



MINUTES
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT

May 16, 2007

7:00 p.m.

TOWN COUNCIL CHAMBERS

94 Ashfield Road
Atherton, California

REGULAR MEETING

Mayor Alan Carlson called the meeting to order at 6:59 p.m.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**

PRESENT: James R. Janz
Jerry Carlson
Charles E. Marsala
Alan B. Carlson
Kathy McKeithen

City Manager Jim Robinson and City Attorney Marc Hynes were also present.

3. **PRESENTATIONS**

- A. **Certificate of Appreciation to Sherman Hall from REACT**

Brian Boetig, Supervisory Special Agent, Federal Bureau of Investigation (FBI), also served as the Task Force Manager for the Rapid Enforcement Allied Computer Team (REACT), a multi-agency task force that targeted high technology crime and identity theft in the Bay Area. Officer Sherman Hall, Atherton Police representative, served on the task force and provided a valuable resource by keeping the Police Department apprised of current trends in cyber crime. Mr. Boetig, on behalf of the Director of the FBI, presented a certificate to Officer Sherman Hall.

- B. **Recognition of Outgoing Planning Commission Members**

Mayor Alan Carlson presented a Certificate of Appreciation to Rose Hau, outgoing Planning Commissioner, for her service to the Town. Outgoing Planning Commissioner Robert Andrews was not present.

C. Certificates for Young Artists' Environmental Art Contest

Town Arborist Kathy Hughes Anderson presented awards/certificates to the Art Contest winners in grades K-2, 3-5, and 6-8.

4. PUBLIC COMMENTS

Richard Moore, President of the Atherton Civic Interest League (ACIL), announced that ACIL's annual meeting would take place the next evening at 7 p.m. at Holbrook-Palmer Park. Everyone in attendance would receive a hand tool for turning off the gas in case of an emergency. He presented each Council Member with a tool. He thanked Jim Robinson for his outstanding service to the Town as City Manager.

5. STAFF REPORTS

- **City Attorney Marc Hynes reported out of Closed Session as follows:**

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to subsection (c) of Government Code Section 54956.9:

Four (4) potential cases

There was no reportable action.

B. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation pursuant to Subsection (a) of Government Code Section 54956.9

**Town of Atherton vs. Sequoia Union High School District, et al.
Superior Court of California, San Mateo County, CIV 458899**

**Charles W. King III and Leslie King v. Town of Atherton, et al.
Superior Court of California, San Mateo County, CIV 461513**

**Lamb vs. Town of Atherton, et al.
Superior Court of California, San Mateo County, CIV 461630**

There was no reportable action.

C. LIABILITY CLAIMS – pursuant to Government Code Section 54956.95

**Claimant: RJR Transportation, Inc.
Agency Claimed Against: Town of Atherton**

By unanimous vote of the City Council, the claim was denied.

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

City Manager

There was not reportable action.

- **City Manager Jim Robinson reminded those in attendance of the Joint Meeting of the City Council and Menlo Park Fire Protection District Board scheduled for Monday, May 21, 2007, at the Pavilion in Holbrook-Palmer Park, at 5:00 p.m.**
- **Public Works Director Duncan Jones said there was a good turn out for the drainage workshop presented by BKF Engineers. Comments would be incorporated into a report that would be returned to Council in June. The draft Regional Water Quality Control Board permit was distributed on May 1st and staff would give a synopsis to the City Council in June.**
- **Assistant to the City Manager Wendé Protzman informed Council that the City of Palo Alto was raising its fee for providing Information Technology (IT) services to the Town as much as five times the current fee. She was seeking/researching other possible providers. The proposed permit tracking software implementation might possibly be delayed due to the change in IT services.**

6. COMMUNITY ORGANIZATION ROUNDTABLE REPORT

Lindenwood Homes Association

Philip Lively, President, said the Lindenwood Homes Association (LHA) was established in 1945 and would be celebrating its 62nd Anniversary. LHA was one of the oldest homeowners' associations in California. Sixty percent of Lindenwood homes were members. He noted some Lindenwood concerns: 1) compliance with building codes and ordinances; 2) Menlo-Atherton High School issues; 3) Menlo Park City School District issues; 4) traffic on Middlefield Road from Marsh Road to Ringwood; and 5) construction traffic.

Mayor Alan Carlson said the City Council was aware that LHA was a very active homes association and appreciated its input.

CONSENT CALENDAR (Items 7– 14)

MOTION – to approve the Consent Calendar as presented.

City Manager Jim Robinson requested that the motion be amended with respect to Item No. 12 to allow staff to proceed with the agreement after the City Attorney approved it as to form.

The amendment was accepted by the maker and seconder.

AM/S J.Carlson/McKeithen

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

7. **APPROVED MINUTES OF THE SPECIAL CITY COUNCIL CLOSES SESSION AND SPECIAL MEETINGS OF APRIL 9, 2007; SPECIAL CITY COUNCIL CLOSED SESSION AND REGULAR MEETINGS OF APRIL 18, 2007**
8. **APPROVED BILLS AND CLAIMS FOR APRIL 2007 IN THE AMOUNT OF \$ 1,127,031**
9. **ACCEPTED OF MONTHLY FINANCIAL REPORT FOR APRIL 2007**
10. **ACCEPTED THE QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDED MARCH 31, 2007**
11. **AUTHORIZATION FOR THE POLICE CHIEF TO ACCEPT A CITIZEN DONATION TO THE POLICE DEPARTMENT**

The Council authorized the Police Chief to accept the donation of \$1,200 from a citizen and to use the funds to sponsor an event that benefits the police department as a whole.

12. **ACCEPTANCE OF A PROPOSAL FROM PMC FOR THE TOWN OF ATHERTON ZONING ORDINANCE UPDATE**

The City Council accepted a proposal from PMC to complete a focused update of the Town of Atherton Zoning Ordinance and directed the City Manager to prepare a Professional Services Agreement and to move forward after the City Attorney approved it as to form.

13. **REVIEW AND APPROVAL OF A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION IN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AND APPROVAL OF THE JOINT POWERS AGREEMENT**

Adopted Resolution No. 07-13, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON AUTHORIZING CONTINUED PARTICIPATION IN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AND APPROVAL OF THE JOINT POWERS AGREEMENT AND AUTHORIZING THE MAYOR TO EXECUTE THE JOINT POWERS AGREEMENT."

14. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH KIKUCHI & ASSOCIATES FOR LANDSCAPE DESIGN SERVICES FOR THE HOLBROOK-PALMER PARK MAIN HOUSE LAWN, PLAYGROUND RESTROOMS AND TENNIS COURT BUFFER LANDSCAPE PROJECT, IN AN AMOUNT NOT TO EXCEED \$15,500 PLUS A TEN PERCENT CONTINGENCY, FOR A TOTAL AUTHORIZATION OF \$17,050.**

Accepted the proposal and authorized the Mayor to sign a Professional Services Agreement with Kikuchi & Associates to provide landscape design services for the

Holbrook-Palmer Park Main House Lawn, Playground Restrooms and Tennis Court Buffer Landscape Project in an amount not exceed \$15,500, plus a 10% contingency, for a total authorization of \$17,050.

PUBLIC HEARINGS (Items 15-18)

- 15. APPEAL REGARDING 94 TALLWOOD** (Continued from April 18, 2007)

Mayor Alan Carlson announced the item was continued to the City Council meeting of June 20, 2007.

- 16. APPEAL REGARDING 55 BELBROOK WAY** (Continued from April 18, 2007)

Mayor Alan Carlson announced the item was continued to the City Council meeting of June 20, 2007. City Attorney Marc Hynes stated a further continuance might be requested depending on the availability of the appellant's counsel.

- 17. APPEAL REGARDING 70 BARRY LANE** (Continued from April 18, 2007)

Mayor Alan Carlson announced the item was continued to the City Council meeting of June 20, 2007. City Attorney Marc Hynes noted he received a letter that day from the attorney representing the builder of the property, who provided possible dates for meeting sooner than June 20th, requiring a special meeting. After a short discussion, the Council determined the matter would be heard on June 20, 2007.

- 18. INTRODUCTION OF AN ORDINANCE AMENDMENT CHAPTER 17 OF THE ATHERTON MUNICIPAL CODE REGULATING BASEMENTS**

Deputy Town Planner Lisa Costa Sanders said the item before the Council was an amendment to the ordinance regulating basements. Currently, basements were permitted under the footprint of the main dwelling and were not allowed outside the main building area under accessory structures. The Planning Commission recommended allowing the same floor area of the first floor to be in the basement area, with a little flexibility on how it was sited so it could extend beyond the footprint as long as 80% of the basement area remained under the footprint. If a larger basement was desired, a Conditional Use Permit (CUP) could allow up to 120% of the first floor, floor area in the basement area. Additionally, with a CUP, a basement could be located under an accessory structure. The CUP allowed discretion that would allow the Planning Commission to review them on a case-by-case basis. Some items for consideration were: 1) increased setbacks; 2) landscape screening; and 3) light well location. Regulating garages in basements remained the same with the addition of a screening requirement such as a gate in the front, landscape screening, or driveway design. No changes were made to the floor area calculations. Deputy Town Planner Costa Sanders responded to Council's questions.

Mayor Alan Carlson opened the public hearing.

Deputy Town Planner Costa Sanders read a letter from Steve Dostart into the record in support of the ordinance.

Steven Ackley, Bellbrook Way, presented slides indicating good and bad examples of underground garages, built within the past 5 years, and believed landscape screening was the key. He was currently in the appeal process with his home where he built a basement under an accessory structure. He urged Council to approve the ordinance.

Herman Christensen, Park Lane, believed the ordinance lacked criteria to ensure that allowing 120% of the floor area for a basement under the main building was a rare occurrence. The fact that a basement garage did not count toward the Floor Area Ratio (FAR) indicated a preference for underground garages. He believed a surface garage could be just as nicely designed. In fairness, all basements should be part of the FAR. The ordinance itself did not address the issue of light wells.

Bill Carlomagno, Walsh Road, supported the amended ordinance. He believed basements increased property values in Atherton and, when properly designed, had no visual impacts.

Todd Beardsley, Atherton, said the General Plan Committee and Planning Commission had put forth a reasonable solution. He believed it was counterproductive to keep looking at new angles and new possibilities to regulate.

Mary Ann Ackley, Bellbrook Way, said her home was the original home built 50 years ago and had a lot of character. The ability to put a basement under an accessory structure was a cost-effective way to add onto the property without changing the footprint of the existing home. She believed there would be more historic homes if people were allowed to put more of the modern additions underground. She urged Council to pass the ordinance.

Dave Welsh, Ralston Avenue, supported the ordinance as recommended. He believed all ordinances had room for abuse. Generally, there was a need for clarity around what could be done. Putting more mass underground would continue to make the greenery and shrubbery a highlight.

Carol Flaherty, Camino Los Arboles, supported the ordinance. She believed the proposed ordinance represented a good, reasonable compromise. She did not see the reason for a CUP due to timelines for going to the Planning Commission and being within the guidelines as defined. She believed any drainage problem could be solved with the right type of drainage plan.

Brad Smith, Menlo Park, Peninsula Pacific Group, had many clients in the Town. Prior to 1992, basements were allowed under accessory structures. The issues had been discussed at all levels and he urged Council to pass the ordinance.

George Garrick, Barry Lane, had been following the process, as he wanted to put a basement under an accessory structure on his property. A basement was an opportunity to have additional space at a reasonable cost. He urged Council to

approve the recommendation of the Planning Commission; the ordinance was a great compromise.

Paul Reyff, Atherton Avenue, supported underground basements and thought they should be allowed anywhere within the buildable area. He supported basements under accessory structures and underground garages, neither of which should count in the FAR. He urged Council to adopt the ordinance.

Mayor Carlson closed the public hearing.

Council Member Jerry Carlson was concerned that with the drainage study underway and not yet concluded, possible findings might affect basements. Additionally, he thought criteria needed to be defined regarding CPUs.

Vice Mayor Janz was also concerned about the timing of the drainage study. He questioned the process PMC would use for updating the zoning code.

Deputy Town Planner Costa Sanders said PMC was to look throughout the zoning code for any inconsistencies and to look at some best practices that might be added as well. Every zoning code was unique to its own community, and Atherton was one of the more unique. The consultant would need to understand Atherton and its goals and objectives.

City Manager Jim Robinson said the purpose of the study was to clarify what was in the code to make it more readable and understandable.

Council Member Marsala said the issue of basements had been reviewed for over a year and he wanted to move forward that evening. Both the General Plan Committee and Planning Commission reviewed the issue, and a large percentage of residents saw the value in basements. He did not see the need for a CPU. If drainage became an issue, it could be resolved at a later time.

Council Member McKeithen thought basements were a good idea. The issue was with how much space should be allowed. New facts were about to come forward in the drainage study and not to pay heed to the study would be fool-hearty. She believed problems could be avoided by delaying the decision another month. Additionally, she was not entirely convinced there was a need for a CUP; however, if there were the requirement, criteria should be defined.

Mayor Carlson said he and Vice Mayor Janz had the advantage of sitting through several meetings regarding the issue. Basements were allowed in the Town and what was being considered that evening was the possibility of lifting restrictions on basements. The proposed ordinance expanded the ability of residents to have basements; but if a resident wanted to expand further, there was the requirement for a CUP to be reviewed by the Planning Commission on a case-by-case basis. The CUP was intended for circumstances for those wanting to go beyond the limits. A possible flaw in the ordinance regarded provision C1. He suggested adding language that said, "When there was a light well beyond a certain size, landscape screening be required."

He agreed with Council Member McKeithen that Council needed to wait for the completion of the drainage study. He also thought Council needed to revisit the sprinkler ordinance to require sprinklers in all basements, without exception. He thought the decision should be delayed to the next meeting.

Council Member Carlson concurred the item should be continued to the next meeting.

Vice Mayor Janz agreed the drainage study and sprinkler ordinance were both issues currently; however, he was a concerned about how long it might get dragged out. The drainage study would only affect basements built under the new criteria, not those built under the current criteria. He thought the benefit for waiting for the drainage study was reduced. He agreed with adding landscape screening for light wells. He was not opposed to continuing it; however, he was also not opposed to passing it that evening with the amendment regarding landscape screening for light wells.

Council Member Marsala believed that 95% of basements worked. He supported the sprinkler requirement but thought that could be handled through the sprinkler ordinance. There had been a lot of input over a long period of time. He made the following motion:

MOTION – to introduce the ordinance, adding Section 17.08.032, and amending Section 17.08.020, 17.08.054, and 17.36.190 of the Atherton Municipal Code placing limits on basements within the Town of Atherton, with the an amendment to C1 regarding landscape screening on light wells

Council Member McKeithen reiterated the need to wait to hear the results from the consultant regarding the drainage study.

Mayor Carlson said Council needed to delay its decision for 30 days to give staff an opportunity to draft language for screening light wells and to develop some standards for a CUP. Currently, sprinklers were required in all newly constructed basements over 250 square feet. He would personally like to include a sprinkler requirement in basement remodels.

Building Official Mike Wasmann clarified that sprinklers were required in any new structure over 1,000 square feet. Any basement under an existing building did not require sprinklers at the current time.

The motion died for lack of a second.

MOTION – to continue the item to the City Council meeting of June 20, 2007, with direction to staff to prepare additional language consistent with Council’s discussion

M/S J.Carlson/McKeithen

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

REGULAR AGENDA (Items 19-26)

19. CONSIDERATION OF ADOPTION OF A RESOLUTION MAKING FINDINGS ON APPEAL OF THE PROPERTY OWNERS AT 84 WALNUT AVENUE FROM A DETERMINATION BY THE BUILDING OFFICIAL CHAPTER 17.44 OF THE ATHERTON MUNICIPAL CODE)

City Attorney Marc Hynes said the draft resolution set forth findings to Council’s action regarding the appeal from the determination of the Building Official for 84 Walnut Avenue.

Council Member McKeithen said the resolution needed to reflect that the appeal was considered on one date and reconsidered on another date. Additionally, No. 2 needed to be changed to indicate the appellant was present at both hearings. She did not agree with the statement in No. 3 that indicated all the testimony and evidence was received without objection. She had objected to some of the evidence.

Mayor Alan Carlson said, “without objection” referred to “evidentiary objection,” such as hearsay. He suggested restating the wording to say, “*without evidentiary objection.*”

Council Member Jerry Carlson did not believe evidence had been presented to indicate that the removal of the original walls was accidental.

Vice Mayor Janz suggested changing the language in section D to say, “during the course of construction the contractor involved in demolition, *without authority*, knocked down....”

Council Member McKeithen did not agree to the findings. She would vote in opposition to the resolution.

MOTION – to adopt Resolution No. 07-14, “A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON UPHOLDING APPEAL OF BUILDING OFFICIAL DETERMINATION FOR 84 WALNUT AVENUE, ATHERTON,” with changes as discussed,

M/S Janz/Marsala Ayes: 4 Noes: 1 (McKeithen) Absent: 0 Abstain: 0

20. CONSIDERATION OF ADOPTION OF A RESOLUTION MAKING FINDINGS ON APPEAL OF THE PROPERTY OWNERS AT 370 ATHERTON AVENUE FROM A DETERMINATION BY THE BUILDING OFFICIAL RELATED TO 384 ATHERTON AVENUE (CHAPTER 17.64 OF THE ATHERTON MUNICIPAL CODE)

City Attorney Marc Hynes said the draft resolution set forth findings to Council’s action regarding Council’s action, upholding in part and denying in part, the determination by the Building Official regarding 384 Atherton Avenue.

Council Member McKeithen requested that the resolution be split into two resolutions; one upholding part of the appeal, and one denying part of the appeal. She agreed with

By consensus, Council authorized the expansion of services provided by Neal Martin and Associates to provide the services of a part-time planner in the Building Department to assist in the review of building permit plans.

22. REQUEST TO REFER THE REVIEW OF BUILDING HEIGHT LIMITS WITH SOLAR PROJECTS TO THE GENERAL PLAN COMMITTEE

Deputy Town Planner Lisa Costa Sanders said a recommendation from the General Plan Committee and the Environmental Programs Committee was to refer the item to the General Plan Committee for further discussion. As an alternate recommendation, she believed the issue could also be handled along with the zoning code update.

Mayor Alan Carlson did not have objection to either referring the item to the consultant reviewing the zoning code or to the General Plan Committee. He noted there was a height limit in Town and believed neighbors would not want to see a higher building regardless of it being solar panels. He believed it was inconsistent with the intent of the zoning code.

Council Member Jerry Carlson thought the issued should be studied.

Vice Mayor Janz thought the consultant from PMC should review the issue, along with chimneys.

Council Member Marsala said there were roofs in Town that were built to the height maximum, but by allowing them to extend a foot or two, could allow for solar. The trees in Atherton also prohibited sun from generating electricity in some areas which limited where solar panels could be placed. He wanted to expand the item so that the General Plan Committee could consider solar in the setback areas.

Council Member McKeithen agreed that PMC should review the issue.

Mayor Carlson concurred that PMC should look at all aspects of solar with respect to zoning.

By consensus, Council directed staff to refer the issue to PMC for review. Deputy Town Planner Costa Sanders was designated to keep a list of the items to be reviewed by PMC.

23. CONSIDERATION OF A MASTER RESOLUTION FOR COMMITTEES

City Attorney Marc Hynes said the draft resolution before the Council was an attempt to put all of the Town's committees/commissions in one place and suggested changing the Park & Recreation Commission to the Park & Recreation Committee in the interest of uniformity. Some of the committees needed to better define their powers and duties. With the regard to the Tree Committee, members currently served indefinitely, and the blanks were left intentionally.

Council Member Jerry Carlson, agreed that the duties needed to be better defined.

City Attorney Hynes clarified that the Planning Commission was not included because it was required to be established by ordinance and would remain in the Municipal Code.

Council Member Marsala thought the Park and Recreation Commission should not be changed to the Park and Recreation Committee.

Council Member McKeithen noted the Emergency Preparedness Committee needed to be added. She suggested circulating the draft resolution to each committee for its input.

By consensus, the City Council directed staff to circulate to the draft resolution to the committees/commissions for their input.

Mayor Carlson called for a recess at 9:45 p.m. The meeting was reconvened at 9:52 p.m.

24. DISCUSSION AND FINALIZATION OF GOALS AND OBJECTIVES

City Manager Jim Robinson said the objective that evening was to add any additional goals, the list would be circulated among the Council for ranking, and the item would be returned to the meeting of June 20, 2007. In addition, some items had been added after staff reviewed agendas from the previous 9 months and included a number of other suggestions.

Council Member McKeithen suggested combining the items into a single list, removing any of those that had been completed, circulate the list for Council to rate, and return the comprehensive list to Council for consideration and determination for future review.

Council Member Jerry Carlson asked Assistant to the City Manager Wendé Protzman to explain how goals and objectives were used for evaluation purposes in the City of San Mateo where she previously worked. He envisioned in the future, that the Town would have a set of goals and objectives that could be used for evaluation purposes for the City Manager and staff.

Assistant to the City Manager Wendé Protzman described the process of using goals and objectives as a means to develop work plans that were ultimately tied to staff evaluations at all levels, as well as tied to the budget with performance standards. Each department reviewed the work plans/goals on a quarterly basis with the Manager's office to determine status, funding, other priorities, whether performance measure had been met, etc.

City Manager Jim Robinson noted he had seen the annual report that was distributed to all the residents in San Mateo and was impressed with the document and the fact that the residents were made aware of the accomplishments that had been achieved.

By consensus, the City Council asked for the item to be scheduled on the same agenda as the meeting to discuss the Fiscal Year 2007/2008 Budget.

25. DISCUSSION AND CONSIDERATION TO SCHEDULE A SPECIAL MEETING TO DISCUSS THE FISCAL YEAR 2007/2008 BUDGET

Recommendation: The City Council to select a date for a Special Meeting to consider the Draft FY 2007-2008 Operating and Capital Budget.

After a short discussion to determine a date, the item was continued to the Special meeting of May 21, 2007.

26. DISCUSSION AND POSSIBLE ACTION REGARDING A RECRUITMENT PROCESS FOR A CITY MANAGER

City Manager Jim Robinson provided the Council with three alternatives including the steps necessary for recruiting a City Manager: 1) the City Council, with staff support, could do the recruitment; 2) consider the services of a professional recruitment firm to assist the Council; and 3) a hybrid process. Other cities on the Peninsula were involved in a recruitment process for a new City Manager. One advantage of using a professional recruiter was the ability to get the word out, as well as taking the burden off a small staff that was already involved in two recruitment processes. His recommendation was to use, for at least part of the process, a professional recruitment firm.

Council Member McKeithen said the Town did not have good results when it used a professional recruiting firm previously. She believed the Council could do the recruitment on its own. Résumés could be sent to a post office box to ensure anonymity, reviewed by Council and pared down to five or so, a citizens committee could be formed, etc. The process was far less expensive, expeditious, and more inclusive.

Mayor Alan Carlson thought the advantage of using a professional search firm was the fact the firm had contacts and could ferret out applicants that might not otherwise apply. He was in favor of using a search firm and included City Council participation in the process.

Council Member Jerry Carlson was in favor of a hybrid process, utilizing a professional firm for establishing criteria for a preferred candidate, etc., which would expedite the process.

Vice Mayor Janz leaned toward using a professional recruiting firm with Council and public participation. He thought there would be some advantage in talking to Bob Murray, Associates, a recruiter who was engaged in other processes on the Peninsula and might have insight as to who might be interested in making a change.

Council Member McKeithen was in favor of a hybrid process as long as participation of the Council and residents was included in the process. She suggested securing some bids.

City Manager Robinson suggested soliciting proposals from search firms asking them to identify key steps, determining those that the Town could do, with an emphasis on public participation.

By consensus of the City Council, the City Manager was directed to solicit a request for proposals from approximately five consultant firms to make a presentation before the Council.

27. COUNCIL REPORTS

- Vice Mayor Janz noted an ABAG meeting the next evening where the main item was a presentation regarding the Sub-regional Housing Needs Application with a discussion regarding the assignment of regional needs and details of the allocation process. He announced the CETS group would be meeting the next week.**
- Council Member Marsala participated in a bocce tournament. Earth week events were successful thanks to Valerie Gardner and the Environmental Programs Committee, Town Arborist Kathy Hughes Anderson, and other staff members.**
- Council Member McKeithen noted the Finance Committee discussed the zoning code update by PMC, the request for a part-time planner through Neal Martin and Associates, and the budget. Additionally, the adjustment to building fees was discussed with direction to Mike Wasmann to ensure the costs of the Building Department were recovered, e.g., the part-time planner, the permit technician and the permit tracking software. In addition to increases, decreases would be evaluated to ensure fairness. The Peninsula Traffic Congestion Alliance met and also had a retreat where staffing and shuttle ridership were discussed. The Office of Emergency Services met and discussed the tsunami notification system with many layers. A CERT program was being contemplated to include makeup classes within the county.**
- Vice Mayor Janz noted a communication from the Transportation Authority indicating it would no longer fund the train shuttle service after the end of the fiscal year. He suggested some of the other shuttle services might be able to perform the service.**

28. PUBLIC COMMENTS

Dr. Norman Tong, Walsh Road, thanked the City Council for its patience while he built his home. Additionally, he was the President of the Board of Governors of the Stanford University Medical Center Alumni Association and offered his help to the Town and its residents who might need medical care.

29. ADJOURNMENT

Mayor Alan Carlson adjourned the meeting at 10:38 p.m.

Respectfully submitted,

**Kathi Hamilton
Acting City Clerk**