

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 877, APRIL 9, 2014

Mayor Wengert called the Town Council's regular meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: Vice Mayor Jeff Aalfs

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

(1) Presentation: Lieutenant Tim Reid, San Mateo County Sheriff's Department – Update

Lt. Reid addressed the recent spate of burglaries in and around Portola Valley and trends over the past couple of years. Year-to-date, he said, eight burglaries have been reported in Portola Valley, twice as many as in all of 2012 and half as many as in 2013, when there were 17. As for nearby communities, Ladera has had none this year, and Woodside has had four.

Lt. Reid said he checked for a relationship between population statistics and burglaries, but it struck him that "liars figure and figures lie."

Early in the year, when four burglaries occurred over a two-day period, Lt. Reid said he contacted the Northern California Regional Intelligence Center in San Francisco, an information-sharing and resource hub for law enforcement agencies. It led to installation of under-cover, automated license-plate readers that are disguised as speed trailers at the entrances to Town. The data they collect, retained for one year, is available to law enforcement agencies with a legitimate law-enforcement purpose. He said they're good tools that were unfortunately applied in Portola Valley, because 1) to catch vehicles in both lanes of traffic, the readers were placed in the middle of the bike lanes on both Portola and Alpine Roads without notifying Mr. Pegueros, 2) they showed speed limits of 25 mph in 35-mph zones, and 3) shut down intermittently to save battery life. He said if they put readers up again, they'll have learned from those mistakes.

Lt. Reid said the Sheriff's Department is working with other agencies to address the burglary problem as well, and a Santa Clara County Sheriff's Department representative today told him that Los Altos Hills was getting hammered the first part of the year, and finally made an arrest that cleared a number of burglaries. Although investigators were unable to tie the suspect in to the Portola Valley burglaries, when the burglaries stopped in Los Altos Hills they also stopped here.

Lt. Reid drew from a Sheriff's Department slide show on burglary prevention to create a handout for Councilmembers and members of the audience. Tips covered include making it hard to break in – for example, close windows, lock doors, chain up extension ladders, turn on the alarm system if you have one), notify the Sheriff's Department if you're going out of town and leave some quick-contact information, take digital photographs of jewelry and serial numbers on equipment in your home and store the camera chip in a safe, separate from the camera. Lt. Reid also highly recommended installing and using surveillance cameras.

In response to Councilmember Hughes, Lt. Reid said that in addition to stopping mail and newspaper deliveries when they're going out of town, residents should call to request a "vacation check" while they're gone and give contact information on someone local and responsible to call if deputies observe any problems when they drive by to check the property. Councilmember Hughes also noted that one of the prevention tips suggests use of motion-detector lights, which are not permitted outdoors in Portola Valley.

Mayor Wengert asked about requesting vacation checks electronically. Lt. Reid said they're working on getting that capability worked into the Sheriff's Department website by the summer.

Bud Eisberg, Wyndham Drive, asked whether any progress has been made in terms of installing surveillance equipment at trailhead parking lots. Lt. Reid said the Sheriff's Department has a camera, which they plan to try out soon at Windy Hill and Alpine.

Referring to copies of a postcard that went to Westridge community residents he'd placed on the dais, Mr. Pegueros said they're working with Lt. Reid to do a similar Town-wide mailing. Lt. Reid said this would be a good time to do a mailing, because it's when people start traveling. Councilmember Derwin suggested including some of the tips from Lt. Reid's handout. Mayor Wengert said people should also avoid posting vacation plans on Facebook, etc. Lt. Reid said they shouldn't be posting vacation photos while they're still traveling, either, but wait until after they return.

Lt. Reid also pointed out flyers that he was leaving from the San Mateo County Narcotics Task Force, prepared primarily for those with school-age children. He encouraged people to help distribute the flyers prior to spring break and summer vacation. They contain information about trends in narcotics and drug use in teenagers and young people and suggestions for communicating with children about the subject.

Mr. Pegueros noted that staff would produce a town wide mailing, notifying all residents of the presented information.

CONSENT AGENDA [7:50 p.m.]

- (2) Approval of Minutes: Regular Town Council Meeting of March 26, 2014
- (3) Ratification of Warrant List: April 9, 2014 in the amount of \$ 96,267.76
- (4) Recommendation by Administrative Services Officer: Agreement with Maze & Associates for Auditing Services
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of an agreement for auditing services between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2616-2014)

By motion of Councilmember Derwin, seconded by Councilmember Richards, the Council approved the Consent Agenda with the following roll call vote:

Aye: Councilmembers Derwin, Hughes and Richards, Mayor Wengert

No: None.

REGULAR AGENDA

- (5) Discussion and Council Action: Formal Response to the Aircraft Noise Issue [7:51 p.m.]

Mayor Wengert said this item was placed on the agenda because we're in the midst of the Environmental Assessment (EA) review process for the Northern California Optimization of Airspace and Procedures in

the Metroplex (OAPM). The metroplex includes San Francisco, San Jose, Oakland, Sacramento and Reno airports. She said she'd provide a brief update on what the Town and Town Council have been doing, solicit input from the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay and the public, review a draft letter supporting the April 4, 2014 request from Congresswomen Anna Eshoo and Jackie Speier for a 60-day extension to the review comment period, and open a discussion of next steps.

In terms of background, Mayor Wengert said the Town's official involvement in this issue began many years ago, principally via participation in the SFO Airport/Community Roundtable. The level of involvement kicked up last year as noise concerns in Portola Valley became more evident, which led to tackling initial discussions about oceanic arrivals. The issue of oceanic arrivals has become smaller relative to other issues that have emerged, but Mayor Wengert said we were successful in getting long-sought noise monitoring, principally through efforts of the Ad Hoc Committee and the Roundtable, and heightening awareness at multiple levels.

At the same time, Mayor Wengert said, there's been an attempt to understand the reasons for the increase in air traffic, which included visits to places such as the Northern California Terminal Radar Approach Control (NorCal TRACON) near Sacramento to see Air Traffic Controllers actually working our sector and seeing what they consider and what they do. Another aspect has been outreach, opening the lines of communication between the airport and our communities, which historically has been a weak link.

The major SFO runway construction is scheduled to begin in May 2014, Mayor Wengert reported, but in fact some preliminary earth-movement work is under way, so the schedule may have been accelerated already. The full impact of that work isn't clear, she noted, but it clearly won't be good news, because it will result in more delays and more vectoring, particularly on arriving flights. She said we've been much more involved with the airport with those activities, in an effort to make sure those communications are complete and timely.

The role of the Ad Hoc Committee has been critical to supplying a lot of background information, working with Councilmember Derwin to bring the major complaints to Congresswomen Eshoo and Speier, and raising awareness of the issues at that level.

The crux of the issue at this time is the FAA's proposed procedural changes resulting from modernization efforts and adoption of GPS technology. Mayor Wengert said that given the fact that we'd already experienced higher volumes of air traffic, we've long anticipated an impact that wouldn't be positive, and whatever the OAPM report and EA would show – which was released on March 24, 2014 – would have a negative impact on Portola Valley and surrounding communities. So we've been mobilizing our forces, including communications on the PV Forum and the Town website about what we're doing relative to the report and the EA.

The Town's principal participation has been through the SFO Airport/Community Roundtable, in large part because it takes a regional approach rather than singularly focusing on any particular community. Although the Roundtable is less effective than we'd like it to be, part of the problem is due to the fact that it's dealing not only with a federal agency that has a strong history of not having to be responsive to public input, but having issues of safety and efficiency trumping all other noise-related issues. Against that backdrop, the current situation presents a rare window of opportunity to have input into the process, she said.

She encouraged participants to stay out of "the weeds" so that the discussion focuses on comments that could go back to the FAA relative to the EA. Even with a 313-page noise report as an attachment, she said the Roundtable determined that the FAA did not sufficiently answer questions about proposed routes and their impact on communities.

Vic Schachter, Golden Hills Drive, who co-chairs the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay, said our community is very much at risk in terms of the ability to enjoy quiet and what we've all come here to share in this environment. He credited Mayor Wengert with being an important voice on the Roundtable and expressed the Committee's appreciation for the Town Council's openness and receptivity to discussions on this issue, which he said is growing in importance at an almost geometric pace. As far as he knows, Mr. Schachter said, this is the first time Congresswomen Eshoo and Speier have acted in concert the way they have on this issue. Their unprecedented support has added political momentum to the cause, he said, and may help avoid the need to pursue costly, time-consuming and lengthy litigation. What we need, he said, is for our communities to support a rational balance that recognizes their right to enjoy our space and still serve the economic interests involved.

Mr. Schachter introduced fellow Committee members Jim Lyons and Tina Nguyen, who presented an overview of some of the issues. He also reiterated the importance of getting caught up in the obfuscation of all the detail in the OAPM report and EA, because the big picture is very clear. It's good to fight fire with fire, and we need to know our statistics and be able to have facts when we go to the FAA. At their own expense, Committee members hired an outside specialist to provide advice on some of the technical aspects. However, because the facts and details can be so overwhelming, it's important to "keep the forest apart from the trees."

He said what Mr. Lyons and Ms. Nguyen share will give those attending an overview of the key things the Committee will continue to press forward on. They fully agree that the Town Council and the community approach is more a matter of procedure than the substance of dealing with the magnitude of the issues – first, to get time, the critical due process element, to appropriately respond to the report with a credible, powerful message.

Tina Nguyen, Alhambra Court, began by providing an overview of why Portola Valley has experienced an increase in airplane noise. Over the past 15 years, the number of flights over the Town has increased by more than 200%. In 2000, about 35 flights per day crossed our airspace; this past summer, there were over 100 flights most days, all the way up to 142 on Memorial Day. Furthermore, she pointed out that the increased numbers were out of proportion to SFO's 60% increase in volume of flights over the same timeframe. SFO, she added, accounts for 51% of all flights in Northern California.

She said it's logical to assume that the disparate proportion resulted from an FAA decision to space flights out by shifting more of them over the Woodside VOR. (Located near Skyline Boulevard and Woodside-La Honda Road, this VOR – an acronym for VHF Omni-directional Range – is the main radar installation for flights approaching SFO and Oakland International (OAK) airports.) Ironically, the shift actually enables SFO to accommodate only 30 flights per hour instead of the normal 50. The resulting delays in landing can keep arrivals in the air later and later, sometimes until after midnight.

Ms. Nguyen showed materials how she had combined visuals from the SFO Noise Abatement Office and WebTrak, the online Mineta San José International Flight Tracking System San Jose Web Tracker to illustrate how the flight paths are supposed to look – the route over San Francisco Bay primarily for flights from Boston, Philadelphia and other U.S. cities; the Point Reyes route that is supposed to be east of I-280 but passes over Emerald Hills and sweeps over Portola Valley; the oceanic arrivals, which bring about 50 flights daily from Asia and Hawaii directly over Portola Valley; and the Big Sur route, crossing over Santa Cruz from the coast, Rancho San Antonio, Foothill College, I-280 and either Los Altos or Palo Alto. She said traffic vectored from the Big Sur route creates the most concern, because 25% of SFO's flights follow this route, including commuter flights from Southern California as well as flights from Mexico, Central America and South America.

Jim Lyons, Mountain Meadow Drive, Woodside, who said he, Mr. Schachter, Ms. Nguyen, Patrick Schnabel and several others have served together on the Committee over the past three years, showed the voluminous OAPM report – 400-plus pages plus attachments – "very large and cumbersome reading material," with comments due April 24, 2014, only 30 days from the date the report was released. He said the EA's principal conclusions were that the new OAPM procedures were necessary to address

inefficiencies in flight operations and to permit GPS tracking so planes can fly closer together on more precise flight paths. He said the FAA contends that the new procedures will improve predictability and segregation of routes and increase flexibility in managing air traffic.

As far as he and fellow Committee members are concerned, Mr. Lyons said the key conclusion is that the changes wouldn't result in significant noise impact. Even with maybe 500 pages of material, he said nothing supports that conclusion. According to the report, noise impact was calculated not on empirical evidence, Mr. Lyons pointed out, but on the basis of a computer model called NIRS (Noise Integrated Routing System), which uses a whole slew of data points to produce projected noise levels.

On the basis of what they've seen so far, Mr. Lyons said the number of commercial flights will increase along with noise levels. The oceanic arrival route would continue to go over the Woodside VOR and Portola Valley. Air Traffic Controllers would still vector traffic over Woodside and Portola Valley. He said the FAA's Patty Daniels (co-leader of the OAPM project), who attended a Roundtable subcommittee meeting on March 30, 2014, confirmed that.

Mr. Lyons said that a new arrival group called SERFR1, which is expected to replace the Big Sur route, essentially represents a westward shift in airplane traffic from Los Altos Hills toward Portola Valley and the Skyline area, and a southerly shift in the vector route, also closer to Portola Valley and the Woodside VOR. Accordingly, he said the risk that we'll end up with more traffic is significant. In fact, he said that based on EA projections, Ms. Nguyen calculated that we'll have 191 flights per day going over Portola Valley by 2019 – from 35 flights daily 15 years ago.

According to Mr. Lyons, in response to Committee requests for information about which towns that would be affected by the new SERFR1 route, the FAA stated that they can't tell us, but we could ask at a workshop to try to get that information. The Committee also asked the FAA about data assumptions that go into the computer calculation used to project noise levels, such as altitude. Ms. Daniels said she didn't know. Again, they were told they could ask at the workshop. The closest workshop to Portola Valley is scheduled for April 17, 2014, at the San Mateo Public Library, and there's a link to the draft EA on the Town website.

Comparing the noise numbers the FAA projects with actual sound measurements made by the SFO Noise Abatement Office, Mr. Lyons said they find a discrepancy. The Noise Abatement Office came up with a Day/Night Noise Level (DNL) calculation of about 35.9 decibels, a 24-hour average of noise created by commercial aircraft on arrivals over Portola Valley. In contrast, the NIRS model projects that the noise level would decrease by .5 decibel, whereas it actually appears that the noise level would increase by 5.7 to 6.2 decibels. Although that doesn't sound like much, Mr. Lyons said that decibels are measured on a logarithmic (versus arithmetic) scale, so an increase of 5.7 decibels equates to a 57% increase in loudness.

Mr. Lyons questions why the NIRS model comes up with numbers that are so much lower than the actual numbers. He also said it's unclear how the NIRS model accounts for increased air traffic, because common sense suggests that more airplanes in the same space will make more noise. He said the Committee can't make a final judgment about its position on the OAPM report and the EA until it has answers to these questions and other inconsistencies they see in the report.

He said that Congresswomen Eshoo and Speier have requested a 60-day extension of the review and comment period, a request that Woodside and the San Mateo County Board of Supervisors also have submitted.

Mayor Wengert invited comments from the audience.

Marilyn Walter, Coyote Hill, said she's noticed a great, tremendously disturbing increase in airplane noise over the homes in Portola Valley Ranch, and wants the Council to do something that the Ad Hoc Committee has suggested.

Mayor Wengert then asked Councilmembers to review the letter she's drafted, which also seeks a 60-day extension – the minimum we should be asking for, she said. Councilmember Richards said the draft takes the right approach at this time. Beyond extending the comment period, he suggested providing talking points for more citizens to get involved.

Adding to things members of the Ad Hoc Committee have mentioned, Mayor Wengert said a number of Roundtable members also have reached out to the offices of U.S. Senators Dianne Feinstein and Barbara Boxer, requesting letters from them similar to those from Congresswomen Eshoo and Speier. She said Senator Feinstein's office yesterday advised that they're still reviewing it, but would have an answer soon. The Roundtable also is looking to include Oakland in its efforts; Mayor Wengert said that she and Roundtable Chair Cliff Lentz (also a Brisbane Councilmember) will meet Oakland representatives and, they hope, OAK's Larry Galindo, the Airport Noise & Environmental Affairs Supervisor.

In addition, the Roundtable members are being provided with templates to have their communities submit comments as well. She said Los Altos is not a member of the Roundtable, but Roundtable members have talked about expanding their reach into Santa Clara County, because the issue obviously affects Los Altos, Los Altos Hills, Palo Alto and other areas.

As well, Mayor Wengert said the Roundtable would provide templates for residents when it gets closer to the time to respond to the EA itself and for their use in other forums, and is considering an electronic petition as another tool to increase awareness and participation. She said it's important not only to make it easier for people but to make sure they follow up, because our greatest strength is the voice of the community. Despite her experience with the FAA, Mayor Wengert expressed some confidence in having the extension request granted due to the number of voices weighing in to reiterate the request.

Mr. Schachter/Lyons said they met with Lennie Roberts on April 7, 2014, who has organized a tremendous effort in the Ladera area and will be joining this coalition. Mayor Wengert said Ms. Roberts also has participated in Roundtable discussions.

Councilmember Hughes observed that the letter draws out some particular data points related to latitude, longitude and altitude, but some data is clearly omitted. He suggested either removing the data references or, if it can be done without getting into "the weeds," adding all the data points that are necessary. Mayor Wengert said the language in the draft came from the Roundtable's technical consultants.

Councilmember Hughes said the OAPM report in large part lists output from their modeling, data from historic sites and points of special interests. The "mini" Noise Technical Report says they also did a NIRS analysis on a half-mile grid at every census block, but that analysis is not included. Mayor Wengert said that some of that data should be available at the meetings that are scheduled to start on April 14, 2014 – the first being in Oakland. But we don't know that for certain, she added.

In the meantime, Ms. Nguyen suggested add a phrase such as "including but not limited to. . ." may address Councilmember Hughes' point.

Councilmember Derwin thanked Ms. Nguyen, Mr. Lyons and Mr. Schachter; they've been in the trenches, working for so long. She also thanked Mayor Wengert for all of her efforts, who in turn said a lot of people have been involved. Councilmember Derwin said she's hopeful that the extension will be granted, because she saw the elected representatives who first wrote for the extension "pound the FAA down to dust "at a meeting. She said she'd be surprised if the FAA didn't listen to these women, because the FAA is supposed to answer to Congress.

Mayor Wengert said the effort will remain intense for some time as we push to get answers. When we get those answers, Councilmember Derwin suggested we be sure to capture all the questions in Ms. Nguyen's PowerPoint presentation.

Mayor Wengert said Ms. Nguyen has been “a great conscience for the FAA.”

Councilmember Derwin moved to approve the draft letter as amended. Seconded by Councilmember Hughes, the motion carried 4-0.

(6) Recommendation by Town Manager: Facility Use Rules [8:32 p.m.]

As we prepare to roll out Portola Valley’s new skate park, Mr. Pegueros said that a new section of the Municipal Code will require any users to comply with rules and regulations that apply to all the Town’s all sports court. Toward that end, staff developed a single consistent list of rules and regulations that’s included in tonight’s agenda packet for the Council’s consideration. He said the absence of such regulations, he said some situations have come up that created hazards and could otherwise have been handled as matters of enforcement – including a barbecue in the Redwood Grove on a high-fire-danger day.

As Mr. Pegueros noted in his staff report February 9, 2014, the proposed Town Facility Use Rules are intended to protect Town property from damage and to protect the safety of all facility users. The rules would apply to all Town-owned facilities: buildings, fields, sports courts, and open space. He said staff would rely on the Council-approved rules as a guide, not a hammer, when working with facility users who either cause a hazard or interfere with other users’ enjoyment of Town-owned facilities.

Mayor Wengert asked whether portable barbecues would be allowed. She said we’re not trying to prohibit the softball league activities, such as the barbecues they’ve had in the space off the field, but she’s concerned about the open-pit setups on weekends, typically by non-residents – large groups, arriving in lots of cars. She said her concern is focused on the fire hazard if people aren’t paying attention, and she’d want to discourage the use of any flammable materials under the trees, where the picnic tables are. Mr. Pegueros said he’d clarify the language.

Councilmember Richards moved to approve the Town Facility Use Rules. Seconded by Councilmember Hughes, the motion carried 4-0.

(7) Recommendation by Town Manager: Annual update to the Town’s Fee Schedule [8:39 p.m.]

Mr. Pegueros noted that last year the Town applied an across-the-board Consumer Price Index (CPI) adjustment to the previous year’s fees, following the 2012 in-depth fee study that examined labor costs and time required to provide various services. Before preparing the fee schedule for FY 2014-2015, he said he’s requesting Council guidance. He said an annual update is important, because if fees go unchanged for a number of years, the next fee study is likely to result in a substantial spike. Raising fees by, say, 35% is not well-received, he said, and it’s even more difficult in tough economic times.

The recommendation for annual increases that either reflect the CPI increase or the actual increase in costs of labor for the Town specifically coincides with the NBS Consultants advice following its 2012 study. This year, Mr. Pegueros said he’s recommending keeping fees in line with the CPI, which is lower than the Town’s labor cost increases but is less likely to be challenged. He said, too, that we don’t want to charge more than we’re actually spending.

One question that arises, he said, concerns how Portola Valley’s fees compare to those of nearby jurisdictions. In that regard, he referred to a chart in the agenda packet showing that the Town’s fees are significant below most neighboring communities. Saratoga is the only exception.

Mr. Pegueros said Portola Valley is experiencing an unprecedented level of building activity, which is the Town’s largest fee-generating service. As of the end of February 2014, he said, building permit revenues were up roughly 15% over the prior year – a difference of about \$100,000. If the building activity continues at this pace, Mr. Pegueros said he and Public Works Director Howard Young have been talking about hiring contract help to assist with building inspections. According to Mr. Pegueros, the CPI

adjustment he's proposing, based on the 2.4% increase in CPI from February 2013 to February 2014, will generate less than \$25,000 in increased revenue. Depending on Council's direction, he expects to bring a fee schedule for Council action to the May 14, 2014 meeting.

Councilmember Derwin asked whether this would be the third consecutive year for fee increases. Mr. Pegueros said yes. Because it followed the in-depth fee study, the first year increase was much larger. But he recommends annual adjustments to keep up with CPI, because labor costs will increase each year. Mayor Wengert said she's weighing the consistency of small annual increases with the likelihood of a budget surplus, but she agrees that the fee schedule should benchmark against the CPI. Councilmember Derwin noted that until recently the Town had not raised fees every year.

Councilmember Richards said he's surprised that the Town's been able to maintain its high level of building inspection services with only one employee. Councilmember Derwin said outsourcing any of that work would increase costs, too.

Councilmember Hughes asked how fees are likely to be affected by the Planning Department transition to bringing more work in-house. Mr. Pegueros said one challenge in the Planning Department will be taking what in the past would have been a single project-related amount from a Spangle Associates invoice charged directly to a resident for the project, and converting that into a portion of staff time. In the past, staff hasn't been required to record the time they spend on individual projects. Other factors in the new equation include the fact that staff's hourly rate is lower than Spangle Associates, but they probably take longer to do the same amount of work. For all of these reasons, Mr. Pegueros said he wants to do a new fee study once the Planning Department's new operational model is in place.

He also noted a challenge that results from timing in building permits is collecting fees up front in a project, and services related to that project can continue for two or three years, crossing multiple budget. Over a five-year period, he suggested that the various projects would average out.

Although somewhat reluctant to increase fees every year, Councilmember Derwin agreed the rationale for doing so makes sense. Still, she said, she wants the Council to review proposed fees carefully and thoughtfully each time and not just increase fees because we are able to do so.

Considering the timetable and publicly noticed hearings, Mr. Pegueros said the earliest the new fees would actually be charged would be close to August 2014.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Reports from Commission and Committee Liaisons [8:56 p.m.]

Councilmember Richards

(a) Emergency Preparedness Committee

The Emergency Preparedness Committee held a special meeting with emergency consultant Marsha Hovey, who seemed impressed with the EPC's work. They discussed staffing of the Emergency Operations Center, which in Portola Valley differs from most other jurisdictions. In Portola Valley, the current succession of command begins with the Town Manager as the EOC Director, and if he/she is not available, shifts to the Mayor, then the Vice Mayor, then the most recent former Mayor. Ms. Hovey is reviewing the Town's our ordinance and may be recommending updates to bring it more into alignment with state standards for EOC operations. Although most communities draw on Fire Department or Police Department employees for onsite EOC staffing, Portola Valley has neither of those departments, so our ordinance will have to be clear about the Council's role when staff is not available and our EOC must be activated.

Councilmember Richards said the Town's EOC could be staffed by EPC members, but Mr. Pegueros said the critical issue is that everyone in the succession is trained. As he pointed out, the ability to run an EOC operation doesn't come as second nature; significant amount of training and work must go into it. He said they're planning to start training all Councilmembers and EPC members in July 2014 so that they're comfortable operating the EOC.

Mr. Pegueros said that Ms. Hovey would attend the Town Council special meeting on April 30, 2014 and provide an overview of the Council's role in the EOC in the event of an emergency.

Councilmember Hughes

(b) Planning Commission

Meeting on April 2, 2014, the Planning Commission:

- Approved recommending a Town ordinance to implement the State Density Bonus Law (SDBL), which now will be coming to the Council
- Reviewed sections of the draft Housing Element update; at this time, they're focused primarily on what's necessary to comply with the Regional Housing Needs Allocation (RHNA) numbers, with a bit of attention to some of the things we might want to do during the next cycle

(c) Nature and Science Committee

Councilmember Hughes reported attending a planning meeting at the Hawthorn property, and said that Committee Chair Yvonne Tryce is working with the Midpeninsula Regional Open Space District (MROSD) to gather the information it needs from who submit letters of interest regarding uses of the site. He explained that basically MROSD wants those interested to describe an approximate plan and budget and to address the issue of feasibility. The letters are due by June 20, 2014.

He said the Nature and Science Committee has a meeting scheduled for April 10, 2014.

Mr. Pegueros said he spoke with Ms. Tryce, who suggested exploring the idea of using some of the proceeds from the Blue Oaks sale to put affordable housing units upstairs in the Hawthorns main house, and potentially tapping the Open Space Fund to help pay for other projects. He said one of his concerns is a suggestion that all the buildings be fully restored, which is probably not feasible. As he understands it, MROSD is interested in restoring the main house – which would be the most costly – and the garage.

Councilmember Derwin

(d) Ad-Hoc Water Conservation Task Force Committee

Councilmember Derwin remarked on the energy and enthusiasm of the new group, which met, reviewed its charter, selected Mike Ward as Chair and Al Sill as Secretary, agreed to meet every two weeks and established broad objectives, including increasing awareness and reducing water consumption by 20%.

She said members, all "worker bees," discussed a broad range of topics, ranging from establishing short-, medium- and long-term goals to:

- Weighing in on wells and the aquifer
- Posting relevant news articles on the PV Forum
- Identifying speakers who might be invited to talk to residents about rainwater, landscaping, irrigation and other matters
- Dealing with people who are over-watering to enforce restrictions
- Working with Cal Water to obtain vital baseline data
- Reaching out to the big users in Town (i.e., the Priory and The Sequoias)
- Promoting technology such as weather-tracking irrigation systems
- Communicating with other communities that have programs underway now

Councilmember Derwin said she was assigned to call Bay Area Water Supply and Conservation Agency (BAWSCA) representative Adrienne Carr, Senior Water Resources Specialist, who's working with Marin and Sonoma Counties. Ms. Carr already has been in contact with Committee members, she said.

Mayor Wengert said she'd forwarded Mr. Ward contact information on another individual who wants to join the Committee.

(e) League of California Cities

Councilmember Derwin attended the League's Peninsula Division quarterly meeting and dinner on March 27, 2014 in Redwood City; among others in attendance were California Assemblymembers Rich Gordon, Jerry Hill and Kevin Mullin, as well as Belmont Councilmember Eric Reed – whose mother happens to be Loverine Taylor, one of the new Ad Hoc Water Conservation Task Force Committee members. Councilmember Derwin recapped questions the state legislators fielded on a range of topics, including affordable housing. She said the new Speaker of the Assembly, Toni Atkins, specifically cited affordable housing as a priority; Assemblymember Mullin said he expects her to push on it before her term ends. Councilmember Derwin also noted that Assemblymember Mullin's wife, Jessica Stanfill Mullin, encourages every city to establish a legislative platform to be prepared to react quickly to state issues as they arise.

(f) Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee

BP&TS Committee meeting members discussed several issues involving Corte Madera School and the related traffic situation at their meeting today:

- A caller from Portola Valley Ranch complained about people parking on both sides of Horseshoe Bend during dropoff and pickup hours. Councilmember Derwin said Public Works Director Howard Young asked at what point we state that these are public streets.
- Member Kari Rust proposed that the Sheriff's Department send a Deputy to train crossing guards for children crossing Alpine Road, but Councilmember Derwin said the School District should be doing that because it's a School District guard.

Mr. Pegueros said he'd follow up with Police Commissioner Gary Nielsen, who also serves on the BP&TS Committee.

- Committee members agreed that the Town should spend no more money on traffic studies in the Corte Madera School area. Mr. Pegueros said that on April 23, 2014, he'd planned to deliver BP&TS Committee input related to the Council's Corte Madera discussion on March 12, 2014. (April 23 is when he expects to present a template for a proposed traffic calming policy, which is not related specifically to the Corte Madera situation, for Council consideration.

Among other items BP&TS Committee members discussed:

- The parking situation at Windy Hill, and issues related to some members' desire for a plan for permanent no-parking signage
- A daylong training drill on wildland firefighting being staged on Vista Verde and Los Trancos on May 7, 2014, may draw a lot of traffic to Alpine Road
- 50th Anniversary celebration plans for involvement in a parade, bike/walk-to-school day, bike rodeo (on May 10, 2014) and bike-to-work day (on May 8, 2014)

Mayor Wengert

(g) 50th Anniversary Committee

Mayor Wengert and Councilmember Richards were among those attending the 50th Anniversary Party at The Sequoias on April 3, 2014, inviting honored guests – whose who've lived here 50 years or more – to tell stories. In most cases, they heard about how much things have not changed . . . except maybe for buying land at \$100 per acre.



(h) Affordable Housing

Mayor Wengert met with Assemblymember Rich Gordon to discuss affordable housing, stressing the importance of finding ways for Portola Valley to work with other communities to get affordable housing built.

(i) Parks and Recreation Committee

Meeting on April 7, 2014, Parks and Recreation Committee members discussed:

- Working out date-conflict issues related to potential plans for a parade on Zots to Tots race day
- Continuing efforts related to Ford Field, where they still want a new backstop and batting cage
- A late April 2014 launch for the new skate park

(j) Trails and Paths Committee

At its meeting on April 8, 2014, the Trails and Paths Committee discussed progress on the driveway scoring process, an Equestrian Day that would tie in with the 50th Anniversary Celebration, and a request concerning trails in the Westridge areas.

WRITTEN COMMUNICATIONS [9:53 p.m.]

(9) Town Council March 26, 2014 Weekly Digest

- (a) #6 – Memo from Town Attorney Prince to the Town Council re: Corte Madera street closure – March 26, 2014

Because Ms. Prince opined that THE Town lacks the authority to close public streets in the circumstances described, Councilmember Hughes asked whether that also applies to the prohibition against right turns. Ms. Prince said no. We can deal locally with traffic flow issues and any signage would have to comply with California Department of Transportation (DOT) regulations.

- (b) #8 – Letter from Town Planner, Tom Vlastic to CJW Architecture re: Access Driveway and Bridge Improvements to Kelley Lands – March 24, 2014

Councilmember Derwin asked for elaboration. Councilmember Hughes said it sounds as if they may want to actually build a bridge in order to sell the property. Councilmember Richards found it interesting that they denied the Town access to the Kelley property.

- (c) #9 – Email from Town Manager, Nick Pegueros re: Consideration of Portola Valley's septic/sewer policies – March 28, 2014

In response to questions, Mr. Pegueros said the best he can tell, two issues are in play. For one thing, Peggy Schmidt believed that her property was treated differently than another construction project in her neighborhood, where the other property owner was not required to connect to the sewer. In that regard, he said he understands the record has been cleared, and tests that were required have been performed. The work went beyond what was originally approved, and they worked with staff to remedy the issue.

The second issue is that West Bay Sanitary District placed a significant financial burden on her property, and funds she expected to recoup have not been forthcoming because others have not connected to the sewer as anticipated.

According to Mr. Pegueros, Ms. Schmidt was unable to follow up with the Council at tonight's meeting, and she was not certain what her next steps would be.

- (d) #14 – Email from resident Judith Murphy, Conservation Committee Chair, re: Illuminated Shell sign – March 25, 2014

Councilmember Derwin said she was told that San Mateo County Building Department signed off on the permit for sign before ascertaining that it complied with scenic corridor regulations, and that Shell was willing to change the sign if the Ladera Community Association agreed that no one would complain about the station in the future. She said that San Mateo County Supervisor Don Horsley was going to check with the County enforcement person.

- (10) Town Council April 4, 2014 Weekly Digest – None

- (a) #8 – Email from Town Manager Pegueros to Town Staff re: Update on Planning Department Staffing – April 2, 2014

Councilmember Derwin said she thought Town Planner Tom Vlastic was full-time until year-end. Mr. Pegueros said the announcement pertained to the designation of Karen Kristiansson as Interim Town Planner.

ADJOURNMENT [10:05 p.m.]

Mayor

Town Clerk