

PORTOLA VALLEY TOWN COUNCIL SPECIAL JOINT MEETING/STUDY SESSION WITH PLANNING COMMISSION AND SPECIAL TOWN COUNCIL MEETING NO. 872, JANUARY 22, 2014

Mayor Wengert called the Town Council's joint meeting/study session with the Planning Commission to order at 6:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Craig Hughes, Maryann Moise Derwin and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Planning Commissioners Judith Hasko, Alexandra Von Feldt and Nate McKitterick; Vice Chair Nicholas Targ; Chair Denise Gilbert

Absent: None

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Tom Vlastic, Town Planner
Karen Kristiansson, Deputy Town Planner
Howard Young, Public Works Director
Stacie Nerdahl, Administrative Services Manager

ORAL COMMUNICATIONS

None.

STUDY SESSION: Town Council/Planning Commission

(1) Joint Study Session: Draft Portola Road Corridor Plan

As Ms. Kristiansson explained, the draft Portola Road Corridor Plan is based on a report that summarized a specially formed Task Force's discussions and initial conclusions. The report was finalized in September 2013, after which the Planning Commission discussed it at seven different meetings (April 18, May 2, June 6, July 18, and October 17, 2012, and then again on February 6 and June 19, 2013). The meetings started with discussions of the process and continued through review of the Task Force report and development of a draft plan, which incorporated certain elements from the General Plan in addition to what the Task Force suggested.

Following re-circulation of the draft plan among Task Force members last spring, Ms. Kristiansson said, the Planning Commission reviewed their input at the June 19, 2013 Planning Commission meeting, identifying four specific items to be discussed with the Town Council during its review of the draft plan:

- 1) Section 6404, Objective 1: "natural views" –Commissioners were concerned that the phrase "natural views" may not be clear or accurate. For example, even the western hillsides might not be considered "natural" because historic logging there affected growth. There also was a feeling that this objective refers to views of undeveloped areas, as opposed to areas with buildings and roads, and some type of modifier was needed to ensure clarity. Whichever wording is finally selected, Commissioners agreed that the intended meaning should be clear, especially for future plan users.
- 2) Section 6406, Standard 4: thinning vegetation and opening views – The Planning Commission flagged this for discussion with the Council due to the potential for conflict along the Portola Road Corridor between clearing vegetation along the road to open views and preserving vegetation between the road and the trail to enhance the trail experience. The question for discussion here is how to balance the desire to open views from the road with the desire to have vegetation along the trail to improve the experience for trail users.

Because existing vegetation provides habitat for birds and other animals within the Portola Road Corridor, concerns about habitat also were raised in relation to clearing the frontage of the Midpeninsula Regional Open Space District (MROSD) property along Portola Road.

- 3) Section 6406, Standard 6: undergrounding utility lines – Discussion at the Planning Commission focused on what was seen as a disconnect in this standard, which reads, *Undergrounding utility lines along the corridor is desirable and should be considered, although the costs and benefits of undergrounding should be weighed in light of other improvements, such as widening shoulders and improving trails, that are also desired along the corridor.* The first part states that the Town should pursue undergrounding utilities, but the second part suggests that other improvements may be more important. For example, the Task Force indicated that costs and benefits of undergrounding should be weighed vis-à-vis other Corridor improvements, such as widening shoulders and improving trails.
- 4) Section 6413: open and undeveloped view from the Corridor – In this section, which refers to the lands on the western side of the Portola Road Corridor between The Sequoias and Town Center, the Planning Commission struggled with how to describe the view – “open and undeveloped,” “open and rural,” or some other term. Debating whether the terminology should be the same as for the Meadow Preserve, Commissioners also discussed whether resolution of this issue should await work on updating General Plan language.

Susan Gold, Trails and Paths Committee Chair, emphasized the importance of the Corridor in terms of trail users – walkers and hikers, joggers, runners, hikers and horseback riders – as well as views from the road. She said that’s important to balance views and screening, preserve variability, and ensure separation of the trail from the road and shield it so that it provides an “almost woodland” experience.

Unidentified speaker from the audience expressed concerns about thinning the underbrush and thus changing the character of the Town, noting that environmental stewardship is not well-served by eliminating vegetation and trimming/maintenance would incur ongoing expenses.

Jon Silver, Portola Road, pointing out how much change he’s witnessed along the Corridor over the last 55 years, said that agricultural practices kept the views open. Further, he said underbrush next to the road has little effect on views. What’s important is to ensure that the mass of people can see the beauty of the hillsides, he said, and to enhance the experience for trail users.

Councilmembers and Commissioners began the discussion on Section 6404, expressing views on the term “natural views” for Objective 1. Among the comments:

- We don’t want to see a lot of buildings or highly developed areas
- “Unbuilt” or “undeveloped” might be alternative terminology
 - “Unbuilt” expresses a clear intention
 - “Unbuilt” may be ambiguous in terms of agricultural uses
- The term “natural” is unnecessary in the context of Objective 1
- It’s fine to leave the wording as is for now, shifting the approach over time if necessary
- It would be appropriate to look at each specific proposal on a case-by-case basis

In terms of Section 6406, Commissioner McKitterick – one of the Task Force members – said the Task Force had talked about whether locations for thinning and clearing should be specified in Standard 4, but they agreed to keep it general. Mayor Wengert noted that the compromises worked out with the MROSD in trimming and clearing vegetation to open views into the open-space area worked well. She also pointed

out that eventually we'll also need to deal with all the big eucalyptus trees that have grown along the Corridor.

Other points:

- We should refer to the outcome we want, and the guidance should be general
- We want more of a bias toward opening views
- The goals of vegetation and open views aren't necessarily incompatible, and it's not that hard to achieve balance
- Use the fewest words possible to say the most
- We can tighten up the wording and get the idea of balance across at the same time
- Preserving habitat is critical in terms of what's covered by the Endangered Species Act (ESA)

As for Standard 6 in Section 6406, Councilmembers and Commissioners basically agreed with staff recommendations, reasoning that although undergrounding utility lines is prohibitively expensive, mention of its desirability should remain in the Corridor Plan in case circumstances change. It was also noted that without actually undergrounding, efforts to reduce the numbers of poles and utility boxes along the Corridor might be productive without being costly.

In regard to Section 6413, some Councilmembers generally concurred with staff recommendations but made making several suggestions, and others said they were satisfied with the existing language in the draft. Among the suggestions:

- Consider expanding the definition of efforts to be more inclusive
- Steer away from adjectives
- Clarify the meaning of "preserve or protect" – we don't want to prohibit everything if the intention is to keep the Corridor in a "mostly" natural state
- Avoid use of Meadow Preserve language in the General Plan, because that's likely to change

Councilmember Richards took exception to dropping the word "undeveloped," because the intent is to prevent construction of homes in the Meadow Preserve. He said that "largely undeveloped" is better; it also applies to the barn approved for the Neely/Myers parcel, because this leaves the meadow "largely undeveloped." Councilmember Derwin said it's not clear whether "largely undeveloped" includes or excludes agriculture. Councilmember Hughes noted that the Neely vineyard is "developed," but 120 uphill acres of the property remain "undeveloped."

In terms of the General Plan in particular, Councilmembers agreed that inasmuch as interpretation will always be needed, the language in the General Plan should be general and as simple as possible. Following up on each of the four specific discussion points, the Council:

- 1) Agreed on "protect or reestablish open views within and from the Corridor" versus reference to: "natural views" in Section 6404, Objective 1
- 2) Concurred that opening views by thinning vegetation has a slightly higher priority but decisions on where vegetation should be preserved should be made on a case-by-case basis, balancing the trails user experience with the motorist experience (Section 6406, Standard 4)

- 3) Discussed the reality of how expensive it is to put utilities underground, but agreed it's important to continue to encourage it when feasible (Section 6406, Standard 6)
- 4) Wrestled with the wording "open and undeveloped view from the corridor" in Section 6413, and also expressed concern about what "preserve and protect" means

Mr. Vlastic reminded the Council that this wording did not control land use beyond the Corridor, as other General Plan provisions do that, particularly in the Land Use and Open Space Elements. The Portola Road Corridor Plan is intended to focusing particularly on lands in and immediately along the Corridor. Council concurred with his recommended wording: *Efforts should be made to work with the land owners to preserve and protect these lands, consistent with the other provisions of this General Plan, so that the view from the Corridor remains largely open and undeveloped.*

TOWN COUNCIL SPECIAL MEETING

(2) ASCC Interview

Because she's had a business relationship with one of the candidates for the seat on the Architectural and Site Control Commission, Mayor Wengert recused herself.

Mike Mokolke, interviewed by Council during the meeting on January 8, 2014, withdrew his application. Vice Mayor Aalfs invited the final candidate, Brian Cairney, to introduce himself.

Mr. Cairney, who lived in and owned homes in Palo Alto, Menlo Park and Atherton before moving to Portola Valley three years ago, said all of them are great communities, but there is something special about Portola Valley, its sense of community and its rural feel.

With a father who was a general contractor and coming from a background in the building industry, Mr. Cairney said the first home he was involved in building was the family home in Pismo Beach. He said that experience, plus three homes he built three homes in Atherton and Menlo Park over the past 14 years, helped him develop:

- A fair and reasonable approach to team decision making
- A calm and thoughtful approach to business
- An appreciation of the need for building regulations and guidelines to ensure a consistent approach to preserving the Town's natural beauty and rural quality

Mr. Cairney described himself as someone who keeps an open mind, drives for consensus, believes in the importance of considering others' viewpoints and realizes that no two situations are identical. He said he'd bring to the ASCC a "different, holistic view of the process (that) links the needs of the community with the priorities of the homeowner."

Expanding on his holistic view, Mr. Cairney said homeowner needs and requirements must be nested with the Town's requirements, and as he sees it, there's always a way to bring the two together. The Town may provide alternatives that work, he added, such as reducing the dominance of a home's façade without compromising a view corridor.

Mr. Cairney said he's very familiar with the ASCC process, having been involved during its reviews of a project on Cervantes Road. He said the process provided clarity, direction and an understanding of Town requirements. Anyone can read planning guidelines, he said, but clear and succinct feedback allows applicants to grab their plans, sit down with their architect and move forward: "We need to do this and this. It's what the Town wants. This is what we want." Because as a resident, he wants to ensure that we maintain the quality of this Town, he said, so he found the ASCC's process great. He said his goal in

applying to serve on the ASCC is to help provide continued clarity and direction for people while sustaining what the Town is looking for.

Councilmember Richards asked how Mr. Cairney envisions the ASCC handling a situation in which someone comes in with a plan that meets most of the guidelines but clearly upsets the neighbors. In response, Mr. Cairney said the ASCC must very clearly and transparently communicate the issues relative to the neighbors and the Town's view. In general, he said, if the neighbors don't like a project, chances are the Town doesn't like it either.

When Councilmember Hughes asked how he would deal with residents approaching him one-on-one as an ASCC member and pulling him into a dispute, Mr. Cairney said he'd be upfront in saying he can't be an individual's advocate, and remind the resident that ASCC is a body of five, and the best way to speak to an issue is present it to the whole body versus presenting it to me.

Noting that because ASCC decisions affect the way people can use and enjoy their property, some of its decisions can be very unpopular, Councilmember Derwin asked Mr. Cairney to comment on a time when he's had to make a difficult or unpopular decision. He said he's had to make many decisions like that, on both personal and professional levels. The decisions weren't well-received, he said, but they were the right thing to do.

Mr. Cairney said that he can foresee a time when some tough and potentially unpopular decisions will need to be made about some of the redwood trees in Town that have grown so large as to impinge on residents' treasured views. He said clear-cutting isn't the answer, but this is one difficult issue the Town may want to tackle on a broader level, either in land-use provisions or design guidelines, to come up with a balanced solution. "You don't want to turn neighbor against neighbor," he said. "You want this to be a community of friends."

The ASCC touches a fair number of projects, Mr. Cairney said, but with about 980 residences in Town, many, many projects go on unsupervised and untouched, with property owners putting in non-native plants, entire olive groves, etc., and long-term that also may be something the Town should address.

Vice Mayor Aalfs advised the Council that they could choose to extend the search for ASCC candidates or vote on a new ASCC member from among the three candidates available – Mr. Cairney, Karol Bondy and Iris Harrell.

Councilmember Richards, describing them as very strong candidates, said that each reminds him of someone he's known on the ASCC since the early 1980s, and he can visualize any of them as part of the ASCC. He said the one he's most familiar and comfortable with is Iris Harrell, who he's seen in action; she served on the Portola Valley Ranch Design Committee. "She has a very cool head and would do a great job," he said.

Acknowledging that some callers suggested extending the deadline for accepting applications, Councilmember Derwin said she's comfortable with voting tonight. She commented that all three candidates have been very thoughtful, adding that she enjoys the interviewing process in part because it enables her to meet people who are looking at the Town with fresh eyes, and gives her a totally different perspective.

Councilmember Hughes thanked all the candidates for their different perspectives and their desire to become more involved in the Town. Although he's not experienced the ASCC for as long as Councilmember Richards has, Councilmember Hughes said that he too has seen similar people on ASCC and believes any of these three candidates would do a good job. He's also taken calls from people who have advised extending the application deadline, he said, but not from potential applicants. Because he isn't convinced that more time would produce more applicants, he said he also wants to vote tonight. He tends to consider Ms. Harrell the strongest of the three candidates, he said, mainly due to her professional background, especially in green design.

Vice Mayor Aalfs also said he's ready to select a new ASCC member tonight and is drawn to Ms. Harrell.

(3) ASCC Appointment

Mr. Pegueros said the new appointee's term would expire in January 2017 because the new ASCC member would fill the seat vacated by Craig Hughes when he was elected to the Council.

Councilmember Derwin nominated Iris Harrell for the ASCC position. Seconded by Councilmember Richards, the motion carried 4-0.

Mayor Wengert returned to the dais.

CONSENT AGENDA

(4) Approval of Minutes: Regular Town Council Meeting of January 8, 2014 [*removed from Consent Agenda*]

(5) Ratification of Warrant List: January 22, 2014 in the amount of \$ 118,006.88

By motion of Councilmember Richards, seconded by Councilmember Hughes, the Council approved Item 5 on the Consent Agenda with the following roll call vote:

Aye: Councilmembers Derwin, Hughes and Richards, Vice Mayor Aalfs, Mayor Wengert

No: None

(6) Appointment by Mayor: 2014 Commissions and Committees

Councilmember Richards moved concurrence with the Mayor's appointments of the 2014 Commission and Committee members. Seconded by Councilmember Hughes, the motion carried 5-0.

REGULAR AGENDA

(7) Recommendation by Public Works Director: Adoption of Resolution to submit applications for San Mateo County Transportation Authority Grant Funding in 2014-15 and 2015-16 under the Measure A Pedestrian and Bicycle Program and authorize the Town Manager to execute the Funding Agreement and Non-Supplantation of Funds

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley supporting the projects and submitting applications for Measure A Pedestrian and Bicycle Program Funding for the Projects (Resolution No. 2611-2014)

Mr. Young said that his memo to the Council dated January 22, 2014 is a follow-up to his January 8, 2014 memo, where the Town Council authorized the Town manager to submit two applications to the San Mateo Transportation Authority for grant funds for two projects. The first includes shoulder widening at Alpine Road at Arastradero Road and the Portola Road at Farm Road. The second is the rapid-flashing beacon system installation on Alpine Road at Golden Oaks Drive West.

The applications were submitted, Mr. Young said, and a lot of people's comments were incorporated. Among those who worked on the application were Bicycle, Pedestrian & Traffic Safety Committee members Leslie Latham and Kari Rust, plus Councilmember Derwin and Vice Mayor Aalfs. Follow-up items recommended include a resolution supporting the projects and applications submitted for Measure A funds and an authorization for the Town Manager to execute the required funding agreement and non-supplementation of funds certification.

Mr. Young said applications were to be evaluated during January and February 2014 by a TA-assigned panel, whose recommendations will go to a public meeting for a decision during March or April 2014. He said he's expecting to hear whether the TA wants to come out to check out the project sites and ask any follow-up questions. He said he didn't know which other communities or projects are seeking grants in addition to Portola Valley.

Mayor Wengert said she's heard, unofficially, that Redwood City Mayor Jeff Gee may be on the panel. Mr. Young said he doesn't have names of those on the panel, but it includes seven people – one from San Mateo County's City/County Association of Governments' (C/CAG) Bicycle and Pedestrian Advisory Committee (BPAC), some staff members and an elected official.

Vice Mayor Aalfs moved to adopt the resolution to submit applications for San Mateo County Transportation Authority Grant Funding in 2014-15 and 2015-16 under the Measure A Pedestrian and Bicycle Program and authorize the Town Manager to execute the Funding Agreement and Non-Supplantation of Funds. Seconded by Councilmember Derwin, the motion carried 5-0.

- (8) Recommendation by Administrative Services Manager Review and Accept the Independently Audited Town of Portola Valley Basic Financial Statements for the Year Ended June 30, 2013 and Receive Required Communications from the Independent Audit Firm Maze & Associates for the Year Ended June 30, 2013

Ms. Nerdahl highlighted several points from the Management's Discussion & Analysis (MD&A) section of independent auditor's Maze & Associates' financial statement document. She said the Town's net assets increased by \$4.2 million, and for the first time, it's not due to a capital asset increase but an increase of liquid assets. In terms of the General Fund, anomalous one-off events included:

- The County's recalculation on Tax Equity Allocation (TEA), which the state found it had previously calculated in error, which resulted in unanticipated income of nearly \$450,000
- A purchase that resulted in additional sales tax income of \$250,000
- A code violation that resulted in a \$75,000 penalty

According to Ms. Nerdahl, building activity was a harbinger of the improved economy. Along with the Town's revised fee schedule, it resulted in significantly higher revenue from building and permit activity.

Ms. Nerdahl also noted that:

- Aside from the General Fund, the Town's Inclusionary Fund has now been pulled out separately from Other Governmental Funds due to the substantial infusion of proceeds from the sale of the Blue Oaks lots.
- In terms of liabilities, most of the 16% increase is attributable to increased building and permit activity in the form of increased applicant deposits; last year, we had less than \$500,000 on account for our building activity and this year it was about \$632,000
- For the first time she can recall, the Town had a slight decrease in the net valuation on capital assets, owing primarily to the \$1 million retirement of the four Blue Oaks lots and a road project that was rather modest in comparison with prior years

Reviewing the comparison of actual revenues and expenditures to budgeted amounts, Ms. Nerdahl said she was pleased to report that in addition to General Fund revenues being higher than budgeted (for the reasons she indicated previously), expenditures were about \$500,000 lower. Primary factors contributing to lower expenditures were two delayed capital improvement projects. Only about one-third of the budgeted funds were expended on the Ford Field project in the fiscal year ended June 30, 2013, with the

balance carried over to the current year, and additional work on the Crowder Trail was postponed to the current fiscal year.

Councilmember Hughes, emphasizing that the Town not only beat its budget in every category, but the amended budget as well, said it's good to come onto the Council and see that the Town is in a very nice financial position.

Council accepted the audit and financial statements for the fiscal year ended June 2013.

(9) Recommendation by Town Manager: Consideration of Establishing Fund Balance Assignments for the General Fund

Providing some background on this item, Mr. Pegueros began by noting that for several years ago, the Council established a reserve policy that requires setting aside 60% of annual operating expenditures for the General Fund. Because the amount set aside doesn't sit on the financial statements as reserve, designated or assigned in any way – only as an unassigned amount – staff and the Finance Committee agreed it might give the wrong impression to casual observers looking at the bottom line. Accordingly, it is recommended that the \$2.6 million of the unassigned fund balance from the fiscal year ended on June 30, 2013, be designed as reserves for 1) emergency capital replacement, 2) pension liabilities and 3) equipment replacement.

Emergency capital replacement: Mr. Pegueros said the Town spent \$10.25 million on repairs in the wake of the last large disaster created by El Niño in 1998. The Federal Emergency Management Agency (FEMA) ultimately reimbursed most of that money, but the cash-flow crunch during the lag time in between forced the Town to borrow \$3.5 million to meet ongoing obligations. Although Mr. Pegueros said it's impractical to expect amassing a reserve fund of \$10.25 million, it makes sense to have some set aside. Staff suggested a starting point of \$1.4 million to the Finance Committee, a figure based in part on the value of the Town's building and infrastructure assets, Mr. Pegueros said, along with a recommendation that Council look at each prior year's surplus and consider designating an additional sum for the emergency capital replacement and repairs fund.

Pension liabilities: One of the more pressing expenses anticipated is the Town's unfunded pension liability, Mr. Pegueros said, indicating that last year CalPERS informed the Town its unfunded amount as of June 30, 2011 was at least \$1.015 million. Thanks to prudent fiscal planning and the small size of its staff, Portola Valley's unfunded liability is relatively manageable; according to Mr. Pegueros, unfunded pension liability approaches \$50 million for their police forces alone in some communities. He recommends setting aside \$1 million in undesignated General Fund reserves for future payment of the unfunded liability.

Equipment replacement: The Town's has taken a pay-as-you-go approach to replacing equipment such as vehicles and office machines, Mr. Pegueros, and it can be difficult in terms of cash flow to budget for a \$50,000 vehicle, for example. His recommendation would be to earmark \$200,000 of the reserve funds for equipment replacement initially, with funds for future capital equipment purchases coming from additions to that account in future years.

In summary, he said the recommendation, which the Finance Committee has reviewed and approved, is to take \$2.6 million of the currently unassigned General Fund balance and assign it to those three purposes – \$1.4 million for emergency capital replacement, \$1 million for unfunded pension liabilities and \$200,000 for equipment replacement. If the Council agrees with those sums, he said the revised financial statements would show an undesignated fund balance of about \$700,000. Mr. Pegueros emphasized that if new information arises, the Council could change that assignment; the point is to have the financial statement show that the Town is planning for these items without irrevocably locking anything in place.

In response to Councilmember Hughes, Mr. Pegueros confirmed that if approved, this recommendation would be effective going forward but not retroactive. He also noted that he expects a surplus for FY 2013-2014; as of December 2013, the midpoint of the current fiscal year; revenues are about 25% ahead of budget and just about even on the expenditure side.

In terms of clean-up, Councilmember Hughes also inquired about balances assigned to such items as the Historic Museum, the Children's Theatre and the Open Space Acquisition assigned fund balance in the General Fund, asking whether we should determine that we're going to spend that money or perhaps "unassign" them. Mr. Pegueros said these items have been on the books for many years. He expects Town Historian Nancy Lund to provide information on the first two items. Staff research has been unable so far to determine why a previous Council set aside General Fund monies for open-space acquisition.

Depending on Ms. Lund's information, Councilmember Hughes would favor either 1) moving the funds earmarked for the Historic Museum and Children's Theatre – about \$3,000 each – back into the General Fund as unallocated or 2) making donations to a worthy historic museum and children's theatre company.

Mayor Wengert noted that when added to the money in the Open Space Acquisition Fund itself (not part of the General Fund), this money in the General Fund's Open Space Acquisition assigned fund balance would take the total amount set aside for open-space acquisition to more than \$4 million. Because the General Fund set-aside for open space acquisition pre-dates any members of the current Council, Mayor Wengert agreed that it makes sense to commingle the balance in the General Fund with the rest of the money set aside in the Open Space Acquisition Fund itself.

Councilmember Richards said he'd like to know the motivation for the General Fund assignment for open-space acquisition. Ms. Nerdahl indicated that Gary Nielsen, long-time member of the Open Space Acquisition Advisory Committee and Portola Valley Mayor in the late 1990s, might be able to shed some light on the reason. Mayor Wengert agreed it would be worth checking that out before shifting any funds from one account to the other.

Mayor Wengert said she supports the recommendation Mr. Pegueros outlined, and particularly favors covering the unfunded pension liability. "To be ahead of that curve is a very wise place to be," she said.

Councilmember Richards moved to make the General Fund reserve balance assignments as described. Seconded by Councilmember Hughes, the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(10) Appointment by Mayor: 2014 Commission and Committee Council Liaisons

Mayor Wengert invited questions and comments about the list of recommended assignments.

Upon confirmation that the Town newsletter will continue, albeit in a new form, Councilmember Derwin said she'd like to keep that assignment.

Councilmember Hughes noted a scheduling conflict. He's assigned as an alternate to the Emergency Preparedness Committee, which meets at 8:00 a.m. on the second Thursday each month, but also assigned as liaison to the Cable and Utilities Undergrounding Committee, which meets at 8:15 a.m. on the second Thursday every other month (January, March, May, etc.) If and when Councilmember Richards needs an alternate for EPC meeting coverage, Mayor Wengert explained that someone else would be asked to step in.

Vice Mayor Aalfs moved to approve the liaison assignments as presented. Seconded by Councilmember Derwin, the motion carried 5-0.

(11) Recommendation by Mayor – Letter to the San Francisco International Airport Community Roundtable Urging the Roundtable to Advocate for Greater Public Participation in the Federal Aviation Administration's *NextGEN Initiative*

This topic was discussed under item #12 of Mayor Wengert's reports.

(12) Reports from Commission and Committee Liaisons

Councilmember Derwin:

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

C/CAG's January 9, 2014 meeting was canceled.

(b) Resource Management and Climate Protection (RMCP) Committee

C/CAG's RMCP Committee canceled its January 15, 2014 meeting.

(c) Poet Laureate

Councilmember Derwin participated in a planning meeting for the reception honoring Caroline Goodwin, San Mateo County's first Poet Laureate. The public is invited to attend the event, which will run from 5:30 to 7:30 p.m. on February 4, 2014 at the main library in San Mateo. Councilmember Derwin said she would share the invitation specifically with the Cultural Arts Committee. Mr. Pegueros offered to post the information on the Town's website.

(d) Housing Endowment and Regional Trust (HEART) of San Mateo County

At its January 22, 2014 meeting, the HEART Board:

- Named San Mateo County Supervisor Don Horsley new HEART Vice Chair
- Began working on HEART'S annual luncheon, which will be held on May 7, 2014 at the South San Francisco Conference Center; it will feature Electronic Arts founder Trip Hawkins as keynote speaker
- Reviewed the organization's financial report, which showed HEART ending the year ahead of expectations
- Discussed how to handle issues that have arisen with the consultant that was engaged to conduct a study on the feasibility of raising \$200 million to fund building approximately 4,000 units of affordable housing in San Mateo County

Vice Mayor Aalfs:

(d) Housing Endowment and Regional Trust (HEART) of San Mateo County

Meeting on January 15, 2014, the Planning Commission:

- Continued its Housing Element study sessions, focusing discussion on the inclusionary housing program and density bonuses
- Appointed Denise Gilbert as Chair and Nicholas Targ as Vice Chair

Councilmember Derwin asked whether the Housing Element discussion included information about how having an inclusionary housing ordinance positions a community better to receive funds. Vice Mayor Aalfs said that didn't come up during the meeting. Ms. Prince, noting that a recent court case addressed the issue about the ability to challenge inclusionary requirements and that a Supreme Court case is pending now, said that our ordinance may be subject to change depending on the outcome of these cases.

Also, she said that 21 Elements is looking into a study that might justify inclusionary housing and help determine the fees that could be charged.

Mayor Wengert:

(e) Trails and Paths Committee

Meeting on January 14, 2014, the Trails and Paths Committee:

- Followed up on the driveway scoring process
- Received updated information about the Conservation Committee's efforts in regard to trails and paths
- Discussed plans for the Town's 50th Anniversary celebration, and decided to form a subcommittee with the Historic Resources Committee for a special hike
- Interviewed two potential new Committee members, Joyce Shefren and Barb Eckstein

At a special meeting convened on January 21, 2014, the Committee interviewed a third candidate, Phil Reilly. All three applicants were approved and will go to the Mayor for a recommendation.

(f) Teen Committee

With members of the current Teen Committee approaching their high school graduation (and with few teenage years left!), Mayor Wengert is working with Chair Sharon Driscoll on recruiting some new people.

(g) 50th Anniversary Committee

The Town's new 50th Anniversary Committee held its first meeting on January 17, 2014, raising the 50th Anniversary flag. Members continue to work on a calendar of proposed activities.

(h) SFO Airport/Community Roundtable

The Roundtable is scheduled to meet on January 29, 2014. With the Council's concurrence, Mayor Wengert asked Councilmember Derwin to work with her on a letter to the Roundtable vis-à-vis the Town's recommendations for making sure we're part of the NextGen environmental assessment.

Councilmember Richards:

(i) Emergency Services Council

At its quarterly meeting, the San Mateo County Emergency Services Council discussed its healthy finances as well as:

- The Alaska Earthquake Exercise, a tsunami exercise scheduled for March 27, 2014
- The Silver Dragon, a pandemic exercise scheduled for April 17, 2014 and sponsored by the San Mateo County Health Department.

- Progress toward the launch of a new website that will feature, among other things, a rain-gauge project that presents real-time data on creek flows

Councilmember Hughes:

(j) Architectural and Site Control Commission (ASCC)

Meeting on January 13, 2014, the ASCC:

- Viewed the Villa Lauriston property, 5050 Alpine Road, in connection with consideration of a Site Development Permit application and some unauthorized clearing that had been done on the property
- Conducted a preliminary architectural review of a residential development proposed for 7 Veronica Place, a vacant 5.82-acre Woodside Priory subdivision property; regulated under specific Planned Unit Development provisions, the proposal includes a single-story residence, attached three-car garage, detached guest unit, driveway, auto court area, outdoor use spaces and provision for a pool in the future
- Discussed the Woodside Fire Protection District's request to provide feedback on a the idea of an ordinance restricting wood shake roofs; Mr. Pegueros said about 4% of permits issued for new roofs in the last five years were for wood shakes
- Responded to the Planning Commission's request for input on second-unit program considerations for the updated Housing Element
- Postponed the preliminary review of an amendment proposed for AT&T's CUP for the wireless facility adjacent to 4115 Alpine Road, across from the Alpine Hills Tennis and Swimming Club, because a neighbor in opposition was unable to participate

(k) Cable and Utilities Undergrounding Committee

The Cable and Utilities Undergrounding Committee did not have a quorum for its meeting on January 9, 2014.

WRITTEN COMMUNICATIONS

(13) Town Council January 10, 2014 Weekly Digest

(a) #6 – Report from San Mateo County Sheriff's Office – Incident Log for 12/17-29, 2013

In response to Councilmember Derwin's asking whether any additional information is available on the Escobar burglaries, Mr. Pegueros said not at this time; the incidents are still being investigated, and he may have an update next week. Since the start of the year, he added, there's been one auto burglary reported and no more home burglaries.

Councilmember Derwin asked about a community forum that the Sheriff's Office was planning to host a community forum to reach out to residents regarding the recent uptick in burglaries in Portola Valley and Woodside. Mr. Pegueros said it's scheduled for 6 p.m. on Wednesday, February 12, 2014 at Town Center.

(14) Town Council January 17, 2014 Weekly Digest – None

ADJOURNMENT: 9:15 p.m.

Mayor

Town Clerk