



# TOWN OF PORTOLA VALLEY

6:00 PM – Special Joint Town Council / Planning  
Commission Study Session and  
7:30 PM – Regular Town Council Meeting  
Wednesday, February 13, 2013  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

## SPECIAL MEETING AGENDA

### 6:00 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Councilmember Aalfs, Councilmember Derwin, Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards  
Commissioners Gilbert, McIntosh, McKitterick, Targ, Chairperson Von Feldt

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

### STUDY SESSION – TOWN COUNCIL / PLANNING COMMISSION - 6:00 – 7:30 PM (3)

- (1) **Study Session** – “Meadow Preserve” provisions of the Portola Valley General Plan

### REGULAR MEETING AGENDA – TOWN COUNCIL - 7:30 PM

- (2) **PRESENTATION** – Oral Report from Adrienne Etherton, Executive Director, Sustainable San Mateo County (34)  
*There are no written materials for this item.*

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (3) **Approval of Minutes** – Regular Town Council Meeting of January 23, 2013 (35)  
(4) **Approval of Minutes** – Special Town Council Meeting of January 30, 2013 (52)  
(5) **Approval of Warrant List** – February 13, 2013 (59)  
(6) **Recommendation by Public Works Director** – Approval of a Resolution of Support to Authorize the filing (70) of an application for funding from the Metropolitan Transportation Commission MTC for a Road Improvement Project  
(a) Resolution of the Town Council of the Town of Portola Valley Authorizing the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission and Committing to any necessary matching Funds and Stating the Assurance to Complete the Project (Resolution No. \_\_)  
(7) **Recommendation by Town Manager** – Adoption of Revised Commission/Committee Handbook (75)  
(8) **Appointment by Mayor** – Woodside Highlands Road Maintenance District Advisory Board (107)  
(9) **Appointment by Mayor** – Request for appointment of member to the Emergency Preparedness Committee (108)  
(10) **Appointment by Mayor** – Request for appointment of members to the Bicycle, Pedestrian & Traffic Safety (109) Committee  
(11) **Recommendation by the Bicycle, Pedestrian and Traffic Safety Committee** – Proposed revision to (116) Committee Charter

### REGULAR AGENDA

- (12) **Recommendation by Bicycle, Pedestrian & Traffic Safety** – Report Findings of Bike Lane Study on (118) Portola and Alpine Roads  
(13) **Recommendation by Town Manager** – Approval of the Affordable Housing Ad-Hoc Committee Charter (119)

- (14) **Appointment by Mayor** – Request for appointment of member to the Affordable Housing Ad-Hoc Committee (122)

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

- (15) **Report from Commission and Committee Liaisons** (125)

*There are no written materials for this item.*

**WRITTEN COMMUNICATIONS**

- (16) **Town Council Weekly Digest** – January 25, 2013 (126)

- (17) **Town Council Weekly Digest** – February 1, 2013 (133)

- (18) **Town Council Weekly Digest** – February 8, 2013 (141)

**ADJOURNMENT**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council and Planning Commission  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** February 13, 2013  
**RE:** **Joint Study Session – Consideration of Clarification of General Plan Meadow Preserve Provisions**

### RECOMMENDATION

Conduct the Joint Study Session on general plan “Meadow Preserve” provisions and the concerns that have been expressed in the record of previous town council and planning commission meetings relative to the provisions. Based on the outcome of the discussion, the town council should provide direction to the planning commission and staff relative to possible actions that should be taken to clarify the “Meadow Preserve” provisions. These could range from *interpretation* of the existing wording by the council or clarification *through a general plan amendment process*.

The primary outcome would be for the town council with planning commission input to provide direction as to the specific intent of any clarifying effort and, in particular, the range of agricultural uses beyond “haying” and the location for such uses that would be consistent with the intended character for the Meadow Preserve area. To be clear, this specifically pertains to the portion of the Meadow Preserve that is on the 229-acre property owned by Dr. Kirk Neely and Ms. Holly Myers.

### FRAMEWORK FOR STUDY SESSION

Because such study sessions are relatively rare in Portola Valley, after consultation with the town manager, we recommend the following framework for the meeting.

1. *Receive staff report.* This will be brief as the main purpose of the meeting is for the council with commission input is to provide direction as recommended above.
2. *Receive comments from property owner.*
3. *Receive planning commission input.*
4. *Allow for any public input.*
5. *Council and commission discussion*
6. *Council clarification or interpretation of existing general plan provisions or direction for general plan amendments to the text an/or diagram. Direction would be to address the concerns set forth herein and in the background materials to this report. Some options for general plan modification are also discussed herein.*

## BACKGROUND

On September 26, 2012 the town council considered the Meadow Preserve issues and after considerable discussion and public input, including input from Dr. Neely, concluded that a joint study session with the planning commission would be appropriate before the council could reach a decision relative to the path to take to clarify the general plan Meadow Preserve language. Due to scheduling conflicts, time priorities given to the efforts related to the sale of the Blue Oaks lots, the Holidays and other factors, it was not possible to set the joint study session until February 13, 2013.

The attached record associated with the September 26, 2012 council meeting including the September 26, 2012 staff report with extensive background documents and the minutes from the town council meeting, provide extensive data to frame the study session discussion and should be referred to by both council and commission members in preparation for the February 13, 2013 meeting. This record includes the October 26, 2011 town council discussion of the Meadow Preserve issues.

## DISCUSSION

As noted in the materials associated with the September 26, 2012 meeting, a major concern of the property owners was the inability of the planning commission to conclude that vineyard uses were consistent with the current or even previous general plan provisions. They have indicated that they hope the general plan language would be clarified to permit a broader agricultural use interpretation allowing for vineyards to be located within at least a portion of the meadow preserve area on their 229-acre property. At the same time, as explained in the September 26<sup>th</sup> report, the planning commission has received some public input that indicated any clarification should focus on protecting the more or less existing condition of the preserve, meaning mainly hay and grasses. The discussion did not necessarily focus on the extensions of vineyards, but the general perspective was that, overall, the hay and grass condition was important to the "existing character" of the preserve.

The attached minutes of the September 26, 2012 meeting include a fairly detailed discussion of the issues the town council should discuss with the planning commission. The focus should be to very clearly articulate the town's policies and objectives relative to the character of the Meadow Preserve area. At this point, the planning commission has concluded that findings for consistency with the general plan would only support a limited area at the northern end of the Meadow for other agricultural uses, i.e., beyond grasses and haying, and that this could include an agricultural building. The commission expressly concluded that vineyards were not consistent with the meadow preserve provisions and, in particular, the majority of the more southerly portion of the meadow on the Neely property, where elevations are closer to those of the driveway entry to the MROSD parking lot, should be retained in grassland and or haying operations only.

Some factors to consider in addition to the attached materials are noted below. We also understand that Dr. Neely intends to provide a communication to the town advising of the specific changes he would like considered as part of the subject discussion.

1. Currently the "Meadow Preserve" includes the eastern end of the Neely/Myers property, from the Portola Road corridor to essentially where the tree cover becomes more dense at the base of the western slopes. It extends from the northern Neely/Myers property line to

the boundary line separating the Sequoias from the MROSD property. As explained in the minutes of the September 26, 2012 council meeting, the MROSD parking lot with gates, landscaping, signage and other features occupies the southern end of the Meadow Preserve and these features were authorized with town approval of the MROSD's CUP.

2. North of the Meadow Preserve, the immediately adjacent 1.9-acre parcel containing the "Butler Barn" building and the 14.0-acre Jelich Ranch/White properties are in the area identified on the general plan as Orchard Preserve. The town has permitted development on these orchard preserve properties it has found consistent with the architectural character. These properties, as well as conditions on the MROSD parcel, the Neely/Myers "meadow" area, and generally within the Portola Road corridor should be inspected in preparation for the study session. Such review may help in coming to grips with the questions associated with "character" objectives for "agricultural uses."
3. The Portola Road corridor task force has, in its work, recommended policies to preserve views of the western hillsides and to "meadow." At the same time, the taskforce concluded that the berm should not be removed and that some clusters of vegetation should remain because of the experience it provides for trail uses. Dr. Neely has reached concurrence with the ASCC for removal of vegetation along the Portola Road Corridor. This includes removal of a number of trees both planted and volunteers. With the commitments to tree removal, including those associated with improvement to the northerly agricultural use service access, the ASCC concluded that the small oaks on the Neely property did not require additional thinning. That decision was made, in part, because it was recognized that most of the "small" oaks in question are in the town's Portola Road right of way and thinning would be under town control.
4. There has been some debate over whether or not the "meadow" area is actually a "natural meadow," or if it is even technically "natural" or a "meadow." While efforts could be made to make formal judgments on these terms, we question the value of such efforts. We believe the intent of the "meadow preserve" was to recognize the relative level, grassland (or haying) character, but with some allowance for uses including agricultural. The planning commission in acting on the CUP did make interpretations largely consistent with these provisions. Generally, the area proposed for other, non-haying agricultural uses at the lower elevations of the northern part of the "meadow" were found acceptable for such uses and consistent with the general plan and this reflected input provided by the town council at the October 26, 2012 Town Council meeting. It was concluded that the "other" agricultural uses at the northern end of the "meadow preserve" did not impact the character called for in the general plan, but the commission concluded that vineyards would not be consistent with the character, if even limited to the lower, less visible elevations at the northern end of the property. Town council reactions at the October 26, 2011 meeting appeared to offer the opportunity for a somewhat broader interpretation, but councilmember Driscoll also commented that the character of the meadow is a "visual thing."

In summary, the issues seem to have taken some focus with the eventual action by the commission on the Neely/Myers use permit. There was a visual analysis that concluded a range of agricultural uses at the north end of the meadow and on the west side was possible without impacting the visual character of the area. The break in topography that transitions to the northern half of the meadow is generally the line where the visual impacts decrease and it might be possible to better define this visual transition area and recognize that agricultural uses, including vineyards, would be possible without impacting the visual character of the area. This would leave roughly the southern two thirds of the "meadow area" on both the Neely and the

MROSD property in grass and haying, or essentially its “existing character.” The term existing, however, should be removed and specific characteristics defined. These considerations should be recorded in both general plan and text diagram modifications. Clearly other options will be discussed at the study session, but the above comments are offered to provide some additional thoughts to help focus consideration of the issues.

In any case, again it is recommended that, prior to the study session, council and commissioners inspect field conditions associated with the Meadow Preserve and along the Portola Road corridor. The materials attached hereto should be considered and particularly the minutes from the September 26, 2012 and October 26, 2011 council meetings.

**FISCAL IMPACT**

The 2012-2013 FY planning budget includes provisions for work on the meadow preserve matter and, depending on town council direction, it appears that the budget may be sufficient to complete the general plan clarification process. The other costs would be associated with the noticing for the public hearings before the planning commission and town council.

**ATTACHMENTS**

1. September 26, 2012 Town Council minutes on Meadow Preserve discussion
2. September 26, 2012 memo to the town council from the town planner with attachments including October 26, 2011 town council meeting minutes (Note: references in the list of attachments to this memo incorrectly state October 2011 dates as October 2012. All October documents in the list are from 2011 and are correctly stated on the individual attached documents.)

**APPROVED** – Nick Pegueros, Town Manager *N. P.*

- cc. Sandy Sloan, Town Attorney  
Alex Von Feldt, Planning Commission Chair  
Steve Padovan, Interim Planning Manager  
Carol Borck, Acting Assistant Planner  
CheyAnne Brown, Planning Technician  
Dr. Neely and Holly Myers

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 847 SEPTEMBER 26, 2012

Mayor Derwin called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: None

Others: Sharon Hanlon, Town Clerk  
Sandy Sloan, Town Attorney  
Nick Pegueros, Town Manager  
Tom Vlastic, Town Planner

REGULAR AGENDA [8:23 p.m.]

- (4) Discussion and Council Action: Report from Town Planner to the Town Council on consideration and possible direction to the Planning Commission to initiate Public Hearing for General Plan amendment, clarification of "Meadow Preserve" provisions

Mr. Pegueros said Mr. Vlasic would walk the Council through issues that sparked the request to provide direction on General Plan language relative to the Meadow Preserve, but to summarize the process ahead, he said that as a result of this meeting, the Planning Commission will have Council input to evaluate as Commissioners consider pertinent General Plan language and propose clearer wording. The Planning Commission recommendation would then come back to the Council.

Mr. Vlasic said the staff report of September 26, 2012 provides background on the situation and the issues of interpreting General Plan language as it was amended in 2011 and as it existed prior to that time. After providing the Planning Commission with some direction, he indicated that at some point Councilmembers and Commissioners might want to get together. For now, he provided some context.

The basic language in the General Plan before the 2011 amendment pertaining to the Meadow Preserve had been in place since about 1970, Mr. Vlasic said. The Meadow Preserve extends from the northern boundary of the Spring Ridge property to The Sequoias, and includes the Midpeninsula Regional Open Space District (MROSD) property. The Town signed a development agreement with the MROSD in the 1980s to allow installation of the parking lot and preserve the driveway to the Spring Ridge property. At that time, there also was discussion about changing the General Plan to show the MROSD on the Town's Plan Diagram.

In 1997, when the Recreation Element was updated, he said the language was extended to include: *a southern portion of the original Meadow Preserve is owned by the Midpeninsula Regional Open Space District and is part of the Windy Hill Open Space Preserve. The parking lot serving the preserve should be maintained so as to cause minimum conflicts with the Meadow and remain compatible with the natural setting to the maximum extent possible.* Mr. Vlasic said he pointed this out to underscore the fact that there were interpretations made under the definition of Meadow Preserve as to what could go in there. As he put it, "It's not unprecedented that there were interpretations made . . . based on how the Open Space District project was handled." In discussing with the Town Attorney, he said, one option going forward would be to further interpret the language as it exists today, work with the Planning Commission on that rather than modifying the General Plan.

Ms. Sloan called the Council's attention to an excerpt from an attachment to the staff report, an October 3, 2011 memorandum from the Planning Commission to the Town Council:

. . . prior to the May 2011 General Plan amendments, the key Meadow Preserve wording was in the Recreation Element of the General Plan and specifically stated the intent for the preserve as follows: *The Meadow Preserve, proposed for the large field adjoining Portola Road and north of The Sequoias, lies astride the San Andreas Fault and is visually important to the entire quality of the valley. The preserve should be kept **largely open, the existing character preserved, and present agricultural uses maintained.*** (Section 2313)

With the recent amendments, these provisions were moved to Section 2216.2 of the Open Space Element and modified to read: *The Meadow Preserve, the large field adjoining Portola Road and north of The Sequoias, lies astride the San Andreas Fault and is visually important to the entire quality of the valley. This preserve should be kept in a **natural condition and the existing agricultural character preserved.***

[Note: There was/is no boldface emphasis in the General Plan text; it appears here to draw attention to some of the terminology that has been troublesome.]

Whether through interpretation or amendment, Mr. Vlasic said it's important to have a guideline that will enable to come to closure on decisions regarding the Spring Ridge property.



Ms. Sloan recalled the Planning Commission struggling with the fact that the older version did not use the word "natural" but the newer one does. She advised the Council not to get too bogged down tonight in the exact words, but rather to come up with some guidance for the Planning Commission.

This guidance could reflect one of two alternatives, Ms. Sloan suggested. The Council 1) could give the Planning Commission additional guidance to work with the 2011 General Plan language, or 2) decide a General Plan amendment makes more sense, and provide suggestions on how the language might change.

Councilmember Wengert asked whether a timing differential is associated with those alternative plans of action – interpretation versus amendment. Ms. Sloan said the timing would probably be about the same, because notice of meetings about this issue on both Planning Commission and Town Council agendas would go out, whether public hearings are scheduled or not.

Councilmember Wengert, noting that the Portola Road Corridor is another factor to consider in the context of the Meadow Preserve, said that one of the Task Force's top priorities relates to preserving the views of the western hills. View preservation actions could range from tree removal to maintaining a diversity of forest, field and meadow. Councilmember Wengert said neither the previous nor current General Plan language incorporates any of these ideas. Yet another aspect to take into account involves Portola Valley's commitment to sustainability. She recalled an agriculture-related idea expressed by former Councilmember Toben resonating with his peers on the Council. Mr. Toben had discussed a vision of row gardening in the Meadow Preserve to augment the food supply, reduce transportation costs and transportation-related greenhouse gas emissions. Thus, Councilmember Wengert suggested, the Council might want to consider allowing agricultural uses that have no history in the Meadow Preserve. She suggested that she's leaning toward preferring the General Plan amendment approach, because the situation calls for the type of overarching guidance typically provided in the General Plan.

Councilmember Aalfs said he considers the term "natural condition" both misleading and ambiguous. He said that the language might be changed with a view toward what the Town wants to see in the Meadow Preserve. As for the word "existing," he said what exists changes over time. He agreed with Councilmember Wengert, that the language should be revised.

Councilmember Driscoll asked the reason why the old language was changed.

Mr. Vlasic explained that it didn't begin with a discussion about the Meadow Preserve, but with updates for the Open Space and Recreation Elements of the General Plan. Those updates included some rewording, some reorganizing and some revising. The Planning Commission reviewed all sections of those elements, and when Commissioners got to the Meadow Preserve, they determined that the wording that existed at the time didn't reflect the reality of Meadow Preserve conditions. The word "agricultural" later became an issue with the Town Council and the property owner, and the matter grew more confusing and complex from there.

Councilmember Wengert said one important thing to do would be to clarify the intent of the word "agriculture" so no ambiguity remains about what it means. Councilmember Driscoll noted that "natural" and "agricultural" actually contradict one another.

Planning Commissioner Denise Gilbert, addressing Councilmember Driscoll's comment, said the agriculture approved in the Neely/Myers Conditional Use Permit (CUP) was a compromise, and it allowed agricultural uses only around the exterior portion of the meadow, so the central meadow would remain "largely open." Prior to that compromise, she said the Planning Commission was deadlocked, with half saying agriculture didn't fit with the definition of meadow, and half saying agriculture would be okay.

Jon Silver, Portola Road, said he's pleased to see acknowledgement of the problematic wording in the General Plan, but is concerned lest the Council give direction to the Planning Commission before receiving public input.

Judy Murphy, Portola Green Circle, serves on the Conservation Committee. She said when Committee members reviewed the issue in the context of the Neely/Myers property, their task was made more complicated and bewildering by the fact that they were told to consider the General Plan only as it applied to Town-owned open space.

Mayor Derwin asked Mr. Vlasic exactly what he wanted from the Council tonight. He replied that if the Council appreciates some ambiguity in the language and wants to articulate some broader concepts as a result of the Portola Road Corridor Plan Task Force work, that provides some specific direction without telling anybody what to do – it's to consider these things. If the Council's consensus is that a General Plan amendment process is in order, he said that process would begin and go on the Planning Commission agenda.

Councilmember Wengert summarized her thoughts: attention to agriculture uses, diversity and preservation of the western hills viewshed. She said she's struggled with the inconsistency of the Town not having restricted vineyards anywhere else.

Mr. Vlasic said that in a study session, the Planning Commission could begin reacting to some wording that staff develops on the basis of input from this meeting and other feedback. He also suggested the Planning Commission and Town Council meet jointly before entering the hearing phase of the process.

Kirk Neely, Portola Road, expressed concerns about the Council waiting for the Portola Road Corridor Task Force to complete its recommendations before proceeding on this issue, and about Mr. Silver's suggestion for more public hearings. Dr. Neely pointed out that his project is moving into its fifth year, and he wants "a little clarity." He's also concerned about adding more and more codicils to the General Plan, he said it gets more and more complicated. The more complicated it gets, he continued, the more difficult it becomes, "so I think we have to be careful moving in that direction." Dr. Neely said he would like simple, flexible, mutually acceptable language in the General Plan, and would like to be part of the process. In the meantime, he asked whether the Council could at least give the Planning Commission guidance "from the get-go" in support of the vineyards in the meadow.

Mayor Derwin asked Ms. Sloan if that's even permitted. Ms. Sloan said it would be better if that's included when a proposal comes back to the Council. Ultimately, she said, it shouldn't be necessary to go back and forth between the Council and the Planning Commission multiple times, provided the discussions are fully encompassing of the vineyards question. She said, too, that it might be better to obtain significant public input first.

Councilmember Wengert, noting her sensitivity to Dr. Neely's point about the time he's invested in this and understanding his frustration, said a lot of progress has been made but the one issue remaining requires carefully attention. She said that an earlier change intended to broaden the definition unfortunately did not create the clarity they'd hoped for, and she isn't sure any other process could ultimately arrive at a decision whether the vineyards will work on this property. She also emphasized that she did not suggest that the Portola Road Corridor Plan be complete before this issue is resolved.

As he sees it, Dr. Neely said, no progress at all has been made in terms of the meadow. He said it's incumbent on the Council to provide some leadership in this matter.

Mayor Derwin said she is open to many kinds of agriculture in the meadow, including vineyards. She noted that the vineyards on the Napa County hillsides have an open look.

Councilmember Driscoll said "agriculture" is too broad, because it also could mean strawberries in little pots; so the focus should be on the character of visual corridor and the ability to see across the meadow. He said the meadow's character isn't a function of the actual plant materials and whether they're harvested.

Dr. Neely said he prefers simple General Plan language for various reasons, that every term in both versions was used at some point to object to agriculture in general and vineyards in particular, that all the language is in some way contentious and that the process will be very difficult. He also said he's very concerned that he hasn't heard much guidance going on to get back to the Planning Commission.

Dr. Neely said a fundamental question is whether the General Plan contains explicit or implicit language regarding whether the meadow must be maintained as hay or grassland. Having "hobby" agriculture around the edges, he contended, still imposes a requirement that his family maintains it as a meadow. He said a reasonable person looking at a General Plan requirement to maintain a significant portion of private property as hayfields and grassland for the benefit of passersby would say that represents an unfair burden. "I'll be very explicit," he said. "That's our position."

Mr. Silver said he has some sympathy regarding the time involved, and hopes this process will result in simpler, maybe even shorter, verbiage in the General Plan. As for hearings, he said there's no way to amend the General Plan without at least two hearings – one with the Planning Commission and one with the Town Council – and it might be necessary to hold more than that. He also said a public process yields the best results.

Mayor Derwin asked whether Commissioner Gilbert has heard enough guidance for the Planning Commission to move forward. Commissioner Gilbert replied that she's afraid the process may result in no difference, inasmuch as the Planning Commission and the public alike are divided pertaining to the central portion of the meadow. She said the debate will endure about how much agriculture can be allowed before a meadow is no longer a meadow.

Ms. Sloan said that unlike situations in which final decisions rest with the Planning Commission (unless a decision is appealed), the Council must approve General Plan amendments. Thus, if the Planning Commission remains deadlocked, a report describing their stances could be forwarded to the Council.

Councilmember Wengert said that this time she hopes it's clear that the message she wants to send relative to this new effort is that the goals are slightly different now than they were in 1970. The Meadow Preserve is narrowly defined now, she said. Councilmember Wengert, agreeing with Dr. Neely that hay and grass is at the heart of it, said the question is whether that narrow definition should be expanded to include agricultural uses. If the answer is yes, agriculture must be defined in the context applicable in other parts of Town.

Councilmember Aalfs, agreeing that the language should be as simple as possible, said the two bothersome words are "natural" and "agriculture."

Vice Mayor Richards said "agriculture" needs to be defined. Historically, he said, Portola Valley was an agricultural town, and one of the main reasons for incorporation in the first place was to maintain, preserve and protect agricultural uses.

Ms. Murphy said another word to bear in mind is "meadow," as in Meadow Preserve. She said if the Town decides the meadow will be used for agriculture, it's not a meadow anymore. As she put it, "That's pretty basic . . . I don't think you should fool yourself that you can continue to call it a Meadow Preserve" under those circumstances.

Dr. Neely agreed with Ms. Murphy: "The problem begins and ends with the term 'Meadow Preserve.'" The modifiers used with agriculture – "existing" and "present" – have also been problematic. Noting that "natural" is a term defined in the "eyes of the beholder," he added that essentially all the terms are subject to interpretation "in the eyes of the beholder."

Councilmember Wengert said the Planning Commission also could consider eliminating the term "meadow," which she said has become archaic given the multiple uses in the Portola Road corridor.

Mr. Vlasic said in the end, they don't want to bring the Council a document in which meanings are unclear. At this time, he said, in addition to the wording issues, the fact that there's a parking lot in the Meadow Preserve must be considered. Changes may be needed in the General Plan Diagram to reflect reality. He said the process could lead in a variety of directions to reach the clarity needed.

Councilmember Wengert agreed, adding that there have been many problems with this definition over the years. There are times, she said, when it's appropriate to take the General Plan and move it forward in a substantial way. If not, it will get fuzzier and more interpretive, so it's time to bring it current to reflect what we have and what we want, incorporating values and goals, so that it's workable for the Planning Commission and easier for everyone to understand.

When Mayor Derwin asked Mr. Vlasic if this discussion would help, he said he's convinced that when we get through the Council hearings and the General Plan is amended, it will provide clarity. In response to her question about a timeline, he said it probably can't get onto the Planning Commission agenda within the next month or two.

Commissioner Gilbert said the conversation raises questions about whether the Meadow Preserve should continue as a preserve at all, considering that at least two owners are involved and the uses may be inconsistent. Councilmember Wengert said it's the definition of a "meadow" that's troublesome, and she's not looking to diminish the visual impact of this area in any way as a result of any ownership status.

Ms. Murphy said that historically the area has been a Meadow Preserve, and it's visually unique along the Portola Road Corridor. Noting that Dr. Neely is in an awkward position because it's his land, yet so much of the community feels as if it's theirs too because of that iconic viewshed, she said that many people would be very upset if someone decided it's not a meadow any longer.

Mr. Silver said he's anxious for the action to be taken.

Mr. Pegueros said the joint study session with the Council and the Planning Commission could be beneficial. Mr. Vlasic said it would be important to have enough as a starting point to get good direction from such a session, so he'd discuss it with Mr. Pegueros before anything is scheduled.

Marilyn Walter, Coyote Hill, said that when she was a member of the Conservation Committee, one of the documents the Committee reviewed pertained to the Town's general values, including the night sky, the open space and so on. She said before getting mired down into the legalities, the whole question should be framed with the Town's historical values in mind.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** September 26, 2012  
**RE:** **Procedures and Preliminary Guidance – Clarification of General Plan Meadow Preserve Provisions**

### RECOMMENDATION

Direct planning staff to initiate public hearing before the planning commission to clarify the “Meadow Preserve” provisions of the general plan. Further, provide preliminary guidance, as determined appropriate, relative to the objectives for the clarifications. If the planning commission were directed to conduct the public hearing, at the conclusion of the hearing, the commission would take action to forward recommendations to the town council for general plan clarification. The council would then need to conduct its own hearing before any change to the general plan could be adopted.

### BACKGROUND

On October 26, 2011, the town council, at the request of the planning commission, considered concerns with the “meadow preserve” language in the general plan. Following review of the October 3, 2011 memorandum from the planning commission and input from the town planner, Dr. Neely and the public, the council concluded that the planning commission should exercise flexibility in applying the “meadow preserve” definition, particularly for agricultural uses, and that the existing provisions should be placed on a future council agenda for further discussion.

The memorandum from the planning commission and the minutes from the October 26, 2011 town council meeting set forth a fairly complete review of the issues with the general plan provisions. Further, the October 25, 2011 letter from Dr. Neely and Holly Myers, owners of most of the land designated “meadow preserve,” offers their perspectives on the general plan language issues.

Following the October 2011 town council discussion, on January 18, 2012 the planning commission did complete action on the conditional use permit request of Dr. Neely and Holly Myers. The commission action found the proposed agricultural building in the meadow preserve acceptable, and within the general plan provisions. The commission also approved agricultural uses beyond haying, including some orchard uses and growing of vegetables. The area for the non-haying agricultural uses are the northerly half of the meadow preserve area on the Neely/Myers property. The commission action did not, however, allow for the vineyard uses

that were desired by the applicant. The commission concluded it could not find such uses consistent with either the original or modified meadow preserve provisions.

## **DISCUSSION**

While Dr. Neely and Holly Myers did not appeal the commission removal of the vineyard option, this was a major concern to them and they have been waiting for the town council to take up the issue with the hope the general plan language would be clarified to permit a broader agricultural use interpretation allowing for vineyards to be located within the meadow preserve area. At the same time, during discussions of this year's planning program, which includes dealing with the general plan meadow preserve matter, the commission received some public input that indicated any clarification should focus on protecting the more or less existing condition of the preserve, meaning mainly hay and grasses. The discussion did not necessarily focus on the extensions of vineyards, but the general perspective was that; overall, the hay and grass condition was important to the "existing character" of the preserve.

As can be seen from the materials attached to this memorandum, any wording changes will need to be carefully developed, with clear definitions where needed, to avoid future interpretation debates. This would be developed by staff in bringing the matter to the planning commission for discussion and setting for public hearing. At this time, however, it would be helpful for the town council to provide guidance relative to the matter of broader agricultural uses in the meadow preserve area, and particularly the issue of whether or not vineyards would be an acceptable agricultural use for consideration in the preserve. If it was ultimately determined that vineyards could be considered, any proposal would still require normal CUP processing and evaluation, but, without the meadow preserve language issue faced by the commission when it completed action on the Neely/Myers CUP in January.

In addition to the above comments, it is noted that, pursuant to the conditions of the approved Neely/Myers CUP X7D-169, plans are being processed through the ASCC for the agricultural building in the meadow preserve and for the cabana building. The agricultural building is mainly for haying uses at this time, but the property owners have again advised the town in a May 4, 2012 letter to the town planner that they are anticipating town council review of the meadow preserve language.

## **FISCAL IMPACT**

The 2012-2013 FY planning budget includes provisions for work on the meadow preserve matter and, at this point, it appears that the budget should be sufficient to complete the general plan clarification process. The other costs would be associated with the noticing for the public hearings before the planning commission and town council.

## **ATTACHMENTS**

1. October 26, 2012 Town Council minutes on Meadow Preserve discussion
2. October 17, 2012 memo to the town council from the town planner
3. October 3, 2012 memo to the town council from the planning commission
4. October 25, 2011 letter to the town council from Dr. Neely and Holly Myers
5. October 26, 2011 letter to the town council from Linda Elkind, 14 Hawk View
6. May 4, 2012 letter to the town planner from Dr. Neely and Holly Myers
7. Approved CUP plan for meadow area, agricultural building and related access.

**APPROVED** – Nick Pegueros, Town Manager

cc. Sandy Sloan, Town Attorney  
Alex Von Feldt, Planning Commission Chair  
Steve Padovan, Interim Planning Manager  
Carol Borck, Planning Technician  
CheyAnne Brown, Planning Technician  
Dr. Neely and Holly Myers



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, October 26, 2011

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

### 7:30 PM – CALL TO ORDER AND ROLL CALL

Vice Mayor Derwin, Mayor Driscoll, Councilmember Richards, Councilmember Toben, Councilmember Wengert

All Present

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

Virginia Bacon voiced her concern of possible fire hazard along areas of the C-1 trail.

Jon Silver concerned with ASCC recruitment procedure.

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- 1) **Approval of Minutes** – Special Town Council Meeting of September 28, 2011

**Minutes pulled and approved as submitted 5-0**

- (2) **Approval of Minutes** – Special Town Council Meeting of October 5, 2011  
 (3) **Ratification of Warrant List** – October 12, 2011  
 (4) **Approval of Warrant List** – October 26, 2011  
 (5) **Recommendation by Administrative Services Officer** – Budget Amendment, COPS Funding restored

**Items 2, 3, 4 & 5 Approved 5-0**

### REGULAR AGENDA

#### PUBLIC HEARING (7:40 pm)

- (6) **PUBLIC HEARING** – First Reading of Proposed Wireless Communications Facilities Ordinance  
 (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.41 [Wireless Communications Facilities] to Title 18 [Zoning] of the Portola Valley Municipal Code and Repealing and Amending Related Sections in Title 18 [Zoning] for Conformity (Ordinance No. \_\_)

**First Reading of Ordinance, Approved as Amended 5-0**  
**Second Reading scheduled for the November 9 Council meeting**

- (7) **Discussion** – Planning Commission Requested Clarification of the Meadow Preserve Provisions of the General Plan (7:58 pm)

Council directed that the Commission apply the Meadow Preserve definition that existed when CUP X7D-169 as filed. Council advised that the Commission should exercise flexibility in applying the definition, particularly to agricultural uses. Council requested that the General Plan provision be placed on a future Council agenda for further discussion.



(7) Discussion: Planning Commission's Requested Clarification of the Meadow Preserve Provisions of the General Plan [7:58 p.m.]

Mr. Vlastic explained that the October 17, 2011 staff report was prepared to transmit the Planning Commission's questions about the Meadow Preserve. In considering the Neely/Myers use permit application for their property at 555 Portola Road, he said, the Planning Commission had identified certain issues with the General Plan language for which commissioners felt Council clarification was needed, particularly in light of changes the Council made at its May 25, 2011 meeting.

As Mr. Vlastic explained, in this case, the Town has the flexibility to consider either the General Plan as it existed at the time the application was filed or as it was revised through the Council's action. Among the issues of particular concern about the Meadow Preserve are agricultural uses, the presence of structures and their location, and the visual character.

Since distribution of the Council packets, Mr. Vlastic said that two additional documents have arrived, including one from Dr. Kirk Neely and Holly Myers (in attendance at tonight's meeting) giving their perspective of the planning conditions that they perceive in interpreting the language for the meadow area. The other document is a comment from Linda Elkind, Hawkview Street, who could not come to this meeting but wanted to offer her perspective.

The Planning Commission is hopeful that the Council's discussion will help provide guidance so that the Commission may bring closure to this longstanding use permit application.

Ms. Sloan said that while it's perfectly reasonable in this case for the Planning Commission ask for help in interpreting which General Plan language should apply, the Council should focus on the plan language generally without getting into any particular permit application.

Commissioner Gilbert, who worked with Planning staff to crafting the questions for the Council's consideration, said she'd be happy to answer any Council questions about the Commission's perspective.

Mr. Silver, who attended the Planning Commission meeting when the Commissioners discussed their approach to the questions for the Council, said that the staff report and related documents were impressive. He said that in this case, the pre-existing language in the General Plan should apply to the Neely/Myers application and any others that were in the pipeline at that time. He also said that it's important now to get the language right, to "really nail it" going forward. He said that reference to historical agricultural uses is an important element to include, and he suggested, too, that after discussing it the Council send it back to the Planning Commission to prepare another revision for the Council to review.

As Mr. Silver sees it, the public was blindsided when the Council received a letter that influenced its decision at a meeting that same night. He indicated that he didn't believe that was the intent, but that's what happened.

Ms. Sloan suggested that the Council begin by discussing whether the Planning Commission should apply language in effect at the time an application is deemed complete, or whether it should consider an application in accordance with any subsequent changes.

Councilmember Toben suggested that the principle about the old language is intended to support the applicants' interests, in that they think they're dealing with a certain set of rules. However, if an applicant considers later language more advantageous, he asked whether that same principle should apply. Ms. Sloan agreed about the principle he pointed out, adding that yes, the Town could work with the applicant to apply later language instead.

Councilmember Wengert said that in this case, the old version seems to favor the applicant's interest in some features while the new version favors that interest in other respects. Ms. Sloan said that the choice in terms of any particular application would be one or the other, but there could still be latitude in the interpretation.

In response to Councilmember Toben's inquiry about the change in language with respect to present agricultural uses in particular, Mr. Vlasic said that as it existed before the Planning Commission forwarded amendments to the Council for action at its May 2011 meeting, the General Plan didn't include the Meadow Preserve restrictions. Those restrictions, he explained, were contained in a Council resolution, and the Planning Commission's work on the General Plan amendments was undertaken in part to incorporate information so that the updated Open Space Element in the General Plan reflected the intent of that resolution.

Mayor Driscoll said that some of the terms used are imprecise. Using "natural" as an example, he pointed out that 2,000 years ago, what's now the Meadow Preserve probably was a redwood forest, which would be "natural." In its current state, he said, it's probably not "natural." He also noted that the idea of "keeping" the Meadow Preserve in a natural condition implies that it's already in a natural condition. Inevitably, he added, the general nature of such terms – particularly in light of the fact that a General Plan is intentionally general – requires interpretation. His own interpretation of "natural" in this context, Mayor Driscoll said, means it isn't "heavily modified recently by man," with structures, concrete, paving and such things.

Councilmember Richards agreed that the General Plan should be general in nature, and that the traditional approach of using language in effect at the time an application is deemed complete makes sense.

Councilmember Wengert said that although the language needs some fine-tuning; she also agrees that the old language should be the "default" position. She noted, too, that the Council's action in May 2011 had some unintended consequences and created some issues, particularly for the Planning Commission to deal with on any application going forward.

Mayor Driscoll also indicated that the general policy of using ordinances and General Plan provisions in existence at the time of an application makes sense, although the Town would be open to an applicant's request for an interpretation based on subsequent changes.

In response to Councilmember Toben, Mr. Vlasic said that the Meadow Preserve has been identified as such in the General Plan for a long time. Councilmember Toben also asked how the phrase "present agricultural uses maintained" could apply when there are none. Ms. Sloan pointed out that the phrase had been in the General Plan for perhaps 20 years, so it wouldn't necessarily remain current. Councilmember Toben also said that it's a bit confusing to talk about changing the language in the provision being discussed for general reasons not necessarily related to a particular application, when the only Meadow Preserve in Town is located on a single property. He asked to hear from the applicant.

Ms. Myers said that she and Dr. Neely understand the struggles with the language in the General Plan, and that they're not able to state a preference of one version over the other. Dr. Neely added that both versions are full of ambiguities and inconsistencies.

Councilmember Toben suggested that Dr. Neely and Ms. Myers might choose to suspend the application until such time as the language issues are worked out. Ms. Sloan said they could do that, and that it's also possible for an applicant to request a General Plan amendment and propose language themselves.

Dr. Neely indicated that the application, although since revised, is three years old, and there's no way they could be sure the Town would agree to whatever language changes they might propose.

As Mayor Driscoll observed, an outcome cannot be preordained.

Ms. Sloan said that other questions to address involve the meanings of the terms "largely open" and "existing character" as well as "present agricultural uses."

In terms of "largely open," Councilmember Wengert said the Planning Commission needs to understand whether a) it's up to the Planning Commission to interpret the definition or whether b) the Council should provide guidance specifically with respect to structures in the context of "largely open." Mayor Driscoll said that if the Council intended to disallow structures in the Meadow Preserve, that would have been stated explicitly, and that to him, "largely open" provides some flexibility in terms of allowing some small structures that don't detract from the open appearance but are appropriate for property maintenance.

Rusty Day, Pinon Drive, said that the General Plan is a carefully crafted document that Portola Valley has invested 30 years in assembling and has amended it six times. Its structure should be understood and respected, he stated. There's been no discussion tonight of the General Plan's land use components, which he said govern the application that the Town Council and Planning Commission are trying to define in an ad-hoc way. In terms of land use, he continued, the parcel in question is assigned to two different categories of land-use, covered in Sections 11 and 12. He also claimed that both land-use and open-space portions of the General Plan define "open."

According to Mr. Day, Portola Valley adopted the General Plan as mandated by the state law, which also requires that building permits and subdivision maps be consistent with the General Plan. He said it's the Planning Commission's job to call upon Town counsel and staff, hear public comment, and apply the

General Plan to applications it receives. In contrast, he said that going through words in isolation is an ad-hoc approach of trying to tailor the General Plan to meet the perceived needs of an applicant.

Mr. Day also said he wanted to know why the Council added "property owned by the Town" language, because he believes that action "completely turned the General Plan on its head." The General Plan is specifically and explicitly designed to provide principles for the regulation of private land and the development thereof, he argued, and to set the framework for the application of Zoning Code provisions.

Mr. Silver, impressed by Mr. Day's observations and agreeing with his comments about the General Plan's application to privately owned lands, reiterated two earlier points: 1) in this case, the application should be governed by the old language, and 2) the Open Space element should go back to the Planning Commission to work on the wording and then come back to the Council.

Councilmember Wengert pointed out some of the history of the Council's action in May 2011. She said she participated in the Ad-Hoc Spring Down Master Plan Committee, which she described as one of the main drivers to the new definitions for open-space preserves that the Council adopted at its May 12, 2010 meeting (Resolution No. 2489-2010), which were to be applied to the Town-owned Spring Down property.

Councilmember Toben said he'd like to hear Commissioner Gilbert regarding whether she feels the Council has provided sufficient direction for the Planning Commission to undertake clarifying the language in the General Plan.

Commissioner Gilbert said that she understands the Council wants the Planning Commission to apply the Meadow Preserve definition that existed when CUP X7D-169 was filed, but she isn't clear whether the Council wants to provide guidance about how to interpret "present agricultural uses."

Councilmember Richards said that he believes the Planning Commission has latitude to consider historical agricultural uses as among the intentions of the General Plan. Mayor Driscoll agreed, noting that the character of the Meadow Preserve is "a visual thing."

Mr. Day said that before the Spring Down issue arose, the General Plan included land-use categorization of different residential areas. He said that the place to look in terms of the Meadow Preserve is the Land-Use Element of the General Plan (Section 2126), which says, "It should be possible and practical to preserve a large amount of the area in a natural state. In particular, it is desirable that the natural character of the open ridge leading up to the Windy Hill Open Space Preserve and the orchards and meadow adjacent to Portola Road and town center be retained." Mr. Vlasic said that the general characteristics noted in "orchards and meadow" are more specifically defined as "Orchard Preserve" and "Meadow Preserve" in the other elements in the General Plan.

Councilmember Toben likened the Planning Commission's task in applying the facts of the Neely/Myers application to the phrase "present agricultural uses maintained" to trying to fit a square peg into a round hole. In terms of policy, he said, when the Council considered the General Plan amendments in May 2011, he envisioned the potential for row gardening. In the same way that the Town has applied forward-thinking insights in terms of sustainability, with the first municipal LEED Platinum complex in California, and in its review of septic systems in light of greenhouse gas effects, etc., he noted that limited-impact agricultural production that enables local experimentation might be worthwhile in terms of augmenting the food supply, and it wouldn't harm the visual values of the meadow.

Mayor Driscoll said that in the end, the General Plan is trying to maintain a balance between private property rights and the public good, and attempting to avoid putting undue burdens on property owners without trying to turn the whole area into a giant national park. He said he appreciates the time and trouble the Planning Commission took to raise these issues for the Council.

Mr. Silver said that the Council's efforts are appreciated as well.

Ms. Myers said that the Planning Commission also raised questions about the language that existed in the General Plan when they filed their application, and those questions still remain.

Commissioner Gilbert explained that she's taking two things from this discussion: 1) general comments from various Councilmembers on interpretation of the terms, and 2) that the Planning Commission will continue to apply its judgment. She said that she believes the Council's broad guidance is sufficient to proceed. Mr. Vasic said that staff also would offer recommendations to the Planning Commission based on tonight's discussion.

Mayor Driscoll said that the Council will put the matter on the agenda for discussion at a future Council meeting and then refer it back to the Planning Commission.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** Town Council  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** October 17, 2011  
**RE:** Planning Commission Request for Town Council Consideration and Clarifications, General Plan Provisions, "*Meadow Preserve*"

### **Request and Town Council Consideration and Action**

Provided herewith is the October 3, 2011 memorandum from the planning commission requesting town council consideration of questions and clarifications relative to the "meadow preserve" provisions of the General Plan. It is hoped that at the October 26<sup>th</sup> meeting the council would be able to address the questions and provide the requested clarifications so that the planning commission can continue to consider the Conditional Use Permit (CUP) proposals for the meadow preserve area as requested by Dr. Kirk Neely and Ms. Holly Myers, i.e., CUP X7D-169. Tentatively, the commission meetings on the CUP would take place in November and December, but this will depend on the outcome of the town council's consideration of the planning commission's general plan questions and concerns.

If the town council concluded that some formal reconsideration of general plan provisions was necessary before full responses to the planning commission memo could be provided, that could impact the schedule for consideration of the CUP application. At the same time, the council could address the various questions and requests for clarifications at this time, but also determine that eventually, the general plan provisions might need to be better clarified to be fully consistent with any council conclusions and interpretations of the various meadow preserve provisions.

### **Recommendation**

At this point, it is suggested that the Council consider and, if at all possible, reach conclusions relative to requests from the planning commission so that the commission can continue to process the CUP application in a timely manner.

TCV

Encl.

cc. Angela Howard, Town Manager  
 Planning Commission  
 Sandy Sloan, Town Attorney

Leslie Lambert, Planning Manager  
 Dr. Kirk Neely and Ms. Holly Myers



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council  
**FROM:** Planning Commission  
**DATE:** October 3, 2011  
**RE:** Request for Town Council Consideration and Clarifications,  
General Plan Provisions, "*Meadow Preserve*"

On September 21, 2011, the planning commission considered the "Meadow Preserve" provisions of the General Plan, both as existed prior to general plan amendments adopted by the town council in May of this year, and the May amendments. These prior and current provisions are discussed in more detail in the attached September 15, 2011 memorandum from the town planner to the planning commission. At the conclusion of the September 21<sup>st</sup> commission discussion, commissioners concurred that clarification of the provisions was needed from the town council. The commission is seeking this clarification before it must address zoning ordinance required conditional use permit (CUP) findings for general plan consistency relative to CUP proposals of Dr. Kirk Neely and Ms. Holly Myers for the "Meadow Preserve" portion of their 229-acre parcel. At the 9/21 meeting, the commission did not discuss the CUP application or its merits, but only focused on questions relative to the "Meadow Preserve" provisions and how they should be applied or interpreted.

Following the commission discussion, it was agreed that this memo would be prepared to focus commission requests for clarification and questions. Commissioners Denise Gilbert and Alex Von Feldt developed the memo on behalf of the commission with the assistance of the town planner. Commissioners will also be present at the town council meeting when this matter is on the agenda to answer any questions council members may have.

The key questions and issues the commission is seeking council guidance on are set forth below. (Note: At this point, due to the illness of the meeting minutes transcriber, it is not certain that the minutes from the 9/21 meeting will be available for reference.)

- 1. Which general plan provisions should the planning commission use to judge proposals for the Meadow Preserve area relative to the revised Neely/ Myers CUP application? Specifically, should the commission use the language that existed prior to the May amendments or the amended language?**

The town attorney has advised that it is up to the town to decide which version it wants to refer to. She noted that a change in language could be used in dealing with an application, even if the change occurred after the application has been filed. At the same time, the town has typically acted to make use of the provisions that existed at the time any specific land use application was filed.

(For clarity, the town attorney concluded that the current Neely/Myers CUP application is a revision to the application filed originally in 2009, prior to adoption of the amended general plan language in May 2011.)

Also, for reference, prior to the May 2011 general plan amendments, the key Meadow Preserve wording was in the recreation element of the general plan and specifically stated the intent for the preserve as follows:

"Meadow Preserve, proposed for the large field adjoining Portola Road and north of the Sequoias, lies astride the San Andreas Fault and is visually important to the entire quality of the valley. This preserve should be kept largely open, the existing character preserved, and present agricultural uses maintained." (2313)

With the recent amendments, these provisions were moved to Section 2216.2 of the open space element and modified to read:

"The Meadow Preserve, the large field adjoining Portola Road and north of the Sequoias, lies astride the San Andreas Fault and is visually important to the entire quality of the valley. This preserve should be kept in a natural condition and the existing agricultural character preserved."

The Meadow Preserve is a "Community Preserve," as defined in the general plan, and in both the previous and amended version the definition of Community Preserve is the same. The previous version of the recreation element stated that these are, "*scenic areas kept essentially in a natural state for the benefit of residents of the town. Such preserves provide visual pleasure and accommodate very limited access and use, such as trails and paths*" (2302). These provisions were moved to Section 2203 of the amended open space element and, again, the specific wording was not changed.

Planning commissioners struggled with finding consistency with both the **prior** and **amended** wording and, particularly, noted the following with questions for the council:

- The amended language states that the meadow should be kept in a "*natural condition*" and the "*existing agricultural character preserved.*"
  - (i) Some commissioners felt that keeping the meadow in a "natural condition" conflicted with preserving the "existing agricultural character". It can either be in a natural state OR developed for agricultural uses. You can have one or the other but not both. What was the council's intent when it used both the terms "natural condition" and "the existing agricultural character preserved"?



- (ii) When the planning commission recommended adding the term "natural condition" to the general plan Meadow Preserve wording in its general plan work prior to the May town council amendments, it was using the term "natural condition" as defined in Section 2204 which dealt with Open Space Preserves. Section 2204 of the amended plan specifically defines "natural condition" as an area with limited permitted uses as described in items 1 through 9 of the section. This includes: "retaining the land in a natural condition", "Such preserves provide visual pleasure and accommodate very limited access and use..." and "Permitted outdoor uses are those that do not require structures...do not result in modification of the site." However, since the town council amended the General Plan so that the open space preserve limitations in Section 2204 apply only to open space preserve areas owned by the town – than this definition of natural condition no longer applies to the Meadow Preserve. What did the council intend should be used as criteria for judging "natural condition" for this preserve?
- (iii) The planning commission struggled with what the town council meant by "existing agricultural character" for the Meadow Preserve, as the meadow currently has no agricultural uses and appears to have had none for some time. Did the town council mean "historical" agricultural uses? There is some history of a haying operation on the meadow – was the Town Council's intent that a haying operation could be permitted? What about agricultural uses other than what the meadow has been used for historically – perhaps an orchard? A vineyard? A vegetable operation? Since there is a CUP application before the commission that specifically raises this issue the council's discussion could bear directly on the commission's decision with respect to the application and thus it is important to determine what should be spelled out in the General Plan and what should be left to the judgment of the Planning Commissioners. If other agricultural uses, besides a haying operation, are found to be consistent with the language, can the commission exercise its judgment to limit the types and area of other agricultural uses to locations that have minimum visual impact on the "existing character" of the meadow?
- The prior version calls for the preserve being kept "largely open", preservation of the "existing character" and maintenance of "present agricultural uses."
    - (i) The "existing character" is an open grassy meadow consisting predominantly of weeds with one section, the knoll on the western edge of the meadow furthest from Portola Road, dominated by native plants including native roses. It is an open view shed where users of the trail along Portola Road can see the broad meadow frequented by wildlife including deer and coyote.
    - (ii) There do not now appear to be any "present agricultural uses". Thus, the commission recommended deleting the phrase "present agricultural uses." If the council decides the commission should use the prior version in evaluating the Neely/Myers CUP - Does the council believe that the phrase "present agricultural uses" should apply to historical agricultural uses (namely a haying operation) since the meadow appears to have been used for growing hay in the years prior to the time the General Plan was

conceived, and perhaps for some time after town incorporation, and the original Meadow Preserve language drafted?

- (iii) The term "largely open" left significant room for interpretation. Does "largely open" allow for a structure? To eliminate the ambiguity in the phrase the commission recommended deleting it and replacing it with "kept in a natural condition." This was consistent with Section 2203 (prior Section 3201) which says that "Community Open Space Preserves are scenic areas kept essentially in a natural state..." and Section 2204 which states "Open Space Preserves are areas to be kept largely in a "natural" condition" as defined in items 1 through 9 eliminating any ambiguity. If the town council decides that the commission should use the prior version does the wording provide the commission with some flexibility in determining if agricultural structures/ buildings could be allowed if they are sited to minimize the visual impacts on the "existing character"?

NOTE: The amended version proposed by the planning commission said "This preserve should be kept in a "natural condition" and the "existing character preserved." The commission discussed the ambiguity in this version as well.

- (i) "Natural condition" with respect to the Meadow Preserve can no longer be defined as in Section 2204 since the council decided that this section no longer applies to privately owned preserves, such as the Meadow Preserve. (ii) Should "existing character" be determined strictly – as an open fallow field – or historically which might include a haying operation?

In summary, the commission found consistency issues with both the prior and amended language. Council direction will be important in helping the commission in coming to grips with the intent of the "Meadow Preserve" provisions.

**2. Why was the decision made to limit the descriptions in Section 2204, 1-9, to only town owned open space preserves?**

When the planning commission was discussing the open space element amendments, it assumed that the open space preserve definition was to apply to all such areas described in the general plan and not only town owned preserves. With the changes made at the May 25, 2011 council meeting, it is not clear as to how the council reached the decision to make the changes relative to limiting the application to only town owned preserves. Understanding the council's thinking and conclusions would also assist the commission in reconciling the apparent inconsistencies in the language for the meadow preserve. It would likely help in both the application of the prior or amended language.

Commissioners also commented that it would have been helpful to them, if prior to adopting the changes made at the May 25, 2011 town council public hearing, the changes would have been referred to the planning commission for review and comment. It is quite possible that the town council's decision, that Open Space Preserve limitations in Section 2204 do not apply to privately owned lands, may have resulted in other inconsistencies in the General Plan besides the possible uses of the Meadow Preserve. If the planning commission were provided the opportunity to review this change in light of the other provisions in the General Plan these inconsistencies could have been

addressed. Some members of the public who spoke at the September 21, 2011 planning commission meeting also offered that the town might have benefited from more discussion of the changes prior to action by the town council, particularly the change to limit application of Section 2204 to only town owned preserves.

In any case, commissioners look forward to town council consideration of the above questions and requests for clarifications and the commission will be represented at the meeting when the council discusses this matter to answer any questions.

DG/AVF/tcv

Encl.  
Attach.

cc. Angela Howard, Town Manager  
Sandy Sloan, Town Attorney  
Tom Vlastic, Town Planner  
Leslie Lambert, Planning Manager  
Dr. Kirk Neely and Ms. Holly Myers

**Spring Ridge LLC**  
**Kirk Neely and Holly Myers**  
**555 Portola Road, Portola Valley CA 94028**  
**KN 650 766-7503 neely@stanford.edu**  
**HM 650 766-6503 crestavista@batnet.com**

October 25, 2011

Mr. Tom Vlastic  
Portola Valley Town Planner

**Re: Conformity of our CUP application with the PV general plan**

Dear Tom:

Thank you for forwarding the supporting documents for the October 26 Town Council meeting, in which the Council will discuss the 10/3/11 Commission questions about the intent of the general plan regarding agricultural uses in our 'meadow.' The pertinent issues are extensively laid out in the Commissioners' memo. We add our commentary below.

**Agricultural use is encouraged by the PV general plan.** There is no question that the general plan encourages agriculture in the town, in this zoning location, and on this property in particular. Furthermore, agriculture is seen by the town as consistent with open space designation:

- General Plan, Section 2105 2.1: "Agricultural uses are encouraged as interim or long-term uses in residentially designated areas [which the meadow is] provided they are compatible with nearby nonagricultural uses and do not result in the significant degradation of the natural environment."
- Planning Commission Findings in the Spring Ridge winery CUP resolution (June 2000):
  - "The general plan recommends the preservation of open space. This application, by providing 13.5 acres of vineyards on about 6% of the parcel area [proposed in the new CUP to increase to 9%], helps provide open space."
  - "The general plan encourages agricultural use of suitable lands. The vineyard is an agricultural use on land that is very productive for growing grapes."
  - "The general plan encourages the preservation of the rural atmosphere of the town. Agricultural activities are characteristic of [rural] areas."

**What is the "existing character?"** At the time of our CUP application in 2009, the specific general plan reference to the field stated the "[proposed Meadow Preserve] should be kept largely open, the existing character preserved, and present agricultural uses maintained." The relevant paragraph was moved and the language revised by the Commission, then modified by the Council in May 2011 to "should be kept in a natural condition, and the existing agricultural character

preserved." Throughout the history of the general plan, versions of this paragraph proposing the 'meadow preserve' have been consistent in specifically supporting agricultural uses there.

One question posed for Council clarification is whether agricultural uses beyond historic haying are consistent with the general plan language. We recognize the ambiguity related to the language "present agricultural uses" or "existing agricultural character," given that productive agriculture has not taken place in the field for many years. Narrow reading of the May 2011 amended language might exclude even a haying operation, obviously not the intent of the Council. Broader reading encourages most forms of agriculture as desirable in maintaining *both* a natural and agricultural character. The basic meaning of all versions of the general plan is that, as much as possible, the field should remain rural and agricultural rather than becoming dense residential development.

**Agriculture is natural.** The Commissioners' memo includes a straightforward statement and query about "natural condition" versus "agricultural character in the amended language:" "It [the meadow] can either be in a natural state OR developed for agricultural uses. You can have one or the other but not both. *What was the council's intent when it used both the terms "natural condition" and "the existing agricultural character preserved"?*" We in fact disagree with the contention that "natural condition" and "agricultural character" are irreconcilable. It is a false choice. Agriculture is one of many expressions of nature, in contrast with the "unnatural" condition present throughout the Portola Road corridor, i.e. man-made residences and institutions.

Strictly speaking, the natural environment/condition/character/state of the 'meadow' is dense forest punctuated by intermittent fire. Grassland is *not* the natural ecosystem, as evidenced by the volunteer oaks encroaching on all margins of the field. Indeed, the notion of a 'meadow' in this location is nonsensical without some type of agricultural intervention. The current status of the field is that of grasses and invasive weeds (including native invasives on the west side), controlled only by annual mowing. The field would clearly look better with a higher level of agricultural attention, and it would be equally "natural."

Narrow reading of the general plan leads to *reductio ad absurdum*: no intervention is allowed, and the field returns to forest. A more balanced reading of the general plan supports diverse agricultural practices, as argued below.

**Nature has already been disrupted; any type of agriculture can contribute to maintaining an open, rural character.** We cite these documents to support our interpretation that more intensive agriculture is consistent with the general plan for this location:

- Spring Ridge winery CUP Finding (June 2000): "While the general plan recommends the preservation of natural areas, in this case, the prior use, that is, dry farming for hay, was a conversion of a more native or natural environment to one that was altered by man. Therefore, the vineyard is using an area that had already been disturbed by man."
- Town Planner analysis of the Fogarty winery CUP application (November 1980): "The conversion of grass or chaparral covered areas with vineyards would appear consistent with the basic purposes of the zoning ordinance to retain the rural quality, preserve open space and preserve the natural beauty."

These statements argue that vineyards are permissible, indeed desirable, manifestations of natural beauty and the natural environment, when established on previously deforested land, which the field in question clearly is. Any of the proposed agricultural uses (vineyard, orchard, etc) could be a suitable use when the landform has already been so markedly “altered by man.” All of the agricultural choices are consistent with the prior general plan phrasing that the space be “kept largely open.”

**Can the Commission demand that agriculture be invisible?** The Commissioners’ memo also asks: *“If other agricultural uses, besides a haying operation, are found to be consistent with the language, can the commission exercise its judgment to limit the types and area of other agricultural uses to locations that have minimum visual impact on the “existing character” of the meadow?”* This question concerns us. We worry that it may herald an attempted ‘backdoor’ prohibition on ‘other agricultural uses.’ In our opinion, if other agriculture uses in this location are considered permissible, beneficial, and consistent with the general plan, as we have argued above, then the Commission should not potentially invoke ‘double jeopardy’ and place an unachievable burden of ‘invisibility’ upon agriculture.

We can only point to the major concessions to ‘visibility’ that we have already made in relocating the support building and in offering to limit the acreage dedicated to ‘other’ agriculture. We have offered to preserve the central portion of the field as grassland. In other words, our plan has already limited “the types and area of other agricultural uses to locations that have minimum visual impact.” Efforts to further limit the acreage, or to prohibit reasonable agricultural necessities such as fencing, would effectively disenfranchise us from use of the field.

We have taken great care to render a balanced and thoughtful application that meets our legitimate needs and rights as property owners while preserving the natural, agricultural, and rural character of the ‘meadow.’ We hope that the Commission can begin to share our vision that this outcome for the field is in the best interests of the town. Thank you for your continued attention and assistance in facilitating this application.

Best wishes,

Kirk Neely and Holly Myers

Linda Elkind  
14 Hawk View St.  
Portola Valley, CA 94028

October 26, 2011

Re: Item 7: Planning Commission Request for Town Council Consideration and Clarifications, General Plan Provisions, "Meadow Preserve".

Mayor Driscoll and Members of the Town Council,

I am sorry that I cannot be present to comment in person on this very important issue.

However, I recommend that the town process the Neely application under the GP language that was in place at the start of his application process.

I hope that you will respond to the Planning Commission's thoughtful requests for clarification and then allow the full PC to review your clarifications. There are many ramifications to the proposed changes that will require extensive review to assure that no internal conflicts result from the language you approved in May. Please send the General Plan Open Space element and Recreation elements back to the Planning Commission for further public review and clarification.

Sincerely,

Linda Elkind

**Spring Ridge LLC**  
**Kirk Neely and Holly Myers**  
**555 Portola Road, Portola Valley CA 94028**  
**KN 650 766-7503 [neely@stanford.edu](mailto:neely@stanford.edu)**  
**HM 650 766-6503 [crestavista@batnet.com](mailto:crestavista@batnet.com)**

May 4, 2012

Mr. Tom Vlastic  
Town Planner, Portola Valley

**Re: Spring Ridge LLC CUP**

Dear Tom,

Condition 7a of the Approved Terms and Conditions of CUP X7D-169 mandates revision of plan sheet A-1.1E and our November 21, 2011 letter for the purpose of eliminating the proposed vineyard area and any notes or references to it. The attached redlined Nov. 21 letter removes all references to vineyards. A revised sheet A-1.1E will be forwarded by CJW.

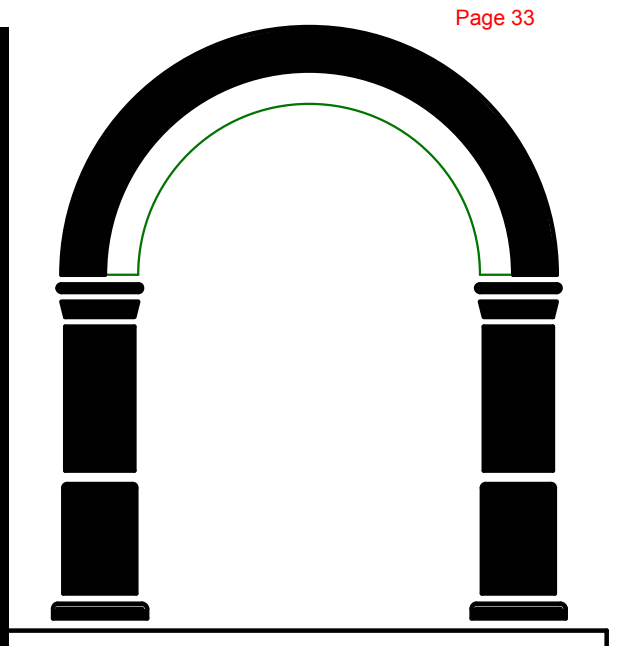
Because the vineyard area was fully integrated into and essential to the proposed agricultural plan, we intend to submit a fully revised plan for new agricultural uses after the Town Council again reviews and possibly amends the relevant general plan language, as requested by the Planning Commission. We understand that this review will be on the Council agenda soon. We will not be applying to the ASCC for new agricultural uses until these processes are completed.

Once you review and approve the current revisions mandated by Condition 7a, we can arrange to sign an appropriately modified memorandum of understanding. We anticipate submission of project plans to the ASCC shortly thereafter.

Best wishes,

Kirk Neely  
Holly Myers





CJW ARCHITECTURE

130 Portola Road, suite A  
Portola Valley, CA 94028  
(650) 851-9335 / (Fax) 851-9337

These plans are copyrighted and are subject to copyright protection as an "architectural work" under Sec. 102 of the Copyright Act, 17 U.S.C. as amended December 1990 and known as Architectural Works Copyright Protection Act of 1990. The protection includes but is not limited to the overall form as well as the arrangement and composition of spaces and elements of the design. Under such protection, unauthorized use of these plans, work of home represented, can legally result in the cessation of construction or building being seized and /or monetary compensation to CJW Architecture.

PROJECT

Spring Ridge CUP  
555 Portola Road  
Portola Valley, CA 94028

SHEET TITLE

Revised Agricultural  
Building Site Plan

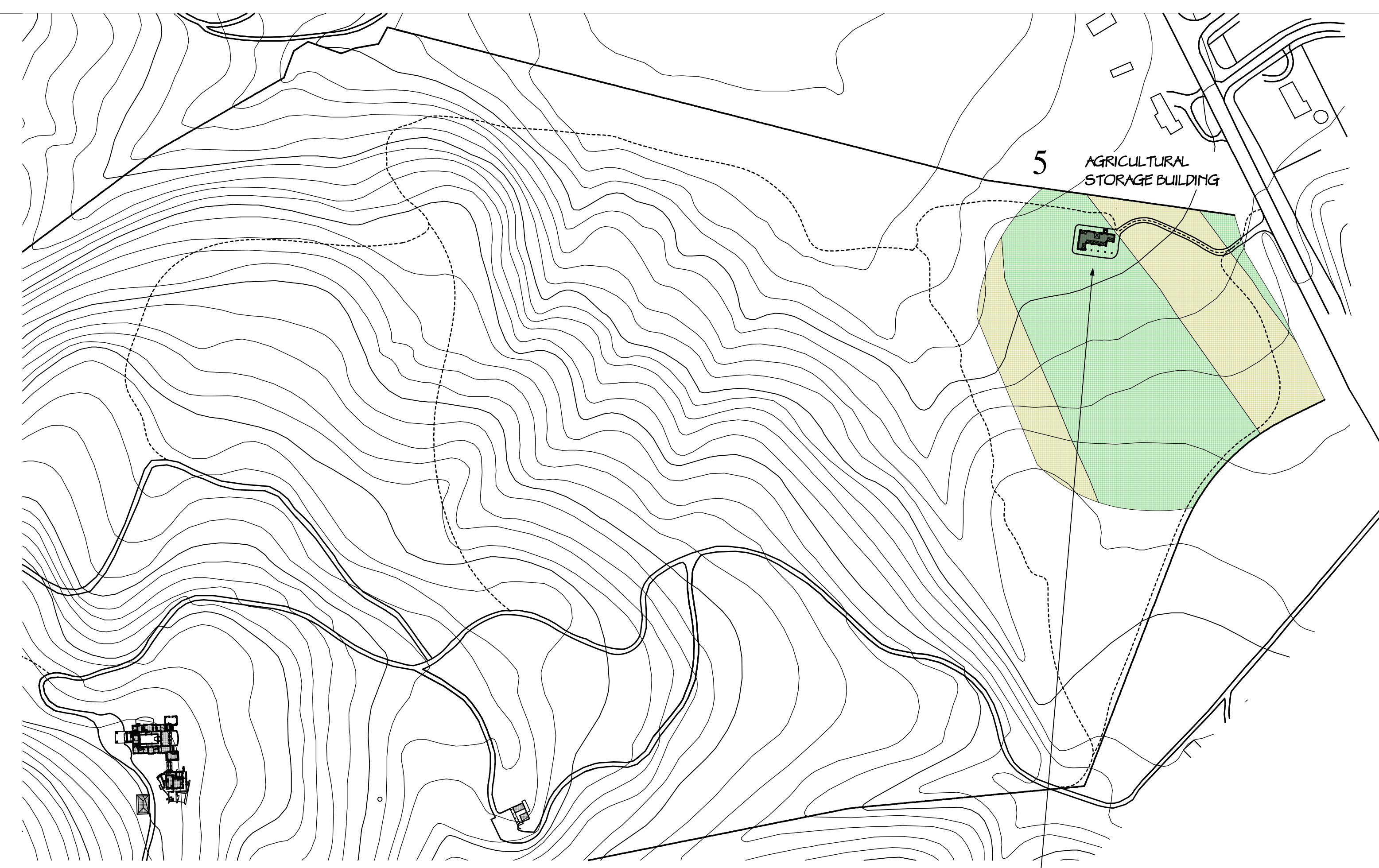
REVISIONS

| No. | Date   | Notes          |
|-----|--------|----------------|
|     | 5/3/12 | FINAL REVISION |
|     |        |                |
|     |        |                |
|     |        |                |
|     |        |                |
|     |        |                |
|     |        |                |
|     |        |                |
|     |        |                |

JOB: 2000.002.10

DATE: 4/23/12

SHEET: A-1.1.E



1 Ag Building Location 1" = 200'

PROPOSED LOCATION FOR AG BUILDING  
AGRICULTURAL BUILDING WOULD BE A MAXIMUM OF  
2,400 SF, WITH 1,200 SF OF COVERED OUTDOOR AREA

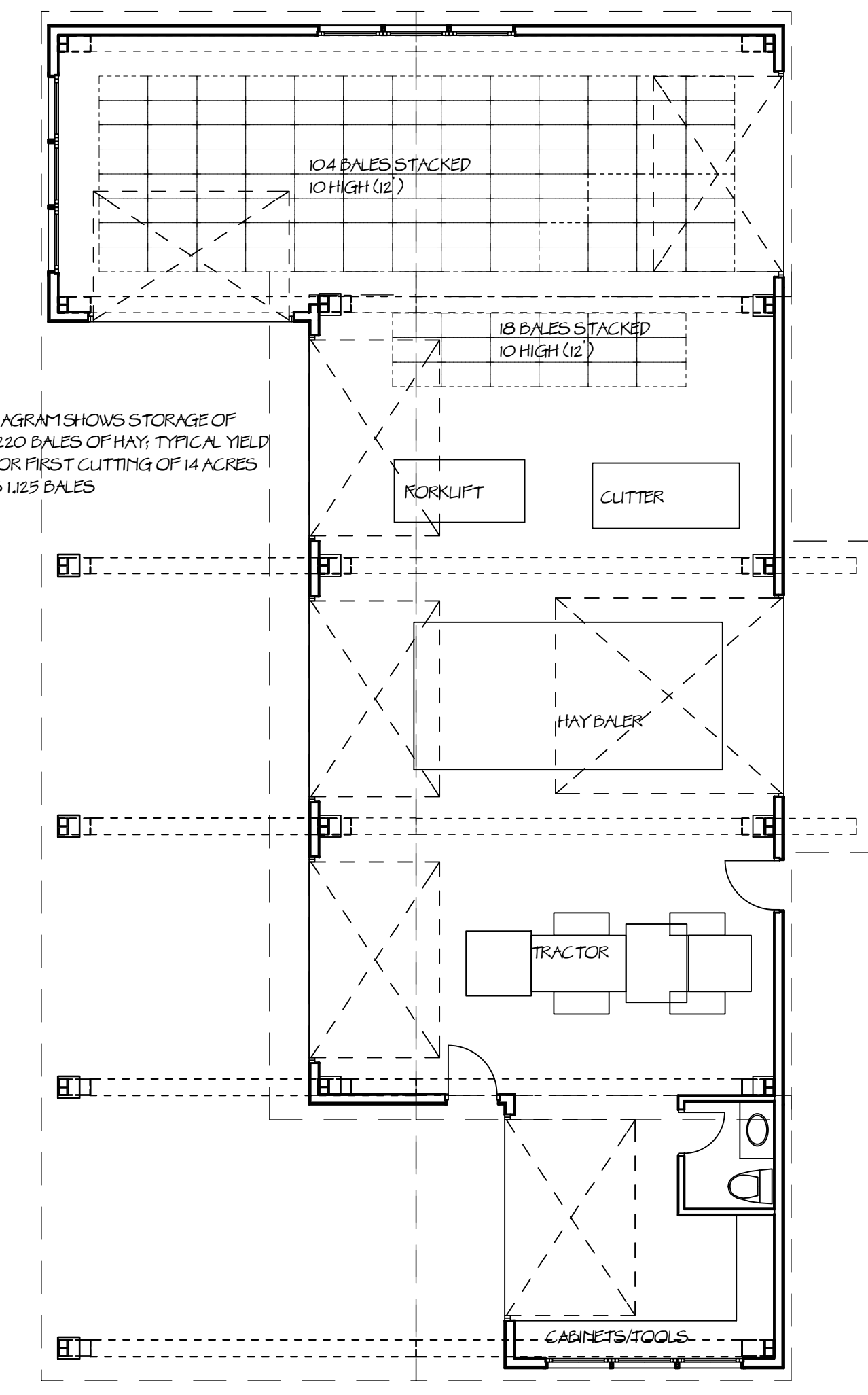
OWNER INTENT:  
AGRICULTURAL PLAN:

PROPOSED USE OF THE PROPERTY IS DESIGNED TO COMPLY WITH THE INTENT OF THE GENERAL PLAN. THE MEADOW WILL REMAIN PREDOMINANTLY IN GRASSLANDS AND HAYFIELD WITH LIMITED AREAS OF FRUIT AND VEGETABLE PRODUCTION.

THE PROPOSED AGRICULTURAL BUILDING HAS BEEN REMOVED TO THE LOCATION RECOMMENDED BY THE TOWN PLANNER IN THE FAR NORTHERN PORTION OF THE MEADOW OUTSIDE EITHER FAULT ZONE. IN THIS LOCATION, THE BUILDING WILL HAVE ELECTRICITY FOR LIGHTING AND EQUIPMENT, PROPANE TANK FOR HEATING, AND COMPOSTING TOILET WITH OUTSEPTICS SYSTEM. INITIAL USE OF THE BUILDING WILL BE FOR TRACTOR, MOWING AND HAY IMPLEMENTS, AND HAY STORAGE. THE BARN IS SIZED TO ALLOW FOR CABINETS AND TOOL STORAGE, TRACTOR, BALER, CUTTER, FORKLIFT, AND AREA TO STACK HAY BALES TO 12' HIGH. THE BARN IS SIZED TO HANDLE THE FIRST CUTTING OF UP TO 14 ACRES OF HAY EACH YEAR.

FUTURE USES OF THE BARN MAY INCLUDE HANDLING OF ORCHARD FRUIT AND VEGETABLES. FUTURE ACREAGE DEDICATED TO FRUIT AND VEGETABLES WOULD NOT EXCEED 7 ACRES - LESS THAN HALF OF ARABLE MEADOW ACREAGE HELD BY OWNER - WITH PROPORTIONATE DECREASES IN GRASS/HAY COVERAGE. PROJECTED ALLOCATION IS 4 AC VINEYARD, 2 AC MIXED ORCHARD, AND 1 AC MIXED VEGETABLES PHASED IN OVER 5 YEARS. PLANTINGS WILL BE CONCENTRATED IN THE NORTHERN AND WESTERN PORTIONS OF MEADOW, LESS VISIBLE FROM THE PORTOLA ROAD CORRIDOR. SINCE MROSD HOLDS THE SOUTHERN SECTION OF THE MEADOW, APPROXIMATELY TWO-THIRDS OF THE MEADOW REMAINS IN GRASS OR HAY BY THIS PLAN.

SIGNIFICANT NATIVE OAK TREES WILL NOT BE CLEARED FOR AGRICULTURE. CONFERIOUS TREE FARMING IS NOT PERMITTED. WINE GRAPES WILL NOT BE PROCEEDED IN THE PROPOSED AGRICULTURAL BUILDING. AGRICULTURAL PRODUCTS WILL NOT BE RETAILED ON SITE WITHOUT AMENDMENT OF CUP. WATER WILL BE SOURCED FROM ON-SITE SPRING AND IRRIGATION IS PRIMARILY DRIP. FERTILIZER, IF NEEDED, WILL BE ORGANIC. HERBICIDES AND PESTICIDES WILL NOT BE USED. LABOR IS TO BE PROVIDED BY THE EXISTING WORK FORCE AND OWNERS. DAILY TRAFFIC WILL NOT SIGNIFICANTLY INCREASE. OCCASIONAL SMALL TRUCK USE DURING HARVEST SEASON IS ESTIMATED AT 1-3 TRIPS PER WEEK.



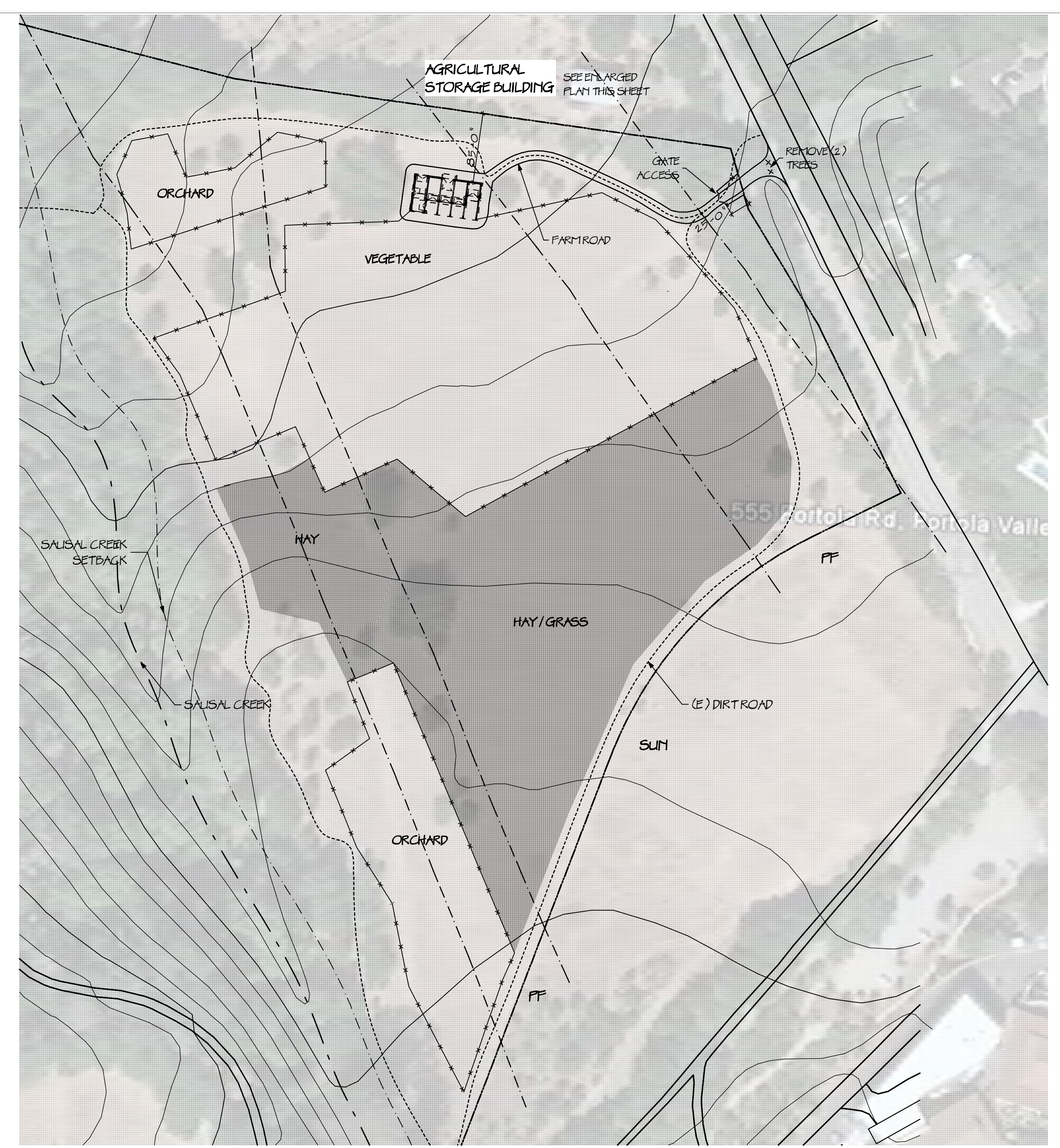
GRADING VOLUMES FOR AG. BUILDING  
PROJECTED AREA OF GRADING:  
AG. BUILDING = 2,400 SF + 1,200 SF PORCH  
GRADING: 15 CY CUT; 15 CY FILL

IMPERVIOUS AREA FOR AG. BUILDING  
AG. BUILDING = 8,000 SF  
INCLUDES 3,200 SF PAVING AT THE BUILDING, AND  
COMPACTED ROADS AS SHOWN

GEOTECHNICAL LEGEND

|     |                                  |
|-----|----------------------------------|
| SBR | STABLE BEDROCK                   |
| SUM | STABLE UNCONSOLIDATED MATERIAL   |
| SLS | STABLE LANDSLIDE DEBRIS          |
| PS  | POTENTIAL SHALLOW LANDSLIDE      |
| PF  | POTENTIAL PERMANENT DISPLACEMENT |
| MD  | MOVING DEEP LANDSLIDE            |

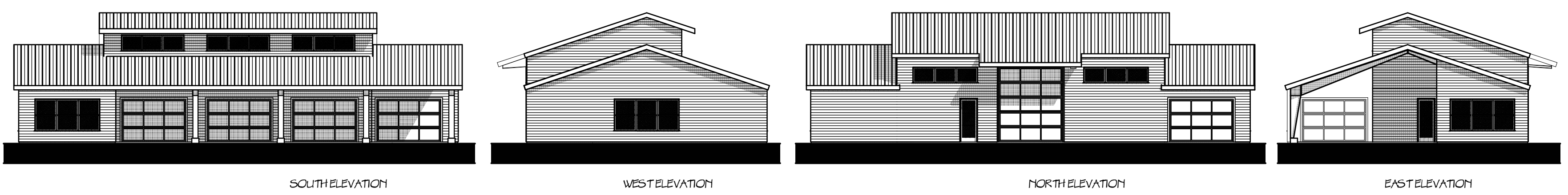
2 Proposed Agricultural Building 1/8" = 1'-0"



3 Ag. Building Site Plan 1" = 100'

LEGEND

|  |  |
|--|--|
|  | AGRICULTURE: LOW INTENSITY<br>HAY / GRASS                |
|  | AGRICULTURE: MEDIUM INTENSITY<br>FRUIT / VEGETABLE AREAS |
|  | ORCHARD / VEGETABLE                                      |



#2

There are no written materials for this agenda item.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 853 JANUARY 23, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

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

Absent: Councilmembers Jeff Aalfs

Others: Nick Pegueros, Town Manager  
Howard Young, Public Works Director  
Brandi de Garneau, Sustainability & Resource Efficiency Coordinator  
Karen Kristiansson, Senior Planner  
Tom Vlastic, Town Planner  
Leigh Prince, Town Attorney Representative

ORAL COMMUNICATIONS [7:31 p.m.]

Jenny Zhang came to invite Councilmembers to see the Shen Yun Performing Arts group when it comes to the Orpheum Theatre in San Francisco in March 2013. The group travels around the world, taking this cultural event that celebrates the 5,000 years of civilization in China, to millions of people. Audiences find the music and dancing not only beautiful and magnificent, Ms. Zhang said, but say that it evokes themes of dignity, loyalty, courage, love and compassion.

- (1) Presentation: Report from Jessica Stanfill Mullin, Regional Public Affairs Manager, Peninsula Division, League of California Cities with an Overview of the League and Division [7:33 p.m.]

Ms. Mullin said members of the League of California Cities work together to enhance their knowledge and skills, exchange information and provide resources so they may influence policy decisions that affect their cities. The League was formed in 1898 to advocate for the common interests of city governments, and its mission is to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians. The League is divided into 16 divisions; the Peninsula Division includes San Francisco, San Mateo and Santa Clara Counties.

Among the services provided to cities include legal counsel, legislative ballot measure advocacy, opportunities for professional networking, information and research services such as Institute for Local Government, and educational opportunities via professional conferences and the League's annual conference.

In terms of legislative advocacy, Ms. Mullin described 2012 as a very active year. This month's League publication, *Western City Magazine*, highlights work to achieve substantial pension reform, the culmination of several years of internal work on policies as well as implementation issues such as AB 340. She said this legislation is a positive step toward restoring state and local fiscal stability over the long term.

The League also is working to develop policy to guide distribution of expected future revenues from Cap-and-Trade auctions. It supports AB 1532, which would send a significant portion of the proceeds to disadvantaged communities for investment in transportation and energy efficiency and help fund to implement SB 375, the Sustainable Communities and Climate Protection Act of 2008.

The League also supported several bills addressing issues with the State Water Quality Control Board, Ms. Mullin said. SB 965 addresses the Administrative Procedure Act, exemptions and prohibitions on ex parte communications between members of the state and regional boards and regulated communities.

Every year the League establishes strategic priorities. This year there are four:

1. **Build Lasting Partnerships.** Develop and strengthen long-term relationships and partnerships with new and returning state policy-makers and other stakeholders with common interests to better serve and enhance the quality of life for all Californians.
2. **Expand Community and Economic Development Tools and Funding Options for City Services.** Develop and advocate for new tools and funding options for community and economic development to support job creation, investment in public infrastructure, expansion of affordable housing and increased funding for essential local services.
3. **Continue Pension and Other Post-Employment Benefits (OPEB) Reform.** Continue and expand upon recent efforts at pension and OPEB reform to ensure the long-term affordability and responsiveness of public services for city residents.
4. **Implement an Effective League Branding Strategy.** Develop and implement a marketing and branding strategy that effectively communicates the League's identity along with the unique benefits that city officials, our partners and the public can expect from the League, its products and services.

In addition to the strategic priorities, Ms. Mullin said the League convened a task force last fall to examine advocacy options over the next several years, including ways to collaborate with the Legislature, the Governor, the counties, the schools and special districts, as well as be prepared to go to voters through the initiative process to prevent unreasonable state intrusion into local affairs if required, and using litigation when necessary to advance hard-fought League victories at the ballot box.

The task force has released its multi-year advocacy strategy to expand and protect local control. The strategy was sent to all councilmembers and city managers for review. Ms. Mullin requested feedback regarding the strategy, whether the recommendations make sense, whether any of those proposed should be eliminated, or whether any should be added.

Ms. Mullin also encouraged member engagement in League activities, pointing out several options. Those who are interested in developing policy can serve on the League's Board of Directors or one of its eight policy committees. These communities offer a great opportunity to evaluate state and federal legislation and assist in setting new policy direction for the League, she said.

The Peninsula Division also offers opportunities for involvement. Members may want to serve on its Executive Committee, which organizes events and outreach to educate members on local government issues and mobilize with state committee events and advocacy efforts. The Peninsula Division also hosts quarterly meetings at which members can network with one another and with guest speakers, discussing issues relating to cities. Last year the programs at the division meetings focused on immigrant and permanent residents, engagement services, pension reform and an overview of the state budget by State Legislative Analyst Mac Taylor. This year, as part of the League's efforts to build relationships with legislators, the Peninsula Division will be arranging for meetings with legislators in their district offices throughout the year. These meetings will provide opportunities to educate these legislators about League priorities as well as to discuss local issues of concern.

Vice Mayor Wengert asked when the Peninsula District's next event would be coming up. Ms. Mullin said it would be on January 24, 2013 – the Peninsula Division Annual Reception at the San Mateo History Museum in Redwood City, with League Executive Director Chris McKenzie the featured speaker. Division quarterly meetings are held on the fourth Thursdays in March, June and October:

March 28, 2013

June 27, 2013

October 24, 2013:

In conjunction with the Peninsula Division's yearly election of officers, it also hosts a breakfast on the last day of the League's Annual Conference in Sacramento. This year's date will be September 20, 2013:

CONSENT AGENDA [7:40 p.m.]

- (2) Approval of Minutes: Regular Town Council Meeting of December 12, 2012 [*removed from Consent Agenda*]
- (3) Ratification of Warrant List: January 9, 2013 in the amount of \$194,302.01
- (4) Ratification of Warrant List: January 13, 2013 in the amount of \$79,281.91
- (5) Recommendation by Acting Administrative Services Director: Disposal of Surplus Property
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Property (Resolution No. 2575-2013)
- (6) Recommendation by Sustainability Coordinator: Second Reading and Adoption of a Reusable Bag Ordinance for the Town of Portola Valley
  - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Section 8.04.060 [Reusable Bags] to Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No. 2013-398)
- (7) Recommendation by Sustainability Coordinator: Proposed revision to Committee Charter
- (8) Appointment by Mayor: Request for Appointment of Member to the Emergency Preparedness Committee
- (9) Appointment by Mayor: Request for Appointment of Member to the Trails and Paths Committee
- (10) Appointment by Mayor: 2013 Commissions and Committees

By motion of Councilmember Driscoll, seconded by Councilmember Derwin, the Council approved Items 3-10 on the Consent Agenda with the following roll call vote:

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

No: None

- (2) Approval of Minutes: Regular Town Council Meeting of December 12, 2012

Councilmember Driscoll moved to approve the minutes, as amended, of the Regular Town Council Meeting of December 12, 2012. Seconded by Vice Mayor Wengert, the motion carried 4-0.

REGULAR AGENDAPUBLIC HEARING [7:43 p.m.]

- (11) Recommendation by Public Works Director: Revise and Reestablish an Underground Utility District on Alpine Road from Nathhorst Avenue to 150 Feet North of Hillbrook Drive
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Revise and Reestablish an Underground Utility District on Alpine Road from Nathhorst Avenue to 150 feet North of Hillbrook Drive (Resolution No. 2576-2013)

Mr. Young summarized the background. At the October 10, 2012 Council meeting, the Cable and Undergrounding Committee reported on the status of the undergrounding project that the Council approved on May 20, 2010. Since the time of the approval, PG&E implemented some rule changes that required refining the project and thus also requiring a new resolution.

The new resolution would establish the PG&E Rule 20A Undergrounding District. The California Public Utilities Commission (PUC) requires PG&E to set aside funds for financing undergrounding of overhead utilities. Currently, there is \$408,000 set aside for such work.

Two projects were discussed at the October 10, 2012 Council meeting, Mr. Young said – Phase 1 and Phase 2. The resolution the Council is asked to consider, which addresses only Phase 1, is required to get this project into the queue so that PG&E can start the design process. Construction could potentially begin in 2016. Mr. Young noted that subsequent projects (e.g., Phase 2) could be added at a later date because it is a “conditional” resolution.

The Councilmembers’ packets included a map of the proposed undergrounding district. Some Municipal Code provisions, in addition to those in the resolution, require holding public hearings and notifying affected residents. Mr. Young said none of the five affected property owners contacted by representatives of the Cable and Undergrounding Committee had a negative response, and no overhead service laterals exist along the proposed undergrounding district go to those properties that would be affected.

Vice Mayor Wengert asked whether the resolution includes a cost estimate and timeline, or if the purpose of the resolution is merely meant to get the process with PG&E underway. Mr. Young said the resolution is required for PG&E to get the Town into the queue, authorize PG&E to start design, and set aside the Portola Valley funds. Vice Mayor Wengert asked to what extent the \$408,000 that Portola Valley has accumulated in Rule 20A funds would cover this Phase 1 work. Mr. Young said that PG&E would let the Town know what they think they can design for \$408,000.

Does PG&E charge for the design – is that part of the cost? How would the Town control what’s spent on pre-construction work? The charges for design do come from the Town’s Rule 20A allocation. The process, which would involve requesting invoices to identify specific expenditures from the Town’s account, from PG&E, is established by the PUC.

A fair amount for design would account for between 10% and 15% of the total, he said, but 30% to 40% would be suspicious. He said he would ask for those invoices and specifics about time charged to ensure that the money is well-spent.

Councilmember Derwin asked for clarification about operative clause number 6 in the draft resolution. It indicates that PG&E would use underground conversion allowance allocation, up to \$1,500 per parcel, but also that beyond \$1,500 the parcel owner would be responsible.

Mr. Young said that this is standard language that PG&E requires, but the initial investigation revealed that there are no affected property owners in any case. If there were, he explained, if a pole in front of a residence has wires going to the house, the Town would receive up to a \$1,500 credit out of its Rule 20A funds for undergrounding that lateral. The Rule 20A would probably be enough to cover a 100-foot lateral, he said, but if the residence were more like 600 feet away from the pole, the \$1,500 wouldn’t be enough.

Councilmember Derwin asked whether someone could be in a situation where they’re forced to underground their lines to a pole and bear that expense. Mr. Young said yes, but that doesn’t apply to any of the properties because no laterals are affected in the Phase 1 area’s existing infrastructure.

Councilmember Derwin asked whether Mr. Young has met PG&E’s new Government Relations Representative, successor to Jim Cogan, who joined Menlo Park as Business Development Manager in December 2012. Mr. Young said he has not.

Vice Mayor Wengert asked whether the Phase 1 area was determined by the estimate that PG&E provided in the context of the Rule 20A funds that would be available in Portola Valley's account. Mr. Young said PG&E would not commit to an estimate for the cost of the Phase 1 stretch until the new Alpine Road Portola Valley Underground Utility District is established and they do a design. However, he added, the first time through, the area along Alpine Road was much longer than it is now.

Mr. Young said that Cable and Undergrounding Committee member Bob Bondy, who retired from PG&E and was in the audience, helped select an area that seemed appropriate to include in the new undergrounding district so that it would be covered by the Town's Rule 20A funds. In addition, Committee member Dar Hay, also in the audience, helped reach out to the community.

Mayor Richards pointed out that the Town's Rule 20A funds would keep accruing during the design period, so somewhat more money will be available than exists now. Mr. Young said yes, but the balance isn't growing at the rate it did in the past. Historically the Town accrued \$30,000 annually in Rule 20A funds, he said, but PG&E last year got PUC approval of a rules change that reduced it to \$15,000 annually.

Mr. Bondy said PG&E would become the master trench design partner, working with the cable and telephone companies to make sure all the construction is coordinated. Mr. Young emphasized that the project is a partnership that brings together the Town, PG&E and the other utilities.

Mayor Richards opened the public hearing. No speakers came forward and he closed the public hearing.

Vice Mayor Wengert asked whether those who have worked on this project see any risk of the Town getting to a point where the Rule 20A funds wouldn't be sufficient to cover the best estimates for project costs. She wanted to ensure that the Town wouldn't be liable for any mismatch or overruns. Mr. Young said the construction cost is PG&E's and the other utility companies; the Town's cost is in staff time and inspection.

Councilmember Driscoll moved approval of the Resolution of the Town Council of the Town of Portola Valley to Revise and Reestablish an Underground Utility District on Alpine Road from Nathhorst Avenue to 150 feet north of Hillbrook Drive. Seconded by Vice Mayor Wengert, the motion carried 4-0.

(12) Recommendation by Karen Kristiansson, Senior Planner: Request to Approve Towns Participation and Allocation in the Regional Housing Needs Subregion and Allocation [7:58 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Recognizing the Participation of the Town of Portola Valley in the San Mateo County Subregion for the Regional Housing Needs Allocation (RHNA) Process and Accepting the Allocation Assigned by the Subregion for the Town of Portola Valley (Resolution No 2577-2013)

As Ms. Kristiansson explained, all the communities in San Mateo County form a Subregion for Housing Element cycles and, within the requirements of state law, develop their own methodologies for distributing the allocation given to the County by the Association of Bay Area Governments (ABAG). The next Housing Element would cover the years 2014 through 2022.

The overall number of units assigned to the Subregion for the upcoming cycle increased from 15,738 units to 16,419 units, she said, and the distribution methodology changed to reflect SB 375 requirements. This resulted in significantly higher allocations of a number of jurisdictions, particularly along the CalTrain/El Camino Real corridor. Portola Valley's allocation was reduced, however, from 74 to 64 units. She referenced a table in the staff report dated January 23, 2013 showing the Town's numbers by income category:

|                |    |
|----------------|----|
| Very Low       | 21 |
| Low            | 15 |
| Moderate       | 15 |
| Above Moderate | 13 |
| Total          | 64 |

The average number of affordable units for the Town is similar to the last Housing Element cycle, she said, noting that Portola Valley's is the second-lowest allocation in the Subregion. Ms. Kristiansson said this is appropriate considering the Town's location, minimal public transportation and rural character, especially in the context of SB 375.

Ms. Kristiansson noted that during Town Council meeting discussions about affordable housing, some residents asked whether the Town could trade some units with other jurisdictions. There's no specific mechanism in place to do so, she said, but it might be technically possible if the Town could find a willing partner and if the Town Council wants to, that possibility could be explored. However, she noted that:

- The Town's proposed allocation is as reasonable as could be expected, especially given the increase in the County-wide allocation
- In order to move forward with the Housing Element process, the Town would have to accept the Subregion allocation

Because the idea of trading units means different things to different people, Vice Mayor Wengert asked whether Ms. Kristiansson was talking about trading units at one income level for another, or something else that other jurisdictions may have done. From her perspective, judging from discussions at discussed at RHNA meetings she's attended, Vice Mayor Wengert said she hadn't heard of any program that would allow for trading. She asked if there's a mechanism for changing allocations once they've been adopted.

In response, Ms. Kristiansson said that because the issue has been discussed at Council meetings, she said that if the resolution is approved, the allocation is "on the books" as something that could be explored. She said that the trades she's aware of have been between communities where there's been a project underway and discussions focused on how a trade would benefit both communities. For example, Community 1 would put funding toward a project and Community 2 would be providing housing that would benefit Community 1's schools. Ms. Kristiansson said she's not sure how something like that could work could work in Portola Valley, or whether it could work for the coming Housing Element cycle. One of the issues raised involved funds from the sale of the Blue Oaks lots, she said, but that funding is earmarked for the eight units the Town committed to in its 2007-2014 Housing Element cycle.

Vice Mayor Wengert said she wanted to make sure that all Councilmembers are clear about realistic possibilities for moving forward, versus programs that may emerge over time, and to focus on what's in front of us now. She said the RHNA numbers are very low, and the Town is fortunate to have its obligation reduced by 10 units.

Ms. Kristiansson said we could look at other options, but she thinks we need to move forward the number we have, and it is a reasonable number, all things considered.

In response to Mayor Richards, Ms. Kristiansson said there are several layers to the allocation issue. The regional approach is allowed by state law, she explained, as well as under ABAG and Subregion rules, but it's all filtered. If something came up whereby Portola Valley could make a trade with another community, it would have to be approved at all three levels. In other words, she said, there are hoops.

Mr. Vlastic said the Housing Element is a state requirement for the General Plan. The methods in it are very significant, and the allocation across the state is a state allocation. The first cut was to give that to the regional governments on the premise that the regional governments know better than the state how to distribute it within the region. In our area, San Mateo County in effect said its cities could distribute its allocation more effectively than ABAG, so a program has been developed whereby ABAG authorized San Mateo County to form a Subregion for that purpose.

In regard to the trading issue, Mr. Vlastic said that although it's technically possible and because it came up in relation to recent activity involving Blue Oaks, staff thought it important to keep the subject at least visible. However, he added, the likelihood of that being something we could do in Portola Valley – particularly given all the constraints and the challenge of finding a willing partner – is very low.



Councilmember Derwin said the only trade she knows about involved Woodside and Redwood City, and she sees no possibility of similar circumstances that might involve Portola Valley. She also asked if the Portola Valley allocation of 64 units excludes the eight units that had been committed at Blue Oaks. Ms. Kristiansson confirmed that those eight units are not included among the 64 units.

Mr. Vlastic elaborated, explaining that the Blue Oaks units were part of the certified Housing Element for the 2007-2014 cycle, so in the next cycle, the Town will have to tell the state what we've done in terms of that commitment. We made progress in terms of funds, but we will be obligated to articulate programs on how we would proceed with fulfilling that commitment in the upcoming Housing Element.

Councilmember Driscoll said the words "trade" and "reduced" have been used frequently. He asked whether the Town is required at this time to put 64 units on the ground, in the Town – not in another community. Mr. Vlastic said the Town is obliged to make the opportunity for those units to be provided; we don't have to put them on the ground. Encouraging second units is part of providing that opportunity. If the units do not exist at the time of the next Housing Element cycle, we must do an accounting and say what we will do to move ahead.

In response to Councilmember Driscoll's further question about using funds from the sale of the Blue Oaks lots to build the same level of housing in another community. Mr. Vlastic said the Town could satisfy the requirements from the 2007-2014 Housing Element by saying, for example, that the next program to finish that commitment would be to look to another community – but it wouldn't do anything in terms of meeting obligations for the 64 units required for the 2014-2022 cycle.

Councilmember Driscoll asked whether the Town could build those eight units somewhere else at the Town's expense. Mr. Vlastic said that would be a possibility if we could find a project that would accomplish that and the state would approve it. He said that's something we would have to look at in developing the 2014-2022 Housing Element. For instance, he said it could turn out that we could go into the upcoming Housing Element and say, "We have someone who will take those units and develop them if we provide the funding." Particularly if those units would be along a transit corridor, Mr. Vlastic said, there would be a good chance the state would approve. Still, he said, it would not affect the 64 units in the new (2014-2022) allocation.

Ms. Kristiansson said if the Town were to come up with a project to build eight units in a different community, or make an arrangement such as the one between Woodside and Redwood City, in addition to state requirements, it would be subject to certain findings by the local jurisdictions as well.

Councilmember Driscoll pointed out that the communities along the transit corridors already have significantly larger requirements for the 2014-2022 cycle, and if a developer is planning a 264-complex, it would not be a stretch to make it a 272-unit complex instead, and include the eight Portola Valley units. In that scenario, he said that Portola Valley could contribute funds to facilitate that.

Ms. Kristiansson said it's something we could certainly explore.

Councilmember Derwin said she knows people in the affordable-housing advocacy community who are aware of Portola Valley's affordable-housing fund, and would be happy to build those units in East Palo Alto, for example. At the same time, she said, other affordable-housing advocates feel very strongly that rich communities shouldn't be able to buy their way out of the obligation. Personally, she doesn't believe that the idea meeting the obligation in another community is in the spirit of the law.

Councilmember Wengert said we've seen the complexities involved in even purchasing small properties in Portola Valley for affordable housing. The idea of broadening the idea of what we're trying to do – which will dovetail with Item 13 on tonight's agenda – to establish an Affordable Housing Ad Hoc Committee to step back, look at our processes and criteria – is a much better allocation of resources at this point. She said she agrees with Councilmember Derwin that by spending time, energy and effort on ways to offload our obligation subverts what the law requires us to do. For that reason, she said she

favors pursuing the idea of consensus agreement in the community about how to proceed in a way that meets the state's allocation for each community.

Mayor Richards invited comments from the audience.

Louis Ebner, Wyndham Drive disagreed with the characterization that Portola Valley would necessarily be "offloading" by meeting its obligation in another community. He said it's unfortunate to see a rich community buy its way out of an obligation, "but now you have an extraordinary asset," he said, observing that sooner or later, you have to look at the objective – affordable housing in a workable location.

Among the points made at the December 12, 2012 Town Council meeting, Mr. Ebner said, was to look at all of Portola Valley to figure out the most effective and efficient places to put affordable housing. If the objective is to build affordable housing, he continued, it's important to consider the most efficient use of that money. This raises another point, too, he added. How fungible, in fact, are the Blue Oaks funds – what's the flexibility of the application of those funds? That topic needs to be addressed specifically. He said he doesn't think those funds are necessarily earmarked to build eight units; the thinking must reach more broadly.

Part of the reason for looking carefully and systematically at how we approach affordable housing, looking at all the options and weighing them one against the other, Mr. Ebner continued, is to figure out the best solution. It may involve some trades, it may involve assisting people with building elsewhere, or it may involve taking on more units in a different place – a different kind of unit. He said it seems unfortunate to slam the door on possibilities and options by declaring that it looks bad in this light or that light. He said he's assuming the Council will do what it said it would at the December 12, 2012 meeting – take a hard look at affordable housing and how to solve the problem best for everyone involved, not to break into bits of arbitrary decision-making that involve turf wars or preferences, but open the whole thing up, to figure out how to do affordable housing right – which maybe a new model for this area, where the momentum seems to be – and to make sure that the whole effort is economically viable and rational.

Dick Eckstein, Wyndham Drive, said he goes along with Mr. Ebner in his concern about where the affordable housing money would best be spent. If the objective is for low-income and moderate-income units, where would they do the most good for the people who need that housing? He said Portola Valley's "image" is secondary; the most important thing is finding the best play for that money to help people with low and moderate incomes. They need access to public transportation and access to jobs, etc., he said. "Just because it would look good" is the wrong way to look at it, Mr. Eckstein said.

M. J. Lee, Meadowbrook Drive, said that last semester she did a small study for Steve Padovan (Interim Planning Department Manager), who asked her to look at second units being built in communities with land-use densities similar to Portola Valley's. She said she spoke with planners in Burlingame, Los Altos Hills, Hillsborough, Monte Sereno, Atherton and Woodside. She said that Hillsborough satisfies all of its RHNA requirements through second units, built at a rate of about 15 units per year. Los Altos Hills meets its RHNA requirements also, largely through second units.

Ms. Lee said there's a big difference between what those two communities do and what Portola Valley does. Basically, she said, Portola Valley does nothing to encourage second units, although we still build five to eight of them per year. The total doesn't quite meet our RHNA requirement, but if the Town were to adopt more of the procedures followed in Hillsborough and Los Altos Hills, we could probably meet our RHNA requirement.

Councilmember Derwin said she's completely open to that approach in Portola Valley. She noted that Hillsborough makes sure that its second units are rented and not just used to house exercise equipment. A deputy person goes out to check, she said, and everything is registered. She described the enforcement process as "pretty intrusive."

Ms. Lee said she talked to Hillsborough's planner, and that person monitors rather than enforces, and every year Hillsborough surveys to determine how many second units are being rented, and how many are being used for household help, horse trainers and caretakers, and other purposes. She also said that whether the unit is rented or not, it still counts toward the RHNA allocation.

Councilmember Derwin, who said she'd spoken about second units with the Hillsborough mayor, said that differs from her understanding.

Mayor Richards said the Portola Valley Affordable Housing Ad Hoc Committee would likely be looking at opportunities to encourage more second units as one of the options.

For clarification, Ms. White, Portola Road, asked whether Portola Valley would be in violation of state law if it doesn't accept the Subregion's proposed distribution of its allocation. Ms. Kristiansson said state law requires each community to plan for a certain number of units – the RHNA allocation – so if the Town didn't accept the Subregion's numbers, ABAG would step in and give the Town a number instead. She said the Town's situation would not improve by not accepting the 64-unit figure.

Mr. Vlasic said a number of factors come into play, but basically the state determines the Housing Element is the vehicle where the various interests, including the building industry, ensure the housing is produced. Considerable lobbying has been associated with the Housing Element requirements, he added, both from the building industry and the planning community, to make it a realistic requirement under state law and guidelines. Ultimately, the amount of money jurisdictions have spent in producing Housing Elements – and initially challenging some of the RHNA numbers – has been onerous.

At this point, Mr. Vlasic said, while the Town isn't required to accept the Subregion's numbers, but spending time trying to deal with other numbers wouldn't be worth the time and effort, because the number is so low. It might make sense, he said, if Portola Valley were dealing with a large number. (San Mateo's allocation, for example, is 3,100 units, and Redwood City's is 2,789 for the 2014-2022 Housing Element cycle.) Rather than wasting that time and effort, he said the Town would be better served by putting it into programs to continue a proactive approach to solving the local housing need.

Mr. Vlasic said, too, that we could look at placing affordable housing in other jurisdictions, but at the same time, a need in the community has been identified. The Affordable Housing Ad Hoc Committee would provide an opportunity to look at that need and consider what we could do locally. He said the Town Council's commitment all along has been is to serve the needs of the local community, and that's still an appropriate approach.

Considering that Portola Valley's allocation is so low, Ms. White asked whether the real risk in failing to meet those requirements is not so much from state sanctions but that affordable housing advocates would file suit. For instance, she said Menlo Park was sued and threatened with Internet blogging and Facebook campaigning. She said Pleasanton got sued, spent \$2 million to fight the suit, which it lost, and the state revoked its ability to issue building permits until it addressed the issue. She said a suit has been filed against Monte Sereno, too.

Vice Mayor Wengert moved approval of the Resolution of the Town Council of the Town Of Portola Valley Recognizing the Participation of the Town of Portola Valley in the San Mateo County Subregion for the Regional Housing Needs Allocation Process and Accepting the Allocation Assigned by the Subregion for the Town of Portola Valley for the 2014-2022 Housing Element Cycle. Seconded by Councilmember Derwin, the motion carried 4-0.

(13) Recommendation by Town Manager: Consideration of Draft Affordable Housing Ad-Hoc Committee Charter [8:26 p.m.]

At its meeting on December 12, 2012, Mr. Pegueros said, the Town Council directed staff to return with a plan to form an Ad-Hoc committee to investigate issues surrounding affordable housing. In response, staff has prepared a draft Affordable Housing Ad Hoc Committee charter that outlines its objectives, duties and

functions, membership, meetings and required reports to the Town Council. With Council approval, staff would begin solicit applications for members to serve on the Committee within a few days. The Mayor would review all applications and a recommendation to make appointments would be provided to the Council at its meeting on February 13, 2013, when the Council also would vote on whether to adopt the proposed charter.

Summarizing the Committee's duties and functions, Mr. Pegueros said it would focus its efforts on:

- Considering the need for affordable housing in Portola Valley
- Articulating a mission statement for the provision of affordable housing that addresses all programs identified in the certified Housing Element (Sections 2479-2493a of the Portola Valley General Plan) and possibly proposing additional programs
- Identifying options to reconcile the Town's density restrictions with the economics of affordable housing construction
- Defining and prioritizing criteria to use for evaluating potential affordable housing programs and sites

In response to a question from Councilmember Derwin, Mr. Pegueros said the applicant recruitment process would be consistent with what's been done with all other committees, including postings on *PV Forum* and announcements in the *Almanac*. He recommended appointing at least five members to the Committee, but no more than nine because experience has taught us that it's very difficult to get more than nine individuals together for meetings. He added that membership on the Committee as a whole should represent the entire Town, because various areas have their own interests.

Councilmember Derwin asked whether the Mayor would bring a list of proposed applicants back to the Town Council for approval. Mr. Pegueros said yes.

Councilmember Derwin asked what the Committee's end product would be. Mr. Pegueros said the first product would be a progress report delivered at the Council's meeting on March 27, 2013. The Committee Chair would have the opportunity to provide an update and solicit feedback or further direction from the Council. Then, he said, at the May 22, 2013 meeting, the Committee would present a written report that addresses each of the tasks outlined in the charter.

Vice Mayor Wengert asked about thoughts regarding having a Town Council member serve on the Committee – whether it makes sense to have a Council representative, or to have no Councilmembers present when the Committee meets. In this case, she said it probably would be best if no Councilmembers were present for discussions. Councilmember Driscoll said there would be a liaison in any case.

Councilmember Derwin asked whether a staff member attend the meetings. Mr. Pegueros said he would, and someone from the Town Planner's office would be on hand also to provide technical support.

Vice Mayor Wengert said earlier comments about the Town Council not keeping an open mind regarding affordable housing are probably not accurate. She said it comes down to priorities, because staff size, time and availability are limited, as is volunteer time. Thus, she said, the Town Council is looking to this Committee as a group that will help prioritize the Town's affordable-housing goals and make a strong recommendation based on how Committee members as a group view the situation. The Council is committed to listen to a broad and representative group of citizens who haven't been directly involved in these discussions and the related transactions, and we'll look to them to articulate the statement that defines the Town's affordable-housing objectives and assess how we best meet them.

There has been no predetermination of the outcome, Vice Mayor Wengert continued, and nothing set in motion at this point. The Town Council has listened to what residents have been saying about affordable housing, and decided to create a diverse citizen panel that doesn't represent just one or two

neighborhoods. At the same time, she said it's important that this group is focused, because its members will have to do "a lot of heavy lifting."

Mayor Richards said there's really nothing that's not on the table.

Ms. White said she'd understood from the way it was written that non-residents could in fact serve on the Committee. Ms. Kristiansson said because institutions such as The Sequoias and the Priory may have employees who'd want to live in Town and would qualify for affordable housing, it might be good to have them represented on the Committee.

Ms. White also asked how far along has the Town come to determining how much of the Town's 2007-2014 Housing Element cycle commitment has been met. In response, Ms. Kristiansson said the Planning Department prepares a report every November. Explaining that the information on which those annual reports are based is always being updated as building permits are issued, she added that the last time she checked, the Town's second-unit numbers were a little below the goal. However, she added, those numbers do fluctuate throughout the year. Ms. Kristiansson also pointed out that the certified Housing Element includes other programs, such as housing The Priory was considering. Reiterating Mr. Vlastic's earlier point about the state requiring that the Town make affordable housing possible, not that the Town build the units. Thus, she said, even though The Priory has put that proposal on hold, the report would reflect that we've made it possible for those units to be built, which should satisfy the state.

In response to a further question from Ms. White, Ms. Kristiansson said that she believes the state also takes economic conditions into account.

Mr. Vlastic said representatives from The Sequoias and The Priory wouldn't be on the Committee to talk about their particular needs, but they are both facilities that have opportunities to provide additional affordable housing to help meet Portola Valley's obligation. Accordingly, he said that whether they are represented as Committee members, it's important to reach out to those institutions.

On the matter of second units, he added, contrary to what was said earlier, the Town has done quite a bit to encourage second units. The economic downturn has had an impact on the number of permits processed, he said, but over the last six months in particular, almost every new project for a new residence that's coming in includes a second unit as part of the proposal. He believes it reflects both the need for second units and the Town's efforts to encourage them.

Vice Mayor Wengert said that such information would be provided to the Committee for background, to help them become as knowledgeable as they can as quickly as possible, so they can take an objective approach to the issue.

Ms. White, apparently concerned about limiting Committee membership to nine people, said there are brilliant minds out there that can come up with brilliant ideas. In response, Mayor Richards pointed out that Committee meetings would be open to the public, and Ms. Prince said the agendas would be published, too.

Mr. Vlastic said the process used to deal with cell phone towers paralleled this ad hoc committee approach in some respects. A number of very vocal residents served on the Wireless Task Force, he said, and others provided input. The process resulted in the issues and concerns being well-articulated, with Task Force members respecting the broader concerns in the overall community. Members were able to become informed relatively quickly, he added, and came up with a proposed ordinance that enjoyed broad support.

(14) Recommendation by Town Manager: Approval of new Job Descriptions and Salary Ranges [8:40 p.m.]

(a) Assistant to the Town Manager

- (b) Administrative Technician Series
- (c) Planning Director
- (d) Assistant Planner

Mr. Pegueros said this item follows up on his October 24, 2012 report to the Town Council, when he provided an update on planned staffing changes in the Town's Administration and Planning Departments. Job descriptions of the above-captioned positions were included with his staff report of January 23, 2013 in the Council packets.

The first two will fill the needs in the Administration Department, Mr. Pegueros said. The former Assistant Town Manager position's duties would be split between current Administrative Services Officer, Stacie Nerdahl, and Sustainability & Resource Efficiency Coordinator, Ms. de Garneau. The recommendation is for them to share the Assistant to the Town Manager title, with each position to have a functional title also. Ms. Nerdahl would become the Administrative Services Manager and Ms. de Garneau would become the Sustainability and Special Projects Manager.

Mr. Pegueros said there's also a need to fill a counter position approved in the budget but vacant for the past seven months. A temporary employee currently serves in this position, which now carries the title Office Specialist, and Cindy Rodas, a full-time employee, currently serves as Accounting Technician. If the Council approves the Administrative Technician Series class, he explained, Ms. Rodas would be reclassified to Administrative Technician II and recruitment for an Administrative Technician I would begin in February 2013. In addition, he said, the Administration Technician Series class would simultaneously create an entry-level position with a career path.

As for the Planning Department, Mr. Pegueros said that he and Mr. Vlasic – who serves as Town Planner as a consultant through Spangle Associates – have had extensive conversations regarding his (Vlasic's) plans to retire and the Planning Department's transition from consultant services to an in-house Planning Director and Town Planner.

As Mr. Pegueros explained, the Planning Director and consultant Town Planner would work closely together, under his (Pegueros') direction, to coordinate the transition. As early as July 1, 2013, the Planning Director would be designated Town Planner and Spangle Associates would transition to Planning Consultant. In that capacity, Spangle would continue to provide services to project applicants and assist with long-range planning needs such as the next Housing Element.

Mr. Pegueros also is recommending authorization of an Associate Planner position to give the new Planning Director technical backup, provide an opportunity for succession planning and a career path, and allow for promotion of a Planning Technician II – a position currently occupied by Carol Borck.

The salary schedule associated with these proposals reflects a philosophy that works well in the public sector, Mr. Pegueros said, which is to identify bands of salaries. The Assistant to the Town Manager would be a salaried position in a range equivalent to the Town Clerk, the Planning Director would be a range equivalent to the Public Works Director, and the Administrative Technician Series would be in the same range as the Planning Technician Series. To some extent, he said, the specific salary within any range would reflect an individual's prior service and experience and be set at a level appropriate to recruit and retain qualified, talented employees.

Mr. Pegueros also pointed out a revised organization chart in the Councilmembers' packets that incorporates the proposed changes.

Vice Mayor Wengert noted that she didn't see any reference to Housing Elements in the Planning Director's job description. Mr. Pegueros said that because most Housing Elements work usually takes place every eight years, common practice among municipalities is to engage consultants for that work at those times. It's not typically an in-house staff person who bears the lion's share of the duty, he added.

Councilmember Derwin asked whether the incumbents in the positions being affected are okay with the proposals. Mr. Pegueros said staff has gone through a tremendous amount of change in recent months, but he understands them to be satisfied with what is proposed. He added that he believes the proposals provide stimulating career opportunities for existing staff as well as an opportunity to attract staff.

Mr. Vlastic said that during the stress of the past year, Planning Department staff has pulled together to keep things together and "navigate the waters fairly well in a complicated time." Speaking from a personal standpoint, he said he wanted to give the Town enough time to plan a transition after he retires. Spangle Associates, and Ms. Kristiansson in particular, he said, offer considerable experience in terms of long-range planning items such as the General Plan and the Housing Element, and those areas could provide an opportunity to continue to use Spangle's consulting services in the future. He said that working with Portola Valley has been among the most satisfying professional experiences any planner could have. Each individual on the ASCC, the Planning Commission and the Town Council have been bright, involved and respectful of the values established in the General Plan, he said, and the Town's founders would be really pleased that what they sowed has grown into one of the best communities to work with.

That said, Mr. Vlastic added, he doesn't take the transition process lightly, and wants to help ensure that the individual who comes in as Planning Director and Town Planner is not only the best candidate possible but also understands the situation in Portola Valley.

Mayor Richards said the Town has been fortunate to have Mr. Vlastic for all these years, and also fortunate to have him help during the difficult transition.

Councilmember Driscoll moved to approval of the Town Manager's recommendation for new Job Descriptions and Salary Ranges. Councilmember Derwin seconded, and the motion carried 4-0.

#### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (15) Recommendation by Town Manager: Adoption of Revised Commission/Committee Handbook [8:54 p.m.]

Mr. Pegueros said the primary recommendation in the proposed update would make it clear that the handbook provides a framework and guidance for Town Commissions as well as Committees. In addition, it addresses the application and selection process for Commission/Committee service, clarifies attendance requirements, speaks to conflict-of-interest issues and updates the thank-you letters section.

Councilmember Derwin asked about a proposed addition to the conflict-of-interest section: "Committee members are asked to actively avoid taking on projects or activities that would impact the Committee member's economic interests and create a conflict of interest with their role on the Committee." Mr. Pegueros said it's up to the Council how to proceed on that issue. Currently there's a process whereby the Mayor, the Committee Chair and the Council liaison would discuss whether such a situation presents a problem, he said, and it may be advisable to continue to rely on that structure. As it stands, if those three parties agree that a conflict exists that affects the Committee or economic interests, it would be grounds for removing the member from the Committee.

As for meeting attendance, Councilmember Derwin asked whether there's a roll call at most Committee meetings or whether anyone monitors attendance. Mr. Pegueros said Committee meeting agendas list Committee members, but in practice, no one monitors attendance. The Committee Chair would be the one to monitor attendance, he added.

Councilmember Derwin asked whether recusals would count as absences. Discussion ensued about whether a recusal would prevent a Committee/Commission from being able to have a quorum. Vice Mayor Wengert asked whether the handbook should address recusals specifically, establish a conflict formula that governs such situations and whether a recusal affects the 75% attendance requirement, and whether there's any benefit to allowing a certain aggregate number of recusals/absences.

Mayor Richards said the way it's written could indicate that recusals or absences affect the Committee's ability to perform more than an actual number. Councilmember Driscoll said he'd prefer using something clear and objective as the basis for a decision. He also said one of the Council's questions would relate to the reason for the recusal – for instance, whether it's economically driven.

Vice Mayor Wengert said that if there are several agenda items on the Priory and you live within a certain proximity to the Priory, recusal would be appropriate.

Mr. Pegueros said the current language doesn't provide a test. He said he would work on it and bring it back to the Council in February 2013.

Councilmember Derwin said that for the most part, the proposed revisions are good ones.

Councilmember Driscoll said he spoke with a councilmember from another community who indicated having frequent conflict problems resulting from real estate agents becoming elected councilmembers.

(16) Appointment by Mayor: 2013 Commission and Committee Council Liaisons [9:03 p.m.]

Councilmembers agreed to the liaison assignments.

(17) Reports from Commission and Committee Liaisons [9:05 p.m.]

Councilmember Derwin:

(a) Council of Cities

The City Selection Committee elections took place during the Council of Cities meeting on December 14, 2012. After two rounds of voting for the MTC seat vacated by new Assemblymember Kevin Mullin and not enough votes for any of the candidates remaining, in her capacity as Chair, Councilmember Derwin said voting would continue in January 2013 if the election remained undecided after the third round. They remained undecided. The final three candidates are Redwood City Mayor Alicia Aguirre, Burlingame Councilmember Jerry Deal and Millbrae Vice Mayor Gina Papan.

The San Mateo Country Transportation Authority (SMCTA) Board seat to represent the southern cities was contested also, Councilmember Derwin reported, with incumbent Redwood City Councilmember Rosanne Foust winning the seat in a close vote.

New Council of Cities officers for the will be Half Moon Bay City Councilmember Marina Fraser as Chair (succeeding Councilmember Derwin), Pacifica Mayor Pro Tem Mary Ann Nihart as Vice Chair, and Atherton Mayor Elizabeth Lewis as Secretary.

Councilmember Derwin said she still recommended election of Ms. Papan for the MTC, saying that she's the strongest candidate and she's responsive when it's necessary to talk with someone at MTC. Ms. Aguirre would be Councilmember Derwin's second choice, and Redwood City already has a presence on the SMCTA and Redwood City Councilmember Jeff Gee serves on the SamTrans Board of Directors.

(b) City/County Association of Governments (C/CAG)

Councilmember Derwin didn't attend the December 13, 2012 C/CAG meeting, but reported that Deputy Director Sandy Wong has been named to succeed Richard Napier as Executive Director.



(c) Community Events Committee

Councilmember Derwin asked what's happening with the Community Events Committee, which has only three remaining members. In response, Mr. Pegueros said he's been working with Nancy Lund, members of the Community Events Committee and Parks and Recreation Committee. He indicated some options for distributing the Community Event's Committee's three major events:

- Blues & BBQ: Ms. Lund is approaching the Open Space Acquisition Committee to see if it would assume responsibility, and there's been discussion about holding the event every two years
- Town Picnic: Have either the Parks and Recreation Committee or the Cultural Arts Committee handle the event
- Volunteer Appreciation Party: Have staff provide support

Councilmember Driscoll:

(d) Planning Commission

The Planning Commission had only one item on the agenda at its January 16, 2013 meeting – reorganizing the Zoning Ordinance, which Commissioners discussed for almost two hours. They also set up a subcommittee to work on it further and come back to the Commission.

Councilmember Wengert:

(e) Trails and Paths Committee

Meeting on January 8, 2013, talked about a volunteer event and/or community hike, tentatively in April 2013, plantings along the Dwight Crowder Trail and signage along the Portola Road Trail near the Priory to address hazards to equestrians presented by bicyclists in that area.

Committee members also discussed trail work completed in 2012, welcomed new member Terry Lee, and voted to have Judith Hasko and Susan Gold continue as Chair and Vice Chair, respectively.

(f) Bicycle, Pedestrian & Traffic Safety Committee

Meeting on January 9, 2013, the BP&TS Committee:

- Reviewed traffic reports from September, October and November 2012, analyzing details to see whether bicycles were involved and determine any trends
- Discussed concerns about the intersection of Alpine and Corte Madera Roads; with follow-up discussions planned for an ad hoc meeting on January 23, 2013
- Discussed the possibility of consolidating the crosswalk at Alpine Road and Golden Oak Drive with the Los Trancos Road crosswalk instead of at Alpine Road

Mayor Richards:

(g) Emergency Preparedness Committee

Meeting on January 10, 2012, EPC members discussed:

- The new emergency broadcast (AM) radio status
- The possibility of participating in meetings via videoconference
- Goals for the year
- The upcoming joint meeting with the Town Council

(h) Emergency Services Council

Mayor Richards reported attending a lengthy Emergency Services Committee meeting in Redwood City. He noted that the Council has a number of new members, and there was discussion about improvements coming in hazmat operations.

(j) Conservation Committee

Meeting on January 22, 2013, the Conservation Committee discussed redwood guidelines, native plant gardens and a backyard habitat award program (with a brochure being developed).

WRITTEN COMMUNICATIONS [9:28 p.m.]

(18) Town Council December 14, 2012 Weekly Digest

- (a) #14 – Agenda – Memo from Steve Padovan, Interim Planning Manager to the Town Council re: Affordable Housing Survey – December 14, 2012

Mr. Pegueros explained that the survey, similar to one done in the early 2000s, was undertaken to help quantify the need for affordable housing in Portola Valley. He said data are still being analyzed, but the majority of the responses suggested that a substantial number of households would meet the moderate- or below-moderate income qualifications. When the analysis is complete, a report will go to the Town Council and the Affordable Housing Ad Hoc Committee.

(19) Town Council December 21, 2012 Weekly Digest – None

(20) Town Council January 4, 2013 Weekly Digest

- (a) #8 – Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, January 4, 2013

In response to Councilmember Derwin, Mr. Pegueros said the combination of storms on December 23, 2012 and one about three weeks earlier resulted in cleanup and repair efforts that exhausted the \$20,000 budgeted for the fiscal year. Repairs to trails have not been completed, so the additional work will mean going over budget significantly, he said.

With respect to the damage on upper Alpine Road, he said staff has been monitoring the situation, and there's been no significant movement in the past two weeks. Further up on Alpine Road, which is under San Mateo County jurisdiction, also has damage. According to Mr. Pegueros, Mr. Young said the contractor would probably recommend draining into the hillside, rather than creating walls to support the slide, at a much lower expense.

(21) Town Council January 11, 2013 Weekly Digest

(a) #6 – Letter from resident Marilyn Walter to the Town Council – Bicycles on Alpine & Portola Roads – January 8, 2013

In response to Mayor Richards, Mr. Pegueros said the letter had been shared with the Bicycle, Pedestrian and Traffic Safety Committee.

(22) Town Council January 18, 2013 Weekly Digest – None

ADJOURNMENT [9:36 p.m.]

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Mayor

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Town Clerk

PORTOLA VALLEY TOWN COUNCIL / EMERGENCY PREPAREDNESS COMMITTEE (EPC) SPECIAL JOINT MEETING NO. 854 JANUARY 30, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Mr. Pegueros called the roll.

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

EPC Members John Boice, Bud Trapp, Secretary Anne Kopf-Sill and Vice Chair Craig Taylor

Absent: EPC Members David Howes, Diana Koin, Chris Raanes and Chair Ray Rothrock

Others: Nick Pegueros, Town Manager  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

REGULAR AGENDA [7:32 p.m.]

- (1) Presentation: by Lieutenant Jeffrey Kearnan, Office of Emergency Services & Homeland Security, with Functionality of Homeland Security and Area Office of Emergency Services; Responsibility to the Community and available support to Cities

Lt. Kearnan, a 23-year veteran of the San Mateo County Sheriff's Department, introduced Don Mattei, Supervising District Coordinator and recently retired Belmont Police Chief, and Jill Schaeffer, San Mateo County Office of Emergency Services (OES) Planner who updates disaster plans and protocols. She came recently to the Bay Area from the Tacoma/Seattle Hospital District, where she served as Director of Emergency Services Management, overseeing five regional hospitals.

Lt. Kearnan gave an overview of the OES organizational chart. He explained that Mr. Mattei supervises three District Coordinators, each of whom has a special discipline – writing plans, conducting training, overseeing technology and infrastructure. The OES is aggressively seeking funding for a fourth coordinator for the coastal area, he said.

Each of the 20 cities the OES serves has a representative, a councilmember, serving on the Emergency Services Council. The ESC is a Joint Powers Authority (JPA). The OES also liaise with all the cities and special districts in the County's operational area. A major goal of the OES this year is to rewrite its JPA agreement, which was last revised in 1996. Lt. Kearnan said the updated document should be ready for the ESC review in June 2013. The OES is also developing metrics to help cities monitor their emergency training, preparation, standards, etc.

Lt. Kearnan noted that the OES Emergency Services Bureau comprises approximately 200 volunteers in several units, including an air squadron, a mounted patrol search and rescue operation, two police cadet explorer posts (one for law enforcement and the other for search and rescue. It also includes cliff-rescue and mountain-rescue teams, a dive team (with sonar capability) and a communications unit.

Lt. Kearnan also explained how OES is funded, including federal grants, the ESC and the Sheriff's Department. The current budget is about \$1.9 million, which also covers the hazmat team. He noted that unlike most other California counties, San Mateo County has found a single hazmat team serving the entire area a more efficient and cost-effective approach. The OES hazmat crew responds to approximately three incidents each week, he said.

The OES mission is to build trust with the public, community and partnering agencies. With creeks overflowing and levees overcome by the rains of December 24, 2012, Lt. Kearnan said they went through 3,000 sandbags in one night and came to realize the importance of partnering with Public Works Departments of each city within San Mateo County.

He said the OES is working with the Office of Education to host a Countywide summit in April 2013 involving all of the school districts as well as the private and parochial schools – more than 350 schools. The OES wants to develop a single standardized plan and approach for first responders in the event of violence. Sheriff Greg Munks and Rep. Jackie Speier will lead the summit, he said, and afterward the EOS is likely to develop a task force to work on next steps so that schools can be prepared.

According to a global reinsurer's threat assessment report that takes into account risk and property valuations, Lt. Kearnan said, Tokyo scores 710 – the highest risk in the world, and this is *since* the 2011 earthquake-tsunami-nuclear plant disaster. San Francisco is second to Tokyo, with a score of 167. By comparison, he said Baltimore is 16, Chicago 20, and New York and Miami in the 40s. He brought this up, he said, as a reminder that we live in an area where the risk of a catastrophic is very high.

Lt. Kearnan said the OES has an emergency coordinator and a liaison on duty 24/7 to assist and respond to third-alarm fires, hazmat incidents, etc. Depending on the circumstances, the OES responds to a command post or help set it up and serve as a resource to other agencies, including the Fire Department, Police Department, etc.

The OES provides support for Citizens Emergency Response Preparedness Program (CERPP) teams, Lt. Kearnan said, and this year has an effort underway to improve standardization from neighborhood to neighborhood. Multi-year training and periodic simulation exercises are other important components of OES services. Training incorporates Incident Command System (ICS) and National Incident Management System (NIMS) protocols, and includes training for volunteers and public employees, both via online courses and in-house classes. Although aircraft-related exercises usually involve hijacking-simulations, he said recently the scenario was of a plane crashing into the water, so they mobilized all its maritime assets, coordinating with San Francisco and San Mateo Counties to get all the vessels there, figuring out how to manage it – from transferring survivors from the plane onto boats and safely to shore, establishing evacuation zones, identifying who's responsible for collecting debris and evidence, etc.

The OES also participates in Urban Shield, a federally funded grant exercise in terrorist-response organized by Alameda County. They identify numerous critical infrastructure and high-value assets, including those of iconic value, throughout five Bay Area counties (Alameda, San Francisco, Contra Costa, Santa Clara and San Mateo) and wrote a scenario. Members of 30 SWAT teams from the U.S. and as far away as Israel and Jordan then work through a 48-hour exercise, coordinating logistics, operations and support to make five area command posts operational as a unified command. Lt. Kearnan said that working around-the-clock from 5:30 a.m. on a Saturday until 5:30 a.m. on Monday, they get real-life hands-on training they would never get anywhere else. He said it's great training for line-level officers and first responders who would actually get deployed in such a situation, but paramedics, fire departments, and Explosive Device Disposal (EOD) bomb squads also get involved.

Every October, on the anniversary of the 1989 Loma Prieta earthquake, the OES activates its Emergency Operations Center (EOC) during its Great Shakeup drill, checking in with all the cities, checking all the microwave lines, reviewing readiness plans and reporting back to the County. The OES also conducts an annual Countywide earthquake exercise, which last year was a scenario structured for 48 hours after a quake. Lt. Kearnan said gaps identified in the post-exercise assessment were distribution points for water, food and fuel.

Among other services provided by the OES are:

- 1) Emergency response

- 2) Ongoing planning for operational and additional services
- 3) Grant management
- 4) Alert and warning systems, including:
  - interoperability of communications
  - The SMC Alert system, which sends information and updates on various kinds of situations to email accounts, cell phones, pagers, smartphones and handheld devices (and has some 24,000 subscribers)
  - The Telephone Emergency Notification System (TENS), a reverse 9-1-1 system for emergency broadcasts and other purposes
- 5) Available support vehicles, including those with self-contained breathing apparatus, armored vehicles with detectors for chemical and biologic agents and radiation, rescue trucks, a mobile command post, mobile field force vans for mutual-aid support, boats, trailers (to support CERPP units, store hazmat equipment and signboards, etc.), and a new high-tech airplane

Mr. Mattei said OES is working on restoring and improving WebEOC, a website that provides real-time disaster tracking for the entire County for use by emergency agencies and city officials. He said, "This will be the tool of the future." He said a Councilmember could log in and find up-to-date information about what's happening in Portola Valley, Woodside or any other San Mateo County community. He said that he finds it useful, too, in that he can check the website before coming on duty to see what's going on and start setting priorities. In the process of working on WebEOC, they're inventorying their equipment so they know how many fire engines and bulldozers there are, so that if a community needs a bulldozer, for instance, you could see what's available right away. He said that in San Diego's Public Works Department uses a similar website in conjunction with dispatching, to help track and prioritize work.

According to Mr. Mattei, the OES is preparing for a Countywide major disaster drill in 2015, involving all the cities, police, fire, public health, public works, schools, hospitals, etc. The idea is to bring together the training, technology, funding and then test ourselves. The last time this was done was in 1999, at Notre Dame de Namur University, with about 600 participants. He said we learned a great deal tactically from that exercise, but much has changed since 1999. He said the 1999 exercise was held shortly after the April 1999 massacre at Columbine High School in Colorado, but it had been scheduled long before, and the County advanced its tactics based on that tragedy.

According to Mr. Mattei, there's something new to learn all the time. Responding to the East Palo Alto flooding, he said, he didn't know what a "levee boil" was. Now he does; a levee boil is caused by water seeping under the *levee* and pushing its way up to the surface on the landside of the *levee*. It can flip the levee over. He had to call the State Department of Water Resources, which was also new to him, which sent in teams from the California Conservation Corps. He also learned that sandbags aren't available at 1:00 a.m. on Sunday, nor is sand available. Nor do sand-bagging machines work with wet sand.

Another example of on-the-job learning came with the need to evacuate some 550 guests from a Burlingame hotel in November 2012 due to a carbon monoxide leak; Mr. Mattei said there weren't enough agreements in place to accommodate so many people – but now those agreements are in place. And, of course, he said the San Bruno gas pipeline explosion in 2010 was a tremendous learning exercise. It led to the formation of a team of emergency management people who are pre-trained in the various disciplines to help set up EOCs.

- (2) Presentation: by Craig Taylor, member of the Emergency Preparedness Committee, with a Committee Update

Mr. Taylor discussed Go Bags, polices for the new AM radio station, policies for the new portable AM radio system, an alternate EOC location and training opportunities.

### Go Bags

Mr. Taylor stressed the importance of securing one's home before grabbing your Go Bag and rushing off to deal with an emergency. He drew attention to 72hours.org, a website that makes it easy to find basic information about how to prepare for the first 72 hours after a disaster strikes, because it might be up to three days before vital services are restored.

He shared the contents of his personal Go Bag, not to suggest that everyone's should be the same but because it might give Councilmembers and staff ideas to think about what to keep in their own Go Bags:

- *Reminder card.* He doesn't keep keys, cell phone and charger, wallet, watch and medications physically in his Go Bag, but does keep a reminder card there with these items listed on it. Mr. Taylor reminded Councilmembers to include their emergency staff passes, and also suggested keeping all medications in one place in the house, so they can quickly be transferred to a bag to put in your Go Bag.
- *Documentation.* Lists of allergies and medications, an old passport and driver's license, credit card number, important phone numbers and at least one emergency contact, photo(s) of family (all dated, and updated occasionally, and kept in a waterproof zip bag); Mr. Taylor also stows his computer backup drive in his Go Bag.
- *Cash.*
- *Clothing.* Sturdy shoes, extra socks (because it's important to be able to keep your feet warm and dry), thermal underwear, a warm hat, windbreaker, jacket and emergency rain poncho. Mr. Taylor suggested a separate duffel bag or backpack for these items because they can take up too much room in your Go Bag. He also said he doesn't worry about having a change of clothes, but the long johns are important to him.
- *Personal hygiene items.* Roll of toilet paper, toothbrush and toothpaste, hand sanitizer. Mr. Taylor pointed out that sickness would be less likely a result of contaminated water than picking something up on your hands.
- *Gear.* Eyeglasses or reading glasses (unless they're on your reminder list), Post-It notes, pad of paper, permanent marker, hand-crank radio, utility cord, gloves, empty plastic bags, pocket knife, multipurpose tool, lighter, dust mask, bandana, whistle and headlamp (better than a flashlight because it keeps your hands free).
- *Food and water.* Mr. Taylor includes sardines for protein and calories.
- An emergency sleeping bag (similar to a space blanket but a bag).
- *First-aid items.* Mr. Taylor stressed that it's not a real first-aid kit, but he keeps some basics in his Go Bag – ace bandages, antiseptic swabs, Band-Aids, ibuprofen – and a first aid book.
- *Miscellaneous.* Ms. Kopf-Sill said the Quick Start Card has been updated to include some information about using radios and a small map of the Town Center that shows the location of the gas turnoff valve. These cards are to help the first person to arrive at the EOC get it up and functional.

## AM Radio

EPC Chair Chris Raanes updated the Council on the Town's new, portable low-power AM radio station 1680 at its December 12, 2012 meeting. It's now set up in the EOC Radio Room (off the conference room in Town Hall). At this time, it's using a portable antenna, but the station is fully licensed and ready to start broadcasting – from a technical point of view.

Mr. Taylor said that next steps require establishing a policy and obtaining a permanent antenna.

As for policy, he said one thing is to decide whether it will run 24/7, a few hours a day, once a week or once a month. The EPC recommends having it on all the time to avoid the possibility of someone encroaching on the station and to enable residents to tune in any time they choose. They might hear a simple repeating message all the time or daily news updates. Something in between might be changing repeating messages periodically – such as monthly meeting announcements. The EPC is working with Mr. Pegueros on how much staff time can be devoted to programming. In response to Vice Mayor Wengert, Mr. Taylor said the power cost of running the station 24/7 would be minimal. It would need a generator backup in the event power went out, he added, but the unit has built-in batteries that would enable it to run for days without external power.

Cupertino runs its emergency radio station 24/7, and Councilmembers can listen to its broadcasts by tuning in to 1670 AM.

Mr. Taylor said the antenna the EPC would like is 22 feet tall, but only the top five feet would be visible. It could be mounted on the lamppost on the southwest corner of the Town Center parking lot – it's an ideal spot, away from the building, with accessible power. The antenna is black except at the top, so only about five feet of white antenna would be apparent. Another possibility is placing it out in the field, but that's private property with three owners involved. A third option is finding a resident located high enough in the hill to mount the antenna.

Mr. Taylor enumerated several requests for the Council:

- Securing the equipment. The EOC Radio Room isn't locked, Mr. Taylor said, but it now contains valuable items that should be locked up. He said the key could be accessible to those who should know where it is, but leaving it open doesn't seem to be a good idea.
- A decision about where to put the antenna, because the portable antenna takes too much time to set up. Mayor Richards suggested some illustrations to give the Council an idea about what the options Mr. Taylor described would look like. Mr. Taylor said they'd also talk to the ASCC. Also proposed was upgrading the Priory radio equipment, equivalent to that of the radio equipment used in the EOC at Town hall.
- A policy about usage. He said on this point, the EPC proposes working with Mr. Pegueros and coming back to the Council with a proposal.

Mr. Taylor said the EPC is really excited about the ability to communicate with residents. He called it "a great move forward."

## Alternate EOC

The EOC is in Town Hall, which has water, a backup power supply, and should survive an earthquake. But in the unlikely event that the whole area around Town Hall is devastated, he said the Town has an alternate EOC. It was originally set up in the Priory's maintenance barn, but 1) the Priory is using that facility for other things and 2) it's fairly flimsy corrugated steel – a 35-foot tall building with about four or five structural timbers.



The Town has stored emergency equipment in two large steel containers there, and Mr. Taylor that the EPC would spend part of its budget to upgrade its radio equipment to match the radio system in Town Hall, and put it all in a waterproof Pelican case. That would make the alternate EOC truly portable, he said, so that it could be set up at a grocery store or anywhere else – rather than in a fixed, potentially risky place.

He said the EPC also would buy some tents for portable shelter and figure out a way to have fuel available and ready to go.

### Training Opportunities

Mr. Taylor said that if Councilmembers haven't had the opportunity to take the Community Emergency Response Training (CERT), he highly recommends investing the time for six upcoming Wednesday evening classes and referring others. Information is on the CERPP website (click on "Classes & Training" at <http://cerpp.org/>). Sponsored by the Woodside Fire Protection District, classes begin February 27, 2013 at Fire Station 19, 4091 Jefferson Avenue in Redwood City.

Other trainings Mr. Taylor mentioned:

- Periodic radio trainings. Mr. Taylor said the radios aren't complicated, but the training instills user protocols and practice helps put people at ease with how to use the radios.
- Red Cross classes, including basic first aid (to make the quick-reference book in your Go Bag more useful).
- NIMS trainings. Mr. Taylor said staff has earned certificates in all three required classes:
  - ICS-100, Introduction to the Incident Command System
  - ICS-200, ICS for Single Resources and Initial Action Incidents
  - IS 700, NIMS, an Introduction
- Town-sponsored training. The EPC is proposing a table-talk at a Fifth Wednesday meeting with the Council. Mayor Richards said these sessions are quite useful and informative.

In response to Mr. Pegueros' question about training for Town residents, Mr. Taylor said that although there are gaps in coverage, CERPP does a pretty good job of getting information out to neighborhoods. He also suggested introducing some interactive capabilities to the website, so residents can post information as well as read it.

### Shelter in Place:

Councilmember Driscoll asked what's being done to facilitate the Town's shelter-in-place program. Mr. Taylor said the EPC has discussed this to some extent, but the issue falls somewhere between CERPP and EPC. He said shelter-in-place is part of disaster preparedness that means more than a can of sardines in your Go Bag; it means having what's needed to take care of a family for several days. They've discussed packaging emergency necessities and perhaps getting sponsorship so they could be sold at cost or at least at a discount. Mayor Richards suggested that it might tie in with the inventory the EPC is taking for the EOC. Mr. Taylor said another idea is to prepare a list of recommended contents and post it with other emergency preparedness information on the Town's website. He again recommended checking out 72hours.org.

Mr. Taylor thanked the Council for making and taking the time to make emergency preparedness a priority. The EPC appreciates it.

ADJOURNMENT [9:10 p.m.]

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Mayor

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Town Clerk

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Date: 02/07/2013

Time: 4:37 pm

Page: 1

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|                            |                            |       |            |        |
|----------------------------|----------------------------|-------|------------|--------|
| ALLIANT INSURANCE SERVICES | 4th Qtr. Event Ins Premium | 13887 | 02/13/2013 |        |
|                            |                            |       | 02/13/2013 |        |
| SPECIAL EVENTS             | 475                        |       | 02/13/2013 | 0.00   |
| NEWPORT BEACH              | BOA                        | 47363 | 02/13/2013 | 0.00   |
| CA 92658                   |                            |       |            | 662.26 |

| GL Number  | Description     | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-58-4338 | Event Insurance | 662.26         | 0.00            |

|           |                            |        |        |
|-----------|----------------------------|--------|--------|
| Check No. | 47363                      | Total: | 662.26 |
| Total for | ALLIANT INSURANCE SERVICES |        | 662.26 |

|                           |                      |       |            |        |
|---------------------------|----------------------|-------|------------|--------|
| ANIMAL DAMAGE MGMT INC    | January Pest Control | 13888 | 02/13/2013 |        |
|                           |                      |       | 02/13/2013 |        |
| 16170 VINEYARD BLVD. #150 | 804                  |       | 02/13/2013 | 0.00   |
| MORGAN HILL               | BOA                  | 47364 | 02/13/2013 | 0.00   |
| CA 95037                  | 64842                |       |            | 310.00 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 310.00         | 0.00            |

|           |                        |        |        |
|-----------|------------------------|--------|--------|
| Check No. | 47364                  | Total: | 310.00 |
| Total for | ANIMAL DAMAGE MGMT INC |        | 310.00 |

|               |              |       |            |       |
|---------------|--------------|-------|------------|-------|
| AT&T (2)      | February M/W | 13889 | 02/13/2013 |       |
|               |              |       | 02/13/2013 |       |
| P.O. BOX 5025 | 877          |       | 02/13/2013 | 0.00  |
| CAROL STREAM  | BOA          | 47365 | 02/13/2013 | 0.00  |
| IL 60197-5025 |              |       |            | 64.38 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-52-4152 | Emerq Preparedness Committee | 64.38          | 0.00            |

|           |          |        |       |
|-----------|----------|--------|-------|
| Check No. | 47365    | Total: | 64.38 |
| Total for | AT&T (2) |        | 64.38 |

|                  |                   |       |            |          |
|------------------|-------------------|-------|------------|----------|
| BANK OF AMERICA  | January Statement | 13909 | 02/13/2013 |          |
|                  |                   |       | 02/13/2013 |          |
| Bank Card Center |                   |       | 02/13/2013 | 0.00     |
| P.O. BOX 53155   | 0022              |       | 02/13/2013 | 0.00     |
| PHOENIX          | BOA               | 47366 | 02/13/2013 | 0.00     |
| AZ 85072-3155    |                   |       |            | 1,574.22 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-52-4165 | Sustainability Committee       | 3.48           | 0.00            |
| 05-64-4311 | Internet Service & Web Hosting | 9.99           | 0.00            |
| 05-64-4312 | Office Equipment               | 86.75          | 0.00            |
| 05-64-4322 | Dues                           | 70.00          | 0.00            |
| 05-64-4326 | Education & Training           | 625.00         | 0.00            |
| 05-64-4336 | Miscellaneous                  | 779.00         | 0.00            |

|           |                 |        |          |
|-----------|-----------------|--------|----------|
| Check No. | 47366           | Total: | 1,574.22 |
| Total for | BANK OF AMERICA |        | 1,574.22 |

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Page 60

Date: 02/07/2013

Time: 4:37 pm

Page: 2

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|                             |                        |       |            |          |
|-----------------------------|------------------------|-------|------------|----------|
| CALIFORNIA WATER SERVICE CO | Dec/January Statements | 13929 | 02/13/2013 |          |
|                             |                        |       | 02/13/2013 |          |
| 3351 EL CAMINO REAL         | 0011                   |       | 02/13/2013 | 0.00     |
| ATHERTON                    | BOA                    | 47367 | 02/13/2013 | 0.00     |
| CA 94027-3844               |                        |       |            | 1,973.37 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities   | 1,973.37       | 0.00            |

|           |                             |        |          |
|-----------|-----------------------------|--------|----------|
| Check No. | 47367                       | Total: | 1,973.37 |
| Total for | CALIFORNIA WATER SERVICE CC |        | 1,973.37 |

|                             |                         |       |            |           |
|-----------------------------|-------------------------|-------|------------|-----------|
| CALPERS                     | January 2013 Retirement | 13899 | 02/13/2013 |           |
| FISCAL SERVICES DIVISION    |                         |       | 02/13/2013 |           |
| ATTN: RETIREMENT PROG ACCTG | 0107                    |       | 02/13/2013 | 0.00      |
| SACRAMENTO                  | BOA                     | 47368 | 02/13/2013 | 0.00      |
| CA 94229-2703               |                         |       |            | 14,197.95 |

| GL Number  | Description       | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-50-4080 | Retirement - PERS | 14,197.95      | 0.00            |

|           |         |        |           |
|-----------|---------|--------|-----------|
| Check No. | 47368   | Total: | 14,197.95 |
| Total for | CALPERS |        | 14,197.95 |

|                     |                      |       |            |          |
|---------------------|----------------------|-------|------------|----------|
| NONA CHIARIELLO     | Refund Deposit/Bonds | 13890 | 02/13/2013 |          |
|                     |                      |       | 02/13/2013 |          |
| 163 BROOKSIDE DRIVE | 1109                 |       | 02/13/2013 | 0.00     |
| PORTOLA VALLEY      | BOA                  | 47369 | 02/13/2013 | 0.00     |
| CA 94028            |                      |       |            | 2,954.40 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 2,954.40       | 0.00            |

|           |                 |        |          |
|-----------|-----------------|--------|----------|
| Check No. | 47369           | Total: | 2,954.40 |
| Total for | NONA CHIARIELLO |        | 2,954.40 |

|                           |                     |       |            |          |
|---------------------------|---------------------|-------|------------|----------|
| CITY OF REDWOOD CITY (IT) | December IT Support | 13914 | 02/13/2013 |          |
|                           |                     |       | 02/13/2013 |          |
| P.O. BOX 3629             | 586                 |       | 02/13/2013 | 0.00     |
| REDWOOD CITY              | BOA                 | 47370 | 02/13/2013 | 0.00     |
| CA 94064                  | BR28501             |       |            | 1,867.00 |

| GL Number  | Description              | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-54-4216 | IT & Website Consultants | 1,867.00       | 0.00            |

|           |                           |        |          |
|-----------|---------------------------|--------|----------|
| Check No. | 47370                     | Total: | 1,867.00 |
| Total for | CITY OF REDWOOD CITY (IT) |        | 1,867.00 |

|                |                   |       |            |       |
|----------------|-------------------|-------|------------|-------|
| COMCAST        | WiFi, 1/21 - 2/20 | 13891 | 02/13/2013 |       |
|                |                   |       | 02/13/2013 |       |
| P.O. BOX 34744 | 0045              |       | 02/13/2013 | 0.00  |
| SEATTLE        | BOA               | 47371 | 02/13/2013 | 0.00  |
| WA 98124-1744  |                   |       |            | 72.50 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones  | 72.50          | 0.00            |

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Page 61

Date: 02/07/2013

Time: 4:37 pm

Page: 3

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|           |         |        |       |
|-----------|---------|--------|-------|
| Check No. | 47371   | Total: | 72.50 |
| Total for | COMCAST |        | 72.50 |

|                             |                           |       |            |          |
|-----------------------------|---------------------------|-------|------------|----------|
| COTTON SHIRES & ASSOC. INC. | Dec/Jan Applicant Charges | 13912 | 02/13/2013 |          |
| 330 VILLAGE LANE            | 0047                      |       | 02/13/2013 | 0.00     |
| LOS GATOS                   | BOA                       | 47372 | 02/13/2013 | 0.00     |
| CA 95030-7218               |                           |       |            | 2,949.74 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 96-54-4190 | Geologist - Charges to Appls | 2,949.74       | 0.00            |

|           |                             |        |          |
|-----------|-----------------------------|--------|----------|
| Check No. | 47372                       | Total: | 2,949.74 |
| Total for | COTTON SHIRES & ASSOC. INC. |        | 2,949.74 |

|                   |                       |       |            |        |
|-------------------|-----------------------|-------|------------|--------|
| AMY DEBENEDICTIS  | Winter Instructor Fee | 13921 | 02/13/2013 |        |
| 819 LAUREL AVENUE | 2130                  |       | 02/13/2013 | 0.00   |
| MENLO PARK        | BOA                   | 47373 | 02/13/2013 | 0.00   |
| CA 94025          |                       |       |            | 952.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 952.00         | 0.00            |

|           |                  |        |        |
|-----------|------------------|--------|--------|
| Check No. | 47373            | Total: | 952.00 |
| Total for | AMY DEBENEDICTIS |        | 952.00 |

|                   |                     |       |            |        |
|-------------------|---------------------|-------|------------|--------|
| EMBARCADERO MEDIA | January Advertising | 13916 | 02/13/2013 |        |
| 450 CAMBRIDGE AVE | 0048                |       | 02/13/2013 | 0.00   |
| PALO ALTO         | BOA                 | 47374 | 02/13/2013 | 0.00   |
| CA 94306          | 21456               |       |            | 638.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4320 | Advertising | 638.00         | 0.00            |

|           |                   |        |        |
|-----------|-------------------|--------|--------|
| Check No. | 47374             | Total: | 638.00 |
| Total for | EMBARCADERO MEDIA |        | 638.00 |

|                          |                               |       |            |       |
|--------------------------|-------------------------------|-------|------------|-------|
| FRANCOTYP-POSTALIA, INC. | Mail Meter Renewal, 1/9 - 4/8 | 13893 | 02/13/2013 |       |
| PO BOX 4272              | 0172                          |       | 02/13/2013 | 0.00  |
| CAROL STREAM             | BOA                           | 47375 | 02/13/2013 | 0.00  |
| IL 60197-4272            | RI101361629                   |       |            | 87.89 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-64-4314 | Equipment Services Contracts | 87.89          | 0.00            |

|           |                          |        |       |
|-----------|--------------------------|--------|-------|
| Check No. | 47375                    | Total: | 87.89 |
| Total for | FRANCOTYP-POSTALIA, INC. |        | 87.89 |

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Date: 02/07/2013

Time: 4:37 pm

Page: 4

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|                      |                    |       |            |          |
|----------------------|--------------------|-------|------------|----------|
| MARIA GEENEN         | Refund C&D Deposit | 13894 | 02/13/2013 |          |
|                      |                    |       | 02/13/2013 |          |
| 255 GOLDEN OAK DRIVE | 1108               |       | 02/13/2013 | 0.00     |
| PORTOLA VALLEY       | BOA                | 47376 | 02/13/2013 | 0.00     |
| CA 94028             |                    |       |            | 3,300.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 96-54-4205 | C&D Deposit | 3,300.00       | 0.00            |

|           |              |        |          |
|-----------|--------------|--------|----------|
| Check No. | 47376        | Total: | 3,300.00 |
| Total for | MARIA GEENEN |        | 3,300.00 |

|                                |                       |       |            |          |
|--------------------------------|-----------------------|-------|------------|----------|
| ICMA                           | Dec/Jan Deferred Comp | 13895 | 02/13/2013 |          |
| VANTAGE POINT TFER AGTS-304617 |                       |       | 02/13/2013 |          |
| C/O M&T BANK                   | 0084                  |       | 02/13/2013 | 0.00     |
| BALTIMORE                      | BOA                   | 47377 | 02/13/2013 | 0.00     |
| MD 21264-4553                  |                       |       |            | 1,400.00 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-00-2557 | Defer Comp  | 1,400.00       | 0.00            |

|           |       |        |          |
|-----------|-------|--------|----------|
| Check No. | 47377 | Total: | 1,400.00 |
| Total for | ICMA  |        | 1,400.00 |

|                  |                            |       |            |        |
|------------------|----------------------------|-------|------------|--------|
| J.W. ENTERPRISES | Portable Lavs, 1/24 - 2/20 | 13896 | 02/13/2013 |        |
|                  |                            |       | 02/13/2013 |        |
| 1689 MORSE AVE   | 829                        |       | 02/13/2013 | 0.00   |
| VENTURA          | BOA                        | 47378 | 02/13/2013 | 0.00   |
| CA 93003         | 166422                     |       |            | 235.36 |

| GL Number  | Description         | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-58-4244 | Portable Lavatories | 235.36         | 0.00            |

|           |                  |        |        |
|-----------|------------------|--------|--------|
| Check No. | 47378            | Total: | 235.36 |
| Total for | J.W. ENTERPRISES |        | 235.36 |

|                                   |                    |       |            |           |
|-----------------------------------|--------------------|-------|------------|-----------|
| JORGENSON SIEGEL MCCLURE & FLEGEL | December Statement | 13897 | 02/13/2013 |           |
|                                   |                    |       | 02/13/2013 |           |
| 1100 ALMA STREET                  | 0089               |       | 02/13/2013 | 0.00      |
| MENLO PARK                        | BOA                | 47379 | 02/13/2013 | 0.00      |
| CA 94025                          |                    |       |            | 10,389.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-54-4182 | Town Attorney               | 9,389.00       | 0.00            |
| 96-54-4186 | Attorney - Charges to Appls | 1,000.00       | 0.00            |

|           |                            |        |           |
|-----------|----------------------------|--------|-----------|
| Check No. | 47379                      | Total: | 10,389.00 |
| Total for | JORGENSON SIEGEL MCCLURE & |        | 10,389.00 |

|                           |                                |          |            |          |
|---------------------------|--------------------------------|----------|------------|----------|
| LUCID DESIGN GROUP        | Annual Dashboard Svc Agreement | 13898    | 02/13/2013 |          |
| c/o Marble Bridge Funding |                                | 00006091 | 02/13/2013 |          |
| P.O. BOX 8195             | 0080                           |          | 02/13/2013 | 0.00     |
| WALNUT CREEK              | BOA                            | 47380    | 02/13/2013 | 0.00     |
| CA 94596                  | 6203                           |          |            | 1,615.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|-----------|-------------|----------------|-----------------|
|-----------|-------------|----------------|-----------------|

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Date: 02/07/2013

Time: 4:37 pm

Page: 5

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|            |                              |          |          |  |
|------------|------------------------------|----------|----------|--|
| 05-64-4314 | Equipment Services Contracts | 1,615.00 | 1,615.00 |  |
|------------|------------------------------|----------|----------|--|

|           |                    |        |          |
|-----------|--------------------|--------|----------|
| Check No. | 47380              | Total: | 1,615.00 |
| Total for | LUCID DESIGN GROUP |        | 1,615.00 |

|                             |                               |       |            |        |
|-----------------------------|-------------------------------|-------|------------|--------|
| LYNGSO GARDEN MATERIALS INC | Sand Bags, Storm Preparedness | 13926 | 02/13/2013 |        |
|                             |                               |       | 02/13/2013 |        |
| 19 SEAPORT BOULEVARD        | 923                           |       | 02/13/2013 | 0.00   |
| REDWOOD CITY                | BOA                           | 47381 | 02/13/2013 | 0.00   |
| CA 94063                    | 846390                        |       |            | 450.28 |

| GL Number  | Description  | Invoice Amount | Amount Relieved |
|------------|--------------|----------------|-----------------|
| 20-60-4271 | Storm Damage | 450.28         | 0.00            |

|           |                             |        |        |
|-----------|-----------------------------|--------|--------|
| Check No. | 47381                       | Total: | 450.28 |
| Total for | LYNGSO GARDEN MATERIALS INC |        | 450.28 |

|                       |                                |       |            |        |
|-----------------------|--------------------------------|-------|------------|--------|
| NOLTE ASSOCIATES, INC | December Eng Applicant Charges | 13930 | 02/13/2013 |        |
|                       |                                |       | 02/13/2013 |        |
| P.O. BOX 93243        | 0104                           |       | 02/13/2013 | 0.00   |
| LAS VEGAS             | BOA                            | 47382 | 02/13/2013 | 0.00   |
| NV 89193-3243         | 13010368                       |       |            | 396.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 96-54-4194 | Engineer - Charges to Appls | 396.00         | 0.00            |

|           |                       |        |        |
|-----------|-----------------------|--------|--------|
| Check No. | 47382                 | Total: | 396.00 |
| Total for | NOLTE ASSOCIATES, INC |        | 396.00 |

|                 |                               |       |            |          |
|-----------------|-------------------------------|-------|------------|----------|
| O. NELSON & SON | Emergency Storm Work/Clean-up | 13925 | 02/13/2013 |          |
|                 |                               |       | 02/13/2013 |          |
| 3355 TRIPP ROAD | 634                           |       | 02/13/2013 | 0.00     |
| WOODSIDE        | BOA                           | 47383 | 02/13/2013 | 0.00     |
| CA 94062        | 147                           |       |            | 3,412.63 |

| GL Number  | Description  | Invoice Amount | Amount Relieved |
|------------|--------------|----------------|-----------------|
| 20-60-4271 | Storm Damage | 3,412.63       | 0.00            |

|           |                 |        |          |
|-----------|-----------------|--------|----------|
| Check No. | 47383           | Total: | 3,412.63 |
| Total for | O. NELSON & SON |        | 3,412.63 |

|               |                    |       |            |          |
|---------------|--------------------|-------|------------|----------|
| PG&E          | January Statements | 13917 | 02/13/2013 |          |
|               |                    |       | 02/13/2013 |          |
| BOX 997300    | 0109               |       | 02/13/2013 | 0.00     |
| SACRAMENTO    | BOA                | 47384 | 02/13/2013 | 0.00     |
| CA 95899-7300 |                    |       |            | 1,057.23 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities   | 1,057.23       | 0.00            |

|           |       |        |          |
|-----------|-------|--------|----------|
| Check No. | 47384 | Total: | 1,057.23 |
| Total for | PG&E  |        | 1,057.23 |

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/13/2013

Page 64

Date: 02/07/2013

Time: 4:37 pm

Page: 6

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|                         |                   |       |            |        |
|-------------------------|-------------------|-------|------------|--------|
| PORTOLA VALLEY HARDWARE | January Statement | 13910 | 02/13/2013 |        |
|                         |                   |       | 02/13/2013 |        |
| 112 PORTOLA VALLEY ROAD | 0114              |       | 02/13/2013 | 0.00   |
| PORTOLA VALLEY          | BOA               | 47385 | 02/13/2013 | 0.00   |
| CA 94028                |                   |       |            | 316.06 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |  |
|------------|-----------------------------|----------------|-----------------|--|
| 05-58-4240 | Parks & Fields Maintenance  | 115.47         | 0.00            |  |
| 05-60-4267 | Tools & Equipment           | 114.95         | 0.00            |  |
| 05-66-4340 | Building Maint Equip & Supp | 85.64          | 0.00            |  |

|           |                         |        |        |
|-----------|-------------------------|--------|--------|
| Check No. | 47385                   | Total: | 316.06 |
| Total for | PORTOLA VALLEY HARDWARE |        | 316.06 |

|                              |                               |       |            |           |
|------------------------------|-------------------------------|-------|------------|-----------|
| REGIONAL GOVERNMENT SERVICES | Nov/Dec Svcs Bowerman/Padovan | 13900 | 02/13/2013 |           |
|                              | Employee Screening Charges    |       | 02/13/2013 |           |
| P.O. BOX 1350                | 1165                          |       | 02/13/2013 | 0.00      |
| CARMEL VALLEY                | BOA                           | 47386 | 02/13/2013 | 0.00      |
| CA 93924                     | #2935 #3113 #3156             |       |            | 26,800.68 |

| GL Number  | Description               | Invoice Amount | Amount Relieved |  |
|------------|---------------------------|----------------|-----------------|--|
| 05-54-4214 | Miscellaneous Consultants | 26,800.68      | 0.00            |  |

|           |                            |        |           |
|-----------|----------------------------|--------|-----------|
| Check No. | 47386                      | Total: | 26,800.68 |
| Total for | REGIONAL GOVERNMENT SERVIC |        | 26,800.68 |

|                       |                       |       |            |        |
|-----------------------|-----------------------|-------|------------|--------|
| LINDA HILLER REYNOLDS | Winter Instructor Fee | 13923 | 02/13/2013 |        |
|                       |                       |       | 02/13/2013 |        |
| 44 EL REY ROAD        | 1234                  |       | 02/13/2013 | 0.00   |
| PORTOLA VALLEY        | BOA                   | 47387 | 02/13/2013 | 0.00   |
| CA 94028              |                       |       |            | 840.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |  |
|------------|-----------------------------|----------------|-----------------|--|
| 05-58-4246 | Instructors & Class Refunds | 840.00         | 0.00            |  |

|           |                       |        |        |
|-----------|-----------------------|--------|--------|
| Check No. | 47387                 | Total: | 840.00 |
| Total for | LINDA HILLER REYNOLDS |        | 840.00 |

|                             |                        |       |            |        |
|-----------------------------|------------------------|-------|------------|--------|
| RON RAMIES AUTOMOTIVE, INC. | December Fuel Statment | 13901 | 02/13/2013 |        |
|                             |                        |       | 02/13/2013 |        |
| 115 PORTOLA ROAD            | 422                    |       | 02/13/2013 | 0.00   |
| PORTOLA VALLEY              | BOA                    | 47388 | 02/13/2013 | 0.00   |
| CA 94028                    |                        |       |            | 711.33 |

| GL Number  | Description         | Invoice Amount | Amount Relieved |  |
|------------|---------------------|----------------|-----------------|--|
| 05-64-4334 | Vehicle Maintenance | 711.33         | 0.00            |  |

|           |                             |        |        |
|-----------|-----------------------------|--------|--------|
| Check No. | 47388                       | Total: | 711.33 |
| Total for | RON RAMIES AUTOMOTIVE, INC. |        | 711.33 |

|                 |                       |       |            |          |
|-----------------|-----------------------|-------|------------|----------|
| LINDA ROSS      | Winter Instructor Fee | 13924 | 02/13/2013 |          |
|                 |                       |       | 02/13/2013 |          |
| 190 GABARDA WAY | 1233                  |       | 02/13/2013 | 0.00     |
| PORTOLA VALLEY  | BOA                   | 47389 | 02/13/2013 | 0.00     |
| CA 94028        |                       |       |            | 1,967.00 |



**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Page 65

Date: 02/07/2013

Time: 4:37 pm

Page: 7

TOWN OF PORTOLA VALLEY

|                           |                      |           |               |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 1,967.00       | 0.00            |

|           |            |        |          |
|-----------|------------|--------|----------|
| Check No. | 47389      | Total: | 1,967.00 |
| Total for | LINDA ROSS |        | 1,967.00 |

|                        |                |       |            |       |
|------------------------|----------------|-------|------------|-------|
| SHARP BUSINESS SYSTEMS | January Copies | 13902 | 02/13/2013 |       |
|                        |                |       | 02/13/2013 |       |
| DEPT. LA 21510         | 0199           |       | 02/13/2013 | 0.00  |
| PASADENA               | BOA            | 47390 | 02/13/2013 | 0.00  |
| CA 91185-1510          | C768751-541    |       |            | 30.02 |

| GL Number  | Description     | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 30.02          | 0.00            |

|           |                        |        |       |
|-----------|------------------------|--------|-------|
| Check No. | 47390                  | Total: | 30.02 |
| Total for | SHARP BUSINESS SYSTEMS |        | 30.02 |

|                      |                         |       |            |           |
|----------------------|-------------------------|-------|------------|-----------|
| SPANGLE & ASSOCIATES | 12/20 - 01/24 Statement | 13903 | 02/13/2013 |           |
|                      |                         |       | 02/13/2013 |           |
| 770 MENLO AVENUE     | 0121                    |       | 02/13/2013 | 0.00      |
| MENLO PARK           | BOA                     | 47391 | 02/13/2013 | 0.00      |
| CA 94025-4736        |                         |       |            | 39,978.50 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-52-4140 | ASCC                       | 2,414.00       | 0.00            |
| 05-52-4162 | Planning Committee         | 4,826.00       | 0.00            |
| 05-54-4196 | Planner                    | 10,057.50      | 0.00            |
| 96-54-4198 | Planner - Charges to Appls | 22,681.00      | 0.00            |

|           |                      |        |           |
|-----------|----------------------|--------|-----------|
| Check No. | 47391                | Total: | 39,978.50 |
| Total for | SPANGLE & ASSOCIATES |        | 39,978.50 |

|                          |                       |       |            |          |
|--------------------------|-----------------------|-------|------------|----------|
| CONNIE STACK             | Winter Instructor Fee | 13919 | 02/13/2013 |          |
|                          |                       |       | 02/13/2013 |          |
| 10127 LAMPLIGHTER SQUARE | 648                   |       | 02/13/2013 | 0.00     |
| CUPERTINO                | BOA                   | 47392 | 02/13/2013 | 0.00     |
| CA 95014                 |                       |       |            | 1,718.40 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 1,718.40       | 0.00            |

|           |              |        |          |
|-----------|--------------|--------|----------|
| Check No. | 47392        | Total: | 1,718.40 |
| Total for | CONNIE STACK |        | 1,718.40 |

|                     |                    |       |            |        |
|---------------------|--------------------|-------|------------|--------|
| STAPLES             | December Statement | 13915 | 02/13/2013 |        |
|                     |                    |       | 02/13/2013 |        |
| STAPLES CREDIT PLAN | 430                |       | 02/13/2013 | 0.00   |
| DES MOINES          | BOA                | 47393 | 02/13/2013 | 0.00   |
| IA 50368-9020       |                    |       |            | 443.99 |

| GL Number  | Description     | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 443.99         | 0.00            |

|           |       |        |        |
|-----------|-------|--------|--------|
| Check No. | 47393 | Total: | 443.99 |
|-----------|-------|--------|--------|

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Date: 02/07/2013

Time: 4:37 pm

Page: 8

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

Total for STAPLES 443.99

|                     |                              |       |            |          |
|---------------------|------------------------------|-------|------------|----------|
| SHELLY SWEENEY      | Instructor Fees, winter 2013 | 13913 | 02/13/2013 |          |
|                     |                              |       | 02/13/2013 |          |
| 285 GRANDVIEW DRIVE | 407                          |       | 02/13/2013 | 0.00     |
| WOODSIDE            | BOA                          | 47394 | 02/13/2013 | 0.00     |
| CA 94062            |                              |       |            | 2,304.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 2,304.00       | 0.00            |

Check No. 47394 Total: 2,304.00

Total for SHELLY SWEENEY 2,304.00

|                                |                                |       |            |        |
|--------------------------------|--------------------------------|-------|------------|--------|
| TRA ENVIRONMENTAL SCIENCES INC | Habitat Study, Springdown Pond | 13927 | 02/13/2013 |        |
|                                |                                |       | 02/13/2013 |        |
| 545 MIDDLEFIELD ROAD           | 924                            |       | 02/13/2013 | 0.00   |
| MENLO PARK                     | BOA                            | 47395 | 02/13/2013 | 0.00   |
| CA 94025                       | 12-2543                        |       |            | 499.94 |

| GL Number  | Description               | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 15-68-4414 | CIP Spring Down OpSpa Imp | 499.94         | 0.00            |

Check No. 47395 Total: 499.94

Total for TRA ENVIRONMENTAL SCIENCES 499.94

|                 |                   |       |            |        |
|-----------------|-------------------|-------|------------|--------|
| TREE SPECIALIST | Storm Damage Work | 13928 | 02/13/2013 |        |
|                 |                   |       | 02/13/2013 |        |
| 1198 NEVADA AVE | 839               |       | 02/13/2013 | 0.00   |
| SAN JOSE        | BOA               | 47396 | 02/13/2013 | 0.00   |
| CA 95125        |                   |       |            | 400.00 |

| GL Number  | Description  | Invoice Amount | Amount Relieved |
|------------|--------------|----------------|-----------------|
| 20-60-4271 | Storm Damage | 400.00         | 0.00            |

Check No. 47396 Total: 400.00

Total for TREE SPECIALIST 400.00

|                 |                              |       |            |        |
|-----------------|------------------------------|-------|------------|--------|
| YVONNE TRYCE    | Instructor Fees, winter 2013 | 13904 | 02/13/2013 |        |
|                 |                              |       | 02/13/2013 |        |
| 90 JOAQUIN ROAD | 512                          |       | 02/13/2013 | 0.00   |
| PORTOLA VALLEY  | BOA                          | 47397 | 02/13/2013 | 0.00   |
| CA 94028        |                              |       |            | 651.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 651.00         | 0.00            |

Check No. 47397 Total: 651.00

Total for YVONNE TRYCE 651.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

02/13/2013

Page 67

Date: 02/07/2013

Time: 4:37 pm

Page: 9

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|                             |                       |       |            |        |
|-----------------------------|-----------------------|-------|------------|--------|
| U.S. BANK EQUIPMENT FINANCE | February Copier Lease | 13911 | 02/13/2013 |        |
|                             |                       |       | 02/13/2013 |        |
| P.O. BOX 790448             | 472                   |       | 02/13/2013 | 0.00   |
| ST. LOUIS                   | BOA                   | 47398 | 02/13/2013 | 0.00   |
| MO 63179-0448               | 221358294             |       |            | 435.58 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-64-4314 | Equipment Services Contracts | 435.58         | 0.00            |

|                             |                       |       |            |        |
|-----------------------------|-----------------------|-------|------------|--------|
| U.S. BANK EQUIPMENT FINANCE | February Copier Lease | 13918 | 02/13/2013 |        |
|                             |                       |       | 02/13/2013 |        |
| P.O. BOX 790448             | 472                   |       | 02/13/2013 | 0.00   |
| ST. LOUIS                   | BOA                   | 47398 | 02/13/2013 | 0.00   |
| MO 63179-0448               | 221358294             |       |            | 435.58 |

| GL Number  | Description                  | Invoice Amount | Amount Relieved |
|------------|------------------------------|----------------|-----------------|
| 05-64-4314 | Equipment Services Contracts | 435.58         | 0.00            |

|           |                             |        |        |
|-----------|-----------------------------|--------|--------|
| Check No. | 47398                       | Total: | 871.16 |
| Total for | U.S. BANK EQUIPMENT FINANCE |        | 871.16 |

|                |                     |       |            |        |
|----------------|---------------------|-------|------------|--------|
| UNIVAR USA INC | PCA Rec Letter 2013 | 13905 | 02/13/2013 |        |
|                |                     |       | 02/13/2013 |        |
| FILE 56019     | 2004                |       | 02/13/2013 | 0.00   |
| LOS ANGELES    | BOA                 | 47399 | 02/13/2013 | 0.00   |
| CA 90074-6019  | SJ532308            |       |            | 150.00 |

| GL Number  | Description                | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 150.00         | 0.00            |

|           |                |        |        |
|-----------|----------------|--------|--------|
| Check No. | 47399          | Total: | 150.00 |
| Total for | UNIVAR USA INC |        | 150.00 |

|                  |                  |       |            |        |
|------------------|------------------|-------|------------|--------|
| VERIZON WIRELESS | January Cellular | 13920 | 02/13/2013 |        |
|                  |                  |       | 02/13/2013 |        |
| P.O. BOX 660108  | 0131             |       | 02/13/2013 | 0.00   |
| DALLAS           | BOA              | 47400 | 02/13/2013 | 0.00   |
| TX 75266-0108    | 1158910238       |       |            | 182.18 |

| GL Number  | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4318 | Telephones  | 182.18         | 0.00            |

|           |                  |        |        |
|-----------|------------------|--------|--------|
| Check No. | 47400            | Total: | 182.18 |
| Total for | VERIZON WIRELESS |        | 182.18 |

|                               |                           |       |            |        |
|-------------------------------|---------------------------|-------|------------|--------|
| VISION INTERNET PROVIDERS INC | Monthly Web Host, January | 13906 | 02/13/2013 |        |
|                               |                           |       | 02/13/2013 |        |
| P.O. BOX 251588               | 827                       |       | 02/13/2013 | 0.00   |
| LOS ANGELES                   | BOA                       | 47401 | 02/13/2013 | 0.00   |
| CA 90025                      | 23890                     |       |            | 200.00 |

| GL Number  | Description                    | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4311 | Internet Service & Web Hosting | 200.00         | 0.00            |

|           |                              |        |        |
|-----------|------------------------------|--------|--------|
| Check No. | 47401                        | Total: | 200.00 |
| Total for | VISION INTERNET PROVIDERS IN |        | 200.00 |

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

02/13/2013

Date: 02/07/2013

Time: 4:37 pm

Page: 10

TOWN OF PORTOLA VALLEY

| Vendor Name               | Invoice Description1 | Ref No.   | Discount Date |                 |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2        | Invoice Description2 | PO No.    | Pay Date      |                 |
| Vendor Address            | Vendor Number        |           | Due Date      | Taxes Withheld  |
| City                      | Bank                 | Check No. | Check Date    | Discount Amount |
| State/Province Zip/Postal | Invoice Number       |           |               | Check Amount    |

|                    |                       |       |            |          |
|--------------------|-----------------------|-------|------------|----------|
| KATHY WADDELL      | Winter Instructor Fee | 13922 | 02/13/2013 |          |
|                    |                       |       | 02/13/2013 |          |
| 460 CERVANTES ROAD | 1354                  |       | 02/13/2013 | 0.00     |
| PORTOLA VALLEY     | BOA                   | 47402 | 02/13/2013 | 0.00     |
| CA 94028           |                       |       |            | 5,880.00 |

| GL Number  | Description                 | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 5,880.00       | 0.00            |

|           |               |        |          |
|-----------|---------------|--------|----------|
| Check No. | 47402         | Total: | 5,880.00 |
| Total for | KATHY WADDELL |        | 5,880.00 |

|                       |                             |       |            |       |
|-----------------------|-----------------------------|-------|------------|-------|
| SCOTT WEBER           | Reimbursement, work apparel | 13892 | 02/13/2013 |       |
|                       |                             |       | 02/13/2013 |       |
| 1610 MONTE DIABLO AVE | 793                         |       | 02/13/2013 | 0.00  |
| SAN MATEO             | BOA                         | 47403 | 02/13/2013 | 0.00  |
| CA 94401              |                             |       |            | 89.79 |

| GL Number  | Description       | Invoice Amount | Amount Relieved |
|------------|-------------------|----------------|-----------------|
| 05-60-4267 | Tools & Equipment | 89.79          | 0.00            |

|           |             |        |       |
|-----------|-------------|--------|-------|
| Check No. | 47403       | Total: | 89.79 |
| Total for | SCOTT WEBER |        | 89.79 |

|                       |                                |       |            |        |
|-----------------------|--------------------------------|-------|------------|--------|
| WEMORPH INC           | Stationery, Business Cards/Ltr | 13908 | 02/13/2013 |        |
|                       |                                |       | 02/13/2013 |        |
| 904 INDUSTRIAL AVENUE | 1360                           |       | 02/13/2013 | 0.00   |
| PALO ALTO             | BOA                            | 47404 | 02/13/2013 | 0.00   |
| CA 94303              | 12654                          |       |            | 336.68 |

| GL Number  | Description     | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 336.68         | 0.00            |

|           |             |        |        |
|-----------|-------------|--------|--------|
| Check No. | 47404       | Total: | 336.68 |
| Total for | WEMORPH INC |        | 336.68 |

|                 |    |                            |            |
|-----------------|----|----------------------------|------------|
| Total Invoices: | 43 | Grand Total:               | 134,929.94 |
|                 |    | Less Credit Memos:         | 0.00       |
|                 |    | Net Total:                 | 134,929.94 |
|                 |    | Less Hand Check Total:     | 0.00       |
|                 |    | Outstanding Invoice Total: | 134,929.94 |

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**February 13, 2013**

Claims totaling \$134,929.94 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Nick Pegueros, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Howard Young, Public Works Director

**DATE:** February 13, 2013

**RE:** Adopt a resolution to authorize the filing of an application for funding assigned to the Metropolitan Transportation Commission (MTC), and agree to commit the necessary non-federal matching funds and state the assurance to complete the project

### RECOMMENDATION

Staff recommends that the Town Council adopt a resolution to authorize the filing of an application for funding from the Metropolitan Transportation Commission (MTC), and agree to commit the necessary non-federal matching funds and state the assurance to complete the 2014/2015 Street Resurfacing of Federal Aid Routes project.

### BACKGROUND

The Town, as part of a countywide funding commitment, coordinated and adopted, by the City/County Association of Governments (C/CAG), was allocated funding under the MTC One Bay Area Grant Program (OBAG) for roadway rehabilitation projects through the Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ). Under this commitment, Portola Valley would receive \$224,000 in grant funds for roadway rehabilitation projects. In November 2012, the City/County Association of Governments (C/CAG) informed the Town of Portola Valley that MTC requires that the Town Council adopt a resolution of local support and assurance to complete the project in order to program the STP/CMAQ funds.

In addition, to obtain the STP/CMAQ funds, the funding sources require a local match of at least 11.47%. The STP/CMAQ fund amount to be allocated to the Town of Portola Valley is approximately \$224,000 (88.53%). The local match would be approximately \$29,000 (11.47%).

## **ANALYSIS**

By authorizing the filing of an application and adopting the resolution to complete the 2014/2015 Street Resurfacing of Federal Aid Routes project, the funds assigned to MTC will be programmed into a comprehensive listing of surface transportation capital projects that can receive federal funds. Once programmed, staff will develop and implement the project for construction in 2015.

The STP/CMAQ funds must be used on federally eligible Town streets only. Based on the list of eligible streets the project may include various sections of the following streets: Alpine Road, Los Trancos Road, Portola Road, and Corte Madera Road. Further analysis of these streets is needed to finalize the project list and scope. Federal-aid projects generally require more staff time because they require more administrative procedures.

## **FISCAL IMPACT**

The \$224,000 (88.53%) grant requires local matching funds of \$29,000 (11.47%) for a project funding total of \$253,000. The additional \$29,000 in local match will come from the Towns Annual CIP Street Resurfacing program funds that will be budgeted in the appropriate future Town Budget. Other additional anticipated costs will be budgeted for after analysis of streets is complete and the final scope of work is determined. These include preparation of construction plans, reports, documents, and additional coordination that is required by Caltrans. The final project will be brought forth to the Council in 2015 for approval to solicit public bids. This project may be combined with the Towns annual street resurfacing project.

After the STP/CMAQ funds are allocated for Town use and the project construction is underway, the Town will invoice Caltrans and receive the STP/CMAQ funds in the form of a reimbursement.

## **ATTACHMENTS**

Resolution

**APPROVED** – Nick Pegueros, Town Manager *N. P.*

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDING ASSIGNED TO THE METROPOLITAN TRANSPORTATION COMMISSION AND COMMITTING TO ANY NECESSARY MATCHING FUNDS AND STATING THE ASSURANCE TO COMPLETE THE PROJECT**

**WHEREAS**, the Town of Portola Valley (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$224,000 in funding assigned to MTC for programming discretion, including but not limited to federal funding administered by the Federal Highway Administration (FHWA) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding and/or Transportation Alternatives (TA) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the 2014/2015 Street Resurfacing of Federal Aid Routes Project (herein referred to as PROJECT) for the One Bay Area Grant Program - Local Streets and Roads (herein referred to as PROGRAM); and

**WHEREAS**, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

**WHEREAS**, state statutes, including California Streets and Highways Code 182.6 and 182.7 provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

**WHEREAS**, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal funds for a project shall submit an application first with the appropriate MPO for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

**WHEREAS**, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of federal funds; and



**WHEREAS**, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

**WHEREAS**, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. the commitment of any required matching funds; and
2. that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. that the project will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
4. the assurance of the sponsor to complete the project as described in the application, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
5. that the project will comply with all project-specific requirements as set forth in the PROGRAM; and
6. that the project (transit only) will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region.

**NOW, THEREFORE, BE IT RESOLVED** that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 for continued funding; and be it further

**RESOLVED** that the APPLICANT by adopting this resolution does hereby state that:

1. APPLICANT will provide any required matching funds; and
2. APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation projects, and has assigned, and will maintain a single point of contact for all FHWA-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans and FHWA on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA-funded transportation projects implemented by APPLICANT; and

- 4. PROJECT will be implemented as described in the complete application and in this resolution and, if approved, for the amount approved by MTC and programmed in the federal TIP; and
- 5. APPLICANT and the PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and
- 6. APPLICANT (for a transit project only) agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866, revised; and therefore be it further

**RESOLVED** that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

**RESOLVED** that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

**RESOLVED** that there is no legal impediment to APPLICANT making applications for the funds; and be it further

**RESOLVED** that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

**RESOLVED** that APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

**RESOLVED** that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

**RESOLVED** that the MTC is requested to support the application for the PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's federal TIP.

**PASSED AND ADOPTED** this 13th day of February, 2013.

ATTEST:

\_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Nick Pegueros, Town Manager

**DATE:** February 13, 2013

**RE:** **Adoption of Revisions to the “Commission and Advisory Committee Policies & Procedures Handbook”**

### **RECOMMENDATION**

The recommendation is for the Town Council to adopt the attached “Commission and Advisory Committee Policies & Procedures Handbook”.

### **BACKGROUND**

At the January 23, 2013 meeting, staff presented a series of revisions to the Commission and Advisory Committee Policies & Procedures Handbook. The Council was supportive of the changes recommended and requested one addition as discussed below.

### **DISCUSSION**

The Council directed staff to include language regarding the number of permissible recusals for commission and committee members. Staff has prepared the following language and included it in the attached handbook in response to the Council’s concern:

“When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.”

In addition, staff is currently in the process of establishing a Master Calendar system to ensure the successful coordination of the numerous activities and events associated with the various Town buildings, fields and recreational areas. To that end, staff also recommends adding the following section to the Miscellaneous Policies portion of the handbook:

### **Committee Events**

Committees must obtain **pre-approval** from the Town Manager prior to scheduling or hosting a committee event. Events will be scheduled using the following procedure:

- Committee chair completes and submits the “Community Hall and Activity Rooms Rental Application & Agreement” form to Town staff
- Town staff and Town Manager reviews the application to ensure there are no conflicts with other events and the event is in agreement with committee and Town goals
- Application is stamped “approved,” committee chair is notified, and committee may proceed with event planning.

As noted below, flyers and communications regarding events must also be pre-approved by the Town Manager.

### **FISCAL IMPACT**

None

### **ATTACHMENTS**

1. Final Draft “Commission and Advisory Committee Policies & Procedures Handbook”



**Town of Portola Valley**

# **Commission and Advisory Committee Policies & Procedures Handbook**

Adopted by the Portola Valley Town Council  
February 13, 2013

# TOWN OF PORTOLA VALLEY COMMISSION & ADVISORY COMMITTEE

## Policies & Procedures Handbook

### *Table of Contents*

|  |      |
|--|------|
| THE NEEDS AND REWARDS OF VOLUNTEERING .....                        | i    |
| TOWN OF PORTOLA VALLEY GOVERNANCE .....                            | ii   |
| LIST OF COMMISSIONS & ADVISORY COMMITTEES .....                    | vii  |
| ORGANIZATION CHART .....   | viii |
| COMMISSION & ADVISORY COMMITTEE MEMBERSHIP .....                   | 1    |
| Membership Qualifications .....                                    | 1    |
| Notice of Vacancies .....  | 1    |
| Application and Selection Process .....                            | 1    |
| Terms of Office .....  | 2    |
| Conflict of Interest.....  | 2    |
| Meeting Attendance & Recusals.....                                 | 2    |
| Resignation.....   | 2    |
| Removal .....  | 3    |
| Compensation .....   | 3    |
| Insurance.....   | 3    |
| ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES .....       | 4    |
| Jurisdiction.....  | 4    |
| Development of Committee Objectives.....                           | 4    |
| Scope of Authority .....   | 5    |
| Ad Hoc Committees.....   | 5    |
| Role of the Chair.....   | 5    |
| Role of the Secretary .....  | 6    |
| Role of the Council Liaison .....                                  | 6    |
| Role of the Staff Liaison.....                                     | 7    |
| ADVISORY COMMITTEE POLICIES & PROCEDURES .....                     | 8    |
| I. Meetings .....  | 8    |
| Ralph M. Brown Act .....   | 8    |
| Temporary Change of Meeting Time/Day (“Special Meeting”) .....     | 8    |
| Agendas.....   | 9    |
| Meeting Notification (“Noticing”).....                             | 10   |
| Quorum .....   | 10   |
| Meeting Cancellation.....  | 10   |
| Minutes .....  | 11   |
| Motions .....  | 11   |
| Subcommittees .....  | 12   |
| II. Finances .....   | 13   |
| Annual Budget Process.....   | 13   |
| Annual Budget Appropriation .....                                  | 13   |
| Expending Committee Budgetary Funds.....                           | 13   |
| Reimbursement for Small Items (\$100.00 or less) .....             | 13   |
| Monies Received by Committee (Fundraising, Fees, Sales, Etc.)..... | 14   |

|  |     |
|--|-----|
| III. Charter Changes .....                                   | 15  |
| IV. Process for Committee Requests for Action.....           | 16  |
| Requesting Placement of Item(s) on Town Council Agenda ..... | 16  |
| Referral of Items to Other Committees.....                   | 16  |
| V. Miscellaneous Policies .....                              | 17  |
| Committee Communications .....                               | 17  |
| Using the Town’s Bulk Mail Permit.....                       | 17  |
| Committee Events.....  | 178 |
| VI. Fundraising .....  | 18  |
| Overview .....   | 18  |
| Authorization to Undertake Fundraising.....                  | 18  |
| Initiating a One-time Fundraising Event .....                | 18  |
| Fundraising Group/Committee Responsibilities .....           | 19  |
| Anonymous Donors.....  | 19  |
| Gifts of Securities .....                                    | 19  |
| Thank you Letters .....                                      | 19  |

## THE NEEDS AND REWARDS OF VOLUNTEERING

~ by *Bill Lane, Former Mayor*

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As one of the Town's first mayors elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Day-Lighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.



## TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

### ***Town Council***

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, Commission members, Advisory Committee members, and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

### ***Mayor***

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council.

## ***Vice Mayor***

The Vice-Mayor serves in the Mayor's absence.

## ***Council Meetings***

Council meetings are open to the public and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:30 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

## ***Posting of Meeting Agendas and Ordinances***

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathhorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

## ***Commissions and Advisory Committees***

These policies and procedures apply to *Commissions* and *Advisory Committees*. The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate

meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both commissions and committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

### ***Official Town Commissions & Committees***

The Town has two commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has 16 permanent Advisory Committees:

- *Bicycle, Pedestrian & Traffic Safety*
- *Cable and Utilities Undergrounding*
- *Community Events*
- *Conservation*
- *Cultural Arts*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Historic Resources*
- *Nature and Science*
- *Open Space Acquisition*
- *Parks & Recreation*
- *Public Works*
- *Sustainability*
- *Teen*
- *Trails & Paths*

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with committee and commission meeting times and agendas are posted on the Town's website.

### ***Town Manager***

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members.

### ***Portola Valley Sphere of Influence***

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic, geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees or commissions to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

### **Town Governance Documents**

The Town, incorporated on July 7, 1964, is a community of approximately 4,600 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were codified in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.

## LIST OF COMMISSIONS & ADVISORY COMMITTEES

### COMMISSIONS

***Architectural & Site Control***

5 Members

Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays, 7:30 p.m.

***Planning***

5 Members

Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays, 7:30 p.m.

### ADVISORY COMMITTEES

Each committee, with the exception of the Teen Committee, shall have a minimum of five (5) members, and a recommended maximum of nine (9) members, with reduction to current membership occurring through attrition. Exceptions to these minimum/maximum requirements can be granted by the Town Council.

***Cable and Utilities***

***Undergrounding***

Alternate odd numbered months,  
2<sup>nd</sup> Thursday, 8:15 a.m.

***Community Events***

Meets as Announced

***Conservation***

Meets 4<sup>th</sup> Tuesday, 7:45 p.m.

***Cultural Arts***

Meets 2<sup>nd</sup> Thursday of each month

***Emergency Preparedness***

Meets 2<sup>nd</sup> Thursday, 8:00 a.m. in  
the EOC

***Finance***

Meets as announced

***Geologic Safety***

Meets as announced

***Historic Resources***

Meets as announced

***Nature and Science***

Alternate even numbered months,  
2<sup>nd</sup> Thursday, 4:00 pm

***Open Space Acquisition***

Meets as announced

***Parks & Recreation***

Meets 3<sup>rd</sup> Monday, 7:30 p.m.

***Public Works***

Meets as announced

***Sustainability***

Meets 3<sup>rd</sup> Monday at 3:30 p.m.

***Teen Committee***

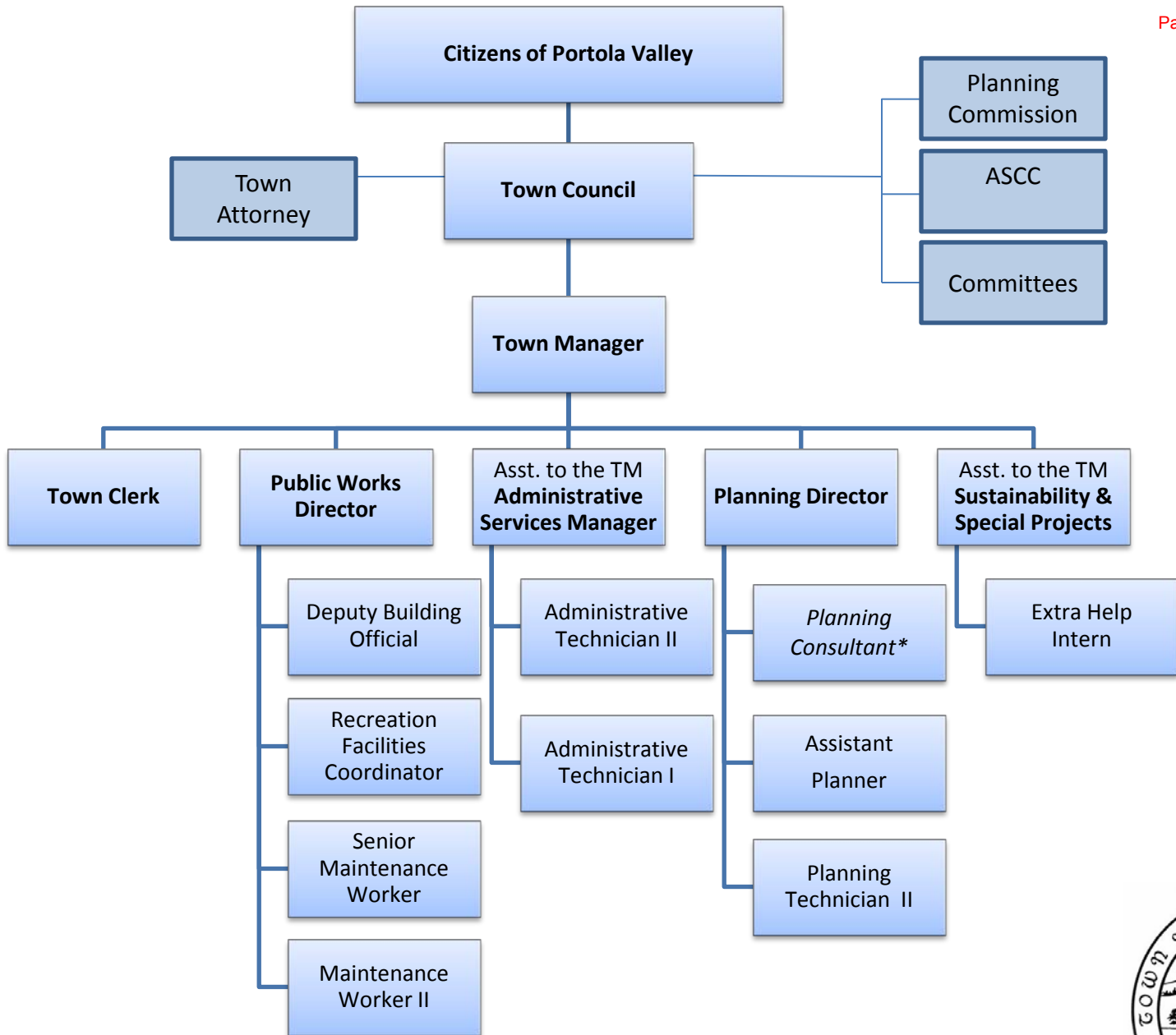
Meets as announced

***Bicycle, Pedestrian & Traffic  
Safety***

Meets 1<sup>st</sup> Wednesday, 8:00 a.m.

***Trails & Paths***

Meets 2<sup>nd</sup> Tuesday, 8:15 a.m. or as  
needed



## COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

### ***Membership Qualifications***

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

### ***Notice of Vacancies***

Notice of vacancies and requests for applications are posted on the Town website ([www.portolavalley.net](http://www.portolavalley.net)), at Town Center, Nathhorst Triangle, and Village Square, and may be published in The Almanac or posted to the PV Forum

### ***Application and Selection Process***

Residents interested in serving on a **commission** must submit a letter of interest to the Council. At a noticed public meeting the Council will conduct an interview and selection process as determined by the Council in advance. When a commissioner's term expires he/she must apply to be reappointed.

Residents interested in serving on a **committee** must complete an application and submit it to the Town Clerk before the published deadline. The Town Clerk will then place consideration of appointment of the applicant on the next available committee agenda. The committee will consider the applicant and will make a recommendation to the Mayor and Town Council liaison concerning the appointment.

Applications and comments from the committee are then forwarded to the Town Clerk to be placed on the next available Town Council agenda for the Mayor's consideration of appointment to the committee.

Applications may be obtained from the Town Clerk or through the Town's website.



### ***Terms of Office***

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31<sup>st</sup>. Currently, two seats on each commission have terms that expire on December 31, 2015, and three seats have terms that expire on December 31, 2016.

### ***Conflict of Interest***

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the committee.

### ***Meeting Attendance & Recusals***

For commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings are deemed to have resigned from office, unless excused by the Town Council for good cause.

When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance and recusals.

If a commission or committee member is unable to attend a meeting, the member should notify the chair as soon as possible, to ensure it can be cancelled if a quorum cannot be met.

### ***Resignation***

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

### ***Removal***

If the Mayor, the council liaison and commission/committee chair all concur that a member is not fulfilling the duties (i.e. repeated failure to attend meetings, violation of ethical standards, disruptive etc.) of the committee, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor.

### ***Compensation***

Service on commissions and committees is voluntary; there is no monetary compensation.

### ***Insurance***

Commission and committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

## **ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES**

### ***Jurisdiction***

The Town Council establishes the Town's Advisory Committees, and their duties are set forth in each committee's Charter. Before placing an item on the committee's agenda, committee members should consider whether or not the matter falls within its jurisdiction.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee's charter.

### ***Development of Committee Objectives***

Each year, a process is undertaken to identify measurable goals and objectives that each committee will work toward achieving during the coming year. These objectives generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue.

The following is a schedule of these planning processes:

|             |  |
|-------------|--|
| Jan.        | New committee members are appointed.   |
| Jan./Feb.   | Committees are reorganized through election of new officers.   |
| Feb.        | Annual orientation meeting for members and chairs. Meeting is mandatory for new chairs.  |
| March/April | Committee develops proposed work plan and annual budget. Requests for following year are submitted to Town Council for approval. |
| June        | Town Council adopts work plans and annual Town budget.   |
| Oct. /Nov.  | Chair, Council and staff liaisons review committee's needs relative to membership.   |

### ***Scope of Authority***

Advisory bodies are not involved in administration or operation of Town departments. They may not:

- direct staff to initiate programs
- conduct major studies unless approved by the Town Council
- establish policy
- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for grant funds
- or otherwise bind the Town in any way.

### ***Ad Hoc Committees***

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

### ***Role of the Chair***

In January or February of each year, each committee should select a chair and a vice-chair from among its members.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

The vice-chair acts as chair in the chair's absence. If neither the chair nor vice-chair is present at a meeting, the committee should immediately elect a chair pro tem to preside during the current meeting.

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m, the Thursday of the week prior to your meeting
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members

- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Solicitation of committee members
- Assisting new members or an incoming chair with orientation
- Review and approval of Town website postings relating to the committee

### ***Role of the Secretary***

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

### ***Role of the Council Liaison***

A member of the Town Council is assigned to each committee to serve as its liaison. The role of the Council liaison is to:

- Inform the committee of Council and Town policies and procedures
- Assist in securing resources and staff assistance for the committee
- Inform the Council of the committee's events, projects and milestones
- Where appropriate, advocate for the committee at Council meetings
- Provide counsel to the chair upon request
- Serve as a resource to the committee, remaining impartial and avoiding "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance on policies, procedures, etc.

Council liaisons should be present at committee meetings when needed and at least on a quarterly basis for those committees that meet monthly and shall attend upon the specific request of the committee chair.

The Council liaison appointments are reassigned and normally rotated annually.

***Role of the Staff Liaison***

A staff member will be appointed to each committee to serve as liaison, and will attend committee meetings upon the request of the committee chair or council liaison. Staff liaisons are available to provide counsel to the committee chair, and offer information concerning protocol, procedures, etc.

## ADVISORY COMMITTEE POLICIES & PROCEDURES

### *I. Meetings*

#### **Ralph M. Brown Act**

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

**NOTE:** The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

#### **Temporary Change of Meeting Time/Day (“Special Meeting”)**

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

## Agendas

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

⇒ "Urgency Items" (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action "came to the attention of the local agency subsequent to the agenda being posted."

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the "Motions" section to follow.

⇒ "Oral Communications" is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

**NOTE:** The committee cannot take action or deliberate on items raised during oral communications. The committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall no later than **8:30 a.m. on Thursday of the week prior to your scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Thursday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.



## Meeting Notification (“Noticing”)

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathhorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

*Regular:* Advisory committee meetings that are scheduled to meet at designated times.

*Special:* Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- ☑ Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- ☑ Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

## Quorum

Definition of a quorum:

**A quorum is a majority in attendance of all committee members as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.**

**ANY** time a majority of committee members meets to conduct business, even if it’s for a “working” or “task” group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

## Meeting Cancellation

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

**If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum.** S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

## Minutes

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes can be very simple, but should at minimum include:

- Date, time and place of the meeting
- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Thursday the week prior to your scheduled meeting.**

## Motions

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The committee does not necessarily have to be this formal.)
  - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
  - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
  - c. After the motion is seconded, the chair asks for discussion on the motion.
  - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the chair should announce the results of the vote (i.e. "the motion passes" or "the motion fails").
  - e. Members can vote "yes" or "aye" or raise their hand in the affirmative, or "no" or "nay" or raise their hand negating the motion. Members may also "abstain".
  - f. In order to be approved, a majority of the members present must vote "yes" or "aye" or raise their hands in the affirmative. A tie vote

results in the motion failing. No proxy or absentee voting is allowed.

- g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.

## 2. Amending a Motion

- a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
- b. A “substitute motion” is a form of amendment that completely restates the main motion.
- c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.

## 3. Motion for Adjournment

- a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

## **Subcommittees**

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendaized and open to the public. The subcommittee has no legislative (decision-making) authority.

## **II. Finances**

### **Annual Budget Process**

Each year in March/April, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager.

It is important to note that requests from committees for funding may or may not be included in the Town's final budget that is adopted by the Town Council. The Town Council has the ultimate authority to approve the Town's budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

### **Annual Budget Appropriation**

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

### **Expending Committee Budgetary Funds**

In order to expend funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500.00 or agendaize the item for Council approval if it is over \$25,000.

### **Reimbursement for Small Items (\$100.00 or less)**

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic, Blues & BBQ) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash or on the next warrant (check) list. All requests for reimbursement must include a receipt.

**NOTE:** Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

**Monies Received by Committee (Fundraising, Fees, Sales, Etc.)**

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, Blues & BBQ, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

*It is a violation of Town policy for committees to maintain their own bank accounts.*

### **III. Charter Changes**

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town Manager who, together with the Mayor, will schedule the item on a Town Council agenda
6. If the Town Council approves the Charter change, the committee can implement this change at its next committee meeting.

#### ***IV. Process for Committee Requests for Action***

##### **Requesting Placement of Item(s) on Town Council Agenda**

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council agenda, the committee must prepare a memo and/or report about the item(s) and forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager and Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

##### **Referral of Items to Other Committees**

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the chair of that committee. When an item is agendaized, a report must be provided to the Town Clerk for inclusion in the committee packet and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time-sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request and be provided full information concerning the item prior to the day of the meeting.

## ***V. Miscellaneous Policies***

### **Committee Communications**

All official communication between a committee and the Town Council or staff must be directed through the committee chair. The chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for inclusion in the Digest, a weekly compilation of information provided to the Town Council to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- Letters expressing a position on a policy, issue or event (may require pre-approval from the Town Council)
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

### **Using the Town's Bulk Mail Permit**

The committee must obtain a letter from the Town Clerk, or in her absence, the Office Assistant, authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.



## **Committee Events**

Committees must obtain **pre-approval** from the Town Manager prior to scheduling or hosting a committee event. Events will be scheduled using the following procedure:

- Committee chair completes and submits the “Community Hall and Activity Rooms Rental Application & Agreement” form to Town staff
- Town staff and Town Manager reviews the application to ensure there are no conflicts with other events and the event is in agreement with committee and Town goals
- Application is stamped “approved,” committee chair is notified, and committee may proceed with event planning.

As noted below, flyers and communications regarding events must also be pre-approved by the Town Manager.

## **VI. Fundraising**

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

### **Overview**

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millenium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples’ Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

### **Authorization to Undertake Fundraising**

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples’ Park at Town Center.

### **Initiating a One-time Fundraising Event**

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

### **Fundraising Group/Committee Responsibilities**

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to the “Town of Portola Valley” (in order to be tax deductible) and that they are received by the Town within three days.

### **Anonymous Donors**

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor’s behalf. The Town has no ability to protect the donor’s anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

### **Gifts of Securities**

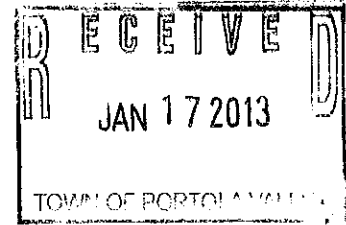
Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

### **Thank you Letters**

The fundraising group/committee must periodically provide a list of donors and amounts received to the Town Manager. Upon staff verification that the funds were received and deposited to the Town’s account, the Town Manager will produce and sign a thank you letter for each donation received.

**WOODSIDE HIGHLANDS ROAD  
MAINTENANCE DISTRICT**

**John Boice, District Administrator**



**ADVISORY BOARD**

**President, Andy Belk  
Secretary, Roland Tabor  
Road Commissioner, Bruce Willard  
Board Member, Kristen Stolzel**

**Board Member, Tim Schaaff  
Citizen Representative, Jean Isaacson  
Board Member, Russell Erickson**

**DATE: 01-17-13**

**TO: Nick Pegueros, Town Manager**

**FROM: John Boice, District Administrator**

**SUBJECT: Changes to Woodside Highlands Maintenance District  
Advisory Board**

Please submit the following to the Town Council for approval:

Andy Belk, President

Roland Tabor, Secretary

Bruce Willard, Road Commissioner

Kristen Stolzel

Tim Schaaff

Jean Isaacson

Russell Erikson

John Boice will continue to serve as District Administrator



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** February 13, 2013

**RE:** **Reappointment of Budd Trapp to the Emergency Preparedness Committee**

At its January 23, 2013 meeting, the Town Council appointed Commission and Committee members for the year 2013.

Unfortunately there was a miscommunication in the appointment of Budd Trapp as a member of the Emergency Preparedness Committee for 2013 which resulted in Mr. Trapp being absent from the committee appointments that Council approved at its January 23<sup>rd</sup> meeting.

Mr. Trapp has confirmed that he desires to continue to serve on the Emergency Preparedness Committee for 2013. Please approve this appointment.

### **Recommendation**

It is recommended that the Town Council appoint Budd Trapp to the Emergency Preparedness Committee for the year 2013.

**Sharon Hanlon**

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**From:** Shandon Lloyd [shandonl@gmail.com]  
**Sent:** Wednesday, February 06, 2013 12:02 PM  
**To:** Sharon Hanlon  
**Subject:** BPTS Comm new members

TO: Portola Valley Town Council

FROM: Shandon Lloyd, Acting Chair

The Bicycle, Pedestrian and Traffic Safety Committee interviewed candidates on Wednesday, 2/6/13, to fill three vacancies. The committee respectfully seeks the approval of the Portola Valley Town Council to add the following residents to the committee:

Angela Hey  
Martha Blackwell  
Kari Rust

Thank you.

**Sharon Hanlon**

---

**Subject:** Application to Serve on Committee - BPTS / Hey

-----Original Message-----

From: [webmaster@portolavalley.net](mailto:webmaster@portolavalley.net) [<mailto:webmaster@portolavalley.net>]

Sent: Monday, December 17, 2012 11:10 AM

To: Sharon Hanlon

Subject: Application to Serve on Committee - BPTS / Hey

Submission information

-----  
Submitter DB ID : 1815  
Submitter's language : Default language  
Time to take the survey : 2 min. , 11 sec.  
Submission recorded on : 12/17/2012 11:10:23 AM

Survey answers

-----  
Full Name:\*  
Angela Hey

Name of Committee I'm Interested in Serving On:  
(Please note that only the committees currently seeking volunteers are listed.)

- Bicycle Pedestrian & Traffic Safety
- Cable & Utilities Undergrounding Committee
- Community Events Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Nature & Science
- Open Space Acquisition Advisory
- Parks & Recreation Committee
- Teen Committee
- Trails & Paths

Email Address:\*  
[amhey@heymash.com](mailto:amhey@heymash.com)

Address (include city/zip):\*  
4570 Alpine Road, Portola Valley, 94028

Number of years in Portola Valley:\*  
21

Home Telephone Number:\*

Cellular Telephone Number:  
Not answered

Other Telephone Number:  
Not answered

Preferred Telephone Contact Number  
Home   
Cell

Other

I prefer to receive Town communications via:

E-Mail (recommended)

U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:\*

I enjoy recreational biking. I've done it for over 50 years.

I am also very concerned that we don't have enough safety talks on biking for both car drivers and bikers and would be happy to give one.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:\*

No

**Sharon Hanlon**

---

**Subject:** Application to Serve on Committee - BPTS / Blackwell

-----Original Message-----

From: [webmaster@portolavalley.net](mailto:webmaster@portolavalley.net) [<mailto:webmaster@portolavalley.net>]

Sent: Tuesday, December 04, 2012 8:49 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee - BPTS / Blackwell

Submission information

-----  
Submitter DB ID : 1788  
Submitter's language : Default language  
Time to take the survey : 10 min. , 11 sec.  
Submission recorded on : 12/4/2012 8:49:21 PM

Survey answers

-----  
Full Name:\*  
Martha Blackwell

Name of Committee I'm Interested in Serving On:  
(Please note that only the committees currently seeking volunteers are listed.)

- Bicycle Pedestrian & Traffic Safety
- Cable & Utilities Undergrounding Committee
- Community Events Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Open Space Acquisition Advisory
- Parks & Recreation Committee
- Teen Committee
- Trails & Paths

Email Address:\*  
[Mebber2@gmail.com](mailto:Mebber2@gmail.com)

Address (include city/zip):\*  
2 Meadow Creek Court, Portola Valley, 94028

Number of years in Portola Valley:\*  
1.5

Home Telephone Number:\*

Cellular Telephone Number:

Other Telephone Number:  
Not answered

Preferred Telephone Contact Number



Home   
Cell   
Other

I prefer to receive Town communications via:

E-Mail (recommended)   
U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:\*

(Please excuse the shortness of this note; I am traveling and am limited to using my phone.) The reason I am interested in joining the committee is because I am a pedestrian. I am out there, every day, riding with my son to school; walking to Roberts and Alpine; walking my dog; and, most of all, running miles and miles through our community. My daughter walks home from Corte Madera every day as well. I know first-hand how in-need this committee is to the health of our community. As we become more and more distracted and busy, we (well, not me, but many) lose touch with our community. Speeding cars, both local and visiting traffic, are a real threat to our community remaining a safe place to be a pedestrian. I'd like to slow The cars down and get more people out on our streets and trails so that PV remains a safe place for us to all travel, via foot, bike, horse or car. Most importantly we need to preserve our children's freedom to roam by maintaining a safe pedestrian environment.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:\*

No

**Sharon Hanlon**

---

**Subject:** Application to Serve on Committee - BPTS / Rust

-----Original Message-----

From: [webmaster@portolavalley.net](mailto:webmaster@portolavalley.net) [<mailto:webmaster@portolavalley.net>]

Sent: Monday, December 03, 2012 8:41 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee - BPTS / Rust

Submission information

-----  
Submitter DB ID : 1786  
Submitter's language : Default language  
Time to take the survey : 9 min. , 21 sec.  
Submission recorded on : 12/3/2012 8:40:46 PM

Survey answers

-----  
Full Name:\*  
Kari Rust

Name of Committee I'm Interested in Serving On:  
(Please note that only the committees currently seeking volunteers are listed.)

- Bicycle Pedestrian & Traffic Safety
- Cable & Utilities Undergrounding Committee
- Community Events Committee
- Cultural Arts Committee
- Emergency Preparedness Committee
- Open Space Acquisition Advisory
- Parks & Recreation Committee
- Teen Committee
- Trails & Paths

Email Address:\*  
[karirust@sbcglobal.net](mailto:karirust@sbcglobal.net)

Address (include city/zip):\*  
311 Grove Drive, Portola Valley, CA 94028

Number of years in Portola Valley:\*  
12

Home Telephone Number:\*

Cellular Telephone Number:

Other Telephone Number:  
Not answered

Preferred Telephone Contact Number

- Home
- Cell
- Other

I prefer to receive Town communications via:

- E-Mail (recommended)
- U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:\*

I am currently the Safe Routes to School Coordinator for the Portola Valley School District, and have been working on many projects with the Bicycle Safety Committee and the town's sustainability coordinator. I have been working on Safe Routes issues in town for over 3 years, and have been the coordinator for 2 years, so I have extensive experience working here in Portola Valley to make our trails and roads more accessible to students and their family for their daily commute. I am interested in serving on the committee so that I can continue to move many of our current Safe Routes projects forward with the joint efforts of the committee, and so that I can bring my knowledge and expertise and passion for these issues to an official Town Committee level.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:\*

No

**Sharon Hanlon**

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**Subject:** BPTS Committee Meeting time change

-----Original Message-----

From: Shandon Lloyd [<mailto:shandonl@gmail.com>]

Sent: Wednesday, February 06, 2013 12:37 PM

To: Sharon Hanlon

Subject: BPTS Committee Meeting time change

TO: Portola Valley Town Council

FROM: Shandon LLOYD, Acting Chair, Bicycle, Pedestrian and Traffic Safety Committee

The committee respectfully requests the Town Council approve the following meeting time change and amend its charter accordingly.

First Wednesday each month at 8:00 am to the first Wednesday each month at 8:15 am.

Thank you.

## **Bicycle, Pedestrian & Traffic Safety Committee**

### **OBJECTIVES**

To foster a community for all users of the public roads. To advise the Town in ways and means for safer conditions regarding motor vehicles, bicycles, pedestrians and road conditions. To encourage proper traffic enforcement. To encourage safe and enjoyable bicycling in Portola Valley as a means of transportation and recreation.

### **DUTIES AND FUNCTIONS**

1. Respond to and meet with citizens who have expressed their concerns over traffic safety.
2. Recommend to the Council policies that improve traffic safety in Town.
3. Inform and advise the Town Staff, Town Council, Commissions and Committees on traffic and bicycling matters.
4. Evaluate General Plan Policies relating to bicycle, pedestrian and traffic safety and to make recommendations for changes in and/or implementation of these policies.
5. Promote and support local programs for bicycle, pedestrian, and traffic safety, such as the coalition for the "Safe Routes to School" program.
6. Promote safety through public education. Educate children and the general public in State law pertaining to bicycling and traffic safety practices.
7. Make recommendations for signage that improves safety.
8. Coordinate regional planning of Town bicycling facilities and programs with surrounding communities and San Mateo County.

### **RESPONSIBLE TO:**

The Town Council

### **COORDINATION:**

Police Commissioner  
Public Works Director  
Sheriff's Office

### **MEMBERSHIP**

No more than eleven members, each appointed for one-year terms by the Mayor with Council concurrence. Rotating Chair and Vice Chair selected by Committee.

### **MEETINGS**

Regular meetings are to be held on the first Wednesday of each month at **8:00 8:15** a.m.

**Date: February 8, 2013**

**To: Town Council**

**From: Shandon Lloyd, Acting Chair, Bicycle, and Pedestrian & Traffic Safety Committee**

**RE: Bicycle Pedestrian Traffic Safety Committee Recommendations to Town Council**

The Committee has reviewed the findings of the bicycle lane study and has held public meetings to discuss the issue and options. Below are the results of the Committees recommendations.

At the Bicycle Pedestrian Traffic Safety Committee meeting held on December 5, 2012, the Committee voted on the following concerning bike lanes:

1. Motion to approve widening road shoulders passed 7-2 with the two “no” votes opting for official Class 2 Bike Lanes.
2. Motion to widen selected road shoulder areas 5 foot wide approved 9-0.
3. Motion to implement widened road shoulders in 2013 approved 5-4 with 2 pushing for incorporation with scheduled road repair and 2 focused on doing the hot spots first.
4. Motion to implement the road shoulder widening at Town Center passes 9-0.
5. Motion to direct staff to obtain the cost of implementing five foot shoulders at the Arastradero intersection on Alpine.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Nick Pegueros, Town Manager

**DATE:** January 23, 2013

**RE:** Final Draft Affordable Housing Ad-Hoc Committee Charter

### RECOMMENDATION

Town Council approval of the final draft charter for the Affordable Housing Ad-Hoc Committee as attached.

### BACKGROUND

At the regularly scheduled meeting on December 12, 2012, the Town Council directed staff to return with a plan to form an Ad-Hoc committee to investigate issues surrounding affordable housing. Staff provided a draft charter to the Town Council for comment at their January 23, 2013 meeting.

### DISCUSSION

The final draft charter includes several refinements and clarifications. Most notably, the committee meeting schedule has been reduced from a total of seven meetings over three months to five meetings. This new schedule takes into consideration ski week and also allows time for committee members to meet with their neighborhoods to collect input on the committee's work. If the charter is approved by the Town Council, staff will work with the Mayor and Vice Mayor to prepare a detailed work plan for each of the committee meetings to assist the committee in achieving its objectives.

### FISCAL IMPACT

As discussed in the previous staff report, the staff and consultant time required to support the committee's efforts are estimated to exceed \$5,000. The recommendation is that the Town charge actual expenses incurred to the Inclusionary Housing Fund.

### ATTACHMENTS

1. Final Draft Charter

## Affordable Housing Ad-Hoc Committee

### Charter

#### BACKGROUND

The Town of Portola Valley is confronted with the complex issue of planning for and encouraging the construction of affordable housing to meet the need of individuals and families who live or work in our community and make less than 120% of the San Mateo County area median income. With the Town's recent sale of the lots at Blue Oaks and attempt to purchase 900 Portola Road for affordable housing, a number of residents became aware of and interested in addressing the challenge of affordable housing in our community. The Town Council, therefore, has established the Affordable Housing Ad-Hoc Committee to focus on addressing some of the challenges associated with affordable housing in town.

#### OBJECTIVES

The Committee's objective is to develop an affordable housing mission statement for the town. Upon articulation of the mission statement, the Committee shall develop and prioritize recommended criteria to be used for evaluating potential affordable housing programs and sites. The Committee shall present their work to the Town Council in May 2013 to help guide future affordable housing efforts in Portola Valley, including work on the 2014 Housing Element update. All recommended programs must be practically achievable and consistent with state law.

#### DUTIES AND FUNCTIONS

The Committee will focus their efforts on the following:

1. Consider the need for affordable housing in town and the Town's obligations under State law.
2. Articulate a mission statement for the provision of affordable housing that addresses all programs identified in the certified Portola Valley General Plan Housing Element (sections 2479 – 2493a, attached). Additional programs could be proposed.
3. Define and prioritize the criteria to be used for evaluating potential affordable housing programs and sites.

#### RESPONSIBLE TO:

Town Council

#### STAFF SUPPORT:

Technical Guidance - Town Planner's Office  
Coordination - Town Manager



### MEMBERSHIP

The Mayor, with Council concurrence, shall appoint five (5) to nine (9) voting Committee members. All committee members must be town residents, with the following exception. Considering that the Sequoias, Woodside Priory, and the Portola Valley School District are all major employers in town and affordable housing options are likely to impact their employees most directly, non-resident representatives from any of the three may also be considered for appointment to the committee. In addition to the voting members, the Mayor shall appoint a non-voting member to serve as the Committee Chair. Every effort will be made to ensure that the Committee has representatives from neighborhoods across town. Committee members should be prepared to solicit input and feedback on the committee's work from neighbors and other town residents.

### MEETINGS

The Committee shall meet at 7:00PM in the Historic Schoolhouse at 765 Portola Road on the following days: March 5, March 19, April 16, April 30, and May 14. All meetings are open to the public and a meeting agenda shall be prepared and posted in advance of the meeting in accordance with the Brown Act. Staff will prepare meeting minutes.

### REPORTS

The Committee chair shall deliver a verbal progress report to the Town Council at its regularly scheduled meeting on March 27, 2013. The Committee shall provide a final written report to the Town Clerk no later than May 15, 2013 for inclusion on the Council's May 22, 2013 regular meeting agenda packet.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Nick Pegueros, Town Manager

**DATE:** February 13, 2013

**RE:** **Appointment of Members to the Affordable Housing Ad-Hoc Committee**

At its January 23, 2013 meeting, the Town Council directed staff to advertise for letters of interest from town residents to serve on the new Affordable Housing Ad-Hoc Committee. An announcement requesting letters of interest to serve on the committee was posted to the PV Forum and the Town's website. Additionally, a notice was printed in the January 29<sup>th</sup> edition of *The Almanac*.

A total of thirteen letters of interest were received from town residents and are attached hereto. An additional letter of interest was received from a Woodside resident who lives in close proximity to the Town. Pursuant to the draft charter, the committee membership is limited to town residents with an exception to allow a non-resident representative from Woodside Priory, the Sequoias, or the Portola Valley School District. Woodside Priory and PVSD did not submit a letter of interest.

The Mayor and Vice Mayor have reviewed the letters of interest and followed-up with interested residents. At the meeting on February 13<sup>th</sup>, the Mayor will recommend appointment of up to nine committee members. The Mayor will also recommend the appointment of a non-voting committee chair.

**Attachment**

## Affordable Housing Ad-Hoc Committee

### Charter

#### BACKGROUND

The Town of Portola Valley is confronted with the complex issue of planning for and encouraging the construction of affordable housing to meet the need of individuals and families who live or work in our community and make less than 120% of the San Mateo County area median income. With the Town's recent sale of the lots at Blue Oaks and attempt to purchase 900 Portola Road for affordable housing, a number of residents became aware of and interested in addressing the challenge of affordable housing in our community. The Town Council, therefore, has established the Affordable Housing Ad-Hoc Committee to focus on addressing some of the challenges associated with affordable housing in town.

#### OBJECTIVES

The Committee's objective is to develop an affordable housing mission statement for the town. Upon articulation of the mission statement, the Committee shall develop and prioritize recommended criteria to be used for evaluating potential affordable housing programs and sites. The Committee shall present their work to the Town Council in May 2013 to help guide future affordable housing efforts in Portola Valley, including work on the 2014 Housing Element update. All recommended programs must be practically achievable and consistent with state law.

#### DUTIES AND FUNCTIONS

The Committee will focus their efforts on the following:

1. Consider the need for affordable housing in town and the Town's obligations under State law.
2. Articulate a mission statement for the provision of affordable housing that addresses all programs identified in the certified Portola Valley General Plan Housing Element (sections 2479 – 2493a, attached). Additional programs could be proposed.
3. Define and prioritize the criteria to be used for evaluating potential affordable housing programs and sites.

#### RESPONSIBLE TO:

Town Council

#### STAFF SUPPORT:

Technical Guidance - Town Planner's Office  
Coordination - Town Manager

## MEMBERSHIP

The Mayor, with Council concurrence, shall appoint five (5) to nine (9) voting Committee members. All committee members must be town residents, with the following exception. Considering that the Sequoias, Woodside Priory, and the Portola Valley School District are all major employers in town and affordable housing options are likely to impact their employees most directly, non-resident representatives from any of the three may also be considered for appointment to the committee. In addition to the voting members, the Mayor shall appoint a non-voting member to serve as the Committee Chair. Every effort will be made to ensure that the Committee has representatives from neighborhoods across town. Committee members should be prepared to solicit input and feedback on the committee's work from neighbors and other town residents.

## MEETINGS

The Committee shall meet at 7:00PM in the Historic Schoolhouse at 765 Portola Road on the following days: March 5, March 19, April 16, April 30, and May 14. All meetings are open to the public and a meeting agenda shall be prepared and posted in advance of the meeting in accordance with the Brown Act. Staff will prepare meeting minutes.

## REPORTS

The Committee chair shall deliver a verbal progress report to the Town Council at its regularly scheduled meeting on March 27, 2013. The Committee shall provide a final written report to the Town Clerk no later than May 15, 2013 for inclusion on the Council's May 22, 2013 regular meeting agenda packet.

Town of Portola Valley  
 Affordable Housing Ad-Hoc Committee Letters of Interest  
 As of 2/5/13 at 9:30AM

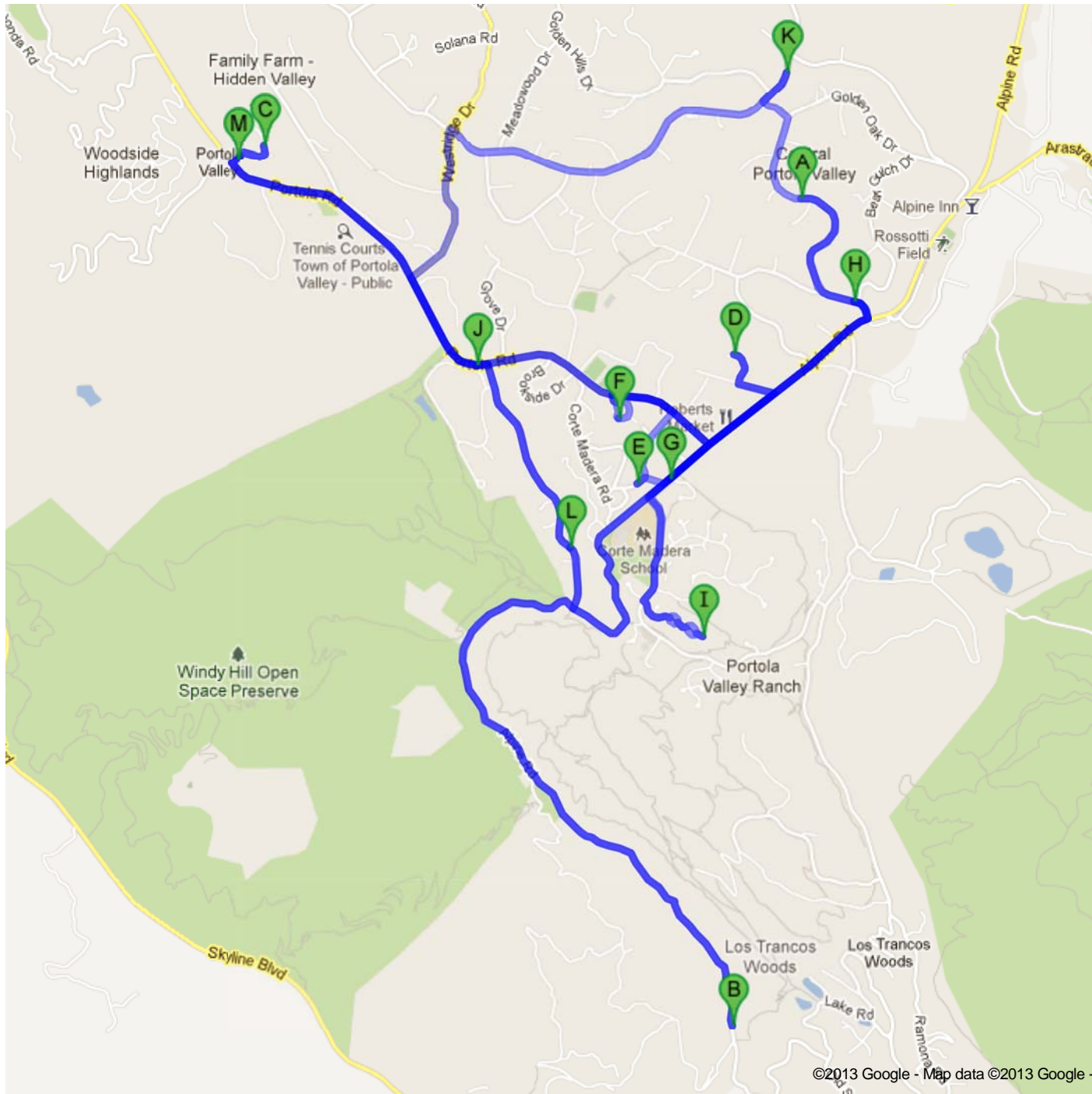
| Map<br>marker | Name           | Address                |
|---------------|----------------|------------------------|
| A             | Virginia Bacon | 205 Golden Oak         |
| B             | Susan Dworak   | 5933 Alpine            |
| C             | Bud Eisberg    | 233 Wyndham            |
| D             | Judith Hasko   | 6 Applewood            |
| E             | Steve Marra    | 312 Canyon             |
| F             | Judith Murphy  | 8 Portola Green Circle |
| G             | Jon Myers      | 4540 Alpine            |
| H             | Elin Pedersen  | 35 Golden Oak          |
| I             | Andrew Pierce  | 19 Sandstone           |
| J             | Onnolee Trapp  | 501 Portola            |
| K             | Wanda Ginner   | 211 Cervantes          |
| L             | Carter Warr    | 260 Willowbrook        |
| M             | Ray Williams   | 3 Wyndham              |

Non-PV Resident LOI

Uwe Horchner 45 Hidden Valley Lane, Woodside



Directions to 3 Wyndham Dr, Portola Valley, CA 94028  
22.8 mi – about 1 hour 6 mins



©2013 Google - Map data ©2013 Google -

**Steve Padovan**

---

**From:** Nick Pegueros  
**Sent:** Tuesday, February 05, 2013 8:55 AM  
**To:** Steve Padovan  
**Subject:** FW: Affordable Housing Ad-Hoc Committee

---

**From:** Virginia Bacon [mailto:vcbacon@yahoo.com]  
**Sent:** Tuesday, February 05, 2013 8:46 AM  
**To:** Nick Pegueros  
**Subject:** Re: Affordable Housing Ad-Hoc Committee

Nick, I am interested in serving on the Affordable Housing Committee.  
This is such an important issue for our Town.  
Thank you for the reminder!

**Virginia Bacon**

---

**From:** Nick Pegueros <NPegueros@portolavalley.net>  
**To:** "Virginia Bacon (vcbacon@yahoo.com)" <vcbacon@yahoo.com>  
**Sent:** Monday, February 4, 2013 12:57 PM  
**Subject:** Affordable Housing Ad-Hoc Committee

Hi Virginia,

I hope that this email finds you well. I just wanted to remind you that the deadline for letters of interest to serve on the above-mentioned committee is tomorrow at 9AM. If you are still interested in serving on the committee, just let us know by email. More info at:

<http://portolavalley.net/index.aspx?page=27&recordid=562&returnURL=%2findex.aspx>

Thanks,  
Nick

Susan Dworak

5933 Alpine Road  
Portola Valley, CA 94028

SusanDworak@Gmail.com  
(408) 891-8811 Cellular

February 3, 2013

Town Council  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Re: Letter of Interest – Affordable Housing Ad-Hoc Committee

Ladies and Gentlemen:

I write to seek your consideration for the Affordable Housing Ad-Hoc Committee. When I spoke at the town meeting on this topic in January of this year, I was clear that I am neither for nor against affordable housing in Portola Valley and that I believe housing must be planned and executed well after careful consideration. I would like to be part of that process.

I have had experience with affordable housing in three California counties, and as such have witnessed great successes and tremendous failures. As a committee member I would be able to share valuable history, information and resources.

My academic, professional and personal backgrounds are in law, politics and community service. I graduated from UCLA with a bachelor's degree in political science with an emphasis in public law and have studied the interplay of federal, state and local governments. I have a law degree from Santa Clara University School of Law and can adequately review and research materials as required by the committee. I also studied urban planning in graduate-level courses at San Jose State University for a short time.

Active life-long volunteer service in the areas of housing, special needs citizens, environmental issues and more provide what I hope is some depth in understanding the balance of community needs.



My family and I live on Rapley Trail at the far end of Alpine Road. While we are relatively new residents, we are not new to the area. My husband is a Bay Area native and I had offices on Sand Hill Road in Menlo Park and Page Mill Road in Palo Alto for decades. We maintain long-standing friendships and acquaintances with many Portola Valley residents. It would be my pleasure to seek input from a broad spectrum of the community on housing needs.

I welcome any questions you may have about my background and abilities to serve, and I thank you for your consideration.

Sincerely,

Susan Dworak

**Steve Padovan**

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**From:** Lynn and Bud Eisberg <aceisberg@aol.com>  
**Sent:** Monday, February 04, 2013 1:47 PM  
**To:** Steve Padovan  
**Cc:** John Richards  
**Subject:** Ad-Hoc Committee on Affordable Housing

Dear Steve-

I wish to volunteer as a member of the Affordable Housing Ad Hoc Committee. My work with the Keep PV Rural group has shown that Portola Valley is in need of long-term planning efforts to address its affordable housing commitments. We have been asking for the formation of such a committee and are excited the Council has approved its formation. I would relinquish my position as spokesperson for Keep PV Rural while the committee is active.

I would not pretend to be an expert in affordable housing law, but I have been exposed to the difficulties our town faces due to the questions surrounding the 900 Portola Road efforts. I have been exposed to Town workings as a volunteer since 1991 when I retired from the Navy reserves and had more free time. I have been a continuous member of the Public Works Committee since 1991 and served on the ASCC for about 12 years. I was a member of the Town Center creek advisory committee a few years ago and served on a General Plan review group in the 1990s. I believe the members of the Affordable Housing committee should be somewhat versed in Town affairs to be able to do credible work in a short timeframe.

I believe Portola Valley needs some creative solutions in addition to current programs to make progress in affordable housing for the long term. I also feel the Town should meet its commitments in a way that does not stray very far from its low density history. This will be a difficult task, but I believe some of the methods we can use are within reach and have already been talked about.

Thanks for your consideration.

Sincerely,

**Bud Eisberg**

650 851-1775

650 283-2013 cell

Uwe Horchner

45 Hidden Valley Lane  
Woodside, CA 94062  
650.380.0363

Steve Padovan  
Portola Valley Town Council  
765 Portola Road  
Portola Valley, CA 94028

Dear Mr. Padovan,

I would greatly appreciate if you could consider me as a volunteer for the Affordable Housing Ad-Hoc Committee.

While our family technically lives in Woodside, we live closer to the Portola Valley Town Center than the majority of the Portola Valley residents. Because of this, we always think of our self as residents of PV, rather than Woodside residents. This has become even more pronounced since our son enrolled in the Windmill Nursery School and now has become a proud 1<sup>st</sup>-grade student at Ormondale School.

Because of my involvement Windmill's fundraising and relocation efforts, I first became aware of the Town's affordable housing obligation in early 2012. Purely out of curiosity I started reading the Town's document related to this statewide effort and later moved on to studying County and Bay-Area-related documents. The more I became familiar with the issues at hand, the more I started talking to fellow residents. Over the course of several month, I became deeply involved with 'the 'Keep PV Rural' initiative. While I strongly disagree with some of the concerns voiced by the group (property values, crime rate, etc), my core concern is the long-term development of the Town. Houses build to meet our affordable housing obligation will exist for the next 50 years, forming the character of the Town for at least the next two generations.

Just like any eco-system, I believe that a healthy and vibrant community must be all-inclusive and requires contributions from citizens from all cultural and socio-economic backgrounds. Over the years it seems, Portola Valley has seen a rather radical exclusion of lower income families. I believe, providing opportunity for families of less than average financial means is vital for of the Town's long-term development.

At the same time I consider the Town's General Plan to be the 'local constitution', expressing the resident's and my personal approach to development and growth.

By volunteering for the Ad Hoc Committee I want to help finding solutions that will align the Town's interests with the regional need for affordable housing.

Best Regards,

Uwe Horchner

**Steve Padovan**

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**From:** Judith.Hasko@lw.com  
**Sent:** Sunday, February 03, 2013 9:36 PM  
**To:** Steve Padovan  
**Cc:** Ann Wengert  
**Subject:** Ad-Hoc Committee on Affordable Housing

Dear Steve:

I would like to submit a letter of interest in serving on the Portola Valley Ad Hoc Committee on Affordable Housing. I have lived in Portola Valley for 6 years and serve as the Chairperson of the town's Trails and Paths Committee. I am a practicing attorney focusing on commercial contracts. Please let me know if you have any questions or require further information.

**Judith A. Hasko**

6 Applewood Lane  
Portola Valley, CA  
650 814 3377

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To comply with IRS regulations, we advise you that any discussion of Federal tax issues in this e-mail was not intended or written to be used, and cannot be used by you, (i) to avoid any penalties imposed under the Internal Revenue Code or (ii) to promote, market or recommend to another party any transaction or matter addressed herein.

For more information please go to: <http://www.lw.com/docs/irs.pdf>

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Latham & Watkins LLP

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## Steve Padovan

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**From:** stephen marra <srmarra@sbcglobal.net>  
**Sent:** Monday, February 04, 2013 5:39 PM  
**To:** Steve Padovan  
**Subject:** Ad hoc Housing Comm

Steve,

I have experience on multiple town committees and would like to volunteer for ad hoc comm for housing. I believe I have the objectivity to look at this complex situation fairly and in a responsible manner.

Regards,

steve marra

Stephen Marra  
[srmarra@sbcglobal.net](mailto:srmarra@sbcglobal.net)  
1 650 676 0511  
Starships were meant to fly

**Steve Padovan**

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**From:** Judith Murphy <jammurr123@gmail.com>  
**Sent:** Tuesday, January 29, 2013 9:21 PM  
**To:** Steve Padovan  
**Subject:** Ad-Hoc Committee on Affordable Housing

Steve,

I am interested in serving on the Ad Hoc Committee on Affordable Housing.

I have been a town resident since 1990. I currently chair the Conservation Committee and sit on the Sustainability Committee. I was a member of the Portola Road Corridor Task Force.

Education: BA in Biology from UC Berkeley 1963, MS in Physiology from UC Davis 1970, MA in Education from Stanford 1966, MD from Stanford 1977.

Employment: I have been a cancer lab technician, a high school teacher and spend the last 30 years of my work life before my recent retirement as a community Pediatrician in Palo Alto on Welch Road.

How the town meets the State of California mandate to plan for affordable housing will have a major impact on life here in Portola Valley for many years. I would like to be part of the planning to make sure this is done in a thoughtful, ethical and practical way.

Thank you,

**Judith Murphy**

8 Portola Green Circle

Portola Valley, CA 94028

650-851-2766

**Steve Padovan**

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**From:** Jon Myers <myersjonathan@yahoo.com>  
**Sent:** Saturday, February 02, 2013 6:07 PM  
**To:** Steve Padovan  
**Subject:** Ad-Hoc Committee on Affordable Housing

Hi Steve,

I would like to volunteer for the ad-hoc committee on affordable housing. I am Chair of the Parks and Rec committee and Ann Wengert contacted me about this committee. I've worked closely with Steve Tobin who I hear is leading the committee.

FYI, I grew up in housing that was offered at sub-market rates to low income families, so I have a personal connection to the program.

Regards,

**Jon Myers**

4540 Alpine Road, PV

408-823-8188



**Steve Padovan**

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**From:** Nick Pegueros  
**Sent:** Tuesday, February 05, 2013 8:54 AM  
**To:** Steve Padovan  
**Subject:** FW: Ad Hoc Committee on Affordable Housing

**From:** [elinp@google.com](mailto:elinp@google.com) [<mailto:elinp@google.com>] **On Behalf Of** Elin Pedersen  
**Sent:** Monday, February 04, 2013 6:15 PM  
**To:** Nick Pegueros  
**Cc:** John Richards  
**Subject:** Ad Hoc Committee on Affordable Housing

Hi,

I would like to express my support to the town for working out the affordable housing challenge.

Also, I would like to volunteer for the Ad-hoc committee to study the issue, though I may not have the required availability as I will be traveling abroad from April 6-30. However, if you think you can use my input outside that timeframe, I am eager to offer my service.

My motivation for participating is a desire to take the stigma out of "affordable housing", that is, to prove wrong the unfortunate impression that it will lower the property values and bring less desirable elements into the community. I want to make affordable housing desirable for everyone. What I bring to the table is a keen interest in "design for people", in universal design and fair housing. I grew up in a social-democratic society where well-designed and affordable housing was considered a basic right as well as a highly appreciated institution -- even for the higher income earners (actually, a former MP was ousted for having pulled strings to circumvent the wailing list for affordable housing units in one of the Copenhagen suburbs).

Please let me know if you think I can be of help  
Best regards,  
-- elin

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**Elin R Pedersen** | 35 Golden Oak Dr | Portola Valley, CA 94028 | +1 650 704 5446  
Elin R Pedersen | research scientist | Google Inc. | +1 650 704 5446



**Steve Padovan**

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**From:** apierce@pierceshearer.com  
**Sent:** Monday, February 04, 2013 11:49 PM  
**To:** Steve Padovan  
**Subject:** Portola Valley Affordable Housing Ad Hoc Committee

Steve:

I am interested in volunteering for this committee.

**Andrew Pierce**

19 Sandstone  
Portola Valley

January 31, 2013

John Richards, Mayor  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Dear Mayor:

I would like to serve on the Affordable Housing Ad-Hoc Committee.

I have a long-standing interest in the need for affordable housing opportunities in Portola Valley. I know that second units, "granny units," and other alternatives to single family homes providing housing for a diverse population enrich this community in many ways, but that the small supply and the high cost of housing in our area makes it difficult for persons of moderate income to obtain housing in Portola Valley and nearby cities.

I was actively involved in the effort to allow housing that was proposed to be built on lots in the Nathhorst Triangle several years ago. I recognize the Town's obligation to identify sites for a range of housing opportunities, and want to help determine the needs for housing as well as methods to achieve the Town's goals. As a resident of Portola Valley since 1968 and of The Sequoias since 2001, I am acutely aware that the lack of affordable housing in or near Portola Valley is a very real problem in employee recruitment and retention, as much for professional staff as for line-level employees.

As a member of the League of Women Voters, I have had many years experience in studying government-related issues, including housing and land use. I know the importance of establishing criteria that can be used to fairly examine all factors in decisions about strategies to implement public policy, and am committed to and experienced in developing a consensual process.

Thank you for this opportunity to participate in addressing the Town's challenge to provide affordable housing in our community.

Sincerely,

**Onnolee Trapp**

501 Portola Road, #8143  
Portola Valley, CA 94028  
650-851-8272  
onnoleet@sbcglobal.net

**Steve Padovan**

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**From:** Ginner Wanda <wanda@ginner.com>  
**Sent:** Wednesday, January 30, 2013 7:50 AM  
**To:** Steve Padovan  
**Subject:** Ad-Hoc Committee on Affordable Housing

I am interested in serving on the ad hoc committee on affordable housing, and believe I can bring to the committee's work a practical perspective that takes into account the social needs and economic realities of this complex and sensitive issue.

I am a Certified Public Accountant, now semi-retired, so that I am able to meet the time commitments for the committee work. My husband and I have lived in Portola Valley for 30 years, the first 15 of which were in a "modular house" (maybe Portola Valley's only "affordable housing" at the time). It was essentially a double-wide trailer that was hauled to the site and placed on a regular foundation. That installation, and construction of the driveway, required working with the town staff and attending meetings of the ASCC. We built our current house in 1996-97, again working with the town staff and attending meetings of the ASCC.

We know many of our immediate neighbors very well, and we are active in the Alpine Hills Club. I served on the Board of Directors of the Club some years ago. I believe, therefore, that I can effectively solicit feedback from multiple sources.

**Wanda Ginner**

211 Cervantes Road  
Portola Valley

Home: 650-854-3137  
Cell: 650-291-2300

**Nick Pegueros**

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**From:** fjrarchitect@gmail.com on behalf of John Richards <jrichards@portolavalley.net>  
**Sent:** Tuesday, January 29, 2013 8:52 AM  
**To:** Carter Warr  
**Cc:** Pamela Cadagan; Nick Pegueros; Ann Wengert  
**Subject:** Re: Housing Ad Hoc Committee

Carter,

Thanks so much agreeing to add your name to our growing pool of ad-hoc committee applicants. As you say, this is an important and difficult issue to take on, so we are making every effort to select a group that will be well equipped to efficiently meet the challenge. We certainly recognize that members will need to have a firm grounding in the pertinent background facts, so it is our intent to make the necessary information readily available at the outset.

Thanks again,  
-John

On Mon, Jan 28, 2013 at 10:03 AM, Carter Warr <[carter@cjwarchitecture.com](mailto:carter@cjwarchitecture.com)> wrote:

Dear John,

This note is to confirm our conversation last week regarding the Ad Hoc Committee. Thank you for your telephone call. At your request I am willing to participate as a member of the Committee with the one personal reservation I mentioned during our telephone conversation and one other. My other reservation is related to the expedited time frame the Committee is being required to report their findings. 3 months seems like a very short amount of time to wrestle with what is likely to be one of if not the most difficult and divisive of issues since the Town's incorporation.

With this reservation in mind, it will be of utmost importance for the committee to be well equipped for the challenge. The back ground information that establishes the State mandate will need to be clearly provided with references to the specific law or act. The committee will need to fully understand what a community like Portola Valley is mandated to do, plan, plan to build, or plan and build. Of equal importance will be the consolidated research showing how Towns of similar size, demographics, topography, and distance from commercial/transportation systems are meeting the planning requirements mandated by the State. Jumpstarting the Committee by having this information in hand ahead of the Committee's first meeting will be imperative to meeting the Committee's calendar goals.

By knowing the "whys" the "whats" will be easier to derive.

I look forward to being a valuable member of the committee.

Should Steve Padovan need to contact me, please have him contact me at my office during business hours. Contacts to my home often get lost in the shuffle. He has been leaving messages at my home phone.

Carter J Warr, AIA, CSI, NCARB

## **CJW Architecture**

130 Portola Road

Portola Valley, CA 94028

650-851-9335

[www.cjwarchitecture.com](http://www.cjwarchitecture.com)

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### **John Richards**

Town Council

Town of Portola Valley

765 Portola Road

Portola Valley, CA 94028

[jrichards@portolavalley.net](mailto:jrichards@portolavalley.net)

**Raymond H. Williams**

February 2, 2013

John Richards  
Mayor  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Dear Mayor Richards:

Please accept this letter as my request to be considered to be a member of the Affordable Housing Ad Hoc Committee. My wife, Patricia, and I have been residents since 1972 and have periodically been involved in a variety of town matters. My professional skills are in dealing with complex matters, conflicting priorities and developing solutions that are implementable. I have worked in effort to establish policy and to comply with regulatory requirements.

If you would like additional background information I will be pleased to provide it. Alternatively you can access my LinkedIn profile at.

[http://www.linkedin.com/profile/view?id=1906085&trk=tab\\_pro](http://www.linkedin.com/profile/view?id=1906085&trk=tab_pro)

Please let me know if you have any questions.

Thank you.

Sincerely,

#15

There are no written materials for this agenda item.

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – January 25, 2013

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- ☐ 1. Agenda – ASCC – Monday, January 28, 2013
- ☐ 2. Monthly Meeting Schedule – February 2013
- ☐ 3. Town Center Reservations – February 2013
- ☐ 4. Memo from Nick Pegueros, Town Manager re: – Weekly Update – Friday, January 25, 2013

## **Attached Separates (Council Only)**

- ☐ 1. New BACEI Regional Economic Assessment Report – January 18, 2013
- ☐ 2. Letter from David Canepa, Vice Mayor with City of Daly City, requesting support for the vacant seat on the SMCTA – January 24, 2013
- ☐ 3. Invitation to attend Retirement Celebration of Sepi Richardson – Tuesday, February 19, 2013
- ☐ 4. Comcast – December 2012





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**7:30 PM - REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:
  - a. Continued Review for Compliance with Conditions of Conditional Use Permit (CUP) X7D-169, Greenhouse/Pool, Guest House and Art Studio, and Concurrence with Subcommittee Recommendations Relative to Planting Issues, 555 Portola Road, Neely/Myers
5. New Business:
  - a. Architectural Review for House and Carport Additions, and Remodeling, 357 Westridge Drive, Deem
  - b. Architectural Review for Addition of Detached Accessory Structure "Recreation Room/Studio," 121 Ash Lane, Vidalakis
  - c. Architectural Review for House Additions and Remodeling and Addition of Detached Accessory Structure "Cabana" Guest House, 230 Shawnee Pass, Gurtner
6.
  - a. Annual Election of ASCC Chair and Vice Chair
  - b. Commission and Staff Reports
7. Approval of Minutes: January 14, 2013
8. Adjournment

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\*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

**WRITTEN MATERIALS.** Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

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### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

### **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: January 25, 2013

CheyAnne Brown  
Planning Technician

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# Town of Portola Valley

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

## FEBRUARY 2013 MEETING SCHEDULE

Note: Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, February 13, 2013 – **SPECIAL MEETING / STUDY SESSION WITH PLANNING COMMISSION (6:00 PM START) - REGULAR COUNCIL MEETING TO FOLLOW AT 7:30 PM**

Wednesday, February 27, 2013 - **CANCELLED**

PLANNING COMMISSION – 7:30 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Ted Driscoll (for months Jan, Feb & Mar)

Wednesday, February 6, 2013

Wednesday, February 13, 2013 – **SPECIAL MEETING / STUDY SESSION WITH COUNCIL (6:00 – 7:30 PM)**

Wednesday, February 20, 2013 – **CANCELLED**

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – Jeff Aalfs (for months Jan, Feb, Mar)

Monday, February 11, 2013

Monday, February 25, 2013

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Ann Wengert

Wednesday, February 6, 2013

CABLE TV COMMITTEE – 8:15 AM (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months

Council Liaison – Ted Driscoll

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 7:45 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, February 26, 2013

CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, February 14, 2013 at 1:00 PM

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday) in the EOC /  
Conference Room at Town Hall  
Council Liaison – John Richards  
Thursday, February 14, 2013

FINANCE COMMITTEE  
Council Liaison – Jeff Aalfs  
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM  
Council Liaison – Ted Driscoll  
As announced

HISTORIC RESOURCES COMMITTEE  
Council Liaison – Jeff Aalfs

NATURE AND SCIENCE COMMITTEE – 4:00 PM (Meets 2<sup>nd</sup> Thursday) alternate even numbered  
months  
Council Liaison – Jeff Aalfs  
Thursday, February 14, 2013

OPEN SPACE ACQUISITION ADVISORY COMMITTEE  
Council Liaison – Jeff Aalfs

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3<sup>rd</sup> Monday)  
Council Liaison – Ann Wengert  
Monday, February 18, 2013 - **CANCELLED**

PUBLIC WORKS COMMITTEE  
Council Liaison – Ted Driscoll  
Tuesday, February 5, 2013

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3<sup>rd</sup> Monday)  
Council Liaison – Maryann Derwin  
Monday, February 4, 2013 – **SPECIAL MEETING**  
Monday, February 18, 2013 – **CANCELLED**

TEEN COMMITTEE  
Council Liaison – Jeff Aalfs  
As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2<sup>nd</sup> Tuesday of each month, or as needed)  
Council Liaison – Ann Wengert  
Tuesday, February 12, 2013 – 8:15 AM



# MEMORANDUM

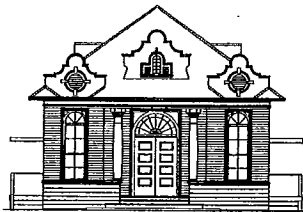
## TOWN OF PORTOLA VALLEY

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**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** January 25, 2013  
**SUBJ:** Town Center Reservations for February 2013

Following is the current schedule of events for the Town Center and surrounding area for February 2013.

February 18: Town Hall closed in observance of Presidents' Day



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: January 25, 2013  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended January 25, 2013.

1. **Tree Clearing at 18 Redberry Ridge** – The Town received a report of significant tree clearing on a vacant lot in Blue Oaks at 18 Redberry Ridge. The work was done without Town authorization and is significant enough that staff is currently in a fact-finding mode and working with the property owners and their architect.
2. **Boy Scout Key Access to Community Hall** – Staff has worked with the Boy Scouts to establish more convenient access to the Community Hall key for their twice-a-month meetings.
3. **Affordable Housing Ad-Hoc Committee Ad** – The ad soliciting letters of interest from town residents desiring to serve on the committee will be posted to the PV Forum on Monday and appear in Tuesday's *Almanac*. Interested parties will be directed to the Town's website where an announcement will appear on the homepage.

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – February 1, 2013

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1. Agenda – Special Sustainability Committee – Monday, February 4, 2013
2. Agenda – Public Works Committee – Tuesday, February 5, 2013
3. Agenda – Bicycle, Pedestrian & Traffic Safety Committee - February 2013
4. Regular Planning Commission Meeting – Wednesday, February 6, 2013
5. Action Agenda – Special Town Council / Emergency Preparedness Committee – Wednesday, January 30, 2013
6. Memo from Nick Pegueros, Town Manager re: – Weekly Update – Friday, February 1, 2013

## **Attached Separates (Council Only)**

1. Letter from Alicia Aguirre, Redwood City Mayor, with appreciation of appointment to the MTC – January 28, 2013
2. Email from Becky Romero, City Selection Secretary – Letters of Interest for open seats at City Selection Meeting of February 22, 2013
3. Invitation – 14<sup>th</sup> Annual Sustainable San Mateo County Sustainability & Green Building Awards - Thursday, March 21, 2013
4. San Francisco Estuary Partnership – February 2013 – Vol. 22, No. 1



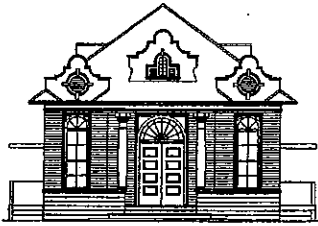
**TOWN OF PORTOLA VALLEY**  
**Special Sustainability Committee Meeting**  
**Monday, February 4, 2013 3:30 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call To Order
2. Oral Communications
3. Approval of Minutes from December 3, 2012
4. Appointment of Secretary
5. Update on Programs
  - a. Acterra High Energy Homes Program
  - b. Energy Upgrade Portola Valley
  - c. Tuesday Harvest Speaker Series
  - d. Climate Action Plan and Greenhouse Gas Emissions Inventory
  - e. Catalog Choice
  - f. Earth Day Events
  - g. Tip of the Month
6. Discuss Plan for 2013
7. Next Steps, Next Meeting Date & Reminders
  - a. Next Meeting on Monday, March 18, 2013
8. Announcements
9. Adjournment by 5:00 p.m.





**TOWN OF PORTOLA VALLEY**  
**Public Works Committee**  
**Tuesday, February 5, 2013, 9:00 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**  
**Portola Valley, CA 94028**

### **AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes from April 14, 2011
4. Election of New Officers
  - Chair
  - Vice Chair
  - Secretary
5. Review of Survey Areas
6. County Emergency Services Contact List
7. Review of Access Areas and Equipment
8. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee**

**Wednesday, February 6, 2013 – 8:00 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Approve Minutes from January 9, 2013 meeting
5. Committee Assignments
6. Interview candidates to fill three openings on the committee
  - a. Angela Hey
  - b. Martha Blackwell
  - c. Kari Rust
  - d. Ed McGavin
7. Submit Ballots
8. Adjournment



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, February 6, 2013 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**AGENDA**

Call to Order, Roll Call

Commissioners Gilbert, McIntosh, McKitterick, Targ, Chairperson Von Feldt

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. Election of Chair and Vice-Chairpersons
2. Study Session - Portola Road Corridor Plan Project
3. Appointment of Subcommittee to Consider "Pervious Surface" Test permitted at 55 Golden Oak, Rizvi

Commission, Staff, Committee Reports and Recommendations

1. Unauthorized clearing activities in Town

Approval of Minutes: January 16, 2013

Adjournment:

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**AVAILABILITY OF INFORMATION**

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**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

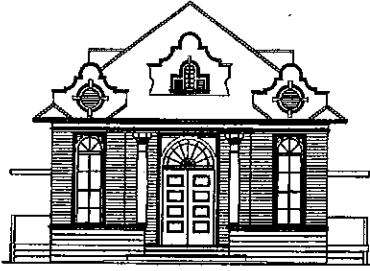
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This Notice is posted in compliance with the Government Code of the State of California.

Date: February 1, 2013

CheyAnne Brown  
Planning Technician

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## TOWN OF PORTOLA VALLEY

7:30 PM – Special Joint Meeting of the Town Council  
and Emergency Preparedness Committee  
Wednesday, January 30, 2013  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

### ACTION AGENDA

#### 7:30 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Councilmember Aalfs, Councilmember Derwin, Councilmember Driscoll, Mayor Richards, Vice Mayor Wengert

**All Present**

Committee members Boice, Howes, Koin, Kopf-Sill, Raanes, Chair Rothrock, Taylor and Trapp

**Committee members absent: Howes, Koin, Raanes and Chair Rothrock**

#### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

**None**

#### REGULAR AGENDA

- (1) **PRESENTATION** by Jeffrey Kearnan, Lieutenant Office of Emergency Services & Homeland Security, with Functionality of Homeland Security and Area Office of Emergency Services; Responsibility to the Community and available support to Cities

Lieutenant Kearnan introduced Don Mattei, Supervising District Coordinator and Jill Schaeffer, San Mateo County EOS Planner who updates disaster plans and protocols. Lieutenant Kearnan gave an overview of the Office of Emergency Services "OES" organizational chart. A major goal of the OES this year is to rewrite their Joint Powers Agreement which was last revised in 1996. The OES mission is to build trust with the public, community and partnering agencies. The agency has come to realize the importance of partnering with Public Works Departments of each city within San Mateo County. The Lieutenant reviewed services provided by the OES including; 1) Emergency response; 2) Ongoing planning for operational and additional services; 3) Grant management; 4) Alert and warning systems; 5) Available support vehicles; and 6) Ongoing and current endeavors including; a countywide large disaster drill planned for 2015. The OES is working on refurbishing "WebEOC", a website which provides real time disaster tracking for the entire San Mateo County for use by emergency agencies and city officials. This would be especially valuable for use during an open EOC.

- (2) **PRESENTATION** by Craig Taylor, member of the Emergency Preparedness Committee, with a Committee Update

- Go Bags
- Policy for AM Radio
- Portable Radio System
- Training Opportunities

EPC Vice Chair, Craig Taylor, reviewed suggested contents for a Go Bag, creating a broadcast use policy for the new AM Radio and a permanent location for its antenna. The committee proposed mounting the antenna on a lamp pole near a building at the southwest corner of the Town Center parking lot. Also proposed is upgrading the Priory radio equipment to our current radio technology, equivalent to that of the radio equipment used in the EOC at town hall. The goal is to convert the Priory equipment to portable EOC capability. Mr. Taylor reviewed training opportunities for residents and officials of Portola Valley and proposed an additional Town sponsored training event this year.

**ADJOURNMENT: 9:10 pm**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: February 1, 2013  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended February 1, 2013.

1. **Clearing at 18 Redberry Ridge** – Staff has advised the property owner to provide remediation plans for the unpermitted removal of trees and shrubs on the property. When plans are received and after a thorough staff review, the plans will be provided to ASCC for review and comment at a public meeting.
2. **Affordable Housing Ad-Hoc Committee** – The notice inviting letters of interest from Town residents to serve on the ad-hoc committee was published in the *Almanac* and posted to the Town's website and the PV Forum this week. We have received four letters of interest. Deadline for letters of interest is next Tuesday, 2/5 at 9AM.
3. **League of California Cities City Manager's Conference** – I attended the League's conference for City Managers in San Francisco this week. The conference provided excellent insight into challenges faced by other communities and the tools they used to overcome the challenges.

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – February 8, 2013

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1. Agenda – ASCC – Monday, February 11, 2013
2. Agenda – Trails & Paths Committee – Tuesday, February 12, 2013
3. Agenda – Emergency Preparedness Committee – Thursday, February 14, 2013
4. Agenda – Cultural Arts Committee – Thursday, February 14, 2013
5. Agenda – Nature & Science Committee – Thursday, February 14, 2013
6. Agenda (Action) – Planning Commission – Wednesday, February 6, 2013
7. Month End Financial Report – January 2013
8. Issued Building Permit Activity – January 2013
9. Town Hall Closure – Presidents' Day – Monday, February 18, 2013
10. Memo from Nick Pegueros, Town Manager re: – Weekly Update – Friday, February 8, 2013

## **Attached Separates (Council Only)**

1. Letter from Councilmember Maryann Derwin, Town of Portola Valley, request for appointment to HEART Board of Directors – February 8, 2013
2. Letter from Councilmember Richard Garbarino, City of So. San Francisco, request for appointment to LAFCo – February 4, 2013
3. Letter from Vice Mayor Nadia Holober, City of Millbrae, request for appointment to LAFCo – February 4, 2013
4. Letter from Mayor Pam Frisella, City of Foster City – request for appointment to HEART Board of Directors - February 4, 2013
5. Invitation to Celebrate Redwood City Lunar New Year – Vice Mayor Jeffrey Gee, City of Redwood City – February 5, 2013
6. Kaiser Permanente – Community Briefings – Winter 2013
7. Caltrain – NOP for Peninsula Corridor Electrification Project – Wednesday, February 27, 2013 (first meeting)
8. LABOR News – February 2013 – Volume 75, Number 2
9. Western City – February 2013



**7:30 PM - REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:
    - a. Architectural Review for Addition of Detached Accessory Structure "Recreation Room/Studio," 121 Ash Lane, Vidalakis (*Continued to February 25, 2013 Meeting*)
    - b. Follow-up Review – Architectural Review & Site Development Permit X9H-645, New Residential Development with Guest Unit, 10 Sioux Way, Clark
    - c. Follow-up Review for House Additions and Remodeling and Addition of Detached Accessory Structure "Cabana" Guest House, 230 Shawnee Pass, Gurtner
    - d. Follow-up Review and Modifications to Previous Approval – Architectural Review and Site Development Permit X9H-642, House Additions, Remodeling and Guest House, 55 Stonegate Road, Hughes
  5. Commission and Staff Reports
  6. Approval of Minutes: January 28, 2013
  7. Adjournment
- 

\*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

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**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.



**WRITTEN MATERIALS.** Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

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**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: February 8, 2013

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee**  
**Tuesday, February 12, 2013 - 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes from January 8, 2013
4. Financial Review
5. Old Business
  - a) Volunteer event and/or community hike
  - b) Plantings along Dwight Crowder Trail
  - c) Bicycle traffic on Portola Road trail north of town center
  - d) Follow up on Priory Trail discussion
6. New Business
  - a) Trail Work January 2013
  - b) Applicant for vacant position – Debbie Lehmann
  - c) Communication regarding upper Alpine Road Trail
  - d) Proposal for trail along Corte Madera on safe route
  - e) Process for scoring pavement where trails and paths cross
7. Other Business
8. Adjournment

**Enclosures:**

Minutes from Regular Meeting of January 8, 2013  
Application for Debbie Lehmann  
Financial Review  
Map relating to Priory Trail discussion  
Trail work and map – January 2013

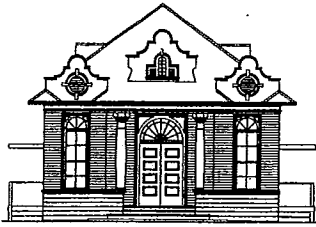


**TOWN OF PORTOLA VALLEY**  
**Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, February 14, 2013 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call to order
2. Oral communications
3. Review and approve minutes of January meeting
4. Review Emergency Broadcast (AM) Radio status
5. Review Secondary EOC status
6. Review of 1/30/13 joint meeting with the Town Council
7. Review of Medical Corps
8. Review of Home Data Collection Plan
9. Review of Goals for 2013
10. Other business
11. Adjourn promptly at 9 AM



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee**  
**Thursday, February 14, 2013 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of January minutes
4. Old Business:
  - Quilt project status
  - Tile project status
  - Jasper Ridge project
  - Increase size of our committee
5. New Business:
  - Art Show 2013
  - Budget
  - Summer concert dates
  - CAC Committee officers
  - Banners
  - Dance party recommendation
6. Adjournment



Town of Portola Valley  
***Nature and Science Committee Meeting***  
Thursday, February 14, 2013 – 4:00 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

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**REGULAR MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of December 13, 2012 meeting
4. Reports:
  - Results of Lyme disease testing – Bonnie Crater
  - Report on Fun with Figures for Pi – George Comstock
  - Update on the Hawthorns support plans
5. Planning:
  - Fun with Figures for e and i
  - Flight Night 2013 plans – Steve Dunn
  - Star Party 2013 plans
  - San Mateo County Science Fair
6. Budget Report:
7. Action Items:
  - Allocate program funds as needed
  - Recommendation regarding Hawthorns
  - Dates for upcoming programs
8. Publicity:
9. Other reports including Sub-Committee/Liaison Reports:
  - Climate Protection Task Force
  - Conservation Committee
  - Sudden Oak Death Study Group
10. Adjournment:
  - Next meeting date: April 11, 2013



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
 765 Portola Road, Portola Valley, CA 94028  
 Wednesday, February 6, 2013 – 7:30 p.m.  
 Council Chambers (Historic Schoolhouse)

**ACTION AGENDA**

Call to Order, Roll Call 7:30 p.m.

**Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt present.  
 Commissioner Targ absent.**

**(Also present: Tom Vlasic, Town Planner; Steve Padovan, Interim Planning  
 Manager, Karen Kristiansson, Principal Planner; Maryann Derwin, Town Council  
 Liaison)**

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

**None**

Regular Agenda

1. Election of Chair and Vice-Chairpersons

**Commissioner McKitterick nominated Chair Von Feldt for a second term as  
 Chair. Commissioner McIntosh seconded the nomination. Approved 4-0-1  
 Chair Von Feldt nominated Commissioner Gilbert as Vice-Chair.  
 Commissioner McIntosh seconded the nomination. Approved 4-0-1**

2. Study Session - Portola Road Corridor Plan Project

**Karen Kristiansson provided background on the draft Portola Road  
 Corridor Plan and explained the latest revisions. Virginia Bacon suggested  
 language be added to address wildlife corridors, fencing, public transit,  
 and other types of vehicles. Cindy White spoke about fault zone  
 restrictions and setbacks. Karen Tate asked about restrictions on uses.  
 The Commission proceeded through the document making suggested  
 revisions and then agreed to send the document, as revised, back to the  
 Town Committees involved in the drafting of the Plan for one final review  
 before the public hearing process begins.**

3. Appointment of Subcommittee to Consider "Pervious Surface" Test permitted at  
 55 Golden Oak, Rizvi

**Commissioner McIntosh agreed to be on the subcommittee. Mr. Vlasic  
 stated that he would contact Commissioner McIntosh shortly to coordinate  
 a site meeting.**

Commission, Staff, Committee Reports and Recommendations

1. Unauthorized clearing activities in Town

**Mr. Vlastic briefly explained the issues surrounding the clearing of vegetation at 18 Redberry in the Blue Oaks subdivision and the process through which the Town is proceeding to remediate the situation. Linda Elkind provided photographs and some additional background on the impacts. Danna Breen spoke to the need for a performance bond and management of invasive species.**

Approval of Minutes: January 16, 2013 **Approved 4-0-1 as corrected.**

Adjournment: 9:48 p.m.

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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Date: February 1, 2013

CheyAnne Brown  
Planning Technician



## MONTH END FINANCIAL REPORT

FOR THE MONTH OF: January 2013

|  |                                       |           |                      |
|--|---------------------------------------|-----------|----------------------|
| C<br>A<br>S<br>H   | Bank of America                       | \$        | 70,047.24            |
|  | Local Agency Investment Fund (0.326%) | \$        | 9,957,160.97         |
|  | <b>Total Cash</b>                     | <b>\$</b> | <b>10,027,208.21</b> |
| F<br>U<br>N<br>D<br>S  | 05 General Fund                       | \$        | 2,197,705.07         |
|  | 08 Grants                             | \$        | 22,323.09            |
|  | 10 Safety Tax                         | \$        | 14,441.48            |
|  | 15 Open Space                         | \$        | 3,438,772.63         |
|  | 20 Gas Tax                            | \$        | 8,394.72             |
|  | 22 Measure M                          | \$        | (293.47)             |
|  | 25 Library Fund                       | \$        | 484,404.94           |
|  | 30 Public Safety/COPS                 | \$        | (51,456.57)          |
|  | 40 Park in Lieu                       | \$        | 6,236.21             |
|  | 45 Inclusion In Lieu                  | \$        | 2,946,271.55         |
|  | 60 Measure A                          | \$        | 139,771.94           |
|  | 65 Road Fees                          | \$        | 138,726.07           |
|  | 75 Crescent M.D.                      | \$        | 94,083.67            |
|  | 80 PVR M.D.                           | \$        | 13,985.12            |
|  | 85 Wayside I M.D.                     | \$        | 5,733.02             |
|  | 86 Wayside II M.D.                    | \$        | (77,167.90)          |
|  | 90 Woodside Highlands M.D.            | \$        | 152,445.03           |
|  | 95 Arrowhead Mdws M.D.                | \$        | (1,799.67)           |
|  | 96 Customer Deposits                  | \$        | 494,631.28           |
|  | <b>Total Fund Balance</b>             | <b>\$</b> | <b>10,027,208.21</b> |
| A<br>C<br>T<br>I<br>V<br>I<br>T<br>Y<br><br>R<br>E<br>C<br>E<br>I<br>V<br>E<br>S | Beginning Cash Balance:               | \$        | 9,917,743.32         |
|  | Revenues for Month:                   | \$        | 470,558.95           |
|  | LAIF Interest Deposit (0.38%)         | \$        | 5,357.38             |
|  | <b>Total Revenues for Month:</b>      | <b>\$</b> | <b>475,916.33</b>    |
|  | Warrant List 1/9/13                   | \$        | (194,302.01)         |
|  | Warrant List 1/23/13                  | \$        | (79,281.91)          |
|  | Payroll                               | \$        | (91,767.07)          |
|  | <b>Total Expenses for Month:</b>      | <b>\$</b> | <b>(365,350.99)</b>  |
|  | <b>Total JE's and Void Checks:</b>    | <b>\$</b> | <b>(1,100.45)</b>    |
| P<br>A<br>Y<br>M<br>E<br>N<br>T<br>S   | <b>Ending Cash Balance</b>            | <b>\$</b> | <b>10,027,208.21</b> |

### FISCAL HEALTH SUMMARY:

|  |        |
|--|--------|
| Unreserved/Spendable Percentage of General Fund:     | 59.01% |
| <i>Adopted Town Policy is 60%</i>                    |        |
| Days of Running Liquidity of Spendable General Fund: | 215    |
| <i>GASB recommends no less than 90 days</i>          |        |

Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.



Town of Portola Valley

Issued Building Permit Activity: January 2013

|                      | Permits This Month | Permits FY 12-13 To Date | Total Valuation This Month | Total Valuation FY 12-13 To Date | Application Fees Collected This Month | Application Fees FY 12-13 To Date | Plan Check Fees Collected This Month | Plan Check Fees FY 12-13 To Date | Total Fees Collected FY 12-13 | Total Fees Collected FY 11-12 |
|----------------------|--------------------|--------------------------|----------------------------|----------------------------------|---------------------------------------|-----------------------------------|--------------------------------------|----------------------------------|-------------------------------|-------------------------------|
| New Residence        | 1                  | 5                        | 1,888,000                  | 7,687,987                        | 5,883.00                              | 30,016.00                         | 8,842.00                             | 31,110.71                        | 61,126.71                     | 11,241.86                     |
| Commercial/Other     | 0                  | 1                        | 0                          | 68,032                           | 0.00                                  | 1,505.00                          | 0.00                                 | 509.44                           | 2,014.44                      | 160.46                        |
| Additions            | 3                  | 21                       | 187,000                    | 3,015,125                        | 2,835.00                              | 33,164.91                         | 1,800.00                             | 16,811.91                        | 49,976.82                     | 27,151.84                     |
| Second Units         | 0                  | 0                        | 0                          | 0                                | 0.00                                  | 0.00                              | 0.00                                 | 0.00                             | 0.00                          | 9,917.33                      |
| Remodels             | 3                  | 20                       | 128,500                    | 1,553,493                        | 1,417.50                              | 19,530.50                         | 1,696.25                             | 8,200.13                         | 27,730.63                     | 38,253.35                     |
| Pools                | 0                  | 0                        | 0                          | 0                                | 0.00                                  | 0.00                              | 0.00                                 | 0.00                             | 0.00                          | 10,263.18                     |
| Stables              | 0                  | 0                        | 0                          | 0                                | 0.00                                  | 0.00                              | 0.00                                 | 0.00                             | 0.00                          | 0.00                          |
| Termite/Repairs      | 0                  | 1                        | 0                          | 5,500                            | 0.00                                  | 152.50                            | 0.00                                 | 87.50                            | 240.00                        | 665.11                        |
| Signs                | 0                  | 0                        | 0                          | 0                                | 0.00                                  | 0.00                              | 0.00                                 | 0.00                             | 0.00                          | 0.00                          |
| House Demos          | 0                  | 3                        | 0                          | 0                                | 0.00                                  | 814.00                            | 0.00                                 | 44.00                            | 858.00                        | 400.00                        |
| Other                | 7                  | 89                       | 262,470                    | 2,618,625                        | 3,104.00                              | 36,172.50                         | 720.00                               | 4,406.95                         | 40,579.45                     | 38,724.91                     |
|                      | 14                 | 140                      | 2,465,970                  | 14,948,762                       | 13,239.50                             | 121,355.41                        | 13,058.25                            | 61,170.64                        | 182,526.05                    | 136,778.04                    |
| Electrical           | 12                 | 69                       | 0                          | 0                                | 5,820.96                              | 14,410.77                         | 0.00                                 | 0.00                             | 14,410.77                     | 4,579.94                      |
| Plumbing             | 9                  | 50                       | 0                          | 0                                | 5,274.28                              | 14,752.91                         | 0.00                                 | 0.00                             | 14,752.91                     | 4,746.91                      |
| Mechanical           | 3                  | 38                       | 0                          | 0                                | 3,506.13                              | 10,411.70                         | 0.00                                 | 0.00                             | 10,411.70                     | 2,882.10                      |
| <b>Total Permits</b> | <b>38</b>          | <b>297</b>               | <b>2,465,970</b>           | <b>14,948,762</b>                | <b>27,840.87</b>                      | <b>160,930.79</b>                 | <b>13,058.25</b>                     | <b>61,170.64</b>                 | <b>222,101.43</b>             | <b>148,986.99</b>             |



# PORTOLA VALLEY TOWN HALL



**WILL BE CLOSED**

**MONDAY,  
FEBRUARY 18, 2013**

**IN OBSERVANCE OF  
PRESIDENTS' DAY**

IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: February 8, 2013  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended February 8, 2013.

1. **Aggressive Solicitors** – On February 7<sup>th</sup> the Town issued a solicitation permit for a group by the name of Graceful Hands to solicit donations in Town. Shortly after the permit was issued, the Sheriff's Office began receiving phone calls from town residents complaining about the tactics used by the solicitors. With evidence from the Sheriff's Office linking the individuals named on the solicitor permit application to reports of aggressive solicitation, the solicitation permit issued to Graceful Hands was revoked effective immediately.
2. **Clearing at 18 Redberry Ridge** – Staff met with the property owner's representative onsite this week to discuss the clear cutting at 18 Redberry Ridge. The remediation plans for the site will be presented to the ASCC once staff is satisfied that the plans are complete.
3. **Town Picnic** – Several committee members from Community Events and P&R have been working to drum up volunteers to organize the town picnic this year. The event will have to be cancelled unless a group of volunteers can be recruited.