



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Steve Toben
Tom Vlastic
Jeff Clark
John Richards
Bob Stoecker
Carter Warr

FROM: Leslie Lambert, Planning Manager

DATE: June 1, 2007

RE: Small Group Meeting re: Green Building Direction in Portola Valley

Attached please find the Buildings, Energy, Efficiency, and Transportation (BEET) Executive Summary and Draft Report for discussion. We have also provided a summary of the green building checklist provided by Carol Borck for your review prior to our meeting on Tuesday, June 12th at 4:00 p.m.

If you have any questions or need any additional information prior to our meeting, please let me know. You can reach me at 851-1700, extension 12 or llambert@portolavalley.net.