



MINUTES
Town of Atherton
City Council/
Atherton Channel Drainage District
May 4, 2022
CLOSED SESSION
STUDY SESSION
80 Fair Oaks Lane
Atherton, CA 94027

Mayor DeGolia called the meeting to order at 3:30 p.m.

CLOSED SESSION

CLOSED SESSION IN ADMINISTRATIVE CONFERENCE ROOM 1011

ROLL CALL - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – **Present**

PUBLIC COMMENTS - Public Announcement of Closed Session Items

- A. **LIABILITY CLAIMS**
Claimant: Jerrad Miles
Agency Claimed Against: Town of Atherton

REPORT OUT OF CLOSED SESSION – City Attorney Ebrahimi

City Attorney Ebrahimi noted the Council met in closed session and direction was provided to staff.

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

4:00 P.M. STUDY SESSION

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – **Present**
3. **PUBLIC COMMENTS** – *None*
4. **ATHERTON CHANNEL DISTRICT OVERVIEW**

Public Works Director Ovadia provided an overview of the Atherton Channel District including a review of how funds are collected.

Council discussed the idea of expanding and dissolving the district, its contours and boundaries, and how water flows into and out of the channel. Council continued to discuss potential partnerships with neighboring jurisdictions, inherent challenges with partnerships, conducting further studies/assessments and various drainage projects needs.

City Manager Rodericks provided some additional context for Council related to the Channel and flow of water.

This was an informational item only, there was no formal action taken.

5. OVERVIEW OF PAVEMENT MANAGEMENT PROGRAM

Public Works Director Ovadia provided a high-level overview of Town's Pavement Management Program including a review of the indexes used to rate the conditions of the pavement, and methods and activities used to do the road repair work. He shared with Council the three (3) general buckets that projects typically fall into, which include Street Patching, Slurry Seal, and Overlay Projects. Ovadia noted that will be conducting more physical inspections of streets in lieu of reliance on statistical and/or historical data as to a street's condition.

Council discussed the analysis and decision-making process used in determining which streets to perform repair and maintenance on, what community/resident interaction takes place during this process and what feedback staff receives from residents.

Public Works Director provided details about how staff respond to resident concerns including street level site inspections.

This was an informational item only, there was no formal action taken.

6. REVIEW OF THE FY 2022/23 SPECIAL REVENUE, INTERNAL SERVICE FUNDS AND CAPITAL IMPROVEMENT PROGRAM

Finance Director Barron III provided a review of the FY 2022/23 Special Revenue, Internal Service Funds and Capital Improvement Program (CIP). He reviewed the eight (8) special funds the Town has that include the four (4) Internal Service Funds of Employee Benefit, General Liability, Workers Compensation, and Equipment Replacement that receive allocated revenue from various department budgets. Barron also noted the Special Parcel Tax that is no longer collected but has some remaining funds used to pay for items such as road maintenance / repair projects.

Council reviewed and discussed year over year budget comparisons within different departments and specific CIP projects including pedestrian safety improvements.

Staff advised Council several increased costs were related to maintenance and management of the new Town Center facilities.

Public Works Director Ovadia reviewed individual projects within the CIP receiving Council feedback related to pedestrian safety improvements, green infrastructure, and drainage.

This was an informational item only, there was no formal action taken.

7. COUNCIL REPORTS/COMMENTS – *None*

8. ADJOURN

Mayor DeGolia adjourned the meeting at 6:09 p.m.

**Anthony Suber
City Clerk**



MINUTES
Town of Atherton
City Council
May 18, 2022
CLOSED SESSION
REGULAR MEETING

Mayor DeGolia called the Closed Session to order at 5:00 p.m.

5:00 P.M. CLOSED SESSION

CLOSED SESSION IN ADMINISTRATIVE CONFERENCE ROOM 1011

ROLL CALL - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia - Present

PUBLIC COMMENTS - None

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957

Title: City Attorney

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957

Title: City Manager

Mayor DeGolia called the Regular Meeting to order at 6:00 p.m.

6:00 P.M. REGULAR AGENDA

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia - Present
3. PRESENTATION –
 - Mental Health Awareness Month

Yoko Ng, San Mateo County Behavioral Health Commissioner thanked the Council and Town Staff for recognizing Mental Health Awareness Month and shared resource.

4. **PUBLIC COMMENTS – *None***
5. **REPORT OUT OF CLOSED SESSION** by City Attorney, Mona Ebrahimi

City Attorney Ebrahimi reported the Council met in closed session to discuss performance evaluations for the City Manager and City Attorney. Ebrahimi reported that the Mayor assigned an Ad Hoc Subcommittee to discuss compensation for both roles and noted a report will be made at the June 15, 2022 Regular Meeting.

6. **CITY MANAGER’S WRITTEN REPORT**

Mayor DeGolia acknowledged a few areas in the report and thanked staff for their work.

CONSENT CALENDAR (Items 7 - 14)

7. **APPROVAL OF BILLS AND CLAIMS FOR APRIL 2022 IN THE AMOUNT OF \$ 7,114,054.**
8. **APPROVAL OF MINUTES FROM APRIL 14, APRIL 20, AND APRIL 26, 2022 MEETINGS**
9. **RECEIVE AND FILE THE 2022 CITY COUNCIL GOALS REPORT**
10. **SECOND READING AND ADOPTION OF A MUNICIPAL CODE AMENDMENTS ESTABLISHING REGULATIONS FOR “HISTORIC BUILDING PRESERVATION” UNDER CHAPTER 8.15 OF THE ATHERTON MUNICIPAL CODE.**

Adopted Ordinance 652

11. **ACCEPTANCE OF TREASURER’S REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2022**
12. **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**
13. **AWARD OF CONTRACT FOR THE 2022 SLURRY SEAL PROJECT, PROJECT NUMBER 56101**
14. **ADOPT A RESOLUTION APPROVING A PROJECT LIST FOR THE ROAD MAINTENANCE AND REHABILITATION ACT OF 2017 (SB1)**

Adopted Resolution 22-07.

MOTION by Widmer, Second by Lewis to approve the consent agenda Items 7 – 14.

AYES: Hawkins, Polito, Lewis, Widmer, DeGolia

NOES:

ABSENT:

ABSTAIN:

REGULAR AGENDA (Items 15 – 16)

15. APPROVE THE PARK AND RECREATION OUTDOOR FACILITIES MEMORIAL AND DONATION POLICY FOR HOLBROOK-PALMER PARK

City Manager Rodericks made a brief report and noted some of the revisions included from the Council feedback. He noted that acknowledgements and plaques must be approved by the Town.

Council discussed the item including what size tree donation warrants what type of recognition, location placement, and uniform standard design for plaques.

Town Arborist Bentz responded to Council inquiry related to plaques for Trees and described the size of plaques donated.

Council provided staff with direction that included a desire not to have plaques on trees, removal of recycled plastic benches, but leaving the option for plastic picnic tables.

MOTION by DeGolia, Second by Widmer to approve the Park and Recreation Outdoor Facilities Memorial and Donation Policy for Holbrook Palmer Park as amended.

AYES: Hawkins, Polito, Lewis, Widmer, DeGolia

NOES:

ABSENT:

ABSTAIN:

16. DISCUSS HOUSING ELEMENT UPDATE STRATEGIES AND PROVIDE DIRECTION TO STAFF

Town Planner Costa Sanders presented the item, reviewing the proposed strategies with Council for feedback. Costa Sanders provided suggestions for additional analysis related to the overlaying zoning to be performed during the 30-day public review period of the Housing Element Update.

Costa Sanders and City Attorney Ebrahimi provided an overview timeline of the steps to come after the Town submits its initial plan to the State Community and Housing Development Department.

Council discussed properties to include in any zoning overlay and strategies considered in housing element update, the prior update from 2016-2022, and the Town's responsibilities to identify renters or rental prices that meet certain income levels. Council reviewed properties on Oakwood, Marsh, and Bay Road evaluating their inclusion in the zoning overlay and at which density levels to include. The Council discussed the potential to add additional properties to the overlay zoning list (170 Atherton Avenue, vacant lot at the corner of Santiago and Valparaiso,

and the property at the corner of Alameda de las Pulgas and Polhemus) and ultimately opted not to include these properties at this time.

Ebrahimi noted that it is required to create a set of land use rules related to Zoning and that we cannot create or cherry pick rules that would be applied to different properties. Ebrahimi clarified the difference between densities and design standards and provided guidance for consideration regarding the application process for residents to be included in an overlay zoning. She advised establishing a clear set of criteria for consideration to avoid bias or the impression of favoritism.

The Council removed the proposed overlay zone for properties on Marsh Road, reduced the density for proposed overlay zones for properties along Bay/Ringwood to 6 units per acre, and reduced the proposed overlay zone for 23 Oakwood to 10 units per acre. Council directed staff to amend the housing strategies as discussed and submit the draft Housing Element for its 30-day noticing period.

MOTION by Polito, Second by Widmer to submit the Housing Element Update including Bay Road and Oakwood Road within the zoning overlay with density levels as discussed.

AYES: Hawkins, Polito, Lewis, Widmer, DeGolia

NOES:

ABSENT:

ABSTAIN:

Public Comment:

- Don Arata commented on the item.

17. COUNCIL REPORTS/COMMENTS

Councilmember Lewis reported on the Menlo Park Fire Protection District board meeting from May 17, 2022.

City Manager Rodericks announced the June 4th Grand Opening and Library ribbon cutting.

18. ADJOURN

Mayor DeGolia adjourned the meeting in honor of former Atherton Police Chief Ed Flint. at 8:25 p.m.

Anthony Suber
City Clerk



MINUTES
Town of Atherton
City Council
May 24, 2022

Mayor DeGolia called the meeting to order at 1:31 p.m.

REGULAR AGENDA

1. **ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – Present
2. **PUBLIC COMMENTS**
 - **Jim Massey shared comments related to the item.**
 - **Richard Bradshaw shared comments related to the item.**
3. **DISCUSS ADDITIONAL HOUSING ELEMENT UPDATE STRATEGIES AND PROVIDE DIRECTION TO STAFF**

City Manager Rodericks introduced the item and referenced supplemental material provided to council. Rodericks provided an overview of the purpose for the special meeting as an opportunity for council to discuss the zoning overlay strategy.

Town Planner Costa Sanders responded to inquires related to the involvement of local schools, the Circus Club, Menlo Park Fire Protection District, and other residential units.

Public Comment:

- Jim Massey commented on the item.
- Richard Bradshaw commented on the item.

Council discussed issues with development that might include challenges with infrastructure, increases in student populations at local schools, and traffic management. They continued to evaluate staff recommendations for the proposed overlay, Accessory Dwelling Unit development, and creating a fund for the development of affordable housing.

Mayor DeGolia encouraged Council to consider a slow approach to ensure the best interest of the Town and its residents.

Costa Sanders noted that staff was working on a feasibility study assessing affordable housing production among other topics. She also noted that Menlo College showed interest in faculty housing.

MOTION by Polito, Second by Lewis to approve 8 units per acre at 170 Atherton.

AYES: Lewis, Widmer, Polito

NO:

ABSTAIN: Hawkins, DeGolia

ABSENT:

Motion by Lewis, Second by Polito to approve 8 units per acre at 290 Polhemus.

AYES: Hawkins, Polito, Lewis, Widmer, DeGolia

NO:

ABSTAIN:

ABSENT:

MOTION by Widmer, Second by Polito to approve 6 units per acre at 97 Santiago.

AYES: Hawkins, Widmer, Polito

NO: Lewis, DeGolia

ABSTAIN:

ABSENT:

MOTION by Hawkins, Second by Polito to approve 16 units per acre at 23 Oakwood.

AYES: Hawkins, Polito, Lewis

NO: DeGolia

ABSTAIN: Widmer

ABSENT:

Public Comment:

- Dave Arrata commented on the item.

4. COUNCIL REPORTS/COMMENTS – *None*

Richard Bradshaw inquired about zoning changes and potential impacts on Town's Heritage Tree Ordinance.

5. ADJOURN

Mayor DeGolia adjourned the meeting at 3:05 p.m.

Anthony Suber
City Clerk



MINUTES
Town of Atherton
City Council
June 1, 2022
STUDY SESSION

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

STUDY SESSION

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – Present

3. REPORT OUT OF CLOSED SESSION by City Attorney

City Attorney Ebrahimi noted that there was no Closed Session held.

4. PUBLIC COMMENTS

City Manager Rodericks noted the Town Center site is fully open, San Mateo County library staff continues to move in and Ashfield will be open by 4:30 p.m. He also announced the upcoming Saturday, June 4th Grand Opening event.

5. REVIEW OF THE FY 2022/23 TOWN BUDGET – ALL FUNDS CHANGES ONLY

Finance Director Barron III presented the item to Council as a final review prior to the June Council meeting where the FY 2022/23 Budget will be presented for adoption. He listed a few noteworthy updates within the Capital Improvement Budget (CIP).

Council discussed the CIP and specifically improvements to bike path projects on Watkins.

Council continued to discuss the budget including park revenues, Educational Revenue Augmentation Fund (ERAF), increased expenses in the Public Works Department and Police Department.

This is was informational item only, no formal action was taken.

6. COUNCIL REPORTS/COMMENTS

Vice Mayor Widmer congratulated the Donor Wall Committee on their work.

7. ADJOURN

Mayor DeGolia adjourned the meeting at 4:55 p.m.

Anthony Suber
City Clerk