



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council.
Planning Commission
Architectural & Site Control Commission

FROM: Leslie Lambert, Planning Manager

DATE: March 25, 2004

RE: Special Meeting, March 31, 2004

The following comments relate to items on the agenda:

Presentation and Discussion of San Mateo Countywide Guide – Sustainable Buildings

This information is being provided to encourage a discussion with Council, Commissions and Staff regarding the adoption of an ordinance or policy at a jurisdictional level to encourage green building practices in design of private, commercial and municipal buildings.

A countywide committee consisting of city, town and county staff from permitting, planning and environmental programs, local architects and other interested parties have developed a program that can be utilized countywide to encourage private architects, owners, and builders to incorporate green building practices and materials into their projects.

We have provided you with a copy of the final version of the February 2004 San Mateo Countywide Sustainable Buildings Guidelines for your review. While the program is flexible within each jurisdiction, it is intended to maintain a common approach for the public. The Countywide Program consists of a checklist for planning and permitting applicants, and booklet that describes and supports the guidelines.

Presentation and Discussion of Fire Safe Community Practices – Public Outreach and Education

Members of the San Mateo County Fire Safe Committee have prepared a power point presentation for your review. It is intended to bring information forward to the decision makers on fire safe planning and begin a public awareness campaign to the community.

The enclosed March 24, 2004 letter from Denise Enea, Deputy Fire Marshal, Woodside Fire Protection District provides a summary of the Committees mission. We have provided you with a copy of a handout “Living With Fire in San Mateo County” for your review. This handout is available at the front counter for residents, architects and contractors. We hope to encourage the public to consider fire safety while designing new projects, taking into consideration the siting of structures, construction materials and landscaping. The booklet also provides existing property owners with a common sense approach to defensible space on their properties.