



Draft Minutes
Town of Atherton
CITY COUNCIL
September 16, 2015

7:00 P.M. - REGULAR MEETING
Council Chambers
94 Ashfield Road,
Atherton, California

The Mayor called the meeting to order at 7:00 p.m.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** **Widmer, Lewis, DeGolia, Wiest, Lempres**
3. **PRESENTATIONS**

Proclamations for Atherton History Month – Mayor DeGolia

Mayor DeGolia recognized the Atherton Heritage Association including Marion Oster, Isobel Christensen, Phoebe Rawles, and Ginny Nile for their hard work and dedication preserving Atherton history. Mayor DeGolia also recognized Samuel Wright Jr. for his work with the annexation of Walsh Road.

Water Smart Software Presentation – Peter Yolles, CEO

Presentation not given.

Pacific Gas & Electric (PG&E) Presentation – Vegetation Management Program

The Council heard a presentation from representatives from PG&E regarding their recent and pending efforts to clear vegetation around their gas transmission pipelines in Atherton. PG&E noted that they are continuing to make contact with local residents concerning vegetation in and around local underground gas transmission lines. PG&E reported that of the 606 identified trees, they have inspected 242 thus far. Of the 242 inspected trees, 16 have been identified for possible removal. PG&E will work with the Town's Arborist, the property owners, and through the Town's processes to address safety concerns.

The Council asked PG&E to begin the process with the 16 identified trees so that the Town can evaluate how the process will work. Further, the Council asked the PG&E allow the Town to participate on a proactive basis to identify mitigation measures short of tree removal if possible.

4. **PUBLIC COMMENTS**
5. **REPORT OUT OF CLOSED SESSION - Report out by City Attorney**

6. **CITY MANAGER'S REPORT**

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**

CONSENT CALENDAR (Items 8-19)

Council Member Widmer has a comment on Item 15.

8. **APPROVAL OF JULY 15, 2015 REGULAR MEETING**

Report: Assistant to the City Manager/City Clerk Theresa DellaSanta

Recommendation: Approve meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR JULY IN THE AMOUNT OF \$1,549,192 AND AUGUST, 2015 IN THE AMOUNT OF \$1,780,751**

Report: Finance Director Robert Barron III

Recommendation: Approve Bills and Claims in the amount of \$3,329,943

10. **ADOPT RESOLUTION 15-XX DESIGNATING A VOTING DELEGATE AND UP TO TWO ALTERNATES TO THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE – SEPTEMBER 30-OCTOBER 3, SAN JOSE**

Report: Assistant to the City Manager Theresa DellaSanta

Recommendation: Adopt Resolution 15-xx designating a voting delegate and an alternate to the League of California Cities Annual Conference in San Jose

11. **ATHERTON ART FOUNDATION BUDGET REQUEST - FY 2015-2016**

Report: Finance Director Robert Barron III

Recommendation: Approve the FY 2015-2016 Budget Request from the Atherton Arts Foundation in the amount of \$16,845 and authorize a grant in that amount from the Evan Creative Design Fund

12. **CREATION OF A REFUSE RATE STABILIZATION FUND**

Report: Finance Director Robert Barron III

Recommendation: Authorize the creation of a Refuse Rate Stabilization fund

13. **ACCEPTANCE OF TREASURER'S REPORT FOR THE FOURTH QUARTER ENDED JUNE 30, 2015**

Report: Finance Director Robert Barron III

Recommendation: Accept the Treasurer's Report for the Fourth Quarter Ended June 30, 2015

14. **ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION FOR THE 2014 ATHERTON AVENUE/FAIR OAKS LANE/MIDDLEFIELD ROAD MAINTENANCE PROJECT**

Report: Community Services Director Mike Kashiwagi

Recommendation: Accept work and authorize recording of a Notice of Completion for the 2014 Atherton Avenue/Fair Oaks Lane/Middlefield Road Maintenance Project, Number 56065

15. **ADDITIONAL APPOINTMENT TO THE BICYCLE PEDESTRIAN ADVISORY COMMITTEE**
Report: Assistant to the City Manager Theresa DellaSanta
Recommendation: Appoint Lida McCarthy to the Bicycle Pedestrian Advisory Committee. (BPAC)

Council Member Widmer suggested that Council consider appointing a representative of the Transportation Committee to the Bicycle Pedestrian Advisory Committee. Council agreed. Staff will bring the resolution back to the October Council agenda.

16. **EL CAMINO REAL/ALMENDRAL AVENUE PEDESTRIAN HYBRID BEACON COOPERATIVE FUNDING AGREEMENT WITH MENLO PARK FIRE PROTECTION DISTRICT**
Report: Community Services Director Mike Kashiwagi
Recommendation: Direct the City Attorney to draft and authorize the City Manager to execute a cooperative agreement with the Menlo Park Fire Protection District regarding cost sharing capital and operating costs associated with the new pedestrian hybrid beacon
17. **AMEND THE FY 2015/16 CAPITAL IMPROVEMENT PROGRAM TO INCLUDE THE MIDDLEFIELD ROAD/OAK GROVE AVENUE COMPLETE STREETS IMPROVEMENT PROJECT AND AUTHORIZE ADVERTISEMENT OF A REQUEST FOR PROPOSAL TO DEVELOP BID DOCUMENTS FOR THE PROJECT**
Report: Community Services Director Mike Kashiwagi
Recommendation: Adopt the attached Resolution No. 15- amending the FY 2015/16 Capital Improvement Program to include the Middlefield Road/Oak Grove Avenue Complete Streets Capital Improvement Project.
Authorize issuance of a Request for Proposal to develop bid documents for Complete Streets Improvements at the Middlefield Road/Oak Grove Avenue Intersection.
18. **ADOPT AN ORDINANCE AMENDING ATHERTON MUNICIPAL CODE CHAPTER 17.44; BASEMENTS**
Report: Town Planner Lisa Costa Sanders
Recommendation: The Planning Commission recommends that the City Council adopt the ordinance amending Atherton Municipal Code Chapter 17.44 regulating basements in Atherton
19. **ADOPTION OF RESOLUTION ACCEPTING EXPENDITURES FOR BALANCE OF FISCAL YEAR 2015/2016 SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF), CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS) GRANT**
Report: Police Chief Ed Flint
Recommendation: Adopt the attached resolution accepting the recommended expenditures of the remaining balance of FY 2015-16 Supplemental Law Enforcement Services Fund (SLESF), Citizen's Option for Public Safety (COPS) Grant in the amount of \$100,000.00 in accordance with California state requirements

MOTION by Lewis, second by Widmer to approve the consent calendar. The motion passed unanimously.

PUBLIC HEARING – (Item 20)

20. ADOPT THE FINAL ENVIRONMENTAL IMPACT REPORT FOR THE CIVIC CENTER MASTER PLAN

Report: Town Planner Lisa Costa Sanders

Recommendation: The Planning Commission recommends that the City Council conduct the public hearing and approve the Final Environmental Impact Report for the Civic Center Master Plan

Council Member Widmer recused himself because his spouse sits on the Planning Commission.

Town Planner Lisa Costa Sanders provided a report. She noted that several community meetings and opportunities to provide comments on the EIR were provided to interested parties.

Based on the analysis of the Civic Center Master Plan, under the CEQA guidelines, the EIR did not identify any significant or unavoidable impacts. Several mitigation measures have been identified that would reduce the impacts to less than significant. Those mitigation measures include best management practices during construction to mitigate noise, air quality and dust. Additionally, due to the rail corridor, an acoustic and vibration study will need to be done prior to the design of the project.

Costa Sanders indicated that the consultant compared the EIR with the updated site plan and there are no additional impacts.

Steve Nowack, Placeworks consultant, answered Council questions with respect to EIR document.

MOTION by Lewis, second by Lempres to approve the Final Environmental Impact Report for the Civic Center Master Plan. The motion passed 4-1-0 (Widmer recused).

REGULAR AGENDA – (Items 21-25)

21. RESOLUTION AUTHORIZING THE FRIENDS OF HOLBROOK-PALMER PARK TO SUBMIT THE CARRIAGE HOUSE AND WATER TOWER FOR THE NATIONAL REGISTER OF HISTORIC PLACES

Report: Town Planner Lisa Costa Sanders

Recommendation: Adopt the Resolution authorizing the Friends of Holbrook Palmer Park to submit the Carriage Housing and Water Tower at Holbrook Palmer Park for the National Register of Historic Places

Town Planner Lisa Costa Sanders provided a report. Costa Sanders noted that as these buildings are considered historic, any modification to the buildings would require further analysis under the California Environmental Quality Act (CEQA), even without being listed on the National Register.

Council Member Wiest asked how long the process takes if the Town decides to modify the building. Wiest was also concerned about bus tours and possible traffic associated with tours.

Architect Christopher Verplanck noted that any modifications or restoration to the buildings would have to be evaluated under CEQA guidelines whether it was listed as historic or not.

It was further noted that the decision to add these buildings to the historic register has no bearing on the decision to do modifications in the future. However, if added to the register, the buildings become eligible for specialized grants if they are added to the register.

Susan Masetti, Friends of Holbrook-Palmer Park, provided a presentation to Council.

The Council discussed the history of the Gen Merrill Carriage House and how it got the name. Council thanked the Friends for the thorough staff report.

MOTION by Widmer, second by DeGolia to adopt the Resolution authorizing the Friends of Holbrook Palmer Park to submit the Carriage Housing and Water Tower at Holbrook Palmer Park for the National Register of Historic Places. The motion passed unanimously.

22. APPROVE THE CLASS III BIKE ROUTE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR PUBLIC BIDS

Report: Community Services Director Mike Kashiwagi

Recommendation: Approve the Class III Bike Route Plans and Specifications

Authorize staff to advertise the plans and specifications for public construction bids

Staff presented the staff report noting where the Class III lanes would be identified throughout Town. Following some Q&A on locations and design, the City Council approved the Plans and Specifications and authorized staff to bid the project.

MOTION by Lewis, second by DeGolia to approve the Class III Bike Route Plans and Specifications Authorize staff to advertise the plans and specifications for public construction bids. The motion passed unanimously.

23. AUTHORIZATION TO APPLY FOR AN ELECTRIC VEHICLE CHARGING STATION GRANT FOR STATIONS AT HOLBROOK-PALMER PARK AND CALTRAIN STATION

Report: Finance Director Robert Barron III

Recommendation: Adopt the attached resolution authorizing submittal of a grant application as part of the Charge! Program for 2 to 3 electric vehicle charging stations

Vice Mayor Lewis felt that electric vehicle charging stations would be great to have with the new Civic Center.

Council Member Lempres felt that installation of EV stations in the park could have negative impacts such as an increase in parking.

Council Member Wiest felt that installing EV stations at the train station could help to reinstate weekly service.

Mayor DeGolia felt that anything the Town can do to convenience its residents is good.

MOTION by Wiest, second by Lewis to adopt the resolution authorizing submittal of a grant application as part of the Charge! Program for 2 to 3 electric vehicle charging stations.. The motion passed 4-1 (Lempres opposed).

24. DISCUSSION OF FEES FOR THE INSTALLATION OF SOLAR SYSTEMS AND POTENTIAL MANDATORY INSTALLATION REQUIREMENTS

Report: Community Services Director Mike Kashiwagi

Recommendation: Provide staff with direction relating to photovoltaic permit fees and possible implementation of a mandatory photovoltaic installation requirement

Community Services Director Mike Kashiwagi provided a report to Council.

Following the staff presentation and public comment, the Council discussed the merits of fee waivers and mandatory solar installations. The Council discussed the conflicts between mandating solar installations and the Town's tree protection ordinances. The Council expressed support for a waiver of fees for all installations but chose not to move forward with any mandate for solar installation.

25. EL CAMINO REAL/ALMENDRAL AVENUE PEDESTRIAN HYBRID BEACON IMPROVEMENT PLANS AND SPECIFICATONS – REVIEW AND AUTHORIZE BIDDING

Report: Community Services Director Mike Kashiwagi

Recommendation: Review and authorize for bidding the El Camino Real/Almendral Avenue pedestrian hybrid beacon plans and specifications

Community Services Director Mike Kashiwagi provided a report to Council.

Following a staff report and public comment, the Council discussed the location of the HAWK beacon, the partnership with Menlo Park Fire Protection District, the need to move forward on the project, clarified the timing of the project and expectations from Caltrans, and the placement of the beacons themselves.

MOTION by DeGolia, second by Lempres to authorize for bidding the El Camino Real/Almendral Avenue pedestrian hybrid beacon plans and specifications. The motion passed unanimously.

26. COUNCIL REPORTS/COMMENTS – Nothing further to add to written reports.

27. FUTURE AGENDA ITEMS – None.

28. PUBLIC COMMENTS

Anne McNertney, Atherton residents, asked for a briefing of the PG&E presentation given at the beginning of the meeting.

29. ADJOURN

Mayor DeGolia adjourned the meeting at 9:37 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk



Draft Minutes
Town of Atherton
October 7, 2015
4:00 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL DeGolia, Lewis, Widmer, Wiest, Lempres

PUBLIC COMMENTS - (Limited to items on the agenda)

1. CIVIC CENTER CONCEPTUAL DESIGN – ACCEPTANCE OF CONCEPTUAL DESIGN AND COST ESTIMATE

Report: Community Services Director Mike Kashiwagi

Recommendation: Accept the Conceptual Design prepared by WRNS Studio and the accompanying cost estimate; authorize staff to proceed to Schematic Design; provide direction with respect to design changes as recommended by the Civic Center Advisory Committee (CCAC); and provide direction to the Committee with respect to next steps

Staff presented the staff report and answered Q&A from the Council on various issues related to the project to include but not limited to: sustainability features, funding, parking, access, cost, scale, functionality, and fit. The Council supported the recommendation of the Civic Center Advisory Committee (CCAC) to detach the Council Chambers from the Administrative side of the facility and move it to the south side of the Police Department section in an effort to open up the center corridor of the site.

The Council expressed that the project needs to be “budget driven” but at this point, they are in the dark about just how much has been raised for the project and they would like monthly reports from Atherton Now, once they go public, about the status of fundraising so that the design can be married to the available funding. The Council provided direction to the CCAC to restore their focus to the externalities of the project and community engagement. The Council reinforced the efforts of Atherton Now as the fundraising role and the CCAC as the community engagement and feedback role providing feedback on the Project design and priorities. The Council reinforced the role of staff to manage the interior of the facilities for the best customer service and community service layout.

The Council asked that staff and the CCAC continue to refine the design through the schematic phase to increase building efficiencies and realize cost savings. The Council also expressed that they support building the most sustainable facility we can afford and would like to see the project’s sustainability features isolated so that decisions can be made along the way with respect to funding availability, selection of affordable sustainability features, and a review of their return on investment.

2. DISCUSSION OF POSSIBLE LETTER TO MENLO PARK FIRE PROTECTION DISTRICT TO REQUEST EMERGENCY SERVICES AS PART OF THE CIVIC CENTER PROJECT

Report: City Manager George Rodericks

Recommendation: Consideration/Discussion of a letter to the Menlo Park Fire Protection District to request funding assistance in support of emergency services in the Civic Center Project

Staff provided a brief report with additional comments from the Council Representative to the Fire District. Following discussion, the Council directed staff to work with the Mayor and Council Fire District Representative to craft a letter to the Fire District requesting their consideration of funding in support of emergency services at the Civic Center.

ADJOURN

Mayor DeGolia adjourned the meeting at 5:55 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk