

PORTOLA VALLEY TOWN COUNCIL-PLANNING COMMISSION SPECIAL JOINT MEETING NO. 869,  
NOVEMBER 13, 2013

Mayor Richards called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs and Maryann Derwin; Vice Mayor Ann Wengert; Mayor John Richards

Planning Commissioners Arthur McIntosh, Nate McKitterick and Nicholas Targ (arrived 7:30 p.m.); Vice Chair Denise Gilbert; Chair Von Feldt

Absent: Councilmember Ted Driscoll

Others: Nick Pegueros, Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk  
Gary Fitzer, Deputy Building Official  
Brandi de Garreaux, Sustainability and Special Projects Manager  
Tom Vlastic, Town Planner  
Karen Kristiansson, Deputy Town Planner

ORAL COMMUNICATIONS [6:31 p.m.]

Virginia Bacon, Golden Oak Drive, presented Council with a book she created entitled *Breaking Ground: Portola Valley's New Town Center*, requesting that it be added to the Town's archives to share with others.

STUDY SESSION [6:32 p.m.]

(1) Study Session: Housing Element

Mayor Richards indicated that tonight's session would focus on the overall approach to updating the Housing Element and the process planned, but not go into detail about material in the Housing Element itself.

Ms. Kristiansson summarized the November 11, 2013 staff report. Without going into the details, she described the overall approach, saying that it would begin with updating factual sections, followed by exploring and assessing options for the housing programs, which would entail study sessions with the Planning Commission. The first study session is scheduled for November 20, 2013. Upon obtaining further public input via a community meeting in January or February 2014, the Planning Commission would develop a suggested set of programs for the Housing Element update and consult the Town Council as part of that process, Ms. Kristiansson said.

The first draft of the update would be presented at a second community-wide meeting, after which the Planning Commission could direct changes to be made, and a revised draft would go to the Council for authorization to submit to the state for review. At that point, depending on state response, Ms. Kristiansson said that staff would finish the technical parts, including the CEQA analysis, and prepare the documents for formal consideration.

In designing the work program, she said staff had thought about how to ensure an open and participatory process and planned to use the Town's web pages and e-notification system to distribute information, as well as use of postcards, the PV Forum, and press releases for advertising community meetings. As well,

she said the Town would continue to participate in countywide and regional housing organizations and groups.

The goal is to have the draft Housing Element delivered to the state in May 2014 in order to allow some time to work with the state so that the Council could formally act on the element in October. The finalized updated Housing Element must be adopted and certified by the state by January 31, 2015, Ms. Kristiansson explained. Emphasizing that this is a key date, she said that missing the state deadline would cause the housing element to expire in four years instead of eight, which would be a significant cost and workload burden.

Ms. Kristiansson said the Ad Hoc Affordable Housing Committee's report, submitted in June 2013, identified three programs as potential priorities in the Housing Element:

- **Second units:** Second units are expected to continue to be the main source of new affordable housing in Town, but Ms. Kristiansson said it is likely that additional steps will be needed to further encourage second-unit development.
- **Inclusionary housing:** In terms of inclusionary housing, which requires land to be set aside for below market rate housing as part of the subdivision process, one matter likely to be discussed is change in requirements. Currently, when a subdivision of seven or more lots is created, provisions require the developer to set aside a certain amount of land for affordable housing; a possibility to consider would be to require developers to set aside less land but to also build the units. Ms. Kristiansson also pointed out that a pending court case could lead to other changes for the inclusionary housing program, depending on its outcome.
- **Affiliated housing:** In the current Housing Element, properties at the Priory, The Sequoias and Stanford Wedge are included as part of this program, and Ms. Kristiansson said she would be meeting with representatives of each of them to discuss their interest in providing additional housing on their sites. In addition, the Ad Hoc Affordable Housing Committee had also suggested the Town consider allowing a small amount of affordable housing on commercial office properties, she said.

In response to questions from Vice Mayor Wengert and Chair Von Feldt, Ms. Kristiansson said that at this stage, updating the site inventory of the Housing Element would involve reviewing all of the sites identified (which includes all vacant parcels in Town, whether for affordable housing or market-rate development) to determine what has been developed. If any sites were to be added, though, that information would come out of discussions as the process moves forward, she explained.

