

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 916, AUGUST 26, 2015**

**CALL TO ORDER AND ROLL CALL**

Mayor Aalfs called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: None

Others: Debbie Pedro, Acting Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk  
Brandi de Garreaux, Sustainability and Special Projects Manager

**ORAL COMMUNICATIONS**

Sylvia Porter, resident of Portola Valley Ranch, said there was a growing concern regarding drone flying at the Ranch. She said residents are concerned about privacy, noise, wildlife disruption, and risk of fire from the heat of the drones.

**CONSENT AGENDA** [7:03 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of August 12, 2015. [*Pulled from Consent Agenda*]
- (2) Approval of Warrant List: August 26, 2015, in the amount of \$133,963.62.
- (3) Recommendation by Acting Town Manager – Property Acquisition Report
- (4) Recommendation by Public Works Director – Adoption of a Resolution Authorizing the Execution of a Public Works Mutual Aid Agreement with the County of San Mateo and other neighboring cities within the County for Emergency and Disaster Events
  - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Execution of a Public Works Mutual Aid Agreement (Resolution No. 2672-2015)
- (5) Recommendation by Administrative Services Manager – Adoption of a Resolution Authorizing Execution of an Agreement with City of Redwood City for Information Technology Services for Town Hall. [*Pulled from Consent Agenda*]
  - a) Adoption of a Resolution of the Town Council of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. 2673-2015)

Councilmember Wengert moved to approve Items 2, 3, and 4. Seconded by Councilmember Richards, the motion carried 5-0 by roll call vote.

- (1) Approval of Minutes: Town Council Regular Meeting of August 12, 2015.

Councilmember Richards moved to approve the Town Council Regular Minutes of August 12, 2015. Seconded by Councilmember Wengert, the motion carried 4-0. Councilmember Hughes abstained.

- (5) Recommendation by Administrative Services Manager – Adoption of a Resolution Authorizing Execution of an Agreement with City of Redwood City for Information Technology Services for Town Hall.
- a) Adoption of a Resolution of the Town Council of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. 2673-2015)

In response to Councilmember Wengert's comment, Ms. Pedro said she will check with the City of Redwood City regarding the inconsistency regarding surcharges for additional services during non-business hours.

Councilmember Wengert asked for staff's opinion of the level of service received from Redwood City's IT Department. Ms. Pedro said there had been discussion of looking for an alternative vendor; however, because of the transition, she feels the best option at this point is to extend the contract for a year. She said they will look into alternatives during the next 12 months. The Council unanimously agreed with Councilmember Wengert's suggestion to request a 6-month contract instead of a 12-month contract.

Councilmember Wengert moved to approve Item #5 subject to Redwood City agreeing to a six-month term and the clarification of the hourly rate for services provided during non-work hours. Seconded by Councilmember Richards, the motion passed 5-0.

#### **REGULAR AGENDA**

- (6) Presentations – None

#### **COMMITTEE REPORTS & REQUESTS [7:09 p.m.]**

- (7) Report from the Cultural Arts Committee – Committee Survey Results

Elizabeth Papadopoulos presented the Cultural Arts Committee Annual Report, results from their survey conducted this summer, and plans for the upcoming year.

- (8) Update on Drought Emergency

Ms. de Garmeaux provided an update on the Water Efficiency Landscape Ordinance (WELO). She said the final ordinance from the Department of Water Resources was received in mid-July but they are currently putting together the whole package, hopefully completed by the end of August. Once it is all together, it will go to the Water Conservation Committee and the Conservation Committee for review and input. She said BAWSCA will meet next week with conservation managers from the different agencies to discuss if they will pursue a regional effort. She said the final proposed ordinance, which the state requires to be adopted by December 1, will be brought to the ASCC, the Planning Commission, and finally the Council for adoption. She said Town-wide water use for June and July 2015 compared to June and July 2013 is down a cumulative total of 47%. The goal is a cumulative 36% reduction for the period of June 2015 through February 2016. She said Cal Water met with all the electeds from the cities, the district, and staff, where they advised they would be providing reports similar to PG&E energy reports. Those reports were supposed to be sent out in late-July, but as of last week no one had received them. She said they said they would eventually install smart meters, with a pilot program to bridge the gap prior to the full installation. Cal Water has agreed to identify the top three reducers in Town for June and July. She said the Water Conservation Committee wants to hold a contest for September and October.

Ms. de Garmeaux said she received a phone call today from Cal Water regarding the Town's appeals for the Domestic Account and Ford Field. She said the Town has been temporarily exempted for the Domestic Account while a decision is being made. For Ford Field, she said the Town will receive a new allocated amount based on the period from October 2013 to September 2014 and will re-bill for July and August to

reflect the new allocations. She said they will study what that means for those fields and decide whether or not to aggregate accounts.

Ms. de Garmeaux said there are now 40 residents signed up for the H20know tool. There will be another push after Labor Day. The Committee will hold another workshop on the H20know tool in the library on September 17 and will have a presence at the Farmer's Market and Sudden Oak Death Result meeting in September. The next focus will be on reducing and optimizing lawn watering and then smart irrigation controllers. Ms. de Garmeaux showed the Cal Water "Go For The Gold" lawn signs which are allowed under the Town's sign ordinance since they are cobranded with Cal Water. The signs will be displayed until December 1 and then all of the signs will be collected. The Council reviewed the design of the lawn sign and suggested staff make it more obvious that the signs are related to the drought.

Councilmember Wengert asked what major changes could be expected with the revised WELO ordinance. Ms. Pedro said any proposed irrigated landscaping project over 5,000 square feet is subject to the WELO ordinance. She said the applicant would have to submit a plan with calculations and a water budget. She said the formula has changed so that it is more restrictive and requires the landscape design to be more drought tolerant. Ms. de Garmeaux said the ordinance includes a provision that encourages rainwater and gray water. Ms. Pedro said the proposed ordinance will be brought through the ASCC, the Planning Commission, and the Town Council in the coming months.

#### **STAFF REPORTS AND RECOMMENDATIONS** [7:35 p.m.]

(9) Recommendation by Acting Town Manager – First Reading of an Ordinance Approving Amendments to the Second Unit Ordinance.

a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units (Ordinance No. \_\_\_\_)

Ms. Pedro presented the staff report regarding the amendments to the Second Unit Ordinance.

Mayor Aalfs called for questions from the Council. Seeing none, Mayor Aalfs invited comments from public. Seeing none, Mayor Aalfs closed the public hearing and brought the topic back to the Council for comments.

The Councilmembers were unanimous in their support of the proposed amendment to the Second Unit Ordinance.

Councilmember Hughes moved to approve First Reading of Title, Waive Further Reading, and Introduce an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units. Seconded by Councilmember Wengert; the motion passed 5-0.

(10) Recommendation by Acting Town Manager – First Reading of an Ordinance to Establish Expedited Permitting Procedures for Small Residential Rooftop Solar Systems.

a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.21 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Small Residential Rooftop Solar Systems (Ordinance No. \_\_\_\_)

Ms. Pedro presented the staff report regarding the proposed ordinance to establish expedited permitting procedures for small residential rooftop solar systems, which is required by Assembly Bill No. 2188 on or before September 30, 2015.

Mayor Aalfs called for questions from the Council.

In response to Councilmember Wengert's question, Ms. Pedro said approximately 400 to 500 square feet would be the maximum area permitted under the ordinance for solar panels.

With no other questions from the Council, Mayor Aalfs invited public comment. Seeing none, Mayor Aalfs brought the topic back to the Council for comments. There were none.

Councilmember Richards moved to approve First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.21 to the Portola Valley Municipal Code to Establish Expedited Permitting Procedures for Small Residential Rooftop Solar Systems. Seconded by Councilmember Hughes; the motion passed 5-0.

(11) Recommendation by Town Clerk – November 2015 Election.

- a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Cancelling the November 2015 General Election and Appointing the Two Nominees to Fill the Two Vacancies on the Town Council (Ordinance No. 2674-2015)

Ms. Hanlon presented the staff report regarding the proposal to cancel the upcoming uncontested election. She noted this action would preclude the opportunity for any write-in candidate to be nominated and would save the Town approximately \$5,000 in budgeted estimated costs.

Mayor Aalfs called for questions from the Council. Seeing none, Mayor Aalfs called for public comment. There were none.

Vice Mayor Derwin moved to adopt the resolution approving the cancellation of the November 2015 General Election and appointing the new nominees to fill the two vacancies on the Town Council. Seconded by Councilmember Hughes; the motion passed 3-0. Mayor Aalfs and Councilmember Wengert abstained.

(12) Council Liaison Committee and Regional Agencies Reports [7:47 p.m.]

Councilmember Wengert – Attended a dog bite appeal hearing held today. In response to Vice Mayor Derwin's question, Ms. Prince said the County is looking to update the animal control ordinance and the Town can look at amending the ordinance so that the County hears the appeals as well.

Councilmember Richards – Attended Cultural Arts Committee meeting last week where they reviewed the Town survey result and declined the Berlin Wall art donation. He attended the Conservation Committee Meeting last night where they discussed people parking on the Spring Down open space property during last week's concert, the growing trend of planting olive trees, and concerns of possible drainage issues due to tree branches along Shady Lane Trail falling into the creek.

Councilmember Hughes – Attended Parks & Recreation Committee meeting on August 3, 2015, where they discussed contacting Little League regarding their use of loud bullhorns and PA systems at their games, the skate ramp, readying the fields for the fall season with the watering changes, and possible installation of a horseshoe court near the tennis court. He attended the Bicycle, Pedestrian & Traffic Safety Committee meeting where Mr. Young provided an update on the retaining wall on Alpine Road. He said they also discussed the West Bay Sanitary project on Georgia Lane and Windy Hill parking. He attended the Nature and Science meeting, but they did not have a quorum and Councilmember Hughes encouraged them to get another committee member. They discussed the possibility of having food trucks at Flight Night on September 19 and Councilmember Hughes referred them to Ms. de Garreaux. They also discussed the Star Party scheduled for October 16 or October 18, weather permitting.

Vice Mayor Derwin – Attended the Water Conservation Committee meeting last week. She attended C/CAG meeting August 13 where they discussed the County Safe Routes to School Program, the Legislative Committee recommendations regarding transportation related bills, a new appointment to the Congestion

Management and Environmental Quality Committee, clarification regarding a change in the Brown Act with regard to voting, and the Airport Land Use Compatibility Plan. She attended the Government Roundtable hosted by the Santa Clara University Markkula Center for Applied Ethics regarding open government, private emails, transparency, etc. Ms. Prince said Portola Valley does have a 30-day email retention policy.

Mayor Aalfs – Attended dog bite appeal hearing. Attended afternoon meeting with staff regarding updates to the Green Building Ordinance.

**WRITTEN COMMUNICATIONS** [8:12 p.m.]

(13) Town Council Digest – August 14, 2015

(14) Town Council Digest – August 21, 2015

#6 - Request from Portola Valley Garden Club re: Use of the Historic Schoolhouse. The Council approved the club's request to use the schoolhouse for their meeting on October 15.

**ADJOURN TO CLOSED SESSION** [8:14 p.m.]

Mayor Aalfs adjourned the meeting to the closed session.

**REPORT OUT OF CLOSED SESSION**

**ADJOURNMENT** [9:30 p.m.]

Mayor Aalfs adjourned the meeting.

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Mayor

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Town Clerk