



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

MD

FROM: Mary Hufty

DATE: January 11, 2023

RE: General Plan Resident Working Group

RECOMMENDATION:

The Council support a volunteer General Plan Working Group to begin work immediately on informing itself on the General Plan and its consistencies with Municipal Code and State Ordinances.

BACKGROUND:

The culture of our Town requires regular participation and input from the Town residents on the General Plan and its implementation through Town ordinances and Town functions. A General Plan Working Group of volunteer residents of Portola Valley and its sphere of influence shall be established to update the General Plan. As the current General Plan has 12 elements, the membership goal for the Working Group is 13 to 15 volunteers, of whom at least 11 shall be residents of the Town.

The General Plan Working Group shall:

- Review all proposed changes to the General Plan for consistency with the Municipal Code and State Ordinances.
- Review a matrix, to be presented by the Planning Department, of the effective dates of proposed changes to the General Plan as well as upcoming changes that will create inconsistencies or conflicts with the General Plan (Note: Currently the General Plan in its entirety is not dated with evidence of a vote from the Council or residents; individual elements show the most recent date of amendment and/or adoption.)
- Perform as a writing group to draft the changes required for consistency between the General Plan, the Municipal Code, and State Ordinances.
- Present changes in draft to Staff for comment
- Present final, revised changes and entire General Plan document for adoption by Town Council

- Function as a standing Working Group for future changes to the General Plan

Potential Benefits: Request from staff an announcement of need for volunteers on weekly town bulletin, only. Request from staff would be limited to as needed attendance at no more than a monthly one hour meeting. If effective response to requests for documents would be greatly decreased from current and costs current and future could be greatly decreased. Great information among residents and more engagement and reflection of resident's concerns about values, safety, transparency, and integrity.