



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, February 26, 2020
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Wengert, Councilmember Richards, Councilmember Hughes, Vice Mayor Derwin and Mayor Aalfs

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

1. **PRESENTATION** – Proclamation Honoring the League of Women Voters on its 100th Anniversary (3)

CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

2. **Approval of Minutes** – February 12, 2020 (4)
3. **Approval of Warrant List** – February 26, 2020 (18)
4. **Recommendation by Town Manager** – Annual Automated License Plate Readers System Audit (31)
5. **Recommendation by Building Official** – Adoption of a Resolution to Ratify Ordinance No. 12 of the (37)
 Woodside Fire Protection District
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Ratify Ordinance No.12 of the Woodside Fire Protection District (Resolution No. __)
6. **Recommendation by Town Manager** - PV Palooza Sponsorship (72)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing a One-Time Exception to the Town's Event Sponsorship Policy for the PV Palooza Music Festival (Resolution No. __)
7. **Recommendation by Planning and Building Director** – Environmental Review Consultant, Neely Winery, (74)
 Spring Ridge, LLC Conditional Use Permit Amendment
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Contract with MIG for the Environmental Review of the Spring Ridge, LLC, Neely Winery Conditional Use Permit Amendment Project (Resolution No. __)

REGULAR AGENDA

8. **STUDY SESSION** – Council Priorities Study Session for Fiscal Year 2020-'21 (95)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (98)
 Oral reports arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
10. **TOWN MANAGER REPORT** (99)

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – February 13, 2020 (100)
12. **Town Council Digest** – February 20, 2020 (108)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

PROCLAMATION

Celebrating the 100th Anniversary of the League of Women Voters of the United States

WHEREAS, the League of Women Voters was founded in 1920 as a “mighty political experiment” by the foremothers of the suffragist movement at the national American Woman Suffrage Association: and

WHEREAS, their goal was to help the 20 million women who were granted the right to vote by the 19th Amendment understand and carry out their new responsibility as voters; and

WHEREAS, with the success of this effort and the tireless efforts over the last 100 years to strengthen and uphold its mission to empower voters and defend democracy, the League has become a trusted nonpartisan, grassroots organization; and

WHEREAS, the League has sponsored legislation and fought in the courts to protect and strengthen voting rights and access, and for free and fair elections, civil rights, children, community health, and education; and

WHEREAS, the League has consistently been noted for its nonpartisan election information, including sponsorship of candidate forums and information on state and local ballot issues, as well as its commitment to register, educate, and mobilize voters; and

WHEREAS, the League champions government systems that are open, transparent, inclusive, and equitable; and

WHEREAS, the League believes that active and engaged citizens, irrespective of gender, ethnicity, or political affiliation, are the hallmark of democracy.

NOW, THEREFORE, I, Jeff Aalfs, Mayor of the Town of Portola Valley, on behalf of the Town Council honor and congratulate the League of Women Voters on its 100th Anniversary and commend the League for its significant contributions to empowering voters and making democracy work.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Portola Valley to be affixed hereto this 26th day of February 2020.



By: _____
Jeff Aalfs, Mayor

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 982, FEBRUARY 12, 2020**CALL TO ORDER AND ROLL CALL**

Mayor Wengert called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Craig Hughes, John Richards, and Ann Wengert; Vice Mayor Maryann Derwin; Mayor Jeff Aalfs

Absent: None

Others: Jeremy Dennis, Town Manager
Brandi de Garreaux, Assistant to the Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Resident Betsy Morgenthaler said she was pleased when the Council removed Frog Pond from the housing list in December. She said the Council had directed staff to return to address the standing committee's broader recommendation of a connected open space for the trail system along Western Alpine Road connecting multiple open space properties. She said since then, she spoke with Town Manager Dennis on January 23 at the Open Space Acquisition Committee meeting, she learned it would be more narrowly focused on Frog Pond itself. She said they discussed requesting funds for a survey at the meeting. She said at the meeting Town Manager Dennis said there would be a 100-foot right-of-way request. She said that is a substantial request given that Portola Road itself is 50 feet from the edge to the edge, including the generous shoulders. She asked how that number was selected, who had input, who did not, and further considerations. She said she was unsure as to what venue to post such a question.

Councilmember Hughes said he will talk about this a bit in the Councilmember reports section at the end of tonight's meeting. He said there will be no action taken but there will be discussion regarding the thoughts of staff and Council. Town Attorney Silver said the speaker could speak during that section of the meeting.

CONSENT AGENDA

- (1) **Approval of Minutes** – Town Council Regular Meeting of January 22, 2020.
- (2) **Approval of Warrant List** – February 12, 2020, in the amount of \$183,332.31.
- (3) **Appointments by Mayor** – Members to the Nature & Science Committee
- (4) **Recommendation by Town Manager** – Tennis and Sports Court Rules Update
- (5) **Recommendation by Town Manager** – Request for Budget Amendment for OpenGov Contract Agreement
- (6) **Recommendation by Town Manager** – Woodside Fire Protection District Station 8 Planning Fee Waiver

Councilmember Richards moved to approve the Consent Agenda. Seconded by Councilmember Wengert; the motion carried 5-0, by roll call vote.

REGULAR AGENDA**(7) Discussion and Council Action – PV Palooza Sponsorship/Fundraising**

Paige Bishop, Chair of the Cultural Arts Committee, and John Badger, Committee Member, presented a proposal to extend the music contribution to the Town by adding another music event called the PV Palooza, an all-day summer music festival (proposed for July 25, 2020), as detailed in the staff report. They said there appears to be a lot of local support and enthusiasm for the concert, consisting of local talent only, with 10-12 bands, two stages, youth bands, and gourmet food trucks, with sponsorship from local businesses and with local promotion only.

Staff recommended the Town Council allow the Cultural Arts Committee to fundraise for the upcoming “PV Palooza” music festival and amend the Commission and Advisory Committee Policies & Procedures Handbook to allow sponsorship of event elements.

Mayor Aalfs invited questions from the Council.

Councilmember Hughes asked how long the softball field would be out of action if something is set up there. Mr. Badger said they will be having same-day pickup so that teardown is prior to the weekend activities on the field.

Councilmember Hughes confirmed that the goal was for the Committee to collect 100% or more of their revenues from donations.

Councilmember Wengert asked regarding the hours of the event. Mr. Badger said the festival would run from approximately 11:00 a.m. to 6:00 p.m.

Councilmember Wengert asked if there were any other Town events scheduled in July. Ms. Bishop said they ran through possible dates with Assistant to the Town Manager de Garneau and Communications & Community Engagement Analyst Chinn and determined that July 25 looked like the best date. Mayor Aalfs said children’s events are pretty much done when school is out so it is mostly the adult softball league or soccer league that could be impacted. Mr. Badger said they checked with Spring Down to make sure there is not a horse show that day and let the church know it might not be a good day for a wedding.

Town Manager Dennis said Ms. Bishop and Mr. Badger showed an enormous amount of leadership and staff was very pleased to receive this proposal. He said staff appreciates the commitment to use volunteers because staff’s ability to take on more events is limited. Town Manager Dennis said this model is different from what the Town has done before. He said they were comfortable with allowing some level of sponsorship because it is increasingly commonplace with events such as this. Staff brought this proposal to the Council for feedback on how to do that in an appropriate and aesthetically correct way.

Councilmember Hughes asked, since each band would receive \$500, if there is any potential conflict of interest having members of the Committee or immediate relatives in the bands. Town Attorney Silver said she would research that and get back to the Council.

With no further questions from the Council, Mayor Aalfs invited public comment. Hearing none, he brought the item back to the Council for discussion.

Councilmember Wengert said it makes sense to revisit the sponsorship policy now, allowing it in a reasonable, controlled fashion, particularly related to the music side of it. She was supportive of the proposal. She said Ladera would also be included in the sphere of influence. She said she would support trying it for this one event to see how it goes and to see if any unanticipated issues arise.

Ms. Bishop said one of her concerns would be how to make sure they reach all the businesses. Town Manager Dennis said the business license program would be the appropriate place to get that information

and it is public information. Town Manager Dennis said the handbook would not be amended but staff will bring back a resolution of a one-time allowance for sponsorship.

Mayor Aalfs said he is comfortable with supporting sponsorship.

Councilmember Richards said that Chase Bank in Ladera may not fit in with the program. Councilmember Wengert said there are a couple of big players in the sphere of influence, such as Stanford Medical. Councilmember Hughes noted that Ladera businesses may not be on the Portola Valley business license list.

Councilmember Hughes said sponsorship makes sense. He said there have been various events in the past where various different business in town have donated food. He suggested leaving it up to the Committee's discretion to determine the correct level of acknowledgement of the sponsorship, such as size of signage, with the most conservative the better.

Town Manager Dennis said staff would like some feedback on how to acknowledge sponsorship. He said discussions have included things such as tasteful banners along the stages. He said if the sponsorship extends to glasses and schwag, staff would like Council input. He said staff is not entirely comfortable with schwag having names on it.

Councilmember Hughes said he is comfortable with that detail being decided by the Committee and staff. He said if it's wrong it can be fixed next year; if it's right, it can be very successful. Councilmember Richards said schwag shouldn't have individual company names but they can have a banner or signs at their store. Ms. Bishop said there could also be a collective banner that lists gold circle sponsors or certain stage sponsorship, etc. Mayor Aalfs said he would not be opposed to cups with sponsorship logos.

Councilmember Hughes said if the full amount cannot be raised, he would be willing to have the Committee come back to the Council for additional funding versus selling wristbands. Town Manager Dennis said this item will be included in next year's budget. Councilmember Hughes said there can also be a budget amendment if necessary.

Assistant to the Town Manager de Garneau said it is important to decide ahead of time if there is extra funding and where it will go because the sponsors will want to know. Town Manager Dennis asked if the funding from the Town would go into a restricted fund for the purposes of the PV Palooza or generally into the Cultural Arts Committee's coffers.

Councilmember Wengert said she anticipated the Palooza being a successful event and she would support a restricted fund for the Palooza, to start planning for it now. She said if something changed, that could also come into their fund directly. Ms. Bishop said they have to place deposits on stages or tents and asked if that money can be fronted and then reimbursed. Town Manager Dennis said that will not be an issue. Town Manager said the last meeting in June may be a good time to check in.

Vice-Mayor Derwin said it doesn't bother her at all that the Almanac wants to do an article about the Palooza because it does get the word out to Portola Valley residents.

In response to Ms. Bishop's question, Town Manager Dennis said there is no problem if individual citizens also wish to sponsor. Councilmember Hughes suggested that for non-business sponsors, there might be a lower fundraising minimum, perhaps \$50 instead of \$1,000.

Councilmember Richards moved to authorize the Cultural Arts Committee to fundraise for the PV Palooza. Seconded by Councilmember Hughes; the motion carried 5-0.

Councilmember Richards moved to authorize staff to bring back a resolution for a one-time sponsorship waiver. Seconded by Councilmember Wengert; the motion carried 5-0.

(8) **STUDY SESSION** – Update to the Green Building Ordinance

Assistant to the Town Manager de Garmeaux led the Study Session regarding the Update to the Green Building Ordinance. She described the background and discussion items including: BIG GreenPoint Rated Checklist and Mixed-Fuel Model; Consider Eliminating the Small Additions or Remodels Project Type; Review Requirements for Accessory Dwelling Units (ADUs); and Update Electric Vehicle Charging Requirements, as detailed in the staff report.

Rachael Londer, Senior Sustainability Specialist with the Office of Sustainability, was also present to help answer questions.

Staff recommended the Town Council discuss the potential updates to the Town's Green Building Ordinance and to direct staff on next steps.

Mayor Aalfs invited questions from the Council.

Councilmember Wengert said that small additions or remodels is an area of a lot of sensitivity in the community. She said the Town does not want to disincentivize people to apply for permits in order to bring their additions and improvements to code. Assistant to the Town Manager de Garmeaux said it is estimated to cost an additional \$750 to prewire a normal-sized house. She said if someone decided to build all-electric, it is actually less expensive because the home will not include the infrastructure for natural gas appliances. She said, with regard to EV ready, what they do know is that the cost to add it at the time of construction is marginal compared to the cost of a retrofit. She said she will bring back the specific numbers. Mayor Aalfs said last summer Peninsula Clean Energy (PCE) helped adapt the code from studies done showing that all these measures are cost effective and meet the energy code requirements for being cost effective. Councilmember Hughes said it is important to realize that a lot of electric appliances are physically smaller than the gas appliance equivalent. He said with a small project or small ADU, you can make more space available in your cabinets by having, for example, an induction cooktop instead of a gas cooktop. Ms. Londer said they pulled numbers from the cost effectiveness studies, which were commissioned by the statewide utilities (PG&E included). PCE supports the effort and cite many of the cost savings to builders. She said it is a large engineering report that includes the costs for every appliance and model for several building types and she can mine for specific data points if desired. She said they also have data on lifetime savings by using electricity versus gas.

Councilmember Wengert said she is looking more at the bigger picture as opposed to individual appliances and would like to see an aggregate, such as a 1,200-square-foot all electric ADU compared to mixed used.

Councilmember Wengert asked regarding the differences between the CALGreen system and the current system. Assistant to the Town Manager de Garmeaux said that is something that would need to be looked into further. She would suggest going with this for the first round and defer multifamily to the code, so that when the planners look at it, they have something to point to. Staff would then go back to the Sustainability Committee and study the updated GreenPoint Rated Checklist for multifamily and bring that back to the Council. She said more studying needs to be done in that regard, even though the Town does not currently have much multifamily.

Councilmember Hughes asked how the code addressed if someone built in, as part of their project, a back-up generator capability, using perhaps propane, natural gas, or gasoline. He said he would not want to interfere with the ability for people to have power in outages but also does not want abuse of that when the intention is to use clean electricity. Mayor Aalfs said the energy code does not address backup generators but does incentivize batteries. He said it is standard now for solar to be required for any new construction and the code gives you credit for energy compliance if you add a battery but it does not address the diesel generator. Councilmember Hughes said the point is that an all-electric house may be entirely driven by a propane generator sitting 200 feet from the house. Assistant to the Town Manager de Garmeaux said at the last Sustainability Committee meeting, Stefan Unnasch, one of the Committee members, is working on a chart comparing the cost, energy use, and greenhouse gas emissions for each

type of backup power. She said while the code does not address it, the Committee is working on it and their next meeting will be a study session about it.

Councilmember Hughes asked about if the special conditions in Portola Valley where electric is just not possible or they need something more reliable. Assistant to the Town Manager de Garmeaux said that kind of situation could be included in exceptions. Councilmember Hughes said because of PG&E frequently turning off the power, more people will be purchasing generators or batteries, and it would be great if the Town could encourage them to do the right thing. Mayor Aalfs said PCE has a whole program around trying to get more batteries installed.

Vice-Mayor Derwin said in places like Portola Valley all-electric cannot be mandated until the other piece is figured out. She said you cannot tell people they must have all electric when PG&E keeps shutting down the power.

Vice-Mayor Derwin asked if there would be a distance requirement for the EV charging station for an ADU. Assistant to the Town Manager de Garmeaux said that will be at the Council's discretion. She said they could perhaps use language to indicate that the EV charging station would be near the parking place for the ADU and not require a specific proximity to the ADU itself.

Mayor Aalfs invited public comment.

Suzanne Emerson. Ms. Emerson said she has been performing GreenPoint ratings in Portola Valley for the last decade. She said in new construction there are no longer standing pilot lights on natural gas appliances. She said even if someone has a natural gas water heater, fireplace, or furnace, none will turn on if the electricity is out.

Ms. Emerson said the GreenPoint program is great but the real need is to address climate change and stop burning fossil fuels. She encouraged the Town to look at the examples that have adopted all electric for heating and water heating or all electric throughout the home. She said there is also an air quality issue with cooking with gas inside the home. She said Portola Valley has a history of going above the minimum of green building. She said the things done in the last code cycle with turf and gray water are great. She said it is important to no longer build with fossil fuel burning equipment.

Tom Kabat, Environmental Quality Commissioner in Menlo Park. Mr. Kabat said they worked on the Green Reach Codes. He thanked Town Attorney Silver for her great advice and enabling the city to have the courage to develop this alternative to the threshold situation that many energy analysts were fixated on. He said it is a good method of trimming off the problem areas and making the building code simpler, by having the building department able to administer a simple thing. He said this all builds upon the great building stepping stone provided by PCE to get to the carbon neutral goal. He said the State has a carbon neutral goal by 2025 and gas appliances such as furnaces will be stranded. Mr. Kabat said they are first out of the gate after Berkeley trying to use the building code to do it, so they left some exemptions in there, but said you don't have to. He said they are busy now trying to remedy that. He said everyone should have a propane camp stove as a backup.

Diane Bailey, Menlo SPARK. Ms. Bailey said they are working toward a carbon-free future for Silicon Valley. She said she also represents the Fossil-Free Building Campaign for Silicon Valley. She said they are comprised of 30 different groups working together to get all of their homes and buildings off of fossil fuels throughout the region. She strongly supported Option 2 to require all-electric homes because swift action is necessary in this climate crisis. She said since Portola Valley's last study session, many cities have taken action to go all electric and just yesterday San Mateo County adopted an all-electric reach code for all building sectors, tightening the exceptions to be very limited. She said nine other cities joined the County with all-electric reach codes. She said they are requiring all electric for the largest gas uses – the water heater and space heaters, which comprise approximately 85 percent of the gas used in buildings.

Ms. Bailey explained that it not about sacrificing but is about embracing new technology to make communities more resilient. She said an all-electric home makes it cheaper to add battery energy storage to get through a power outage. She said new homes must have solar, with the payback time being about seven years. She said the benefit of having power from that battery storage during an outage can't really be measured. She said a new home saves a minimum of \$10,000 going all-electric. She said, having worked on a lot of campaigns to phase out diesel and coal use, she was shocked to learn about the serious health impacts of gas. She said all-electric homes save 4 tons of carbon. She encouraged the Town to join the nine other cities in the County to go all-electric.

Mayor Aalfs invited additional public comment. Hearing none, he brought the issue back to the Council for discussion.

Mayor Aalfs said the Town has been using GreenPoint ratings for a decade, which has worked well and creates better buildings. He said the difference between the two options is that GreenPoint rating allows for gas furnace and water heater but it takes significantly more work to meet the energy code than with the all-electric building, allowing both but with a strong incentive to go electric for space and water heating. He said the other option would be to take gas space and water heating off the table for residential, which is what he would prefer because it sends a stronger message and is easier to enforce because most people are less averse to electrically heating water or furnace. He said most people do like cooking with gas but when cooking with gas the indoor air quality fails even outdoor federal standards. He said the things coming off the burner creates a fairly unhealthy atmosphere in the kitchen, especially if not using the ventilation hood. In response to Vice-Mayor Derwin, Mayor Aalfs said exceptions could be created such as for gas dryers, fireplaces, and gas cooktops. Assistant to the Town Manager de Garneau said those would be prewired so that if at some point natural gas was no longer available, the appliances could be changed to electric.

In response to Councilmember Wengert's question, Mayor Aalfs confirmed this discussion applied to new construction only. Mayor Aalfs said for major remodels, such as gut and rebuilds, he would push for all electric and certainly prewiring for future electrification. Councilmember Richards said whether or not these codes would need to be met would likely fall under the current percentage guidelines.

Vice-Mayor Derwin asked if battery backup could be required to prevent people from bringing in the horrible gas generators. Town Attorney Silver said it would need to be included in the cost effectiveness survey. Mayor Aalfs said it never has been. Ms. Londer talked about a community that required either prewiring or actual battery storage based on their community's feedback regarding their concern about resiliency and people installing illegal generators.

Assistant to the Town Manager de Garneau said the backup battery storage would be part of the electrical code and not the energy code, so it may not trigger the cost effectiveness study, but staff will look into it and what the options would be for requiring prewiring and/or limited backup. Mayor Aalfs said he would be supportive of prewiring. He said he is seeing a lot of solar-plus power walls and he assumes they island and self-power when power the goes out.

Councilmember Richards asked if there had been consideration for pre-plumbing for rooftop hot water. He said that's a difficult thing to retrofit but covers approximately 70 percent of hot water usage. Mayor Aalfs said GreenPoint gives credits for that. Assistant to the Town Manager de Garneau said it is already part of the energy code ordinance under solar thermal.

Mayor Aalfs said the Town can maintain the GreenPoint Rating checklist and require the all-electric option within that checklist, with exceptions for fireplaces and cooking. Councilmember Hughes said he would be supportive of all-electric with exceptions for fireplaces and cooking. Vice-Mayor Derwin agreed.

Councilmember Richards said he would support all-electric with no exceptions.

Councilmember Hughes said his concern is about providing heat in the winter in a power outage. He said he has subfloor heating and when the power goes out, he can't circulate the water through the floor, and he cannot stay at his house on a cold winter day. He said he is a foodie and has gotten used to cooking with electric over the last few years. He said the modern induction cooktops are great and gas cooktops are no longer necessary. He said, however, as long as PG&E cannot provide reliable power, people still need a way to be able to stay in their homes. Vice-Mayor Derwin agreed.

Councilmember Wengert said she was hesitant about eliminating the cooktops because she does not trust PG&E enough. She recognizes that gas is not ideal health-wise. She said she would be reluctant to take away the gas cooktop as an option right now.

Councilmember Hughes said needing to stay warm in your home in the event of a power outage is a public safety issue whereas people can eat uncooked food. He agreed with the choice aspect but said people should be driven to make the right choices from public policy and public health standpoints.

Councilmember Wengert said most people's fireplaces are only ornamental at this point so to use a fireplace for heat is an exception to most people's usage. She said if you can heat water and cook, you can stay in your home but if you have no ability to heat or cook then she would be reluctant to take that option away from the residents.

Mayor Aalfs said he could make the exception for fireplace and gas cooktop and persuade people that the induction cooktop is a better option for various reasons. He said he is more concerned about pushing for the prewiring of all these uses. He said the gas industry will eventually enter a death spiral.

Councilmember Hughes said he would be okay with leaving gas cooking as an option but the prewiring would still be required. Councilmember Wengert agreed.

Vice-Mayor Derwin said she came prepared that there should be the gas option but is now more inclined to be more supportive of all electric with no exceptions. She said she could live with the gas fireplace option but is not sure about the cooktop.

Mayor Aalfs said he does not see the cooktop as essential. He said there are some homes in town that have gas fireplaces that heat to some extent but many of them are electrically ignited and would not work without that. He said only a small percentage of people would benefit by allowing gas fireplaces.

Councilmember Hughes said if a new house is required to be all-electric, people will not be inclined to go the extra expense of plumbing for a gas cooktop.

Assistant to the Town Manager de Garneau said at the last Sustainability Committee meeting they expressed strong feelings about the feasibility of heating pools with electricity. She said there is a gas cooktop in the Community Hall and they are exploring a demo project with PCE to put in an induction stove so they can demonstrate the benefits.

Councilmember Hughes said if you cannot heat your pool in a way that does not kill the planet, don't have a pool. Vice-Mayor Derwin said she has a pool but does not have a heater.

Councilmember Wengert said ADU production should not be discouraged. She said some barriers will be created by implementing these kinds of restrictions. Mayor Aalfs said he would push for the prewiring requirement for building. For the self-certification, they can put gas in and just meet the energy code and do not have to beat the energy code. Town Attorney Silver said the new ADU legislation presented a bit of a question about whether a town is allowed to mandate all electric for ADUs. Assistant to the Town Manager de Garneau said they have received some technical advice through PCE but need to weigh in with the Town Attorney because the laws are not entirely clear on what is and is not allowed. She said that based on the Council's recommendation, she will confer with the Town Attorney and decide what to

bring back. She said she has been told something cannot be required in an ADU that is not required in a single-family residence. She said that question will be researched further.

Town Attorney Silver said staff also needs some direction on whether this should be extended to multifamily.

Councilmember Hughes said he would recommend the all-electric option for single-family, multifamily, and commercial – any new construction. Mayor Aalfs asked if the same recommendation would apply to a restaurant. Councilmember Hughes said if it was a newly constructed restaurant, yes; but not if it was a remodeled kitchen. Vice-Mayor Derwin asked if a commercial kitchen can operate as well with all electric and no gas. Councilmember Hughes said he did not know for sure but Berkeley seems to think so. Town Attorney Silver said that with Menlo Park's ordinance, there was an exception process for certain restaurants that had barbecue or outdoor cooking.

Ms. Londer said yesterday the County passed all-electric with no exceptions for single family residences and all-electric for commercial facilities unless they had a special cooking need and they could appeal that through the building official. She said all-electric is required for both multifamily low-rise (three stories or less) and high-rise (four stories or more). She said the requirements extend to the ADU.

The Council agreed the ordinance should require all-electric with no exceptions for new residential and multifamily construction. For new commercial construction, they agreed on all-electric unless receiving an exception from the building official for certain cooking needs. Mayor Aalfs said he would assume the Alpine Hills pool would still need a gas heater but the Town could defer to the building official on that exception. Town Attorney Silver said she would need to look at the ADU issue further. Councilmember Hughes asked about public agencies, such as the fire department. Ms. Londer said Cal Fire Jonathan Cox said an exception would be helpful for fire departments and the County included that exception.

The Council agreed to allow the exception from applying the GreenPoint Rated Checklist to small additions or remodel projects under 400 square feet.

The Council agreed that new construction should be EV Ready so a charging station can be simply plugged in. For detached ADUs that require parking, that parking should be EV Ready if convenient, at the discretion of the building official.

The Council agreed that prewiring should be required for battery storage.

Assistant to the Town Manager de Garmeaux anticipated returning to the Council with the draft ordinance for the first of the two public hearings in late-March.

(9) **Discussion and Council Action** – Fundraising for the Road Remnant portion of Frog Pond Open Space

Town Manager Dennis described the background, discussion items, and fiscal impact of the proposed fundraising for the Road Remnant portion of the Frog Pond Open Space, as detailed in the staff report. Staff recommended the Town Council authorize this fundraising effort.

Danna Breen said that when that property is designated as part of the Frog Pond Park, it will then open another opportunity for an endowment for the entire space. She said right now that money is for the road remnant.

Mayor Aalfs invited questions from the Council.

Councilmember Hughes asked regarding the timeline for collecting pledges if the designation did not happen or happened in some way that was incompatible with the fundraising. Town Manager Dennis said he does not at this point see any issue related to the designation of the property. He said that from a

technical standpoint they are still looking at issues around utilities, etc., but there is no particular issue about the designation. Councilmember Hughes said the final form may or may not be compatible with the basis of the fundraising and the relative timing of how the fundraising progresses. Town Manager Dennis said he is not worried about timing. He said Ms. Breen, in her role working on pledges, has a very good sense of the kinds of issues people are interested in supporting that seem consistent with what staff would recommend as it relates to supporting the property. He does not anticipate that ultimately something created through the Committee would be incompatible with what people thought they were pledging for. He said because the survey piece is taking longer than anticipated, they wanted to bring something forward as quickly as possible to demonstrate to the community that the Council has a serious commitment to this issue. He said he would have preferred to come first with the designation and surveys but that takes time and he did not want too much time to pass with community members becoming concerned about the sincerity of the Council's position.

Councilmember Wengert agreed and said it was stated strongly in December that the Council is moving forward to designate it as open space. She said she is comfortable that the first steps would be to allow the Committee to move forward and start with their fundraising. Councilmember Wengert asked the Conservation Committee if they felt they had the bandwidth to tackle how the monies would best be expended. Conservation Committee Chair Judith Murphy said they are already doing it for a number of other properties and including the Frog Pond is not an issue. Town Manager Dennis said they would not want to assign a timetable to the Committee for that. He said there is authority within the Open Space Acquisition Fund to help bring properties up to a certain level of maintenance before going into the Operational Maintenance Fund. He said he wants to do that right and it make take some time on the Committee level. Councilmember Wengert asked that it be confirmed whether or not Open Space Acquisition Fund only applied to purchased properties and not just acquired properties.

Mayor Aalfs invited public comment.

Angela Hey, 4570 Alpine Road. Ms. Hey said she understood from the December meeting that Town Attorney Silver was going to come back with some legal designations that would make the Frog Pond Road Remnant open space. She said there seemed to be a few issues. One was that even though the Town owns the property, we could make it part of the Windy Hill Open Space Preserve so the whole corridor is open space. Another was to say the Town would manage it under Portola Valley Ranch, put a covenant on it for 99 years that nobody can build on it. She asked how that research has come along, regardless of surveying the parcel.

Town Attorney Silver said there are several tools to be used. She said the easiest and quickest way is to designate it as open space in the General Plan. She said she thought that was the direction they were heading. She said if the Council wants to do something further by placing a permanent covenant, staff would need to negotiate that with MidPen or another nonprofit, which will take considerable time.

Town Manager Dennis said as staff understood Council discussion and subsequent staff conversations, they believed there were three distinct elements – the open space designation for this portion of what will be the new Frog Pond Property, the recommendations from the Committees on the larger connected open space issue, and the status of right of way in the Town's Scenic Corridors adjacent to open space. He said designating the property open space as described does not preclude it to be part of some system later on. He said that is a more substantial conversation for which staff has already done a lot of research, but they wanted to get through this piece first before bringing in the more complicated issue.

Judith Murphy, 8 Portola Green Circle. Ms. Murphy said when the pledges were collected, they specifically said the money was pledged to be given after the Council has named this property officially part of the open space. She said she appreciates that tonight they Council is saying they really mean it but as a matter of protocol she does not think that they would collect those pledges until the property is officially declared part of open space.

Nona Chiariello said the fact that this is not a parcel and the survey will only cover part of the border means there are still some fine points to work out, even what it will be called and whether there is a

covenant. She said some of the issues that people will care about really haven't been resolved. She said maybe they could make it an open-ended option for fundraising.

Town Manager Dennis said the Council can authorize the proposal as written or continue it until staff can bring back the other item. Mayor Aalfs said it needs to be authorized at some point and they can authorize it now whether or not people donate at this point. Councilmember Wengert said the missing part is an understanding of the Council's next steps. She said if it is authorized, the Committee will still be in limbo relative to when and what they would do. She said the discussion might be around if this is a General Plan amendment, if there needs to be a broader discussion of the larger corridor issue at the same time, or if it can be separated.

Town Attorney Silver said if the Council provides direction to proceed with a General Plan amendment, the survey would be completed, the property would be mapped, and it would then proceed to the Planning Commission hearings.

Mayor Aalfs said there are several complicated questions but tonight the discussion is on fundraising. He asked if the fundraising question should be put off until the other questions are answered or if the Committee can be given permission to fundraise.

Town Manager Dennis read the request Ms. Breen sent to the pledgers: "We would like to accompany the request of this open space designation with a \$100,000 pledge, which would act as an endowment fund for its future care and maintenance. This would only happen in the event that the Council chose to move forward to protect this parcel's open space in perpetuity." He said he does not read this as requiring a formal designation at the Council with a vote. Ms. Breen said that really came out of the Conservation Committee budget issue when they were unable to get the things they wanted covered. So they said if they wanted to do this, they needed to cover the care and maintenance of the land, getting it mowed once a year for the next 25 years and \$100,000 ought to cover it.

Mayor Aalfs said he would be happy to approve it tonight or would be happy to wait. He asked if it matter either way. Town Attorney Silver said this was first she heard the wording of the letter. She said, with regard to "in perpetuity," a General Plan amendment does not guarantee that a subsequent Council could not change it.

Councilmember Hughes said there is a distinction between pledge and the terms under which somebody might donate. He said if people contribute into a restricted fund, they are contributing with an understanding of the restrictions of that fund. He said something similar could be done for the Frog Pond. He said if people feel obliged to contribute because they signed a pledge, great. If they want to contribute without signing a pledge, great. If they signed a pledge and they feel this is substantially different, they don't have to contribute. He said that was his point about the timing and order of this process. He said if he is pulling out his checkbook, he wants to first know what it is. He said if it is in the same spirit as the pledge, he would still write the check. Town Manager Dennis said staff understood that was likely to be the case but the challenge was if they were not able to bring forward the designation of open space in the timely manner they wanted to, there was a risk the community would start to think it was not a sincere gesture. He said there is some symbolism wrapped up in this that moves it forward.

Councilmember Wengert asked if there was any downside with the Council moving forward with a General Plan amendment while the analysis work is continuing on the corridor. Town Manager Dennis said staff's plan is to bring to Council a few things related to the property – the resolution for the open space designation and the actual physical borders of the road remnant per the survey.

Mayor Aalfs said the agenda item is about fundraising and this discussion is moving into a process that goes beyond tonight's discussion item. Councilmember Wengert agreed but said it is important that everyone understands why the Council cannot do anything more tonight other than to allow the Committee to proceed with the fundraising.

Vice-Mayor Derwin moved that the Town Council permit residents to fundraise to support the road remnant portion of the Frog Pond Open Space. Seconded by Councilmember Richards.

Councilmember Hughes said residents can fundraise whatever they want so he did not know what this motion is approving. Town Manager Dennis recommended amending the motion to create an ad hoc committee so that Ms. Breen can fundraise. Town Manager Dennis said he understands the point that the Council has not made a formal designation of the property.

Town Attorney Silver said the contingency would be the demarcation of the Frog Pond area as open space.

Vice-Mayor Derwin moved that the Town authorize permitting residents to fundraise to support the road remnant portion of the Frog Pond Open Space contingent upon the Town Council's designation of the Road Remnant as open space. Seconded by Councilmember Richards; the motion carried 4-0-1 with Councilmember Hughes abstaining.

Ms. Breen said if and when it becomes an entire Frog Pond Park, that will then open it up for a different kind of fundraising for the entire thing.

In response to a comment from the audience, Town Manager Dennis responded that it may not be necessary to parcelize the road remnant but it could be demarked through a description of latitude and longitude and they could also create a Frog Pond Open Space with multiple parcels. He said one reason to do that is because the current Frog Pond Open Space has different restrictions than what the new addition would have. He said, for example, there are multiple parcels at Spring Down.

Mayor Aalfs called for a five-minute break.

(10) **Report by Town Manager** – State Housing Bills/RHNA Updates

Town Manager Dennis led a PowerPoint presentation of the State Housing Update, including the SB 50 summary and subsequent activity, 2020 bills, 2020 budget proposal, 2020 ballot initiatives, recent court cases, and upcoming RHNA.

Town Manager Dennis reported that SB 50, the carryover bill from last year that was expected to increase zoning density for cities in job- and transit-rich areas, did not advance out of the Senate. He said the Governor and the Speaker of the Senate announced their interest in some kind of housing production bill to be considered for adoption in this session. Town Manager Dennis reported that AB 725 recently passed the Assembly. AB 725, if enacted, will require 25 percent of housing units from a city's RHNA to come from multi-family zoning. AB 1905 will eliminate the mortgage interest deduction for second homes. Town Manager Dennis reported that a rent control initiative has qualified for the 2020 California ballot.

Town Manager Dennis reported on the Housing Accountability Act challenged in San Mateo, in which Judge Miram stated that the HAA was unenforceable. Town Attorney Silver said Judge Miram's reasoning was that the HAA was not applicable to charter cities so the challenge has limited applicability to other cities. Town Manager Dennis said there was a surplus land act decision whereby charter cities must offer their surplus land for housing first.

Town Manager Dennis said regional planning for the new RHNA allocation has begun for the next Housing Element cycle, which begins in 2023. He said it is expected that the Town's RHNA allocation, which should be released this summer, will be considerably higher than this current cycle of 64 total units at various income levels.

Mayor Aalfs invited questions from the Council.

Councilmember Hughes asked what percentage of the Town's below market rate units were multi-unit zoned other than the Priory. Town Manager Dennis said the Priory units were the only ones. Town Manager Dennis said the Town did meet its overall RHNA number of 64 with 69 units, but the Town has not met various levels of the moderate and below-moderate allocations. He said the Town is still responsible to plan for those.

Mayor Aalfs asked how a project gets designated in the categories, i.e., moderate, below moderate, etc. Town Manager Dennis said 21 Elements developed a formula that the Town uses for the allocation. He said the formula is very complicated but does not include how the property is actually used.

Mayor Aalfs invited questions from the public. There were none.

(11) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Wengert – Attended the January 23 BPAC meeting where they discussed the San Mateo County Conference of Bike and Ped plan, with a big update underway, and heard a presentation on Safe Routes to School. She asked what happened with the Town's Safe Routes to School program. Town Manager Dennis said that program is dependent on an active parent willing to take it on and that hasn't been the case in recent years. Councilmember Wengert said during oral communications a gentleman introduced the concept that he represents a group of recreational and transportation cyclists who use roads such as Old La Honda, 84, Kings Mountain, Skyline, etc., and have been trying to get Caltrans to improve bike lanes. He said he was meeting with some resistance but had got Palo Alto to sign on to help apply pressure. He also has a donor willing to commit \$1 million to the effort. Councilmember Wengert referred the gentleman to Portola Valley's Bicycle, Pedestrian & Traffic Safety Committee. Councilmember Wengert attended the Town's website meeting where they started the planning process. She attended the Roundtable meeting where they elected a new chair and vice chair, received an update from the airport director relative to the impact of the corona virus, and had a discussion about moving forward with the regional body.

Councilmember Richards – Attended a HEART meeting regarding the ADU program they are putting together. He shared prototypes of the four models with the Council. He attended an Emergency Services meeting where they discussed the new fire evacuation program being put together by the County. He attended the Conservation Committee meeting where they discussed the Frog Pond Road Remnant and the broom pull. A dead bobcat was found near Westridge and Alpine, which tested positive for second-generation anticoagulants. The Conservation Committee is putting on another push for awareness. The scouts are helping with the milkweed program on the 15th at Spring Down. He attended two Planning Commission meetings – one had a presentation of the Stanford Wedge project and the other heard with the revised Neely Winery proposal. Councilmember Richards attended the Emergency Preparedness Committee where they are working on priorities to bring to the Council soon.

Councilmember Hughes – Attended the Open Space Acquisition Advisory Committee Meeting where they elected a new Chair. He said Town Manager Dennis attended to ask for some funding for the survey being done. Town Manager Dennis said the Committee did provide funding of up to \$10,000. They discussed the Frog Pond Open Space; the revised Open Space brochure and maps; and fuel reduction on Shady Trail. He said the Open Space Underutilized Properties have been put on hold. Town Manager Dennis said that is pending better understanding some recent state legislation because they are a bit reluctant to define properties as surplus. Councilmember Hughes attended the Town website redesign meeting. He attended the Bicycle, Pedestrian & Traffic Safety Committee with a presentation by Public Works Director Young and the traffic consultant. Some members had to leave so the quorum fell apart before they were able to discuss some of their agenda such as potential traffic impacts from the Neely Winery project. He said there has been discussion about what the Committee's appropriate role is in something like that. Town Manager Dennis said the Committee, when they prepared their agenda, included the Stanford item and the Neely Winery item, in which they were asking what their role is. Councilmember Hughes said the Committee is not saying they need to discuss it and provide an opinion but are saying they think they have some value to contribute and are asking what works for staff, what works for the Planning Commission, and if it would make sense for the Bicycle, Pedestrian & Traffic

Safety Committee to get involved in a kind of advisory role. Town Manager Dennis said the staff conversation after that meeting was how to provide some guidance to the Committees if they wish to discuss certain items. For instance, if there will be an agenda for a meeting that will occur in three days and they have not talked to an applicant, they need to think about that, how an applicant may feel if their project is being discussed without being given ample time to attend the meeting. While there is no prohibition against the conversation because of their advisory role, staff has circulated a draft of bullet points amongst the managers that may be helpful. Councilmember Hughes attended the ASCC meeting with the traffic study and presentation of standard templates.

Vice Mayor Derwin – Attended San Mateo County State of Transportation 2020 where they presented a review of last year and what to expect for next year. She attended the January 27 ASCC meeting where they discussed a second-story habitable attic space at a project on 846 Portola Road. She attended two Floor and Sea Level Rise Resiliency District meetings where they had to create ordinances for all the policies as mandated by AB-825 and discussed the Climate Resiliency Bond that will be on the fall ballot. She attended the Council of Cities dinner in Burlingame where they saw a presentation on Vision Zero regarding the goal of eliminating traffic fatalities and severe injuries nationwide. She attended the Sustainability Committee meeting, which lost three members and gained one. She attended the monthly C/CAG meeting. She said a water summit will be held on March 31. She attended the Human Library on February 8. She attended the Library board meeting. She attended the Select Assembly Committee on Sea Level Rise and the California Economy meeting.

Mayor Aalfs– None to report.

(12) **TOWN MANAGER REPORT** – Town Manager Dennis reported that the School District has moved their meetings to Thursday nights. He reported that a subcommittee of the Finance Committee met to discuss a reserve policy and they will schedule another meeting. Town Manager Dennis said there is a substantial internal conversation about closing Alpine and Portola Road for the Zots to Tots race.

WRITTEN COMMUNICATIONS

(13) **Town Council Digest** – January 24, 2020

None.

(14) **Town Council Digest** – January 30, 2020

None.

(15) **Town Council Digest** – February 6, 2020

None.

ADJOURN TO CLOSED SESSION

(16) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** (Gov. Code Section 54956.8)
 Property: 725 Portola Road / APN: 076280130
 Agency Negotiator: Jeremy Dennis, Gregory J. Rubens
 Negotiating Parties: Goodstein Family Partners LP
 Under Negotiation: Transfer of Property to Town Ownership

REPORT OUT OF CLOSED SESSION

None to Report.

ADJOURNMENT [11:05 p.m.]

Mayor Aalfs adjourned the meeting.

Mayor

Town Clerk

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

AARONSON DICKERSON	Legal Counsel - Equestrian Ctr	21952	02/26/2020	
COHN & LANZONE			02/26/2020	
939 LAUREL STREET	884		02/26/2020	0.00
SAN CARLOS	TECHC	1172	02/26/2020	0.00
CA 94070	120152 -TOWN OF PO			1,010.19

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	1,010.19	0.00

Check No.	1172	Total:	1,010.19
Total for	AARONSON DICKERSON		1,010.19

ACCUITEMPS	Temp/Clerical/Acctg Support,	21953	02/26/2020	
A Robert Half Company	Week-Ended 1/31/20		02/26/2020	
P.O. BOX 743295	0884		02/26/2020	0.00
LOS ANGELES	TECHC	1173	02/26/2020	0.00
CA 90074-3295	55276046			1,218.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,218.00	0.00

ACCUITEMPS	Temp/Clerical/Acctg Support,	21954	02/26/2020	
A Robert Half Company	Week-Ended 2/7/20		02/26/2020	
P.O. BOX 743295	0884		02/26/2020	0.00
LOS ANGELES	TECHC	1173	02/26/2020	0.00
CA 90074-3295	55316687			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,428.00	0.00

Check No.	1173	Total:	2,646.00
Total for	ACCUITEMPS		2,646.00

ARC DOCUMENT SOLUTIONS, LLC	PV Map Copies	21937	02/26/2020	
			02/26/2020	
9740 RESEARCH DRIVE	0112		02/26/2020	0.00
IRVINE	TECHC	1174	02/26/2020	0.00
CA 92618-4327	2279381			48.52

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	48.52	0.00

Check No.	1174	Total:	48.52
Total for	ARC DOCUMENT SOLUTIONS, LLC		48.52

AT&T	January Statements	21938	02/26/2020	
			02/26/2020	
P.O. BOX 9011	441		02/26/2020	0.00
CAROL STREAM	TECHC	1175	02/26/2020	0.00
IL 60197-9011				265.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	265.22	0.00

Check No.	1175	Total:	265.22
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for AT&T 265.22

BANK OF AMERICA	January Statement	21972	02/26/2020	
Bank Card Center			02/26/2020	
P.O. BOX 53155	0022		02/26/2020	0.00
PHOENIX	TECHC	1176	02/26/2020	0.00
AZ 85072-3155				1,723.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	104.84	0.00
05-64-4311	Software & Licensng	379.41	0.00
05-64-4312	Office Equipment	327.74	0.00
05-64-4334	Vehicle Maintenance	431.34	0.00
05-64-4335	Sustainability	32.75	0.00
05-64-4336	Miscellaneous	277.97	0.00
05-64-4337	Bank Fees	62.51	0.00
05-66-4340	Building Maint Equip & Supp	107.11	0.00

BANK OF AMERICA	Progress Seminar Registration,	21973	02/26/2020	
Bank Card Center	J. Dennis	00006680	02/26/2020	
P.O. BOX 53155	0022		02/26/2020	0.00
PHOENIX	TECHC	1176	02/26/2020	0.00
AZ 85072-3155				775.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	775.00	775.00

Check No. 1176 Total: 2,498.67

Total for BANK OF AMERICA 2,498.67

SANGINI MAJMUDAR BEDNER	Instructor Fees, Winter 2020	21974	02/26/2020	
			02/26/2020	
229 CORTE MADERA RD.	0548		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1177	02/26/2020	0.00
CA 94028				3,628.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,628.80	0.00

Check No. 1177 Total: 3,628.80

Total for SANGINI MAJMUDAR BEDNER 3,628.80

BUREAU VERITAS TECHNICAL ASSESMENTS LLC	TC Preventative Maint.	21956	02/26/2020	
			02/26/2020	
	0934		02/26/2020	0.00
CHICAGO	TECHC	1178	02/26/2020	0.00
CA 60674-7289	VIS17411-001			3,040.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	1,824.00	0.00
05-66-4341	Community Hall	608.00	0.00
25-66-4340	Building Maint Equip & Supp	608.00	0.00

Check No. 1178 Total: 3,040.00

Total for BUREAU VERITAS TECHNICAL 3,040.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

CALIFORNIA WATER SERVICE CO	Water Service, 1/10/20-2/10/20	21957	02/26/2020	
			02/26/2020	
3525 ALAMEDA DE LAS PULGAS	0011		02/26/2020	0.00
MENLO PARK	TECHC	1179	02/26/2020	0.00
CA 94025844				3,532.11

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	3,532.11	0.00

Check No.	1179	Total:	3,532.11
Total for	CALIFORNIA WATER SERVICE CC		3,532.11

CITY CLERKS ASSOC OF CA	2020 CCAC Annual Conference	21939	02/26/2020	
			02/26/2020	
700 R STREET, SUITE 200	1231		02/26/2020	0.00
SACRAMENTO	TECHC	1180	02/26/2020	0.00
CA 95811	5411			350.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	350.00	0.00

Check No.	1180	Total:	350.00
Total for	CITY CLERKS ASSOC OF CA		350.00

CITY OF BELMONT	Dinner/Mtg - Derwin, Wengert	21958	02/26/2020	
ATTN: JOZI PLUT			02/26/2020	
ONE TWIN PINES LANE	511		02/26/2020	0.00
BELMONT	TECHC	1181	02/26/2020	0.00
CA 94002				130.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	130.00	0.00

Check No.	1181	Total:	130.00
Total for	CITY OF BELMONT		130.00

CITY OF REDWOOD CITY (IT)	January IT Support	21975	02/26/2020	
			02/26/2020	
P.O. BOX 3629	586		02/26/2020	0.00
REDWOOD CITY	TECHC	1182	02/26/2020	0.00
CA 94064-3629	BR55477			2,410.17

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,410.17	0.00

Check No.	1182	Total:	2,410.17
Total for	CITY OF REDWOOD CITY (IT)		2,410.17

CLEANSTREET	January Litter / Street Clean	21971	02/26/2020	
			02/26/2020	
1937 W. 169TH STREET	0034		02/26/2020	0.00
GARDENA	TECHC	1183	02/26/2020	0.00
CA 90247-5254	96552			1,712.27

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	78.44	0.00
20-60-4262	Street Sweeping	704.45	0.00
22-60-4266	Litter Clean Up Program	929.38	0.00

Check No.	1183	Total:	1,712.27
Total for	CLEANSTREET		1,712.27

COTTON SHIRES & ASSOC. INC.	January Applicant Charges	21940	02/26/2020	
330 VILLAGE LANE	0047		02/26/2020	0.00
LOS GATOS	TECHC	1184	02/26/2020	0.00
CA 95030-7218				6,221.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	6,221.91	0.00

Check No.	1184	Total:	6,221.91
Total for	COTTON SHIRES & ASSOC. INC.		6,221.91

ALAIN DUCHENE	Refund Deposit, 828 Portola Rd	21989	02/26/2020	
828 PORTOLA ROAD	1276		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1185	02/26/2020	0.00
CA 94028				400.82

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	400.82	0.00

Check No.	1185	Total:	400.82
Total for	ALAIN DUCHENE		400.82

GOOD CITY COMPANY	Planning Svcs, 1/1 - 1/31/20	21990	02/26/2020	
751 LAUREL STREET,	0950		02/26/2020	0.00
SAN CARLOS	TECHC	1186	02/26/2020	0.00
CA 94070	2102			2,487.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	1,087.50	0.00
96-54-4198	Planner - Charges to Appls	1,400.00	0.00

Check No.	1186	Total:	2,487.50
Total for	GOOD CITY COMPANY		2,487.50

GOOD ROOTS EVENTS, INC	Farmers' Market Support -	21960	02/26/2020	
	June, July, August & October	00006676	02/26/2020	
	0915		02/26/2020	0.00
	TECHC	1187	02/26/2020	0.00
	Portola Valley			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	900.00	900.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	1187	Total:	900.00
Total for	GOOD ROOTS EVENTS, INC		900.00

GUILD CRAFT BUILDER, INC	Refund Deposit, 127 Pinon	21976	02/26/2020	
			02/26/2020	
257 MOFFETT BLVD	1271		02/26/2020	0.00
MOUNTAIN VIEW	TECHC	1188	02/26/2020	0.00
CA 94043				901.87

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	901.87	0.00

Check No.	1188	Total:	901.87
Total for	GUILD CRAFT BUILDER, INC		901.87

HILLYARD, INC	Janitorial Supplies	21959	02/26/2020	
			02/26/2020	
P.O. BOX 843025	531		02/26/2020	0.00
KANSAS CITY	TECHC	1189	02/26/2020	0.00
MO 64184-3025	603756481			349.27

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	116.42	0.00
05-66-4341	Community Hall	116.42	0.00
25-66-4340	Building Maint Equip & Supp	116.43	0.00

Check No.	1189	Total:	349.27
Total for	HILLYARD, INC		349.27

INFORMATION STATION SPECIALIST	RadioSAFE Licencing Service Agreement	21961	02/26/2020	
		00006662	02/26/2020	
P.O. BOX 51	1361		02/26/2020	0.00
ZEELAND	TECHC	1190	02/26/2020	0.00
MI 49464	1221911			5,850.34

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	5,850.34	5,850.34

Check No.	1190	Total:	5,850.34
Total for	INFORMATION STATION SPECIAL		5,850.34

JORGENSON SIEGEL MCCLURE & FLEGEL LLP	December Statement	21962	02/26/2020	
			02/26/2020	
1100 ALMA STREET	0089		02/26/2020	0.00
MENLO PARK	TECHC	1191	02/26/2020	0.00
CA 94025				9,475.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	3,657.50	0.00
96-54-4186	Attorney - Charges to Appls	5,817.50	0.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
JORGENSON SIEGEL MCCLURE & FLEGEL LLP	January Statement	21963	02/26/2020	
1100 ALMA STREET	0089		02/26/2020	0.00
MENLO PARK	TECHC	1191	02/26/2020	0.00
CA 94025				11,605.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4182	Town Attorney	6,957.50	0.00	
96-54-4186	Attorney - Charges to Appls	4,647.50	0.00	

Check No.	1191	Total:	21,080.00
Total for	JORGENSON SIEGEL MCCLURE &		21,080.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
LAMPHIER GREGORY	Planning Consultant Svcs, Jan 2020	21942	02/26/2020	
1944 EMBARCADERO	1266		02/26/2020	0.00
OAKLAND	TECHC	1192	02/26/2020	0.00
CA 94606	12599			11,383.97
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4198	Planner - Charges to Appls	11,383.97	0.00	

Check No.	1192	Total:	11,383.97
Total for	LAMPHIER GREGORY		11,383.97

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
LOS ALTOS BUSINESS MACHINES	Maintenance on Typewriter	21977	02/26/2020	
300 STATE STREET	469		02/26/2020	0.00
LOS ALTOS	TECHC	1193	02/26/2020	0.00
CA 94022	18251			160.00
GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	160.00	0.00	

Check No.	1193	Total:	160.00
Total for	LOS ALTOS BUSINESS MACHINES		160.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
TERRY LYNN	Refund Deposit, 165 Georgia	21978	02/26/2020	
165 GEORGIA LANE	1272		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1194	02/26/2020	0.00
CA 94028				548.29
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	548.29	0.00	

Check No.	1194	Total:	548.29
Total for	TERRY LYNN		548.29

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
LYNX TECHNOLOGIES, INC	January GIS / Maintenance	21979	02/26/2020	
1350 41ST AVENUE	0294		02/26/2020	0.00
CAPITOLA	TECHC	1195	02/26/2020	0.00
CA 95010	8969			250.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	250.00	0.00

Check No.	1195	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

MEGASOLUTIONS	Leafblower Brochure Printing	21991	02/26/2020	
1404 OLD COUNTY ROAD	0946	00006679	02/26/2020	
BELMONT	TECHC	1196	02/26/2020	0.00
CA 94002	154718			0.00
				964.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	964.21	939.00

Check No.	1196	Total:	964.21
Total for	MEGASOLUTIONS		964.21

MUNICIPAL CODE CORPORATION	8 Copies of Supplem. No 2019, Freight Only	21943	02/26/2020	
P.O. BOX 2235	788		02/26/2020	0.00
TALLAHASSEE	TECHC	1197	02/26/2020	0.00
FL 32316	00339141			15.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4300	Codification	15.25	0.00

Check No.	1197	Total:	15.25
Total for	MUNICIPAL CODE CORPORATION		15.25

NOLTE ASSOCIATES, INC. NV5	October Applicant Charges	21964	02/26/2020	
P.O. BOX 74008680	0104		02/26/2020	0.00
CHICAGO	TECHC	1198	02/26/2020	0.00
IL 89193-3243				19,938.60

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	2,378.09	0.00
96-54-4194	Engineer - Charges to Appls	17,560.51	0.00

Check No.	1198	Total:	19,938.60
Total for	NOLTE ASSOCIATES, INC. NV5		19,938.60

OPENGOV, INC.	ERP Implementation & Annual Subscription Through 1/14/2021	21944	02/26/2020	
955 CHARTER STREET	0733		02/26/2020	0.00
REDWOOD CITY	TECHC	1199	02/26/2020	0.00
CA 94063	INV-004211			83,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	83,500.00	0.00

Check No.	1199	Total:	83,500.00
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

<u>Total for</u>	OPENGOV, INC.	83,500.00
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PG&E	January Statements	21945	02/26/2020	
			02/26/2020	
BOX 997300	0109		02/26/2020	0.00
SACRAMENTO	TECHC	1200	02/26/2020	0.00
CA 95899-7300				1,815.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,815.69	0.00

Check No.	1200	Total:	1,815.69
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<u>Total for</u>	PG&E	1,815.69
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PG&E	Refund of Various Deposits	21965	02/26/2020	
			02/26/2020	
ATTN: Andre Jones	1464		02/26/2020	0.00
77 BEALE STREET	TECHC	1201	02/26/2020	0.00
SAN FRANCISCO				1,115.60
CA 94105				

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,115.60	0.00

Check No.	1201	Total:	1,115.60
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<u>Total for</u>	PG&E	1,115.60
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PITNEY BOWES INC.	Postage Meter Rental, 11/29/19	21980	02/26/2020	
	- 2/27/2020		02/26/2020	
PO BOX 371896	0754		02/26/2020	0.00
PITTSBURGH	TECHC	1202	02/26/2020	0.00
PA 15250-7896	1014976345			170.43

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	170.43	0.00

Check No.	1202	Total:	170.43
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<u>Total for</u>	PITNEY BOWES INC.	170.43
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PORTOLA VALLEY HARDWARE	January Statement	21966	02/26/2020	
			02/26/2020	
112 PORTOLA VALLEY ROAD	0114		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1203	02/26/2020	0.00
CA 94028				527.24

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	215.94	0.00
05-60-4267	Tools & Equipment	132.01	0.00
05-66-4340	Building Maint Equip & Supp	122.52	0.00
25-66-4340	Building Maint Equip & Supp	56.77	0.00

Check No.	1203	Total:	527.24
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<u>Total for</u>	PORTOLA VALLEY HARDWARE	527.24
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PRINTING SYSTEMS INC.	A/P Check Printing - Tech C.U.	21946	02/26/2020	
			02/26/2020	
12005 BEECH DALY	0216		02/26/2020	0.00
TAYLOR	TECHC	1204	02/26/2020	0.00
MI 48180	209805			144.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	144.00	0.00

Check No.	1204	Total:	144.00
Total for	PRINTING SYSTEMS INC.		144.00

ROBERTS MARKET	Interest Charge	21947	02/26/2020	
			02/26/2020	
3015 WOODSIDE ROAD	1236		02/26/2020	0.00
WOODSIDE	TECHC	1205	02/26/2020	0.00
CA 94062	INT-8365			8.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4337	Bank Fees	8.91	0.00

Check No.	1205	Total:	8.91
Total for	ROBERTS MARKET		8.91

LINDA ROSS	Instructor Fees, Winter 2020	21981	02/26/2020	
			02/26/2020	
190 GABARDA WAY	1233		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1206	02/26/2020	0.00
CA 94028				3,276.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,276.00	0.00

Check No.	1206	Total:	3,276.00
Total for	LINDA ROSS		3,276.00

RAY ROTHROCK	Reimb. AM Radio System Repair	21967	02/26/2020	
			02/26/2020	
56 GRANADA COURT	0404		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1207	02/26/2020	0.00
CA 94028				565.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	565.00	0.00

Check No.	1207	Total:	565.00
Total for	RAY ROTHROCK		565.00

RR DONNELLEY	Stationery Supplies-Letterhead & Envelopes	21948	02/26/2020	
		00006669	02/26/2020	
PO BOX 932721	582		02/26/2020	0.00
CLEVELAND	TECHC	1208	02/26/2020	0.00
OH 44193	723673199			786.70

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-64-4308	Office Supplies	786.70	642.75	
RR DONNELLEY	Stationery - Business Cards,	21949	02/26/2020	
	T. Soleno		02/26/2020	
PO BOX 932721	582		02/26/2020	0.00
CLEVELAND	TECHC	1208	02/26/2020	0.00
OH 44193	242241636			93.54

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	93.54	0.00	

Check No.	1208	Total:	880.24
Total for	RR DONNELLEY		880.24

SHARP BUSINESS SYSTEMS	December Copies	21968	02/26/2020	
			02/26/2020	
DEPT. LA 21510	0199		02/26/2020	0.00
PASADENA	TECHC	1209	02/26/2020	0.00
CA 91185-1510	9002545249			457.12

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	457.12	0.00	

SHARP BUSINESS SYSTEMS	January Copies	21983	02/26/2020	
			02/26/2020	
DEPT. LA 21510	0199		02/26/2020	0.00
PASADENA	TECHC	1209	02/26/2020	0.00
CA 91185-1510	9002571539			79.04

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	79.04	0.00	

Check No.	1209	Total:	536.16
Total for	SHARP BUSINESS SYSTEMS		536.16

SM CO. FLOOD & SEA LEVEL RISE	Annual Start-up Fund Invoice,	21982	02/26/2020	
Resiliency District	FY 2019-2020		02/26/2020	
1700 SOUTH EL CAMINO REAL,	1273		02/26/2020	0.00
SAN MATEO	TECHC	1210	02/26/2020	0.00
CA 94402				25,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4222	BevRcycleComServ	25,000.00	0.00	

Check No.	1210	Total:	25,000.00
Total for	SM CO. FLOOD & SEA LEVEL RISE		25,000.00

SMALL BUSINESS BENEFIT PLAN TR	March Dental / Vision	21950	02/26/2020	
			02/26/2020	
	0132		02/26/2020	0.00
BELMONT	TECHC	1211	02/26/2020	0.00
CA 94002-0156				2,311.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4090	Health Ins Dental & Vision	2,311.00	0.00	

Check No.	1211	Total:	2,311.00
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for SMALL BUSINESS BENEFIT PLAN 2,311.00

SPARTAN ENGINEERING	Annual Fire Alarm Inspection, PVTC - All 5 Buildings	21969	02/26/2020	
510 PARROTT STREET, #6	0095		02/26/2020	0.00
SAN JOSE	TECHC	1212	02/26/2020	0.00
CA 95112	24066			1,801.94

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	360.39	0.00
05-66-4346	Mechanical Sys Maint & Repair	1,081.16	0.00
25-66-4346	Mechanical Sys Maint & Repair	360.39	0.00

Check No. 1212 Total: 1,801.94

Total for SPARTAN ENGINEERING 1,801.94

STAPLES CREDIT PLAN	January Statement	21984	02/26/2020	
DEPT. 51- 7820662814	430		02/26/2020	0.00
PHOENIX	TECHC	1213	02/26/2020	0.00
AZ 85062-8004				895.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	895.44	0.00

Check No. 1213 Total: 895.44

Total for STAPLES CREDIT PLAN 895.44

ANGELA STERN	Facility Deposit Refund, Event 2/15/20	21985	02/26/2020	
185 ECHO LANE	1274		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1214	02/26/2020	0.00
CA 94028				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	250.00	0.00

Check No. 1214 Total: 250.00

Total for ANGELA STERN 250.00

SHELLY SWEENEY	Instructor Fees, Winter 2020	21951	02/26/2020	
285 GRANDVIEW DRIVE	407		02/26/2020	0.00
WOODSIDE	TECHC	1215	02/26/2020	0.00
CA 94062				2,752.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,752.00	0.00

Check No. 1215 Total: 2,752.00

Total for SHELLY SWEENEY 2,752.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

THERMAL MECHANICAL, INC	TH Boiler Troubleshooting	21970	02/26/2020	
			02/26/2020	
425 ALDO AVENUE	955		02/26/2020	0.00
SANTA CLARA	TECHC	1216	02/26/2020	0.00
CA 95054	78577			643.75

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	643.75	0.00

Check No.	1216	Total:	643.75
Total for	THERMAL MECHANICAL, INC		643.75

VINTAGE CONTRACTORS, INC	Pickleball Court Striping	21986	02/26/2020	
			02/26/2020	
2369 OCEAN AVE, SUITE 200	1275		02/26/2020	0.00
SAN FRANCISCO	TECHC	1217	02/26/2020	0.00
CA 94127	6816			1,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,500.00	0.00

Check No.	1217	Total:	1,500.00
Total for	VINTAGE CONTRACTORS, INC		1,500.00

KATHY WADDELL	Instructor Fees, Winter 2020	21987	02/26/2020	
			02/26/2020	
460 CERVANTES ROAD	1354		02/26/2020	0.00
PORTOLA VALLEY	TECHC	1218	02/26/2020	0.00
CA 94028				5,184.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	5,184.00	0.00

Check No.	1218	Total:	5,184.00
Total for	KATHY WADDELL		5,184.00

SCOTT WEBER	Reimbursement - Work Boots & Insoles	21988	02/26/2020	
			02/26/2020	
	793		02/26/2020	0.00
	TECHC	1219	02/26/2020	0.00
				138.71

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	138.71	0.00

Check No.	1219	Total:	138.71
Total for	SCOTT WEBER		138.71

Total Invoices:	53	Grand Total:	225,740.09
		Less Credit Memos:	0.00
		Net Total:	225,740.09
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	225,740.09

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
February 26, 2020

Claims totaling \$225,740.09 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: February 26, 2020

RE: Annual Automated License Plate Reader system audit

RECOMMENDATION

Staff recommends the Town Council accept this audit of the town's Automated License Plate (ALPR) system.

BACKGROUND

In March 2017, the Town Council adopted an ordinance regulating the use of the town's Automated License Plate Readers (ALPRs). Installation was completed in February 2018.

Per the adopted ordinance:

"The Town Manager will give an annual report to the Town Council on the number of times data was accessed by law enforcement, including, but not limited to a report from the law enforcement agency as to how many of the license plates included in the data accessed were "hits" (on an active wanted list), the number of inquiries made by law enforcement personnel relative to the data, the justification(s) for those inquiries, and information on any data retained beyond retention periods described in 9.02.030(B) and the reasons for such retention."

DISCUSSION

There are two ways to access information collected on the town's two ALPR installations:

- Through the town's credentials
- Through agreements to other agencies that utilize their own credentials

Over the course of last year, the town's ALPR data was accessed in both ways.

Town Credentials

The Town Manager and the Public Works Director have access to the ALPR system. Between January 1, 2019 and December 31, 2019, there were 34 logins into the Portola Valley system (Attachment 1):

- Town Manager Jeremy Dennis logged into the LEARN system three times but accessed no information; two of the three times were associated with a required login to ensure credentials were not deleted from lack of use; the third, in January 2019, was a login associated the Sheriff's Office auditing their own use of Portola Valley's data
- Public Works Director Howard Young logged into the LEARN system thirty-one times; all logins were associated with system maintenance issues, as well as monthly status update check-ins.

There were also seven logins by Captain Christina Corpus of the Sheriff's Office in January 2019 through the Town's login credentials (since deleted) related to the 2018 audit that ultimately were made using the Sheriff's Office own credentials.

San Mateo County Sheriff's Office

The Sheriff's Office logged into the LEARN system, using their own credentials, a total of nine times (Attachment 2). These logins were associated with both local crime investigation, and regional crime investigation.

Retention

The Town's ALPR ordinance calls for an audit of any data kept beyond the retention period. The Sheriff's Office has not retained data longer than a year.

FISCAL IMPACT

There is no fiscal impact associated with acceptance of this audit report.

ATTACHMENT

1. LEARN audit, Town Credentials
2. Sheriff's Office Report, ALPR logins

Approved by: Jeremy Dennis, Town Manager



No	Username	Status	Date Time	IP Address
1	jdennis	Login	12-11-19 17:26:20	
2	jdennis	Login	11-18-19 16:10:44	
3	jdennis	Login	02-11-19 13:57:44	

No	Username	Status	Date Time	IP Address
1	HYoung	Login	12-19-19 16:23:37	
2	HYoung	Login	12-02-19 08:19:53	
3	HYoung	Login	11-26-19 08:26:15	
4	HYoung	Login	11-13-19 11:42:24	
5	HYoung	Login	11-06-19 16:14:17	
6	HYoung	Login	11-06-19 15:46:37	
7	HYoung	Login	10-21-19 09:23:23	
8	HYoung	Login	10-14-19 15:03:03	
9	HYoung	Login	10-02-19 13:41:27	
10	HYoung	Login	10-02-19 09:52:37	
11	HYoung	Login	10-02-19 08:59:26	
12	HYoung	Login	09-11-19 10:23:38	
13	HYoung	Login	08-01-19 10:52:40	
14	HYoung	Login	07-31-19 16:59:44	
15	HYoung	Login	07-31-19 12:45:50	
16	HYoung	Login	07-30-19 10:58:27	
17	HYoung	Login	07-18-19 08:15:35	
18	HYoung	Login	06-27-19 12:14:32	
19	HYoung	Login	06-11-19 13:26:10	
20	HYoung	Login	06-10-19 13:12:39	
21	HYoung	Login	06-10-19 12:20:40	
22	HYoungt	Login	05-31-19 07:24:09	
23	HYoung	Login	04-23-19 12:08:03	
24	HYoung	Login	03-07-19 08:56:46	
25	HYoung	Login	02-22-19 17:11:30	
26	HYoung	Login	02-22-19 12:24:28	
27	HYoung	Login	02-07-19 18:04:24	
28	HYoung	Login	01-24-19 14:57:41	
29	HYoung	Login	01-23-19 13:39:29	
30	HYoung	Login	01-16-19 15:39:56	
31	HYoung	Login	01-15-19 11:04:56	



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

AUTOMATED LICENSE PLATE READER

San Mateo County Sheriff's Office/Portola Valley Audit

January 1, 2019-December 31, 2019

Summary:

This report was requested by the Town of Portola Valley and reviews the usage of the Automated License Plate Readers (ALPR) owned and operated by the Town of Portola Valley. The Town of Portola Valley and San Mateo County Sheriff's Office have their own Vigilant Solutions accounts (LEARN Portals) that work independently. The information that is gathered through the Portola Valley ALPR's are viewable through that San Mateo County Sheriff's Office's LEARN Portal.

When an authorized user from the San Mateo County Sheriff's conducts a search of a license plate, and/or partial license plate, the cameras from Portola Valley are automatically included in the search. Additionally, an authorized user can conduct a search of a specific Portola Valley ALPR if they want to narrow down the search field.

This report reviews the general searches conducted by the San Mateo County Sheriff's Office, which includes the Portola Valley's ALPR, and specific searches using the Portola Valley's ALPR.

Logins

Between January 1, 2019 and December 31, 2019, authorized users of the San Mateo County Sheriff's Office logged into their LEARN Portal 2,238 times. These logins include from a desktop computer or mobile device. The San Mateo County Sheriff's Office's users include the patrol bureau, Vehicle Theft Tasks Force (VTTF), Investigations, Gang Intelligence Unit (GIU), Crime Suppression Unit (CSU) and analyst from the San Mateo County Sheriff's Office.

Plate Queries

Between January 1, 2019 and December 31, 2019, users from the San Mateo County Sheriff's Office have conducted 6,989 license plate inquiries spanning over 1,137 cases. It is important to note through the LEARN Portal users can conduct partial searches of vehicles and often searches conducted under these circumstances can and will lead to multiple searches. Portola Valley searches are automatically included in San Mateo County Sheriff's Office's default searches.

Portola Valley Related Cases

As you can see in attachment #1, there were a wide variety of cases including burglaries, thefts, and suspicious vehicles related to Portola Valley from January 2019 to December 2019 using ALPR.

Submitted by Captain Christina Corpus
January 29, 2020

Det. Paterson	18-06000	January 8, 2019	Attempted Residential burglary from San Carlos
Det. Paterson	18-10724	January 13, 2019	Identity Theft- already solved 2018
Det. Cosens	18-11259	May 7, 2019	Shoplifting- Bianchinis
Crime Analyst Newell	19-02712	March 26, 2019	Suspicious vehicle in PV
Crime Analyst Newell	19-02717	March 18, 2019	Armed Robbery from Half Moon Bay
Det. Boragno	19-07079	August 14, 2019	Shoplifting- Bianchinis
Det. Boragno	19-09149	September 16, 2019	Shoplifting- Bianchinis
Det. Serrano	Auto Burglaries	June 13, 2019	Multi auto burglaries
Crime Analyst Bueno-Moran	SMCSO #19-00325	January 10, 2019	Residential Burglary in PV



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Laura Russell, Planning and Building Director

DATE: February 26, 2020

RE: Ratification of the Woodside Fire Protection District Fire Code

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution which would formally ratify Ordinance No. 12 of the Woodside Fire Protection District (WFPD).

BACKGROUND

Properties within the Town of Portola Valley receive fire suppression and prevention services from the Town of Portola Valley Fire Protection District, an independent special district that derives its powers and authority, in part, from the Fire Protection District Law, found in the California Health and Safety Code. Health and Safety Code Section 13869.7 provides that a district may adopt a fire prevention code by reference.

On November 25, 2019, the WFPD Board of Directors introduced draft Ordinance No. 12, which would adopt by reference the 2018 International Fire Code with the 2019 California amendments. The draft ordinance was transmitted to the Towns of Portola Valley and Woodside, and the County of San Mateo, for review and comment before the Board of Directors considered adoption of the ordinance. The Town Council previewed the draft amended code at their December 11, 2019 meeting (Attachment 1).

The District adopted the amended fire code (Ordinance 12) on January 27, 2020; the Town of Woodside ratified the amended code on February 11, 2020 and once ratified by Portola Valley, the amended code goes into effect on February 27, 2020. The District's ordinance only includes local amendments to the uniform code. Unless amended by the local amendments, all other provisions of the uniform, code apply.

DISCUSSION

The amended fire code includes the following substantial changes from its previous version:

- Prohibitions to the planting of landscape vegetation within five feet of wood sided habitable buildings, with exceptions for groundcover or low-growing vegetation

- Limits to the storage of flammable or combustible liquids in outdoor, above-ground storage
- Limits to the amount of liquefied petroleum gas that can be stored on any premise
- Allowance for all-weather drivable shoulders for fire apparatus access

Staff supports the ratification of the amended code.

FISCAL IMPACT

There is no fiscal impact associated with the ratification of this ordinance for the Town.

ATTACHMENTS

1. December 11, 2019 Council Minutes
2. Amended Copy of Ordinance No. 12 of the WFPD
3. Final Copy Ordinance No. 12 of the WFPD
4. Resolution

Approved by: Jeremy Dennis, Town Manager



Mayor Aalfs said everyone is in agreement with protecting that right-of-way from Hawthorns to Windy Hill as some form of open space as long as it did not preclude a future action on a parcel or parcels. Councilmember Hughes said his motion does not restrict. Councilmember Wengert said it has been clearly signaled to all the residents that the Council hears them, is taking the Frog Pond parcel off the table, and that it will be designated as open space. She suggested waiting to understand how the mechanics of that works because she is uncomfortable not fully understanding the implications. Mayor Aalfs said the Council all agrees on that intention and asked if that is communicated clearly enough to staff so they can research the issue and bring something back to the Council in January that they can vote on as a formal resolution, protecting the whole stretch with some latitude.

Town Manager Dennis said he understands Council's direction to staff the desire for the road remnant property be in open space and to look more broadly at what open space designations would be for the other connected pieces in the rights-of-way and trails and the like. He said there are issues with rights-of-way that they must be very thoughtful of, utilities and other things that cross the rights-of-way or things the Town may want to do within the rights-of-way related to traffic, emergency preparedness, etc., that needs to be researched before staff would be comfortable providing anything back to the Council. Mayor Aalfs agreed and asked for confirmation that the Council was in agreement with the intent to protect the right-of-way from Hawthorns to Windy Hill as some form of open space.

Councilmember Hughes clarified that there is a distinction that applies to the right-of-way as opposed to the entire section of existing Town-owned property within the scenic corridor. He said the right-of-way is defined as 70 or 100 feet and the property is wider than that in some places. He would like to capture that it is not just the right-of-way but also the land adjacent to the right-of-way that belongs to the Town.

Councilmember Wengert suggested that Councilmember Hughes may be pushing for a motion that the Council is not looking for tonight. She suggested calling for a second to his motion and if there is no second, then the Council can move on with a motion that can be approved that just relates to the Frog Pond.

Mayor Aalfs suggested adopting and passing a motion directing staff to bring back a future resolution along the lines of Councilmember Hughes motion and addressing the logistics of it.

There was no second to Councilmember Hughes' motion.

Councilmember Wengert moved to approve designating the road remnant Frog Pond parcel as open space with the recommendation of how best to effect that designation to be brought back to the Council by staff. Town Attorney Silver noted that motion cannot be made because it was not properly noticed.

Councilmember Wengert moved to remove the road remnant Frog Pong parcel from the list of possible properties presented by the Ad-Hoc Committee on Town-owned properties. Seconded by Councilmember Hughes; the motion carried 5-0.

Councilmember Hughes moved to accept the Committee's recommendations that the Town Center property at the substation site be considered for housing, that the Los Trancos Woods property not be considered for housing at this time, and that the undeveloped portion of Ford Field be ruled out for future housing consideration. Seconded by Councilmember Wengert; the motion carried 5-0.

The Council directed staff to return to a future meeting to discuss the Council's desire to address the standing committee's broader recommendation of a connected open space designation for the trail system along western Alpine Road connecting multiple open space properties.

(10) Report by Town Manager – Staff Resource Review and Proposed Adoption of Recommendations by the Ad-Hoc Wildfire Preparedness Committee

Town Manager Dennis thanked the Ad-Hoc Wildfire Preparedness Committee Members for staying so late at tonight's meeting. He presented the background of the creation of the Ad-Hoc Committee for the purpose of addressing outstanding wildfire resiliency issues, its charter, their three subcommittees, and the Committee's recommendations. Council received the recommendations at their November 13 meeting and directed staff to review the recommendations, based on the allocation of resources, in order to finalize adoption, as detailed in the staff report.

Town Manager Dennis noted three corrections to the report: Item 2.a.i should read "Ban all combustible ..."; The resources listed under item 5.b.iii is a combination of design guidelines and adoption of fire code; and, Item 5.b.v should read \$800 total for 15 locks and not \$800 per lock.

Fire Marshal Enea explained how the Fire Code is adopted. She explained that her goal is to have one code that all three bodies (Woodside, Portola Valley, and unincorporated San Mateo County) can ratify. She described the following Summary of Proposed Local and State Changes.

Definitions: Wherever the word "Groundcover" is used it shall be held to mean a low growing perennial plant, under 18 inches, that covers expanses of ground, forming the lowest layer of vegetation, below the shrub layer and protecting the topsoil from erosion and can act as a mulch and weed suppressant.

