



MINUTES
Town of Atherton
City Council
January 12, 2022
SPECIAL MEETING

Mayor DeGolia called the meeting to order at 4:00 p.m.

REGULAR AGENDA

1. **ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – All Present
2. **AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES**

City Manager Rodericks introduced the item and noted considerations for revisions to the Request for Proposal (RFP) including adding language to address a Capital Improvement Project related to irrigation services.

Council discussed the proposed RFP noting the need for clarification on definitions of park facilities, selection criteria weighting, greater detail around planting services, and special attention needed for the Event Garden.

Public Works Director Ovadia clarified some general maintenance that the Town performs park-wide, the allowances for planting needs already factored in and services that might trigger costs outside of the baseline agreement.

MOTION by Lewis, Second by Widmer to authorize the release of the Request for Proposal for landscape maintenance services for Holbrook-Palmer Park and the Town's Civic Center with proposed revisions.

AYES: Hawkins-Manuelian, Polito, Lewis, Widmer, Mayor DeGolia

NOES:

ABSTAIN:

ABSENT:

STUDY SESSION

3. **DISCUSS HOUSING ELEMENT UPDATE STRATEGIES AND PROVIDE DIRECTION TO STAFF**

Town Planner Costa Sanders shared a presentation with Council about the Housing Element strategies. She was assisted by David Driskel, Consultant with 21 Elements. She noted target housing unit numbers and walked through potential strategies.

Driskel responded to Council inquiry related to planning for more units than what the Regional Housing Needs Allocation (RHNA) is requiring from the Town and provided context and background for the strategy of proposing more units than what is required.

Council discussed development projects that will contribute to RHNA goals, lot sizes for Accessory Development Unit (ADU) and Junior Accessory Development Unit (JADU) projects, School's housing production, and zoning amendment options.

Public Comments:

- Alex Key asked clarifying questions.

Council collectively agreed to target a RHNA number less than 418 units.

City Attorney Ebrahimi provided Council with some context and guidance related to policies that could create spot zoning issues.

This item was for Council discussion only and direction was provided. This will return at a future meeting for further review and discussion.

4. REVIEW AND DISCUSS A TOWN CENTER MASTER PLAN UPDATE, TOWN CENTER ACTIVITIES, AND OPPORTUNITIES FOR THE CAFÉ

Mayor DeGolia announced that this item was postponed to the January 19, 2022, Regular City Council Meeting.

5. COUNCIL REPORTS/COMMENTS – *None*

6. ADJOURN

Mayor DeGolia adjourned the meeting at 5:53 p.m.

Anthony Suber
City Clerk



MINUTES
Town of Atherton
City Council
January 19, 2022
REGULAR MEETING

Mayor DeGolia called the meeting to order at 6:02 p.m.

REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** - Polito, Hawkins–Manuelian, Lewis, Widmer, Mayor DeGolia – All Present
3. **PUBLIC COMMENTS** – *None*
4. **PRESENTATION**
 - Atherton Library Annual Report – *Tomika Price, Library Manager*

Library Manager Price presented the annual report and presentation to Council after Item 15.

Council thanked the San Mateo Library representative for the work done by the library team and Mayor DeGolia noted the remarkable students he witnessed participating in the Inspiring Summer events.

5. **CITY MANAGER'S WRITTEN REPORT**

City Manager Rodericks introduced the report briefly and welcomed Council questions.

CONSENT CALENDAR (Items 6 - 11)

6. **APPROVAL OF BILLS AND CLAIMS FOR NOVEMBER 2021 IN THE AMOUNT OF \$ 2,752,017**
7. **APPROVAL OF MINUTES FROM DECEMBER 15, 2021**
8. **REVIEW AND CONSIDERATION OF REVISIONS TO THE RESOLUTION GOVERNING TOWN COMMITTEES AND COMMISSIONS**

Pulled from Consent by Anne Yvonne Walker.

Anne Walker raised the concept of increasing the membership on the Audit and Finance Committee. Council discussed the merits of an increase and agreed to keep the membership size at five.

MOTION by Lewis, Second by Polito to approve Resolution 2022 - 01 as amended.

AYES: Polito, Hawkins–Manuelian, Lewis, Widmer, Mayor DeGolia

NOES:

ABSTAIN:

ABSENT:

9. CERTIFICATION OF CONTINUING EMERGENCY; MAKE SUCH FINDINGS AS REQUIRED UNDER GOVERNMENT CODE SECTION 54953(E)(3); AND RATIFY SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19

10. COUNCIL COMMITTEE ASSIGNMENTS

11. ASSEMBLY BILL 481 LAW ENFORCEMENT AND STATE AGENCIES: MILITARY EQUIPMENT FUNDING, ACQUISITION, AND USE

MOTION by Widmer, Second by Polito to approve the Consent Calendar Items 6-11, except for Item 8.

AYES: Polito, Hawkins–Manuelian, Lewis, Widmer, Mayor DeGolia

NOES:

ABSTAIN:

ABSENT:

REGULAR AGENDA (Items 12 – 17)

12. MODIFICATION OF HOURS FOR THE RIGHT-TURN ON RED RESTRICTIONS AT THE MIDDLEFIELD ROAD/OAK GROVE AVENUE INTERSECTION

City Manager Rodericks introduced the item, provided a brief historical review and noted that the staff recommendation was that no change be implemented.

Public Comments:

- Carol Collins commented on the item and noted she did not support the staff recommendation.
- Jerry Leugers commented on the item and noted his support for the staff recommendation.

Council collectively provided support for the staff recommendation without descension.

13. CONSIDERATION OF AND APPOINTMENTS TO THE AUDIT AND FINANCE AND ENVIRONMENTAL PROGRAMS COMMITTEES

City Manager Rodericks introduced the item and City Clerk Suber noted applicant Stacy Miles indicated prior to the meeting that she unfortunately would be unable to attend.

Mayor DeGolia gave the applicants an opportunity to speak to their application and interest in serving.

Applicant Stephen Brickley addressed the Council and spoke to his interest in serving on the Audit and Finance Committee; he noted that he is withdrawing his application yielding to applicant Tom Hill.

Applicant Tom Hill addressed the Council and spoke to his interest in serving on the Audit and Finance Committee.

Public Comment:

- Anne Walker commented sharing her support for applicant Tom Hill.

MOTION by Widmer, Second by Polito to appoint Thomas Hill to the Audit and Finance Committee to fill the vacant seat set to expire this June 30, 2022.

AYES: Polito, Hawkins–Manuelian, Lewis, Widmer, Mayor DeGolia

NOES:

ABSTAIN:

ABSENT:

14. REVIEW AND DISCUSS A TOWN CENTER MASTER PLAN UPDATE, TOWN CENTER ACTIVITIES, AND OPPORTUNITIES FOR THE CAFÉ

City Manager Rodericks noted the Master Plan was largely centered on the development and construction of the Town Center and discussed expectation of the project site and uses and opportunities for it. Rodericks broke the conversation into three topics to include uses and activities at the site, improvements to the physical plant of the site, and event oversight managed by Town staff and Library staff.

Council discussed the area of uses and activities including the types of activities to be held at the Town Center, rentals for private events versus public events, and which facilities would be made available if any.

Rodericks introduced the concept that the Town Center was funded with public money and private donations and that extensive private events may raise issues with resident donors and have unintended impacts on neighboring properties. He added that developing use guidelines for activities and possibly weekday versus weekend events will need to be created.

Public Comment:

- Alex Key encouraged the Town to consider relocating the Corp Yard from its current position.

Council provided direction to staff to continue to revise the Master Plan – Uses and Opportunities and return it for further Council consideration.

This item will return for further Council discussion at a future meeting.

15. AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS FOR OPERATIONS AND MAINTENANCE OF THE PROPOSED LIBRARY CAFÉ

City Manager Rodericks introduced the item.

Council discussed the scoring and weighting of the Request for Proposal (RFP), possible revenue sharing arrangements with vendors, and the Town’s option to purchase equipment and have oversight for design review of the space.

Mayor DeGolia agreed to appoint a City Council Ad Hoc Subcommittee to work with staff to revise the RFP incorporating proposed changes and empowering that group with the authority to approve the final version for release.

MOTION by Widmer, Second by Polito to approve the Request for Proposal for Operations and Maintenance of the proposed Library Café subject to the approval of the Council Ad Hoc Subcommittee created by Mayor DeGolia.

AYES: Polito, Hawkins–Manuelian, Lewis, Widmer, Mayor DeGolia

NOES:

ABSTAIN:

ABSENT:

16. COUNCIL REPORTS/COMMENTS – *None*

17. ADJOURN

Mayor DeGolia adjourned the meeting at 8:25 p.m.

Anthony Suber
City Clerk



MINUTES
Town of Atherton
City Council
February 2, 2022
STUDY SESSION

Mayor DeGolia called the meeting to order at 4:00 p.m.

STUDY SESSION

1. **ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – All Present
2. **PUBLIC COMMENTS** – *None*
3. **DISCUSSION OF THE TOWN’S MUNICIPAL CODE REGULATIONS RELATIVE TO LANDSCAPE SCREENING AND POSSIBLE AMENDMENTS RELATIVE TO STRUCTURES ON HILLSIDE LOTS AND OTHER AREAS OF STUDY**

Principal Planner Davis made a presentation to Council on the Atherton Municipal Code with respect to Landscape Screening. She noted that the current ordinance does not have any distinction or specificity for a flat lot or hillside lot. She added that a potential change would require proposals to indicate slopes to allow staff to evaluate landscaping needs.

Davis added that a possible percentage for lots with an average cross slope greater than 19.9% would be considered “hillside lots” with different landscape screening requirements. She added that a lower percentage would reduce the number of lots that get included in any revisions.

Town Arborist Bentz raised additional topics related to landscape screening that centered around minimum plant sizes, planting locations, and types of plants.

Council discussed the topic including the hillside slope percentages, plant sizes and types, and requested that language be added to encourage a preference for drought tolerant plants and California native species. Council also raised the issue of downlighting which should be addressed by increased screening requirements.

Davis indicated that the 19.9% number was offered as a starting point for conversation. Davis discussed the concept of separate overlay zoning districts called “Hillside Overlay Districts”, which fall within 15-20%.

City Attorney Ebrahimi advised Council to provide direction offering objective measurables within the ordinance that will give some boundaries for staff reviews and approvals.

Davis continued to discuss landscape screening of Accessory Dwelling Units (ADU’s) and

Towers. She noted challenges with these more constrained areas and indicated adding language to require 24-inch box size plants could address screening issues.

Council provided feedback and direction to staff. This will return to at a future Council meeting for further consideration.

4. RECEIVE AND FILE THE MID-YEAR BUDGET REPORT FOR FY 2021/22

Finance Director Barron III made the presentation to Council on the mid-year budget report.

With respect to the Financial Model, City Manager Rodericks concurred with Council that the Town will wait to get a complete picture after the completion of the Town Center project to strategize where to allocate funds.

Council discussed the property transfer tax increase, Vehicle License Fees (VLF), and the American Rescue Plan Reserve funds and its uses.

There was no action taken, this was informational only.

5. AFTER-ACTION REPORT ON THE ATHERTON DISASTER AND PREPAREDNESS (ADAPT) COMMUNITY COMMUNICATIONS DRILL

Chief of Police McCulley made a brief presentation to Council on the success of the recent communications drill.

Council suggested a comprehensive Emergency Operations Center drill once the Town Center project is completed and partnering with the Menlo Fire Protection District for activities related to emergency preparedness.

Public Comment:

- Tom Owen commented on the event.

There was no action taken, this was informational only.

6. COUNCIL REPORTS/COMMENTS – *None*

7. ADJOURN

Mayor DeGolia adjourned the meeting at 5:33 p.m.

**Anthony Suber
City Clerk**