

**PORTOLA CITY COUNCIL
SPECIAL MEETING MINUTES
December 6, 2016
3:00 p.m.**

1. CALL TO ORDER

Mayor Powers called the meeting to order at 3:00 pm.

2. ROLL CALL

Councilmembers Morton and Oels, and Mayor Pro Tem Larrieu, and Mayor Powers were present. City Attorney Steve Gross, Finance Officer Susan Scarlett, City Engineer Dan Bastian, Contract Planer Karen Downs, and City Clerk Melissa Klundby were also present. Councilmembers elect Clifton and Cooley were also in attendance.

3. ORDER OF BUSINESS

- A. **PORTOLA HIGHLANDS WORKSHOP** – Workshop to review approved documents related to Portola Highlands (formerly Woodbridge at Portola) and proposed amendments to the development agreement and tentative map conditions of approval. Discussion and possible action.

Karen Downs presented the staff report and extensively reviewed the proposed amendments to the development agreement. Staff, the Council and John McMorrow, Portola Highlands representative reviewed the amendments and discussed inconsistencies in the associated documents. The City Council requested further review of the following issues:

- Safe Route to School Master Plan elimination.
- Inclusion of language in the Public Transit Master Plan to ensure that Plumas Transit has review of bus stops and improvements; as a condition of the final map.
- Water Supply Fee
- Parks Development Agreement and Master Plan – the Council requested that the Developer make sure they are consistent and revise language regarding park fees (the understanding from the meeting is that Portola Highlands intends to include a park fee with the permanent funding mechanism for improvements at the park, improvements to be decided on by the residents in Portola Highlands)
- Open Space and Restoration Master Plan- Staff raised concerns with the acceptance of open space and the liability associated with that and John McMorrow said that Portola Highlands will look into Conservation Easement for tax benefit
- Design Handbook and Garage Design Handbook- coordinate with Development Agreement to ensure consistency. Portola Highlands does not plan for a Home Owners Association; they want to be able to sell a lot and meet zoning requirements and nothing else.
- Finance Master Plan- Portola Highlands representative agreed that they will update the approved Master Plan to reflect a developer proposed “pay-as-you-go” approach.

Following extensive conversation Mayor Powers requested that the City Clerk cancel the Special Meeting and Public Hearing of December 14th. Mayor Powers gave direction to staff to reschedule the public hearing after meeting with the applicant and resolving outstanding issues.. All Councilmembers unanimously agreed.

4. ADJOURN

The meeting was adjourned at 6:15 pm.