

Thursday, November 20, 2025, at 5:30 P.M.
Council Chambers, 26379 Fremont Road, Los Altos Hills, California
15 W 200 S & 255 S West Temple, Salt Lake City, Utah 84101

Present: Mayor Kavita Tankha, Vice Mayor Rajiv Bhateja, Council Member Stanley Mok, Council Member Linda Swan, Council Member George Tyson
Absent: None
Staff: Acting City Manager Cody Einfalt, Public Works Director WooJae Kim, Community Development Director Jay Bradford, Finance Director Thomas Leung, Community Services Supervisor Emina Mahic, Management Analyst Joram Parcutilo, and City Clerk Arika Birdsong-Miller

CALL TO ORDER (5:30 P.M.)

Mayor Tankha called the meeting to order at 5:30 P.M.

ROLL CALL

Mayor Kavita Tankha, Vice Mayor Rajiv Bhateja, Council Member Stanley Mok, Council Member Linda Swan, and Council Member Tyson were present.

Council Member Swan participated under AB 2449 due to attending the National League of Cities Conference. Council Member Swan participated remotely from 15 W 200 S, Salt Lake City, Utah 84101.

Council Member Mok participated under AB 2449 due to attending the National League of Cities Conference. Council Member Mok participated remotely from 255 S West Temple, Salt Lake City, Utah 84101.

1. PUBLIC COMMENT (Public Comment is Limited to Items which are the Subject of the Special Meeting)

There were no public comments.

2. ADJOURN TO CLOSED SESSION TO DISCUSS THE FOLLOWING:

A. Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6)
Agency Designated Negotiators: Kavita Tankha and Steve Mattas
Unrepresented Employee: Acting City Manager

3. ADJOURN CLOSED SESSION

4. REPORT OUT OF CLOSED SESSION

The City Council met in closed session pursuant to Government Code Section 54957.6 to confer with labor negotiators regarding the Acting City Manager. No action was taken in closed session, and the matter was addressed later during the Open Session.

5. ADJOURN

The Closed Session meeting adjourned.

CALL TO ORDER (6:00 P.M.)

Mayor Tankha called the meeting to order at 6:02 P.M.

ROLL CALL

Mayor Kavita Tankha, Vice Mayor Rajiv Bhateja, Council Member Stanley Mok, Council Member Linda Swan, and Council Member Tyson were present.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

City Attorney Steve Mattas reported that the City Council met in Closed Session to discuss two items. Regarding the matter of CalHDF v. Town of Los Altos Hills, the Council received an update and provided direction, with no reportable action taken. Regarding the second item, anticipated litigation related to excess building permit fees, the Council, by a 5–0 vote, authorized a full refund of the excess fees that had been paid, totaling approximately \$1.2 million. This amount includes the refund previously received by the Town from CSG and applies to all permit types with a valuation greater than \$1,000.

1. AGENDA REVIEW

Mayor Tankha stated that ITEM 10C – Community Development Director Update on Housing Element will be heard after ITEM 2 - Consent Calendar.

2. PRESENTATIONS AND APPOINTMENTS

A. Youth Committee Presentation

The Annual Report was presented by Youth Commission Co-Chairs Sofia and Alan, who provided an overview of their activities and accomplishments over the past year. They highlighted its role as a group of up to 20 middle and high school student residents who meet twice monthly to represent Los Altos Hills youth in local government, promote civic engagement, and support Town events. The Commission's charter focuses on civic involvement, volunteering, youth morale, community belonging, and leadership skill-building.

Over the past year, the Commission organized and supported a wide range of community events, including the Outdoor Movie Night, Hoedown, Touch-A-Truck, document shredding events, Costume Game Night, Festival of Lights float, Barn Lighting, Tech for Seniors, Game Night, a Leadership Conference, Hoppin' Hounds, the Pathways Run/Walk, and the Town Picnic. The report included photos from these events demonstrating strong youth participation and community impact.

The Commission's overarching goals for the coming year are to increase community engagement and joy among Los Altos Hills youth, welcome new youth to Town, and continue promoting meaningful youth representation. The Commission also expressed appreciation for staff liaison Emina Mahic for her support.

B. Proclamation Recognizing Community Foundation Week, November 12-18, 2025, and Honoring the Work of the Los Altos Mountain View Community Foundation

Mayor Kavita Tankha presented a proclamation recognizing November 12–18,

2025, as Community Foundation Week and honoring the work of the Los Altos Mountain View Community Foundation (LAMVCF). The proclamation highlights the vital role community foundations play as locally led, grantmaking public charities that turn community potential into action. It recognizes their long history of advancing collaborative philanthropy since 1914 and acknowledges the national significance of Community Foundation Week, established in 1989.

The proclamation emphasizes LAMVCF's leadership as the philanthropic hub for Los Altos, Mountain View, and Los Altos Hills, noting its impact in key areas such as wildfire preparedness, affordable housing, mental health, youth programs, and the arts. It also commends LAMVCF for strengthening the nonprofit ecosystem through operational support, capacity building, and partnerships—especially during times of crisis. Mayor Tankha called on all residents to learn about and support LAMVCF's efforts to advance community well-being and the common good.

C. Proclamation Supporting the Bay Area District's Zero-Emission Building Appliance Rules

Council Member George Tyson presented a proclamation supporting the Bay Area Air District's Zero-Emission Building Appliance Rules (Rules 9-4 and 9-6). The proclamation highlights the significant health and air-quality impacts caused by gas-powered furnaces and water heaters, which generate nitrogen oxides, particulate matter, and other harmful pollutants linked to asthma, cardiovascular issues, and premature deaths. It notes that these appliances produce more NOx pollution than all Bay Area passenger vehicles combined and disproportionately affect communities of color.

The proclamation recognizes the region's long-standing struggle to meet federal air quality standards. It supports the Air District's efforts to transition to zero-emission equipment, introduce reasonable flexibility measures, and align with California's climate goals. It affirms that adopting zero-NOx standards will help Los Altos Hills reduce greenhouse gas emissions, improve climate resilience, and advance long-term community health and sustainability.

D. Reappointment to the Los Altos Hills Environmental Initiative Committee

Council Member Tyson made a motion to reappoint **Aileen Lee** to the Los Altos Hills Environmental Initiatives Committee. **Vice Mayor Bhateja** seconded the motion. **APPROVED, VOTE 5-0**

E. Report from the Los Altos Hills Community Fire District

LAHCFD General J. Logan provided the City Council with an overview of the Los Altos Hills County Fire District's organizational planning work and the Fiscal Year 2025–26 Workplan. She explained that the Workplan is a comprehensive and evolving document that guides District operations, projects, and budgeting for the coming year, and is closely aligned with the District's Mission Statement, Strategic Plan, Community Wildfire Protection Plan Annex 4, and overall Chart of Services. Logan described the District's annual planning cadence, the recent organizational planning session, and the incorporation of new staff and partner input. She outlined major areas of focus within the Workplan, including programs and grants, community education

and risk reduction, emergency preparedness, fire and emergency medical response, operations, administration, and capital assets. She reported on key accomplishments from the prior fiscal year, highlighted areas where staffing, resource, and operational gaps have now been addressed, and noted continued progress on significant projects such as the I-280 Fuel Break, Firewise community support, home ignition zone evaluations, vegetation management, emergency access improvements, and regional collaborations. Logan also discussed investments in technology, equipment, facilities planning, training, and professional development. She concluded by emphasizing that the updated Workplan reflects a coordinated, District-wide effort to strengthen wildfire prevention, enhance emergency response readiness, and support long-term community safety and resilience.

3. PRESENTATIONS FROM THE FLOOR

There were no public comments.

4. INFORMATIONAL REPORTS (items provided solely for informational purposes)

- A. Treasurer's Report – This item was provided solely for informational purposes.
- B. Disbursement Report - This item was provided solely for informational purposes.
- C. Quarterly Investment Report- This item was provided solely for informational purposes.

5. CONSENT CALENDAR

- A. Approval of the Special City Council Meeting Minutes October 16, 2025
APPROVED, VOTE 5-0
- B. Approval of the Regular City Council Meeting Minutes October 16, 2025
APPROVED, VOTE 5-0
- C. Approval of the Special City Council Meeting Minutes October 29, 2025
APPROVED, VOTE 5-0
- D. Resolution Approving the First Amendment for a Six-Month Term Extension to the Grant Agreement with Los Altos Hills Community Fiber for the Broadband Infrastructure Project **APPROVED, VOTE 5-0**
- E. Letter of Support for Assembly Bill 63 **APPROVED, VOTE 5-0**
- F. Letter of Support for Assembly Bill 762 **APPROVED, VOTE 5-0**

G. Resolution Accepting an Open Space Easement at 12788 La Cresta Drive, Lands of Reddy **APPROVED, VOTE 5-0**

H. Resolution Vacating a Portion of an Existing Open Space Easement at 13410 La Cresta Drive, Lands of Seto **APPROVED, VOTE 5-0**

I. Resolution Granting the Request for Extension of the Expiration Dates for Various Building Permits **APPROVED, VOTE 5-0**

J. Adopt by title only and waive second reading of an Ordinance introducing the 2025 California Building Standards Code adoption for the Town of Los Altos Hills. The ordinance amends Title 8 (Building Regulations) of the Los Altos Hills Municipal Code to adopt by reference all twelve parts of the 2025 California Building Standards Code, including the Administrative, Building, Residential, Electrical, Mechanical, Plumbing, Energy, Wildland Urban Interface, Historical Building, Fire, Existing Building, Green Building Standards (CALGreen), and Referenced Standards Codes, together with local amendments and adopt a Resolution of the town of Los Altos Hills confirming city policy on greenhouse gas emission reductions emanating from buildings. **APPROVED, VOTE 5-0**

PUBLIC COMMENT:

1. **Allan Epstein**, a Los Altos Hills resident, commented on the extension of permits, noting ongoing delays in the Town's ability to complete permit sign-offs in a timely manner. He reiterated the need to improve and prioritize cleanup and functionality of the Town's permit tracking system and encouraged placing this effort on the priority list for the coming year.

Council Member Tyson made a motion to approve the Consent Calendar as presented.

Council Member Mok seconded the motion. **APPROVED, VOTE 5-0**

MOTION PASSED: 5-0

AYES: Tankha, Bhateja, Mok, Swan, Tyson

NOES: None

RECUSE: None

ABSTAIN: None

ABSENT: None

6. ONGOING BUSINESS

A. Discuss and Direct Community Development Department (CDD) Staff on Concepts Aiming to Address the Concerns brought up in the Community Development Department (CDD) Listening Session on October 22, 2025

Community Development Director Jay Bradford reported on the department's October 22nd listening session, where residents, permit holders, contractors, and design professionals provided direct feedback on their experiences with the Town's development processes. He stated that the session highlighted several major themes, including inefficiencies in planning processes that lack predictability, the need for better coordination and accountability among agencies, and a desire for modernization and improved alignment between policy and the Town's codes and standards. In response, staff has begun developing short-, medium-, and long-term process improvements.

Short-term efforts include implementing an online appointment and scheduling system, improving voicemail instructions to ensure alternative points of contact, organizing and updating online informational materials, and increasing accountability within the plan review process by clarifying how to reach the correct technical reviewer. Bradford noted that the department will continue gathering feedback through emails and a dedicated website portal, aggregating results quarterly to assess progress and identify further areas for improvement. He also highlighted plans to continue hosting community listening sessions, develop clearer checklists and guides for applicants, and pursue long-term modernization tools such as automated property-specific development guides, AI-supported plan review, and comparative code analysis to help align Los Altos Hills standards with peer jurisdictions. Bradford emphasized that this work is intended to improve transparency, responsiveness, and overall customer experience across the development process.

The City Council expressed strong support for continuing the development-process improvement effort initiated through the October 22nd listening session and directed staff to refine the proposed short-, medium-, and long-term concepts in coordination with the Planning Commission. Councilmembers emphasized the importance of improving permit turnaround times, especially for ADUs, and ensuring staff provides complete plan review comments at one time. Council encouraged greater transparency in the development review process, including clearer flowcharts, checklists, guides, and potentially a consolidated development handbook. Councilmembers supported exploring an ombudsperson role, continuing community listening sessions, and expanding interagency coordination with partner agencies such as Environmental Health and the Fire District to reduce delays. Council also requested that staff provide timelines and return with prioritized recommendations through the Planning Commission and the annual workplan process.

Public Comments:

1. John O'Connell, a Los Altos Hills resident, commented on the Town's permit processing system, noting that a relatively small number of complex permits appear to consume a disproportionate amount of staff time, resulting in delays for simpler projects. He suggested reinstating or expanding streamlined permit processes for minor work to reduce plan check delays and allow staff to focus on more complex applications. He also encouraged greater accountability from external review agencies by requesting that they acknowledge permitting challenges and identify improvement measures, and suggested that adopting more objective standards could help expedite reviews and reduce administrative complexity.

7. PUBLIC HEARING

A. Waiver of Reading and Introduction of an Ordinance Amending Title 4, Chapter 1 "Emergency Organization and Function", Title 2, Chapter 4 "Purchasing System", and Title 6, Chapter 5 "Nuisance Abatement" of the Los Altos Hills Municipal Code to add new Management Positions, Revise and Remove Outdated Provisions, and Establish New Authority and Procedures for Emergency Response

Management Analyst Joram Parcutilo presented a staff report recommending the introduction of an ordinance to modernize the Town's emergency management framework by amending multiple sections of the Municipal Code. He explained that the current emergency organization provisions are outdated and no longer reflect the Town's operational structure,

staffing model, or state and federal emergency management requirements.

Mr. Parcutilo outlined that the proposed amendments would establish a modern emergency organization by adding a clearly defined Emergency Manager role, updating responsibilities for emergency leadership positions, removing obsolete committees and terminology, and clarifying authority and procedures during emergencies. He noted that the ordinance would also update emergency contracting, nuisance abatement, and succession of authority provisions to ensure the Town can respond quickly, lawfully, and in coordination with regional and state partners. He concluded that the proposed changes would improve legal compliance, operational efficiency, and community resilience without creating a direct fiscal impact.

The Public Hearing was opened, and no members of the public came forward to speak.

Council Member Tyson made a motion to waive reading and introduce an Ordinance (Attachment 1) amending Title 4, Chapter 1 (“Emergency Organization and Function”), Title 2, Chapter 4 (“Purchasing System”), and Title 6, Chapter 5 (“Nuisance Abatement”) of the Los Altos Hills Municipal Code to add a new management position and associated responsibilities, revise or remove outdated terms, memberships, and bodies that no longer reflect the Town’s organizational structure, and add new authority and procedures to ensure effective emergency management and compliance with state law. **Vice Mayor Bhateja seconded the motion. APPROVED, VOTE 5-0**

MOTION PASSED: 5-0

AYES: Tankha, Bhateja, Mok, Swan, Tyson

NOES: None

RECUSE: None

ABSTAIN: None

ABSENT: None

B. Resolution Approving a Conditional Use Permit Extension for an Existing Monopine Wireless Communication Facility at 27299 Arastradero Road; Lands of Purissima Hills Water District

Community Development Director Jay Bradford presented a staff report recommending approval of a Conditional Use Permit extension for an existing monopine wireless communications facility located at 27299 Arastradero Road. He explained that the facility, which supports cellular service in the Town, was originally approved in 2012 with a condition requiring renewal after ten years, and that the permit had expired prior to the applicant’s request for extension.

Mr. Bradford noted that staff conducted an inspection of the site and determined that the facility is well maintained and in compliance with prior conditions of approval. He further stated that the Planning Commission reviewed the request and recommended approval of a ten year extension, and that the project qualifies for a categorical exemption under CEQA as there are no proposed modifications to the existing facility. Staff therefore recommended that the City Council adopt the resolution approving the Conditional Use Permit extension subject to the recommended conditions of approval.

The Public Hearing was opened, and no members of the public came forward to speak.

Council Member Tyson made a motion to approve the Resolution granting a Conditional Use Permit extension for the existing monopine wireless communication facility located at 27299 Arastradero Road, Lands of Purissima Hills Water District. **Council Member Mok** seconded the motion. **APPROVED, VOTE 5-0**

MOTION PASSED: 5-0

AYES: Tankha, Bhateja, Swan, Tyson

NOES: None

RECUSE: None

ABSTAIN: Mok

ABSENT: None

8. NEW BUSINESS

A. Formation of an Ad Hoc Committee for the Los Altos/Los Altos Hills Little League Contract

Council Member Tyson made a motion to appoint **Mayor Tankha and Council Member Tyson** to the Ad Hoc Committee for the Los Altos/Los Altos Hills Little League Contract. **Vice Mayor Bhateja** seconded the motion. **APPROVED, VOTE 5-0**

B. Formation of an Ad Hoc Committee for the Victoria Dye Equestrian Concessionaire Agreement

Public Comment:

1. **Allan Epstein**, a Los Altos Hills resident, commented on the potential formation of a City Council ad hoc committee to review contracts, stating that while he had no objection to such a committee, he questioned whether it was necessary given Council members' existing responsibilities. He noted that, in the past, the Finance and Investment Committee worked with Town staff to develop similar contracts, which were then brought to the City Council for approval, and suggested this as an alternative approach.

Vice Mayor Bhateja made a motion to appoint **Council Member Swan and Council Member Mok** to the Ad Hoc Committee for the Victoria Dye Equestrian Concessionaire Agreement. **Council Member Tyson** seconded the motion. **APPROVED, VOTE 5-0**

C. Consideration of Acting City Manager Compensation

Council Member Tyson made a motion to approve an hourly rate equivalent to an annualized salary of \$240,000 for the Acting City Manager and to delegate authority to the City Attorney to execute the Personnel Action Form necessary to implement this adjustment. **Vice Mayor Bhateja** seconded the motion. **APPROVED, VOTE 5-0**

9. REPORTS FROM COMMITTEES, SUBCOMMITTEES, AND COUNCILMEMBERS ON OUTSIDE AGENCIES

Vice Mayor Bhateja reported that the Emergency Preparedness and Response Committee

and the Environmental Design and Protection Committee have been meeting to evaluate potential updates to building and landscaping codes to improve fire resilience while maintaining the Town's character and tree canopy. He also announced that the Technology Committee will host an online safety presentation on December 6th focused on current scams and staying safe online, and requested that the event be added to the Town calendar and included in the City Manager's report.

Council Member Tyson reported that, in addition to the Housing Element subcommittee, a separate Council subcommittee consisting of Vice Mayor Bhateja and himself was formed to engage a search firm to assist with identifying a City Manager candidate. He stated that the subcommittee is working with the Town Attorney to develop a request for proposals and intends to move forward with an open and transparent process, with the RFP anticipated to be issued shortly.

10. STAFF REPORTS

A. City Attorney Steve Mattas had no report.

B. City Clerk Arika Miller reported that the Town is now accepting applications for the upcoming Planning Commission vacancy. All applications will be submitted to the City Clerk, and applicants with questions may contact Community Development Director Jay Bradford for additional information. She also provided an update on the *Our Town* newsletter, noting that a subcommittee has been formed to review the RFPs received. Due to a temporary health-related delay affecting one subcommittee member, the group will meet in early December. In the interim, the Town has entered into a one-issue agreement with Alex Atkins Design to produce the winter edition, which is expected to be released in late January or early February. Miller also reminded the Council of the Regular Adjourned City Council Meeting on Tuesday, December 9 at 6:00 p.m., and the annual Reorganization Meeting scheduled for Thursday, December 18. She had no further updates to report.

C. Community Development Director Jay Bradford provided an update on the Town's ongoing dialogue with HCD following the October 10th comment letter related to the Housing Element Amendment. The update outlined continued communication with HCD staff, the additional information prepared by the Town, and the steps being taken to fully address the issues raised in the letter.

To support HCD's review, the Town has resubmitted the Housing Element Amendment along with a supplemental feasibility analysis for the three multifamily opportunity sites, demonstrating their potential for redevelopment. This submittal also included the accompanying technical report, the zoning actions adopted by the City Council on October 16th, an updated sites inventory, and a revised compliance checklist confirming alignment between the adopted zoning and Housing Element requirements.

Community Development Management Analyst, Mr. Behrouz Amirbadvy, was introduced. Behrouz was part of the 2024 cohort of interns, where he supported the City Manager's Office, and is a recent UCLA graduate with a Master of Public Administration focused on public policy. He will help anchor the department's finance efforts and is a welcome addition to the team.

The Community Development Department introduced an opportunity to engage with Foothill College students on a Plane Wildfire Project. Over the next few months, staff will work with the project leads to learn more about their efforts and identify potential areas for

collaboration.

D. Finance Director Thomas Leung welcomed Varsha Srinivasan, who started at the end of October as our new Management Analyst. Varsha joins us from the City of Redwood City, where she spent the past three years in the Community Development Department, beginning as a Management Fellow and most recently serving as a Management Analyst.

The Finance team continues work on the annual audit. All required documents have been submitted to the auditors, and we are now awaiting the draft financial statements for review.

Staff are also working with a startup, Civitas, on a two-month pilot to streamline bank and cash reconciliations, a process that currently takes many hours of staff time each month.

E. Public Works Director WooJae Kim reported that the El Monte Fire Station Utility Undergrounding (Rule 20A) Project is nearing completion, with Comcast expected to complete the remaining overhead line cutovers by mid-December. Once that work is finished, AT&T will remove the poles within the project area, marking the final step of the Rule 20A effort. Staff plans to bring the acceptance of work performed by Phoenix Electric, the Town's contractor responsible for installing the joint trench and service lines, to the December 9 Special City Council meeting, as Phoenix's portion of the work is now complete. He also provided an update on the Heritage House Upgrade, explaining that the project has been delayed due to supply chain issues related to obtaining new electrical panels. The panel is expected to arrive soon, and staff continue to push for project completion by the end of the year. Public Works is also coordinating with the History Committee and the Emergency Preparedness and Response Committee to finalize the furnishings for the upgraded Heritage House.

F. Acting City Manager Cody Einfalt reported that the Town has been collecting speed data from its speed feedback signs since June 2025, rotating the signs through ten locations every two weeks. The information is being provided to the Sheriff's Office; however, the Sheriff has requested specific direction from the Town on how to address speeding concerns, and staff will return to Council with further recommendations at a future meeting. Mr. Einfalt also noted that Phase 1 of the Home Ignition Zone work at Town Hall was completed on November 8, with maintenance crews raising tree canopies from zero to six feet to reduce ladder fuels. Staff will be coordinating with committees regarding the remaining work needed within zero to five feet of the building. He also announced upcoming community events, including the 47th Annual Festival of Lights Parade on Sunday, November 30, 2025, where the Los Altos Hills Mother Goose Float will be propelled by the Youth Commission, and the annual Barn Lighting at Westwind Community Barn on December 7, 2025, featuring seasonal activities, refreshments, children's crafts, pony rides, and a 5:00 p.m. lighting ceremony.

Comments:

1. **Anand Ranganathan**, a Los Altos Hills resident, commented on the traffic speed data, noting that the highest speeds reflected in the graphs represent isolated incidents rather than typical driving behavior. He cautioned against immediate expenditures on enforcement and suggested evaluating low-cost measures, such as continued use of speed feedback signage, before pursuing more resource-intensive options. He further encouraged the Town to consider a comprehensive, systems-based approach to traffic

calming and roadway design to improve safety for pedestrians and bicyclists.

2. **Kjell Karlsson**, a Los Altos Hills resident, commented on the traffic speed data, suggesting that some of the highest recorded speeds, particularly late at night, may reflect law enforcement responding to emergency calls rather than reckless driving. He cautioned against drawing conclusions from the data without context and expressed concern that the item appeared on the agenda as informational, limiting public awareness and opportunity for comment on potential enforcement actions. He also asked about the status and availability of recent traffic speed and safety studies, emphasizing the importance of complying with California Vehicle Code requirements before implementing targeted enforcement measures.

3. **Birgitta Indaco**, a Los Altos Hills resident, expressed concern about potentially life-threatening speeds occurring on local roads and noted hope that some of the extreme readings may be anomalies. She stated opposition to the use of speed bumps, citing past negative experiences in the community, and encouraged the Town to explore alternative traffic calming measures.

11. COUNCIL INITIATED ITEMS

A. Sewer Subcommittee requests hiring a consultant to evaluate and document potential changes to our sewer charges to Palo Alto and Los Altos

Council reached consensus to hire a consultant to evaluate and document potential changes to the Town's sewer charges to Palo Alto and Los Altos, with the understanding that the resulting agreement will fall within the City Manager's signing authority.

B. Discussion on How the Town can strengthen the Green Sheets

Public Comment:

1. **Birgitta Indaco**, a Los Altos Hills resident, stated that the Town should focus on strengthening its General Plan and emphasized the importance of increased community engagement when addressing policy issues. She encouraged broader resident involvement to help guide future planning and decision making.

Council will discuss this further at the Goal Setting meeting in February 2026.

C. Discussion on the Town Becoming a Charter City

Council will discuss this further at the Goal Setting meeting in February 2026.

D. Discussion on the Town pursuing a Transient Occupancy Tax

Council will discuss this further at the Goal Setting meeting in February 2026.

11. ADJOURN

Mayor Tankha adjourned the meeting in memory of longtime resident **Nancy Couperus**, who recently passed away. She recognized Nancy's many significant contributions to the Town, particularly her decades-long work preserving open space, including her efforts to protect Byrne Preserve and Westwind Community Barn. Mayor Tankha noted that Nancy co-founded and actively supported the Westwind Riding Program for the handicapped, now the Westwind Riding Institute, which has served the community for nearly fifty years and stands as a testament to her dedication to public service. She shared that Nancy is survived by her husband, Jitze Couperus, and her daughters, Jennifer and Jane, and that the family encourages donations to the Westwind Riding Institute in lieu of a memorial. On behalf of the Council, Mayor Tankha honored Nancy as an extraordinary, once-in-a-generation community member whose legacy will be long remembered.

Mayor Tankha adjourned the Regular Meeting to the Special Meeting of December 9, and the Council observed a moment of silence in Nancy's memory.

The meeting adjourned at 8:55 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Arika Birdsong-Miller". The script is cursive and fluid, with the first name "Arika" being more prominent.

Arika Birdsong-Miller