In response to a question from Councilmember Derwin about the timing of the first community meeting, Ms. Kristiansson said it depends to some extent on the Planning Commission's work in its study sessions and when they're ready to receive broader input, but the target would be late January or early February 2014.

Commissioner McKitterick said he would prefer public discussion to take place with the Planning Commission rather than in separate public meetings. Asking whether separate community meetings would somehow improve the process, he said he would like to hear other Commissioner's and Councilmember's thoughts about this. He suggested that the most controversial issue probably focuses on whether the Town buys land on which to develop affordable housing, and for that reason, perhaps public meetings related to that isolated topic would be most appropriate if and when the Town is considering buying a specific property.

In response to Chair Von Feldt's comment that some of the Ad Hoc Affordable Housing Committee recommendations for expanding second-unit development seemed familiar, Ms. Kristiansson said that a number of these have been discussed previously, such as the idea of adjusting the maximum size

allowed for second units, but the ideas listed either were not included in the housing element or are ways to adjust or strengthen programs.

Commissioner McIntosh said that Commissioner McKitterick's suggestion made a lot of sense for dealing with proposals for a specific project or site, and he agreed that the meetings should be in front of the Planning Commission.

Councilmember Aalfs said the next Housing Element would have to broadly address whether the Town might have the option of buying property for affordable housing. Commissioner McKitterick agreed; his point was that the public would want to have input before the Town makes a substantial commitment on a particular property.

Vice Mayor Wengert also agreed that holding public hearings within the context of the Planning Commission would be appropriate, especially because many of the ideas under discussion are substantial ones and could affect site coverage and density. Some ideas could have a significant impact, and she said we'd be best served to tackle it in the venue of Planning Commission public hearings. As for the question of whether the Town would build affordable housing units, Vice Mayor Wengert said the Town made a pretty clear commitment to significant public hearings if and when that issue resurfaces. In terms of the housing element update process, discussion of buying unaffiliated land should be undertaken separately from discussion about second units. Chair Von Feldt added that changes to the Town's second-unit policy could well have a larger impact on the community.

Commissioner McIntosh said that the housing element is based on what is required and how we can achieve that. Some of the Town's funds could perhaps be used in areas like housing at the Priory. In the end, the Town has to hit the RHNA numbers.

Vice Chair Gilbert, noting that inasmuch as the last time around, the Housing Element also committed to build below market-rate (BMR) units on the Blue Oaks lots that have since been sold, asked whether it would be acceptable to submit broader, more open-ended language for the update or whether another commitment within a certain timeframe would be required. Ms. Kristiansson said it's complicated, but the updated Housing Element would need to report on what happened, what we're trying to do and what we intend to do. She believes we can demonstrate having made a good-faith effort to move forward. The Town will need to explain how we intend to continue moving forward and, as Commissioner McIntosh put it, "make the numbers." Ms. Kristiansson said the state also may want the updated Housing Element to commit to what we want to do with the proceeds from the sale of the lots at Blue Oaks, or at least lay out options to explore. Ultimately, she said we'd have to show that we expect the programs set forth in the updated Housing Element to encourage the production of the 64 units identified for the Town between 2014 and 2022.

The Council and Commission discussed the idea of having focuses for each of the Planning Commission study sessions. Mr. Vlasic stated that it is important to remember that the community would need to be prepared with an understanding of what's being proposed in concert with the array of options available, the potential impacts, and variables among properties. When it comes to the issue of two second units on a parcel, for instance, he said perceptions in Westridge would likely differ from elsewhere in Town because of Westridge's CC&Rs (Covenants, Conditions and Restrictions). Ms. Kristiansson said it would be important to keep the overall timeframe in mind in terms of the number of study sessions. She also explained that part of the rationale for having separate community meetings came from discussions in Ad Hoc Affordable Housing Committee meetings, when considerable emphasis was placed on the desire for an open, heavily advertised process. However, she said community meetings could be held in the setting of Planning Commission meetings.

Commissioner McIntosh said it makes good sense for the public to have all the background material on the table. In response to his asking how many second units the Housing Element designates, Ms. Kristiansson said the current Housing Element calls for 34 second units between 2007 and 2014. She added that the state is looking at new housing units only, which has been a problem in the past with

second unit amnesty programs. In the last discussions with the state on this issue, the state would only allow legalized second units to count toward the RHNA if the Town could prove that the units had not been counted in the last U.S. Census, which the Town was not able to do.

Councilmember Derwin pointed out that San Mateo County's 21 Elements could serve as a valuable resource. For instance, she said 21 Elements is undertaking a "residential nexus" study for affordable housing impact fees, with five or six cities taking part, and has done work on overlay zoning that may contribute to creating housing opportunities on commercial properties. Ms. Kristiansson said she's been going to 21 Elements' meetings, and 21 Elements in fact is producing the second-units study that Portola Valley will use for the Housing Element update.

Mayor Richards asked for public comments.

Ms. Bacon asked whether second units need to be discrete housing units, and why the Town doesn't participate in the HIP Housing Program. Ms. Kristiansson said the program is in the Town's current Housing Element, and the Town does participate. The state, however, has not allowed counting that housing toward its requirements because it does not produce separate housing units.

Jon Silver, Portola Road, noted that public comment and controversy can affect scheduling. Second units were very controversial in town in the 1990 housing element update, he said, so we shouldn't assume they won't be controversial now. He also recollected a field trip to some Palo Alto Housing Corporation projects which was very helpful, and adding a similar field trip to the schedule might be worth consideration.

Monika Cheney, Goya Road, addressed the issue of transparency regarding the potential purchase of property. The big question, she said is when the Town would hold the public hearings. Ms. Cheney cited the preamble from the Brown Act (Section 54950):

. . . public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

She noted that in Section 54956.8, the Brown Act permits closed sessions for real estate negotiations:

. . . to grant authority to the negotiator regarding price and terms of payment (which is very specific, Ms. Cheney pointed out). However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

Given that information, she said she doesn't know why openness/transparency remain an open question. Ms. Cheney also reminded everyone of the hard work of the Ad Hoc Affordable Housing Committee members, who spent an extended period of time to put forth recommendations. From the front page of the Committee's recommendations, she quoted:

The Ad Hoc Committee recommends that Town funds should only be used to purchase land or pay for construction of housing after a rigorous, open and public process that includes adequate notice, identification of the property and disclosure of the financial viability and proposed density of the projects before entering into a contract.

Ms. Cheney emphasized “before entering into a contract” as a critical phrase, and said she’d like to hear back from each Councilmember and Commissioner whether they would be willing to adopt that recommendation.

In response to Chair Von Feldt, Ms. Prince said the Brown Act does specify that closed real estate negotiation sessions concern price and terms, and there usually is not an open session in advance but simply notice of the address and identification of the negotiator. Understandably, she added, with real estate transactions, there is competition from other parties who are potentially purchasing. If the Town were to indicate in a public meeting a willingness to spend up to a specified amount, it would result in a less-favorable negotiating position.

Louis Ebner, Wyndham Drive, said that ex post facto disclosure of a done deal is not a transparent process. In fact, he said, closed sessions do not provide more leverage, and his point is that the Town should not have policy formulated behind closed doors. He suggested agendizing a public discussion of the Brown Act and the workings of the Town Council and Commissions, and noted that the Town could set greater requirements for transparency than what is required by state law. This can be very straightforward, he said, quoting Brown Act Section 54953.7:

Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter.

Mr. Ebner stated that the Council can discuss generally whether the Town intends to buy property, before public funds are committed. He said that the matter of public trust and restoration of the bruised public trust were subtexts in the Ad Hoc Affordable Housing Committee meetings. He said that the Council earlier said that there would be no further activity related to 900 Portola Road, and he wants to know whether this implicit promise has been kept.

Jon Silver, Portola Road, said the implication of Mr. Ebner’s remarks was insulting. Portola Valley is as open as it gets, and the Town does follow the Brown Act. He added that the extent there’s controversy, we need to bend over backwards to show openness and transparency, and he used the term “we” purposefully, because “this is the people’s government.”

Bud Eisberg, Wyndham Drive, asked about the second unit amnesty program and whether the state’s stance may have changed since what Ms. Kristiansson described earlier. She said she hadn’t recently discussed it specifically with the state and she would check with the state to see whether it has revised the policy. An amnesty program could have other benefits to the Town, such as encouraging property owners to bring second units up to code, but she would have to find out whether the state would allow legalized units to be counted.

Mayor Richards closed the public comment period and brought the discussion back to the Council and Commission.

Chair Von Feldt said she liked the idea of addressing separate topics at separate meetings, but Mr. Vlasic had implied there might be a problem in separating them. Ms. Kristiansson said both angles are important, and it would make sense to start by separating them out to analyze in detail and then look at all of them together before determining whether and where adjustments are appropriate. Mayor Richards added that the matter of timing would also be important.

Commissioner McKittrick said he would not want to have multiple planning commission meetings with discussions of whether the Town will buy land. In his opinion, that issue would be better for the Town Council to take up separately.

Jeanne Worthington said one question that could be answered here and now is whether the Town has had any further discussions with the owners of 900 Portola Road since January of 2013 in terms of purchasing the property. Mayor Richards replied that it has not been discussed.

Vice Chair Gilbert noted that these issues relate to the question of whether the Town would ever purchase property for affordable housing, and the people need clarity on that point. Vice Mayor Wengert said she is increasingly frustrated by consistently revisiting the 900 Portola Road history from the same perspective, because we have long since moved past that. She said we are moving forward and looking to meet our state mandates. The Town Council proceeds with great transparency on all issues as we always have, working within our ability to handle real estate transactions, employment contracts and legal reviews that are best-served in closed sessions, and she is not interested in participating in an ongoing witch hunt. She said the Town achieved a significant goal last year in terms of RHNA, which should help us in meeting the objectives of our current Housing Element, namely, moving from the locked-in position of our Blue Oaks land holdings, which had proved infeasible, into a liquid position. This was a positive move after 12 years locked in one position.

Commissioner McKitterick said the idea is to have public input before committing to a land purchase, not so the public can decide on a purchase price or participate in the negotiations, but if we have a plan or an idea, we can put it up for public hearing. People may not get their way, but there will be hearings, and that's all people want and that would take a lot of negativity out of the equation.

Carter Warr, Willowbrook Drive, said he had been a member of the Ad Hoc Affordable Housing Committee and that it would be helpful to agendaize the Planning Commission's topics for discussion far in advance so that residents who have experience and interest in participation can plan forward to be involved. He said it would also make the process more productive for the Planning Commission.

Returning to the issue of public notice before a real estate transaction occurs, Ms. Prince said that notices on the agenda disclose the property address when there's a closed-session item involving a real estate transaction, as well as the negotiator's name(s). This gives residents the opportunity to express their thoughts before a closed session occurs.

Chair Von Feldt asked about involving the public earlier in the process, and about how to do that given the number of topics to discuss and the time constraints. Ms. Kristiansson replied that as we get into discussions at the Planning Commission level, particularly if we want to provide meeting notices more in advance, it would be important to keep an eye on the schedule and perhaps prioritize the issues to move forward with promptly.

In response to a question from Vice Mayor Wengert about the schedule, Ms. Kristiansson said the idea was to try to have a draft Housing Element ready by May 2014, and she strongly recommends submitting it to the state before the end of the summer.

Council concurred on approving the recommended work plan and schedule for the Housing Element update, allowing for flexibility as necessary.

The joint session concluded at 7:50 p.m.

---

Alexandra Von Feldt, Chair

---

Karen Kristiansson, Deputy Town Planner

TOWN COUNCIL MEETING [8:01 p.m.]

- (2) Presentation: Teen Committee Civic Involvement Project Awards [8:02 p.m.] 1:31:42.2

Sharon Driscoll, Teen Committee Co-Chair since 2008, said members of the Committee remember Bill and Jean Lane very thoughtfully, learning about native plants at Jasper Ridge under Ms. Lane's guidance, appreciating the importance of civic involvement and support of the schools. She said the Lanes raised money for school dances, donated to the Town's open space fund, contributed to relief efforts to help victims of the earthquake and tsunami in Japan and Hurricane Sandy in New England. Of course, they also served as the impetus for establishment of the Teen Committee's Bill and Jean Lane Civic Involvement Project, which drew focus to many of the causes they already supported and pays tribute to their example as Town leaders.

As Ms. Driscoll said, as the Town approaches the anniversary of its 50th year since incorporation, it's particularly fitting to thank the Lanes, the students, and the Town Council. They presented a native plant for Ms. Lane as a token of their appreciation. Mayor Richards handed out award certificates to program graduates.

CONSENT AGENDA [8:10 p.m.]

