

May 13, 2004

To Architects working within the Town of Portola Valley:

Re: San Mateo Countywide Guide – Sustainable Buildings

There has been a great deal of interest shown by the Portola Valley Town Council, Planning Commission and ASCC on Energy Conservation and Green Building. With the idea of encouraging cost effective and sustainable residential building methods, the Town Council has directed staff to begin implementation of the Green Building Program.

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

We have provided you with a copy of the final version of the February 2004 San Mateo Countywide Sustainable Buildings Guidelines and Checklist for your review and use. The guidelines and the checklist were organized to roughly follow the course of a typical construction project, starting with site work and moving through foundation work to interior finishing.

We request that you begin to use the guideline and checklist on applications that you are undertaking for projects within the Town. Starting immediately, we will ask you to complete the checklist as part of your submittal on applications that require Architectural & Site Control Commission and Planning Commission review.

If you have any questions or comments, please feel free to contact either Carol Borck, Planning Technician or myself at Town Hall (650) 851-1700.

Sincerely,

Leslie A. Lambert
Planning Manager

enclosure