

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 937, OCTOBER 12, 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
Leigh Prince, Town Attorney
Debbie Pedro, Planning Director
Susan Cope, Administrative Services Manager
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Monika Cheney, 158 Goya Road, said that Windmill School is very excited and grateful to have the approved CUP and Zoning. She said they are in the final building permit approval process. She said they received the permit fee worksheet from the Town indicating an estimated total of \$49,733 in fees. She pointed out Windmill School is a not-for-profit business that serves primarily residents of Portola Valley. She said this permit fee bill represents 10+ percent of their yearly operating budget. She said the Town has an exemption policy for below market rate housing, and she realizes the school is not one of the examples of something that would qualify; however, she asked that the Town Council consider and discuss a waiver or reduction in the plan check fees for non-profit organizations such as the Windmill School.

CONSENT AGENDA [7:03 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of September 28, 2016.
- (2) Approval of Warrant List: October 12, 2016, in the amount of \$151,401.60.
- (3) Appointment by Mayor – Request for Appointment of a Member to the Parks & Recreation Committee.

Councilmember Aalfs moved to approve the Consent Agenda. Seconded by Councilmember Richards, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (4) Recommendation by Administrative Services Officer – Update on Annual Audit for FYE 2015-'16.

Susan Cope, Administrative Services Officer, provided a verbal update regarding the Annual Audit for FYE 2015-2016. She said Maze & Associates performed the audit last week. She said as part of their annual audit, as occurs every year, some journal entries were reclassified, which staff performed immediately. She said the audit went smoothly with no notable exceptions, and they look forward to a good report.

Town Manager Dennis said it was a pleasure to share the very positive audit, which speaks to the hard work of Susan Cope and her staff, whose efforts rarely get to be formally acknowledged. Councilmember Wengert agreed with Town Manager Dennis. She said it is the unsung part of what staff does and appreciates their work to continue the strong track record of audit reports. Vice Mayor Hughes added that it was a great job, particularly since it was their first year doing it.

(5) Recommendation by Town Manager – Proposed Continuation of Municipal Water-Use Reduction Targets.

Town Manager Dennis said staff reached out to the Conservation, Parks & Recreation, and Water Conservation committees to ask for input about Cal Water's 10 percent reduction target. He said the drought is expected to continue for some time. He said the drought has not been kind to the Town fields and has stressed them so that water does not have the same impact as before the drought. He said Public Works Director Howard Young and Sustainability and Special Projects Manager Brandi de Garmaux put together an enormous dataset on all of the water use in any part of the Town facilities. He said the committees agreed that the Town could do nothing beyond 10 percent reduction. He said the fields and facilities needed to be considered with a medium- to long-term frame of mind related to the drought. He said it was a wonderful collaborative effort and the committees are very eager to assist staff and be part of the set of solutions moving forward. He said staff will engage with the three committees on the water conservation issues, with a meeting already scheduled between the Conservation Committee and Parks & Recreation Committee. He said data collection and analysis will continue, which has been found to be incredibly valuable. He said the proposals will eventually be brought before Council for review.

(6) Recommendation by Town Manager – Consideration of SB 415 – California Voter Participation Rights Act and Consolidation with a Statewide General Election Date.

Town Manager Dennis presented the staff report regarding SB 415, the bill signed by the Governor on September 1, 2016, mandating that cities and towns shall not hold an election other than on a statewide election date if holding an election on a non-concurrent date has previously resulted in a significant decrease in voter turnout. He said local elections held in odd numbered years averaged 42 percent less than the statewide election years. He described the options available to deal with the impacts this has on Portola Valley. Town Manager Dennis thanked Town Clerk Sharon Hanlon for all the work in compiling the data and putting together the staff report.

Vice Mayor Hughes asked if an election held in 2017 would be additionally costly since the law is not effective until 2018. Town Manager Dennis said since the other cities will be extending their terms, a 2017 election would be costly.

Vice Mayor Hughes asked if this applied to other elections that occur in odd years, such as UUT renewals, etc. Town Manager Dennis said all the elections would need to be shifted. Town Attorney Prince said the UUT would remain in place, but the vote for the reduction from 5-1/2 to 4-1/2 percent, which occurs every four years, would be shifted.

Councilmember Wengert asked what the likely differential would be in terms of costs incurred by the Town by going one cycle versus another and asked regarding the general cost of an election. Town Clerk Hanlon said the normal odd-year elections run around \$8,000. She said the County advised her that a standalone election would cost an estimated \$75,000. Mayer Derwin said the prevailing thought amongst the people she's talked to is to not hold an election in 2017 and extend terms one year, holding the next election in 2018. She said if Portola Valley chooses to maintain the odd-year election, it is likely to be very expensive. Councilmember Richards said he is hearing the same thing in the County – that most cities will be extending a year. In response to Councilmember Wengert's question, Town Manager Dennis said San Mateo will have an election in 2017, but it will be for a five-year term. Vice Mayor Hughes added that

San Mateo is also doing a charter amendment to extend the people who are currently serving who would expire in 2019.

Steve Hedlund said vote by mail was significantly less expensive and asked if that was an option to consider. Ms. Hanlon said the vote by mail trial in 2015 was successful but there has not been a decision made by the County Election Officer as to whether it will go all vote by mail.

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

Councilmember Richards said the Town obviously has to make the change. He said the easiest thing to do is extend the terms and pursue that through the public process.

Councilmember Wengert said it makes sense that the Town should not have odd-year elections, but some discomfort comes in the Councilmembers deciding to extend their own terms. She asked if there were any other data points to consider. Town Manager Dennis said staff's review was solely from a cost perspective, which made it easy to recommend the option of extending the terms.

Councilmember Richards agreed and said he was somewhat uncomfortable with the Council making the decision, although he agreed it made sense to make the change to even years right away. He asked if there were any modifications that could be made to make it as public as possible.

Vice Mayor Hughes said the short deadline did not provide a lot of flexibility. He said this was authorized by law, which somewhat eases his comfort about the Council making this decision and said there did not seem to be much of a choice considering the financial impact.

Town Attorney Prince said the Elections Code authorizes the addition or subtraction of one year of term for situations like this. She said the odd-numbered election years was adopted in 1987.

Jon Silver, 355 Portola Valley Road. Mr. Silver said he recalled making the decision as a Councilmember to consolidate the School Board elections when they could have chosen general or statewide elections. He said they did not extend their terms but shortened them, because he did not feel it was right, without voter approval, to lengthen his own term. He said the reason they chose odd-numbered years was so that folks could focus fully on local government and not be distracted by national and statewide campaigns. He was not supportive of the SB 415 mandate.

Vice Mayor Hughes said unfortunately there is no flexibility because if their terms were reduced by a year they would be up for election next week.

The Town Council approved consolidation with the statewide general election, occurring on even years, and extending two Councilmembers' terms from 2017 to 2018 and three Councilmembers' terms from 2019 to 2020. After Town Clerk Hanlon explained the costs for an odd-year election, Mr. Silver said that was certainly a different order of magnitude.

(7) Recommendation by Town Manager – Draft Housing Options Strategic Plan – Follow-Up Discussion.

Town Manager Dennis presented the staff report recommending adoption of a draft housing options strategic plan.

- **Recommendation One:** Direct the Planning Commission to review amendments to the Second Unit Ordinance that could increase the maximum allowable size of the unit; allow second units on smaller (<1 acre) properties; waive permit fees; and possibly subsidize development cost.

Councilmember Wengert thanked staff for a terrific report. She asked Planning Director Pedro how many additional properties could qualify for the 1,000-square-foot second unit by reducing the lot size requirement to 2 acres. Planning Director Pedro did not know the exact number. She said it could be researched or taken to the Planning Commission as part of their review. Councilmember Wengert said it would also be useful to the Council and the Planning Commission in determining impact if they could see the breakdown, including properties of less than 2 acres. She asked if the idea had come up regarding modular housing as an approach to second units. Planning Director Pedro said modular or prefab housing is currently permitted and allowed, although they don't see a lot of them. She said they tend to see more custom homes, even for the smaller second units. She said they have had inquiries but does not know if any applications have actually been submitted.

Councilmember Richards said there was some discussion regarding allowing second units on smaller lots and finding some smaller lots that have existing legal non-conforming second units that might be good models. Planning Director Pedro said that has not been researched yet, but it is a good idea.

Mayor Derwin asked if people were allowed to put a trailer on their property as a second unit. Planning Director Pedro said those would be considered RVs and would fall under a different code requirement. She said they would have to be outside of the setbacks and falls under a different set of construction codes. She said the tiny houses movement has brought up an inquiry. She said, however, that once the Town provided the requirements, that person hasn't come back.

Mayor Derwin called for questions or comments from the audience.

An unidentified individual asked if the people in Woodside or Atherton have been approached regarding these issues. Town Manager Dennis said there has been no specific conversation with them related to the staff report before the Council tonight; however, there have been general conversations on a staff-to-staff level. He said his colleagues in the other cities know the Town is discussing this. Mayor Derwin said she has spoken informally regarding this subject with a colleague in Woodside.

Meg Abraham, Alpine Road. She asked if the goal was affordable housing or increased housing. She said she doesn't know what affordable housing means in this context, what would qualify for the State's affordable housing. She said with regard to second units, even those who have non-conforming grandfathered in second units, the cost in City fees coupled with the intrusion of the ASCC, just to make maybe \$1,000 or \$2,000 a month on a second unit, is very daunting. She said the Council needs to look at costs, not just subsidizing, to lessen the pain, or the residents are not going to consider it.

Mayor Derwin said she understands those concerns because she's trying to build one herself right now.

Bill Youstra said Westridge is material to this issue because there is the capacity there in terms of acreage, and he has not heard if they are supportive or not. He said when he installed solar at his house, there was a group buy and the Town was very accommodating and facilitated installation of solar by reducing the friction associated with it. He said if residents could add prefab second units, possibly marketed as a group buy, for which the Town provided preapprovals and fixed fees, it could move very quickly.

Mayor Derwin said she agreed and that exact idea has been discussed at the County level.

Helen Walter, 4600 Alpine Road. She said her mother bought her property of 1.8 acres 30 years ago. Her mother would like to age in place and Ms. Walter has the money to build a second structure for herself and her son on the property. However, the 750-square-foot limit is not enough room for them. She said they could expand her mother's house by 3,000 square feet but they want their own house. She said below market rate housing is usually 900 square feet for a two-bedroom unit. She said this is a regional

issue because everyone crosses jurisdictions on a daily basis and driving long distances between homes and jobs increases traffic for everyone.

With no further comments or questions, Town Manager Dennis continued with the staff report.

- **Recommendation Two:** Direct staff to work with regional agencies and private sector partners to reduce costs and eliminate barriers to second unit construction.

Councilmember Wengert asked Town Manager Dennis who he would be approaching regarding the regional agency fees. Town Manager Dennis said County would be the primary. Mayor Derwin said she is building a one-bedroom, 750-square-foot affordable housing unit on her property. She shared some of the obstacles and large fees associated with that. She said she would like the Town to work out some of these obstacles for the residents.

Vice Mayor Hughes said it appeared the real bulk of the cost is construction so looking at modular units would be a huge benefit.

With no further comments or questions, Town Manager Dennis continued with the staff report.

- **Recommendation Three:** Direct the Planning Commission to work with Town staff to further review and develop a Junior Second Unit Ordinance to allow conversion of existing space within single family homes into a junior accessory dwelling unit.

In response to Vice Mayor Hughes' question, Planning Director Pedro said that current code does not allow a second kitchen or cooking facilities in the main house.

In response to Councilmember Wengert's question, Planning Director Pedro said the code required a separate entrance and there is no limitation for number of entrances on a building.

With no further comments or questions, Town Manager Dennis continued with the staff report.

- **Recommendation Four:** Direct staff to engage with businesses in Town to gauge interest in joining the Town's Affiliated Housing program created by the Housing Element. Changes to the Housing Element requires a recommendation by the Planning Commission, one public hearing by the Town Council, and appropriate public noticing.
- **Recommendation Five:** Direct staff to conduct outreach to local employers and pre-approve an employee survey.

Town Manager Dennis said the Town currently has an affiliated housing program with Stanford University, Woodside Priory, and The Sequoias. He said Woodside Priory currently has approximately 20 on-site housing units and will be adding more. He said Recommendations Four and Five would gauge interest and provide information regarding the scope of the issue.

Vice Mayor Hughes said it has come up that people don't necessarily want to live on-site where their jobs are located. He said swaps have also been discussed, not just in Town but including neighboring Towns.

Councilmember Aalfs asked if the affiliated housing at the Priory is deed restricted. Planning Director Pedro said The Priory will have a total of 27 housing units, but not all are affordable housing units. She said one or two are deed restricted. She said the housing units are for their faculty and they are charging below market rate rents even though they are not deed restricted.

Town Attorney Prince said, with regard to trading or swapping employee housing, there are some parameters around employee housing. She said that when it is expanded beyond that, there may be some Fair Employment Housing Act laws that would have to be researched.

Bill Youstra Cervantes Road. He asked if there had been any discussion around developing the Stanford Wedge. Town Manager Dennis said staff regularly has conversations with all three of the affiliated housing partners. He said conversations with Stanford University have indicated some potential interest in the future and the conversations are continuing. Planning Director Pedro said the 2014 General Plan Housing Element states that in the 2014-2022 planning period, there is a specific program to take a closer look at the feasibility of development on the Stanford Wedge. Mr. Youstra asked if the Priory was limited by their own financial capacity to develop or if there were other restrictions. Mr. Youstra said housing really governs the school's ability to recruit great teachers. Town Manager Dennis said the Priory fundraises and contributes money to construction, so the financial aspect is a consideration. Planning Director Pedro said the master plan that was approved by the Planning Commission identifies how many housing units, academic buildings, fields, etc., so in some ways the development on the property is governed by the use permit. Vice Mayor Hughes said the Priory is not at the limit – they can build 11 more units under their current permit.

Councilmember Aalfs asked how many units the Sequoias currently have permitted by their master plan. Planning Director said they have none for affiliated housing. She said the Sequoias are currently reviewing their master plan and they plan to bring an application sometime next year.

With no further comments or questions, Town Manager Dennis continued with the staff report.

- **Recommendation Six:** Create an ad hoc committee to review and recommend potential housing on Town-owned properties. Staff recommends the ad hoc committee be made up of two Councilmembers, two Planning Commissioners chosen by that body, and three residents appointed by the Town Council.
- **Recommendation Seven:** Direct staff and ad hoc committee to identify potential Town-owned sites for potential housing units, and criteria for their occupancy.

With no comments or questions, Town Manager Dennis continued with the staff report.

- **Recommendation Eight:** Postpone further work on the draft housing impact fee study until the Town Council has adopted the housing option strategic plan, which will include a list of concepts and programs and identified which program(s) may be funded by a housing impact fee. Once the program(s) have been adopted, Town staff can return to the Town Council with recommendations on the future of the Inclusionary Housing Ordinance and the housing impact fee. The General Plan and Town ordinances may require amendments.
- **Recommendation Nine:** Postpone allotment of existing affordable housing funds accumulated from the Inclusionary Housing Ordinance until completion of the housing options strategic plan.

In response to Councilmember Aalfs question, Town Manager Dennis said the inclusionary housing fee would stay in place if a subdivision was proposed and would be governed under that ordinance. Since the Town does not have a housing impact fee, there would be no further work done on that.

Meg Abraham, 4536 Alpine Road. She said she is supportive of the idea of the Town paying for a subdivision. She said she does not want to see affordable housing tucked away in some corner because that would be ghettoizing. She said if there is going to be a subdivision of affordable housing, it needs to be central to Portola Valley so that these people remain part of the community. She said there would also need to be a method to keep an affordable housing subdivision affordable, possibly where the Town

maintains some control over the subdivision. She said, as a long term resident, it breaks her heart that many teachers can no longer stay in Portola Valley. She said she would also like to see retirement age planning put into any sort of subdivision that would utilize this sort of money.

Vice Mayor Hughes pointed out that money loses effective value the longer it sits in the Inclusionary Housing Fund and it doesn't make sense to look to collect more money until the Town determines what it will be spent on.

Monika Cheney, Goya Road. She said the staff report indicates there is currently \$3.5 million in the affordable housing fund. She said it is unclear to her what the possibilities are for that money. She asked if the money was available for housing projects on Town-owned land or the other programs that have been discussed, or if the Town can use it to buy property. Town Attorney Prince said Recommendation Eight is to consider what the Town Council would be interested in using the funds for and there is not currently a defined program beyond that it needs to be used for affordable housing, which could include a variety of things including purchasing property to work with an affordable housing developer to build, building affordable housing on Town-owned land, etc.

Town Manager Dennis said staff is trying to explore where the potential programs could go and then come back and revisit whether or not the Inclusionary Housing Ordinance is the appropriate place to fund those things, or to find some other mechanism for it. He said there is no recommendation at this time regarding what it should be used for because it is unknown what will come out of this discussion.

Vice Mayor Hughes asked if it was correct to say it is fairly flexible, although there may be legal constraints from the County or the State, as long as it's being spent on something to do with low-income housing. Town Attorney Prince said it is required to be spent on affordable housing, and as it gets down to specific things the Town Council wants, the legal limitations can be researched.

With no further comments or questions, Town Manager Dennis continued with the staff report.

- **Recommendation Ten:** Continue to assist HIP Housing with publicizing their services by providing more exposure on the Town's website, at the Farmer's market, or develop an outreach program that specifically targets potential providers.

Vice Mayor Hughes asked what kind of numbers HIP Housing has historically placed in Portola Valley. Town Manager Dennis said it is minimal and in recent years it is zero. He said staff recently worked with HIP Housing in PV Ranch to including information about their program in the newsletter. He said there were a couple of people who wanted to learn more about it. He said it is very challenging to get the word out about this program. Mayor Derwin said HIP Housing thoroughly vets their candidates and they have great success stories.

Councilmember Aalfs said Recommendation Ten ties in nicely with Recommendation Three about the junior second units.

With no further comments or questions, Town Manager Dennis continued with the staff report.

- **Recommendation Eleven:** Direct staff to begin work on the above public engagement process.

Town Manager Dennis said staff hopes to be able to go through all the recommendations and have something back to Council in mid-spring 2017.

John Silver, 355 Portola Road. He said he was involved, in the early-1990s, in the first really extensive and serious revamp of the Housing Element, which was approved by the State Department of Housing and Community Development. He described the process at that time, which included field trips that were

very valuable. He said the more that real knowledge can be brought to people, the better the chance to come together as a community about things that will serve the Town well and make the community better.

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

Councilmember Richards said that, considering the scope of the issue, Recommendations One through Seven all need to be implemented, and probably simultaneously. Councilmember Wengert agreed.

Councilmember Wengert said parts of Recommendation One should be prioritized. She said a lot of emphasis should be put on the breakdown of lot sizing and how much it will add to inventory because that will drive what proposal might be sent to the Planning Commission. She said it should be significant enough to potentially provide for a fair number of units being built. She said allowing second units on properties smaller than one acre was also a priority. She said waiving permit fees and subsidizing development costs would be a lower priority. She was supportive of a Junior Unit Ordinance.

Town Manager Dennis said the subsidizing and waiving of fees could be bifurcated and grouped with the postponed allotment of existing affordable housing funds.

Mayor Derwin said she really liked Mr. Youstra's idea regarding a group buy of modular units and asked if that would be something the Planning Commission would look into. Councilmember Wengert said since the ordinances allow for modular, that could probably be done at staff level. Councilmember Aalfs said it would be possible if it was decided that 1,000 square feet was appropriate on more lots, and if a pre-engineered, pre-approved solution for anything up to 1,000 square feet could be developed. Councilmember Richards said it would require ASCC involvement.

Town Attorney Prince said design standards could be crafted with modular units in mind. If a resident could meet the codified design standards, the process would be simpler.

Councilmember Wengert asked if this question should be directed back to the ASCC. Vice Mayor Hughes said the Planning Commission would also want to look at it because of issues like parking, sewer connections, etc.

Town Manager Dennis suggested the Planning Commission look at all of the elements and then forward on whatever requires ASCC review.

In response to Councilmember Aalfs' question, Town Manager Dennis said Recommendations Four and Five are a set of conversation to gather information to bring back to Council. He said the most labor intensive piece is the survey. He said the Council is required to approve all surveys, so staff is asking for preapproval of a modest set of questions. Councilmember Wengert said the survey will be critical in gauging demand. Vice Mayor Hughes said another benefit of the survey of local employers is that it puts a face on the whole issue. He said the public will be educated when they see responses from the people who work in Town and hear about their struggles to commute to Portola Valley.

Councilmember Aalfs said his hesitation with regard to the ad hoc group was the great amount of work that would be required for Recommendation Six and Seven. He asked if the Council really believes housing can be created on Town-owned property. Councilmember Wengert said she thinks it can. She said the Town has been committed to trying to do something for a very long time. She said with this kind of a process and public engagement, looking at all the options available, it is important to focus it in as quickly as possible to see what the realistic options are, if any.

The Council approved Recommendation One and directed the Planning Commission to review amendments to the Second Unit Ordinance, possibly increasing the maximum allowable size of the

second unit and allowing second units on properties smaller than one acre, and to look into a group buy of pre-engineered, preapproved, modular units of various sizes up to 1,000 square feet.

The Council approved Recommendation Two, and directed staff to work with regional agencies and private sector partners to reduce costs and eliminate barriers to second unit construction.

The Council approved Recommendation Three and directed the Planning Commission to work with staff to develop a Junior Second Unit Ordinance.

The Council approved Recommendation Four and directed staff to engage with businesses in Town to gauge interest in joining the Town's Affiliated Housing Program created by the Housing Element.

The Council approved Recommendation Five and directed staff to conduct outreach to local employers and preapproved an employee survey.

The Council approved Recommendation Six and Seven to create an ad hoc committee to review and recommend potential housing on Town-owned properties. The ad hoc committee will consist of two Councilmembers, two Planning Commissioners chosen by that body, and three residents appointed by the Town Council. The Council directed staff and the ad hoc committee to identify potential town-owned sites for potential housing units, and criteria for their occupancy.

Councilmember Richards nominated Mayor Derwin to serve on the ad hoc committee. Mayor Derwin accepted. Councilmember Wengert volunteered to serve on the ad hoc committee.

The Council approved Recommendations Eight, Nine, and Ten.

Councilmember Aalfs moved to approve staff recommendations regarding the Draft Housing Options Strategic Plan. Seconded by Councilmember Wengert; the motion carried 5-0.

Mayor Derwin called for a brief recess.

(8) Recommendation by Town Attorney – Annual Evaluation Process.

Town Attorney Leigh Prince presented the staff report regarding the annual evaluation process. She requested that the Town Council provide input on the annual evaluation process for the Town Manager, select a subcommittee of the Town Council to finalize the evaluation process, and conduct the annual evaluation before the Town Council meeting on December 14, 2016.

Councilmember Wengert said she recalled the Council had previously discussed possibly retaining a part-time human resources consultant, not only for this process but for other personnel issues that might arise. She asked Town Attorney Prince if the consultant she selected could play that role on an ongoing basis. Town Attorney Prince said she and the consultant, Marcie Scott of Municipal Resource Group, had also discussed a more long-term on-call relationship. Councilmember Wengert said it should be a goal to have that person available as a resource to assist with future issues. In response to Councilmember Wengert's question, Town Attorney Prince said Ms. Scott proposed an hourly rate fee with a not to exceed. In response to Councilmember Wengert's question, Town Manager Dennis said he had not met the consultant. He said if her role was expanded outside of this project, he would like to have a conversation with her. Mayor Derwin asked the Town Attorney how many hours she thought it would take. Town Attorney Prince said it will depend on how much work the subcommittee is willing to take on independently. If the subcommittee uses the three or four evaluations she provided as examples to create a self-evaluation for the Town Manager, and something for staff, and then maybe just run it by her to make sure all the bases are covered, she said it will not take her very much time. She said if the subcommittee wanted to be more hands-off and just direct the Town Attorney to generate the reviews and

conduct the surveys, that is more involved. She said she did not think it would be anywhere near \$10,000. Town Attorney Prince said the subcommittee's task depends on the conversation tonight regarding what the review should look like, if it should include the 360-degree multi-source assessment or if they just want to do a more traditional Council-only level review.

Mayor Derwin called for questions. Hearing none, she brought the item back to the Council for discussion.

The Council agreed they wanted to do the 360-degree multi-source assessment. Town Manager Dennis said he appreciated that suggestion and was excited to have the review.

Councilmember Wengert said the 360-degree review can be very complex and suggested that the subcommittee focus a lot on it.

Vice Mayor Hughes and Councilmember Aalfs volunteered to serve on the subcommittee.

Vice Mayor Hughes would like to use the services of the consultant, which will save a lot of time and effort, and will also be a good test of the consultant.

Mayor Derwin said \$10,000 seems too high for this project. Town Attorney Prince said the consultant does recognize this is the most robust process that she would propose and she was very comfortable going through and modifying things to make it a simpler process. Because she works on an hourly basis not to exceed, Town Attorney Prince said there are ways the subcommittee could work to reduce costs. Councilmember Aalfs said this would be a one-time cost that will be very valuable. Vice Mayor Hughes suggested the first step of the process would be for the subcommittee to meet with the consultant and figure out what they actually want to do, which will likely be somewhat reduced from what is described in the staff report.

Councilmember Richards moved to approve a 360-degree review process and the formation of a subcommittee, consisting of Vice Mayor Hughes and Councilmember Aalfs, who will work with a consultant to streamline the annual evaluation process. Seconded by Councilmember Wengert; the motion carried 5-0.

(9) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Aalfs – He said there was a press conference held on October 6 officially announcing Peninsula Clean Energy. He said San Carlos announced that all their municipal accounts are at 100 percent renewable.

Councilmember Wengert – She attended an ASCC meeting where they discussed an architectural review for an attached second unit on Stonegate, a modification to landscaping on Campo Road, and provided an update on the Ad-Hoc Committee for the Portola Road Corridor.

Councilmember Richards – None to Report.

Vice Mayor Hughes – He attended an Ad-Hoc Windy Hill Signage Committee meeting where they discussed the installation of two parking signs and the removal of existing signs. He said they also discussed whether more parking is needed at the Windy Hill parking lot and reviewed the use permit. He said initially MidPen had asked for more parking in their CUP, but at that time the Town limited it to 50 spaces. He said a MidPen person who lives at the Hawthorns attended the meeting and said it would be worthwhile to engage with MidPen to discuss if they can do something long-term about the parking issue. He attended a Bicycle, Pedestrian & Traffic Safety Committee meeting where they also discussed signage on Portola Road at Windy Hill and possibly upgrading the crosswalk sign at The Priory. He said

they reported that the staff maintenance crew is clearing drains and the Hawthorne Trail group is organizing a meeting.

Mayor Derwin – She attended the C/CAG Water Committee’s meeting where they formed a recommendation to take to C/CAG for a proposed framework for the San Mateo Countywide Water Committee that will look into storm water, flood control, sea level rise, and coastal erosion. She said membership will include five elected officials with additional technical assistance as needed. She said it will be a standing committee tasked with education, outreach, and advocating for funds, and being a central repository for information about storm water, flood control, and sea level rise.

(10) Town Manager Report – Town Manager Dennis reported the first Neighborhood Watch meeting in the Golden Oak North Community is being held tonight. He said he had lunch with the General Manager of WestBay Sanitary last week. He said Town staff is in the process of considering their goals for 2017. He said the Emergency Preparedness Committee sponsored a Healthcare Mixer where they invited people with healthcare backgrounds to possibly work in the EOC. He attended the League of California Cities Annual Conference and said the workshops were excellent.

WRITTEN COMMUNICATIONS [9:10 p.m.]

(11) Town Council Digest –September 30, 2016

None

(12) Town Council Digest – October 7, 2016

#7 – Notice – SunShares Workshop – Tuesday, October 11, 2016, at 6:00 p.m. in the Community Hall. Councilmember Aalfs questioned why the SunShares Workshop was cancelled. Town Manager Dennis said it was postponed.

#8 – Invitation – Council of Cities Dinner Meeting – Friday, October 21, 2016 – City of Pacifica Hosting. Councilmember Wengert asked if anyone knew what the program is for the October Council of Cities dinner meeting. Mayor Derwin said she thought were going to talk about the Propositions.

ADJOURNMENT [9:15 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk