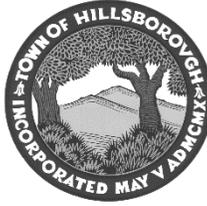


# TOWN OF HILLSBOROUGH

San Mateo County

Julie Borden, Chair  
Anne Baxter  
Mary Ellen Benninger  
Ann Malouf  
Leslie Ragsdale



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Phone 650-375-7400

## A G E N D A

APRIL 13, 2021

10:00 am

### CITIZENS COMMUNICATION ADVISORY COMMITTEE

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, and which was updated and extended on March 31, 2020, April 29, 2020, May 15, 2020, and May 28, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chambers will not be open to the public for this Citizens Communication Advisory Committee meeting.

The Town of Hillsborough will be conducting the Citizens Communication Advisory Committee meeting via Zoom which is an independent platform not owned or controlled by the Town. Any member of the public joining the Citizens Communication Advisory Committee meeting by Zoom should familiarize themselves with Zoom's various data and privacy policies which can be found at [Zoom.us](https://zoom.us).

Members of the public may view and participate in the meeting by logging on to the Zoom meeting listed below.

<https://zoom.us/j/92496706884?pwd=bmswaEJyZnBSdTd0JGQXdtRHFSZz09>

Meeting ID: 924 9670 6884

Passcode: 899131

Dial by your location

- +1 669 900 9128 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

Meeting ID:

Passcode:

Find your local number: <https://zoom.us/u/adVBRce9i>

Members of the public may provide public comments via the Zoom platform by using the "raise hand" feature or, if calling in by phone, by pressing \*9 on the telephone keypad. If a member of the public wants to provide public comment on an item or a non-agenda item during the general public comment portion of the meeting, they shall request to speak by using the "raise hand" feature on Zoom or, if calling in by phone, by pressing \*9 on the telephone keypad prior to the close of the public comment period. In response, the Town will unmute the speaker and allow them to speak up to three minutes. All members of the public will be limited to one comment per agenda item. The Town encourages all members of the public to limit any comments that might be repetitive of comments provided by other speakers on the same item.

#### I. CALL TO ORDER

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. MINUTES: March 9, 2021**

**V. PRESENTATION: Town Council Update**

**VI. PUBLIC COMMENT I:**

*This portion of the meeting is reserved for persons wishing to address the Citizens Communication Advisory Committee on any matter not on the agenda. Members of the public may provide comments via the Zoom platform by using the “raise hand” feature or, if calling in by phone, by pressing \*9 on the telephone keypad. In response, the Town will unmute the speaker and allow them to speak on any topic for up to three minutes. If there appears to be a large number of speakers, speaking time may be reduced to no less than 2 minutes, at the discretion of the Chair. Members of the public are limited to one comment at this time. State law prohibits the Citizens Communication Advisory Committee from discussing or acting on non-agenda items, and generally limits the ability of the Citizens Communication Advisory Committee to respond to any public comments made regarding non-agenda items.*

**VII. NEW BUSINESS:**

1. E-Announcement Topics

**VIII. DISCUSSION:**

2. REVIEW, DISCUSS AND EDIT QUARTER 2 TOWN NEWSLETTER ARTICLES

**IX. PUBLIC COMMENT II:**

*This portion of the meeting is reserved for persons wishing to address the Citizens Communication Advisory Committee on any matter not on the agenda. Members of the public may provide comments via the Zoom platform by using the “raise hand” feature or, if calling in by phone, by pressing \*9 on the telephone keypad. In response, the Town will unmute the speaker and allow them to speak on any topic for up to three minutes. If there appears to be a large number of speakers, speaking time may be reduced to no less than 2 minutes, at the discretion of the Chair. Members of the public are limited to one comment at this time. State law prohibits the Citizens Communication Advisory Committee from discussing or acting on non-agenda items, and generally limits the ability of the Citizens Communication Advisory Committee to respond to any public comments made regarding non-agenda items.*

**X. ADJOURNMENT**

**SPECIAL ACCOMMODATIONS:**

*If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the Citizens Communication Advisory Committee meeting, or if you need an agenda in an alternate form, please contact the City Clerk at 375-7412 at least 24 hours before the scheduled Citizens Communication Advisory Committee meeting.*

**ATTACHMENTS:**

*Any items listed as “Attachments” to the agenda are available on the Town’s website or at the City Clerk’s office.*

*Any writings or documents provided to a majority of the Citizens Communication Advisory Committee regarding any item on this agenda, except as exempt from public disclosure under applicable law, will be made available for public inspection in the City Clerk’s Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010, during normal business hours.*

**AUDIO / VISUAL ADVISORY:**

*Those persons who wish to use PowerPoint or other mediums when presenting to the Citizens Communication Advisory Committee will be required to submit media items to the City Clerk by 12:00 p.m. on the day of the meeting. Media items can be emailed to [lnatusch@hillsborough.net](mailto:lnatusch@hillsborough.net).*

**AUDIO OR VIDEO RECORDINGS:**

*Please be advised that under the Brown Act, any person has the right to record the Citizens Communication Advisory Committee meeting, including the audience in attendance, using an audio or video recording device subject to certain exceptions. Please be aware that by attending a Citizens Communication Advisory Committee meeting, you may be audio or video recorded.*

## **Property Vegetation Inspection Program – Are You Ready?**

The height of fire season is just around the corner. Property owners have a year-round responsibility and obligation to maintain vegetation on their property in a condition that will not contribute to the spread of fire. Effective fire prevention measures can keep fires from starting and reduce hazards that threaten yours and your neighbors' property. To help reduce the risk of a wildland fire, it is necessary for properties within the Town's Wildland-Urban Interface (WUI) area to create defensible space that includes removing dead and dying vegetation/trees, trimming overgrown plants and cutting tree branches away from the ground and over roofs. These are good practices whether you are within the WUI or not but you can check out the map posted on the CCFD website, [www.ccfid.org/wui](http://www.ccfid.org/wui), to determine if your home is included in the inspection program.

### What Can I Do To Prepare For My Initial WUI Inspection?

CCFD provides a checklist with inspection requirements and best practices for you to utilize and prepare, you may also contact CCFD if you have questions about your property. In specific cases, CCFD may allow properties that require a large amount of work to be completed in phases over the next couple of years. Additionally, you may contact Firewise Hillsborough, a neighbor-helping-neighbor group of community volunteers that can provide recommendations and advice to help you prepare your property. You may email [firewise@hillsborough.net](mailto:firewise@hillsborough.net) or go to [www.hillsborough.net](http://www.hillsborough.net) for Firewise Hillsborough's webpage.

### How Do I Schedule My Inspection?

All properties have received letters in the mail with simple instructions on how to schedule your inspection at a time when is convenient for you. Property owners who don't schedule an inspection after 60 days of receiving their letter will receive an unscheduled visit from CCFD requesting to either perform the inspection at that time or assist in scheduling a future inspection time. CCFD inspectors wear either a blue CCFD uniform or a CCFD-logo polo shirt with a visible ID card that confirms their employment with CCFD.

### Is There A Cost For Inspection?

An inspection fee is included to help with the program's cost-recovery efforts. Properties that pass at the initial inspection are charged \$100. If follow-up inspections beyond the initial inspection is needed, the total fee is \$200. Since every property in the WUI area must pass inspection, you can look at CCFD website, [www.ccfid.org/wui](http://www.ccfid.org/wui), for guidance to increase passing on the initial inspection.

## **Notable Calls for CCFD Response**

Emergency crews responded to a call of an outdoor fire on Southdown Road. Upon arrival, additional units were requested as the fire was larger than originally reported. Firefighters immediately attacked the fire and were able to extinguish the flames without any much damage to the home or yard. The homeowner stated fireplace ashes from the previous evening were placed in a box behind the garage where the fire had originated. The owner quickly called 9-1-1 as soon as they discovered the fire.

Learning Lesson: Hot embers may still be burning from your fireplaces so use metal ash storage containers and properly distance away from anything that can easily catch fire. To avoid a potential devastating situation, make sure all heat sources like fireplace or cigarette ash are completely extinguished and cooled before leaving it unattended.

Multiple CCFD units responded to a home on Stonepine Road for a fire in the kitchen oven. Upon investigation, unattended food was actively burning and was contained within the oven with light smoke in the kitchen. Crews extinguished the fire, removed the items from the oven and remained on site with electric fans to air out the home.

Learning Lesson: Remain vigilant of the items you are cooking. Utilize timers on your phone or oven to remind you to routinely check on the food you are preparing. Also continue to perform a monthly test on your smoke detectors.

Emergency crews responded to a medical call on Skyfarm Drive to a homeowner who was not physically able to let the firefighters into their home. Firefighters were given clearance to forcibly enter one of the exterior doors and they quickly found the resident once they were able to enter the home. Paramedics were on scene with CCFD crews and quickly took the patient for additional medical attention. Firefighters secured the exterior door before they left the scene.

Learning Lesson: A residential firefighters' emergency access key box allows responding crews quick access and saves valuable time to assist without having to forcibly enter the home. By securing a key box on the wall next to your front door firefighters can gain entry by using your house keys to assist you.

## **Residential Firefighters Key Box**

A residential fire department emergency access key box is a helpful option to have installed next to the front door of your home in the event you are unable to come to the door. Time is crucial when responding to a resident who needs assistance after calling 9-1-1 so by having this available it allows CCFD to gain access quickly, avoiding forcing open a door to help you. The key box used by CCFD is from the Knox Company, simple ordering instructions through Knox Company can be found on CCFD's website. If you're interested in learning more about Knox Box ordering and installation, you may contact CCFD at (650)558-7600 or please visit CCFD's website at [www.ccfid.org](http://www.ccfid.org).

## **Calling All Kids – Be Fire Safe!**

Are you interested in how to become a firefighter or would like to learn some fun fire safety activities from our friend Sparky the Fire Dog? Just visit the Sparky School House at: [www.sparkyschoolhouse.org](http://www.sparkyschoolhouse.org) and start having fun now!



**HILLSBOROUGH PD  
PATROL DIVISION  
1600 FLORIBUNDA AVE  
HILLSBOROUGH, CA 94010  
(650) 375-7470**



**To: Captain Nelson Corteway**

**From: Sgt. Dave Young**

**Subject: 1<sup>st</sup> Quarter Police Blotter 2021**

From January 1, 2021 - March 31, 2021, HPD Officers handled 7978 calls for service. Included during these three months HPD arrested 10 individuals, responded to and investigated 6 non-injury and 2 injury vehicle collision and completed 157 police reports. We conducted 184 traffic stops, checked on 1404 watch list homes, performed 2911 security checks at the schools and other facilities. HPD investigated 98 suspicious persons and vehicles and responded to 334 residential burglary alarms.

During this 3 month period there were 8 residential burglaries and 2 vehicular burglaries. There were also 12 reported thefts of property from unlocked vehicles or property not in a structure. The Officers and Inspectors of HPD have completed thorough investigations and continue to work on developing and identifying suspects.

HPD Officers responded to 9 verbal arguments. We did see an increase in SCAM calls which is always anticipated this time of year now that tax season is upon us. Please don't provide any personal information when someone calls you asking until you confirm you are speaking with a legitimate source.

Some other notable calls for service HPD Officer responded to include the following.

HPD Officers were dispatched to a burglary alarm activation in the early morning hours. They arrived on scene and located a man inside the residence. The man claimed the residence belonged to him but that was not the case. He had been contacted on the grounds of the property on an earlier date and was given a trespass advisement. This is an order by a police officer or homeowner advising him he is not allowed on the property. Officers were able to gain entry to the home with a key provided by the homeowner. The man was contacted and detained on a psychiatric hold as a danger to himself and others. The report was forwarded to the District Attorney's Office and he is currently awaiting trial for charges including burglary, trespassing and vandalism.

Two Hillsborough Officers were in the parking lot in front of the Police Department. One was sitting in the vehicle and the other was standing just outside the driver's side window. A male subject approached them and pulled a baseball size landscaping rock from his pocket. He threw the rock at the front windshield of the police vehicle. He threw a second rock in the same direction which struck and shattered the windshield directly in front of the officer's face. Officers drew their firearms and ordered the suspect to the ground. He complied and was safely taken into custody. He was arrested for assault with a deadly weapon, throwing an object at a vehicle with intent to commit great bodily injury, assault on a police officer and delaying an officer by means of threat. He was transported and booked into the San Mateo County Jail. The suspect pled guilty to the single charge of assault with a deadly weapon and is currently serving time in the San Mateo County Jail.

Officers were dispatched to a residence on the report of a loud bang. The homeowner had telephoned HPD earlier asking if he could fire a signal flare into the sky during a birthday celebration. He was advised not to fire the signal flare. Surprisingly, he did not listen and fired the flare anyway. Officers responded to the residence and contacted the man. The man was issued a warning for discharging the flare. While on scene, officers made observations and obtained information to be investigated for additional crimes. HPD Investigators were able to obtain a search warrant for the residence based on the investigation into the information provided by patrol. A search warrant was executed and numerous illegal firearms were seized. The suspect was arrested for numerous firearms violations including possession of an illegal assault weapon and also being a convicted felon in possession of a firearm. He is currently out on bail and awaiting trial.

HPD Officers were dispatched to the call of a missing person who had left behind a suicide note. While investigating officers went to the home to obtain information, additional patrol officers circulated, attempting to locate the man. The man was located by HPD on Ralston Avenue. He initially gave a false name but the officer was able to obtain his correct identity. The officer transported him back to the Hillsborough Police Department so they could talk about his situation. The man divulged he was depressed and planned on taking his own life by stepping in front of a train. The officer placed the man on a psychiatric hold for observation as a danger to himself. He was transported to Peninsula hospital and released to Psychiatric Evaluation Services Staff.

On two separate incidents HPD Officers located elderly adults who walked away from an extended care facility in Burlingame. Both of them were at risk due to a diagnosis of dementia. Once located, medics were summoned to the scene. The individuals were transported to the hospital for treatment then back to their respective care facilities.

HPD Officers were dispatched to a residence on the report of a man inside the home claiming the house belonged to him (Sound familiar? Believe it or not this is not the same man). Officers searched the house for the man but he exited the home then attempted to re-enter through the front door. An officer posted at the front door confronted the man who was angry and aggressive towards officers. The scene was de-escalated by the officers in order to give the man time to obtain proof of ownership of the home. When he was unable to provide proof he was placed under arrest by the officers on scene. The man did not comply with their commands, became angry and displayed pre-assaultive behavior. Officers deployed a taser and safely took the man into custody. He was transported to the hospital for treatment and the removal of the taser barbs. He was issued a citation for burglary, trespassing and resisting arrest. After signing the citation he was released.

In February, an identity theft was reported to the Hillsborough Police Department. The initial report was forwarded to HPD Investigations for follow up. HPD Investigators were able to obtain an image of the suspect on surveillance video footage from a Verizon store. The image was circulated to neighboring agencies and HPD received multiple calls from officers who were able to identify the suspect from prior contacts. Investigators obtained a search warrant for the suspect's home. With assistance from U.S. Postal Inspectors, the search warrant was executed and numerous of items of contraband were seized pursuant to the warrant. The search warrant yielded numerous additional victims from jurisdictions outside of Hillsborough and also the information needed to link him to the crimes committed to our victim. At the time this blotter is being drafted, HPD is obtaining an arrest warrant for the suspect. Two adult dogs, 7 puppies and a cat were on the property and showed obvious signs of neglect. The animals were collected by animal control and will hopefully find good homes.

## TOWN BRIEFS

Below are some notable items and presentations that went before the City Council from January to March 2021. Complete City Council agendas, minutes, and videos can be viewed on the Town's Agenda Center at [www.hillsborough.net/agendacenter](http://www.hillsborough.net/agendacenter).

- Participated in Management Workshop and Goal Setting Special Meetings with Town staff to discuss priorities, objectives and areas of focus for 2021 and beyond. Departments provided an annual report and updated the Council on major projects and policy changes such as Highline Water, new housing regulations and a comprehensive Town risk assessment. Staff also provided an update for the new Fiscal Year 2021-22 budget and a review of the financial impacts from the pandemic.
- Accepted as complete the Fiscal Year 2020-21 Video Inspection and Sanitary Sewer Cleaning Project. This project consisted of cleaning and Closed Circuit Television (CCTV) inspection of approximately 13.5 miles of the sanitary sewer mainline. The City Council awarded the project on June 8, 2020 to Presidio System, Inc. in the amount of \$229,892.40 with a 10% contingency for total amount of \$252,881.64. The project was completed within budget in the amount of \$252,058.00.
- Accepted as complete the 2020 Priority Storm Drain Repairs Project. This project consisted of improving deficiencies identified in five storm drain systems located throughout Town. Improvements included installing new pipe, cast-in-place catch basins, a rock outfall, and a detention system. The upgrades were prioritized and necessary to prevent localized flooding, potential property damage, and future claims against the Town. The City Council awarded the project on July 13, 2020 to D'Arcy and Harty Construction, Inc. in the amount of \$195,520.00 with a 10% contingency. The project was completed at a total cost of \$212,334.48.
- Approved various budget allocations to the Hillsborough City School District (HCSD) including \$175,000 to Hillsborough Recreation to offset projected revenue loss due to COVID-19, \$8,000 for assistance with crossing guard costs for the remainder of the 2020-21 school year, and \$27,500 for crossing guard costs for the 2021-22 school year. The City Council also approved an increase for the annual contribution to Hillsborough Recreation to \$180,000 starting in Fiscal Year 2021-22 and also agreed to revisit budget allocations to HCSD moving forward in a future City Council meeting.
- Awarded a contract to HF&H Consultants to conduct a Solid Waste Rate Study that will determine the revenue and rate requirements that will adequately fund solid waste system costs for the next five years. Municipal best practices value the reviewing of existing solid waste rates and the cost of providing solid waste collection services every five years. The study will include a City Council study session, Financial Advisory Committee review and a City Council public hearing that adheres to the Proposition 218 process.
- Accepted the Sewer Rate Study results and authorized the implementation of the results. A five-year projection was prepared to analyze and establish a rate plan that supports the projected revenue requirement over the five-year period. The Town's sewer rate revenues are used to fund sewer operations, maintenance, capital improvements, and debt service for the Town's sewer system and the Town's cost for sewage treatment provided by the cities of San Mateo and Burlingame treatment plants, as well as reserves for the Sewer Fund. The City Council also authorized the Town to proceed with the Proposition 218 public notification and hearing process.
- Participated in a Let's Talk Housing countywide community meeting hosted by the County of San Mateo. The March 30<sup>th</sup> meeting included the County, Hillsborough, Burlingame, Millbrae and

East Palo Alto. Other cities will join future meetings, with additional meetings planned. The Town uploaded a recording of the Hillsborough breakout room to YouTube: [www.youtu.be/td8AaJ13eXE](http://www.youtu.be/td8AaJ13eXE).

DRAFT

## HOUSING ARTICLE

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### What is a Housing Element?

The Housing Element is a chapter of the General Plan that outlines a community's housing plans and the policies the community has in place to ensure that they will achieve their plan's goals. While cities don't build housing themselves, they do create the rules that affect where housing can be built, how much, and how it gets approved. Per State law, each jurisdiction's housing element must help ensure that there will be enough capacity to meet the projected need over the next 10 years.

The deadline for Bay Area jurisdictions to update their Housing Elements is January 2023. The Town will also be updating the General Plan on this same timeline. The update must identify the locations where the RHNA housing allocations might be developed, and the supporting policies and strategies that the jurisdiction has developed to ensure achievement of their RHNA target within the current cycle. The Bay Area is currently in RHNA cycle 5, and in the process of planning for RHNA cycle 6, known as "RHNA 6."

### Why Does it Matter?

More and more, purchasing a home is out of reach for many while renters face inaccessible rent prices. Just about every city in the region needs more housing, of all types and sizes.

- **Teachers, firefighters, health care, and other essential workers** are often traveling long distances to work or being forced to relocate to other cities;
- **Young adults and students** are often unable to purchase homes or even live in the communities they grew up in once they leave their childhood homes;
- **Communities of color and non-English speakers**--those who make up the majority of community members living in overcrowded and unsafe conditions--can't afford to live near their jobs, schools, or families.

Creating more housing—and more diverse housing choices—means:

- **Young families** can find an affordable starter home;
- **Young adults** moving into the housing market can stay in the cities they grew up in;
- Our **aging population** will have more options for retirement, including downsizing, providing housing for on-site health or home care, and staying in their communities;
- Workers like our **teachers, firefighters, health care workers and essential workers** can find homes near job centers;
- Your **children and grandchildren** can stay near you in the communities they feel a part of;
- More people **across incomes** will have more opportunities to rent or own homes in the places they live, work and love.

### RHNA Process

Every eight years the California Department of Housing and Community Development (HCD) develops a state-wide housing needs determination (RHND) number based on projected need in various income categories. HCD further breaks the RHND into regional assignments and then allocates a lump number of units to each area's regional coalition of governments (COG). This number is then assigned by the COG to the various jurisdictions. This is known as the Regional Housing Needs Allocation process.

## **RHNA 5 & RHNA 6 Allocations**

For the RHNA 5 Cycle (2015-2023), the Town's allocation was 91 net new units. For the RHNA 6 Cycle (2023-2031) HCD increased the Bay Area region's assigned RHND by 135% increase. This increase, combined with the focus on a jurisdiction's access to high opportunity areas and proximity to jobs and transportation corridors, resulted in a substantial change to the Town's allocation over RHNA 5. In January 2021 draft allocations were issued to the various jurisdictions in the Region. For the RHNA 6 Cycle (2023-2031) the Town's draft allocation is current 554 net new units, an increase of 504% over RHNA 5.

## **21 Elements**

All 21 San Mateo County (SMC) jurisdictions currently participate in an ongoing collaboration effort known as 21 Elements. The 21 Elements effort allows the 21 SMC jurisdictions to come together regularly to collectively address the region's housing needs through shared learning, collaboration and coordinated action. The effort is staffed by the planning firm of Baird + Driskell. 21 Elements has been underway for over a decade and has been recognized statewide as a best practice for housing planning and policy.

In mid-2020 SMC offered to manage the administration of a collaboration agreement between the 21 SMC jurisdictions, the SMC Department of Housing (DOH), and Baird + Driskell for the provision of coordinated, countywide housing element update support and consulting services.

## **Countywide: Let's Talk Housing San Mateo County**

In March 2021 the "Let's Talk Housing San Mateo County" (LTH) public outreach campaign was launched, co-sponsored and coordinated by 21 Elements, the San Mateo County Department of Housing (DOH) and the City/County Association of Governments of San Mateo County (C/CAG). The aim of the campaign is to educate residents county-wide about the Housing Element Update process, and to motivate all County communities to come together to develop creative solutions to address our housing issues.

## Timeline

The timeline for the Housing Element update process can be broken into four key phases:

1. **Preparing to Plan:** Assessing needs; gathering resources (2019)
2. **Planning:** Developing concept; organizing resources; assessing strengths, weaknesses, opportunities, and threats (2020)
3. **Design Development:** Iterative process to refine design/plan (2021)
4. **Construction:** Building of design/plan (2022)

A visual of this timeline and key associated tasks may be seen in the graphic below:

# BAY AREA RHNA 6 TIMELINE

*General Overview w/ Town Actions Included*

Preparing to Plan	Planning	Design Development	Construction
2019	2020	2021	2022
<p><u>Mid-year</u>: ABAG Housing Methodology Committee (HMC) Formed</p> <p><u>October</u>: HMC Meetings Begin</p>	<p><u>MAY</u>: Town applies for LEAP grant</p> <p><u>JULY</u>: 21 Elements preliminary planning meetings begin</p> <p><u>SEPT</u>: Staff &amp; 21 Elements present HE overview to Council</p> <p><u>OCT</u>: LEAP grant awarded</p> <p><u>NOV</u>: Town enters into Co-op agreement w/ County</p> <p><u>DEC</u>: HMC Releases Proposed Methodology &amp; Allocations</p>	<p><u>JAN</u>: Draft RHNA approved by ABAG</p> <p><u>FEB</u>: Countywide community outreach strategy finalized;</p> <p><u>MAR</u>: "Let's Talk Housing" campaign launch; Countywide outreach begins &amp; local plans developed; GP RFQ</p> <p><u>APR-2022</u>: Local community conversations occur &amp; drafting begins</p> <p><u>MAY-JUL</u>: GP consultant selected &amp; GPAC formed; GP update begins</p> <p><u>DEC</u>: Final RHNA Approved by ABAG</p>	<p><u>Q1</u>: Community conversations &amp; drafting of HE &amp; GP continue</p> <p><u>Q2</u>: Implementing ordinance &amp; policy updates &amp; related CEQA analysis begins; 1st draft of HE &amp; GP released.</p> <p><u>Q3</u>: Final draft of HE &amp; GP released</p> <p><u>Q4</u>: Council adoption of HE, GP, and related ordinance &amp; policy updates; adopted HE sent to HCD for final certification by January 2023.</p>

## How Can I Get Involved?

In February 2021 the Department also launched the General Plan and Housing Element Update websites and created a 2022 General Plan and Housing Element e-subscription option on the Town's "NotifyMe" webpage. These pages may be accessed via the links below:

- Housing Element Update Page
  - <https://www.hillsborough.net/553/2023-2031-Housing-Element-Update>
- General Plan 2022 Update Page
  - <https://www.hillsborough.net/536/2022-General-Plan-Update>
- NotifyMe e-subscription Page
  - <https://www.hillsborough.net/list.aspx>
- Let's Talk Housing San Mateo County website
  - <https://www.letstalkhousing.org/how>

The Town has also established a dedicated email account for both the Housing Element and General Plan update efforts. For inquires or comments please send an email to: [generalplan@hillsborough.net](mailto:generalplan@hillsborough.net)

## PEST MANAGEMENT OVERVIEW

### Hillsborough's IPM Policy and Commitment to Public Health and Safety and the Environment

The Town of Hillsborough is committed to public health and safety and the protection of the environment. As a result, the Town of Hillsborough uses Integrated Pest Management (IPM) to control pest and weeds on Town owned properties and public spaces.

Integrated Pest Management (IPM) is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of control methods or techniques. Pesticides are used only after monitoring indicates they are needed, according to established guidelines, and pest threshold levels are exceeded. Pest control materials and methods are selected and applied in a manner that minimizes risk to human health, beneficial and non-target organisms and the environment.

The Town uses non-toxic pest and weed management approaches first (e.g., mowing and pulling weeds), and turns to least-toxic chemicals when mechanical and other approaches are not effective or practical. The Town has an Integrated Pest Management Policy (<https://www.hillsborough.net/246/Storms-Streets>) that directs Town employees and contractors on integrated pest management guidelines and the correct use of least toxic chemicals, when needed. This policy underwent a major update in March 2020 based on community feedback and new regulatory requirements. A description of that update is provided below.

Finally, the Town trains its employees and contractors annually on its IPM Policy and requirements and updates its Policy as needed based on community feedback and changes in regulations.

### The Town of Hillsborough's IPM Policy Update

Provision C.9 of the San Francisco Bay Municipal Regional Stormwater Permit (MRP) Order No. R2-2015-0049, "Pesticide Toxicity Control", requires Hillsborough to implement a pesticide toxicity control program that addresses its and others' use of pesticides that pose a threat to water quality and that have the potential to enter the municipal conveyance system.

In March 2020, because of updates to Provision C.9, and community concerns over pesticide use (and in particular glyphosate, the active ingredient in Roundup), the Town strengthened its Integrated Pest Management (IPM) Policy.

The Town's updated IPM Policy:

- Uses an IPM-based hierarchical decision-making process to control pests without pesticides, where possible;
- Protects the environment, the public and worker health safety by using identified least toxic products, only when necessary; and,
- Eliminates pesticides classified as carcinogens, reproductive toxicants, or water contaminants, except during a designated public health and safety emergency.

Additionally, the IPM Policy designates an IPM Manager, who will:

- Review and approve all Town employee and contractor IPM Plans;
- Develop and maintain a list of approved pesticides for use on Town property by employees and contractors;
- Regularly train Town employees and contractors on the Town's IPM Policy and approved pesticides; and
- Prepare an annual report summarizing the Town's IPM policy implementation and pesticide application, if any.

## SUSTAINABILITY PROGRAMS

### Hillsborough “Shred It” Event

On Saturday, June 5, 2021 at 9:00am to 12:00pm in the Hillsborough Town Hall parking lot, RethinkWaste will host its annual shredding and e-waste recycling event. On-site secure shredding and e-waste recycling. This event is for Hillsborough residents only.

Shred events have a maximum of three standard size banker boxes (10”x 12”x 15”) per household. Shred event lasts until the time listed or until the truck is full, whichever comes first.

For E-Scrap, accepted items include TVs, computers, printers, monitors, laptops, cables/cords, cell phones, MP3 and DVD players, and more (working or not).

Unacceptable Items include household appliances like fans, floor heaters, smoke detectors, vacuum cleaners, cooktops, dishwashers, microwaves, ovens, stoves, refrigerators, freezers, or any household hazardous waste.

### Peninsula Clean Energy – Power On Peninsula: Solar and Battery Backup System

Are you interested in solar to reduce energy costs and keep the lights on during a power outage? Peninsula Clean Energy offers \$1,250 - the largest available in the area - for installation of solar panels and battery backup power under its Power On Peninsula program.

They are working with Sunrun to design, install, and maintain solar and battery backup for your home. You will be part of a community electricity storage network that charge the batteries by day, and provide you with power in the evening and in the case of grid shutdown.

For more information or to apply visit their website at [www.peninsulacleanenergy.com/pop-homeowner](http://www.peninsulacleanenergy.com/pop-homeowner)

### Peninsula Clean Energy – Heat Pump Water Heater Program

Peninsula Clean Energy is offering residents rebates to install an all-electric Heat Pump Water Heater (HPWH), which is cleaner, safer and more energy-efficient than a gas water heater.

If you live in San Mateo County, you could be eligible for \$2,500 or more if you replace your gas water heater with a heat pump water heater. If you are a CARE/FERA customer, or if you are upgrading your electrical panel, you could be eligible for even bigger rebates.

Why switch? Heat pump water heaters are cleaner, safer and more energy-efficient than gas water heaters.

Learn more about the rebates at the Peninsula Clean Energy website at [www.peninsulacleanenergy.com](http://www.peninsulacleanenergy.com)

## **Leaf Blowers – Avoid Noise Pollution and Be a More Polite Leaf Blower**

**Upgrade** - Newer leaf blowers are quieter than older models. Many manufacturers make leaf blowers that meet (and exceed) the Town's noise ordinance (exceeding 70 dB when measured 25 feet from the unit – approximately as loud as a vacuum cleaner) Monday through Friday from 9am to 5pm. Look for machines labeled with the American National Standards Institute (ANSI) B175.2 sticker as a Category I blower.

**Go Electric** - Electric leaf blowers can be quieter than their gas counterparts and don't contribute to pollutant emissions. Note - quieter models are less powerful so if you are clearing a large area, you may need to plan for additional time.

**Read the Manual** - Many leaf blowers come with nozzles or attachments that can help reduce noise, but they only work if you use them properly. Read the manual or ask knowledgeable sales associates for information if you are unsure.

**Be Courteous** - Remember to be a good neighbor and abide by the Town's noise ordinance. Other ideas suggested by Hillsborough residents include working with your neighbors to consolidate leaf blower use in your area to one or two days or buying an electric leaf blower for your landscaper or gardener to use on your property.

## **Reduce Food Waste**

**Did you know - the average American household throws out 25% of the food they purchase.**

You can stop food waste at home by becoming aware of how you may be wasting food, and making small shifts in how you **shop, prepare, and store** food.

### **Smart Shopping: Buy What You Need**

Planning is key to avoiding food waste. If you buy no more than what you expect to use, you will be more likely to keep it fresh and use it all.

- Make a shopping list with meals in mind. How many meals will you eat at home? When will you go shopping next?
- Include the quantities you need on your shopping list to avoid overbuying.
- Shop your cupboards and fridge first to avoid buying what you already have.
- Buy fresh ingredients in smaller quantities more often so you waste less and enjoy fresher ingredients.
- Choose loose fruit and vegetables over pre-packaged to better control the quantity you need and ensure fresher ingredients.

### **Smart Prep: Prep Now, Eat Later**

Prepare perishable foods soon after shopping. You'll make it easier to whip up meals later in the week, saving time, effort and money.

- When you get home from the store, wash, dry, chop, dice, slice and place your fresh food items in clear storage containers for snacks and easy cooking.
- Befriend your freezer and visit it often. Freeze food such as bread, sliced fruit or meat that you know you won't be able to eat in time.
- Cut your time in the kitchen by preparing and freezing meals ahead of time.
- Prepare and cook perishable items, then freeze them for use throughout the month. For example, bake and freeze chicken breasts or fry and freeze taco meat.

### **Smart Storage: Store Foods to Last**

By storing food for maximum freshness, it will taste better and last longer, helping you to eat more of it.

- Separate ripe from non-ripe fruit. Many fruits give off natural gases as they ripen that will speed up the ripening of the other fruit.
- Store bananas, apples, & tomatoes separately
- Wrap your leafy greens in a moist towel and place in an airtight container in the refrigerator
- Wash berries just before eating to prevent mold.
- Store food in clear containers if possible.
- Use your freezer – if you can't eat a food in time, you can often freeze it for later
- If you like your fruit at room temperature, take what you will eat for the day out of the fridge in the morning, rather than keeping a fruit bowl out

## HILLSBOROUGH HELPING

As of the end of March 2021, nearly one year into the food drive, Hillsborough Helping has collected and delivered over 2,400 bags of groceries to Samaritan House! Each week, the food drive collects approximately 30 to 60 bags of groceries weekly. That means the Hillsborough community is providing groceries for 60 to 120 individuals every week. Thank you all for generously donating, sorting, volunteering, driving to Samaritan House, and continuing to spread the word about the Hillsborough Helping food drive.

### **Reminder – Donations Accepted:**

- Canned food including fruits and vegetables
- Packaged foods like cereal and family-sized rice, pasta, and beans
- Toiletries like shampoo, toothpaste, soap, and hand sanitizer
- Baby Formula
- Baby Food
- Diapers

*Please no expired food. Samaritan House cannot distribute expired food to its clients.*

## FILM FESTIVAL WINNERS

**Photo Caption:** Kayla Ling of The Nueva School took top honors at the 2021 CEC Student Film Fest.

### Local Students Honored in Video Contest

Kayla Ling, a seventh grader at The Nueva School in Hillsborough, was named the Best in Festival winner of the fourth annual 2021 CEC Student Film Fest on March 23, which was cosponsored by the Citizens Environmental Council (CEC) and the Burlingame Environmental Club (BEC) of Burlingame High School. Her video, "We Have a Climate Crisis – Who's to Blame?" also was the winner of the Middle School Category for the Film Fest. Kayla lives in Hillsborough.

Elaina Newman, a fifth grader at Franklin School in Burlingame, was the winner in the Elementary School Category for her video, "The Climate Cost of Clothing," while Jamison Chow, Katie Hong and Ashley Stewart of San Mateo High School won in the High School Category for their video, "Effects of Rising Sea Levels."

Students in grades 4 through 12 who live or attend school in San Mateo County were invited to enter environmental videos of up to five minutes in length in the contest. There were 22 submissions. CEC awarded cash prizes of \$100 to the Elementary School winner, \$150 to the Middle School winner and \$350 to the High School winners.

In addition to the cash prize for winning the Middle School Category, the Best in Festival winner, Kayla Ling, will be a guest on the podcast, "Earth to Humans," and receive a complimentary pass to the Women in Film San Francisco Bay Area event.

The Citizens Environmental Council is a group of volunteers whose mission is to champion regional sustainability through education, advocate for environmental and climate policy, and empower young environmental leaders. For more information, visit [cecburlingame.org](http://cecburlingame.org) or email [info@cecburlingame.org](mailto:info@cecburlingame.org).

## **VIRTUAL MEMORIAL DAY PARADE**

### **11th Annual Hillsborough Memorial Day Parade Carnival & Music Festival**

Please join the Town of Hillsborough for the 2021 Virtual Memorial Day Parade and Music Festival. We are disappointed not to be able to gather in person again, but under the current county guidelines large gatherings are not permitted. We hope you will join us for a virtual Remembrance Ceremony and hear from our honorable Congresswoman Jackie Speier, Town Mayor Al Royse, and State Senator Josh Becker. You will also be able to enjoy seeing some familiar faces in our virtual parade and enjoy music from some of our favorite singers and bands.

Save the date for Monday, May 31, 2021 for our virtual event and we look forward to seeing everyone in person on May 30th, 2022 when the Parade makes its grand return!

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## GUIDE TO CITY MEETINGS

### City Clerk's Guide to City Meetings

The community is encouraged and invited to participate in the legislative process of the City Council and the Town's board and committees: the Administrative Hearing Panel, Architecture & Design Review Board, Citizens Communication Advisory Committee and Financial Advisory Committee. Individuals may participate in a variety of methods, including submission of written comments (by email or postal mail) or by speaking in person at a scheduled meeting. Detailed information regarding public participation is included on each meeting agenda. At a meeting, individuals may provide verbal comments on a specific item on the agenda, or general comments on any matter not on the agenda during the public comment sections of the agenda. Meeting agendas now include two general public comment periods; one at the beginning of the meeting, and one at the end of the meeting after the regular business is complete. To sign up to receive email notification of upcoming City Council, board and committee meetings, visit [hillsborough.net/list.aspx](http://hillsborough.net/list.aspx).