

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 933, JULY 13, 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 Jeff Aalfs, John Richards, Ann Wengert; Vice Mayor Craig Hughes, Mayor Mary Ann Moise Derwin.

Absent: None

Others: Jeremy Dennis, Town Manager
Debbie Pedro, Planning Director
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS – None

CONSENT AGENDA [7:00 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of June 22, 2016.
- (2) Approval of Warrant List: July 13, 2016, in the amount of \$189,324.27.
- (3) Report from Planning Director & Planning Intern – Annual Housing Element Progress Report 2015

Councilmember Richards moved to approve Items 1, 2, and 3. Seconded by Councilmember Aalfs, the motion carried 5-0 by roll call vote.

REGULAR AGENDA [7:01 p.m.]

STAFF REPORTS AND RECOMMENDATIONS

- (4) Council Discussion – Presentation by Accela on Civic Engagement Smart Phone Tool

Town Manager Dennis introduced Drew Baker of Accela. Mr. Baker presented the Accela CRM (Citizen Relationship Management) App. He described the customizable app and described the variety of ways it is used in various communities.

Mayor Derwin called for questions from the Council.

In response to Vice Mayor Hughes' question, Mr. Baker said many cities rename the app to something specific to their community and promote it with press release tools provided by Accela. The app can then be downloaded from the app stores.

Vice Mayor Hughes explained the Town has a variety of existing communication systems such as email lists and SMC Alert to get messages out to residents. He asked if there was an ability to integrate the app with some of those existing systems. Mr. Baker said they can be tied together. He described the process of customizing the buttons that link to URLs. He said they are currently developing the ability to provide push notifications.

Councilmember Aalfs asked if there was a discussion forum section on the app. Mr. Baker said Accela has a couple of other apps that provide the ability to have discussion forums around projects, ideas, and initiatives. He said this CRM app is centered around front-line communication and gathering service requests.

Vice Mayor Hughes explained that Portola Valley contracts for services such as fire and police. He said many requests would not be handled at Town Center and would be referred out. He asked if the app could assist with that. Mr. Baker said each specific request can have communications to individuals or departments as long as there is an email address. The request could come into Town Center and someone in Town Center would review the message and then forward it to the appropriate agency. He said if the citizen submitting the request was clear it was a public safety issue, the request would go directly to the appropriate agency without being reviewed by the Town Center. He said the Town Center can always generate reports of usage.

Mayor Derwin asked regarding the process if the Town of Portola Valley chose to adopt this service. Mr. Baker said the Town would sign a one-year subscription, a Software as Service (SAS) model. He said Accela would then train staff and they'd be up and running in 30 to 45 days.

In response to Vice Mayor Hughes' question, Mr. Baker said the pricing is a flat rate annual subscription. Town Manager Dennis said staff has already met with Mr. Baker and discussed the pricing, which is nominal. He said this presentation was to present the app to the Council to show what the future could look like and to receive their feedback rather than just adopting the system at staff level under their own spending authority.

Vice Mayor Hughes asked if there were any concerns that staff would be able to handle the volume of requests if a lot more people started reporting things. Town Manager Dennis said he was confident staff could handle an increase in traffic related to any service requests. He said most people today interact with websites through their phone, and trying to use the Town's website through a phone is difficult. He said while using this app as kind of a skin over the current website, staff can continue to work on improving the current website. He said he uses the app in Redwood City, where he lives, and thinks it is fantastic.

Councilmember Richards asked if this app would augment some of the other engagement tools the Town's been looking at. Town Manager Dennis said the recently adopted Placeworks Tool for the Town Center Master Plan process is a standalone tool used for very specific projects. He said this Accela app would be the primary mechanism for residents to communicate with the Town and get information about what the Town does. He said staff has also been having internal conversations about a Parks and Rec software.

In response to Councilmember Aalfs' question, Town Manager Dennis said the Town does not have an existing CRM system.

Hearing no further questions, Mayor Derwin invited questions or comments from the audience. Hearing none, Mayor Derwin brought the item back to the Council for discussion.

Town Manager Dennis said he was not looking for particular direction tonight. He said staff was very excited about it and wanted to show the Council what is possible and what is available. He said as the Communications person continues her audit and research, they will come back with a package to present to the Council.

Councilmember Richards said it was intriguing and interesting. He said his main concern was possible overload with too many systems, taking care not to send residents in too many different directions.

Vice Mayor Hughes said he wanted to know how well it ties in with other things so residents don't get confused with several different ways to do the same thing.

Town Manager Dennis said this app would give staff an opportunity to consolidate some of the materials coming in from residents. He said it currently comes in haphazardly and differently for each staff member.

Mayor Derwin said she thought the intersection between technology and government in Portola Valley was somewhat antiquated. She said it would be very useful for residents and looked forward to it being brought back to the Council.

(5) Report by Town Manager – Preliminary Discussion of Potential Affordable Housing Solutions and Direction to Staff.

Mayor Derwin said the Council identified housing as a number one priority this year. She said tonight begins the journey toward finding solutions to the housing crisis in Portola Valley. She said staff did a stellar job of compiling the data and research to explain how the Town arrived at the job/housing gap of a historically unprecedented percentage, as well as tracking what the Town has done to try to address the problem in the past years. She said the traffic problem in the area is inextricably bound to the housing crisis. She said staff has been directed to answer questions such as – “How do we engage the community in this incredibly important discussion? What roles should our Commissioners and Committee members play? What specific potential solutions should the staff research and come back to the Council with? What sort of timeline is the Town looking at?” She said the Council hopes for a robust and lively community dialogue about how to solve the problem with the broadest participation possible.

Town Manager Dennis presented the staff report. He said staff was seeking direction in the preparation of an affordable housing discussion in the coming months. He said staff wants to understand what kind of timeline they should be preparing for and developing related to a discussion around affordable housing tools; what type of community engagement related to the types and number of meetings, what kind of online engagement tools should be used; the roles for the Commissions and Committees; and a scope of staff research on affordable housing tool ideas for consideration by the Council. Town Manager Dennis went through the key points in the detailed staff report.

Town Manager Dennis said staff is eager to hear from the Council regarding the listed topics, with the goal of coming back to the Council with a framework for a proposal to be adopted by the Council. He said there will also be a robust community discussion, but staff would like a sense of the breadth of the type of research the Town Council would like conducted, the type of community engagement process, etc. He said as reflected upon by the Mayor, the success of this endeavor will be directly related to the quality of the community engagement. He said they are eager to have a process that includes as many people as possible and gives people many ways to participate. He said that will subsequently give the Council the ability to understand where the community is and make some decisions.

Mayor Derwin called for general questions from the Council.

Councilmember Wengert said that looking at this issue in the broadest sense, it will be an interesting process that must be defined in terms of how it should be tackled. She said part of it has to do with ideas coming to the Council regarding generating affordable housing, obviously engaging the community in that discussion in a very robust fashion. She said today it may make more sense from the perspective of separating the issues into buckets – one bucket related to second units, another bucket would be potentially new projects affiliated with the institutions in Town (affiliated housing), the third bucket could be new projects that would be considered on parcels owned by the Town or for which the Town has potential to acquire, and other major organizing groups of projects or approaches. She said that is one way to think about at first, and then think about how to engage everybody in these discussions. She said next would be the review of the ideas that surface coming from those different approaches. She said the Planning Commission did substantial work on the affordable housing issue last year, and it hasn't

generated enough additional potential housing availability to the satisfaction of this group and clearly relative to the general scope and scale of the problem. She said it's not getting better, it's getting worse. She said the Town must be more aggressive. She said the Council could provide direction to the Planning Commission and also ask for their input in terms of some of the things the Council is thinking about doing. She said the Council can then move into the other categories however they are ultimately set up. She said the existing categorizations of options should be framed, and maybe explore what other communities have thought about or have started to work on. She said that an organizing principle and hearing what the Councilmembers have to say about some of those areas would be beneficial as a starting point.

Councilmember Aalfs said the Council should think about how to engage with surrounding communities. He said a large part of the solution won't happen here, it will happen closer to the Bay, closer to Transbay corridors. He said the idea of some engagement with the goal of housing outside of Portola Valley should be a tool on the table, one of the options to look into – whether it's just continuing to engage with ABAG or RHNA. Councilmember Wengert agreed.

Councilmember Richards said, with the exception of engagement with neighboring communities, all of these avenues were outlined in fairly broad terms in the executive summary from the ad hoc Housing Committee a while back. He said the list already exists and the Council needs to prioritize it and decide which end to start at, as Councilmember Wengert suggested. He said some new ideas have probably cropped up since then and new possibilities will shoot up in those same categories. He suggested the Council go on that basis so there is a basic organization to work from.

Councilmember Wengert said that during the Housing Element discussion there was a great deal of conversation about potential opportunities for the Town to fund development in places where it may make more sense for higher density than would make sense in Portola Valley. She asked if the Town Manager had any knowledge about anything related to that going on within the region or the County. Town Manager Dennis said there had been considerable and exceptional work on this done in San Mateo County. He said the primary tool for bridge gap funding for affordable housing is the Housing Endowment Regional Trust (HEART), which has been active for 12 years and is partially responsible for the development of hundreds of affordable housing units throughout the community. He said there has been engagement between that organization and the County of San Mateo and a number of cities related to the housing impact fee conversation. He said the housing impact fee was a response partially to a decision that the court's made making it impossible for cities to have inclusionary housing fees for rental properties. He said cities went back out to try to figure out how to continue to collect monies for the purposes of the development of affordable housing. He said as each city went through its own nexus study, the conversation turned to allocating portions of that money back towards HEART. He said the County, a few weeks ago, made an announcement that a number of cities have said they're planning to do just that. Mayor Derwin said the County is going to contribute half of their impact fees to HEART. Councilmember Wengert asked if HEART would become the depository of the funds coming in and then allocate it. Mayor Derwin said it is an option and other cities are looking at it. Town Manager Dennis said HEART does not have its own funding mechanism and relies on contributions from member agencies and any other sources they can get. He said in some ways this is a development of a permanent funding source for them for some period of time, whereas the counterpart for HEART in Santa Clara County, the Housing Trust Silicon Valley, has had a permanent funding source since they first developed. He said this greatly increases the capacity for HEART to partially develop, through bridge gap funding, all types of larger affordable housing projects, particularly near transit centers and such.

Councilmember Aalfs asked regarding Silicon Valley's funding mechanism. Town Manager Dennis said he couldn't recall, but he would get back to Councilmember Aalfs with that information. He said they started with some money from HP and a few other sources as seed funding, and they've invested some of it. He said there is a sharing concept within private institutions, such as between schools, where they've developed some affordable housing on their sites and other schools will do the same, and the employees of one school will live at the other school's housing.

Vice Mayor Hughes said a lot of the data received is about the regional problem and not specifically focused on Portola Valley, which is different in a lot of ways from other communities. He said he thought, however, there were issues that could be addressed in Portola Valley. He said mechanisms would include going through the list from the Ad Hoc Affordable Housing Committee, and also conducting an information collection effort in Town from the people who are affected, actually asking the people who drive hours a day to come work in Town – such as Roberts, the schools, the Fire Department, the Sheriff's Department, the Sequoias, or Town staff, and elderly people who are being forced to move out – and ask them what would make things better for them.

Mayor Derwin said two-thirds of the San Mateo County Sheriffs live out of the County, some as far as 200 miles away. Vice Mayor Hughes said many construction workers are also coming into town for work from great distances. He said this also affects the traffic problem. Councilmember Aalfs wondered if those commutes from out of town count toward the Town's GSD emissions.

Councilmember Wengert said she thought there would be a very robust response that would confirm the very clear need. She said the question can be refined to where the Town is asking how they can help the residents here. Vice Mayor Hughes said he would not want to recommend, for example, affiliated housing for Roberts employees and the Roberts employees say they don't want to live here and would use the inclusionary fee to help them live in Redwood City. Councilmember Wengert said the question in her mind is when and what is asked of the community. She said she does not want to bombard people with too much because one of the most useful things will be to hear the community's input on what they think is acceptable. Is it acceptable to look at bigger second homes? Is it acceptable to look at a second home on smaller lots than we currently allow? Is it acceptable to allow for internal revamping of a current home to allow for a second kitchen and second unit for a live-in caregiver or an adult child? She said input like that will be critical to help direct all of the groups (the Committees, the Commissions, the Council, etc.) that would work on those solutions.

Vice Mayor Hughes said the two go hand-in-hand. He said what can we do and what do people want us to be able to do is one question, but that list should overlap with what people actually need and want. He said people may build second units that nobody wants to rent, or the demand may be for other types of housing rather than living in somebody else's house. He said it needs to tie in with the needs in Town.

Councilmember Aalfs said there is data on that exact point from 2012. He said the data may be somewhat outdated and would be interesting to compare. He said it was not very specific information and suggested the wording of the questions asked this time will be critical. Mayor Derwin said she worked on the Closing the Job/Housing Gap Task Force in the County for nine months with an extremely diverse group of people. She said out of that came a number of recommendations. She said the group's staff is going to launch a marketing plan in the next few months called "Home For All." She said they will have a special Accessory Dwelling Unit (ADU), section on the website with resources. She said they are currently piloting community engagement on an extremely controversial project in Half Moon Bay that MidPen wants to develop. She said they can also do an informational and educational presentation for Portola Valley residents. She said she really wants impact fees studied. She said Santa Cruz and Piedmont have very advanced work in ADUs with prototypes, manuals, parking, and Airbnb problems. She said the reconfiguration of houses and shared housing through HIP Housing can be examined. She said it has not been promoted enough.

Councilmember Aalfs said the September-October timeline seems kind of tight for the kind of process they're talking about and suggested September-November may be more reasonable. He suggested it may be more useful if the community engagement took the form of focus groups, and where staff looks at all the options generated, and then brings a preliminary report of some of the ideas presented back to Council. Town Manager Dennis said the provided timeline is just a starting place and not a recommendation at all. Councilmember Aalfs said he wouldn't want to take too long and thought eight months was reasonable.

Town Manager Dennis said when HEART was being developed, the founders of that organization did approximately 30 charrettes throughout San Mateo County with about 50-60 people each. He said they started with a set of broad questions about what people thought was going on in their communities, and then focused in on their thoughts about housing issues, then took them through an exercise giving them data and seeing if the data had any change. He said they found that a lot of people did not know there was an affordable housing issue, but after a moderated conversation related to it, they had a different take. He said it was very enlightening and there are certainly people in the broad community that do not recognize there is an affordable housing issue.

Councilmember Aalfs said the event Kristi Patterson put on with the Audubon, The Climate, was great. He said he would like to see a moderated discussion possibly in September or October. He said online tools would also be of great help with that.

Councilmember Wengert said since there four or five major areas to pursue, the idea of focus groups specifically related to them can be very valuable. She said the next level down on the timeline is where there will be very specific meetings, discussion, and engagement related to each of those ideas, because there can be multiple ideas that the Town ultimately adopts.

Councilmember Richards said that with five or six rather robust areas to be discussed, if they are all being done in parallel, the focus groups would be essential. He said he does not see how it can all fit in. He said the second unit issue is where the Town is the strongest. Councilmember Aalfs said the community engagement, including those different focus groups, might have to continue into 2017, so it may be where that continues, along with a committee review. He said rules can be reviewed as the focus groups work, especially if starting with second units in September or October, and then looking at whatever rules changes may have to be made in January or February. He agreed that if there are five different areas with focus groups around each of them that will take more time than September through October. Town Manager Dennis said he has had conversations recently with the Director of Core Services of the Peninsula Conflict Resolution Center (PCRC), who the Town has a contract with, he said they were available to help the Town run some of those meetings. He said in addition to the Town Manager, the Planning Director, and other staff members participating in those meetings, PCRC can also be an available resource for a very nominal fee.

Mayor Derwin called for questions from the audience.

Sue Crane said we've gone through so many years of looking internally at our housing element and we have adjusted it. I'm wondering if we need to think again about if there are any tweaks or changes that we can do. Speaking as a Sequoias resident, I wonder if the Sequoias could provide housing for their employees; which could add to our low cost units. Could it be possible for them to create housing there for their employees knowing that the Woodside Priory is providing housing for their employees? We have dealt with second units, and what kind of success was that? What we have here to offer is open space. I'm not sure, but is it possible for us to be able to enable people to be a little bit closer to Redwood City amenities? In other words, to look at affordable housing county wise as well as city wise. What is really best for the needs of residents in this category? I wonder how plausible this is.

Town Manager Dennis said Governor Brown has a proposal to make certain types of affordable housing projects allowed by right, which means, in theory, that municipalities wouldn't have the ability to say no to those types of projects. He said Menlo Park sent a statement back to the Governor opposing that proposal. He said in the conversations he's had with the Planning Director and the Town Attorney, this proposal doesn't affect Portola Valley. He said communities that have a particular type of zoning designation would have that "by right" put on top of their current zoning, but because Portola Valley doesn't have that type of zoning, it wouldn't affect us. Ms. Crane said she wishes Portola Valley could be broader. She asked if the Town really knew how many second units have been accomplished. She asked if the Town was still dealing with this issue because they had not reached the requisite number for the State.

Mayor Derwin said the Town has reached the requisite number. Vice Mayor Hughes said there are two different issues. He said there is a number that must be achieved for the State, which has been achieved with the Housing Element, and that has not been a problem. He said the Town meets the State's required number by building the required number of units, but the units do not get occupied, or if they do get occupied they're being leased out by Airbnb and are not actually helping the Town provide affordable housing for people. He said the Council is trying to look beyond the last effort, which was focused on the Housing Element, which much be revised every few years, and think beyond that toward a solution that actually provides affordable housing, and not just satisfying the State requirement.

Mayor Derwin said this is the number one issue all over the Bay Area. She said she attended a Bay Area Council event and all they talked about was the need to build housing at all price points. She said it's a critical issue and every jurisdiction in the Bay Area has to contribute.

Virginia Bacon said that as a realtor she sees how disheartening it is and the Town needs to find a way to do something. She said the two issues are affordable housing that meets the needs of the Town residents. She said the term "affordable housing" is negative. She said in these times, where we're seeing a clash of cultures, it is quite upsetting. She said she'd like Portola Valley to describe their housing needs as their housing options program instead of affordable housing. She said she would like to see what kind of incentives can be provided for people so that people can afford to do provide that extra value. She said the Town needs to actively go out and locate some of these people. She said she went to a meeting yesterday where they talked about the Town Center, and everything was focused on organizations, she thinks there are a lot of people in Town that fall into the category of not being in one of those groups and she'd like to see them also have some involvement. She said she was a young kid when she came here 40 years ago, and now, as she's getting older, she's beginning to understand some of the needs that are different from the needs of the younger people. She asked how those needs would be satisfied – support in the home, etc. She saw people are moving to different kinds of housing that provide more conveniences for walking or getting to doctor's appointments, getting food, etc. She said this is critical to our Emergency Preparedness. She said she would like to see more focus on how the Town can develop our neighborhoods, pooling our neighborhood characteristics and bringing people together.

Vice Mayor Hughes said he understands that the term affordable housing sometimes has a negative connotation. He suggested that if we collect information from the people we talk to every day – at Roberts, the teachers, the firefighters that have to drive hours every day to come to work in Portola Valley – the more we can put a face on it, that neighborhood feeling, then people will appreciate the problem a lot more and how it affects us personally and understand it is not just a regional issue.

Nicholas Targ, Planning Commissioner, complimented the Mayor and Town Council for bringing the issue forward. He said the approach taken two or three years ago when working on the Housing Element was to satisfy the specific requirement in front of the Town. He said when they completed the "have to" they put off the "want to." He said the Town is currently bringing forward leadership at a time it is needed. He said the leadership can be looked at in a couple of different ways. He said one is local leadership, the principles in our General Plan. He said affordable housing is an intensely local decision once the "have to" requirements have been met. He said there are issues such as subservience to the environment, greenhouse gas conditions, neighborhood-ness, maintaining a small local government – all of which are bedrock to who Portola Valley is. He said there are issues of leadership in the regions. He asked, after we've satisfied what we need to do, how things are moved forward to San Mateo County. He asked what it means for East Palo Alto to not have enough water to be able to build what will be intrinsically workforce housing and what Portola Valley's role will be. He asked what the Town can do to help communities that situated – because of topography, geography, and economics – need to place people next to jobs, next to transportation. He said there are also things that can be done at the State level. He said there is a bill presently pending in the State's budget to free up individuals to address issues of affordable housing. He said we want local control but also want a government that allows people to do what people intrinsically want to do. He said there are issues of accessory dwelling units also pending in the State and it would be interesting to know what Portola Valley would want to do in terms of support of those kinds of initiatives. He said there are issues of partnering with communities that are similarly situated – Portola Valley,

Woodside, Los Altos Hills – and, to a greater or lesser extent, have certain commonalities based on topography and geology. He said we are on the San Andreas Fault. He said there are transportation issues and the way the economy is functioning with job/housing balances. He said there are things that could be done collectively and allow us to learn from each other. He asked, in thinking about the kinds of communications we want to have, what product is trying to be achieved? He asked if we were planning to put forward a strategic plan for generation of affordable housing. He asked if we would have guiding principles to put forward with near-term and long-term goals. He said the baskets can be prioritized – housing type, possible changes in land use, use of incentives, existing affordable housing trust fund in lieu of fees, etc. – and then the decision can be made about what product the Town wants to achieve.

Hearing no further questions or comments, Mayor Derwin brought the item back to the Council for discussion.

Vice Mayor Hughes reiterated Planning Commissioner Targ's question of what product the Town hoped to be achieved as a result of the process. He suggested a strategic plan with specific recommendations for longer-term projects.

Councilmember Wengert said each approach considered should be vetted enough to start an initial strategic plan for each basket. She said they should overlap versus doing them each sequentially, which will take too long. She said the Council should be aggressive in starting the processes and defining the baskets. She said it starts with prioritization. She recommended staff specifically define and prioritize the baskets, then develop an initial plan for each of them.

Councilmember Richards said the Councilmembers have been engaged with the issue long enough that they have pretty good ideas about what they think ought to happen. He said each Councilmember can come up with a wish list for each of the baskets that could jumpstart the process and then have something to evaluate, which will provide the groundwork for the overall strategic plan.

Mayor Derwin asked if all the baskets had been defined.

In response to Councilmember Richards' question, the Council agreed that creating affordable housing outside of Portola Valley should be added to the list.

Councilmember Wengert said using subsidies to incentivize residents to build second units should be added to the list.

Councilmember Aalfs said it should be considered what subsidies could be tied to deed restrictions that require a second unit to be rented. Town Attorney Prince said they've looked at that option and determined that while you can deed restrict a unit, you cannot force it to be rented. She said the concern about subsidies for second units is that the subsidy would end up being provided for a unit that is never rented out. She said it was something that could be further explored as things have changed a lot in the last three years and there may be newer ideas on how to restrict things. Councilmember Aalfs said he was suggesting incentivizing performance (renting out a unit) as opposed to a structure or an actual unit.

Councilmember Wengert said in looking at all of this, it can pretty quickly be laid out, possibly coming back at the next meeting. She said there is so much to do, there is some urgency to get going, but with no shortcuts relative to engagement with the community, collecting new ideas, and making sure everybody understands. She was supportive of the idea of a housing summit so that people understand the magnitude of the problem.

Councilmember Wengert said modular units may also be considered.

Mayor Derwin asked for Council discussion in terms of a timeline. The Council agreed on the goal of having a strategic plan by early next year.

Planning Commissioner Targ said there may be some issues that the Council could move forward with directly without a lot of public discussion and others that may need to be developed through a strategic plan.

Ms. Crane asked if the Town could consider revisiting the Housing Element again in mixed housing, going outside the box such as a shopping center or an apartment club.

Town Manager Dennis said the concept is worth revisiting, but it wouldn't be necessary to open the Housing Element in order to do that. He explained that the Housing Element is a required state mandate to plan for housing in a community over a period of time. He said the Council's discussion right now is related to anything additional beyond that. He said that could be part of one of the baskets being discussed, but would not require the Housing Element to be reopened.

Virginia Bacon suggested the Council approach residents who have lived here a long time and ask them why they don't have second units.

Councilmember Wengert said Ms. Crane's comments raised the question of whether or not the Town's zoning in some of the major corridors was appropriate. She said that may be a longer strategic question to address, but it is an idea worth considering.

Town Manager Dennis said staff will provide Council with a draft Strategic Plan for Housing Options and Community Engagement at a September meeting.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [8:33 p.m.]

Councilmember Aalfs – Attended Peninsula Clean Energy (PCE) meeting, where they signed the power supply and multiple funding agreements which involved the County, PCEA, negotiations with three power service providers, Barclay's Bank, and three law firms, totaling approximately 12 agreements. He said the CEO, who has been onboard six weeks, is doing a great job. He said that the first postcard mailing for notifications will be mailed on July 18 to small and medium commercial and municipal accounts, and to 50,000 residential accounts. In response to Vice Mayor Hughes' question, Councilmember Aalfs said if Portola Valley residents want to opt into Phase 1, they will be able to do so online on Monday. Councilmember Aalfs will provide the information to the Town Manager to share with the Town. He said PCE continues to work transferring people who are on net metering.

Councilmember Wengert – Attended the July 12 Town Center Master Plan Update Committee meeting, with Vice Mayor Hughes, where they saw a demonstration on the PlaceWorks public engagement tool, and discussed the proposed community survey to be launched on August 16. The committee's next meeting is scheduled for September, where they can discuss some of the early results from the survey.

Councilmember Richards – Attended a Conservation Committee meeting where there was a bit of confusion over their review of the Ranch plant list, which has been resolved. He attended an ASCC meeting where they approved the Ranch's plant list and revised design guidelines. He said they also reviewed two large homes. He said they approved another exception to the 85 percent rule, which he thinks may be becoming too common an occurrence. He said they approved a permit for a general plan and zoning ordinance amendment, conditional use permit, and variance for Windmill School. He said they still need to work on the landscape plan, parking, and traffic concerns. They also discussed the aesthetics of the actual windmill at the property. He said they reviewed a preliminary site development permit for grading of a play area and hillside restoration at 145 La Sandra Way.

Vice Mayor Hughes – Attended a Bicycle, Pedestrian & Traffic Safety Committee meeting and heard from concerned parents regarding traffic safety for children at the Alpine/Los Trancos intersection and additional traffic concerns. The sheriff reported on the citations issued for the month of July. He said the Public Works Director reported that the slurry seal project is complete and restriping will occur soon. He

said CalWater has restarted their roadwork on Portola Road and is expected to complete repaving by September 1. He said the sewer project on Georgia Lane is ongoing. He said the right of way trimming is complete at the Los Trancos/Alpine intersection which improved the sightline visibility. He said the Town maintenance staff is doing invasive weed targeting, currently working on yellow star thistle. He said the Committee will present Council with a proposal on permanent signage for the Windy Hill parking lot.

Mayor Derwin – Attended the last Closing the Job/Housing Gap Task Force meeting which reviewed the website and marketing branding that will go live late summer, early fall. She said there was a push by housing advocates for the Supervisors to put a housing bond on the fall ballot. They voted against the bond and will instead place on the ballot an extension of the sales tax for 20 years. She attended a Grand Boulevard Initiative meeting, which is a regional collaboration dedicated to the revitalization of the El Camino Real corridor, from Daly City to San Jose. She attended a MidPen Picnic at Cooley Landing where they heard a speaker from Latino Outdoors. She said Portola Valley didn't get on the budget and she suggested Councilmembers attend their events and talk to the MidPen people. She said she and the Town Manager attended the Shanghai Municipal People's Congress Delegation reception.

(7) Town Manager Report – Town Manager Dennis said he posted Neighborhood Watch information to the PV Forum and sent it to a few residents that showed interest in the program. He said the Town Hall was recertified as a Green Business by the San Mateo County Green Business Program. He said they will be working with the Library and the Sequoias to also become recertified. He said he was pleased with how well the renovation in front of the Schoolhouse is coming along. He said the landscaping will occur in the fall and that lighting is expected to be installed within the next few days. He said the road striping is expected to be completed tomorrow. Councilmember Richards noted that a speed bump on Corte Madera still needs striping. Town Manager Dennis will check with the Public Works Director about it.

WRITTEN COMMUNICATIONS [9:03 p.m.]

(8) Town Council Digest – June 24, 2016

#6 and #7 – Report from San Mateo County Sheriff's Office – Incident Logs for 5/30/16-6/6/16 and 6/6/16-6/12/16. Councilmember Aalfs asked how many burglaries have occurred this year. Town Manager Dennis will check and get back to him.

(9) Town Council Digest – July 1, 2016

#7 – Letter for Unidentified Resident re: License Plate Readers & Chipping Program Personnel. Mayor Derwin asked the Town Attorney if anonymous letters need to be recognized. Town Attorney Prince said it is policy that if a letter is addressed to all of the Council it automatically gets placed into the Digest, but no response is required to anonymous letters.

#9 – Letter from League of California Cities re: Designation of Voting Delegates and Alternates for the League's Annual Conference in October. Mayor Derwin said she will attend the League of California Cities 2016 Annual Conference.

(10) Town Council Digest – July 8, 2016

#6 – Memo from Sustainability & Special Projects Manager re: Support for Participation in SunShares Collaborative Solar and Electric Vehicle Program. Councilmember Aalfs asked for specifics regarding the SunShares Program. Town Manager Dennis explained it is a program similar to what the Council has looked at in the past promoting EV programs. This letter indicates the Town's support for the program and that representatives from the Business Council on Climate Change may promote the program in Portola Valley.

ADJOURNMENT [9:09 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk