



Minutes
Town of Atherton
CITY COUNCIL
November 19, 2014

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

Council Member Widmer was excused from the meeting.

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

City Attorney Bill Connors reported that there was no reportable action from closed session.

6. **CITY MANAGER'S REPORT**

City Manager Rodericks noted upcoming agenda items.

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**
CONSENT CALENDAR (Items 8-14)

Council Member Lewis pulled Item 13.

8. **APPROVAL OF OCTOBER 15 REGULAR AND NOVEMBER 5 SPECIAL MEETING MINUTES**
Report: Assistant City Manager/City Clerk Theresa DellaSanta
Recommendation: Approve meeting minutes
9. **APPROVAL OF BILLS AND CLAIMS FOR OCTOBER, 2014 IN THE AMOUNT OF \$1,151,086**
Report: Finance Director Robert Barron III
Recommendation: Approve Bills and Claims in the amount of \$1,151,086

10. ACCEPTANCE OF TREASURER’S REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2014

Report: Finance Director Robert Barron III

Recommendation: Accept the Treasurer’s Report for the first Quarter Ended September 30, 2014

11. ORDINANCE AMENDING ATHERTON MUNICIPAL CODE CHAPTER 17.40, ACCESSORY BUILDINGS AND STRUCTURES

Report: Planner Lisa Costa Sanders

Recommendation: Adopt the attached Ordinance amending Atherton Municipal Code Chapter 17.40, Accessory Buildings and Structures

12. APPROVAL OF REVISIONS TO THE SAN MATEO COUNTY OPERATIONAL AREA JOINT POWERS AGREEMENT (JPA)

Report: Police Chief Ed Flint

Recommendation: Approve revisions to the First Revised and Restated San Mateo County Operational Area Joint Powers Agreement (JPA) and authorize the Mayor to execute the Agreement on behalf of the Town

14. ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON AMENDING TITLE 3, CHAPTER 3.16.080, PURCHASING, PURCHASE AND PROCUREMENT CARDS

Report: Finance Director Robert Barron III

Recommendation: Approve Ordinance of the City Council of the Town of Atherton amending Title 3, Chapter 3.16.080, Purchase and Procurement Cards

MOTION by Lewis, second by DeGolia to approve the consent calendar excluding item 13. The motion passed unanimously.

PUBLIC HEARING – None

REGULAR AGENDA - (15-21)

15. NAMING OF LITTLE LEAGUE FACILITY

Report: City Manager George Rodericks

Recommendation: Consider the naming request from Menlo-Atherton Little League and, if deemed appropriate, approve the request

City Manager Rodericks reported. The Council heard a request from Menlo-Atherton Little League (MA-LL) to name the new little league facility. The Facility Use Agreement between the Town and MA-LL includes Naming Rights. The naming rights are subject to the approval of the Council.

City Manager Rodericks noted that Council could grant authority to the Mayor, a Subcommittee or M-ALL at any time. Approval rests as the sole discretion of the Council.

Vice Mayor DeGolia asked for confirmation on whether Mr. Mays approved.

M-ALL answered that Mr. Mays, along with the San Francisco Giants organization, is in full support of the name.

MOTION by DeGolia, second by Lewis to authorize MA-LL to name the facility, *Homer Field at Willie Mays Ballpark*. The motion passed unanimously.

The name will be displayed on the scoreboard and on the seating structure.

16. INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON AMENDING CHAPTER 15.36 OF THE ATHERTON MUNICIPAL CODE RELATING TO SIGNS

Report: City Manager George Rodericks

Recommendation: Introduce for first reading and waive future reading of an Ordinance of the City Council of the Town of Atherton amending Chapter 15.36 of the Atherton Municipal Code relating to Signs

City Manager Rodericks reported.

Amendments to the sign ordinance were presented to the Council in October for discussion. Comments and discussion revolved around the size of the signs, removal period, limitations on open house events, and driveway/access visibility. Staff amended the ordinance based on the comments from the Council. The new ordinance is far superior to the existing ordinance and comports with all federal and state law.

The Council considered modifications to the ordinance to limit the size of the signs to 12 square feet instead of 16 square feet, limit the dimension for any single side to 4 feet, and enhance the placement ability within the right-of-way. Following discussion related to access, visibility, and safety, the Council introduced the ordinance limiting the maximum square footage to 14 square feet, allowing signs up to 2.5 feet in height within 10 feet of a driveway or intersection, and limiting any single dimension to 4 feet. Staff was directed to conduct a field assessment of current signs to determine whether the 14 square foot maximum is appropriate and return with an update at the December meeting.

MOTION by DeGolia, second by Lewis to introduce for first reading and waive future reading of an Ordinance of the City Council of the Town of Atherton amending Chapter 15.36 of the Atherton Municipal Code relating to Signs and limiting the maximum square footage to 14 square feet, allowing signs up to 2.5 feet in height within 10 feet of a driveway or intersection, and limiting any single dimension to 4 feet. The motion passed unanimously.

17. REVIEW OF THE SPECIAL EVENT PERMIT ORDINANCE

Report: City Manager George Rodericks

Recommendation: Review and Discuss

City Manager Rodericks presented the draft ordinance noting that the current ordinance falls short in that it fails to fully regulate school and non-school related events on school property and country club property; a permit for private property events is only triggered if the event occurs on two or more consecutive days and the public is invited; and a permit is not required for single-day private property events or events that do not invite the public. The draft ordinance attempts to close some of those loopholes.

The ordinance is revised in several significant areas - intent, what events are covered, and what issues need to be controlled/conditioned/ or mitigated. The ordinance makes it clear that the Town will be recouping any costs associated with not only the processing of the permit application (relatively minor) but also costs related to Police or Public Works response in anticipation of or response to the event. A special event permit is required for any special event held on private property that requires the assistance of the Town for traffic control, public safety services, extraordinary parking control measures, or other mitigation measures arising from the event. A permit is required for any event occurring on private property over the course of 2 or more consecutive days where members of the public are invited.

In some cases, the permitting process will occur after the fact. In others, through community education, permits will be obtained for single-day events in advance in anticipation of the need or in cooperation with the Town. The Town will impose reasonable conditions related to traffic control, parking, hours, and signage. Permits are not required for school-related events on school property but they must abide by the expanded guidelines. Provided the event complies with the guidelines - no permit is required. Again, the issues are, if the Town is required to provide assistance for traffic control, public safety services or response, extraordinary parking control measures or other mitigation measures arising from the event - a permit is required.

The ordinance still needs to move through the Planning Commission process with a public hearing, but staff wanted to get the input of the Council before moving to far into that process.

Following general discussion, the Council concurred with moving the ordinance forward to the Planning Commission.

18. AUTHORIZATION TO PREPARE A REQUEST FOR PROPOSAL TO DEVELOP A NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM

Report: Community Services Director Mike Kashiwagi

Recommendation: Provide direction to staff regarding the request from the Atherton Transportation Committee to prepare a Request for Proposal to develop a Neighborhood Traffic Management Program

Community Services Director Mike Kashiwagi presented the staff report asking for Council authorization to move forward with the creation of a request for proposal to develop a neighborhood traffic management program to develop clear criteria for evaluation of traffic control device requests.

The Council discussed issues related to timing, process, and involvement and suggested that the consultant use charrettes to engage the community in the discussion. Kashiwagi agreed and noted that this project will be very process driven.

MOTION by Lewis, second by Wiest to prepare a Request for Proposal to develop a Neighborhood Traffic Management Plan. The motion passed unanimously.

19. ADOPTION OF THE INITIAL STUDY/NEGATIVE DECLARATION, CONFIRMATION OF PRIORITY PROJECTS, AND ACCEPTANCE OF THE PEDESTRIAN AND BICYCLE MASTER PLAN

Report: Community Services Director Mike Kashiwagi

Recommendation:

1. Adopt the Initial Study/Negative Declaration;
2. Confirm the priority projects list; and
3. Accept the Pedestrian and Bicycle Master Plan.

Community Services Director Mike Kashiwagi presented the report reviewing the prior months priority listing and discussing the next steps in preparation of engineering. The Council complimented staff on the Report and Plan and briefly reviewed the priority listing of projects: #1) a Class II path (Class I where possible) along Middlefield Road between Jennings and Ringwood; #2) a Class III path from Alameda to ECR on Atherton Avenue and Class III on Fair Oaks to Middlefield; #3) a Class II path on Selby from ECR to Selby Lane School; and #4 a Class III path from Valparaiso to Selby with two divergent routes through Town.

Following discussion of the priorities, Council asked for the engineering studies to evaluate cost differentials for Class III to Class II paths on Atherton and Fair Oaks as well as the differential cost for the two routes through Town from Valparaiso to Selby. Staff clarified that this could be done as part of the engineering review.

MOTION by DeGolia, second by Wiest to adopt the Initial Study/Negative Declaration; Confirm the priorities listed above; and accept the Pedestrian and Bicycle Master Plan. The motion passed unanimously.

20. APPROVAL OF AMENDMENT TO RULES AND PROCEDURES GOVERNING COMMITTEES

Report: City Manager George Rodericks

Recommendation: Adopt the attached Resolution governing committees to remove the established regular meeting schedule within the resolution

City Manager Rodericks reported that the Environmental Programs Committees recently voted to change their regular meeting date and time. Since this occurred recently for another committee, staff recommended adding a provision in the Resolution to require committees to adopt a calendar of regular meetings every July for the year (posted on the website). Changes to it can be done via special meeting if there is a need to do so due to lack of a quorum or other issues.

Staff also advised that at the last Council meeting there was a member of the Council interested in reviewing the charters of each of the Committees. Staff asked that there be a council consensus to

do so such that we can alert the Committees to come to the meeting for feedback. If there is no consensus to do so, we will not so notify. Following brief discussion, the Council confirmed that at this time there was no interest in revisiting committee charters.

MOTION by DeGolia, second by Wiest to adopt the attached Resolution governing committees to remove the established regular meeting schedule within the resolution. The motion passed unanimously.

21. LOCAL MUNICIPAL SERVICES IN REVIEW

Report: Assistant to the City Manager Theresa DellaSanta

Recommendation: Review and Discuss

City Clerk Theresa DellaSanta reported.

The report provided a detailed list of services and service providers in the Town that provide municipal related services from sewers to library to fire. The Report outlined issues of finance, governance, representation, and territory, as well as provided contact information.

The Report was provided as informational for the Council and would ultimately be translated to the Town's website for greater transparency for the public.

The Council expressed appreciation for the gathered information and suggested that the Town could delve further into a few of the details with respect to the Library and Fire Services at meetings in the coming year. The item was for discussion only.

13. ACCEPTANCE OF MEASURES TO INCLUDE IN TOWN CLIMATE ACTION PLAN

Report: Planner Lisa Costa Sanders

Recommendation: Accept the draft Measures to include in the Climate Action Plan and direct the Environmental Programs Committee and Staff to prepare the Town of Atherton's Climate Action Plan for City Council consideration

This item was removed from the Consent Agenda to gain further clarity on some of the programs recommended by the Environmental Programs Committee. The Council discussed ways that the Town could set the example and set higher standards. The Council directed staff to provide feedback to the Environmental Programs Committee to go farther where possible and to provide the Council with a white paper to help educate them on the issues.

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

23. FUTURE AGENDA ITEMS - None.

24. PUBLIC COMMENTS –

Walter Sleeth protested the process used to name the Little League facility. He was concerned that the agreement between the Town and the Little League was not properly approved by Council.

25. **ADJOURN**

MOTION by Lewis, second by DeGolia to adjourn the meeting. Mayor Wiest adjourned the meeting at 8:44 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk