the supply group--not to characterize specific demand for the units at Blue Oaks. It was already determined that that was not cast in concrete. The Town could potentially sell those lots and buy lots elsewhere. Town Planner Mader said asking residents if they wanted to be a supplier was a different question. Ms. Sloan suggested there be two surveys. One could probably get out the door faster than the broader one which had a lot of dimensions.

After discussion, Mayor Driscoll suggested staff bring back some samples so that the Council could iterate on this more. Responding to Councilmember G. Comstock, Mr. Easton said PAHC did not actually do the survey; someone was hired to do the survey, with input from PAHC on the types of questions. He felt the Town needed to

answer the Blue Oaks question. Mayor Driscoll agreed that those answers needed to come out of the survey as a minimum requirement.

(8) Reports from Commission and Committee Liaisons

(a) Library JPA

Councilmember K. Comstock said at the Library JPA meeting, there was not a lot of support for the withdrawal of money by the County. The consultants would be preparing a detailed revised JPA document. Each member of the JPA would have to support the changes and figures presented.

(b) ASCC

Councilmember Merk said the ASCC was very glad to be included in the upcoming joint meeting on fences. Their concerns were that there had been conflicting decisions in the past and that smaller lots presented special problems. They wanted to know if the Town wanted to recognize the variety and variability of fences in the different parts of Town. There was also the whole question of permitting.

(c) Planning Commission

Councilmember G. Comstock said there was general agreement on the proposed renovations and enhancements for the Alpine Hills Tennis and Swim Club. The Commission felt, however, that the new tennis court proposal should be deferred until they could resolve the parking issues. On the proposed fitness center, parking was the big issue. No use permit would be granted until the parking improvements were approved.

(d) Trenching Field Meeting

Mayor Driscoll described the location and size of the second trench. He said it appeared to be very flat and unmolested. He described the State Geologist's requirements, and the borings done to address those requirements. He discussed the additional area that could be cleared as a result of this investigation. He said the borings needed to be finished, and the report would need to be received by the Town and submitted to the State Geologist. If the Town received a strong indication from the Town Geologist that it was safe, the Town could begin to move forward with its process in parallel with the State Geologist's review.

WRITTEN COMMUNICATIONS

By motion and second, the Digest of 10/24/03, was added to the agenda by a vote of 5-0.

(9) Town Council 10/24/03 Weekly Digest

(a) Crime Activity Report

Referring to the report, Councilmember Merk said there were three sites listed that were not in Portola Valley. Mayor Driscoll noted that there seemed to be a large number of unlicensed drivers driving on Town roads.

(10) Town Council 10/31/03 Weekly Digest

(a) Photovoltaic and Solar Panel/Collector Design Guidelines for PV Ranch

Responding to Councilmember K. Comstock, Ms. Howard confirmed that the Ranch photovoltaic/solar guidelines

had been approved by the ASCC. Referring to the last sentence on page 3, Councilmember Merk said State law said an owner had the right to have solar access and use. Councilmember K. Comstock said he understood there was something in the hopper in Sacramento about this issue. Mayor Driscoll asked staff to follow up.

(11) Town Council 11/7/03 Weekly Digest

(a) Proposal for a Town Policy Regarding Tree Lines and Lines of Sight

Ms. Howard said Sally Ann Reiss was very interested in finding out whether the Council was interested in pursuing a policy regarding trees and lines of sight. Mayor Driscoll suggested it be agendized for the joint meeting next week; the ASCC could be asked to provide some recommendations after a brief discussion.

(b) Goal Setting Meeting

Referring to the draft agenda for the goal setting meeting, Mayor Driscoll asked for input. He recommended holding off any conversation about the form of Town government issue, which deserved of a separate public meeting. The goal setting meeting was meant to address long-term perspectives. He noted that a professional facilitator would attend.

(c) Referendum

Referring to her memo of 11/6/03, Ms. Sloan said it was expected that the election results would be certified Friday or Monday. The election results could be brought to the Council at the November 19, 2003, meeting and should only take a few minutes. After the results of the election were certified, the "Next Steps" set forth in her memo could be taken.

(12) League of California Cities

Mayor Driscoll noted that he would be asked to vote on the League of California Cities - Peninsula Division ballot. Unless there were objections, he would vote for the sole candidates listed for each of the offices, and abstain on the vote for secretary/treasurer which had two candidates listed.

(13) Minutes of the Town Council Meeting of October 22, 2003 (Removed from Consent Agenda)

Councilmember Merk and Mayor Driscoll submitted changes to the minutes of the October 8, 2003, meeting. Mayor Driscoll asked that the minutes be brought back for approval.

ADJOURNMENT

The meeting adjourned at 12:05 a.m.

Mayor

Town Clerk