Perimeter Property Line Clearance: Section 304.1.2.A Perimeter Property Line Clearance. Section 304.1.2.A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 50 feet from the perimeter of the property line and 100 feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.

Limited Planting Around Structures: Section 304.1.2.D Limited Planting Around Structures. Due to the combustible nature of structures throughout the territory of the Woodside Fire Protection District, the planting of new landscape vegetation within the 0-5ft zone, adjacent to wood sided habitable buildings, shall be limited as described in this section. When a habitable building includes wood siding on the first floor, no new landscape vegetation, except ground cover, shall be allowed within 5ft of the wood siding. New landscape vegetation, except for ground cover, shall not be allowed within 5ft, in any direction, of any first story window or glass door opening. There is no setback requirement for new landscape vegetation adjacent to Non-combustible siding, such as fiber cement board, stone and stucco. Exceptions: Existing vegetation planted prior to the adoption of this code.

Town Manager Dennis said that staff supports this recommendation but pointed out there were two similar recommendations from the Committee and this is the more restrictive one. In response to Councilmember Wengert's question, the Committee members in attendance stated they were supportive of this recommendation.

Fire Marshal Enea said the intent is not to govern and be restrictive but is to incentivize people to build in an ignition-resistant way and be more fire resistant.

Town Manager Dennis said reaction to this is anticipated; however, staff is very supportive because the Committee did an excellent job showing that these kinds of changes will make a house more fire resistant. Fire Marshal Enea said this only applies to new plantings in proposed landscaped plans.

Councilmember Hughes said people commonly use plantings to break up wall massing and the Commissions will need to be thoughtful of the impact that has on other massing mitigations that are encouraged.

Fire Apparatus Access Roads:

Section 503.2.1 Amended Section 503.2.1 is deleted in its entirety and replaced by the following section. Section 503.2.1 Dimensions: Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, inclusive of all-weather surface shoulders, and a vertical clearance of not less than 13 feet 6 inches. Security gates shall be in accordance with section 503.6. Driveways serving one property, with a single or multiple habitable dwelling shall have an unobstructed driveway width of not less than 12 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. Shared driveways serving more than one property with habitable structures shall have an unobstructed minimum width of 18 feet, inclusive of all-weather drivable surface shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches. All gates obstructing emergency access roadways shall have a sign stating Emergency Evacuation Route.

Fire Apparatus Access Roads:

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Additional Fire Protection Systems in Accessory Dwelling Units:

Amended Section 901.4.4.1 is added to read as follows: Additional Fire Protection Systems in Accessory Dwelling Units. An automatic fire sprinkler system may be used in new accessory dwelling units as an alternative, when aspects of the fire code cannot be met in their entirety and when approved by the Fire Marshal.

Limits of Storage and Dispensing of Flammable and Combustible Liquids:

Section 9. Chapter 57 Establishment of Limits in Which Storage and Dispensing of Flammable or Combustible Liquids in Outside Above Ground Tanks Are Prohibited.

The limits referred to in Section 5704.2, 5704.4.2.4, Table 5704.4.2 and Section 5706, of the California Fire Code, in which the storage and or dispensing of flammable or combustible liquids, in outside above ground tanks, shall be limited to the commercial areas within the jurisdiction of the Woodside Fire Protection District. The dispensing, mixing, handling or storage adjacent to or on parcels with R1 and R2 occupancies is prohibited. Exceptions: 1. Quantities less than 100 gallons in emergency generators; 2. Farms, critical infrastructure and construction site uses if determined by the Fire Marshal that the safety of the public is not compromised. The occupancy classification quantities in Chapter 57 shall not be exceeded.

Storage of Liquefied Petroleum Gas: Amended Section 6104.2A is added to read as follows: Where Permitted; The storage of liquefied petroleum gas shall not exceed a water capacity of 100 gallons aggregate for any one premise installation within the Woodside Fire Protection District territory where natural gas mains exist. Exceptions: Installation of Liquefied Petroleum Gas may be permitted if used as a means of emergency standby supply for residential or industrial operations, or used for medical, research, testing, or purposes not suited to the use of natural gas. Such installation shall be in accordance with Chapter 61 of the California Fire Code and all provisions of NFPA 58.

Fire Flow Requirements *State Change:

Section B105.1 Fire Flow Requirements for Buildings. One- and Two-Family Dwellings. The minimum fire flow shall be 1000 gallons per minute for structures 3601 square feet and greater and 750 gallons per minute for

structures 1 - 3600 square feet. A water supply for fire protection shall mean a fire hydrant within 600 feet from the building, measured via an approved roadway/driveway, capable of the required fire flow. There shall be no reduction for installation of a fire sprinkler system.

Distribution of Hydrants: Section C103.2A Modified Distribution of Fire Hydrants; In rural areas where parcels, with structures, have large road frontages and or long driveways the minimum location of a fire hydrant shall be 600 feet to the structure measured via a roadway or primary driveway as approved by the Fire Marshal.

Access Road with a Hydrant: Section D103A Access road with a hydrant: Fire apparatus access roads shall be a minimum of 20 feet in width inclusive of all-weather drivable shoulders.

The Council adopted the recommendations from the Wildfire Preparedness Committee.

Town Manager Dennis announced that Fire Marshal Enea will be retiring effective December 31, 2019.

Town Manager Dennis said staff supports all of the recommendations but requested direction on the items requiring significant time resources and funding so they can understand how to manage it.

In response to Councilmember Wengert's question regarding 3.b.v, Town Manager Dennis said the \$180,000 estimate is a one-time expenditure.

Councilmember Richards suggested removing any recommendations for IPE wood, which has fallen out of favor with environmentally conscious design.

Mayor Aalfs said the Design Guidelines feels like a bigger lift than the Reach Code. Planning & Building Director Russell said the Design Guidelines are more work because of having to work through some of the specifics. She said, based on the specific recommendations for the Fire Reach Code, there is a fair amount of technical work to be done. She said the contract building officials will work through that with support from that firm, which she would oversee.

The Council was not supportive of 3.b.ii (incentive program to support private property fuel reduction efforts) or 5.b.vii (match for home hardening) unless there were grants to fund it; otherwise, the Council felt these should be considered low priority.

The Council directed staff to postpone 3.b.v, the prioritization of vegetation management on the Town's main evaluation routes, because it will be folded into the budget process after the completion of 3.b.i (identification of ignition sources).

The Council was supportive of the remaining recommendations.

Vice-Mayor Derwin moved to accept the staff report on resource allocation and adopt the recommendations. Seconded by Councilmember Wengert; the motion carried 5-0.

(11) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Postponed to the next Town Council meeting.

(12) **TOWN MANAGER REPORT** – Postponed to the next Town Council meeting.

WRITTEN COMMUNICATIONS

(13) **Town Council Digest** – November 14, 2019

**WOODSIDE
FIRE
PROTECTION
DISTRICT
ORDINANCE
NO. 12**

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ORDINANCE NO. 12
BOARD OF DIRECTORS OF THE
WOODSIDE FIRE PROTECTION DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

AN ORDINANCE ADOPTING BY REFERENCE, THE 2018 INTERNATIONAL, FIRE CODE WITH THE 2019 CALIFORNIA AMEDMENTS INCLUDING LOCAL AMENDMENTS AND STANDARDS AS SPECIFIED PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION WITHIN THE TERRITORY OF THE WOODSIDE FIRE PROTECTION DISTRICT, ESTABLISHING A BUREAU OF FIRE PREVENTION AND PROVIDING OFFICERS THEREFORE AND DEFINING THEIR POWERS AND DUTIES.

WHEREAS, Health and Safety Code section 13869 provides that the Woodside Fire Protection District Board of Directors (“Board”) has the authority to adopt a fire prevention code by reference pursuant to applicable governmental code provisions.

WHEREAS, Section 108.1 of Chapter 1 of the California Fire Code pertains to the Board of Appeals and this Board hereby determines that the Board of Directors act as a Board of Appeals; and

WHEREAS, Section 304.1.2 of the California Fire Code pertains to vegetation that is capable of being ignited and this Board finds that it is in the best interest of the District to restrict the accumulation of vegetation and specify clearance requirements in wildland urban interface areas; and

WHEREAS, Section 307 of the California Fire Code pertains to open burning and this Board finds it is in the best interest of public safety and welfare to restrict open burning operations; and

WHEREAS, Section 503 of the California Fire Code pertains to Fire apparatus access roads and this Board finds that because of the rural nature of the Woodside Fire Protection District territory it is in the best interest of public safety and welfare to specify specific dimensions and requirements for fire apparatus access roadways and gates.

WHEREAS, Chapter 56 of the California Fire Code pertains to fireworks and this Board finds that the Woodside Fire Protection District enacted Ordinance No. 3 in 1986, prohibiting the use and sale of fireworks within the entire territory of the Woodside Fire Protection District is in the interest of public safety and welfare; and

WHEREAS, Chapter 56 of the California Fire Code pertains to storage of explosives and fireworks where the storage and use is permitted, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and use be permitted in the District; and

WHEREAS, Chapter 57 of the California Fire Code pertains to the storage and dispensing of flammable or combustible liquids in outside above ground tanks, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and dispensing may be permitted in the District; and

WHEREAS, Chapter 61 of the California Fire Code does not specify where the storage, use, handling, or dispensing of liquid petroleum gas is permitted, and this Board finds that it is in the best interest of the District to specify where such uses should be permitted in the District; and

WHEREAS, Table B105.1(1) and B105.1(2) of Appendix B and Table B105.1 of Appendix BB of the California Fire Code provides specified fire flow requirements for buildings and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Table C102.1 of Appendix C of the California Fire Code provides specified fire hydrant locations and distribution and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Appendix D of the California Fire Code provides minimum specifications for access roads with a fire hydrant and maximum grade and this Board finds that said requirements are not practical due to the rural nature of the fire district; and

WHEREAS, Chapter 1 of the California Fire Code does not specifically authorize audio visual or other recording including photographs to assist with investigations of alleged violations of this Code or fire incidents and this Board finds that use of said technological assistance is in the best interest of the District; and

WHEREAS, Chapter 9 of the California Fire Code pertains to automatic fire sprinklers and where they are required, and this Board finds that it is in the best interest of the District to specify installations related to new and existing buildings and structures; and

WHEREAS, In accordance with section 102.9 of the California Fire Code for subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities, Woodside Fire Protection District finds it necessary to maintain a set of design and installation standards as deemed necessary for firefighter safety and suppression activities.

WHEREFORE, this Board does ordain as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the “Fire Code” of the Woodside Fire Protection District and may be cited as such and will be referred to in this ordinance as the “California Fire Code” or “this Code”.

SECTION 2. ADOPTION OF THE 2018 INTERNATIONAL FIRE CODE/2019

CALIFORNIA FIRE CODE & FIRE CODE STANDARDS.

It is hereby adopted by the Board of Directors for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2018 International Fire Code with the 2019 California Amendments Title 24 Part 9, and the whole thereof, including all Appendices and International Fire Code Standards except for Appendices A and J, as compiled, recommended and published by the International Code Council, save and accept only such portions thereof as are hereinafter expressly deleted, modified or amended by this ordinance; and including such new sections and paragraphs which are hereinafter added to and made a part of the Fire Code and of this ordinance, of which not less than two (2) copies have been and are now filed in the Office of the Fire Chief of the Woodside Fire Protection District and the same are hereby adopted and incorporated, by this reference, as fully as if set forth out at length herein, and from the date on which this ordinance shall take effect, the provisions of same shall be controlling within the Woodside Fire Protection District.

SECTION 3. DEFINITIONS.

- A. Wherever the word “**jurisdiction**” is used in the International/California

Fire Code & Fire Code Standards, it shall mean the Woodside Fire Protection District, except that wherever in the Code, “jurisdiction” is used in a context which implies the ability to exercise governmental powers which the District does not have but which powers are exercised within District’s territorial boundaries by another public agency, then in that context “jurisdiction” shall mean the public agency authorized to and exercising that governmental power.

- B. Wherever the words “**Fire Code Official**” are used they shall be held to mean “Fire Marshal.”
- C. Wherever the words “**Fire Code**” are used it shall mean International/California Fire Code & Fire Code Standards.
- D. Wherever the word “**Driveway**” is used it shall mean an access road from the public way to a structure that is used for public or private vehicular access, including fire and emergency apparatus or vehicles
- E. For calculating compliance within the Fire Code for the specific purpose of required fire flow, “**Floor Area, Gross**” shall mean; The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vents shafts and courts without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area shall be the usable areas under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

- F. Wherever the word “**Groundcover**” is used it shall be held to mean a low growing perennial plant, under 18 inches, that covers expanses of ground, forming the lowest layer of vegetation, below the shrub layer and protecting the topsoil from erosion and can act as a mulch and weed suppressant.

SECTION 4. ESTABLISHMENT OF BUREAU OF FIRE PREVENTION AND DUTIES OF MEMBERS THEREOF.

A. The Fire Code shall be enforced by the Bureau of Fire Prevention in the Woodside Fire Protection District, which is hereby established, and which shall be operated under the supervision of the Chief of the Department.

B. The Chief of the Fire Department shall appoint an officer of the Fire Department as Chief of the Bureau of Fire Prevention. The title shall be Fire Marshal. The appointment shall continue during good behavior and satisfactory service, and they shall not be removed from office except for cause in accordance with the rules and regulations of the Woodside Fire Protection District.

C. The Fire Marshal may appoint such members of the fire department as **Deputy Fire Marshals** and inspectors as shall from time to time be necessary.

D. A report of the Bureau of Fire Prevention shall be made monthly or annually and transmitted to the Board of Directors. It shall contain such statistics as the Chief of the Department or the Board of Directors may wish to include therein. **The Fire Marshal shall produce and transmit to the Board of Directors, Town Councils’ of Woodside, Portola Valley and the San Mateo County Board of Supervisors a report of all California State Fire Marshal mandated inspection activity within the Woodside Fire Protection District territory annually, by December 15th.** The Chief of the Fire Department shall recommend any amendments to the Code, which, in his judgment, shall be desirable.

SECTION 5. GENERAL CODE PROVISIONS.

Section 102 Amended 102.1A is added to read as follows:

Section 102.1A Applicability When alterations, additions or repairs exceed 50% of an existing building or structure, or has a Building Safety Score of less than 17, as determined by the Building Official having jurisdiction, such building or structure shall be made in its entirety to conform to the fire code requirements for new buildings or structures.

Within the Woodside Fire Protection District jurisdiction each Building Department may use their specific dollar values, structural formulas and or Building Safety Scores to complete the computation of existing and new square footages. The Fire District will accept the computations within the **structure’s** jurisdictional boundary. Verification must be attained by the Municipality’s Building Official.

Under Section 104.1 of the California Fire Code, Section 104.1A and 104.2A will be added to read as follows:

Section 104.1A Design Standards Woodside Fire Protection District will maintain a set of design and installation standards that include but are not limited to: Address posting, Bridges, Emergency shut off placards, Turnarounds, Turnouts, Driveway criteria, Knox installations, Solar PV **integrated roof installations, battery systems** and Fire Sprinkler systems including those with tanks and pumps.

These standards are necessary for the Woodside Fire Protection District to provide a reasonable degree of fire and life safety for the community and firefighters within the jurisdictional boundaries of the Fire District and is hereby in accordance with section 102.9 of the California Fire Code: For subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities.

Section 104.2.A Review Construction Documents Woodside Fire Protection District shall review all applications and construction documents related to any type of **existing or new** driveway construction, **improvement or** reconstruction within its territory which have been submitted to the Building Department.

Section 107.1A is added to read as follows:

Section 107.1A Inspection Authority The Fire Marshal or other designated representatives shall

inspect, buildings and premises, including such other hazards or appliances for ascertaining and causing to be corrected any conditions which would be deemed a fire hazard and reasonably tend to cause fire or contribute to its spread, or any violation of the purpose or provisions of this code and of any other law or standard affecting fire and life safety.

SECTION 6. GENERAL FIRE SAFETY PRECAUTIONS.

Section 307.1.1 Amended Section 307.1.1 of this code is deleted in its entirety and replaced by the following section.

Section 307.1.1A Prohibited Open Burning: Open burning is prohibited within the jurisdictional boundaries of the Woodside Fire Protection District. Open burning does not include approved exterior fireplaces with permanent spark arrestors or barbeques that are used in a safe manner and used for cooking or warming purposes only. The Fire Marshal prohibits burning of trash or vegetation, except for fuel reduction purposes and dedicated campfires in County Parks by special permit only.

Exceptions: Gas Fire Pits inspected by the Fire Prevention Bureau.

Section 304.1.2 Amended Section 304.1.2A is added to read as follows:

Section 304.1.2.A Perimeter Property Line Clearance. Section 304.1.2.A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 50 feet from the perimeter of the property line and 100 feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.

Section 304.1.2.B Section 304.1.2B is added to read as follows:

Section 304.1.2.B Weed Abatement. Due to heavy growth of fuels, unmaintained lots are a hazard to the surrounding properties and the community. Woodside Fire Protection District shall carry out weed abatement program activities throughout the territory of the Woodside Fire Protection District. Vacant parcels, without any structures, shall be mowed of flashy fuels, consisting of dead weeds and dry annual grasses, in their entirety with the exception of conservation areas, sensitive habitat, marsh land, creek banks and a minimum of 50 feet from any riparian corridor, prior to July 1 of every year.

Section 304.1.2.C Section 304.1.2.C is added to read as follows:

Section 304.1.2.C Re-inspection of Violation. Re-inspections of the same violation shall incur a hourly fee of \$90.00 for every hour of re-inspection after the 3rd inspection of the same violation, at the same location, within a one year period.

Section 304.1.2.D Section 304.1.2.D is added to read as follows:

Section 304.1.2.D Limited Planting Around Structures. Due to the combustible nature of structures throughout the territory of the Woodside Fire Protection District, the planting of new landscape vegetation within the 0 – 5ft zone, adjacent to wood sided habitable buildings, shall be limited as described in this section. When a habitable building includes wood siding on the first floor, no new landscape vegetation, except ground cover, shall be allowed within 5ft of the wood siding. New landscape vegetation, except for ground cover, shall not be allowed within 5ft, in any direction, of any first story window or glass door opening. There is no setback requirement for new landscape vegetation adjacent to Non-combustible siding, such as Hardie board, stone and stucco. **Exceptions:** Existing vegetation planted prior to the adoption of this code.

SECTION 7. FIRE APPARATUS ACCESS ROADS

Section 503.2.1 Amended Section 503.2.1 is deleted in its entirety and replaced by the following section.

Section 503.2.1 Dimensions: Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, inclusive of all-weather surface shoulders, and a vertical clearance of not less than 13 feet 6 inches. Security gates shall be in accordance with section 503.6. Driveways serving one property, with a single or multiple habitable dwelling shall have an unobstructed driveway width of not less than 12 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. Shared driveways serving more than one property with habitable structures shall have an unobstructed minimum width of 18 feet, inclusive of all-weather drivable surface shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches. All gates obstructing emergency access roadways shall have a sign stating Emergency Evacuation Route.

SECTION 8. AUTOMATIC FIRE SPRINKLERS

Section 903.2 Amended Section 903.2A is added to read as follows:

Section 903.2A New and Existing Buildings. An automatic fire sprinkler system shall be installed in new and existing buildings and structures as follows:

1. As determined by the Building Official, per the ordinance of their specific jurisdiction, all existing one and two family dwellings, buildings and or structures where, additions that increase the existing gross floor area by more than 50%, or alterations or repairs that exceed more than 50% of an existing building or which increase the number of floors. Within the unincorporated San Mateo County SRA area, additions, alterations or repairs which have a Building Safety Score less than 17 shall install an automatic fire sprinkler system.
2. Any combination of additions, alterations or repairs to more than 50% of the existing gross floor area within a two-year time. Within the unincorporated San Mateo County SRA area any combination of additions, alterations and/or repairs which trigger a Building Safety Score less than 17 shall require the entire existing building to be installed with an automatic fire sprinkler system. Timelines will be based on the date of the last final fire inspection.
3. Any additions, alterations or repairs within a building that contains an existing automatic fire sprinkler system shall have the automatic fire sprinkler system extended/modified to the area of proposed work.
4. Any change in use or occupancy creating a more hazardous fire/life safety condition as determined by the Fire Marshal requires that an automatic fire sprinklers system shall be installed

in the space where the change in use or occupancy is proposed.

5. Any change of use from a non-habitable to a habitable, non-day lighted basement requires the installation of an automatic fire sprinkler system in the proposed habitable basement portion.
6. All automatic fire sprinkler systems shall comply with the current edition of NFPA-13, NFPA-13D, NFPA-13R and any additional National and local standards recognized by the Woodside Fire Protection District.

Exceptions:

1. Seismic, Foundation or Accessibility improvements.
2. Detached group U and group U Agricultural occupancies which do not already have fire sprinklers and do not have living quarters attached.
3. Work requiring only mechanical, electrical, plumbing and/or demolition.
4. Exterior improvements, including windows, roofing or repairs that is reconstruction or renewal for the purpose of maintenance.
5. Work related to damage due to a natural disaster.
6. Mobile/manufactured or factory-built homes constructed or altered on or before March 12, 2011, which were not manufactured with automatic fire sprinklers and are not subject to fire sprinkler requirements.

Section 901.4.4.1 Amended Section 901.4.4.1 is added to read as follows:

Section 901.4.4.1 Additional fire protection systems in Accessory Dwelling Units. An automatic fire sprinkler system may be used in new accessory dwelling units as an alternative, when aspects of the fire code can not be met in their entirety and when approved by the Fire Marshal

SECTION 9. CHAPTER 57 ESTABLISHMENT OF LIMITS IN WHICH STORAGE AND DISPENSING OF FLAMMABLE OR COMBUSTIBLE LIQUIDS IN OUTSIDE ABOVE GROUND TANKS ARE PROHIBITED.

The limits referred to in Section 5704.2, 5704.4.2.4, Table 5704.2 and Section 5706, of the California Fire Code, in which the storage and or dispensing of flammable or combustible liquids, in outside above ground tanks, shall be limited to the commercial areas within the jurisdiction of the Woodside Fire Protection District. The dispensing, mixing, handling or storage adjacent to or on parcels with R1 and R2 occupancies is prohibited.

Exceptions:

1. Quantities less than 50 gallons
2. Farms, critical infrastructure and construction site uses if determined by the Fire Marshal that the safety of the public is not compromised. The occupancy classification quantities in shall not be exceeded.

SECTION 10. CHAPTER 61 ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUIFIED PETROLEUM GASES ARE TO BE RESTRICTED.

The limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted in areas which are heavily populated or congested commercial areas

within the territory of the Woodside Fire Protection District.

Section 6104.2 Amended Section 6104.2A is added to read as follows:

Section 6104.2A Where Permitted; The storage of liquefied petroleum gas shall not exceed a water capacity of 100 gallons aggregate for any one premise installation within the Woodside Fire Protection District territory where natural gas mains exist.

Exceptions: Installation of Liquefied Petroleum Gas may be permitted if used as a means of emergency standby supply for residential or industrial operations, or used for medical, research, testing, or purposes not suited to the use of natural gas. Such installation shall be in accordance with Chapter 61 of the California Fire Code and all provisions of NFPA 58.

SECTION 11. CHAPTER 56 ESTABLISHMENT OF LIMITS IN WHICH STORAGE, OF EXPLOSIVES AND FIREWORKS AGENTS IS TO BE PROHIBITED.

The storage and handling of fireworks, special effects and pyrotechnics material referred to in Section 5608.1.1 and the California Code of Regulations Title 19, Division 1, Chapter 6 in which storage of explosives and fireworks is prohibited, are hereby established to the entire territory of the Woodside Fire Protection District. Exception: Special permit issued to a licensed pyrotechnic operator by the Fire Marshal.

5608.1 General All professional pyrotechnical devices used for public display, or special effects, shall be in accordance with the applicable provisions of the State of California Code of Regulations, Title 19 and the applicable section of the California Amended Fire Code. Permits for public display and/or special effects shall be obtained by the Fire Marshal.

SECTION 12. CHAPTER 56: EXPLOSIVES AND FIREWORKS

Section 5608.1.1 Amended Section 5608.1.1A is added to read as follows:

Section 5608.1.1A Safe and Sane Fireworks Prohibited. All non-professional fireworks listed by the California State Fire Marshal as "Safe and Sane" are prohibited within the jurisdictional boundaries of the Woodside Fire Protection District.

SECTION 13. APPENDIX B SECTION B105 FIRE-FLOW REQUIREMENTS FOR BUILDINGS.

Section B105.1 Amended ONE AND TWO FAMILY DWELLINGS, GROUP R1 AND R2 BUILDINGS AND TOWNHOMES. This section is modified by means of Section B103.

SECTION B105.1 (1) of Appendix B of the California Fire Code pertaining to fire-flow requirements for buildings to be amended at any time due to the rural nature of a water system may be substituted by the following:

SECTION B105.1 FIRE FLOW REQUIREMENTS FOR BUILDINGS

B105.1 One- and Two-Family Dwellings.

The minimum fire flow shall be 1000 gallons per minute for structures 3601 square feet and greater and 750 gallons per minute for structures 1 - 3600 square feet. A water supply for fire protection shall mean a fire hydrant within 600 feet from the building, measured via an approved roadway/driveway, capable of the required fire flow. There shall be no reduction for installation of a fire sprinkler system.

Where a public or private water company is not within 1000 feet of the required fire hydrant location, or the water company cannot provide the required gallons per minute, NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting 2017 Edition may be adhered to for fire flow requirements as an alternate means.

SECTION 14. APPENDIX C FIRE HYDRANT LOCATIONS AND DISTRIBUTION.

Section C103.1 Amended Section C103.2A is added to read as follows:

Section C103.2A Modified Distribution of Fire Hydrants; In rural areas where parcels, with structures, have large road frontages and or long driveways the minimum location of a fire hydrant shall be 600 feet to the structure measured via a roadway or primary driveway as approved by the Fire Marshal.

SECTION 15. APPENDIX D FIRE APPARATUS ACCESS ROADS.

Section D103 Amended Minimum Specifications Section D 103.1A and D103.1B is added to read as follows:

Section D103A Access road with a hydrant: Fire apparatus access roads shall be a minimum of 20 feet in width inclusive of all-weather drivable shoulders.

Section D103B Grade: Fire apparatus access roads or driveways shall not exceed 20 percent in grade.

SECTION 16. PROVISIONS OF THE CALIFORNIA FIRE CODE ESTABLISHING BOARD OF APPEALS.

The following provisions for Appeal per Section 108.1 of the California Fire Code shall be amended as follows:

Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted the applicant may appeal the decision of the Chief by presenting, within 10 days, a written request to the District Board of Directors for a hearing on and a review of such decision appealed. The request shall state the reasons therefore, and the District Board of Directors shall, within 30 days of the receipt of same, hold a hearing, and may, if they determine that the circumstances appear to justify such action, modify, vacate, or affirm the decision.

SECTION 17. PROVISIONS ADDED TO CALIFORNIA FIRE CODE.

The following provisions shall be added or amended to read as follows:

Section 104.10 Amended The following is hereby added to Section 104.10 Chapter 1, of the California Fire Code:

Section 104.10 Authority to Photograph or Otherwise Record Investigations.

The Chief or his duly authorized representative may make such audio, visual or other recordings including photographs, video tapes, audio tapes, diagrams, drawings, sketches, and the like, in connection with the investigation of any actual or alleged violation of this Code or in connection with the investigation of any incident as authorized by this Code.”

SECTION 18. FEES

The Board of Directors may, by resolution, establish a schedule of fees to be charged and collected for reviewing plans and specifications, inspection services performed, for the issuance of permits and event stand by services. Such schedule, when adopted, shall be incorporated by reference as a part of this code as fully as if set forth at length herein. Two copies of such resolution shall be kept on file in the office of the Fire Chief of the Woodside Fire Protection District and shall be available for public inspection.

SECTION 19. VIOLATIONS.

- A. Any person who shall violate any of the provision of the Fire Code hereby adopted or fails to comply therewith, or who shall violate or fail to comply with an order made there under, or who shall build in violation of any detailed statement or specifications or plans submitted and approved there under, or any certificate or permit issued there under, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the District Board or by a court of competent jurisdiction, within the time fixed therein, shall severally for each and every such violation and non-compliance respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment for not more than six (6) months, or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violation or defects within a reasonable time; and when not otherwise specified, each day that any such prohibited conditions are maintained, shall constitute a separate offense.
- B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

SECTION 20. VALIDITY

The Woodside Fire Protection District Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Code of Standards hereby adopted be declared for any reason to be invalid, it is the intent of the Woodside Fire Protection District Board of Directors that it would have passed all other portions of this ordinance independent of the elimination here from of any such portion as may be declared invalid.

SECTION 21. REPEAL OF CONFLICTING ORDINANCES.

Ordinance No. 11 of the Woodside Fire Protection District shall be and is hereby repealed.

SECTION 22. DATE OF EFFECT.

This ordinance shall be published once in the Country Almanac and shall be effective upon the expiration of 30 days from its adoption.

Regularly passed and adopted this day of January 2020 by the following vote:

YES and in favor of said ordinance:
Directors:

Matt Miller

Randy Holthaus

Patrick Cain

ORDINANCE NO. 12
BOARD OF DIRECTORS OF THE
WOODSIDE FIRE PROTECTION DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

AN ORDINANCE ADOPTING BY REFERENCE, THE 2018 INTERNATIONAL, FIRE CODE WITH THE 2019 CALIFORNIA AMENDMENTS INCLUDING LOCAL AMENDMENTS AND STANDARDS AS SPECIFIED PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION WITHIN THE TERRITORY OF THE WOODSIDE FIRE PROTECTION DISTRICT, ESTABLISHING A BUREAU OF FIRE PREVENTION AND PROVIDING OFFICERS THEREFORE AND DEFINING THEIR POWERS AND DUTIES.

WHEREAS, Health and Safety Code section 13869 provides that the Woodside Fire Protection District Board of Directors (“Board”) has the authority to adopt a fire prevention code by reference pursuant to applicable governmental code provisions.

WHEREAS, Section 108.1 of Chapter 1 of the California Fire Code pertains to the Board of Appeals and this Board hereby determines that the Board of Directors act as a Board of Appeals; and

WHEREAS, Section 304.1.2 of the California Fire Code pertains to vegetation that is capable of being ignited and this Board finds that it is in the best interest of the District to restrict the accumulation of vegetation and specify clearance requirements in wildland urban interface areas; and

WHEREAS, Section 307 of the California Fire Code pertains to open burning and this Board finds it is in the best interest of public safety and welfare to restrict open burning operations; and

WHEREAS, Section 503 of the California Fire Code pertains to Fire apparatus access roads and this Board finds that because of the rural nature of the Woodside Fire Protection District territory it is in the best interest of public safety and welfare to specify specific dimensions and requirements for fire apparatus access roadways and gates.

WHEREAS, Chapter 56 of the California Fire Code pertains to fireworks and this Board finds that the Woodside Fire Protection District enacted Ordinance No. 3 in 1986, prohibiting the use and sale of fireworks within the entire territory of the Woodside Fire Protection District is in the interest of public safety and welfare; and

WHEREAS, Chapter 56 of the California Fire Code pertains to storage of explosives and fireworks where the storage and use is permitted, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and use be permitted in the District; and

WHEREAS, Chapter 57 of the California Fire Code pertains to the storage and dispensing of flammable or combustible liquids in outside above ground tanks, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and dispensing may be permitted in the District; and

WHEREAS, Chapter 61 of the California Fire Code does not specify where the storage, use, handling, or dispensing of liquid petroleum gas is permitted, and this Board finds that it is in the best interest of the District to specify where such uses should be permitted in the District; and

WHEREAS, Table B105.1(1) and B105.1(2) of Appendix B and Table B105.1 of Appendix BB of the California Fire Code provides specified fire flow requirements for buildings and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Table C102.1 of Appendix C of the California Fire Code provides specified fire hydrant locations and distribution and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Appendix D of the California Fire Code provides minimum specifications for access roads with a fire hydrant and maximum grade and this Board finds that said requirements are not practical due to the rural nature of the fire district; and

WHEREAS, Chapter 1 of the California Fire Code does not specifically authorize audio visual or other recording including photographs to assist with investigations of alleged violations of this Code or fire incidents and this Board finds that use of said technological assistance is in the best interest of the District; and

WHEREAS, Chapter 9 of the California Fire Code pertains to automatic fire sprinklers and where they are required, and this Board finds that it is in the best interest of the District to specify installations related to new and existing buildings and structures; and

WHEREAS, In accordance with section 102.9 of the California Fire Code for subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities, Woodside Fire Protection District finds it necessary to maintain a set of design and installation standards as deemed necessary for firefighter safety and suppression activities.

WHEREFORE, this Board does ordain as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the “Fire Code” of the Woodside Fire Protection District and may be cited as such and will be referred to in this ordinance as the “California Fire Code” or “this Code”.

SECTION 2. ADOPTION OF THE 2018 INTERNATIONAL FIRE CODE/2019

CALIFORNIA FIRE CODE & FIRE CODE STANDARDS.

It is hereby adopted by the Board of Directors for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2018 International Fire Code with the 2019 California Amendments Title 24 Part 9, and the whole thereof, including all Appendices and International Fire Code Standards except for Appendices A and J, as compiled, recommended and published by the International Code Council, save and accept only such portions thereof as are hereinafter expressly deleted, modified or amended by this ordinance; and including such new sections and paragraphs which are hereinafter added to and made a part of the Fire Code and of this ordinance, of which not less than two (2) copies have been and are now filed in the Office of the Fire Chief of the Woodside Fire Protection District and the same are hereby adopted and incorporated, by this reference, as fully as if set forth out at length herein, and from the date on which this ordinance shall take effect, the provisions of same shall be controlling within the Woodside Fire Protection District.

SECTION 3. DEFINITIONS.

- A. Wherever the word “**jurisdiction**” is used in the International/California

Fire Code & Fire Code Standards, it shall mean the Woodside Fire Protection District, except that wherever in the Code, “jurisdiction” is used in a context which implies the ability to exercise governmental powers which the District does not have but which powers are exercised within District’s territorial boundaries by another public agency, then in that context “jurisdiction” shall mean the public agency authorized to and exercising that governmental power.

- B. Wherever the words “**Fire Code Official**” are used they shall be held to mean “Fire Marshal.”
- C. Wherever the words “**Fire Code**” are used it shall mean International/California Fire Code & Fire Code Standards.
- D. Wherever the word “**Driveway**” is used it shall mean an access road from the public way to a structure that is used for public or private vehicular access, including fire and emergency apparatus or vehicles
- E. For calculating compliance within the Fire Code for the specific purpose of required fire flow, “**Floor Area, Gross**” shall mean; The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vents shafts and courts without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area shall be the usable areas under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

- F. Wherever the word “**Groundcover**” is used it shall be held to mean a low growing perennial plant, under 18 inches, that covers expanses of ground, forming the lowest layer of vegetation, below the shrub layer and protecting the topsoil from erosion and can act as a mulch and weed suppressant.

SECTION 4. ESTABLISHMENT OF BUREAU OF FIRE PREVENTION AND DUTIES OF MEMBERS THEREOF.

A. The Fire Code shall be enforced by the Bureau of Fire Prevention in the Woodside Fire Protection District, which is hereby established, and which shall be operated under the supervision of the Chief of the Department.

B. The Chief of the Fire Department shall appoint an officer of the Fire Department as Chief of the Bureau of Fire Prevention. The title shall be Fire Marshal. The appointment shall continue during good behavior and satisfactory service, and they shall not be removed from office except for cause in accordance with the rules and regulations of the Woodside Fire Protection District.

C. The Fire Marshal may appoint such members of the fire department as Deputy Fire Marshals and inspectors as shall from time to time be necessary.

D. A report of the Bureau of Fire Prevention shall be made monthly or annually and transmitted to the Board of Directors. It shall contain such statistics as the Chief of the Department, or the Board of Directors may wish to include therein. The Fire Marshal shall produce and transmit to the Board of Directors, Town Councils’ of Woodside, Portola Valley and the San Mateo County Board of Supervisors a report of all California State Fire Marshal mandated inspection activity within the Woodside Fire Protection District territory annually, by December 15th. The Chief of the Fire Department shall recommend any amendments to the Code, which, in his judgment, shall be desirable.

SECTION 5. GENERAL CODE PROVISIONS.

Section 102 Amended 102.1A is added to read as follows:

Section 102.1A Applicability When alterations, additions or repairs exceed 50% of an existing building or structure, or has a Building Safety Score of less than 17, as determined by the Building Official having jurisdiction, such building or structure shall be made in its entirety to conform to the fire code requirements for new buildings or structures.

Within the Woodside Fire Protection District jurisdiction each Building Department may use their specific dollar values, structural formulas and or Building Safety Scores to complete the computation of existing and new square footages. The Fire District will accept the computations within the structure’s jurisdictional boundary. Verification must be attained by the Municipality’s Building Official.

Under Section 104.1 of the California Fire Code, Section 104.1A and 104.2A will be added to read as follows:

Section 104.1A Design Standards Woodside Fire Protection District will maintain a set of design and installation standards that include but are not limited to: Address posting, Bridges, , Turnarounds, Turnouts, Driveways, Knox installations, Fire Pits, Generators, Solar PV, Integrated Solar PV Roof installations, Energy Storage systems, Fire Sprinkler systems, including those with tanks and pumps.

These standards are necessary for the Woodside Fire Protection District to provide a reasonable degree of fire and life safety for the community and firefighters within the jurisdictional boundaries of the Fire District and is hereby in accordance with section 102.9 of the California Fire Code: For subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities.

Section 104.2.A Review Construction Documents Woodside Fire Protection District shall review all applications and construction documents related to any type of existing or new driveway construction, improvement or reconstruction within its territory which have been submitted to the Building Department.

Section 107.1A is added to read as follows:

Section 107.1A Inspection Authority The Fire Marshal or other designated representatives shall inspect, buildings and premises, including such other hazards or appliances for ascertaining and causing to be corrected any conditions which would be deemed a fire hazard and reasonably tend to cause fire or contribute to its spread, or any violation of the purpose or provisions of this code and of any other law or standard affecting fire and life safety.

SECTION 6. GENERAL FIRE SAFETY PRECAUTIONS.

Section 307.1.1 Amended Section 307.1.1 of this code is deleted in its entirety and replaced by the following section.

Section 307.1.1A Prohibited Open Burning: Open burning is prohibited within the jurisdictional boundaries of the Woodside Fire Protection District. Open burning does not include approved exterior fireplaces with permanent spark arrestors or barbecues that are used in a safe manner and used for cooking or warming purposes only. The Fire Marshal prohibits burning of trash or vegetation, except for fuel reduction purposes and dedicated campfires in County Parks by special permit only.

Exceptions: Gas Fire Pits inspected by the Fire Prevention Bureau.

Section 304.1.2 Amended Section 304.1.2A is added to read as follows:

Section 304.1.2.A Perimeter Property Line Clearance. Section 304.1.2.A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 50 feet from the perimeter of the property line and 100 feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.

Section 304.1.2.B Section 304.1.2B is added to read as follows:

Section 304.1.2.B Weed Abatement. Due to heavy growth of fuels, unmaintained lots are a hazard to the surrounding properties and the community. Woodside Fire Protection District shall carry out weed abatement program activities throughout the territory of the Woodside Fire Protection District. Vacant parcels, without any structures, shall be mowed of flashy fuels, consisting of dead weeds and dry annual grasses, in their entirety with the exception of conservation areas, sensitive habitat, marsh land, creek banks and a minimum of 50 feet from any riparian corridor, prior to July 1 of every year.

Section 304.1.2.C Section 304.1.2.C is added to read as follows:

Section 304.1.2.C Re-inspection of Violation. Re-inspections of the same violation shall incur a hourly fee of \$90.00 for every hour of re-inspection after the 3rd inspection of the same violation, at the same location, within a one year period.

Section 304.1.2.D Section 304.1.2.D is added to read as follows:

Section 304.1.2.D Limited Planting Around Structures. Due to the combustible nature of structures throughout the territory of the Woodside Fire Protection District, the planting of new landscape vegetation within the 0 – 5ft zone, adjacent to wood sided habitable buildings, shall be limited as described in this section. When a habitable building includes wood siding on the first floor, no new landscape vegetation, except ground cover, shall be allowed within 5ft of the wood siding. New landscape vegetation, except for ground cover, shall not be allowed within 5ft, in any direction, of any first story window or glass door opening. There is no setback requirement for new landscape vegetation adjacent to Non-combustible siding, such as fiber cement board, stone and stucco.

Exceptions: Existing vegetation planted prior to the adoption of this code.

SECTION 7. FIRE APPARATUS ACCESS ROADS

Section 503.2.1 Amended Section 503.2.1 is deleted in its entirety and replaced by the following section.

Section 503.2.1 Dimensions: Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, inclusive of all-weather surface shoulders, and a vertical clearance of not less than 13 feet 6 inches. Security gates shall be in accordance with section 503.6. Driveways serving one property, with a single or multiple habitable dwelling shall have an unobstructed driveway width of not less than 12 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. Shared driveways serving more than one property with habitable structures shall have an unobstructed minimum width of 18 feet, inclusive of all-weather drivable surface shoulders and an unobstructed vertical clearance of not less than 13 feet 6 inches. All gates obstructing emergency access roadways

shall have a sign stating Emergency Evacuation Route.

SECTION 8. AUTOMATIC FIRE SPRINKLERS

Section 903.2 Amended Section 903.2A is added to read as follows:

Section 903.2A New and Existing Buildings. An automatic fire sprinkler system shall be installed in new and existing buildings and structures as follows:

1. As determined by the Building Official, per the ordinance of their specific jurisdiction, all existing one and two family dwellings, buildings and or structures where, additions that increase the existing gross floor area by more than 50%, or alterations or repairs that exceed more than 50% of an existing building or which increase the number of floors. Within the unincorporated San Mateo County SRA area, additions, alterations or repairs which have a Building Safety Score less than 17 shall install an automatic fire sprinkler system.
2. Any combination of additions, alterations or repairs to more than 50% of the existing gross floor area within a two-year time. Within the unincorporated San Mateo County SRA area any combination of additions, alterations and/or repairs which trigger a Building Safety Score less than 17 shall require the entire existing building to be installed with an automatic fire sprinkler system. Timelines will be based on the date of the last final fire inspection.
3. Any additions, alterations or repairs within a building that contains an existing automatic fire sprinkler system shall have the automatic fire sprinkler system extended/modified to the area of proposed work.
4. Any change in use or occupancy creating a more hazardous fire/life safety condition as determined by the Fire Marshal requires that an automatic fire sprinklers system shall be installed in the space where the change in use or occupancy is proposed.
5. Any change of use from a non-habitable to a habitable, non-day lighted basement requires the installation of an automatic fire sprinkler system in the proposed habitable basement portion.
6. All automatic fire sprinkler systems shall comply with the current edition of NFPA-13, NFPA-13D, NFPA-13R and any additional National and local standards recognized by the Woodside Fire Protection District.

Exceptions:

1. Seismic, Foundation or Accessibility improvements.
2. Detached group U and group U Agricultural occupancies which do not already have fire sprinklers and do not have living quarters attached.
3. Work requiring only mechanical, electrical, plumbing and/or demolition.
4. Exterior improvements, including windows, roofing or repairs that is reconstruction or renewal for the purpose of maintenance.
5. Work related to damage due to a natural disaster.
6. Mobile/manufactured or factory-built homes constructed or altered on or before March 12, 2011, which were not manufactured with automatic fire sprinklers and are not subject to fire sprinkler requirements.

Section 901.4.4.1 Amended Section 901.4.4.1 is added to read as follows:

Section 901.4.4.1 Additional Fire Protection Systems in Accessory Dwelling Units. An automatic fire sprinkler system may be used in new accessory dwelling units as an alternative, when aspects of the fire code cannot be met in their entirety and when approved by the Fire Marshal.

SECTION 9. CHAPTER 57 ESTABLISHMENT OF LIMITS IN WHICH STORAGE AND DISPENSING OF FLAMMABLE OR COMBUSTIBLE LIQUIDS IN OUTSIDE ABOVE GROUND TANKS ARE PROHIBITED.

The limits referred to in Section 5704.2, 5704.4.2.4, Table 5704.4.2 and Section 5706, of the California Fire Code, in which the storage and or dispensing of flammable or combustible liquids, in outside above ground tanks, shall be limited to the commercial areas within the jurisdiction of the Woodside Fire Protection District. The dispensing, mixing, handling or storage adjacent to or on parcels with R1 and R2 occupancies is prohibited.

Exceptions:

1. Quantities less than 50 gallons
2. Farms, critical infrastructure and construction site uses if determined by the Fire Marshal that the safety of the public is not compromised. The occupancy classification quantities in Chapter 57 shall not be exceeded.

SECTION 10. CHAPTER 61 ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUIFIED PETROLEUM GASES ARE TO BE RESTRICTED.

The limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted in areas which are heavily populated or congested commercial areas within the territory of the Woodside Fire Protection District.

Section 6104.2 Amended Section 6104.2A is added to read as follows:

Section 6104.2A Where Permitted; The storage of liquefied petroleum gas shall not exceed a water capacity of 100 gallons aggregate for any one premise installation within the Woodside Fire Protection District territory where natural gas mains exist.

Exceptions: Installation of Liquefied Petroleum Gas may be permitted if used as a means of emergency standby supply for residential or industrial operations, or used for medical, research, testing, or purposes not suited to the use of natural gas. Such installation shall be in accordance with Chapter 61 of the California Fire Code and all provisions of NFPA 58.

SECTION 11. CHAPTER 56 ESTABLISHMENT OF LIMITS IN WHICH STORAGE, OF EXPLOSIVES AND FIREWORKS AGENTS IS TO BE PROHIBITED.

The storage and handling of fireworks, special effects and pyrotechnics material referred to in Section 5608.1.1 and the California Code of Regulations Title 19, Division 1, Chapter 6 in which storage of explosives and fireworks is prohibited, are hereby established to the entire territory of the Woodside Fire Protection District. Exception: Special permit issued to a licensed pyrotechnic operator by the Fire Marshal.

5608.1 General All professional pyrotechnical devices used for public display, or special effects, shall be in accordance with the applicable provisions of the State of California Code of Regulations, Title 19 and the applicable section of the California Amended Fire Code. Permits for public display and/or special effects shall be obtained by the Fire Marshal.

SECTION 12. CHAPTER 56: EXPLOSIVES AND FIREWORKS

Section 5608.1.1 Amended Section 5608.1.1A is added to read as follows:

Section 5608.1.1A Safe and Sane Fireworks Prohibited. All non-professional fireworks listed by the California State Fire Marshal as “Safe and Sane” are prohibited within the jurisdictional boundaries of the Woodside Fire Protection District.

SECTION 13. APPENDIX B SECTION B105 FIRE-FLOW REQUIREMENTS FOR BUILDINGS.

Section B105.1 Amended ONE- AND TWO-FAMILY DWELLINGS, GROUP R1 AND R2 BUILDINGS AND TOWNHOMES. This section is modified by means of Section B103.

SECTION B105.1 (1) of Appendix B of the California Fire Code pertaining to fire-flow requirements for buildings to be amended at any time due to the rural nature of a water system may be substituted by the following:

SECTION B105.1 FIRE FLOW REQUIREMENTS FOR BUILDINGS

B105.1 One- and Two-Family Dwellings.

The minimum fire flow shall be 1000 gallons per minute for structures 3601 square feet and greater and 750 gallons per minute for structures 1 - 3600 square feet. A water supply for fire protection shall mean a fire hydrant within 600 feet from the building, measured via an approved roadway/driveway, capable of the required fire flow. There shall be no reduction for installation of a fire sprinkler system.

Where a public or private water company is not within 1000 feet of the required fire hydrant location, or the water company cannot provide the required gallons per minute, NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting 2017 Edition may be adhered to for fire flow requirements as an alternate means.

SECTION 14. APPENDIX C FIRE HYDRANT LOCATIONS AND DISTRIBUTION.

Section C103.1 Amended Section C103.2A is added to read as follows:

Section C103.2A Modified Distribution of Fire Hydrants; In rural areas where parcels, with structures, have large road frontages and or long driveways the minimum location of a fire hydrant shall be 600 feet to the structure measured via a roadway or primary driveway as approved by the Fire Marshal.

SECTION 15. APPENDIX D FIRE APPARATUS ACCESS ROADS.

Section D103 Amended Minimum Specifications Section D 103.1A and D103.1B is added to read as follows:

Section D103A Access road with a hydrant: Fire apparatus access roads shall be a minimum of 20 feet in width inclusive of all-weather drivable shoulders.

Section D103B Grade: Fire apparatus access roads or driveways shall not exceed 20 percent in grade.

SECTION 16. PROVISIONS OF THE CALIFORNIA FIRE CODE ESTABLISHING BOARD OF APPEALS.

The following provisions for Appeal per Section 108.1 of the California Fire Code shall be amended as follows:

Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted the applicant may appeal the decision of the Chief by presenting, within 10 days, a written request to the District Board of Directors for a hearing on and a review of such decision appealed. The request shall state the reasons therefore, and the District Board of Directors shall, within 30 days of the receipt of same, hold a hearing, and may, if they determine that the circumstances appear to justify such action, modify, vacate, or affirm the decision.

SECTION 17. PROVISIONS ADDED TO CALIFORNIA FIRE CODE.

The following provisions shall be added or amended to read as follows:

Section 104.10 Amended The following is hereby added to Section 104.10 Chapter 1, of the California Fire Code:

Section 104.10 Authority to Photograph or Otherwise Record Investigations.

The Chief or his duly authorized representative may make such audio, visual or other recordings including photographs, video tapes, audio tapes, diagrams, drawings, sketches, and the like, in connection with the investigation of any actual or alleged violation of this Code or in connection with the investigation of any incident as authorized by this Code.”

SECTION 18. FEES

The Board of Directors may, by resolution, establish a schedule of fees to be charged and collected for reviewing plans and specifications, inspection services performed, for the issuance of permits and event stand by services. Such schedule, when adopted, shall be incorporated by reference as a part of this code as fully as if set forth at length herein. Two copies of such resolution shall be kept on file in the office of the Fire Chief of the Woodside Fire Protection District and shall be available for public inspection.

SECTION 19. VIOLATIONS

- A. Any person who shall violate any of the provision of the Fire Code hereby adopted or fails to comply therewith, or who shall violate or fail to comply with an order made there under, or who shall build in violation of any detailed statement or specifications or plans submitted and approved there under, or any certificate or permit issued there under, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the District Board or by a court of competent jurisdiction, within the time fixed therein, shall severally for each and every such violation and non-compliance respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment for not more than six (6) months, or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violation or defects within a reasonable time; and when not otherwise specified, each day that any such prohibited conditions are maintained, shall constitute a separate offense.
- B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

SECTION 20. VALIDITY

The Woodside Fire Protection District Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Code of Standards hereby adopted be declared for any reason to be invalid, it is the intent of the Woodside Fire Protection District Board of Directors that it would have passed all other portions of this ordinance independent of the elimination here from of any such portion as may be declared invalid.

SECTION 21. REPEAL OF CONFLICTING ORDINANCES.

Ordinance No. 11 of the Woodside Fire Protection District shall be and is hereby repealed.

SECTION 22. DATE OF EFFECT.

This ordinance shall be published once in the Country Almanac and shall be effective upon the expiration of 30 days from its adoption.

Regularly passed and adopted this day of January 2020 by the following vote:

YES, and in favor of said ordinance:

Directors:

Matt Miller

Randy Holthaus

Patrick Cain

RESOLUTION NO. _____-2020

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY TO RATIFY ORDINANCE NO. 12 OF THE
WOODSIDE FIRE PROTECTION DISTRICT**

WHEREAS, the California Health and Safety Code Section 13869 provides that a fire protection district may adopt a fire prevention code by reference; and

WHEREAS, pursuant to California Health & Safety Code, a fire district may adopt standards and amendments relating to fire safety that are more stringent than those standards and requirements adopted by the International Fire Code and the California Amendments; and

WHEREAS, the Woodside Fire Protection District (“WFPD”) adopted Ordinance No.12 on January 27, 2020, adopting by reference the International Fire Code and the California Amendments and adopting locally determined standards and amendments; and

WHEREAS, California Health & Safety Code Section 13869.7 requires the WFPD upon the adoption of standards, additions and amendments to transmit the ordinance to the Town of Portola Valley (“Town”), which may ratify, modify or deny the ordinance; and

WHEREAS, the WFPD’s ordinance is not effective in Town until ratified by the Town; and

WHEREAS, the WFPD has requested ratification of Ordinance No. 12; and

WHEREAS; pursuant to Chapter 15.16 [Fire Protection District] of Title15 [Building and Construction] of the Portola Valley Municipal Code, the Town can ratify the WFPD’s Ordinance No. 12 by resolution; and

WHEREAS, the Town Council has reviewed the additions and amendments adopted by the Fire District and finds the standards, additions and amendments to be in the public interest.

NOW, THEREFORE, the Town Council of the Town of Portola Valley, hereby ratifies Ordinance No. 12 of the Woodside Fire Protection District attached hereto as Attachment 1, adopted by the Woodside Fire Protection District Board January 27, 2020 and adopting by reference the 2018 International Fire Code, including the 2019 California Amendments.

REGULARLY PASSED AND ADOPTED this 26th day of February, 2020. This resolution shall go into effect immediately or as soon as Ordinance No. 12 goes into effect, which ever date is later.

Jeff Aalfs, Mayor

ATTEST

Sharon Hanlon, Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: February 26, 2020

RE: PV Palooza Sponsorship

RECOMMENDATION

Staff recommends that the Town Council adopt a resolution authorizing a one-time exemption from the Town's event sponsorship prohibition for the PV Palooza music festival.

BACKGROUND

The Cultural Arts Committee has begun planning for a new music event called PV Palooza (Attachment 1). Tentatively scheduled for late July, PV Palooza is an all-day music festival featuring local musicians from Portola Valley and Woodside. Two states would support the event, and local youth would be invited to play on a third side stage. The CAC is also considering local art exposition, as well as food and beverage service.

At the January 22 Town Council meeting, CAC representatives shared their plans with the Council, who enthusiastically commented on the plans.

At their February 12 meeting, the Town Council indicated support for a one-time exemption to the Town's prohibition on event sponsorship in order to determine its feasibility as a financial/material support tool for Town events.

DISCUSSION

The attached resolution (Attachment 1) grants a one-time exemption to the Town's event sponsorship rules.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of this resolution.

ATTACHMENT

1. Resolution

A handwritten signature in black ink, appearing to be 'Jeremy Dennis', is located at the bottom right of the page.

RESOLUTION NO. _____-2020

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
AUTHORIZING A ONE-TIME EXCEPTION TO THE TOWN’S EVENT SPONSORSHIP
POLICY FOR THE PV PALOOZA MUSIC FESTIVAL.**

WHEREAS, the Town of Portola Valley holds a variety of events celebrating music, the arts, and science, and;

WHEREAS, the Town’s Commission and Advisory Committee Policies & Procedures Handbook prohibits financial and material sponsorship of Town-held events, and;

WHEREAS, the Cultural Arts Committee wishes to hold a music festival entitled “PV Palooza” that will host local bands in an all-day event, and;

WHEREAS, “PV Palooza” is well-suited to utilize sponsorship support from local businesses and residents alike, and;

WHEREAS, the Town Council wishes to see if such sponsorship is feasible to both support events and can be established in a tasteful manner;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Portola Valley, California, that the Town of Portola Valley authorizes a one-time exception to the town’s event sponsorship policy for the PV Palooza music festival.

Passed and adopted by the Town Council of the Town of Portola Valley, California, at a meeting thereof held on the 26th Day of February, 2020, by the following vote of the members thereof:

REGULARLY PASSED AND ADOPTED this 26th Day of February, 2020.

Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Laura Russell
Planning and Building Director

DATE: February 26, 2020

RE: Environmental Review Consultant, Neely Winery, Spring Ridge, LLC
Conditional Use Permit Amendment

RECOMMENDATION

Staff recommends that the Town Council

1. Adopt a resolution to enter into a contract with MIG for the preparation of environmental analysis, review of the project's suitability for a Categorical Exemption, and preparation of an Exemption memo if it is deemed appropriate.
2. Approve a budget for the work of \$45,456

BACKGROUND

In December 2018, Spring Ridge, LLC (Applicant) submitted an application for an amendment to an existing Conditional Use Permit (CUP) for additional land uses associated with the winery located at 555 Portola Road. The Planning Commission conducted preliminary review of the proposal on April 17, 2019, November 6, 2019, December 4, 2019, and February 5, 2020. The applicant has revised their proposal several times throughout the process.

DISCUSSION

Staff solicited consultants in January to conduct review of the proposed project under the California Environmental Quality Act (CEQA). Two firms replied to the Town's Request for Proposals including MIG and Placeworks. While both firms are highly qualified to undertake this work, staff recommends MIG because of their approach to the project. MIG recommends three studies to assess the potential for environmental impacts: a Noise Impact Assessment Report, Traffic Operations Report, and Biological Resources Report. The traffic analysis shall be completed by Hexagon while the other two studies would be completed in-house at MIG.

After the studies are completed, MIG will complete an assessment of the project's suitability for a Categorical Exemption. Once all documentation is complete, MIG will coordinate with staff and the Town Attorney to determine whether an exemption is appropriate for the

project. If so, MIG will prepare a memo with the complete analysis. If a Categorical Exemption is not found to be appropriate, staff and the consultant will determine appropriate next steps.

The proposed budget for the analysis is \$45,456, which includes a \$5,249 contingency. The contingency will only be used with written authorization by staff.

FISCAL IMPACT

The Town's policies require that the applicant pay the full cost of the environmental review. The budget of \$45,456 will be fully reimbursed by the applicant.

ATTACHMENTS

1. Resolution
2. Agreement with MIG

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. _____-2020

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
APPROVING A CONTRACT WITH MIG FOR THE ENVIRONMENTAL REVIEW OF THE
SPRING RIDGE, LLC, NEELY WINERY CONDITIONAL USE PERMIT
AMENDMENT PROJECT**

WHEREAS, the Town of Portola Valley has received an application for a Conditional Use Permit amendment to add additional uses to the property at 555 Portola Road, and;

WHEREAS, environmental review of the project is required under the California Environmental Quality Act, and;

WHEREAS, The Town solicited consultants in January 2020 and received proposals from two firms, and;

WHEREAS, Town staff is recommending to the Town Council that it approve a contract with MIG, to be paid by the applicant, in the amount of \$45,456.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Portola Valley, California, that a contract for environmental review for the Spring Ridge, LLC Neely Winery project be awarded to MIG.

Passed and adopted by the Town Council of the Town of Portola Valley, California, at a meeting thereof held on the 26th Day of February, 2020.

REGULARLY PASSED AND ADOPTED this 26th Day of February, 2020.

Mayor

ATTEST:

Town Clerk

**AGREEMENT FOR
ENVIRONMENTAL REVIEW SERVICES**

THIS AGREEMENT is made and entered into this ___ day of _____, _____ by and between the Town of Portola Valley, a municipal corporation, ("Town") and MIG, Inc. ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide environmental review services to the Town, as described in more detail in Exhibit A. Consultant will work with the Town to analyze the Spring Ridge LLC application for a Conditional Use Permit amendment under the California Environmental Quality Act.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed on a timely, regular basis in accordance with the Schedule of Performance attached hereto as Exhibit B.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect until the services required

hereunder have been satisfactorily completed by Consultant, unless earlier terminated pursuant to Section 17, below.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit C, to a maximum of forty-five thousand, four hundred fifty six (\$45,456). The Town also agrees to compensate Consultant for its out-of-pocket expenses to the extent authorized in Exhibit C. In no event shall the total compensation and costs payable to consultant under this Agreement exceed the sum of forty-five thousand, four hundred fifty six (\$45,456), unless specifically approved in writing by the Town Council.

7. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed after each task is completed as set forth in Exhibit B. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

8. REPRESENTATIVE. Barbara Beard is hereby designated as the representative of Consultant authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Barbara Beard were a substantial inducement for Town to enter into this Agreement. Therefore, Barbara Beard shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Consultant without the express written approval of the Town.

9. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town.

12. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

13. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1 To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees, agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive

completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

14.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit D entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

17.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

18. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA.94028
Fax: (650) 851-4677

To Consultant:

MIG, Inc.
2055 Junction Ave. Suite 205
San Jose, CA 95131
Fax: (650) 327-4024

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

23. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

24. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by

a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

TOWN:

By: _____
Mayor

CONSULTANT:

By: Paula Hartman
Name (printed): Paula Hartman
Title: Principal
EIN _____

ATTEST:

Town Clerk

C. SCOPE OF WORK

PROJECT UNDERSTANDING

The Town of Portola Valley (Town) has received a CUP amendment application to allow wine tasting, on-site sales, and events at Spring Ridge Winery, located at 555 Portola Road. The overall site is 229 acres and includes residential and winery uses. The zoning for the parcel is R-E/3.5A/SD-2/D-R and the General Plan designation for the location of the proposed project is Proposed Community Preserve – Meadow Preserve.

The proposed additional uses would be located at an existing, approximately 2,474 square foot agricultural building in the far northeast corner of the property. Ingress and egress would be provided via a driveway that connects to Portola Road on the eastern side of the property.

It is MIG's understanding the CUP amendment application would limit wine tasting at Spring Ridge Winery to reservations made:

- Monday through Thursday, from 10:00 AM to 7:00 PM with a maximum of 30 visitors per day;
- Friday through Sunday, for a maximum of 16 hours per week and an average of 12 visitors per hour; and
- Special events.¹

The Town is continuing to work with the Applicant to refine the scope and scale of the events permitted. For example, the amended CUP may permit special events, but they would be subject to certain restrictions (e.g., wine club members only). Weddings and commercial events would not be permitted activities in the CUP amendment, and amplified music would not be allowed.

Minor physical improvements are proposed to the site to help facilitate the activities requested in the CUP amendment, such as 12 additional gravel parking spaces, lighting, and a new sign. Overflow parking may also be included in an existing field.

The Town is requesting proposals for the preparation of environmental analysis and a review of the project's suitability for a Categorical Exemption (CE), and preparation of an Exemption memo (should one be appropriate) in accordance with the provision of CEQA for a CUP Amendment to allow the proposed activities.

APPROACH TO CEQA DOCUMENTATION

MIG's proposed approach to the investigation of the project's suitability for a categorical exemption considers the existing uses of the project building and site, the General Plan designation of Proposed

Community Preserve – "Meadow Preserve", and the activities proposed under the CUP amendment application. The Town, as the CEQA lead agency, needs to prepare carefully considered, technically accurate, and legally defensible CEQA documentation for this project. In this light MIG is proposing the preparation of several technical reports on which to base the assessment of potential project impacts. Our scope of work includes the preparation of the following reports:

- Noise Impact Assessment Report
- Traffic Operations Report
- Biological Resource Report

MIG will prepare the Noise Impact Assessment and Biological Resource Report with our in-house experts. Hexagon Transportation Consultants will prepare the Traffic Operations Report. Each report is listed as a separate task in our scope of work and budget in the event the Town wishes to modify our proposed approach or scope of work. We are proposing scopes of work for each report that would support an Initial Study should it be determined that the project is not eligible for a CE. The Noise Report and Traffic Operations Report both present a thorough approach to the environmental documentation by recommending the collection of 24-hour noise measurements and new traffic counts to support environmental evaluation.

MIG will provide the draft reports for Town review and comment and then prepare final reports which would be used in evaluating the project's eligibility for a CE. The reports would include impact analysis based on commonly used Thresholds of Significance so they may be used for the preparation of an Initial Study should one be required.

MIG will prepare a thorough assessment of the project's suitability for a CE. Our memo report will provide a project description, a summary of the results of the technical reports, and a discussion of whether any of the exceptions that defeat the use of a categorical exemption apply to the project (CEQA Guidelines Section 15300.2) including: 1) a contribution to cumulative impacts; 2) a significant effect on the environment due to unusual circumstances; 3) damage to scenic resources with an officially designated scenic highway; 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code; 5) cause a substantial adverse change in the significance of a historical resource.

Once the documentation is complete, we will coordinate with Town staff and the Town attorney to determine whether an exemption is appropriate for the project.

¹ The applicant has revised the proposed number and type of events. The project description will include the latest proposal.

As the RFP notes, there is a high level of community interest in the project. Our scope anticipates the need to maintain very careful documentation and records of our research so the Administrative Record for the CEQA evaluation is well organized and accessible.

Because the proposed project (as currently defined) is anticipated to have minimal ground disturbance, we have not included a cultural resource records search in our scope. Should the Town desire a records search be conducted to document known cultural resource locations within a ¼ to ½ mile of the project site, MIG's archaeologist is capable of ordering a records search through the Northwest Information Center.

WORK PLAN

Below is our scope of work, designed to provide flexibility in the preparation of the CEQA documentation for this project by including tasks for the CE as discrete work products that could be modified should the Town wish.

We propose the following tasks:

Task 1. Project Initiation / Kick-Off Meeting

Upon authorization to proceed, MIG will coordinate a project kick-off meeting with Town staff. The kick-off meeting could include a group site visit and a meeting to discuss: 1) Roles and responsibilities and lines of communication; 2) Identify project data needs and main CEQA issues; 3) Discuss potential Categorical Exemption categories; and 4) Confirm project deliverables.

During this task MIG staff would prepare a comprehensive data request outlining the information needed from the Town and the Applicant to support the CEQA analysis. MIG would begin to collect relevant data and project information (documents, maps, reports, etc.).

Task Deliverables:

- *Kick-Off Meeting and meeting minutes*
- *Data Request (electronic copy only)*

Task 2. Prepare Project Description

An accurate and comprehensive project description will be needed to guide the technical reports as well as to support the CE evaluation. MIG will prepare a draft Project Description for Town review and approval, respond to Town comment and provide a final Project Description. The Project Description will be supported with maps, project plans, and graphics as needed.

² The technical noise report would evaluate the project for consistency with the Town's exterior noise-level standard for residential land uses contained in Table 9.10-1 of the Town Municipal Code and Table 3, Non-Transportation Noise Standards, of the General Plan Noise

Task Deliverables:

- *Draft and Final Project Description (electronic copy only)*

Task 3. Noise Impact Assessment Report

MIG is proposing the preparation of a standalone technical noise report for the proposed project to support the project's review under the CEQA. The noise assessment would support an Initial Study, should one be needed.

MIG would prepare a clear and concise Noise Impact Assessment Report, consistent with Town of Portola Valley requirements and the CEQA Guidelines. The Noise Assessment Report would:

- Present ambient noise measurement results;
- Discuss the existing noise and vibration environment in the project vicinity and applicable Town standards, including General Plan policies related to noise;²
- Quantify any construction noise and vibration levels at sensitive receptor locations;
- Evaluate potential on-site operational noise levels resulting from project noise sources such as traffic, parking areas, and human activities including conversations;
- Quantify potential off-site operational noise levels resulting from project-related increases in traffic, if any, on local roadways; and
- Evaluate potential airport-related noise hazards.

MIG proposes to conduct short-term and long-term (up to 24-hour) ambient noise monitoring at up to three locations to adequately describe the existing noise environment in the project area and at sensitive receptor locations.

We have allocated time in the budget to consult with the Town on the locations of where the noise monitors should be set-up and to ensure we have a clear understanding of the Town's objectives for the noise report. This consultation budget will also allow us to explain the results of the noise report should that be necessary.

Construction Noise: At this point it is unclear how extensive any outside construction may be other than the creation of 12 new gravel parking spaces and installation of lighting. Additional construction could include stormwater runoff controls, landscaping, pathways, hardscape, etc. Our scope of work includes the assessment of construction noise in the event it is

Element (the standard will reflect a 5 dBA penalty for noise consisting primarily of speech, per footnote b) in the table).

a potential short-term impact. The noise analysis would identify typical construction equipment sound levels for any construction that may be anticipated, quantify peak and typical construction activity noise levels, and, if necessary, identify best management practices to reduce the magnitude of potential construction noise impacts to less than significance.

Operational Noise: MIG anticipates the proposed project would generate operational noise from potential on- and off-site sources such as traffic, parking areas, and customer conversations. MIG would estimate the noise levels resulting from these sources at nearby sensitive receptor locations and compare project noise levels to applicable Town standards. If necessary, MIG would identify measures to reduce project-noise levels at nearby sensitive receptor locations (e.g., residential receptors north of the project site, at 683 Portola Road, and east of the project site along Stonegate Road).

If traffic volumes warrant it, MIG proposes to use the Federal Highway Administration (FHWA) Traffic Noise Model, Version 2.5, to estimate pre- and post-project noise levels on roadways affected by project traffic (presumed to be up to four roadway segments). MIG would also estimate potential noise associated with typical vehicular operation in parking lots using equations contained in the Federal Transit Administration's *Transit Noise and Vibration Impact Assessment Handbook*.

Sound levels generated by conversation are dependent on a number of factors, including the direction of the speech, the number of people talking at once, the venue (e.g., indoors or outdoors), and the individuals' voice effort. MIG would evaluate different sources (e.g., noise models, research papers, etc.) to provide the appropriate justification for the potential noise levels attributable to patron noise at the project site.

Since the Town is still working with the Applicant to finalize the CUP amendment application, MIG has allocated time and budget for early consultation with the Town and/or Applicant to discuss the special events (e.g., ending time, if non-amplified musical instruments would be allowed, etc.), where the noise sources would be located, and the noise standards applicable to the project. Clear identification of these parameters is paramount in ensuring the analysis accurately evaluates the activities proposed in the CUP amendment. Preliminarily, MIG anticipates project and site design features (e.g., event hour limitations, temporary or permanent sound barriers, etc.) would be required for the project to meet the Town's exterior noise level standards.

The Noise Impact Assessment Report would include an executive summary, basic project description, an environmental and regulatory setting, and an impact assessment. The report would be supported with graphics and technical appendix materials as

necessary. MIG would respond to one round of consolidated comments from the Town before finalizing the Technical Noise Report for submittal to the Town of Portola Valley. We have allocated budget for only one round of comments on a draft report; should MIG need to respond to more than one round of comments additional budget may be required.

Task Deliverables:

- *Draft and Final Noise Impact Assessment Report (electronic copy only)*

Schedule: MIG proposes to provide the Draft Noise Impact Assessment Report within five weeks from Town completion of the draft Project Description (see Task 2) and would provide the Final Noise Impact Assessment Report within one week of receiving comments back on the draft report. Completion of the Noise Impact Assessment is dependent on traffic count data and trip generation data being available from Hexagon.

Task 4. Traffic Operations Report

Hexagon will prepare a traffic study that will evaluate traffic operations effects of the project on Portola Road on weekdays and weekends for both typical business days and event days. The study time periods will be confirmed with Town staff following finalization of the winery's operating plan. The study will also evaluate driveway operations and vehicle parking demand.

The tasks to be included in study are as follows:

1. Site Reconnaissance and Existing Observations.

The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, traffic control devices, and surrounding land uses. Observations of existing traffic conditions in the immediate vicinity of the project site will be made to identify any operational deficiencies.

2. Data Collection. Hexagon will conduct hourly tube counts at one location on Portola Road adjacent to the project site for a period of one week. The weeklong data collection will enable analysis of multiple time periods to be determined based on the winery's operating plan. Once the analysis periods are determined, Hexagon will conduct manual counts at the location to collect bicycle traffic on Portola Road and pedestrian traffic. The scope assumes up to four 2-hour bicycle counts will be collected.

3. Project Trip Estimates. The traffic generated by the proposed tasting room will be estimated based on the provided winery operation information (i.e. business hours, number of visitors and events). Peak-hour and daily project traffic will be estimated for up to four time periods that reflect traffic conditions on weekdays and weekends for both typical business days and event days. The project trips will be

assigned to the surrounding roadway network based on the existing travel patterns in the study area, freeway access points, and the relative locations of complementary land uses.

4. Traffic Operation Effects on Portola Road.

Project-generated traffic will be compared to the existing Portola Road traffic counted adjacent to the project site. The effect of project traffic on Portola Road will be evaluated for up to four analysis periods that reflect traffic conditions on weekdays and weekends for both typical business days and event days.

5. Driveway Operations. The traffic data collected in the above tasks will be used to evaluate the operations of the site driveway. Sight distance at the driveway will also be evaluated. In addition to evaluating driveway vehicle safety and the project's effect on vehicle traffic on Portola Road, the trail crossing of the project driveway will be analyzed to identify potential hazards to pedestrians, cyclists, and equestrians.

6. Parking Demand. The parking demand for the project will be estimated based on the Town Parking Code and the provided operation information. Peak parking demand will be evaluated for typical business days, and special events. We will provide a qualitative assessment of the potential for overflow parking.

7. Report Preparation. Our findings and recommendations will be summarized in a draft memorandum report. Hexagon will respond to one round of editorial comments from MIG and Town staff with no more than 8 hours of staff time to respond to the comments and prepare a final report.

Optional Task - Response to Additional Rounds of Comments: Hexagon will respond to an additional round of editorial comments from MIG and Town staff up to \$1,000 of labor.

Additional Services: Any work not specifically referenced in the above Scope of Services – for example (but not limited to) analyzing a modified project description or project alternatives, analyzing intersection levels of service, collecting average daily traffic volume data (i.e., tube counts) for multiple locations, analyzing more than four time periods/project scenarios, attending meetings, or responding to public comments or Planning Commission comments– shall be considered additional services. Additional services shall be provided upon authorization and will require additional budget and time.

Schedule: Barring any unforeseen delays, a draft traffic report will be submitted approximately five weeks after authorization to proceed. The final report will be delivered one week after receipt of all comments.

Task Deliverables:

- *Draft and Final Traffic Operations Report (electronic copy only)*

Task 5. Biological Resources Technical Memorandum

The biological analysis for CEQA will be supported by a technical memorandum that reports the results of project-specific research. The project is within a developed area, but adjacent to open spaces that support wildlife, including possibly special-status species. The Biological Resources Technical Memorandum will report the results of database research and a site visit to document the biological setting and habitats within the project impact area. It will provide a response to the CEQA checklist questions pertaining to biological resources, and it will include recommendations to avoid significant impacts to biological resources as determined necessary. It will include a summary of any federal, state, and local policies protecting biological resources triggered by project impacts.

Schedule: The Biological Resources Technical Memo will be completed five weeks from the completion of the Project Description.

Task Deliverables:

- *Draft and Final Biological Resources Technical Memorandum (electronic copy only)*

Task 6. Categorical Exemption Memo

Upon completion of the three technical reports MIG will prepare a thorough assessment of the project's suitability for a categorical exemption. Our memo report will provide the Project Description, a summary of the results of the technical reports, and a discussion of whether any of the exceptions that defeat the use of a categorical exemption apply to the project (CEQA Guidelines Section 15300.2) including: 1) a contribution to cumulative impacts; 2) a significant effect on the environment due to unusual circumstances; 3) damage to scenic resources within an officially designated scenic highway; 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code; 5) cause a substantial adverse change in the significance of a historical resource.

Schedule: The CE memo will be completed two weeks from the completion of the last technical report.

Task Deliverables:

- *Draft and Final CE Memo (electronic copy only)*

Task 7. Coordination with Town

Upon completion of the CE memo, MIG will coordinate with the Town staff and Town attorney to

determine whether an exemption is appropriate for the project. We have allocated 6 hours for this task, assuming it consists of one or more conference calls, and possibly additional support through additional minor research or documentation.

Task 8. Meeting and Hearings

Our budget includes attendance at two meetings. The first meeting is the kick-off meeting described and budgeted for in Task 1. This task, Task 8, includes time to attend one public hearing (preparation, travel, and attendance time). The cost for MIG's Senior Project Manager to attend additional meetings would be \$1,140 (\$190/hr. x 6 hours) (2 hours preparation, 2 hours travel, 2 hours meeting duration).

Hexagon's scope of work does not include attendance at any meetings.

Task 9. Project Management

The MIG Senior Project Manager will be the point of contact with the Town and will keep the Town apprised of project progress. If issues arise that will affect the schedule or budget, the Senior Project Manager will immediately inform the Town and discuss the best approach to resolving issues.

MIG has allocated budget for client communication, staff coordination and management of Hexagon's contract and scope of work to ensure we can communicate clearly and effectively. Additionally, this budget covers implementing our quality control review process and administrative time for contracting.

SCOPE OF WORK ASSUMPTIONS

In preparing this scope of work, MIG has made the following assumptions regarding the proposed project, available data, and approach to environmental review:

1. The Town will make reasonable attempts to respond to all requests for technical information necessary to prepare adequate technical reports evaluating the potential noise effects of the project.
2. Noise Monitoring: This scope of work assumes long-term noise monitoring at and adjacent to the project site at up to three (3) sites (10 hours of total staff time, inclusive of travel). Additional monitoring may be subject to additional time and labor which MIG would request authorization for prior to conducting additional field work.
3. MIG's SOW includes an evaluation of standard construction noise using standard noise propagation and attenuation equations. MIG's SOW does not include the use of any graphical modeling or evaluation

of atypical or unusual construction noise or vibration sources.

4. MIG's SOW includes an evaluation of off-site traffic noise sources (up to 4 roadway segments) using standard noise propagation and attenuation equations.
5. Project Changes: The scope does not cover new or revised analysis needed to address substantial changes to project design or variables made by the applicant or its design team after the start of work, such as changes in trip generation rates.
6. Administrative Drafts: MIG has allocated budget for responding to one round of Town comment (on each deliverable) before finalizing the report. Should the Town require more than one round of review, MIG may request additional budget.
7. Schedule Delay: Our budget estimate is based on the project schedule presented in this proposal. Should the project experience long delays, or experience multiple start and stops, MIG may reserves the right to request additional funds to cover the starting and stopping of work and for extended contract management.

Exhibit B

D. SCHEDULE

MIG's proposed schedule is presented in Table 1. MIG proposes to start work immediately upon receiving authorization to proceed and would complete the CE investigation (through Task 7) within 16 weeks from start of work.

We have allocated two weeks for the preparation of the draft Project Description to account for time to receive data request information. If all project information is available at the start of work, the Project Description can be prepared in a shorter time period. Preparation of the technical reports will occur concurrently with preparation of the Project Description, but the technical reports schedule will be dependent upon completion of a final Project Description. Completion of the Noise Impact Assessment is dependent on traffic count volumes and the results of Traffic Operations Report.

Table 1
Schedule for Deliverables

Task or Deliverable	Weeks to Complete	Total Weeks
Task 1: Initiate Project, Schedule Kick-off Meeting, Delivery of Data Request	5 days from Authorization to Proceed	1
Task 2: Prepare Draft Project Description	2 Weeks	3
<i>Town Review of Admin. Draft Project Description</i>	2 Weeks	5
Prepare Final Project Description	1 Week from receipt of Town Comments	6
Tasks 3, 4 & 5: Noise Impact Assessment Report, Traffic Operations Report, Biological Resources Memo	5 Weeks from preparation of Draft Project Description ^A	8
<i>Town Review of Draft Technical Reports</i>	2 Weeks	10
Prepare Final Technical Reports	1 Week from receipt of Town Comments	11
Task 6: Prepare Admin Draft CE Memo	1 week from completion of Technical Reports	12
<i>Town Review of Admin Draft CE Memo</i>	2 Weeks	14
Prepare Final CE memo	1 week from receipt of Town comments	15
Task 7: Coordination with Town on CE	1 week from finalization of CE memo	16
Task 8: Meeting/Hearing	<i>Town Discretion</i>	---

Preparation of the draft technical reports is estimated to take 5 weeks each, and the final reports will be completed within one week of receiving Town comments on the drafts. We have allocated two weeks for the Town to review each work product deliverable. Once all the technical reports are complete, the CE memo can be prepared which is estimated to take an additional week from when the technical reports are finalized.

Our ability to prepare the Project Description, technical reports, and CE memo hinges on the availability of all necessary project information identified in the data request.

E. BUDGET

MIG will perform the services outlined in this scope of work for the fees summarized in the cost table below. The cost table is based on our understanding of the project and the limitations identified above as factors triggering an increase in cost. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify the Town immediately to discuss modifications to the scope of services and/or project fees.

Contingency Fee/Optional Tasks: Table 2 shows a MIG 10% Contingency Fee which could be added to the budget to allow us to respond to unanticipated tasks without requesting additional services. The Contingency Fee would not be used without prior authorization from the Town. Hexagon has an Optional Task of responding to more than one round of comments to the traffic report. With a MIG 10% contingency fee and Hexagon \$1,000 optional task, the CE would be \$45,456.

Table 2 Project Cost by Task

Task	Total Hours	Total Cost
1) Project Initiation	25	\$3,405
2) Project Description	14	\$1,530
3) Noise Impact Assessment Report	54	\$8,550
4) Traffic Operations Report (Hexagon) – See Table 3 for Breakdown by Task	0	\$12,775
5) Biological Resources Technical Memo	49	\$5,220
6) CE Documentation Memo	22	\$2,690
7) Town Coordination	6	\$1,170
8) Hearings	6	\$1,170
9) Management	18	\$3,110
TOTAL MIG Labor Hrs	194	
TOTAL MIG Labor Cost (No Hexagon)		\$26,845
TOTAL MIG Labor Cost (w/ Hexagon)		\$39,620
Total MIG Expenses		\$587
TOTAL BASE COST (Labor + Exp)		\$40,207
MIG Optional 10% Contingency Fee		\$4,249
Hexagon Optional Task: Response to Additional Rounds of Comments		\$1,000
Grand Total: Base Fee + Contingency/Optional Fees		\$45,456

Table 3 Hexagon Cost by Task

Portola Road Winery CUP Amendment Project			Direct Expenses (travel, counts)	Hexagon Total Cost
	Hours	Cost		
1. Site Reconnaissance and Existing Observations	5.0	\$625	\$70	\$695
2. Data Collection	2.5	\$305	\$850	\$1,155
3. Project Trip Estimates	11.0	\$1,895		\$1,895
4. Traffic Operation Effects on Portola Road	8.0	\$1,180		\$1,180
5. Driveway Operations	6.0	\$930		\$930
6. Parking Demand	8.0	\$930		\$930
7A. Draft Report	32.0	\$4,950		\$4,950
7B. Final Report (1 round of comments/responses)	8.0	\$1,040		\$1,040
Total Base Fee	78.5	\$11,855	\$920	\$12,775
<i>Optional Task: Response to Additional Rounds of Comments</i>	<i>0.0</i>	<i>\$0</i>		<i>\$1,000</i>
Total Base Fee + Optional Task				\$13,775

EXHIBIT D

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

1.1 Insurance Services Office Form No. CG 0001 covering General Liability and Commercial General Liability on an "occurrence" basis.

1.2 Insurance Services Office Form No. CA 0001 covering Automobile Liability, Code 1 (any auto), Code 8 (hired autos) or Code 9 (non-owned autos), if Consultant has no owned autos.

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. MINIMUM LIMITS OF INSURANCE. Consultant shall maintain limits no less than:

2.1 Comprehensive General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) combined single limit per claim and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 Automobile Liability. One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 Workers' Compensation and Employers Liability. Workers' compensation limits as required by the Labor Code of the State of California. One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

2.4 Errors and Omissions Liability. Two Million Dollars (\$2,000,000) per occurrence.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officials, employees, agents and contractors.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provision set forth in subsection 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates, amendatory endorsements, and actual policies of insurance effecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

Town of Portola Valley
Attn: Town Clerk
765 Portola Road
Portola Valley, CA 94028

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: February 26, 2020

RE: Council Priorities Study Session, FY 2020-21

RECOMMENDATION

Staff recommends that the Town Council:

1. Accept a status update on the current Council Priorities
2. Provide staff with initial feedback on their priorities for Fiscal Year 2020-21

BACKGROUND

For the past four years, the Town Council has adopted “Council Priorities” that are used, in part, to develop the budget.

DISCUSSION

FY 2019-20 Council Priorities

The council adopted six priorities with a number of associated projects (Attachment 1):

1. Sustainability
2. Strategic Housing Plan Implementation
3. Continuation of Resident Resiliency
4. Communications and Community Engagement
5. Health of Town Resources
6. Strategic Planning Efforts

Staff anticipates completed the majority of the chief projects associated with the six priorities in this fiscal year.

FY 2020-21 Council Priorities

In order to construct the most useful priorities document for next fiscal year, staff seeks input and guidance from the Town Council on topics wished for inclusion in next year's priorities.

Staff has created the below list to assist with this process. This list is neither exhaustive nor intended to recommendation as-is; rather, staff hopes it is a useful starting place for a Council conversation:

1. Strategic Housing Plan Implementation
 - a. Determination of Expenditures for Inclusionary Housing Funds
 - b. Further Expansion of the Affiliated Housing Program
 - c. Adoption of a Housing Preference Program for Town units
2. Resident Resiliency
 - a. Wildfire emergency preparedness
 - i. Implementation of remaining Wildfire Preparedness Committee recommendations
 - b. Town Committee Revitalization
 - i. Use of new Communication position to support Town Committees
 - ii. Continued focus on Town Committee support/recruitment
 - c. Expansion of the linkages between residents and communications tools
 - d. Neighborhood watch program support continued
 - e. Explore with Emergency Preparedness Committee viability of Town Center Facilities in emergency scenarios and how Town can support community (i.e., smoke, heat events, power outages)
 - f. Add wildfire preparation issues to Town committees current processes/reviews
3. Communications and Community Engagement
 - a. Website update implementation
 - b. Outreach on code enforcement issues
 - c. Continued resident engagement and outreach
 - d. PV Connect – Phase II engagement
4. Health of Town Resources
 - a. Pension Trust Fund
 - b. Town Policies
 - i. Review and recommend updates to Town Center Use Policies and Applications
 - ii. Ensure Town policies and procedures are in line with current practices and laws
 - c. Review town contracts and insurance requirements

- d. Ensure Town fees are in line with current practices and updated annually per Consumer Price Index.
5. Strategic Planning Efforts
 - a. General Plan
6. Sustainability
 - a. Capitalize on BayRen and Peninsula Clean Energy programs focused on building efficiency, electrification and EV charging stations
 - b. Research and develop potential program related to connection and opportunities amongst energy efficiency, EV charging, battery backup and emergency preparedness
 - c. Continue work on Smart Water Meter implementation and expand to alternatives depending on outcome of CPUC Rate Case
 - d. Engagement, education and outreach

Staff is recommending that fewer projects be identified and assigned to priorities than previous years, as staff is expecting:

- A significant number of major land-use projects that will limit Planning and Building's ability to work on additional major projects
- New work, such as maintenance of open space properties, budget involvement by managers, and an uptick in resident service requests and event support that reduce available staff time

Committee Requests

As some committees are expected to meet after this staff report is finalized, staff will present all received committee suggestions at the Council meeting.

Next Steps

After receiving input from the Council, staff will finalize the recommended FY 2020-21 Council Priorities document for adoption in April/May.

FISCAL IMPACT

There is no fiscal impact from accepting the status update report. There is potential for significant fiscal impact should the Council adopt priorities that result in major projects; however, adoption of priorities does not preclude the Council from reviewing any new costs in either the upcoming budget process or as one-off items brought to the Council for approval at a later date.

Approved by: Jeremy Dennis, Town Manager



There are no written materials for Council Liaison Committee and Regional Agencies Reports

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – February 13, 2020

1. Agenda (Canceled) – Trails & Paths Committee – Tuesday, February 18, 2020
2. Agenda (Canceled) – Planning Commission - Wednesday, February 19, 2020
3. Notice of Town Hall Closure in observance of Presidents' Day - Monday, February 17, 2020
4. Invitation to Council of Cities Dinner Meeting in Belmont – Friday, February 28, 2020
5. Email to the Town Council from Menlo Spark re Support for All-Electric Homes in Portola Valley

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Letter from San Mateo County Superior Court Judge Amarra A. Lee re Applications now being accepted for 2020-'21 Service
2. Invitation to 21st Annual Sustainable San Mateo County Awards Dinner & Auction
3. Happy Lunar New Year from Daly City Vice Mayor Juslyn Manalo



**Town of Portola Valley
Trails and Paths Committee Meeting
Notice of Cancellation
Tuesday, February 18, 2020**

TRAILS & PATHS COMMITTEE

MEETING CANCELLATION NOTICE

The regular meeting of the Trails and Paths Committee, scheduled for Tuesday, February 18, 2020 has been canceled.

A special meeting has been called for Tuesday, February 25, 2020, 8:15 a.m., in the Historic Schoolhouse.



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, February 19, 2020
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION MEETING REGULARLY SCHEDULED FOR

Wednesday, February 19, 2020

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, February 19, 2020 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, March 4, 2020 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED
Monday,
February 17, 2020

**In observance of Presidents'
Day**

In Case of Emergency: Sheriff's Office: 911



Dinner/Meeting Announcement Friday, February 28, 2020

Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.

LOCATION:

**Twin Pines Lodge Building
(City of Belmont Civic Center)**
40 Twin Pines Lane
Belmont CA 94002

SCHEDULE:

6:00 pm Social
6:15 pm City Selection Comm. Mtg
6:30 pm Business Meeting
7:00 pm Dinner
7:30 pm Program
8:00 pm Adjourn

Please contact Chair Sue Vaterkaus if you wish to bring up an item for group discussion or give a committee report. Telephone (650)291-0470 Email: vaterlauss@ci.pacifica.ca.us

Menu

(Buffet Style Dinner from Divino's Restaurant in Belmont)

\$65 per person

Mixed green salad, Vegetable Puttanesca,
White Fish Siciliano, and Pollo Cacciatore,
Tiramisu, Coffee, Iced Tea, Wine, Beer

Please RSVP by Friday, February 21, 2020

cclerk@belmont.gov,

650-595-7413 or 595-7408

Please make check payable to:

City of Belmont

Attn: Jozi Plut

One Twin Pines Lane, Ste. #340

Belmont CA 94002



Program

Friday, February 28, 2019

6:30 pm

- Call to Order by Sue Vaterkaus
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

7:30pm

Program

San Mateo County Standardized Evacuation Project

In order to maximize effectiveness when initiating large scale evacuations by first responders, emergency personnel throughout San Mateo County have designed and built a web-based application in order to standardize evacuations. Drawing on available technology, this application provides a current and up to date system that streamlines the evacuation process while vastly improving the public alert and warning/notification capability within the county. The project has the potential to also include a public facing component for status and informational purposes. With the threat of urban wildfire being the new norm, this is a timely discussion, and San Mateo County is forward-thinking in designing new technology to assist fire personnel, first responders, and the public in the event of a large-scale emergency requiring evacuation. Presenting this program will be SSF Fire Department Deputy Fire Chief Matt Simpson and Cal Fire San Mateo Division Deputy Chief Jonathan Cox.

8:30 pm Meeting Adjourned

DIRECTIONS:

Entering Belmont from 101

Exit Ralston Ave, drive west to Twin Pines Lane, make left turn to enter Parking lot, then right again. The lodge Building is at the far end of the parking lot, last building on the left.

Entering Belmont from 280

Exit Ralston Ave, drive east to Twin Pines Lane, make right turn to enter Parking lot, then right again. The lodge Building is on far end of the parking lot, last building on the left.

The Campaign for Fossil Free Buildings in Silicon Valley



350 Silicon Valley, Acterra, Bay Area for Clean Environment, Carbon Free Silicon Valley, Carbon Free Palo Alto, Carbon Free Mountain View, Citizens' Climate Lobby San Mateo County, Citizens Environmental Council of Burlingame, Clean Coalition, Climate Reality Santa Clara County, Coltura, Cool Block, Fossil Free Mid-Peninsula, GreenTown Los Altos, Kitchens of Life, Menlo Spark, Menlo Together, Mothers Out Front South Bay, Pacifica Climate Committee, Peninsula Interfaith Climate Action, Project Green Home, SIDCO Homes, San Carlos Green, San Francisco Bay Area Physicians for Social Responsibility, Sierra Club Loma Prieta Chapter, Sustainable San Mateo County, Sustainable Silicon Valley, Sunnyvale Cool, Silicon Valley Youth Climate Action, and Silicon Valley Youth Climate Strike.

February 11, 2020

Portola Valley Town Council
Historic Schoolhouse
765 Portola Road
Portola Valley, CA 94028

Via email: awengert@portolavalley.net; jaalfs@portolavalley.net; mderwin@portolavalley.net; chughes@portolavalley.net; jrichards@portolavalley.net

RE: SUPPORT FOR ALL-ELECTRIC HOMES IN PORTOLA VALLEY

Dear Mayor Aalfs, Vice-mayor Derwin, and City Council Members,

On behalf of the Campaign for Fossil Free Buildings in Silicon Valley ("FFBSV"), we are writing to urge you to consider requiring all-electric homes as part of the Green Building Ordinance under consideration at your Study Session this Wednesday, February 12th. We appreciate the careful process and previous study session informing this Green Building Ordinance, and the desire to continue using the BIG GreenPoint Rated Checklist that has been used in Portola Valley since 2010. However, it is essential that this approach be modified to require all-electric new homes for health, safety, resilience, and climate benefits.

FFBSV is comprised of the 30 local organizations listed above, working together to support an accelerated phase out of fossil fuels in buildings. A swift transition away from fossil fuel use is necessary to avoid the very worst and irreversible impacts of climate change. Preventing the use of fossil fuels, including natural gas, in new construction will create more affordable, cleaner, healthier, and more resilient housing and buildings for communities throughout Portola Valley.

Green Building policies for all-electric construction that avoids new fossil fuel use in buildings is an important step that Portola Valley can take to address the Climate Crisis. All-electric construction will lower new building impacts to zero ongoing emissions considering the 95% carbon free electricity provided by Peninsula Clean Energy.

Many local cities are taking swift action to prevent new uses of natural gas, a fossil fuel, in an effort to transition away from fossil fuel use to address the climate crisis. In September 2019, Menlo Park adopted a nearly all-electric Reach Code, and eight other cities then followed with all-electric or nearly all-electric Reach Codes including Brisbane, Campbell, Cupertino, Los Altos Hills, Los Gatos, Mountain View, Pacifica, and Saratoga. Cities are recognizing how important going fossil-free is to community health, safety, and a stable climate future. An all-electric code has many advantages, including:

- All-electric homes are **less expensive** to build (saving at least \$10,000 or more for a single-family home).
- All-electric buildings are **healthier and safer** for occupants. Gas is a leading cause of structure fires, burns, and carbon monoxide poisoning. And gas cooktops contribute to indoor air pollution. Cooking with gas releases fine particulate matter, smog-like compounds, and formaldehyde, and is known to exacerbate asthma.
- All-electric buildings are a highly visible and practical step forward to address the climate crisis, by breaking the cycle of fossil fuel dependency in buildings. **Each new electric home saves up to 4 tons of carbon per year.**
- All-electric buildings are generally **faster to design, permit, and build**. They save design time, the code is easier for building and planning staff to apply, and it is also easier for everyone to understand.
- All-electric buildings include air conditioning combined with heating, resulting in less equipment, reduced maintenance costs and greater climate resilience.
- All-electric code today prevents a complex, costly and likely inevitable switch to electricity in the future, since gas prices are expected to rise sharply, and California is planning to eventually end gas distribution. PG&E has asked for a 24% gas rate increase and SoCalGas, a 42% increase, over the next couple years, and this is just the beginning. **Building all-electric now will help future-proof Portola Valley.**

We hope you will move forward to adopt a Green Building Ordinance including all-electric requirements for new homes soon for more affordable, cleaner, healthier, and more resilient homes and buildings in Portola Valley. Thank you for your leadership.

Sincerely,

Gary Latshaw, Chair of the Guadalupe Regional Group of the Loma Prieta Chapter of the Sierra Club and Bay Area for Clean Environment

Bruce Hodge, Carbon Free Palo Alto

Debbie Mytels, Chair, Peninsula Interfaith Climate Action

Susan Butler-Graham, Mothers Out Front South Bay Team

Sven Thesen, Founder ProjectGreenHome.org

Zoë Wong-VanHaren, Palo Alto High School student

Gladwyn D'Souza, co-Chair Conservation Committee, Loma Prieta Chapter, Sierra Club

Terry Nagel, Chair, Sustainable San Mateo County, and Board Member, Citizens Environmental Council of Burlingame

Christine Kohl-Zaugg, Executive Director, Sustainable San Mateo County

Lexi Crilley, Los Altos Youth Climate Action Team President, Co-lead Silicon Valley Youth Climate Strike, California & US Youth Climate Strike

Barbara Fukumoto, Sunnyvale Cool

Bruce Naegel Carbon Free Silicon Valley and Sustainable Silicon Valley

Suzanne Emerson, San Carlos Green

Jennifer Thompson, Executive Director, Sustainable Silicon Valley Diane

Bailey, Executive Director, Menlo Spark

Cc. Brandi de Garmeaux, Assistant to the Town Manager

TOWN COUNCIL WEEKLY DIGEST

Thursday – February 20, 2020

1. Agenda – Architectural & Site Control Commission – Monday, February 24, 2020
2. Agenda (Special) – Trails & Paths Committee - Tuesday, February 25, 2020
3. Agenda – Conservation Committee – Tuesday, February 25, 2020
4. Agenda (Special) – Nature & Science Committee – Thursday, February 27, 2020
5. Monthly Meeting Schedule – March 2020
6. Letter to the Town Council from Resident Signatory re High-Density Housing Development Proposal for 3530 Alpine Road / Stanford Wedge Housing Project
7. City Selection Committee Agenda Packet for the February 28, 2020 Council of Cities Dinner Meeting

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation to San Mateo County Central Labor Council COPE Banquet – Friday, June 12, 2020
2. The EPOCH Times Newspaper



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
 Monday, February 24, 2020
 7:00 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING

4:00 PM 857 Westridge Drive - Architectural Review and Site Development Permit for a New Residence and Associated Site Improvements

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Koch, Sill, Wilson, Vice Chair Ross and Chair Breen

ORAL COMMUNICATIONS

Persons wishing to address the Architectural and Site Control Commission on any subject not on the agenda may do so now. Please note however, that the Architectural and Site Control Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

NEW BUSINESS

1. Architectural Review and Site Development Permit for a New Residence and Associated Site Improvements, 857 Westridge Drive, RLD LAND, LLC Residence, File # PLN_ARCH18-2019 (D. Parker)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Report
4. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

5. ASCC Meeting of February 10, 2020

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



TOWN OF PORTOLA VALLEY
Special Trails and Paths Committee
Tuesday, February 25, 2020 8:15 AM
Historic Schoolhouse at Town Center
765 Portola Road, Portola Valley, CA

SPECIAL MEETING AGENDA

- 1. Call to Order**
- 2. Oral / Community Communications**
- 3. Approval of Minutes:** January 21, 2020 Meeting
- 4. Special Business**
 - a. Town Council Priorities for FY 2020/2021**
- 5. Old Business**
 - a. Stanford Subdivision Subcommittee:** Gary - (Update/Discussion)
 - b. Trail Conditions, Work, and Budget for January 2020:** Howard - (Update/Discussion)
 - c. Town Hike:** Group - (Discussion)
 - d. Trail Assignments:** Joe - (Discussion)
- 6. New Business**
 - a. 2020 Horse Fair:** Barb - (Discussion)
 - b. Non-Resident/Resident Volunteers and Trail Maintenance/Trail Restoration:** Group - (Discussion)
 - c. ASCC Review of Pedestrian Safety Study:** Gary - (Update/Discussion)
- 7. Other Business**
- 8. Adjournment**

Enclosures:

Minutes from January 21, 2020 meeting
Trail Work Map & Memo – January, 2020
Financial Review – January, 2020



**TOWN OF PORTOLA VALLEY
Conservation Committee Meeting
Tuesday, February 25, 2020 – 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

REGULAR MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes for January 28, 2020
4. Current Site Visits
 - A. Subcommittee on Guidelines revision
5. Tree Permits
6. Old Business
 - A. Oversight of Significant Town Owned Open Space properties
 1. Springdown Preserve – Chiariello, Plunder, Murphy, (Nielsen, Anderson)
 - i. 5-year plan draft
 - ii. Management Plan – details for next month
 - iii. Pond
 - iiii. New trail
 - v. Milkweed donation – Anderson
 - a. Planting Saturday 2/29 at 10am
 2. Frog Pond – Heiple, Murphy, Chiariello (Breen and PVR)
 - i. Adjacent parcel – Council approved integrating into current FP Open Space in principle. Survey pending.
 - ii. Fundraising
 - iii. 5-year plan draft
 - iv. Harding Grass
 - a. Careful biologically sensitive plan for removal. Protect frogs, deepen pond at same time? What will replace?
 - b. Volunteers Harding Grass Warriors – we sponsor Stromeyer
 3. Ford Field – DeStaebler, Magill, Walz
 4. Town Center – Chiariello, Magill, Murphy
 - i. 5-year plan draft
 - ii. Remaining planting plan – tennis courts
 5. Rossotti's Field and ROW - DeStaebler, Magill, Walz
 - i. 5-year plan draft
 6. Triangle Park – Heiple, Murphy
 - i. 5-year plan draft
 - ii. Current work – Town began
 - B. Label trees at Town Center and Spring Down – Plunder, Walz underway
 - C. Tip of the month - Magill
 - D. What's blooming now - Magill
 - E. Kudos of the month – Plunder
 - F. BYH DeStaebler
 - G. Vegetation management - Plunder
 - H. Committee/Town cooperation
 1. Public Works – Murphy
 - i. MROSD Meadow Preserve fence line
 - ii. Tennis Court planting
 3. Trails – Stromeyer
 4. Open Space – Chiariello

7. Changes Criteria and website
 - A. Protect "Heritage" shrubs – Magill
 - B. Change Heritage Tree criteria for Bay trees – Walz
 - C. Golden Oaks – Magill, Walz
 - D. Fire safe ground cover natives – Chiariello, Heiple, Walz
8. Broom Pull – March 8 final planning
9. Earth Day –
10. Rodenticides – Chiariello
11. Suggested Council Priorities
12. New Business
 - A. Annual CC Report to Council 3/25
 - B. Draft Goals for 2020
13. Adjournment
14. Next meeting 3/24/20 with Public Works Director, Howard Young



Town of Portola Valley
Special Nature and Science Committee Meeting
Thursday, February 27, 2020 – 5:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

SPECIAL MEETING AGENDA

1. Call to Order
2. Roll Call: Committee members Michael Bray, Andrew Browne, Brook Coffee, Bonnie Crater, Pamela Dorrell, Zephyr Quirk, Yvonne Tryce, Cindie White, and Danna Breen
3. Oral Communications
4. Review and Approve minutes of February 13, 2020 regular meeting
5. New Business
 - a. Setup Organizational Subcommittees
 - b. Setup Calendar for Water Day 2020
 - c. Discussion of Future Events for 2020 and their Budget Requirements
6. Old Business
7. Adjournment

Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

MARCH 2020 MEETING SCHEDULE

Note: Unless stated otherwise, all meetings take place in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:00 PM (Meets 2nd & 4th Wednesdays)

Wednesday, March 11, 2020 - **CANCELED MEETING**

Wednesday, March 25, 2020

PLANNING COMMISSION – 7:00 PM (Meets 1st & 3rd Wednesdays)

Council Liaison – John Richards (for months January, February, March)

Wednesday, March 4, 2020

Wednesday, March 18, 2020

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2nd & 4th Mondays)

Council Liaison – Maryann Derwin (for months January, February, March)

Monday, March 9, 2020

Monday, March 23, 2020

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1st Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, March 4, 2020

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

CONSERVATION COMMITTEE – 7:30 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, March 24, 2020 – **SPECIAL MEETING** at **8:00 AM** in the Historic Schoolhouse

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, March 12, 2020

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 1st Thursday of every month)
in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, March 5, 2020

FINANCE COMMITTEE

Council Liaison – Ann Wengert

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2nd Thursday of alternate even numbered months)

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

As announced

PARKS & RECREATION COMMITTEE – 6:00 PM (Meets 1st Monday of every month)

Council Liaison – Ann Wengert

Monday, March 2, 2020

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY COMMITTEE – 10:30 AM (Meets 3rd Monday of every month) in the EOC/Conference Room at Town Hall

Council Liaison – Maryann Derwin

Monday, March 16, 2020

TRAILS & PATHS COMMITTEE – 8:15 AM (3RD Tuesday of every month, or as needed)

Council Liaison – Craig Hughes

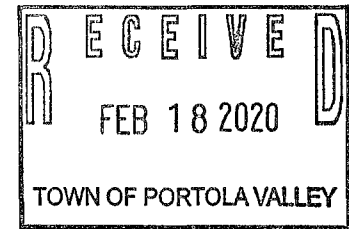
Tuesday, March 17, 2020 – 8:15 AM

WILDFIRE PREPAREDNESS AD-HOC COMMITTEE

Wednesday, March 4, 2020 at 5:00 PM in the Historic Schoolhouse

February 12, 2020

Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Re: Project No. PLN-ARCH0021-2019
High Density Housing Development Proposal, Alpine Canyon, 3530
Alpine Road, Portola Valley CA aka Stanford Wedge Housing Project

The highest priority of Town government and its employees should be the protection and promotion of the health and safety of Portola Valley's residents.

Given our proximity to the San Andreas fault amidst the steep and heavily vegetated ravines and canyons that criss-cross and ring Portola Valley, the Town must confront and responsibly address the increasing risk of catastrophic wild-land fire. Since there is likely no greater risk to the health and safety of Portola Valley residents than wild-land fire, every development, including Stanford's proposed housing development in the Alpine canyon, should be subjected to the most rigorous, professional scrutiny to ensure that it does not increase and preferably reduces the risk of wild-land fire.

We believe the Town and its staff need to take the risk of wild-land fire that would be created by Stanford's proposed high density housing project in the Alpine Canyon far more seriously than the Town or its staff have manifested to date. The Town and its staff need to demonstrate their respect for and support of the Woodside Fire Protection District's professional, independent assessment of the increased fire risk Stanford's proposed project poses to its immediate neighbors and our entire community, and they need to do so by compelling Stanford to address and satisfy the Fire District's documented concerns and requirements.

We understand that the Woodside Fire Protection District sent the Town the enclosed September 1, 2019 letter explaining in detail the high fire risk posed by the proposed project to the Alpine canyon and all of the adjoining properties. As the Fire District wrote, "even with regular fuel reduction attempts, the physical vegetative nature and steep topographical properties

of the large remaining undeveloped portion of the parcel place a significant increased risk of rapid acceleration and increased intensity of any ignition in the natural landscape. These high fire risk characteristics pose a risk to any existing structures on the west, north and east ridges, i.e., Minoca, Pine Ridge Way and Westridge as well as any new structures along the flat 6-acre area proposed for development.”

In light of the high fire risk posed by the proposed project, the Fire District specifically warned Town planners that “[r]eliance on general Portola Valley guidelines and current fire dept and building/planning codes without sufficiently analyzing site-specific conditions or strategically implementing precautionary fire safety measures can lead to a false sense of wildfire safety and preparedness for the families who may unknowing[ly] occupy any of the proposed housing.”

Although the Town has assured its residents that all relevant information about the proposed project will be posted to the Town’s website as it becomes available, the September 1, 2019 letter of the Fire Marshall warning the Town about the high risk of fire posed by the proposed project has never been posted to the Town’s website or otherwise distributed or publicized by the Town. Failure promptly to alert Portola Valley’s residents to the Fire Marshal’s stated concerns about the proposed project’s high fire risk deprives residents of the opportunity to respond to Stanford’s proposed project in an informed and timely manner, and calls into question the integrity, transparency and effectiveness of the Town’s review process for this project.

On October 15, 2019 the Woodside Fire Protection District’s plan check informed the Town that Stanford’s proposed development should “[m]aintain defensible space of 100 feet from each side and from the front and rear of all structures” and that “[s]tructure spacing should be a minimum of 100 feet between structures.” A month later, the development plan Stanford submitted to the Town on November 25, 2019 proposed 30 structures separated by **as little as 8 to 12 feet**. Indeed, as depicted on sheet A0.01A of Stanford’s submittal, no structure appears to be separated by more than 31 feet from its closest neighboring structure. Nothing in the November 25 plan submitted by Stanford addresses or responds to the Fire District’s requirement for a minimum of 100 feet of separation between structures. If Stanford had adhered to the Town’s zoning ordinance and the District’s requirement for a minimum separation of 100 feet between

structures, the proposed six-acre site would provide space for as few as six to seven separate structures.

The Fire District's October 15 comments also required Stanford to complete and submit two District-approved, independent fire modelling studies of expected fire behavior for the development, and a comprehensive fire protection plan for the entire development, all in advance of any study of the environmental impact of Stanford's proposed project. Remarkably, Stanford's November 25, 2019 submission simply ignored these additional fire safety requirements and does not address them.

As the Fire District expressly warned the Town in its September 1 letter, the construction of housing in such a combustible and dangerous setting as the southern mouth of the Alpine Canyon is a "root cause" of the catastrophic wild-land fires now plaguing California. Those hazards are greatly exacerbated by the construction of high-density housing in such settings, which increases significantly the number of potential sources for and risk of fire ignition and spread. Incredibly, as recently as this week, Fire Marshall Don Bullard told the Almanac, "The fire (district) doesn't think that this is the best location to be putting high density housing because of the high fire severity zone. It is a very dangerous place for fire. We should look for other areas for development that would be better, and we've suggested that the town do that."

At the start of the January 30, 2020 public hearing of the Planning Commission on the scope of its review for this project, the Town's project leader listed all of the various committees and stakeholders with whom the Planning Commission planned to interact in conducting its environmental impact assessment. Notably, she did not mention the Fire Protection District. Shortly thereafter, the Chairman of the Planning Commission stated that the Commission had not previously seen or considered **any** of the Fire District's documented concerns and plan check requirements for this project, and saw no reason to address or resolve those stated concerns and requirements prior to the initiation of its environmental impact study for the project. Nor did he inform the public that the Fire District recommended against high density housing on Stanford's property and had asked the Town to look for other less dangerous areas for development.

The fact that the Planning Commission claims ignorance of the Fire District's stated concerns with the proposed siting of the project and its stated requirements for structural separation months after those concerns and requirements were transmitted in writing to the Town is utterly inexplicable and unacceptable. And the fact that the Planning Commission sees no reason to address and resolve those critical concerns and requirements before proceeding with an environmental assessment of the project as proposed is similarly disturbing and unacceptable.

Why are the Town staff and Planning Commission ignoring the Fire District's stated minimal requirements for this project? Why has the Town staff not compelled Stanford to address and resolve in writing the Fire District's minimum requirement for structural separation? Why has the Town allowed Stanford to ignore the Fire District's requirement for two District-approved independent fire modeling studies and a fire protection plan before commencement of its environmental impact assessment? What General Plan and zoning concessions is the Town proposing to allow Stanford?

The residents of Portola Valley depend and rely upon the Woodside Fire Protection District to protect and defend the safety and well-being of our families, homes and properties. It is incumbent upon the Town government to similarly demonstrate its trust and reliance upon the Fire District by respecting and promptly engaging with the Fire District's stated concerns and requirements for this and any other development project.

The Town should designate the Woodside Fire Protection District as the lead governmental agency to assess and evaluate the fire safety risks created by this project and allocate an appropriate portion of the project's EIR budget to defer the District's costs in performing that role.

Before the Town or any of its residents can begin to assess the environmental and other impacts of a proposed housing development in the Alpine Canyon it is essential to resolve the differences between our zoning ordinance, the Fire District's requirement for a minimum of 100 feet of separation between structures in the project, and Stanford's proposal for as little as 8 feet of separation between structures. What, exactly, will the EIR evaluate: a project with 30 residential structures on six acres separated by as little as 8 feet as Stanford proposes, or a project with 7-10 structures on

six acres separated by a minimum of 100 feet as the Fire Protection District requires?

Similarly, the Town has neglected to require Stanford to respond to the Fire District's requirement for two District-approved independent fire modeling studies and submission of a fire protection plan. As the Fire District clearly stated in its January 10 plan check report to the Town, the two District-approved independent fire modeling studies and the fire protection plan required by the District must both be completed before the environmental impact of the proposed project can be assessed: "EIR cannot be done prior to having a veg. management plan and veg. management plan is dependent the fire behavior evaluation."

In short, all three of the Fire District's requirements (100 foot separation between structures, two independent District-approved fire behavior studies, and a fire protection plan) should be addressed and included in a revised plan prepared and submitted by Stanford before the Town commences its CEQA-mandated environmental assessment of the project. Until these requirements are resolved, it is not possible to know or evaluate either the scope or density of the proposed project or the claimed benefits or potential adverse CEQA effects of the proposed project.

Sincerely,

The Undersigned Residents of Portola Valley

cc: Portola Valley Planning Commission
Fire Marshall, Woodside Fire Protection District
Laura Russell, Portola Valley Planning and Building Director
John Donahoe, Stanford University Director, Planning and Entitlement

The following residents have reviewed the above letter to the Portola Valley Town Council regarding Stanford's proposal to construct a high-density housing development in the Alpine canyon at 3305 Alpine Road in Portola Valley and agreed to include their names and addresses as a signatory of this letter, and to have the letter sent to the Town of Portola Valley and local media on their behalf:

Ulrich Aldag

Jason and Sara Donahue

Craig Barratt

Waltraud Finch

Denise and Clay Bullwinkel

Tobias Freccia and Lisa Giblin

Tom and Helen Buckholz

Mark Geenen

Laura Martin Carballo

Stephen and Aisha Gillett

Cathy Carlson

Karen Giordano

James Christensen

Teresa Godfrey

Lorrie Clemens

Mary Hufty and Daniel Algeria

Kristi Corley

Rob and Mary Jack

Kristin and Rusty Day

Nancy Kruberg

Michael Deggelman

Jacqueline Kubicka

Taryn Lamm

James Raitt

Linda Lange

Kathryn Reavis and Dave Strohm

Walter N. Leclerc, Jr.

Michael Rissi

Jan and Art Manzo

Gordon Russell

Delle Maxwell

Mark and Carol Sontag

Patricia McCrory

Loverine Taylor

Robert Morgan

Ravi Thomas

Matthew and Lori Muffley

Sylvia and Andrew Thompson

Christine Mumford

Dave Toole

John D. and Katie Mumford

John G. Vedder

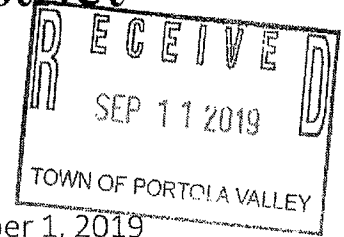
John B. Mumford

Jim and Ellen Vernazza

Samuel Quezada

Woodside Fire Protection District

Prevention Division



Stanford Wedge Housing
Pre-application review APN 077281020

September 1, 2019

The current 75-acre parcel has a south exposure aspect and contains steep canyons and ravines with an abundance of dead and live vertical as well as horizontal herbaceous and woody vegetation. A large percentage of the canyons and ravines within the parcel are too steep for mechanical fuel treatments and goat grazing has not reduced the amount of live or dead woody material. The west and east boundary of the parcel is surrounded by many midcentury ranch homes, some with wood shake roofs and a scattering of newly remodeled homes perched on ridge tops overlooking the entire 75-acre parcel. The majority of trees include oaks and buckeyes with an overabundance of dusky footed wood rat nests which hamper fuel reduction mitigation measures. Native chaparral is well established, and a profusion of poison oak is contiguous throughout the steep canyons and tangled in the trees creating a multitude of ladder fuels leading into the canopies. The flatter areas have very dense growing oak trees, some which have been limbed up. However, the density configuration enables mature and immature canopy to overlap which is conducive to a more rapid spread of fire within the canopy. Recent fuel mitigation has reduced significantly the amount of underbrush within the 200 ft zone of Alpine Rd. Nevertheless, even with regular fuel reduction attempts, the physical vegetative nature and steep topographical properties of the proposed large remaining undeveloped portion of the parcel, place a significant increased risk of rapid acceleration and increased intensity of any ignition in the natural landscape. These high fire risk characteristics pose a risk to any existing structures on the west, north and east ridges i.e. Minoca, Pine Ridge Way and Westridge as well as any new structures along the flat 6-acre area proposed for development.

Don Bullard
Deputy Fire Marshal
djbullard@woodsidefire.org

www.woodsidefire.org

Denise Enea
Fire Marshal
denea@woodsidefire.org

Tel 650 851-1594

808 Portola Rd. Portola Valley, CA 94028

Woodside Fire Protection District

Prevention  Division

“The arrangement and location of structures strongly affects their susceptibility to being destroyed in a wildfire”. (*Mell WE, Manzello SL, Marandhides A, Butry DT, Rehm RG 2010, The wildland- urban interface fire problem*). “Past land-use decision-making has allowed homes to be constructed in highly flammable areas, and this may be one of the roots of the fire problem”. (*Pincetl S, Rundel PW, DeBlasio JC, Silver D, Scott T et al. 2008, It’s the Land use, not the fuels Real Estate Rev 37: 25-43*). Small housing clusters, historically fair the worst in the wildland-urban interface. Dense structure arrangement contributes to structure to structure fire spread depending on each structure’s flammability.

Because hazardous fuels mitigation is a critical life safety element for high wildfire risk areas such as this parcel, required annual hazardous fuel reduction provisions for the 6-acre parcel as well as for the larger undeveloped hill side parcel will need to be mandated with the approved development document. WFPD recommends the establishment of a planned unit development document that includes annual fuel modification elements for the large undeveloped parcel as well as for the developed sites. Strict defensible space around structures, native plant only vegetation and strict perimeter clearances will all need to be enforced. Reliance on general Portola Valley guidelines and current fire dept and building/planning codes without sufficiently analyzing site-specific conditions or strategically implementing precautionary fire safety measures can lead to a false sense of wildfire safety and preparedness for the families who may unknowing occupy any of the proposed housing.

WFPD appreciates the opportunity to preface all the above comments and we apologize for the lengthy delay in submitting this preliminary review.



Denise Enea
Fire Marshal

Don Bullard
Deputy Fire Marshal
djbullard@woodsidefire.org

Denise Enea
Fire Marshal
denea@woodsidefire.org

www.woodsidefire.org

Tel 650 851-1594

808 Portola Rd. Portola Valley, CA 94028

WOODSIDE FIRE PROTECTION DISTRICT

Prevention Division

808 Portola Rd. Portola Valley, CA ~ www.woodsidefire.org ~ Fire Marshal Denise Enea 650-851-6206
 ALL CONDITIONS MUST MEET WFPD SPECIFICATIONS – go to www.woodsidefire.org for more info

BDLG & SPRINKLER PLAN CHECK AND INSPECTIONS

PROJECT LOCATION: Alpine Rd.	Jurisdiction: PV	
Owner/Architect/Project Manager: Stanford University	Permit#: Pre-Application	
PROJECT DESCRIPTION: New Residence		
Fees Paid: <input checked="" type="checkbox"/> \$YES <input type="checkbox"/> See Fee Comments Date:		
Fee Comments: \$450.00 paid 7/29/19 Planning ck # 2171777		
BUILDING PLAN CHECK COMMENTS/CONDITIONS: THE FOLLOWING WERE IDENTIFIED AS BEING REQUIRED DURING A PRE-APPLICATION REVIEW PROCESS. DURING THE REVIEW OF FINAL BUILDING PLAN DOCUMENTS ADDITIONAL ITEMS MAY BE REQUIRED.		
<ol style="list-style-type: none"> 1. Loop driveway will require pullouts every 350 ft. (see www.woodsidefire.org) for pull out std dimensions. 2. Loop roadway shall be a minimum of 20 ft. 3. Three fire hydrants, capable of a minimum of 1000 gpm, along loop road with a maximum separation of 400 ft. Between each hydrant. Hydrants shall be installed prior to any framing of structures. 4. 200ft of defensible space from remaining Stanford parcel to all proposed parcels to be developed will be required prior to start of concrete foundation work and maintained in perpetuity. 5. 30 ft' perimeter property line defensible space per WFPD ordinance 304.1.2.A will be required prior to start of concrete foundation work and maintained in perpetuity. 6. NFPA 13D or 13R Fire Sprinkler System to be installed based on occupancy type. 7. Addressing required on each structure and each individual R2 rental unit. Numbers shall be visible from the loop road, be of contrasting color from background, illuminated and a minimum of 4-inch stroke. 8. FDC and PIV shall be placed in a location approved by WFPD 9. Vegetative screening around all structures must meet government code 51182 at all times. 10. R2 state mandated annual fire inspections (fee TBD) 		
Reviewed by: D. Enea	Date: 9/1/19	
<input checked="" type="checkbox"/> Resubmit <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Approved without conditions		
Sprinkler Plans Approved: NO	Date:	Fees Paid: <input type="checkbox"/> \$390 <input type="checkbox"/> See Fee Comments
As Built Submitted: -----	Date:	As Builts Approved Date:
Fee Comments:		
Rough/Hydro Sprinkler Inspection By: ----- Date:		
Sprinkler Inspection Comments:		
Final Bldg and/or Sprinkler Insp By: ----- Date:		
Comments:		

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Sue Vaterlaus, Chairperson
Regina Wallace-Jones, Vice Chairperson

Sukhmani S. Purewal, Secretary
400 County Center
Redwood City, 94063
650-363-1802

TO: MAYORS OF SAN MATEO COUNTY
FROM: SUKHMANI S. PUREWAL, SECRETARY
SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE

Councilmember Sue Vaterlaus, Chairperson of the San Mateo County City Selection Committee called for a meeting of the Committee at **6:15 p.m. on Friday, February 28, 2020**, at Twin Pines Lodge Building (City of Belmont Civic Center), 40 Twin Pines Lane, Belmont, CA 94002.

AGENDA

- 1) Roll Call
- 2) Approval of the minutes for the meeting of December 20, 2019
- 3) Selection of one (1) Council Member to serve on the Housing Endowment and Regional Trust (HEART) representing *Cities (All Cities are eligible)* for a term of three (3) years beginning March 1, 2020 through February 28, 2023
 - i. *Mayor Diane Howard, City of Redwood City, is seeking reappointment*
- 4) Oral Communications and Announcements
 - i. *Public Comment – Opportunity for the public to address the San Mateo County City Selection Committee.*
 - ii. *Any subject not on the agenda may be presented at this time by members of the City Selection Committee. These topics cannot be acted upon or discussed, but may be agendaized for a later meeting date.*

If you have any questions or require additional information, contact Sukhmani S. Purewal at (650) 363-1802.

SAN MATEO COUNTY

CITY SELECTION COMMITTEE

Glenn R. Sylvester, Chairperson
Sue Vaterlaus, Vice Chairperson

Sukhmani S. Purewal, Secretary
400 County Center
Redwood City, 94063
650-363-1802

TO: MAYORS OF SAN MATEO COUNTY
FROM: SUKHMANI S. PUREWAL, SECRETARY
SUBJECT: MINUTES OF DECEMBER 20, 2019 CITY SELECTION COMMITTEE MEETING

DRAFT MINUTES

Meeting was called to order by Mayor Glenn Sylvester, Chairperson of the San Mateo County City Selection Committee at **6:21 p.m.** on **Friday, December 20, 2019**, at Colma Fire House, 50 Reiner Street, Colma, CA 94014.

- 1) Roll Call – The following cities/towns were present: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Absent: Menlo Park

- 2) Approval of the minutes for the meeting of October 25, 2019

Motion: South San Francisco

Second: Atherton

Ayes: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

Noes: None

Absent: Menlo Park

- 3) Selection of one (1) Council Member to serve on the Bay Area Air Quality Management District (BAAQMD) representing *Cities* for a term of two (2) years beginning January 1, 2020 through December 31, 2021

i. Mayor Davina Hurt, City of Belmont, is seeking reappointment

Motion to reappoint Davina Hurt: Belmont

Second: San Mateo

Ayes: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City,

Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

Noes: None

Absent: Menlo Park

- 4) Selection of one (1) Council Member to serve on the California Identification System (CAL-ID) representing **Cities** for a term of three (3) years beginning January 1, 2020 through December 31, 2022

i. Vice Mayor Glenn R. Sylvester, City of Daly City, is seeking reappointment

Motion to reappoint Glenn R. Sylvester: San Mateo

Second: Burlingame

Ayes: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

Noes: None

Absent: Menlo Park

- 5) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing **Cities** for a term of two (2) years beginning January 1, 2020 through December 31, 2021

i. Vice Mayor Emily Beach, City of Burlingame, is seeking reappointment

City of Menlo Park arrived at 6:27 p.m.

Motion to reappoint Emily Beach: Millbrae

Second: South San Francisco

Ayes: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

Noes: None

Absent: None

- 6) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing **Northern Cities (Eligible Cities: Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco)** for a term of two (2) years beginning January 1, 2020 through December 31, 2021

i. Mayor Rico E. Medina, City of San Bruno, is seeking reappointment

ii. Council Member Cliff Lentz, City of Brisbane, is seeking appointment

Councilmember Cliff Lentz withdrew his nomination.

Mayor Warren Lieberman from Belmont, Councilmember Elizabeth Lewis from Atherton, and Mayor Glenn R. Sylvester from Daly City complimented both Mayor Rico Medina and Councilmember Cliff Lentz for their hard work on several issues and their professionalism.

Motion to reappoint Rico E. Medina: Burlingame

Second: San Mateo

Ayes: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

Noes: None

Absent: None

- 7) Election of a Chairperson to the City Selection Committee for 2020
(Note: Candidates must be a current Mayor or Council Member)

i. Mayor Sue Vaterlaus, City of Pacifica, is seeking appointment

Motion to appoint Sue Vaterlaus: Daly City

Second: Portola Valley

Ayes: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

Noes: None

Absent: None

- 8) Election of a Vice Chairperson to the City Selection Committee for 2020
(Note: Candidates must be a current Mayor or Council Member)

Councilmember Janet Borgens, Redwood City was nominated from the floor.

Mayor Regina Wallace-Jones, East Palo Alto was nominated from the floor.

VOTE RESULTS*

<i>Regina Wallace-Jones</i>	<i>Janet Borgens</i>
Appointed	
Atherton	Millbrae
Belmont	Pacifica
Brisbane	Redwood City
Burlingame	San Carlos
Colma	
Daly City	
East Palo Alto	
Foster City	
Half Moon Bay	

Hillsborough
Menlo Park
Portola Valley
San Bruno
San Mateo
South San Francisco
Woodside

*** To be appointed, majority of eleven (11) votes are needed. Mayor Regina Wallace-Jones, City of East Palo Alto received sixteen (16) votes and was appointed.**

9) Oral Communications and Announcements

None

The meeting was adjourned at 6:49 p.m.

Mayor Diane Howard
Vice Mayor Shelly Masur

Councilmembers:
Alicia C. Aguirre
Ian Bain
Janet Borgens
Giselle Hale
Diana Reddy



1017 MIDDLEFIELD ROAD
Redwood City, California 94063
Telephone (650) 780-7220
www.redwoodcity.org

February 4, 2020

Honorable San Mateo County Mayors,

I am writing to ask for your support, endorsement and vote for my reappointment to the Housing Endowment and Regional Trust (HEART) Board of Directors. The vote will take place at the City Selection Committee meeting on February 28, 2020. I have served in this capacity since January 2014.

I feel that my interest and involvement in housing and housing solutions will allow me to continue providing the highest level of representation for the cities of San Mateo County. I will work toward the goal of generating programs and funding resulting in permanent additions to the workforce and affordable housing stock within the County.

My experience began with serving on the Redwood City Housing and Human Concerns Committee in 1984; I served on the Board of Redwood Family House which provides transitional housing for families; I serve on C/CAG which helps fund housing solutions; I am a strong supporter of LifeMoves and was part of the committee that provided for the first homeless family shelter in Redwood City. In addition, I serve on the Home 4 All Task Force which addresses housing and transportation.

I will work to represent the cities' interest in good housing solutions in a collaborative manner and would very much appreciate your support and vote. If you have any questions or concerns, please give me a call at (650) 208-4774.

Very truly yours,

A handwritten signature in black ink that reads "Diane Howard". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Diane Howard
Mayor, City of Redwood City