

TOWN COUNCIL MEETING NO. 808, JANUARY 26, 2011

Mayor Driscoll called the meeting to order at 7:31 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers John Richards, Steve Toben and Ann Wengert; Vice Mayor Maryann Derwin and Mayor Ted Driscoll

Absent: None

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Leigh Prince, Town Attorney Representative
Brandi de Garmeaux, Sustainability & Resource Efficiency Coordinator (SURE)
Tom Vlastic, Town Planner
Stacie Nerdahl, Administrative Services Officer

ORAL COMMUNICATIONS

(1) PRESENTATION [8:05 p.m.]

Report from Brandi de Garmeaux, Sustainability & Resource Efficiency Coordinator (SURE), and the Sustainability Committee, with *Introduction to Energy Upgrade Portola Valley: Background, Marketing & Project Plan*

Ms. de Garmeaux began by thanking the Town Council for its support of the development of the new Energy Upgrade Portola Valley program and the Sustainability Committee, and its forward-thinking receptivity to embracing environmental policies and programs. In terms of program background, she explained that in 2006 the Town Council formed the Climate Protection Task Force to work on a comprehensive energy-savings plan for the Town, and then adopted AB 32 – Greenhouse Gas Emissions Reduction Target – in 2007, which called for cutting GHG emissions to 1990 levels by 2020 and 80% below 1990 levels by 2050. In 2009, Portola Valley adopted a Sustainability Element for the General Plan and was able to tap federal stimulus funds to accelerate development of its energy-savings program. Last year, after the task force had completed its work, the Sustainability Committee formed to assess how the stimulus funds would affect the plan.

Ms. de Garmeaux introduced Sustainability Committee members present: Angela Hey, Virginia Bacon and Onnolee Trapp.

She said that the Committee's primary mission was to develop an energy and water-efficiency upgrade program, taking advantage of the funding available but also ensuring that residents receive a consistent and compelling message. The program's 2005 baseline emissions inventory, conducted by San Mateo County, showed that residential energy use accounts for about 41% of the Town's GHG emissions, with transportation accounting for 39%. Based on data in the 2005 inventory, Portola Valley needs to reduce residential sector emissions by 2,058 tons by 2020 – a goal that will be affected by State and County activities as well as Portola Valley's. For example, if California utilities were to produce 33% of its energy from renewable sources by 2020, it would contribute a 21% reduction toward Portola Valley's target. Other State targets that would affect Portola Valley's reductions would be in low-carbon fuel standards (7.2%) and clean-car standards (19.7%). If the State initiatives meet their targets, Ms. de Garmeaux calculated that Portola Valley needs a reduction of about 5,000 tons, and the State targets – if realized – will exceed that by 2,000 tons.

Because the Town has less control over transportation factors, Energy Upgrade Portola Valley focuses heavily on the residential sector but, as Ms. de Garmeaux pointed out, it incorporates many programs that address other emission sources, including waste and water as well as transportation.

She then discussed Energy Upgrade Portola Valley's framework, objectives, benchmarks, program plan, staff roles, monitoring and metrics.

In terms of framework, Energy Upgrade Portola Valley incorporates two programs – the Acterra Green at Home High Energy Home Assessments (in which Portola Valley is collaborating with four other communities) and the State's Energy Upgrade California. In that context, the new initiative's primary objectives include:

- Engaging up to 150 residences in Acterra's web-based audits and implementing measures that will reduce total energy use by 25,000 kilowatt hours annually by year-end 2011 to meet California Energy Commission directives. Interim targets will be set and monitored on May 30 and August 30, 2011.
- Engaging residents in improvements via the Energy Upgrade California rebate program to complete at least 40 "advanced package" upgrades and 50 "basic package" upgrades by year-end 2011 (again with interim targets to be set and monitored on May 30 and August 30, 2011). The basic package includes energy-reduction measures such as air sealing and attic insulation (with an associated \$1,000 rebate); the "advanced package" also brings in HVAC systems (with energy reductions of 20% to 40%). In addition, residents will be encouraged to install 200 smart strips and 100 CFL bulbs by year-end 2011. Ms. de Garmeaux agreed with Councilmember Toben's observation that 100 CFL bulbs seems to be a small number, but she indicated that the Sustainability Committee felt that many residents have installed these bulbs already and did not want to over-project. (Smart strips are designed to enable people to cut off the current to appliances and devices when they are not in use but still consume electricity.)
- Creating market demand to engage residents in completing various home-energy improvements – all the way from changing light bulbs to undertaking major energy-efficiency remodels. The targets laid out would reduce GHG emissions by 2,058 tons per year and meet the AB 32 goal of 1990 emission levels by 2020 (in the residential sector).

Ms. de Garmeaux showed the Council a graph developed by Sustainability Committee member Stefan Unnasch showing how the various improvements would contribute to the Town goal of a 2,058-ton reduction in GHG emissions by 2020. She also explained a process flow chart illustrating the Energy Upgrade Portola Valley program design, starting with a resident's inquiry, showing how the SURE coordinator would act as a portal and where Acterra and a certified home performance company and/or an independent assessment company would come into play, and making it clear to residents that improving energy efficiency is a multi-step process. Ms. de Garmeaux also explained that when either Acterra or the home performance people discover water issues while working with residents, they can refer them to Cal Water. Cal Water, too, will provide residents with information about Energy Upgrade Portola Valley, providing another avenue for getting the word out.

The marketing strategy developed to support Energy Upgrade Portola Valley involves what the Sustainability Committee calls a "repeated touch," based on the understanding that people generally need to hear/see the message about three times before taking action. Thus, the strategy involves:

- Peer-to-peer contact through identified Town leaders to influence their neighbors to complete an energy upgrade. While piloting this initiative – which will entail finding three to five Town leaders to complete upgrades and then invite their neighbors in to see the results for themselves – the Sustainability Committee also will have the recruits test several messages to determine the most compelling among them. The Committee member's hope that these leaders will act as Energy

Upgrade Portola Valley's "eyes and ears," too, not only promoting the program in the community but providing feedback to the Sustainability Committee as well.

- Partnerships with contractors, agencies and merchants to deliver a consistent marketing message that encourages upgrades while residents are making a major purchase or renovation decisions. The idea is that when people are already preparing to make some changes, they may be inclined to also make the move to energy-efficiency upgrades. For instance, swimming pool contractors can ensure that homeowners who hire them are aware of energy-efficient pumps – and give them marketing materials about Energy Upgrade Portola Valley also. To lay a foundation for developing the partnerships, the Sustainability Committee envisions a workshop that explains the permitting process and helps them understand how Energy Upgrade Portola Valley works and how to market it. In response to a question from Councilmember Toben, Ms. de Garneau said that the workshop would be inclusive, including general contractors as well as subcontractors and specialty contractors – those who specialize in swimming pools, HVAC, etc. The Sustainability Committee also plans a separate meeting with realtors, inasmuch as the target market for remodels consists primarily of new homebuyers.
- Community-wide umbrella marketing campaign to generate program awareness and "buzz." The Sustainability Committee is gearing up for the main launch at the Earth Day Fair on April 16, 2011, followed by other community events such as a panel discussion with home energy improvement companies and Town leaders who have completed upgrades. Also planned are print media and social media campaigns.

Ms. de Garneau also told the Town Council about some of the innovative tools that the Sustainability Committee is developing in conjunction with the new program. For instance, based on an analysis of the permits that have been issued over the last 10 years that identified the most frequently permitted projects – re-roofing leads the list – the first in a planned series of "Did You Consider?" flyers will be distributed to people who apply for re-roofing permits. It discusses steps that homeowners who are planning re-roof jobs might consider to save energy and/or serve other environmentally friendly purposes. Planning staff are working with a Sustainability Committee subgroup to develop these flyers.

Another tool that another Sustainability Committee subgroup is working on is a smart strip user guide, developed because smart strips can be complicated to set up, particularly with audio-visual equipment. This tool, which the Committee hopes to distribute via hardware stores and other retailers to make available to people when they're checking out smart strips, will help users avoid bad experiences that might discourage their use of smart strips.

In addition, the Committee has developed a Home Energy Detective Loaner Kit – including an energy meter to show homeowners how much electricity particular appliances are using, an infrared gun to see the temperature at windows with shades/curtains open/closed. The kit is designed to generate interest and awareness among residents, helping them learn new things about their homes and where they might improve energy efficiency. Depending on funding, Ms. de Garneau said that the Sustainability Committee would like five Home Energy Detective Loaner Kits available for checkout at the library and with each of the five science teachers at Corte Madera Elementary School to use as instructional aids, and to loan to students and their families.

Energy Upgrade Portola Valley also will employ "answer cards" that cover frequently asked questions and reinforce its marketing message.

As for timing, Ms. de Garneau said that the Committee is currently working on the peer-to-peer pilot for rollout in February (to run through May); determining how to reach the various contractors and what message to give them after the partnership matrix is complete, leading up to the workshop in March; developing the umbrella advertising campaign over the February-April period and then launching it at the Earth Day Fair on April 16, 2011.

She said that Committee member Lance Vaughn worked with her and the Planning Department to consider potential incentives to attract participation; their proposal will go to the Town Council for review and approval within the next month or so. Potential incentives include offering:

- Flat-fee permits for basic and advanced package work (\$50 and \$100, respectively).
- Free smart strips for the first 50 residents to pass final permit inspection upon completion of basic or advanced package upgrades.
- Energy “concierge” services (likely provided by Building & Planning Assistant CheyAnne Brown and Planning Technician Carol Borck) to help guide them through the process of evaluating and deciding upon upgrades to improve energy efficiency.

Ms. de Garmeaux concluded her presentation by informing the Town Council of various metrics that will be used to determine whether the marketing strategy is working.

Referring to re-roofing projects, Councilmember Wengert asked how Energy Upgrade Portola Valley takes into account issues that the Planning Department encounters, such as guidelines for color, reflectivity and materials. She noted that some of the materials conflict with Town codes relative to limits on colors and reflectivity. She said she can picture those guidelines running headlong into energy-efficiency initiatives, for instance. Ms. de Garmeaux, stating that the Committee has been mindful of developing the program within the Town’s framework, reiterated that the “Did You Consider?” flyer was developed with the Planning Department and the Building Inspector to avoid conflicts with guidelines, including reflectivity requirements. She said that materials now available come in more acceptable colors as defined under the design guidelines.

Mayor Driscoll pointed out that it was difficult finding reasonably economical, environmentally efficient roofing materials that were consistent with Town guidelines at the time of the Town Center project.

Mr. Vlastic indicated that the ASCC continues to struggle with cool roofs. For projects that sit relatively high on a hill, where no one looks down on it, the decision is easier than with one that sits below and catches reflections. At the same time, he said that there is a much greater appreciation of the importance of cool roofs on the part of neighbors as well as the ASCC.

Councilmember Richards said that he is impressed with the breadth of the Energy Upgrade Portola Valley program presented and the ideas in it. He called the idea of partnering with contractors a great one, suggesting that the Town meet regularly with the contractors after the kickoff. He also suggested that the Town give participating contractors handouts they can use to show potential clients that they are part of the Energy Upgrade Portola Valley program.

Mayor Driscoll echoed Councilmember Richards’ suggestions in terms of the realtor partnership, because the realtor often is the first to give a potential homebuyer an indication of the kind of town they’re considering.

Councilmember Toben said that he’s excited about Energy Upgrade Portola Valley at many levels. He said we’ve waited a long time to see the Town burst out of the chutes with a comprehensive program of this kind, and recalled that when adopting the AB 32 goals many years ago, Town leaders envisioned this type of strong stand. Consequently, he said, he’s proud to be associated with the work that SURE and the Sustainability Committee are doing, and supports it wholeheartedly. Beyond meeting the targets already established – e.g., 90 homes undertaking energy upgrades as part of San Mateo County’s 1,000-home initiative and 150 homes completing energy improvements as part of the Acterra High Energy Home Assessments – he said that it is important to nurture an ethos in the Town that embeds advanced resource efficiency at the center of Portola Valley’s civic culture. He said that over the past few years, he’s hungered for more explicit messaging about the progress we’re making – and not making. He said

that he considers the targeted marketing the right stance, going after innovators and early adopters, etc., but it is also important to attend to the broader community, because that will advance norms and improve receptivity on the part of more and more residents. For example, he suggested a page on the Town website that tracks efforts and progress on the Energy Upgrade Portola Valley program – something akin to the dashboard in the library. He said that the dashboard is nice but doesn't offer much relative data comparison. He said he'd like to see a graph in the Town Hall foyer that depicts gross energy consumption reductions since 2005 and tracks it going forward. He said the Town should place an ad in *The Almanac* at least twice a year to show residents "the good, the bad, and the ugly" on how we're doing, and encourage *The Almanac* to do tough interviews with Ms. de Garneau, so the Town is held accountable for accomplishing what it's setting out to do.

Councilmember Toben also said that he hopes to see the marketing campaign give the program a big hit right out of the gates, integrating all the media and platforms available; this effort does not call for a below-the-radar marketing effort. It is part of what's needed, he suggested, to re-tool our collective thinking about resource consumption.

In conclusion, Councilmember Toben said that he's impressed by the amount of time that Sustainability Committee members have committed to the program, and commended the leadership of such institutions as The Sequoias, the Woodside Priory and the Portola Valley School District for adding muscle to the effort.

Vice Mayor Derwin said that it's impossible to say how much time, passion, legwork and debate that the Sustainability Committee has put into development of Energy Upgrade Portola Valley over the past nine months, and how hard Ms. de Garneau has been working. She said that it is truly remarkable, and she is very proud of Ms. de Garneau and the entire Committee.

Councilmember Wengert, echoing the comments of her colleagues, added her thanks for having undertaken this huge task. She described the program as enormously ambitious, and said that it will take a lot of people really digging hard to drive it forward. She suggested that the marketing effort include giving residents information about resources available to help them financially. While people who are planning projects already anticipate capital expenditures, she reasoned, others who aren't necessarily thinking in those terms may consider economics a barrier to making energy upgrades, and having access to such information might help move them in that direction. Councilmember Wengert said that the adoption of new behaviors is less a hurdle than the expense.

Vice Mayor Derwin said that it was extremely disappointing to have the plug pulled on PACE (Property Assessed Clean Energy) program funding, because it was going to be a key component of Energy Upgrade Portola Valley.

Mayor Driscoll said that he would love to have a Town parcel map on the website, with electronic pins marking homes that have completed energy upgrades, based on the idea that seeing where they stand relative to their neighbors could give residents additional motivation. As Mayor Driscoll pointed out, peer pressure sometimes works very well. He concluded by thanking Ms. de Garneau and the Sustainability Committee for their outstanding work.

CONSENT AGENDA [7:32 p.m.]

- (2) Minutes of Town Council Meeting of January 12, 2011
- (3) Ratification of Warrant List of January 26, 2011 in the amount of \$86,634.90
- (4) Recommendation by Town Attorney – Adopt Ordinance Amending the Conflicts of Interest Code
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending the Appendix to Chapter 2.36 [Conflicts

of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. 2011-389)

- (5) Recommendation by Planning Manager – Adopt Amendments to the Zoning Ordinance to Implement portions of the Town’s Housing Element
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Title 18 [Zoning] of the Portola Valley Municipal Code to reflect the Updated Housing Element (Ordinance 2011-390)

By motion of Councilmember Toben, seconded by Councilmember Wengert, the Consent Agenda (Items 3, 4 and 5) was approved with the following roll call vote:

Aye: Councilmembers Richards, Toben and Wengert, Vice Mayor Derwin and Mayor Driscoll

No: None

Councilmember Toben moved to approve Item 2 on the Consent Agenda, Minutes of Town Council Meeting of January 12, 2011. Seconded by Councilmember Richards, the motion passed 4-0 (Mayor Driscoll abstaining).

REGULAR AGENDA [8:07 p.m.]

- (6) Recommendation by Planning Manager – Adoption of a Resolution in Opposition to the Proposed Cargill Saltworks Project, Amending Resolution 2509-2010 and Discussion of a Formal Response to the Notice of Preparation
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Conveying to the City of Redwood City the Town Council’s Opposition to the proposed DMB Redwood City/Saltworks Project as presented in the Notice of Preparation and Support of the Restoration of the Cargill Salt Ponds and their Inclusion in the Don Edwards National Wildlife Refuge (Resolution No. 2512-2011)

Ms. Howard said that this resolution would replace the resolution that the Town Council adopted on December 8, 2010. The revised resolution has two “whereas” statements that differ from the prior version and makes an additional point (No. 4) in the “therefore be it resolved” part:

. . . WHEREAS, Section 15270(b) of the California Environmental Quality Act permits a public agency to conduct an initial screening of a proposed development project for quick disapproval prior to the initiation of the CEQA process where the agency can determine that the project cannot be approved; and

WHEREAS, the Notice of Preparation for the proposed DMB Redwood City Saltworks project dated October 12, 2010 reveals the project to be so patently flawed on environmental grounds that it cannot be approved in any form resembling the proposal; and . . .

NOW, THEREFORE BE IT RESOLVED THAT

4. Declare that the Portola Valley Town Council requests that prior to the initiation of the CEQA process, Redwood City determine that the project cannot be approved and deny the application.

Adding a bit more background, Councilmember Toben recalled that at the December 8, 2010 Town Council meeting, resident Derry Kabcenell had indicated that the original resolution did not go far enough and suggested language stating that not only should Redwood City take into account Portola Valley's objections, but reject the application. Councilmember Toben acknowledged reacting erroneously, indicating that the law couldn't possibly permit that. The Town Attorney has advised that the law does permit this, and when he saw the citation to CEQA, he realized that a municipality may indeed reject a project without considering it. With that new information, and considering the feelings about the project expressed that night, Councilmember Toben said that he drafted the language to change the resolution, sent it to (now) Mayor Driscoll and said that he would be willing to support it.

Councilmember Wengert, who was not present on December 8, 2010, had a question about inconsistencies between No. 2 and No. 5 in the "therefore be it resolved" part:

2. Formally indicate that the Portola Valley Town Council is extremely concerned about the proposed DMB Redwood City Saltworks project and intends to maintain access to all pertinent information about the project as the review process unfolds.
5. Declare that the Portola Valley Town Council opposes the proposed project as described in the Notice of Preparation and Initial Study and supports the restoration of the Cargill salt ponds and their inclusion in the Don Edwards National Wildlife Refuge.

In the first instance, she pointed out an expression of extreme concern, while the second indicates direct opposition. She suggested that the latter more accurately and more strongly portrays the Town's position. Other Councilmembers agreed with her suggestion to change the "extremely concerned about" in No. 2 to "opposed to."

Councilmember Toben pointed out some minor text changes. He suggested that to have the resolution in proper form, the final conjunction "and" needs to be deleted from the end of the last "whereas" clause. He found that the wording in No. 4 under "therefore" awkward and found an unnecessary comma in No. 5: He suggested the following changes, and other Councilmembers agreed.

4. Request that prior to the initiation of the CEQA process, Redwood City determine that the project cannot be approved and deny the application.
5. Declare that the Portola Valley Town Council opposes the proposed project as described in the Notice of Preparation and Initial Study and supports the restoration of the Cargill salt ponds and their inclusion in the Don Edwards National Wildlife Refuge.

Councilmember Wengert moved to adopt Resolution No. 2512-2011 of the Town Council of the Town of Portola Valley, as amended, conveying to the City of Redwood City the Town Council's Opposition to the proposed DMB Redwood City/Saltworks Project as presented in the Notice of Preparation and Support of the Restoration of the Cargill Salt Ponds and their Inclusion in the Don Edwards National Wildlife Refuge, as amended. Councilmember Toben seconded, and the motion passed 5-0.

- (b) Discussion of Formal Response to Notice of Preparation for proposed Cargill Saltworks Project

Mr. Vlasic referenced the memorandum about the draft letter to the Notice of Preparation that he submitted to the Town Council on January 20, 2011, which discussed specifics of the NOP. He indicated having learned that Redwood City originally had set a February 28, 2011 deadline for receipt of NOP comments, but has since moved it to the end of March 2011. He also indicated that almost every item on the environmental checklist has a potentially significant impact. At this point, there are many unknowns,

including whether all of the agencies involved will come together in a single Environmental Impact Report (EIR) or Environmental Impact Statement (EIS).

Mr. Vlasic explained that rather than tackle each comment in the Initial Study, the draft of Portola Valley's letter of response focuses on the perspective of regional protection and at the same time draws attention to items on the checklist that have not been attended to – perhaps the most significant of which is the emergency response question. Importantly, too, the Baylands set as much a part of a framework as other elements that Portola Valley considers important to protect.

Councilmember Toben said that the first four paragraphs of the draft letter under the heading, "Overview of Portola Valley Comments and Environmental Concerns," are some of the most powerful and eloquent comments that he's ever read. He credited Mr. Vlasic with doing an extraordinary job of articulating the case in a measured, but compelling way. He said that he was particularly impressed by the analogy of Portola Valley's work to preserve the western hillsides, and wondered whether that analogy might be extended. There has been considerable cost associated with that preservation, Councilmember Toben pointed out. The Town's decision against permitting the building of roughly 1,000 homes on the western hillside, for instance, was a costly one, because the revenue from that project would have averted the need to scrape for utility user tax money and a lot of other headaches that Town leaders have dealt with over the years. Despite the cost of the decision, he said, they decided against the development because the value of that regional asset was so paramount, not only to Town residents but to people beyond Portola Valley.

Councilmember Toben said, too, that he is troubled by the fact that the letter does not acknowledge the problems that Redwood City faces with flooding issues and insufficient revenue sources to enable restoration of the area. He said it is a huge dilemma for Redwood City, and he believes that Redwood City officials are sincere (if mistaken) in their belief that the Saltworks project could offer an elegant solution.

Mayor Driscoll said that he believes it is fair to look at the Peninsula as a populated area bounded on one side by the Bay and the other side by the hills, and that Redwood City and Portola Valley had parity in some ways.

Councilmember Wengert said that many of her thoughts are similar to Councilmember Toben's, and agrees that the regional asset perspective is critical. The comparison to Windy Hill and other parts of Portola Valley's environment, including its trail system, also occurred to her. Councilmember Wengert said that some solutions may lie in a regional approach, so some assistance may be offered at a broader level to help Redwood City address the flooding-restoration dilemma. Mayor Driscoll said that would be tough, because Portola Valley does not have much to offer in the way of resources.

Describing the draft letter as very well-organized and well-constructed, Councilmember Wengert offered two suggestions to strengthen the message (on page 2): using "objections" rather than "reactions" in the first paragraph and changing "can be appreciated" to "clearly evident" in the last line.

Councilmember Toben had an additional suggestion – to eliminate the last two sentences in the fourth paragraph for page 2f, neither of which is strong and would leave a "powerhouse paragraph."

In fact, much of the contemporary planning efforts and authority for regulation of land use in California have been in direct response to historic decisions that were made in conflict with protection of sensitive lands. Further, the California Environmental Quality Act (CEQA) requirements we make use of today were adopted to specifically protect the state's unique setting and environment against such proposals.

In general, Mayor Driscoll surmised that the Town Council would be satisfied to send this letter with the modifications discussed. Vice Mayor Derwin asked when it would be submitted; in response, Mr. Vlasic

said that he would expect it to go out within the next few weeks with the resolution and the package of emails.

- (7) Recommendation by Planning Manager – Authorization to become a member of the Countywide Sub-Region to Administer the ABAG’s Regional Housing Needs Allocation Process (RHNA) as part of the regional Sustainability Communities Strategy [8:27 p.m.]
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Town of Portola Valley to Become a Member of a Countywide Sub-Region, an Entity that would Locally Administer ABAG’s Regional Housing Needs Allocation Process (RHNA) (Resolution No. 2513-2011)

Ms. Howard said that in 2007 the Town Council had authorized Portola Valley’s membership as part of a San Mateo County Sub-Region that would look at a more regional approach to housing rather than town-by-town. The State finally approved the countywide concept, she said, and San Mateo County will proceed on that basis. This resolution would enable the Town to join the other cities in the County to move forward, and the other municipalities would also pass their own resolutions. Then ABAG will adopt a “cover” resolution to work toward implementing the effort.

In response to a question from Vice Mayor Derwin, Mr. Vlastic confirmed that the Housing Element has to be renewed every eight years. Portola Valley’s recently updated Housing Element has been certified, he explained, so this option should be in place for the next Housing Element update.

Councilmember Wengert asked whether the Sub-Region is synonymous with the County in this case, or if it is a portion of the County. Mr. Vlastic said that the Sub-Region is the County.

In light of the 2010 census, Vice Mayor Derwin asked when RHNA are reviewed and allocations made for each jurisdiction, and what the basis for the analysis is. Mr. Vlastic explained that ABAG is mandated by the State to come up with the numbers and takes several factors into account to do so. They undertake annual surveys on land-use conditions in the communities, project population and other changes, and generate numbers to allocate across the Bay Area region.

Councilmember Richards moved to have Portola Valley become a member of the countywide sub-region to administer ABAG’s Regional Housing Needs Allocation Process (RHNA) as part of the regional Sustainability Communities Strategy. Councilmember Wengert seconded, and the motion passed 5-0.

- (8) Recommendation by Assistant Town Manager – Ford Field Refurbishment Project [8:35 p.m.]
 - (a) Entering into an Agreement with Carducci & Associates for Completion of Design Work for the Ford Field Refurbishment

Ms. McDougall said that she had nothing to add to the staff report of January 26, 2011. Councilmember Toben moved to approve entering into an agreement with Carducci & Associates for completion of design work for the Ford Field refurbishment. Councilmember Richards seconded, and the motion passed 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:36 p.m.]

- (9) Recommendation by the Trails and Paths Committee – Proposed change to Committee Charter [8:20 p.m.]

Councilmember Wengert moved to approve the proposed Trails and Paths Committee charter changes. Vice Mayor Derwin seconded, and the motion passed 5-0.

- (10) Appointment by Mayor – 2011 Commissions and Committees

Vice Mayor Derwin asked about circumstances with the Traffic Committee, which currently has only two members. Mayor Driscoll explained that the Traffic Committee will meet and discuss how best to move forward, whether it be to amend charter meeting time or fold Traffic into the Trails and Paths Committee.

Councilmember Toben moved concurrence with Mayor Driscoll's appointments of Commission and Committee members. Councilmember Wengert seconded, and the motion passed 5-0.

(11) Appointment by Mayor – 2011 Commission and Committee Council Liaisons

Vice Mayor Derwin, listed as liaison to the Cultural Arts Committee and the Climate Action Program – County and C/CAG, pointed out that the Cultural Arts Committee meets on the second Thursdays of each month and the Climate Action Program meeting is held monthly on the third Thursday. Clerk Hanlon explained that the Cultural Arts Committee's meeting schedule appears as "as announced" in its charter. Vice Mayor Derwin also noted that the League of California Cities meetings should be listed as "as announced."

Councilmember Richards moved concurrence with Mayor Driscoll's appointments of liaisons and alternates to the Commissions and Committees. Vice Mayor Derwin seconded, and the motion passed 5-0.

Boy Scouts [*non-agenda item*]

Boy Scout Troop 64 was in attendance at tonight's meeting, and the boys were invited to share reactions or questions about what they've observed. Scoutmaster Pat Kelley, who lives on Portola Road in Woodside, said that the boys are working on their Citizenship in the Community merit badges, and one of the requirements is going to a Town Council meeting and hear about the business of the Town. He said some of the scouts had questions about Ford Field. Christian Anderson, who said that he has played at Ford Field many times, asked what would change there. He pointed out that one of the dugouts is either really cold or really hot and doesn't accommodate the entire team, so they use the bleachers instead of the dugout. Mayor Driscoll, explaining that initially the Town had a much more ambitious project in mind but could not obtain funding that was anticipated, indicated that the proposal – more of a bare-bones refurbishment – currently calls for moving the dugout from under the tree so that it can be used, replacing the rotting backstop, installing a new batting cage, re-leveling the field, putting in a new irrigation system and putting up new fencing. Mayor Driscoll told the boys that what the Town Council approved today was for the design phase. In response to a question, he said that he isn't sure whether the refurbishment will include a new scoreboard.

In response to a question about which grades at Corte Madera Elementary School would receive the Home Energy Detective Loaner Kits, Ms. Howard said that the kits would be given to science teachers, but she isn't sure what grades they teach. Vice Mayor Derwin said that she believes anyone who has a science teacher would be able to borrow one of the kits. One of the boys said that his father has an infrared temperature gun, and it's extremely inaccurate. In response to another question, Ms. Howard said that the Detective Loaner Kits also would be available to the public through Town Hall or checkout at the library.

(12) Reports from Commission and Committee Liaisons [8:45 p.m.]

(a) SFO Airport/Community Roundtable

Councilmember Toben reported learning at the Airport/Community Roundtable that the San Jose Airport has instituted a new flight path arrival that affects incoming flights about 10% of the time, depending on weather conditions. It takes aircraft coming into San Jose over Portola Valley at about 5,400 feet of altitude. That is substantially lower than the standard they were supposed to have in place thanks to Representative Anna Eshoo.

Councilmember Toben said that a noise abatement officer from SFO called him to express interest in monitoring the noise impacts of this new arrival path, and would be happy to install a noise monitor in some remote location. Councilmember Toben responded that it was a great idea, and could we also get noise readings for some flights incoming to SFO. The noise abatement officer said that he wasn't authorized to undertake that kind of work and had to confer with Roundtable leadership – which has not been hospitable to Portola Valley's concerns in that regard.

(b) Ad-Hoc Spring Down Master Plan Committee

On January 21, 2011, Councilmember Wengert reported, a subset of the Ad-Hoc Spring Down Master Plan Committee met to review the Committee's progress and discuss a report that will be submitted to the Town Council in February or March. She and Councilmember Richards met with Planning Manager Leslie Lambert and Public Works Director Howard Young; Ms. Lambert agreed to prepare the report.

(c) Community Events Committee

Councilmember Wengert said that the Community Events Committee is reviewing annual events and evaluating whether they are still meaningful to the community. In her last meeting as the Committee's liaison, Councilmember Wengert told members that the Town Council is committed to making sure they received the resources they need to move forward.

(d) Cable & Utilities Undergrounding Committee

Councilmember Richards reported that the Cable & Utilities Undergrounding Committee has a vacancy and continues work on undergrounding. Ms. Howard said that Portola Valley's franchise agreement with Comcast expires on March 11, 2011.

(e) Planning Commission

Councilmember Richards reported that the Planning Commission reviewed map modifications, approved a lot-line adjustment and turned down the Neely/Myers conditional use permit application, which may well be appealed.

(f) San Mateo County Emergency Services Council

The San Mateo County Emergency Services Council meeting was well-attended, Councilmember Richards said, with a good presentation on the use of broadband technology in providing emergency services, with a potential partnership between San Mateo County and Motorola. There also were presentations about disaster resilience and lessons learned from the San Bruno pipeline explosion.

(g) Cultural Arts Committee

Vice Mayor Derwin said that the Cultural Arts Committee debriefed on the very successful Holiday Art Fair and discussed 2011 goals at its recent meeting. Plans for the year include another holiday craft fair, a music night series, a concert series and an art show and reception in the Community Hall – but no movie nights. Vice Mayor Derwin said that the tiles are in place and look fabulous, and the donated sculpture has been installed – providing exactly the kind of magical experience the Cultural Arts Committee had envisioned, she said.

(h) Ad-Hoc Fire Wise Committee

The Ad-Hoc Fire Wise Committee did not have a quorum at its recent meeting, according to Vice Mayor Derwin. Members discussed the next Home Ignition Zone Workshop (scheduled for March 25, 2011), the 2011 chipper program (starting in May), the Woodside Defensible Space Grant program (with nine

applications completed and one project completed), the Governor's proposal to shift the costs and control of fighting fires to local levels (and its potential effect on Cal Fire support), and recruitment for CERPP (Citizens Emergency Response Preparedness Program).

(i) Architectural and Site Control Commission (ASCC)

Vice Mayor Derwin said that the ASCC continued discussion on T-Mobile antenna facility landscaping, Wang project in Westridge, the Portola Vineyards' proposal (submitted to the City of Palo Alto) to have concerts at the winery, The Sequoias' equipment replacement and upgrading of turf fields at the Priory. Vice Mayor Derwin also reported that Jeff Aalfs was elected ASCC chair and Craig Hughes vice chair.

(j) Conservation Committee

Mayor Driscoll reported that the Conservation Committee, which met on January 25, 2011, is concerned about interfacing with the Planning Department and the ASCC. There is miscommunication as to what is being asked of the Committee. The Committee also questioned why the Shorestein property is being subdivided.

WRITTEN COMMUNICATIONS [9:13 p.m.]

(13) Town Council January 14, 2011 Weekly Digest

- a) #2 – Letter to Council from Ron Walter (who chairs the Open Space Acquisition Advisory Committee) regarding the establishment of a Nature Trail along the existing Dengler Trail and trails that lead up to it

Ms. Howard indicated that the Town Council will have to decide whether the Town should spend open-space acquisition money to create the trail, buy signage, etc. – a policy decision. Councilmember Toben pointed out that this initiative is an example of something that does advance the Town's open-space values.

(14) Town Council January 21, 2011 Weekly Digest

- a) #1 – Memorandum to Town Council from Ms. McDougall with attachment of Mayor Driscoll's letter to Judy King regarding Requests for Council Recognition – January 19, 2011

Councilmembers agreed that Portola Valley should participate in the annual Diversity Awards. Councilmember Toben said that he happens to know of the work of a few people, but it seems to make sense to invite residents to identify deserving nominees via the Town website and PV Forum. Others agreed.

- b) #2 – Letter to Town Council from Brad Peyton (as president of the Portola Valley Garden Club) regarding a memorial tree for Al Bertschinger – January 20, 2011

Ms. Howard said that she has copies of the memorial requisition policy, and indicated that Mr. Peyton's request meets most of the criteria. It would be necessary to specify that the signage be made of biodegradable material. Mr. Peyton indicated that Mr. Bertschinger served as Portola Valley's first Park Commissioner and the first caretaker for Triangle Park, built when the Alpine Road/Portola Road intersection was created. Council approved the request for placement of a memorial tree near the tennis court, where a broken tree was removed.

- (c) #4 – Letter to Town Council from Carlos Romero requesting support for his appointment to the Metropolitan Transportation Commission's San Mateo County cities seat – January 8, 2011

Vice Mayor Derwin said that the elections will take place at the Council of Cities meeting on January 28, 2011, and that she will support Mr. Romero.

Mayor Driscoll commented that when members are representing Portola Valley at regional levels, it would be a courtesy to brief the Town Council in advance in the event their support or opposition is contentious. In the past, Vice Mayor Derwin said, she'd been told to do it on her own, and she would much rather go in and say that her opinion represents that of the Town Council.

- (d) #5 – San Mateo County Sheriff's Office Crime Activities for the Town of Portola Valley – Yearly Comparisons for 2010

Councilmember Toben stated that while the report assembled in apparent response to questions he raised at the January 12, 2011 Town Council meeting contained some interesting data, it didn't address the reasons for the large variance in numbers from quarter to quarter.

CLOSED SESSION [9:26 p.m.]

- (15) Real Estate Negotiations

Conference with Real Property Negotiator
Government Code Section 54956.8
Property: Blue Oaks Lots 23, 24, 25 and 26
Negotiators – Town Attorney and Town Manager

REPORT OUT OF CLOSED SESSION

None to report

ADJOURNMENT: [10:07 p.m.]

Mayor

Town Clerk