

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 958, NOVEMBER 8, 2017

CALL TO ORDER AND ROLL CALL

Mayor Hughes 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 Mary Ann Moise Derwin, and Jeff Aalfs, Vice Mayor John Richards, Mayor Craig Hughes.

Absent: Councilmember Ann Wengert

Others: Jeremy Dennis, Town Manager
Debbie Pedro, Planning Director
Howard Young, Public Works Director
Arly Cassidy, Associate Planner
Cara Silver, Town Attorney
Susan Cope, Finance Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes – Town Council Regular Meeting of October 25, 2017. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – November 8, 2017, in the amount of \$560,300.75.
- (3) Recommendation by Public Works Director – Acceptance of the Portola Road Widening Project – Project #2017-PW02.
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Portola Road Widening Project in the Town of Portola Valley, CA #2017-PW02 and Authorizing Final Payment to “Half Moon Bay Grading and Paving, Inc.” Concerning Such Work, and Directing the Town Clerk to file a Notice of Completion (Resolution No. 2744-2017)
- (4) Recommendation by the Finance Committee and Town Manager – Updates to the Town Investment Policy *[Removed from Consent Agenda.]*
- (5) Recommendation by Finance Director – Adoption of a Resolution approving and Authorizing Disposition of Surplus Town-Owned Property *[Removed from Consent Agenda.]*

Councilmember Aalfs moved to approve Items 2 and 3 of the Consent Agenda. Seconded by Vice Mayor Richards the motion carried 5-0, by roll call vote.

- (1) Approval of Minutes – Town Council Regular Meeting of October 25, 2017.

Councilmember Aalfs moved to approve Item 1 as amended. Seconded by Councilmember Derwin, the motion carried 4-0.

- (4) Recommendation by the Finance Committee and Town Manager – Updates to the Town Investment Policy
- (5) Recommendation by Finance Director – Adoption of a Resolution approving and Authorizing Disposition of Surplus Town-Owned Property

The Mayor and Councilmembers thanked Finance Director Cope for providing years of excellent service to the Town.

Vice Mayor Richards moved to approve Items 4 and 5. Seconded by Councilmember Aalfs, the motion carried 4-0.

REGULAR AGENDA

COMMITTEE REPORTS AND REQUESTS

- (6) Town Center Master Plan Committee Update

Ted Driscoll, Committee Chair, expressed appreciation to Planning Director Pedro for the great deal of work she did on this project. He said they are at a stage to figure out the true impact, cost, and disruption associated with each item. He said they have done a rough prioritization, but need an expert to continue with the prioritizing. He suggested engaging an architect, perhaps Larry Strain, to provide feedback.

Mayor Hughes invited questions from the Council.

Councilmember Derwin asked if the entire Committee worked on scoring the list of projects and criteria, or if it was a subcommittee. Mr. Driscoll said the entire Committee commented. Planning Director Pedro said the idea for scoring came from Alex von Feldt and it was then forwarded to the entire Committee. She said Craig Taylor also weighed in on the assessment rating. Mr. Driscoll said the goal of the list was to capture all of the ideas, trying not to be exclusive or eliminate any ideas.

Mayor Hughes said Mr. Strain is obviously very familiar with the Town Center Plan and the history, which would be very beneficial and save a lot of time and money, but suggested it might be a good idea to also look at other architects. Mr. Driscoll said he is not sure that Mr. Strain is available, but he knows him personally and has recommended him for two other projects. Councilmember Derwin said, having served on the Council during those years, she found Mr. Strain to be super creative, fun, funny, a master at figuring stuff out, and she does not think the Town could do better. She said she's worked personally with a lot of architects, and Mr. Strain is fantastic. Mr. Driscoll said he'd like to start by asking Mr. Strain regarding his availability, but if he's not available then they may have to find someone else, perhaps someone recommended by Vice Mayor Richards. Vice Mayor Richards said Mr. Strain's experience and familiarity makes him the number one guy.

Planning Director Pedro said the Committee developed a Mission Statement, Guiding Principles and Goals, and a spreadsheet as directed. She is asking the Council to approve them and authorize the continuation of the work.

Mayor Hughes invited public comment. Hearing none, Mayor Hughes brought the item back to the Council for discussion.

Councilmember Derwin moved to approve the Mission Statement, Guiding Principles and Goals, Project Evaluation Criteria and authorize the continuation of the Work Plan per the Committee Charter. Seconded by Councilmember Aalfs, the motion carried 4-0.

STAFF REPORTS AND RECOMMENDATIONS

PUBLIC HEARING

- (7) Public Hearing – Recommendation by Planning Director and Associate Planner – Review and Approve a Resolution Updating the Portola Valley Geologic and Ground Movement Potential Maps
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Adopting “Geologic Map” and “Ground Movement Potential Map” and Establishing Land Use Policies for Lands Shown on Said Maps (Resolution No. 2746-2017)

Associate Planner Cassidy described the background of the updates and proposed modification to the Geologic and Ground Movement Potential Maps. Staff recommended adoption of the attached resolution approving the requested modifications, as detailed in the staff report.

Councilmember Derwin asked for a definition of a fault spur. Associate Planner Cassidy said, as she understands it, a fault is pictured as a straight line, but in fact there is a main fault where most of the motion and movement happens over geologic history, and then there are spurs and flaking of the lines where motion has occurred but is less common. She said this spur is not the main San Andreas Fault, but an area where shifting has occurred in the past.

Mayor Hughes congratulated Associate Planner Cassidy for recently passing the American Institute of Certified Planners examination.

Mayor Hughes called for questions from the Council.

Vice Mayor Richards asked if it was known which properties had trenching. Associate Planner Cassidy pointed out the property where a new house was recently constructed. She said the property reviewer was aware of the fault location when constructing the house.

In response to Councilmember Derwin’s question, Associate Planner Cassidy said this action will restrict building on the properties and have an impact. Associate Planner Cassidy said the earthquake setback is a separate section of the Code and is an Ordinance. She said the reason for the setback is that it’s so close. She said even though this is not the most active fault in Town, there is still history of action so the idea is to limit risk to health and safety. The setback is 50 or 100 feet, depending on the certainty of the fault. She said if a house exists where there is an overlap that will become existing nonconforming. The residents are still allowed to live there and are aware of the risk. She said the fault was always there, but the Town now has better information about where it is. She said repairs will come under the nonconforming ordinance and will be limited to maintenance.

Mayor Hughes asked if those homeowners would face any insurance issues. Associate Planner Cassidy said she did not have clear information on that.

Councilmember Aalfs asked if a site would have to go through the Geologic Safety Committee and the Planning Commission to determine a new building envelope. Planning Director Pedro said it would be reviewed by Ted Sayre, the Town Geologist, who would make a recommendation. She said there are many homes that are actually sitting within the setback, which are legal nonconforming, and are allowed limited remodels and additions with the proper foundation.

Hearing no other questions, Mayor Hughes invited public comment. Hearing none, Mayor Hughes brought the item back to the Council for discussion.

Vice Mayor Richards said he was surprised to see a property on the northeast corner with a fairly new structure that looks like it's within the setback. Associate Planner Cassidy said non-habitable space is allowed within the setback. She said the subject house has an ADU above it, and it's right on the edge of the setback. She said the Town Engineer is aware of that and believes it's within the safety regulations.

Mayor Hughes thanked the Committee for the substantial level of outreach to the community.

Vice Mayor Richards moved to approve the Resolution Adopting the Geologic Map and Ground Movement Potential Map and Establishing Land Use Policies for Lands Shown on Maps 4-0. Seconded by Councilmember Derwin, the motion carried 4-0.

(8) Recommendation by Town Manager and Public Works Director – Recommendations from the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) to Support a Study and Improvements related to Pedestrian Safety

Town Manager Dennis described the concerns around pedestrian traffic safety issues. He described the conversations, grant request, and site visits to various areas of concern. Town Manager Dennis and Public Works Director Young presented the staff report, including BPTS's lists of recommended improvements. Town staff requested approval to move \$30,000 from reserves to support a pedestrian safety study.

Public Works Director Young said that Items 1 through 4 can be completed internally. Item 5 is already being done. Item 6 will require coordination with the school. They'd like to fold Items 7 and 8, which are big ticket items, into the study they want to do, because those items will affect the rural character of the Town and how things will look. He said the traffic study will also help them look at other possible big-picture items.

Town Manager Dennis said a couple of suggestions did not make the BPTS recommendation list. The primary one was larger signage for the 25 MPH signs located at both ends before the crosswalks and relocating them.

Town Manager Dennis said ASCC may provide valuable input for Items 1 through 4 and asked if Council wanted to take those items before the ASCC.

Mayor Hughes called for questions from the Council.

Councilmember Derwin asked if safer to school routes would be included in the study. Public Works Director Young said when they applied for the grant, the scope was very general Town-wide and it needs to be more zeroed down, and when they do put a scope together they could also incorporate safe routes to school into the study. Town Manager Dennis said they want to focus very specifically on certain intersections, not a Town-wide circulation study. Councilmember Derwin said she was thinking specifically about Corte Madera School to Alpine which has been an ongoing issue for many years. Mayor Hughes said the areas of concern include the intersections at routes to and from school, whether they're technically deemed safe or not – it's where children are crossing the street and interacting with cars.

Councilmember Derwin asked if very many kids travel on bicycle or on foot from Corte Madera to Town Center. Town Manager Dennis said they don't have that information and he could only speak anecdotally about it.

Vice Mayor Richards asked Public Works Director Young if the intent of the study would be a traffic study, counting the number of cars that go by and the routes they take, and then to come up with suggestions to control them better. Public Works Director Young said they envision a traffic engineer or consultant come in. He said they also need to look at counts to get a scope and zero it down on the cost of what the traffic

engineer wants to do. He said the idea is to look at almost all the major intersections and routes used and look at how to improve them. He said demographics and routes are changing every year. In response to Vice Mayor Richards' question, Public Works Director Young said the study would focus on all three of the intersections listed in the staff report.

Mayor Hughes said a number of parents commented at the BPTS meeting. He said many people said the Town needs to think not just about the current pedestrian routes, but the fact that currently a lot of people don't let their children walk or bike to school because they don't feel safe. If safer corridors are created where people could bike from school to the Town Center or from Alpine Hills to school, there will be more people doing it. He said this set of intersections creates a corridor all the way from Alpine Hills to the Town Center with schools forking off from that.

With no further questions from the Council, Mayor Hughes invited public comment.

Jose Iglesias. Mr. Iglesias said he lives in one of the properties pointed out. He expressed appreciation to Public Works Director Young for coming out and talking to the neighbors today. He said they fully support the suggestions that he and the Committee came forward with in terms of cleaning up the vegetation, etc. He said from his personal observation and living with the traffic, one of the biggest problems is the amount of traffic going into the Priory the beginning and end of the school day, compounded by kids going up and down to Ormondale or Corte Madera. He said a line of drivers coming south on Portola Road are trying to turn left into The Priory. He said construction vehicles and other drivers get frustrated and enter the bike lane to bypass the cars turning left, and then either speed up Corte Madera or down Portola Road. He asked if it made sense to put a speed bump where Corte Madera meets Portola Road, similar to other speed bumps on Corte Madera. He said that is where he sees cars often come close to hitting the kids or him when he's working in that area. He also asked about creating some kind of either full-time or part-time one-way traffic flow for The Priory, similar to Ormondale. He said the majority of all Priory traffic enters through one entrance. He said he liked the idea of adding gravel on the side of Portola Road and Corte Madera. He asked if the study might include the suggestions he mentioned.

Tia Miller. Ms. Miller represented a large group in the Corte Madera neighborhood as well as some of Grove and Shawnee Pass, whose children bike or walk up to Corte Madera. She said, in working with Public Works Director Young and Town Manager Dennis, they submitted a set of recommendations for short-term fixes. She said one of their suggestions was left out – the idea of taking a close look at the 25 MPH school zone sign located southbound on Portola Road before Brookside. She said they feel that is one of the most important suggestions because one of the main problems in the crosswalk is that the cars are going too fast to stop. She said the trimming shrubbery and the walkway will be fantastic, but the root of the problem is getting the cars to slow down. She said there are two signs coming from Town Center to The Priory. She said the first sign has a redwood tree directly in front of it and you cannot see the sign until you're right on it. She said it seems like either the sign was put there in error or put there before the tree grew so large. She said the suggestion is to make the sign bigger or brighter, but it definitely should be placed before the tree so drivers have time to slow down.

With no additional public comment, Mayor Hughes brought the item back to the Council for discussion.

Councilmember Derwin said parents have been complaining about this for many, many years, and she is glad to see that a concrete plan to do something about it is being developed. She was supportive of the staff recommendations.

Councilmember Aalfs was in support of the staff recommendations. He said at the bottom of Corte Madera Road there is no place to walk and clearing the brush will be good. He supported considering moving the crosswalk to the south side of the intersection so people can walk down the south side of Corte Madera Road.

Vice Mayor Richards was supportive of staff recommendations for the study. He said care must be taken working with traffic engineers to focus them in the right direction because there is a tendency to provide a lot of irrelevant data. He suggested care be taken in considering moving the crosswalk, because kids going to Ormondale would then be crossing two roads – Portola and the Priory driveway.

Mayor Hughes was supportive of the staff recommendations. He said he's been involved with this for a couple of months and he likes the approach of taking care of some of the beneficial improvements now. He agreed with Vice Mayor Richards that there are a variety of options and possible solutions for Items 7 and 8 that should be carefully considered to avoid unintentional consequences.

Town Manager Dennis asked if the Council would like staff to consider making the signs larger and moving them now or if that should be folded into the study. Mayor Hughes said if moving the sign that is currently ineffective would dramatically improve the situation, then it should be considered as soon as possible, and then have the study look at a final location and size. Councilmember Derwin asked if that is in the consultant's purview or if staff felt comfortable handling it. Town Manager Dennis said that is something the consultant could handle, but staff can put some staff time it on a short-term solution. He said he does not know what cost is associated with moving the sign. Mayor Hughes said moving the light and power will be complicated, but moving the sign only could be considered as a short-term solution. Councilmember Aalfs agreed and said the study should determine the final location.

Town Manager Dennis asked if the Council wanted some of the items to be brought before the ASCC. Vice Mayor Richards said Item 7 should go before the ASCC, but after the study is completed. Town Manager Dennis asked if that also applied to the short-term recommendations. The Council said the short-term recommendations did not need to go before the ASCC. Councilmember Derwin said anything that aesthetically affects the Scenic Corridor should have input by the ASCC. Mayor Hughes said Items 1 through 6 are very minor and don't need ASCC review. He suggested staff provide it as an informational item for the ASCC so they can provide any feedback they feel is necessary. Town Manager Dennis said staff has already spoken to the ASCC chair about it and they will provide an information item.

Town Manager Dennis said as the Committee continues to visit sites and engage other neighbors and parents, there will be other "low-hanging fruit" tasks that can be accomplished. He asked if the Council wants staff to bring those types of things back to Council or if staff could start to address some of those items, see where they are, and then fold them into the study. The Council said staff can just report back to the Council the things they have done.

Town Manager Dennis said staff will have conversations with a couple of traffic engineers and then come back to the Council for approval of a budget.

(9) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended a Home for All meeting held at Town Hall to discuss the need for affordable housing in Portola Valley and the changing demographics. They discussed two events – a design charette and one about people's personal stories. Mayor Hughes suggested getting personal stories from members of the community that people know. Councilmember Derwin noted there are a couple of seats available for the November 15 Silicon Valley Foundation "On the Table" event. She also announced that on Saturday, December 9, from 1:00 to 2:00 p.m., the Portola Valley Library will hold a community conversation to talk about housing. She attended a Library JPA Board meeting November 7, where they reviewed policies and discussed the East Palo Alto Library.

Councilmember Aalfs – He had no Town meetings but attended a few forums at Stanford – one on finance of energy and another on the technology behind energy. He said he, Town Manager Dennis, and Assistant to the Town Manager de Garmeaux will be talking with vendors and consultants about converting the Town Center to a microgrid and bring the results back to the Council. Town Manager

Dennis said he had lunch recently with PV Ranch Manager, Leo Gonzalez, and the Board President and said they are doing generation projects there. Councilmember Aalfs said there were changes and a vacancy on the School Board. He said the bond measure and the large building project they had been discussing will likely be scaled back.

Vice Mayor Richards – None to report.

Mayor Hughes – Attended the November Bicycle, Pedestrian & Traffic Safety Committee meeting to discuss traffic safety. He attended a Finance Committee meeting where they discussed changes to the Utilities Users Tax (UUT), which is up in June 2018 for the four-year renewal to be re-lowered. He attended an Open Space Acquisition Advisory Committee where they discussed updates on various properties that have been inspected and the Spring Down pond completion and next steps. Regarding Spring Down, Town Manager Dennis said in the short term they will be doing some seeding around the pond. Town Manager Dennis said they've asked the Committee to provide information about what each property needs.

(10) Town Manager Report – Town Manager Dennis reported that in the next few weeks the Council should expect to see updates on the Town's website related to code enforcement. He said there will be specific response times for different levels of code enforcement activity. He provided the latest report of rodents on Town softball fields – 13 traps set in October, trapping eight gophers, no moles, and no voles. On November 7, Town Manager Dennis convened a very productive meeting with Fire Chief Ghiorso, PG&E, Sheriff's Office, Woodside Town Manager Kevin Bryant and Armando Muela with CERPP to discuss a set of conversations they want to have with the community regarding fire preparedness. Councilmember Derwin said the Conservation Committee discussed a few years ago how to create defensible space without clearcutting and there should be some information available about that. He said that on November 9 staff will be advertising to fill the Finance Director position and hopes to schedule some interviews in early-December.

WRITTEN COMMUNICATIONS [8:14 p.m.]

(11) Town Council Digest – October 27, 2017

#7 – Letter of Request from Tim Brand, Board Member of Bay Area for Clean Environment (delivered at the 10/25 Town Council Meeting) in Support of Clean Air Regulation 11, Rule 18. Barry Chang, City of Cupertino Councilmember, said their Council just approved the letter last night, as did the City of Mountain View. He said Lehigh is well connected, an international corporation with a lot of money, and it is important that all the cities work together on this issue. He said Lehigh is running out of the mine on the original pit and are looking to have the second pit mine, so that fight is coming up and he will be coming back to ask for additional help. He said he will be personally delivering the letters on November 15 and he would be happy to hand-deliver the Portola Valley letter as well. Mr. Chang said it is a very important issue. Council approved sending a letter of support signed by the Mayor.

(12) Town Council Digest – November 3, 2017

None.

ADJOURNMENT [8:18 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk