

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 925, MARCH 9, 2016

CALL TO ORDER AND ROLL CALL

Mayor Derwin 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 John Richards and Ann Wengert; Vice Mayor Craig Hughes, Mayor Maryann Moise Derwin.

Absent: Councilmember Jeff Aalfs

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Brandi de Garreaux, Sustainability and Special Projects Manager

ORAL COMMUNICATIONS

Caroline Vertongen spoke of health issues in our education system, the safety of students, and past interactions with new Town Manager Jeremy Dennis.

Mayor Derwin welcomed Jeremy Dennis, the new Town Manager. Mayor Derwin also thanked Debbie Pedro for filling in as Interim Town Manager while also running the Planning Department and presented her with a gift.

CONSENT AGENDA [7:05 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of February 10, 2016.
- (2) Approval of Warrant List: March 9, 2016, in the amount of \$139,608.43. [*Pulled from Consent Agenda*]
- (3) Appointment by Mayor – Appointment of Gary Hanes as a Member to the Bicycle, Pedestrian & Traffic Safety Committee.

Councilmember Wengert moved to approve Items 1 and 3. Seconded by Vice Mayor Hughes, the motion carried 4-0.

- (2) Approval of Warrant List: March 9, 2016, in the amount of \$139,608.43.

Councilmember Richards asked regarding the Olberding Environmental, Inc., bill. Ms. Pedro said it is for an ongoing monitoring program for the C-1 trail. She said the Public Works Director approved it.

The Consent Agenda was approved by roll call vote, 4-0.

REGULAR AGENDA [7:06 p.m.]

STAFF REPORTS AND RECOMMENDATIONS

- (4) Discussion – Discussion of 2016-2017 Council Priorities.

Town Manager Jeremy Dennis presented the staff report with a list of proposed Town Council priorities for 2016-2017. He said tonight was the first opportunity for the Town Council to discuss the priority list, add or eliminate priorities, and identify top priorities. The next discussion will be April 13.

Town Manager Dennis identified issues that may require additional resources as Climate Action Plan 2030; Town Center Master Plan Update; Comprehensive Communications Plan; PG&E Rate Changes; and User Fee Study.

Councilmember Wengert suggested reviewing the status of last year's priority list.

Councilmember Wengert said she thought Finance should have a separate category.

Town Manager Dennis said the Administrative Services Manager suggested the exploration of electronic payment systems in the Recreation Department, as well as for licensing and permits.

Vice Mayor Hughes said he preferred the categorization format of the 2015-2016 priority list.

At the request of Mayor Derwin, the items on the 2015-2016 Priority list were reviewed regarding current status.

- Town Planner Pedro addressed the following items under the Administration category:

The Admin Services Manager position was filled. There was a recruitment for the Associate/Senior Planner position that was not successful. There is currently a contract consultant planner assisting. The recruitment for the Building Official started last week. One Maintenance Worker position has been filled and there is still one unfilled position.

Staff is currently using Microsoft 365.

The implementation of a comprehensive communications plan is an ongoing project.

The continued emergency preparedness training is carried over to the new priority list.

The exploration of OPEB funding options has not started.

There was no 2015 election.

- Town Planner Pedro addressed the following items under the Planning category.

Staff is in the process of implementing permit tracking software, which will take several more months to complete. They expect to have the system up and running in May or June.

The Second Unit Ordinance was approved. Staff has begun reviewing the Inclusionary Housing Nexus Study. There are transitional and supportive housing ordinances that still need to be reviewed and updated.

Digitization of Town planning records is approximately 80 percent completed.

The user fee study has not begun.

The code enforcement process/programs has merged with the tree ordinance that is currently being worked on.

The General Plan Ground Movement Potential Map update, the underground utility policy, and the Zoning Code update are ongoing issues and are on the new priority list.

The General Plan discussion on Preserves has been partially resolved and should be discussed with the Planning Commission.

- Sustainability and Special Projects Manager Brandi de Garmeaux addressed the following items under the Sustainability category:

Supporting Town and community drought management measures is ongoing, as is exploring a Community Choice Aggregation program.

Ms. de Garmeaux and Ms. Pedro are presenting the proposed Green Building Ordinance to the ASCC next week.

The updating of the Water-Efficient Landscape Ordinance is in process.

Creating a Zero Waste Event Ordinance will be done next year.

Ms. de Garmeaux said she anticipates an Energy/Water Efficiency Recognition Program can be incorporated into the energy analysis H2OKnow Tool next year.

- Ms. Pedro addressed the following items under the Public Works category.

The SMTA shoulder widening project is in progress, with another piece in front of Town Hall to be worked on this year, which is included on the new list.

The road paving program is ongoing.

The pavement management system update has been completed.

The Town Center Master Plan Update is ongoing and is also on the new list.

The PG&E Alpine Road undergrounding project is on hold and is on the new list.

The improvements to Alpine Trail at the Hawthorns is awaiting a response.

Staff is still working on securing permits for the Spring Down improvements.

The focus on invasive weeds at the scenic corridor right of way and the work with Acterra on the right of way and creek area projects are ongoing programs.

Mayor Derwin called for questions from the Council regarding the review of the 2015-2016 priority list. Hearing none, she brought the 2016-2017 priority list to the Council for discussion.

The Council discussed the list as prepared by staff. They concurred that the top priorities included: Affordable Housing Policies and Programs; Climate Action Plan 2030; Comprehensive Communications Plan; FAA/Aircraft Noise; SMTA Shoulder Widening Project on Portola Road (Dependent on Cal Water Project Completion); Town Center Master Plan Update; Code Enforcement and OPEB Funding Options; Town Investments; and CCE Support. Staff will provide Council with a formal proposal at its April 13 Council Meeting.

1. Affordable Housing Policies and Programs

Councilmember Wengert suggested revisiting second unit regulations with possibly a more aggressive posture, separate from inclusionary housing ordinance, impact fees, or housing funds. In response to Councilmember Wengert's question and Councilmember Richard's suggestion, Town Manager Dennis said staff can provide a list of suggestions, with bold ideas such as small houses on half-acre lots, internal second units, etc. The Council was supportive of staff providing starting points for consideration and then having a joint meeting with the Town Council and the Planning Commission to discuss. The Council agreed this is a high priority item.

2. ALPR Discussion

The Council agreed this item should be removed from the priority list.

3. Alpine Road Trail Improvement Project

Town Manager Dennis said that in the next month or so he will meet with MidPen to discuss this item.

4. Climate Action Plan 2030

Ms. de Garmeaux said once they get the forecast figures back from the consultant they can determine how aggressive the Town needs to be to reach those goals. At that point, they will bring it back to the Council. In response to Mayor Derwin's question, Ms. de Garmeaux said five or six other cities in the County are pushing it out to 2030. Town Manager Dennis said the trend appears to be moving more toward 2030 and some climate action plans look beyond that because the State has very aggressive emissions goals to meet for 2050. Vice Mayor Hughes said the rollout of CCE will be a big part of this plan in the next few years. The Council agreed this is a high priority item.

5. Comprehensive Communications Plan

Councilmember Wengert said she considers this item interlinked with social media. She said this is an ongoing issue, with the rapidly changing era from print to digital media. Mayor Derwin asked if there was enough staff to support that switch. Ms. de Garmeaux pointed out that some committees are tech savvy enough to handle it well on their own and others would benefit from staff support. She said that the ability to use Twitter ties into the Emergency Preparedness and a lot of communities are relying on Twitter to communicate information in an emergency. Ms. Prince said a very preliminary draft of a social media policy was drawn up and put on hold a couple of years ago. Councilmember Wengert said it is important that the Town not fall behind and are able to reach the Townspeople quickly. Vice Mayor Hughes said the Townspeople need to be more aware of what's going on in Town and within the Town committees in general and on a timelier basis. He said increased public awareness would help on many levels of public involvement, recruiting committee members, volunteers, etc. He said that a good communications plan may cost, but would likely reap a large return benefit in terms of public participation. Councilmember Richards suggested the Emergency Preparedness Committee may be a good group to work on the Twitter idea. Councilmember Wengert said the subject could be the basis for a Communications Committee. Town Manager Dennis said there are two conversations – tools and strategy, which while obviously linked, can be very different types of conversations. He said it may be beneficial, either through a committee structure or with a consultant, to provide some feedback on process, deciding what kind of messaging the Town will put out and how it will be controlled. The Council agreed this topic is high priority.

6. Comprehensive Zoning Code Update

Ms. Pedro said this topic was discussed by the Planning Commission in February and two volunteers are forming a subcommittee to work with staff to develop a work plan, which will be a multi-year project, to clean up the inconsistencies in the code.

7. Drone Policy

The Council agreed this is a low priority item.

8. Emergency Preparedness

Town Manager Dennis and Ms. de Garneau met with Jeff Norris of the San Mateo County OES and discussed information developed by the Committee and a consultant. He said there is training that some staff needs to participate in to receive certifications. He said there is a 90-minute training session that would be beneficial to the Councilmembers. He said whether or not this is on the priority list, this issue is continuously addressed. Town Manager Dennis said the community decision makers need to know their exact roles in an emergency. He said if the Council wanted to commit to regularly participate in major drills to make sure the EOC is working, it would involve a paid expert. The Council agreed that the emergency preparedness training meetings every fifth Wednesday should be reinitiated. Councilmember Richards will discuss this issue with the Emergency Preparedness Committee.

9. FAA/Aircraft Noise

The Council agreed this is a high priority item.

10. Green Building Ordinance

This task is near completion.

11. Geology and Ground Movement Potential Map Update

Ms. Pedro said this was recommended by the Town Geologist and the Geology Committee recommended approval. The process has not yet started regarding community updates for the six to eight affected property owners. She said it will be going before the Planning Commission to make a recommendation to Council.

12. Invasive Weed Management Program

Town Manager Dennis said this program is ongoing as part of maintenance and will be removed from the priority list and moved to the budget process.

13. Leaf Blower Ordinance

Vice Mayor Hughes suggested this ordinance not be restricted to gas-powered leaf blowers. Commissioner Wengert suggested this be part of a larger noise ordinance review. Town Manager Dennis said that in order for this to work, code enforcement needs to be a topic of conversation. The Council discussed other options such as educating the community and the gardeners as to alternatives to leaf blowers. The Council agreed this item was of medium priority.

14. Permit Tracking Software

Ms. Pedro said this is in the process of being installed and should be complete in a few months.

15. PG&E Rate Changes

Vice Mayor Hughes offered to provide a software program that will allow users to input their PG&E usage data and compare PG&E's different rate plans. The Council agreed this item could be removed from the priority list.

16. PG&E Underground Project

The Council agreed this is a low priority item.

17. Septic Ordinance Update

Ms. Pedro said staff will prepare an ordinance update to bring before the Council. The Council agreed this is not a high priority item.

18. SMTA Shoulder Widening Project

Vice Mayor Hughes said this is delayed until Cal Water finishes in June and the road project will not likely occur until next year. Vice Mayor Hughes said that the Public Works Director is planning to send this year's resurfacing project out for bid in the next few weeks, not including this section of the road. Councilmember Wengert said there may be an opportunity to accelerate that into this year. The Council agreed it is a high priority item as soon as Cal Water is finished.

19. Social Media Policy

This item can be included as part of the Comprehensive Communications Plan.

20. Solar Panels in Setback Ordinance

Ms. Pedro said there was a request for this by only one resident. The Council agreed this item should be removed from the priority list.

21. Spring Down Open Space Preserve

Town Manager Dennis said he will reach out to the Army Corps and the Regional Water Quality Control Board for assistance in moving forward on the vernal pool project.

22. Town Center Master Plan Update

The Council agreed this is a high priority item.

23. Town Facility Use Policy

Ms. de Garmeaux will do some research with how other towns handle this issue. The Council agreed the Town should be ready with a response if/when this topic (lemonade stands) arises again. They agreed this is a medium priority item.

24. Tree Removal Ordinance

The Council agreed that this item is part of a broader code enforcement issue. Ms. Prince said the current general code enforcement process provides civil enforcement, criminal enforcement, and administrative. She said that the Town generally approaches all code enforcement issues administratively, with a process that includes project delays, restitution for all Town costs, posting of bonds, etc. Ms. Pedro said in the 12-month period from September 2014 to August 2015 they received 49 complaints, 42 of which were found to be valid code enforcement cases. The reported violations included structures without permits, construction hours, lighting, and noise. Staff went out on all of them and 32 were successfully brought into compliance and 10 remain open. Ms. Prince said the Council should discuss how the Town wants to approach code enforcement moving forward. Councilmember Wengert suggested an ASCC representative, along with a code enforcement officer, revisits a property if complaints are received by

neighbors. Ms. Pedro said many code enforcement violations are not brought to the Town's attention. Vice Mayor Hughes suggested soliciting the input from ASCC regarding the biggest issues, perhaps allocating some time to proactively seek out code violations so it is not left up to neighbors to report on each other.

25. Underground Utility Policy

Vice Mayor Hughes asked if there was anything the Town could do to encourage groups of residents to get together and take on undergrounding for themselves, as was done on Solano. He said the committee discussed whether or not it would be worth it to spend some staff time to create a structure to educate residents about the possibility and process of undergrounding their own utilities. Councilmember Wengert said she looks at the undergrounding as more of a luxury, whereas the sewer issue is much more relevant to the community. The Council agreed to place the Underground Utility Policy lower on the priority list.

26. User Fee Study

Ms. Prince said she does not think this is a requirement and some communities do it every 10 years. She suggested it may be appropriate to wait until a Senior Planner is hired to conduct this study. The Council agreed to keep it on the list, but to defer action.

27. Utility Users Tax (UUT)

Ms. Prince said if this is not put on the ballot, it will automatically go up to 5.5%. At a future election, the Town can put it on the ballot to change it to a structure with the Council setting the percentage annually, up to 5.5%. The Council agreed this item should be removed from the list this year and it can be added to next year's priority list.

28. Zero Waste Event Ordinance

The Council agreed to remove this from the priority list.

Councilmember Wengert suggesting adding the OPEB Funding Options to the priority list as an ongoing issue on a medium priority basis.

Vice Mayor Hughes suggested adding Town Investments to the priority list as ongoing issues on a medium priority basis. He also suggested adding CCE Support to the priority list.

Town Manager Dennis said staff will provide Council with a formal proposal at the April 13, 2016, Council meeting.

(5) Council Liaison Committee and Regional Agencies Reports [8:42 p.m.]

Councilmember Wengert –Attended the March Parks & Recreation Committee meeting where they discussed opportunities that may come with the Town Center Master Plan update. She said they also discussed the organization of the Town Picnic. She said the Committee Survey will be circulated soon. She and Planning Director Pedro met with Tina Nguyen and Vic Schacter in preparation for the FAA community meeting, which they attended on March 7 in Los Altos. She said the FAA agreed to work directly with the Select Committee.

Councilmember Richards – Attended the Conservation Committee meeting. They had to postpone the scheduled Broom Pull due to weather, now rescheduled for the end of March.

Vice Mayor Hughes – Attended the ASCC meeting on February 22 where they discussed tree replacement landscaping on Zapata Way, a new residence on Ash Lane, a preliminary review for development of the three residences on three parcels at 1260 Westridge, and an entry gate on Portola Road. He attended the Bicycle, Pedestrian & Traffic Safety Committee meeting this morning where they heard concern from a public speaker regarding the safe routes to school trail on Alpine Road, particularly where it crosses Los Trancos. It had been suggested that this was basically a traffic condition related to a private business and, if they are looking for a CUP amendment as part of their renovation process, it may be feasible to work with them to come up with a solution to the crossings. He said they received an update from Cal Water on the Portola Road project and they estimated a completion date in June 2016. It was anticipated that resurfacing would begin in June with mostly surface seal except a few residential streets that would be overlays.

Mayor Derwin –Attended the Resource Management and Climate Protection meeting where they received an update on the San Mateo County Energy Watch Program; saw a presentation on the Climate Action Plan; discussed changing the composition of the RMCP Committee; heard from PG&E regarding the upward trend in building plug load; and received a February 17 water report from BAWSCA. Attended the newly formed C/CAG Water Committee where they saw a presentation on the Coastal Regional Sediment Management Plan of the San Francisco Littoral Cell; received an update regarding the Clean and Healthy Bay Initiative (Measure AA), which will be on the June ballot; went over the Alternative Fuel Readiness Plan; elected Diane Papan to the Bicycle & Pedestrian Advisory Committee; and discussed the State Transportation Improvement Program. Mayor Derwin was nominated to be Vice Chair of C/CAG. Attended a Town Hall Meeting on Housing hosted by Jackie Speier. Attended the HEART meeting. Attended the Housing Gap Task Force Committee meeting. Attended the Council of Cities meeting where they had the City Selection Committee to fill the HEART Board. Mayor Derwin and two others filled three of the five open seats, with two seats left unfilled, to be voted on again in March. The Council had no recommendations and advised Mayor Derwin to use her own judgment in the March vote.

WRITTEN COMMUNICATIONS [9:19 p.m.]

- (8) Town Council Digest – February 12, 2016
- (9) Town Council Digest – February 19, 2016
- (10) Town Council Digest – February 26, 2016

#5 – Email from Finance Committee Chair, Bill Urban re: Proposal to place a Measure on the November 2016 ballot with regard to the UUT.

Vice Mayor Hughes suggested that if the proposed UUT ballot measure is approved, it will be placed on the November 2017 ballot. Councilmember Wengert and Town Manager Dennis will meet with Mr. Urban to discuss it with him.

- (11) Town Council Digest – March 4, 2016

#6 – Request from Nancy Lund, Town Historian re: Placement of a Historic Plaque on Shady Trail.

The Council decided that placement of a plaque on Shady Trail will be agendized at a near future meeting.

ADJOURNMENT [9:26 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk