



**MINUTES**  
**Town of Atherton**  
**City Council**  
**JANUARY 17, 2024**  
**REGULAR MEETING**

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**CALL TO ORDER:** Mayor Hawkins-Manuelian called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

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

**PRESENTATIONS**

- HIPHousing Calendar Presentation

Board Member Carolyn Moore made the presentation of the HIPHousing annual calendar.

- Park and Recreation Annual Report – Alex Keh

Alex Keh, Park and Recreation Committee Member made the annual presentation to the City Council.

- Proclamation for Sandy Crittenden

Mayor Hawkins-Manuelian read the proclamation and presented it to Sandy Crittenden.

Mayor Hawkins-Manuelian called for a recess at 6:10 p.m. to celebrate Sandy Crittenden with the Friends of the Atherton Community Library

Mayor Hawkins-Manuelian reconvened the meeting at 6:21 p.m.

**PUBLIC COMMENTS**

- Margi Power, San Mateo County Leadership Council
- Kaarin Harding, San Mateo County Leadership Council
- Laurel Miranda, San Mateo County Leadership Council

**DISCLOSURE OF EX PARTE COMMUNICATIONS** – City Council Members – *None*

## **DEPARTMENTAL WRITTEN REPORT**

No Comments.

## **REPORT OUT OF CLOSED SESSION – *None***

## **CONSENT AGENDA (Items 1 – 5)**

- 1. APPROVAL OF BILLS AND CLAIMS FOR DECEMBER 2023 IN THE AMOUNT OF \$2,157,727**
- 2. APPROVAL OF MINUTES FOR DECEMBER 20, 2023, AND JANUARY 10, 2024 CITY COUNCIL MEETINGS**
- 3. 2024 COUNCIL COMMITTEE ASSIGNMENTS**
- 4. WAIVE THE SECOND READING BY SUBSTITUTION OF TITLE AND ADOPT AN ORDINANCE REPEALING AND REPLACING CHAPTER 6.04 (ANIMAL CONTROL) OF TITLE 6 OF THE ATHERTON MUNICIPAL CODE**

**Pulled for discussion by Council Member Widmer**

**Adopted Ordinance No. 665**

**MOTION by Lewis, Second by DeGolia to waive the second reading by substitution of title and adopt an Ordinance repealing and replacing Chapter 6.04 (Animal Control) of Title 6 of the Atherton Municipal Code) to clarify existing definitions, enact additional requirements for animal control, and revise the fees for animal control services.**

**AYES: Holland, DeGolia, Lewis, Hawkins**

**NOES: Widmer**

**ABSENT:**

**ABSTAIN:**

- 5. RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS PURSUANT TO GOVERNMENT CODE SECTION 34090**

**Adopted Resolution No. 24- 01**

**MOTION by DeGolia, Second by Lewis to approve the Consent Agenda Items 1,2,3 and 5 as amended.**

**AYES: Holland, DeGolia, Widmer, Lewis, Hawkins**

**NOES:**

**ABSENT:**

**ABSTAIN:**

## **PUBLIC HEARING – (Items 6 – 7)**

### **6. REVIEW AND DISCUSSION OF THE TOWN’S USER MASTER FEE SCHEDULE; AND, IF APPROPRIATE, PROVIDE DIRECTION FOR SPECIFIC ADJUSTMENTS AND ADOPT RESOLUTION 24-XX APPROVING AN AMENDED TOWN MASTER FEE SCHEDULE**

Finance Director Barron III introduced the item and reviewed several specific fees related to Accessory Dwelling Units (ADU’s) and Junior Accessory Dwelling Units (JADU’s) permit fees, green permit fees, solar permit fees, heritage tree removal permit costs amongst others.

Council discussed the value of subsidizing fees and costs associated with building ADU’s and reviewed and provided guidance on a variety of Town fees and policy direction for specific fees. Council agreed to continue the Public Hearing until the item to February 21<sup>st</sup> regular meeting for Council consideration and adoption. Council provided the direction to give the Builders Roundtable an opportunity to review the proposed fee schedule and to consolidate the fee schedule for ease of adoption.

#### **Public Comment:**

- Carol Flaherty
- Jackson Peterson

**MOTION by DeGolia, Second by Lewis to continue the public hearing to February 21, 2024 Regular City Council meeting for consideration and adoption.**

**AYES: Holland, DeGolia, Widmer, Lewis, Hawkins**

**NOES:**

**ABSENT:**

**ABSTAIN:**

### **7. FIRST READING OF AN ORDINANCE TO REPEAL AND REPLACE ATHERTON MUNICIPAL CODE CHAPTER 17.52 “ACCESSORY DWELLING UNITS,” AND TO AMEND CHAPTER 17.36 “PUBLIC FACILITIES AND SCHOOLS DISTRICT (PFS)” AND CHAPTER 17.60 “DEFINITIONS.”**

Town Planner Bendix introduced the item reviewing the policy direction received at the November City Council Regular meeting. Bendix discussed the bonus Accessory Dwelling Unit (ADU) program, ADU’s above garages, and Heritage Tree Standards. Bendix clarified for Council that a Bonus ADU program is not required to be done.

Council discussed these three highlighted changes and minor definition changes and concerns related to unintended consequences related to multiple rental properties on one lot.

#### **Public Comment:**

- Carol Flaherty

**MOTION by Lewis, Second by Widmer to introduce the ordinance for a first reading, as amended with incorporated changes that repeals and replaces Chapter 17.52 “Accessory Dwelling Units” and amends Chapter 17.36 “Public Facilities and Schools District (PFS)” and Chapter 17.60 “Definitions.”**

**AYES: Holland, DeGolia, Widmer, Lewis, Hawkins**

**NOES:**

**ABSENT:**

**ABSTAIN:**

#### **REGULAR AGENDA (Items 8 – 9)**

#### **8. PROVIDE FEEDBACK ON REACH CODE APPROACHES TO REDUCE GREENHOUSE GAS EMISSIONS FROM BUILDINGS**

Mayor Hawkins-Manuelian tabled the item to the February 26, 2024, City Council Special Meeting.

#### **9. APPROVAL OF 2024 EARTH DAY WORK PLAN AND BUDGET AS RECOMMENDED BY THE ENVIRONMENTAL PROGRAMS COMMITTEE (EPC)**

Management Analyst Londer introduced the Environmental Programs Committee Chair Amy Farrell who provided an overview of the proposed activities and vendors.

Council discussed the proposed workplan, volunteer management, and funding for the event.

#### **Public Comment:**

- Ken Frederick, Environmental Programs Committee Member

**MOTION by Holland, Second by Lewis to approve the proposed workplan and authorized an augmented budget of an additional \$5,000 for a total budget of \$10,000.**

**AYES: Holland, DeGolia, Lewis, Hawkins**

**NOES:**

**ABSENT:**

**ABSTAIN: Widmer**

**COUNCIL REPORTS/COMMENTS – None**

**FUTURE AGENDA ITEMS – None**

**ADJOURN**

Mayor Hawkins-Manuelian adjourned the meeting in memory and honor of Jim Massey at 9:25 pm.

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**Anthony Suber, City Clerk**