- (3) Approval of Minutes: Town Council Regular Meeting of October 23, 2013 [removed from Consent Agenda]
- (4) Ratification of Warrant List: November 13, 2013 in the amount of \$137,755.36
- (5) Recommendation by Town Manager: Adoption of a Resolution to amend the adopted Cafeteria Flexible Benefits Plan Document effective January 1, 2014
- (a) Resolution of the Town Council of the Town of Portola Valley to amend the adopted Cafeteria Flexible Benefit Plan Document effective January 1, 2014 (Resolution No. 2609-2013)
- (6) Receive and File Report from Sustainability & Special Projects Manager: Farmers' Market Quarterly Report [removed from Consent Agenda]

By motion of Councilmember Aalfs, seconded by Vice Mayor Wengert, the Council approved Items 4 and 5 on the Consent Agenda with the following roll call vote:

Aye: Councilmembers Aalfs and Derwin, Vice Mayor Wengert, Mayor Richards

No: None

- (3) Approval of Minutes: Town Council Regular Meeting of October 23, 2013 [8:10 p.m.]

Vice Mayor Wengert moved to approve the minutes, as amended, of the Town Council Regular Meeting of October 23, 2013. Seconded by Councilmember Aalfs, the motion carried 4-0.

- (6) Receive and File Report from Sustainability & Special Projects Manager: Farmers' Market Quarterly Report [8:12 p.m.]

Councilmember Derwin said Ms de Garmeaux and Farmers' Market Manager Maggie Foard are doing a great job.

Ms. Bacon inquired whether the change in hours for the winter has affected attendance. Ms. de Garneau said the market's no longer drawing so much of the after-work crowd, but the demand is still sufficient to keep the operation viable.

#### REGULAR AGENDA

(7) Recommendation by the Parks and Recreation Committee: Proposed Trial Skate Ramp at Town Center [8:15 p.m.]

Jon Myers, who serves on the Parks and Recreation Committee, said the group has been discussing the skateboard ramp idea, first proposed by Patrick Sullivan, for a little more than a year. Over time, more and more members of the community came forward in support. Initially considering a half-pipe structure (6 feet high, 20 feet wide and 34 feet long), the Committee switched to a quarter-pipe version because the latter requires much less space, he explained. They determined that at about 3 feet high, 8 feet wide and 8 feet long a half pipe could potentially fit onto the sports court at Town Center, and already have enough money committed to pay for its installation.

Mr. Myers said they expect impacts of the skateboard ramp on other sports court uses to be minimal, but after a one-year trial period to gauge community response to the skateboard ramp, they may decide to install netting to separate the ramp from the basketball area. Netting for the tennis area is already in place. As for concerns about noise, distraction and other issues, he said that he and Committee member Wendi Haskell have had discussions with a number of tennis players, and he's also spoken with people from Springdown.

Mr. Pegueros indicated that staff is excited about the opportunity to work with the Committee on this project, which should be good for the community. Staff resources would be required to ensure that the project is done in accordance with specifications and recommendations from the Town's risk manager, he said, and to work with an architect on the design. The ASCC would review the design during a noticed meeting, he added, allowing the public to weigh in. Mr. Pegueros said that in January 2014, an ordinance that addresses relevant legal issues would come to the Council. He said they're seeking a green light to move forward with the project, and further direction from the Council, in anticipation of coming back to the Council for final approval.

As Mr. Myers explained in his November 6, 2013 letter to the Council, a team (Mr. Sullivan, Mark Sutherland and Dean Asborn) has formed to ensure appropriate oversight of skateboarders, to establish and maintain communication with the skateboard community and log the number of skateboarders they observe using the ramp per week.

After some discussion that ranged from how the structure would be built to how regulations would be enforced to how complaints would be handled, Council directed staff to:

- Obtain a final design from an architect/designer with skate ramp/park experience
- Request comments on the design from the ASCC
- Develop the necessary rules and regulations required to comply with risk management best practices
- Return to the Town Council with the final project proposed for Council consideration.

PUBLIC HEARING

- (8) Public Hearing: Recommendation by Deputy Building Official, adoption of the 2013 California Building Code [8:30 p.m.]
- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.040.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to adopt and update Building Code (Ordinance No. \_\_)

As Deputy Building Official Gary Fitzer explained, the California Building Standards Commission reviews and amends the model building codes every three years. In July 2013, the Commission published the 2013 codes. During the six-month period before these codes take effect by default (January 1, 2014), to a limited extent, local jurisdictions may make amendments by means of an ordinance. Any modifications to requirements of the California Building Standards Code (CBSC), must be substantially equivalent to or more stringent than those published in the CBSC, and must be reasonably necessary due to local climatic, geologic or topographic conditions.

Within those parameters, Mr. Fitzer recommended the Council adopt an ordinance that incorporates the following modifications, none of which represents a change in Town policy:

- California Building Code Section 1505: Roof coverings shall have a Class A fire-retardant roofing assembly
- California Building Code Section 903 and California Residential Code Section R313: Automatic fire-extinguishing systems shall be installed in all occupancies as set forth by this ordinance
- California Building Code Chapter 7A and California Residential Code Section R327: Ignition Resistant Materials and Construction Methods shall be required as set forth by this ordinance

He also recommended that the Portola Valley ordinance delete California Residential Code Section R403.1.3, which would allow detached one- and two-family dwellings of three stories or less to have plain concrete footings without steel reinforcement.

According to Mr. Fitzer, calculations for significant additions or remodels have changed over the years, but the Town's current codes have reflected the differences he recommended in relation to the 2013 CBSC since 1987.

Mr. Fitzer elaborated on the fire retardant requirements for roofing materials in response to a question from Vice Mayor Wengert. When a woman in the audience suggested relaxing sprinkler-system requirements for second units to help the Town meet its RHNA requirements, he said the 2010 CBSC trumped Portola Valley's regulations. Since that time, even the smallest of cottages require automatic sprinkler systems, because the code now applies to all residential structures, regardless of size

A question from Councilmember Derwin prompted further discussion related to implementing the state's new California Green Building Code (CalGreen) vis-à-vis using Portola Valley's Build It Green checklist.

Vice Mayor Wengert moved introduce and waive the first reading of the ordinance of the Town Council of the Town of Portola Valley to adopt proposed local Building Code amendments to Chapter 15.04 of Title 15 of the Portola Valley Municipal Code. Seconded by Councilmember Aalfs, the motion carried 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) Recommendation from Town Manager: Extended Holiday Closure for Town Hall [8:52 p.m.]

As Mr. Pegueros had indicated in his November 13, 2013 memorandum to the Council, with Christmas Day and New Year's Day landing on Wednesdays this year, a number of staff members have requested authorization for extended time off. Typically, he said, Town Hall closes each year for Christmas Day, New Year's Day, and the business days in between.

To the extent that employees decide to take the time off as unpaid leave, accommodating requests to the extent of closing Town Hall on two additional days this year (Monday, December 23 and Tuesday, December 24) would reduce the Town's expenditure for salary, CalPERS pension, Social Security, and Medicare. Alternatively, employees who have it may choose to use accrued paid time off (PTO); to the extent that occurs, the Town's compensated absence liability would decrease.

Councilmember Derwin moved to extend holiday closure for Town Hall to include December 23-24, 2013. Seconded by Councilmember Aalfs, the motion carried 4-0.

(10) Report from Town Manager: Planning for the Town's 50th Anniversary Celebrations [8:56 p.m.]

Mr. Pegueros referred to a document in Council's agenda packets from a group of Town residents who have assembled over the last several months to develop, plan and organize events to celebrate the 50th anniversary of Portola Valley's incorporation next year. Without getting into details of the group's proposal, he said that he and Vice Mayor Wengert met with Cindie White and Danna Breen to discuss the group's ideas. Vice Mayor Wengert said the Town obviously would be supportive, bearing in mind the importance of ensuring that they are able to line up sufficient funding and that everyone who wants to participate has the opportunity to do so.

Vice Mayor Wengert moved to approve formation of the 50th Anniversary Celebration Ad-Hoc Committee, authorizing the Mayor to appoint its members. Seconded by Councilmember Derwin, the motion carried 4-0.

(11) Reports from Commission and Committee Liaisons [8:59 p.m.]

Councilmember Derwin:

(a) Sustainability Committee

The Sustainability Committee held a special meeting on October 28, 2013, discussing:

- Focus groups that Ms. de Garreaux is working on
- Programming for the Tuesday Harvest Speaker Series
- The Earth Day Fair for 2014, with an energy-related theme to promote Energy Upgrade; the fair will be held this year in Portola Valley and again hosted jointly with Woodside
- The Climate Action Plan, which is scheduled to come before the Council in February 2014
- The idea of developing an awards program to recognize residents with energy-efficient homes

- The next scheduled Committee meeting, a special meeting called for December 16, 2013

(b) Library JPA Governing Board

Mr. Pegueros joined Councilmember Derwin for the November 4, 2013 meeting, which included a study session on donor cities. Donor cities are the members of the JPA that bring in more revenue (via property tax assessments) than they spend on library resources – Atherton, Woodside and Portola Valley. At this time, their funds amount to \$7.2, \$2.8 million and \$500,000, respectively.

(c) Affordable Housing

Councilmember Derwin reported that if Assemblymember Rich Gordon decides to introduce a bill, he must do so by the end of February 2014. He is apparently considering language that would address such issues as allocation (e.g., requiring an analysis of historic data and analyzing community capacity before releasing numbers), the timeframe for cities to reach their goals, funding sources and infrastructure needs, including the impact on the schools.

Mayor Richards and Councilmember Derwin attended Housing Leadership Day 2013, hosted on November 1, 2013, by the Housing Leadership Council of San Mateo County. She reported that the housing problem in San Mateo County is staggering, and getting worse. The theme for the 12th annual iteration of Housing Leadership Day was “Realizing a Regional Plan for Growth.” Keynote speaker was Paul Saffo, a renowned futurist and consulting professor in Stanford’s School of Engineering, where his teaching focuses on the future of engineering and the impact of technological change on the future.

(d) Pilot Shuttle Program

On November 12, 2013, Councilmember Derwin and Ms. de Garneau were on a conference call with C/CAG Executive Director Sandy Wong and staff member Tom Madalena about the Pilot Shuttle Program, because they’re now opening up that process. Councilmember Derwin said Portola Valley should partner with Woodside on this, and will call contacts there to determine their interest.

Councilmember Aalfs:

(e) Corte Madera School

Councilmember Aalfs reported having several conversations regarding the traffic issues at Corte Madera School.

Vice Mayor Wengert:

(f) Diversity Awards

Gordon Russell was honored at the 2013 San Mateo County Mayors’ Diversity Celebration Awards dinner on October 30, 2013, sponsored by the Hispanic Chamber of Commerce. Mr. Russell was incredibly gracious, Vice Mayor Wengert said, acknowledging several Ravenswood Family Health Center Board members in his speech. Described as a “one man philanthropic force of nature” he was chosen for the award primarily for his commitment to Ravenswood, the nonprofit federally qualified community health center that captured his heart and became his passion.” Ravenswood operates medical clinics in East Palo Alto and the Belle Haven neighborhood of east

Menlo Park, a mobile health clinic that makes services available at schools and once a week for the homeless at sites where they congregate, and a full-service dental clinic in East Palo Alto.

(g) SFO Airport/Community Roundtable

At its November 6, 2013 meeting, in which higher-level FAA representatives than usual participated, Roundtable members discussed placement of noise monitors that are now installed in Woodside and Portola Valley. She thanked Public Works Director Howard Young and Mr. Pegueros for working with the airport people in that effort.

Roundtable members also discussed the final NextGen assessment and the anticipated excessive aircraft noise from May through August 2014 due to the closure of two main east-west runways during that period.

(h) Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee

Meeting on November 13, 2013, BP&TS Committee members discussed:

- Frustrations that the Sheriff's Department treats bicyclists' violations differently than it does motor vehicle violations
- No truck traffic west of I-280, with construction still up in the air
- The traffic issues at Corte Madera School
- The parking situation at Windy Hill

Mayor Richards:

WRITTEN COMMUNICATIONS [9:22 p.m.]

(12) Town Council October 25, 2013 Weekly Digest

(a) #1 – Agenda – ASCC – Monday, October 28, 2013

Councilmember Aalfs asked about the ASCC's follow-up review of site restoration plan implementation at 18 Redberry Ridge in the Blue Oaks Subdivision.

(13) Town Council November 1, 2013 Weekly Digest – None

(13) Town Council November 8, 2013 Weekly Digest

(a) #7 – Email from Ellen Mazzochette to Town Center re: bike lane work on Alpine Road and the I-280 interchange

Ms. Mazzochette wrote to express appreciation for the improved visibility and elevated awareness of bicyclists as a result of the improvements.

ADJOURNMENT [9:30 p.m.]

---

Mayor

---

Town Clerk