



TOWN OF PORTOLA VALLEY

7:00 PM – Special Town Council Meeting/Reception

Wednesday, March 10, 2010

Community Hall at Town Center

765 Portola Road, Portola Valley, CA 94028

SPECIAL MEETING AGENDA

7:00 PM – RECEPTION – Join Us in Celebration of the acceptance of the LEED Platinum award for the Town Center Project

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Vice Mayor Driscoll, Councilmember Richards, Mayor Toben, Councilmember Wengert

PRESENTATION – Leadership in Energy and Environmental Design (LEED) Platinum Award Celebration

ORAL COMMUNICATIONS

(Time Estimate – 5 Minutes)

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.

CONSENT AGENDA

(Time Estimate – 5 Minutes)

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.

- (1) [Approval of Minutes – Regular Town Council Meeting of February 24, 2010](#)
- (2) [Approval of Warrant List – March 10, 2010](#)
- (3) [Recommendation by Planning Manager and Sustainability and Resource Efficiency Coordinator](#) - Adoption of Ordinances Adding Chapter 15.30 [Indoor Water Conservation] and Chapter 15.32 [Water Conservation in Landscaping] To Title 15 [Buildings and Construction] of the Portola Valley Municipal Code
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.32 [Water Conservation in Landscaping] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code (Ordinance No. __)
 - (b) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.30 [Indoor Water Conservation] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code (Ordinance No. __)
- (4) [Recommendation by the Emergency Preparedness Committee – Proposed change to Committee Charter](#)
- (5) [Recommendation by Assistant Town Manager – a Resolution Denying the Claim of Devin Kruse](#)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Denying the Claim of Devin Kruse (Resolution No. __)

REGULAR AGENDA

(Time Estimate – 45 Minutes)

- (6) [Discussion - Planning Commission and ASCC Subgroup recommendation for a Green Building Evaluation Program](#)
- (7) [Recommendation by Public Works Director – FY 2009-2010 Street Resurfacing Project](#)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the Town Manager to Enter into a Letter Agreement with Nichols Consulting, CHTD. for the FY 2009/2010 Street Resurfacing Design (Resolution No. __)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 30 Minutes)

- (8) [Appointment by Mayor – Request for Appointment of Member to the Conservation Committee](#)

(9) [Appointment by Mayor – Request for Approval of Charter and Appointment of Members to the Portola Valley Sustainability Committee](#)

(10) **Reports from Commission and Committee Liaisons**

There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 10 Minutes)

(11) [Town Council Weekly Digest – February 26, 2010](#)

(12) [Town Council Weekly Digest – March 5, 2010](#)

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).

UNAPPROVED MINUTES

TOWN COUNCIL MEETING NO. 785, FEBRUARY 24, 2010

ROLL CALL

Mayor Toben called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll:

Present: Councilmembers Derwin, Driscoll, Richards and Wengert, and Mayor Toben
Absent: None
Others: Town Planner Mader, Public Works Director Young, Leigh Prince (Town Attorney's office), Town Manager Howard, Asst. Town Manager McDougall, SuRE Coordinator de Garneau and Town Clerk Hanlon

ORAL COMMUNICATIONS

Bill Lane thanked Mr. Young and everyone involved in the decision to put in double yellow striping and reflectors on Westridge Drive. Because it was a very pretty drive, it was a bicyclist's haven and could be very dangerous. The work done made it much safer.

CONSENT AGENDA

By motion of Councilmember Driscoll, seconded by Councilmember Derwin, the item listed below was approved with the following roll call vote:

Ayes: Councilmembers Derwin, Driscoll, Richards and Wengert, and Mayor Toben
Noes: None

(2) Warrant List of February 24, 2010, in the amount \$61,051.46.

REGULAR AGENDA

(1) Minutes of the Town Council Meeting of 2/10/10 (Removed from Consent Agenda)

Councilmember Richards submitted changes to the minutes of the 2/10/10 meeting. By motion and second, the minutes were approved as amended by a vote of 5-0.

(3) Agreement Between the Town and Stanford University for the Alpine C-1 Trail Project [7:35 p.m.]

Councilmember Wengert said it had been a pleasure to work with Stanford on this project. She introduced Stanford representatives present: 1) Larry Horton, Director of Community Relations, 2) Charles Carter, Director of Land Use and Environmental Planning; 3) Maria Cacho, Sr. Environmental Planner; and 4) Jim Inglis, Director of Design & Construction.

Mr. Young reviewed the staff report of 2/24/10 on the C-1 Trail Agreement. He said staff would start on the permits right away in hopes that the construction could start this year. He reviewed cost estimates (Exhibit G) and the payment method. Responding to Councilmember Richards, he said the projected construction time was 4 months. He noted that Town Planner Mader was present to answer any questions on the CEQA documents.

Councilmember Driscoll said his wife was a current employee of Stanford, and he recused himself from the discussion.

Referring to Exhibit B, Mitigation Measures (p. 1), Mr. Young confirmed for Councilmember Derwin that: a) the cost of the biological/environmental monitoring was covered by the contract; and b) the environmental consultant would determine what would be planted on the creek bank. Responding to Councilmember Derwin, Town Planner Mader said it was his understanding that in the long run, there would not be a significant impact to steelhead, but there might be some disturbance during construction. He added that as part of the site development permit for this project, planting along the creek would be addressed. Responding to Councilmember Derwin, Mr. Young said a contractor would maintain the revegetated sites for at least three years; that was also included in the cost.

Larry Horton said this project started with a letter to the Mayor in February of 2006. Since that time, the Stanford team had enjoyed a truly satisfactory relationship with two Town Committees and Town representatives. He felt the agreement met the objectives of both sides. It had been a pleasure working with the staff.

Mayor Toben asked for public comment, and there was none.

Councilmember Wengert moved approval of Resolution No. 2477-2010 Approving the Proposed Mitigated Negative Declaration for the Alpine C-1 Trail Project and Approving and Authorizing Execution of an Agreement Between the Town and Stanford University for the Alpine Road C-1 Trail Project. Councilmember Derwin seconded the motion. Mayor Toben said he was impressed by the attention given to every detail of this project. He felt this would be a terrific new amenity for the Town. He was grateful to Stanford for their commitment to this project. He called for the vote, and the motion carried 4-0.

(4) Proposed Tennis and Sport Court Rules and Instruction Program [7:48 p.m.]

Ms. McDougall reviewed the staff report of 2/24/10 on the proposed tennis/sport court rules and instruction program. Responding to Councilmember Derwin, she said classes were limited to four adults or six youth so that there could be one-on-one instruction. Kathy Feldman (Parks and Rec) added that it depended on what you were trying to teach. If the emphasis was on doubles strategy, four was the perfect number. Six adults would also work if the focus was on a particular stroke. It depended on what the people wanted to do during that hour. Responding to questions, Ms. McDougall said the pro would be under the same instruction services agreement used for the other classes. The Town would retain 20%, and the pro would get 80%. Classes would be advertised in the same manner with the quarterly schedule. With respect to choosing the pro, staff and the subcommittee would come up with some criteria. A flyer would be mailed out to interested parties and those with tennis instructional programs such as Stanford. It might also be advertised in *The Almanac* and posted on the PV forum. The process would be open and inclusive.

Responding to Councilmember Richards, Wendi Haskell (Parks and Rec) said the intent was to keep the courts open in the morning when local residents typically used the courts for drop-in free play. Around 11 a.m. and beyond, the courts were empty. Councilmember Richards noted that noon to 2 p.m. was a hot part of the day in summer. Mayor Toben said this was an experiment that was likely to be refined over time. If there was no interest in a class that met at 1:00 p.m., adjustments would be made.

Responding to Councilmember Driscoll, Ms. McDougall said with the Town keeping 20% of the fees collected, it was consistent with the other instructional opportunities in the Community Hall. Councilmember Driscoll suggested that number should be looked at at some point in the future to see how it fit with the cost of court maintenance and upkeep. Ms. McDougall added that this was a demonstration program, and staff would be learning a lot in the next six months about how it worked.

Mayor Toben asked for public comment, and there was none.

Councilmember Wengert said working with Ms. McDougall and the subcommittee had been a terrific process. This was a great first step, and she felt there would be other programs added. If people didn't use the courts on a walk-in basis in the summer and there was demand for classes, that could be taken into consideration going forward. She moved to adopt the court rules and authorize staff to proceed with the instruction program implementation, including selection of a tennis pro. Councilmember Richards

seconded, and the motion carried 5-0. Ms. Feldman said Parks and Rec wanted to acknowledge and thank Ms. McDougall for her guidance and patience. This project would not be in front of the Town Council without her assistance.

(5) Public Hearing: Consider Joining CaliforniaFIRST Program for the Financing of Water and Energy Efficiency and Renewable Energy Retrofit Projects and Approval of ABAG to Apply for State Energy Program Grant Funds [8:00 p.m.]

Mayor Toben said this item represented an opportunity for the Town to join an effort that would yield some excellent opportunities for Town residents to improve the efficiency of their homes. Ms. de Garmeaux introduced Peggy Jensen and Douglas Alfaro from the San Mateo County Manager's office. Douglas Alfaro gave a presentation on ABAG's Retrofit Bay Area program and CaliforniaFIRST program described in the staff report of 2/24/10.

Responding to Councilmember Wengert, Ms. Jensen said the available funding would be spent at a Countywide level and would be primarily for marketing efforts. The City-Countywide Committee referenced in the staff report had been working for 8-9 months on this project, and Ms. de Garmeaux was a member of that group. It was not anticipated that funds would specifically go to the cities, but there would be a lot of resources that would be available to them. Countywide resources and training programs would be created that could be brought to the city in whatever venue the city chose. Responding to Councilmember Wengert, Mr. Alfaro said there was no limit to the number of property owners who could apply for financing. It was a pilot program run through the County, but there were no allocated slots for it. Homeowners could apply from any of the participating counties and cities. If there was over-subscription, that showed that there was a lot of demand for this. Responding to Councilmember Richard's question on upfront costs to the homeowner, he said the cities and County would be working on figuring out exactly how that process would work. The details on how long it would be from the time a homeowner applied to the time it was reimbursed hadn't been revealed yet. Ms. Jensen added that there would be a meeting on March 2 of the funding staff to get an understanding of how the program would work.

Responding to Councilmember Derwin, Ms. de Garmeaux said there were several programs going on at the same time. In addition to the Retrofit Bay Area program and CaliforniaFIRST, Acterra's High Energy Assessment program had just been approved by the California Energy Commission. Agenda item #7 was a proposal to reorganize the Climate Protection Task Force. Hopefully, that committee could be used to learn about all of these programs and assess how they could be successfully marketed to the Portola Valley community. Her job would be to ensure that it was marketed as effectively as possible to get as many of those slots as possible.

Councilmember Driscoll said there were homeowners in Town who had already gone through this process and, in some cases, spent considerable sums of money for improvements. Responding, Ms. Jensen said she had not heard that there was any component of the program that would be retroactive, but she would ask the renewable funding staff during the meeting on March 2.

Mayor Toben opened the public hearing.

Bill Lane, Westridge Dr., said the programs sounded very good. ABAG served a valuable purpose and was a benefit to the communities it related to. The discussion tonight seemed to be an example of very good coordination, cooperation and communication. This was a complicated project that was being handled democratically. To make it work, it would take patience, understanding different positions, and a lot of effort in looking at the bigger picture of how Portola Valley fit into the whole scheme of things.

There were no additional comments, and the public hearing was closed.

Councilmember Derwin said she was very excited about this and very happy to see all of it coming together. She was proud to be working with ABAG and the County on this significant issue.

Councilmember Richards said it was a great program, and he was happy that the Town was involved in it.

He hoped that the expenditures would lead to actual progress. Describing a project he toured in Burlingame, he thought there needed to be controls in place to ensure that the people recommending and doing retrofits really knew what they were doing. Other than that, he supported the Town's participation in the program.

Councilmember Wengert said there would be challenges, but she thought it would be a terrific program. She felt it would have great popularity. The issues would be ones of democratization and making sure that everyone who wanted to participate was able to at some level. That was a challenge she looked forward to.

Councilmember Driscoll said in the last couple of years, his concern was the State taking money away. This was a great opportunity for the State to help to do something good.

(a) By motion of Councilmember Derwin, seconded by Councilmember Richards, Council adopted Resolution 2478-2010 Authorizing the Town to Join the CaliforniaFIRST Program, Authorizing the California Statewide Communities Development Authority to Accept Applications from Property Owners, Conduct Contractual Assessment Proceedings and Levy Contractual Assessments Within the Territory of the Town, and Authorizing Related Actions by a vote of 5-0.

(b) By motion of Councilmember Driscoll, seconded by Councilmember Wengert, Council adopted Resolution No. 2479-2010 Authorizing Sacramento County as the Lead Collaborative Applicant to Apply for State Energy Program Grant Funds Available from the California Energy Commission on Behalf of the Town of Portola Valley by a vote of 5-0.

(c) By motion of Councilmember Wengert, seconded by Councilmember Derwin, Council adopted Resolution No. 2480-2010 Approving, Authorizing and Directing Execution of California Communities Joint Powers Agreement by a vote of 5-0.

(d) By motion of Councilmember Richards, seconded by Councilmember Driscoll, Council adopted Resolution No. 2481-2010 Approving and Authorizing the Association of Bay Area Governments to Apply for State Energy Program Grant Funds Available from the California Energy Commission on Behalf of the Town of Portola Valley by a vote of 5-0.

(6) Introduction of Ordinances on Indoor Water Conservation and Water Conservation in Landscaping
[8:20 p.m.]

Ms. Lambert reviewed the staff memo of 2/24/10 on the water conservation ordinances. She said Cal Water forwarded a letter dated 2/24/10 supporting both the indoor and outdoor ordinances with minor changes. She thanked members of the Water Conservation working group. Staff looked forward to bringing to the Council additional programs that were not State mandated and focused more on the Town.

Planning Commissioner Von Feldt said as a member of the working group, she was pleased to see a model ordinance that codified water conservation. As projects came in, the ASCC tried to explain to people why they needed to reduce their lawn size and use native plants. The ordinance did a lot of that work before a project came before the ASCC and Planning Commission and would be very helpful. The ordinance from the State was quite complicated, and the working group simplified it. The Town's ordinance basically used the Blue Oaks' standards, which had worked well over the years. Ms. Lambert added that most landscape architects that worked in Town thought Blue Oaks was the standard for the whole Town.

Councilmember Derwin said what was allowed in the landscape ordinance was doable and flexible. Commissioner Von Feldt added that doing a test strip at the Town Center had been discussed to show native grass sod as an alternative. Mayor Toben felt a demonstration plot was a great idea.

Councilmember Richards said large water retention systems could serve as irrigation sources. He asked if there was a mechanism to include those. Ms. Lambert confirmed that water retention systems could be indicated on the checklist and factored in. Councilmember Richards suggested putting another water meter at the Town Center to determine water use for landscaping. Ms. Lambert said the Town recently entered

into a contract with Water Wise and Cal Water to conduct water audits for the Town Center, Ford Field, Rossotti Field, and Triangle Park. The results of that study would be presented at the March 24 Council meeting.

Responding to Councilmember Wengert, Ms. Lambert confirmed that the language in the Blue Oaks PUD relating to planting was included in the ordinance. Responding to Councilmember Wengert, Ms. de Garreaux said Attachment C included a chart that showed local agencies that had adopted or planned to adopt the BAWSCA or State ordinances. Ms. Lambert added that the Cal Water website indicated that those adopting the State ordinance were larger jurisdictions.

Councilmember Driscoll said a few years ago, he embarked on a water conservation effort with low flow toilets, reduced faucet flow, etc. He was now having sewer problems because the ejector pump was being forced to pump a bigger consistency of material. Embarking on this could potentially complicate some people's sewer problems. The ordinances were a good idea and might become almost economically necessary in the next 10-15 years. But, the Town should keep an eye on unforeseen consequences. Ms. Lambert noted that the Building Official agreed that lessening the amount of water flow through some systems—especially with a flat lot—could create problems in the house. Councilmembers and staff discussed ejector pumps, flow rates and septic/sewer design.

Mayor Toben opened the public hearing.

MJ Lee, Meadowood Dr., asked how much outreach had been done before deciding to limit non-turf landscape to 1,000 sf. Ms. Lambert said there had been outreach to homeowners' associations and committee/commission members and postings on the Town website and PV forum. Commissioner Von Feldt noted that the draft ordinance was received in December and took effect on December 31. There had not been a lot of time for outreach. Mayor Toben added that the Town was being driven to this action by the mandates the Town was now confronting. The Town was taking a course that was more beneficial to the residents than the cumbersome model ordinance that the State promulgated. The mandates were firm, and the amounts of water to conserve were concrete targets that had to be met. The Town had participated in the development of an improved set of regulations, which Cal Water supported and neighboring jurisdictions helped devise. Ms. Lee said she understood the Statewide need for water conservation. But, this would apply to edible landscape. If you had a 44,000 sf or 1-acre lot, you were limiting citizens' ability to grow food. She had ten fruit trees, which was 1,000 sf right there. The State ordinance was meant for someone with a 5,000 or 10,000 sf lot. Ms. Lambert said if someone wanted to go over the allotted square footage, they could use a water budget, which was spelled out in the ordinance. Ms. Lee noted that pool covers were recommended. She was able to reduce evaporation by half by using a pool cover. But, if you really wanted to restrict water use, you should start by preventing the number of pools being built. Mayor Toben said that discussion went beyond the current issue and would involve significant community dialogue. Responding to Mayor Toben, Ms. Lambert said she thought most people were using pool covers and that there was something available for free-form pools. Pool covers could be encouraged at the ASCC level and incorporated in the checklist. Ms. de Garreaux added that a list of resources was being put together for residents to encourage water conservation.

Paul Molder said California Water Service fully endorsed the ordinances and would support the Town in any way possible to help the ordinances be successful.

There were no additional comments, and the public hearing was closed.

Councilmember Driscoll said the observation about pools was a good one. Whenever the Council adopted something, it should be thinking about what the next version should include. In 3-4 years, the Town would probably have to put some restrictions on pools.

Councilmember Wengert agreed. Some of the most hair-raising statistics in the literature about this issue related to the fact that by the year 2015, people would be facing a real crisis. The Town needed to get ahead of some of the issues like pools. She supported the ordinances.

Councilmember Richards said the ordinances were a necessary and good solution to an unfortunate problem. The 2015 date really jumped out at him, and he hoped that could be staved off a little bit by taking some of these measures.

Councilmember Derwin referred to a chart she saw in the past that showed the per capita consumption of water for local communities. The Town was way up there, which was one of the reasons why she put so much money last year into her property. She had fruit trees and a garden and had taken out one of her lawns. If you wanted to have all of that, you needed to put in rain capture systems. Her water use had been cut significantly. She applauded this. It was good to be ahead of the curve, but it would not be easy.

Referring to the water conservation in landscaping ordinance (p. 1, 6th WHEREAS, #(2)), Ms. Lambert said it should read "...25% or 1,000 sf...." Additionally, the minor changes recommended by California Water Services to both ordinances were set forth in their letter of 2/24/10.

Councilmember Derwin moved to introduce and read by title, waive further reading, an Ordinance Adding Chapter 15.32 [Water Conservation in Landscaping] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code as amended. Councilmember Driscoll seconded, and the motion carried 5-0.

Councilmember Richards moved to introduce and read by title, waive further reading, an Ordinance Adding Chapter 15.30 [Indoor Water Conservation] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code as amended. Councilmember Wengert seconded, and the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(7) Proposed Reorganization of the Climate Protection Task Force [8:50 p.m.]

Ms. de Garneau reviewed the staff report of 2/24/10 on the reorganization of the Climate Protection Task Force to a Sustainability Committee. Responding to Councilmember Wengert, Ms. Howard said the Climate Protection Task Force had about fifteen members. Mayor Toben said he did not feel size was an issue with this group. The notion was to get very task specific. Recruiting would seek out specific skills such as metrics measurements and social marketing to motivate people to learn the facts about their homes and take steps to retrofit or upgrade. It was more than just meeting in the Schoolhouse and making decisions. There would be interaction with homeowners' associations, institutions in Town, etc. He felt the functions had been defined well in the proposed charter along with the potential outcomes, timeline and roadmap.

Mayor Toben asked for public comment. Ms. Lambert said she sent a note and a copy of the staff report to the Climate Protection Task Force members. Two had responded and would like to participate.

Bill Lane suggested working with the garden clubs in Town who were committed and knowledgeable. The whole issue of climate change would make this a dicey playing field. Additionally, some properties had wells, which might need some controls over their use. He had two big tanks, one of which had a connection to link up with the fire trucks. Brush/forest fires was an additional issue related to water use since water was a fire retardant. Trying to push conservation at the same time was going in the opposite direction. The Woodside Fire District was very cooperative with pool owners and training them on the use of pumps for fighting fire. Pumps were also being made lighter and more efficient. Things were happening all at once, and it was an exciting time to be involved in this whole era of climate change. Portola Valley could be a wonderful laboratory for innovations and new thinking.

Councilmember Driscoll said he was concerned that "water" did not occur in the proposed charter. Ms. de Garneau said the focus for the group would be green-ups and energy and water efficiency. Water efficiency was the focus of the Acterra program, CaliforniaFIRST and Retrofit Bay Area and was closely tied to energy efficiency. "Green-up" was a term used to describe the retrofit of an existing home with an emphasis on green measures, including energy efficiency upgrades. This group would be focusing on water as well. Councilmember Driscoll suggested the charter be modified to indicate that water use was a significant part of the sustainability message.

Commissioner Von Feldt said when the new Sustainability Committee went out to do green-ups, they should be encouraged to look outside the house and improve landscaping.

Councilmember Derwin moved to approve the reorganization of the Climate Protection Task Force to the Portola Valley Sustainability Committee as described in Attachment 1 to the staff report. Councilmember Driscoll seconded, and the motion carried 5-0. Mayor Toben said it might be a good idea to start doing some analysis on the issue of swimming pools and wells in the next few months.

(8) Reports from Commission and Committee Liaisons [9:05 p.m.]

(a) Geologic Safety Committee

Councilmember Driscoll said a number of geologists in Town had been analyzing the photographs taken after the 1906 earthquake in an attempt to determine where the active trace of the San Andreas Fault crossed Alpine Road. He described methods used to analyze the photographs. The Geologic Safety Committee felt that where the fault actually crossed the road was not where it was shown on the maps and was about 150' away. The USGS was involved in the process, and they recommended that further investigation be done to pin this down. It might require a significant change to the geologic maps, but it would probably not affect any more homes. The Committee recommended the Town invest some money and dig a trench to see if their supposition was correct. The USGS had volunteered equipment and scientific analysis. The cost to the Town might be five figures, and he suggested the subject be agendaized.

(b) Cultural Arts Committee

Councilmember Derwin said the Committee was pleased with the Council's discussion about the tiles. They also discussed the cost of renting a big tent for the holiday fair, events for the performance lawn and Triangle Park, and holding art shows in the Community Hall.

(c) C/CAG

Councilmember Derwin said three C/CAG members went to Sacramento to propose alternatives to the gas tax swap. The hydrogen shuttle that operated between East Palo Alto and the CalTrain station had been cancelled because there was no fuel. There was \$1.4 million available to any jurisdiction in San Mateo County for Safe Routes to School programs for public education, outreach activities and infrastructure. She would follow up with staff.

(d) ASCC

Councilmember Derwin said the ASCC discussed: 1) a project on Oak Drive; 2) a joint field trip during an event at the Fogarty Winery to review noise impacts on neighbors; 3) a lot line adjustment; and 4) a project on Buck Meadow Drive where fill would be placed in a meadow.

(e) Conservation Committee

Councilmember Derwin said: 1) there was a new applicant for the Committee; 2) the Living with Wildlife workshop would be held on May 8, 2010; and 3) the farewell party for Sue Driscoll was in March. Danna Breen attended the meeting and spoke on tree removal and trimming practices, over-landscaping, loss of views, need to review spacing of trees on landscaping plans, and improper pruning around electrical wires. A landscape architect also attended the meeting and discussed replacement of some of the 287 redwood trees on a property up for sale with live oaks, valley oaks and blue oaks.

(f) Planning Commission

Councilmember Richards said the Commission discussed issues related to the Fogarty Winery CUP

amendment and what would be reviewed during the site visit. The discussion of the wireless antenna on Peak Lane was continued.

(g) Public Works Committee

Councilmember Richards said Mr. Young distributed new emergency contact numbers and discussed road resurfacing projects. Mr. Young was following up on an easement issue for the repair of the culvert on Shawnee. The Committee also discussed off-hours access to Town Center for people called in to handle emergencies.

(h) Spring Down Ad-hoc Committee

Councilmember Wengert said the group took a tour of the property. The meeting was productive, and the second meeting would be held tomorrow to discuss uses that might be allowed.

(i) Open Space Acquisition Committee

Mayor Toben said the Committee elected a new Chair and discussed what open space funds could be used for. They also discussed the use of Spring Down and maintaining the current horse operation.

WRITTEN COMMUNICATIONS [9:30 p.m.]

(9) Town Council 2/12/10 Weekly Digest: None

(10) Town Council 2/19/10 Weekly Digest

(a) Historic Allen/Woods House

Referring to Nancy Lund's memo of 2/15/10, Councilmember Driscoll said MROSD would coordinate with the Town on a master plan for the property once they took possession. Ms. Lambert said MROSD was aware of the Town Historian's memo and the historic significance of the property.

(b) Wireless Communication Antenna Facilities

Referring to her memo of 2/19/10, Ms. Lambert said she recommended a working group be established to review existing Town policy, regulations, and the Town's authority in reviewing applications for these facilities. Councilmember Driscoll volunteered to participate for the Council.

(c) Fence on Grove Court

Jon Silver reviewed his e-mail of 2/16/10 and letter of 2/11/10 relating to the fence on Grove Court. He discussed what he considered to be factual errors in Ms. Lambert's and Larry Anderson's memos of 2/18/10. He suggested a subcommittee be formed to discuss how this was handled so that mistakes would not be repeated. He said he would submit his comments in additional correspondence shortly.

CLOSED SESSION [9:43 p.m.]

(11) CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Government Code § 54956.8
Property: Parcel #076-261-010, 900 Portola Road
Town Negotiators: Town Attorney and Mayor

REPORT OUT OF CLOSED SESSION: None to Report

ADJOURNMENT: 10:25 p.m.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MARCH 10, 2010

Date: 03/03/2010

Time: 2:20 pm

Page: 1

TOWN OF PORTOLA VALLEY

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

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|--------------------|------------------------|-------|------------|--------|
| MIKE & PATTI AGOFF | Winter Instructor Fees | 10516 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 2341 KEHOE AVENUE | 0016 | | 03/10/2010 | |
| SAN MATEO | BOA | 43036 | 03/10/2010 | 0.00 |
| CA 94403 | | | | 264.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 264.00 | 0.00 |

| | | | |
|-----------|--------------------|--------|--------|
| Check No. | 43036 | Total: | 264.00 |
| Total for | MIKE & PATTI AGOFF | | 264.00 |

| | | | | |
|---------------------------|-----------------------|-------|------------|--------|
| ANIMAL DAMAGE MGMT INC | February Pest Control | 10553 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 16170 VINEYARD BLVD. #150 | 804 | | 03/10/2010 | |
| MORGAN HILL | BOA | 43037 | 03/10/2010 | 0.00 |
| CA 95037 | 43722 | | | 310.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 310.00 | 0.00 |

| | | | |
|-----------|------------------------|--------|--------|
| Check No. | 43037 | Total: | 310.00 |
| Total for | ANIMAL DAMAGE MGMT INC | | 310.00 |

| | | | | |
|---------------------------|--------------------|-------|------------|-------|
| ARROWHEAD MT SPRING WATER | February Statement | 10517 | 03/10/2010 | |
| | | | 03/10/2010 | |
| P.O. BOX 856158 | 463 | | 03/10/2010 | |
| LOUISVILLE | BOA | 43038 | 03/10/2010 | 0.00 |
| KY 40285-6158 | 00B5743876004 | | | 98.12 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------|----------------|-----------------|
| 05-64-4336 | Miscellaneous | 98.12 | 0.00 |

| | | | |
|-----------|---------------------------|--------|-------|
| Check No. | 43038 | Total: | 98.12 |
| Total for | ARROWHEAD MT SPRING WATER | | 98.12 |

| | | | | |
|------------------|--------------------|-------|------------|----------|
| BANK OF AMERICA | February Statement | 10518 | 03/10/2010 | |
| | | | 03/10/2010 | |
| Bank Card Center | | | 03/10/2010 | |
| P.O. BOX 53155 | 0022 | | 03/10/2010 | |
| PHOENIX | BOA | 43039 | 03/10/2010 | 0.00 |
| AZ 85072-3155 | | | | 1,649.61 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-60-4267 | Tools & Equipment | 227.14 | 0.00 |
| 05-64-4308 | Office Supplies | 60.56 | 0.00 |
| 05-64-4312 | Office Equipment | 1,070.47 | 0.00 |
| 05-64-4336 | Miscellaneous | 180.28 | 0.00 |
| 05-66-4340 | Building Maint Equip & Supp | 111.16 | 0.00 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 43039 | Total: | 1,649.61 |
| Total for | BANK OF AMERICA | | 1,649.61 |

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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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| DALE BRANLUND | C&D Refund | 10519 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 15 PALMER | 412 | | 03/10/2010 | |
| PORTOLA VALLEY | BOA | 43040 | 03/10/2010 | 0.00 |
| CA 94028 | | | | 1,000.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 96-54-4205 | C&D Deposit | 1,000.00 | 0.00 |

| Check No. | 43040 | Total: | 1,000.00 |
|-----------|---------------|--------|----------|
| Total for | DALE BRANLUND | | 1,000.00 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|------------------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| CAL WATER SERVICE CO | 1/15/10 - 2/12/10 Statements | 10520 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 3351 EL CAMINO REAL | 0035 | | 03/10/2010 | |
| ATHERTON | BOA | 43041 | 03/10/2010 | 0.00 |
| CA 94027 | | | | 873.38 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities | 873.38 | 0.00 |

| Check No. | 43041 | Total: | 873.38 |
|-----------|----------------------|--------|--------|
| Total for | CAL WATER SERVICE CO | | 873.38 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|-----------------------------|---------------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| COTTON SHIRES & ASSOC. INC. | January Applicant Charges | 10521 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 330 VILLAGE LANE | 0047 | | 03/10/2010 | |
| LOS GATOS | BOA | 43042 | 03/10/2010 | 0.00 |
| CA 95030-7218 | | | | 6,281.75 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 96-54-4190 | Geologist Charges to Appis | 6,281.75 | 0.00 |

| Check No. | 43042 | Total: | 6,281.75 |
|-----------|-----------------------------|--------|----------|
| Total for | COTTON SHIRES & ASSOC. INC. | | 6,281.75 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|-----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| AMY DEBENEDICTIS | Winter Instructor Fee | 10522 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 819 LAUREL AVENUE | 2130 | | 03/10/2010 | |
| MENLO PARK | BOA | 43043 | 03/10/2010 | 0.00 |
| CA 94025 | | | | 176.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------------|----------------|-----------------|
| 05-58-4246 | Instructors & Class Refunds | 176.00 | 0.00 |

| Check No. | 43043 | Total: | 176.00 |
|-----------|------------------|--------|--------|
| Total for | AMY DEBENEDICTIS | | 176.00 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| DELL MARKETING L.P. | Laptop Computer | 10523 | 03/10/2010 | |
| | | 5823 | 03/10/2010 | |
| c/o DELL USA L.P. | 0194 | | 03/10/2010 | |
| P.O. BOX 910916 | BOA | 43044 | 03/10/2010 | 0.00 |
| PASADENA | XDN8F1368 | | | 1,219.30 |
| CA 91110-0916 | | | | |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4312 | Office Equipment | 1,219.30 | 0.00 |

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| Vendor Name | Invoice Description 1 | Ref No. | Discount Date | |
|---------------------------|-----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description 2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |

| | | | |
|-----------|---------------------|--------|----------|
| Check No. | 43044 | Total: | 1,219.30 |
| Total for | DELL MARKETING L.P. | | 1,219.30 |

| DEPT OF INDUSTRIAL RELATIONS (ACCOUNTING) P.O. BOX 420603 SAN FRANCISCO CA 94142-0603 | Dumbwaiter Inspection Fee 377 BOA G025593SJ | 10524 43045 | 03/10/2010 03/10/2010 03/10/2010 03/10/2010 | 0.00 105.00 |
|---|--|----------------|--|----------------|
| GL Number | Description | Invoice Amount | Amount Relieved | |

| | | | | |
|------------|-------------------------------|--------|------|--|
| 05-66-4346 | Mechanical Sys Maint & Repair | 105.00 | 0.00 | |
|------------|-------------------------------|--------|------|--|

| | | | |
|-----------|------------------------------|--------|--------|
| Check No. | 43045 | Total: | 105.00 |
| Total for | DEPT OF INDUSTRIAL RELATIONS | | 105.00 |

| FEDEX P.O. BOX 7221 PASADENA CA 91109-7321 | Ship Charges 0066 BOA 9-506-21014 | 10525 43046 | 03/10/2010 03/10/2010 03/10/2010 03/10/2010 | 0.00 18.11 |
|---|--|----------------|--|---------------|
| GL Number | Description | Invoice Amount | Amount Relieved | |

| | | | | |
|------------|-----------------|-------|------|--|
| 05-64-4308 | Office Supplies | 18.11 | 0.00 | |
|------------|-----------------|-------|------|--|

| | | | |
|-----------|-------|--------|-------|
| Check No. | 43046 | Total: | 18.11 |
| Total for | FEDEX | | 18.11 |

| G. BORTOLOTTO COMPANY 580 BRAGATO ROAD SAN CARLOS CA 94070 | ARRA Project, Retention 0025 BOA 09-476 | 10557 43047 | 03/10/2010 03/10/2010 03/10/2010 03/10/2010 | 0.00 22,279.19 |
|---|--|----------------|--|-------------------|
| GL Number | Description | Invoice Amount | Amount Relieved | |

| | | | | |
|------------|-----------------------|-----------|------|--|
| 65-68-4483 | CIP09/10 ARRA Project | 22,279.19 | 0.00 | |
|------------|-----------------------|-----------|------|--|

| | | | |
|-----------|-----------------------|--------|-----------|
| Check No. | 43047 | Total: | 22,279.19 |
| Total for | G. BORTOLOTTO COMPANY | | 22,279.19 |

| HORIZON P.O. BOX 52758 PHOENIX AZ 85072-2758 | Roundup 0289 BOA 15708140-00 | 10526 43048 | 03/10/2010 03/10/2010 03/10/2010 03/10/2010 | 0.00 91.87 |
|---|---------------------------------------|----------------|--|---------------|
| GL Number | Description | Invoice Amount | Amount Relieved | |

| | | | | |
|------------|----------------------------|-------|------|--|
| 05-58-4240 | Parks & Fields Maintenance | 91.87 | 0.00 | |
|------------|----------------------------|-------|------|--|

| | | | |
|-----------|---------|--------|-------|
| Check No. | 43048 | Total: | 91.87 |
| Total for | HORIZON | | 91.87 |

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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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| J.W. ENTERPRISES | Feb/Mar Temp Lavatories | 10527 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 1689 MORSE AVE | 829 | | 03/10/2010 | |
| VENTURA | BOA | 43049 | 03/10/2010 | 0.00 |
| CA 93003 | 148324 | | | 453.80 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-58-4244 | Portable Lavatories | 453.80 | 0.00 |

| | | | |
|-----------|------------------|--------|--------|
| Check No. | 43049 | Total: | 453.80 |
| Total for | J.W. ENTERPRISES | | 453.80 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|-------------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| KLEINFELDER, INC. | ARRA Road Proj. Testing | 10558 | 03/10/2010 | |
| | | | 03/10/2010 | |
| P.O. BOX 51958 | 922 | | 03/10/2010 | |
| LOS ANGELES | BOA | 43050 | 03/10/2010 | 0.00 |
| CA 90051-6258 | 622513 | | | 151.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------|----------------|-----------------|
| 05-68-4503 | CIPStreetDesignFutureFY | 151.00 | 0.00 |

| | | | |
|-----------|-------------------|--------|--------|
| Check No. | 43050 | Total: | 151.00 |
| Total for | KLEINFELDER, INC. | | 151.00 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|--------------------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| KPMG LLP | 2009 Plattner Grant Evaluation | 10556 | 03/10/2010 | |
| | | | 03/10/2010 | |
| DEPT 0922 | 985 | | 03/10/2010 | |
| DALLAS | BOA | 43051 | 03/10/2010 | 0.00 |
| TX 75312-0922 | 43652428 | | | 7,365.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------|----------------|-----------------|
| 05-66-4341 | Community Hall | 7,365.00 | 0.00 |

| | | | |
|-----------|----------|--------|----------|
| Check No. | 43051 | Total: | 7,365.00 |
| Total for | KPMG LLP | | 7,365.00 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| LESLIE LAMBERT | February Mileage | 10528 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 80 CHESTER CIRCLE | 0291 | | 03/10/2010 | |
| LOS ALTOS | BOA | 43052 | 03/10/2010 | 0.00 |
| CA 94022 | | | | 75.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-64-4328 | Mileage Reimbursement | 75.00 | 0.00 |

| | | | |
|-----------|----------------|--------|-------|
| Check No. | 43052 | Total: | 75.00 |
| Total for | LESLIE LAMBERT | | 75.00 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|-----------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| LEAGUE OF CA CITIES | 2010 Membership Dues | 10554 | 03/10/2010 | |
| | | | 03/10/2010 | |
| LEAGUE OF CALIFORNIA CITIES | | | 03/10/2010 | |
| 1400 K STREET | 0093 | | 03/10/2010 | |
| SACRAMENTO | BOA | 43053 | 03/10/2010 | 0.00 |
| CA 95814 | 96857 | | | 2,929.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4322 | Dues | 2,929.00 | 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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province | Zip/Postal | Invoice Number | | Check Amount |

Check No. 43053 Total: 2,929.00
Total for LEAGUE OF CA CITIES 2,929.00

| | | | | |
|----------------|----------------|-------|------------|----------|
| WILLIAM LEVIN | Deposit Refund | 10531 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 140 FAWN LANE | 385 | | 03/10/2010 | |
| PORTOLA VALLEY | BOA | 43055 | 03/10/2010 | 0.00 |
| CA 94028 | | | | 1,516.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 1,516.50 | 0.00 |

Check No. 43055 Total: 1,516.50
Total for WILLIAM LEVIN 1,516.50

| | | | | |
|-------------------|------------------------------|-------|------------|-------|
| LEV'S PLUMBING | Business Lic. Partial Refund | 10529 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 74 MIRALOMA DRIVE | 411 | | 03/10/2010 | |
| SAN FRANCISCO | BOA | 43054 | 03/10/2010 | 0.00 |
| CA 94127 | | | | 10.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-56-4228 | Miscellaneous Refunds | 10.00 | 0.00 |

Check No. 43054 Total: 10.00
Total for LEV'S PLUMBING 10.00

| | | | | |
|---------------------|-----------------------------|-------|------------|--------|
| MAZE & ASSOCIATES | Audit Services, FYE 6/30/09 | 10533 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 3478 BUSKIRK AVENUE | 879 | | 03/10/2010 | |
| PLEASANT HILL | BOA | 43056 | 03/10/2010 | 0.00 |
| CA 94523 | 23937 | | | 185.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-54-4180 | Accounting & Auditing | 185.00 | 0.00 |

Check No. 43056 Total: 185.00
Total for MAZE & ASSOCIATES 185.00

| | | | | |
|------------------|---------------------------|-------|------------|-------|
| JANET MCDUGALL | Mileage Reimb, 11/11-2/24 | 10532 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 765 PORTOLA ROAD | 769 | | 03/10/2010 | |
| PORTOLA VALLEY | BOA | 43057 | 03/10/2010 | 0.00 |
| CA 94028 | | | | 76.84 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-64-4328 | Mileage Reimbursement | 76.84 | 0.00 |

Check No. 43057 Total: 76.84
Total for JANET MCDUGALL 76.84

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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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| O. NELSON & SON | Storm Damage Clean-up | 10559 | 03/10/2010 | |
| | Cervantes, Pinon, Alpine, Port | | 03/10/2010 | |
| 3355 TRIPP ROAD | 634 | | 03/10/2010 | |
| WOODSIDE | BOA | 43058 | 03/10/2010 | 0.00 |
| CA 94062 | 112 | | | 4,680.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------|----------------|-----------------|
| 20-60-4271 | Storm Damage | 4,680.50 | 0.00 |

| | | | |
|-----------|-----------------|--------|----------|
| Check No. | 43058 | Total: | 4,680.50 |
| Total for | O. NELSON & SON | | 4,680.50 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|------------------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| PACIFIC ACCESS INC | Inspection Agrmt, Dumbwaiter | 10534 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 937 INDUSTRIAL AVENUE | 991 | | 03/10/2010 | |
| PALO ALTO | BOA | 43059 | 03/10/2010 | 0.00 |
| CA 94303 | 0716 | | | 120.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|----------------|-----------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 120.00 | 0.00 |

| | | | |
|-----------|--------------------|--------|--------|
| Check No. | 43059 | Total: | 120.00 |
| Total for | PACIFIC ACCESS INC | | 120.00 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|----------------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| PACIFIC DOOR SYSTEMS INC | Overhead Doors, Maint Bldg | 10560 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 121 INDUSTRIAL WAY | 0068 | | 03/10/2010 | |
| BELMONT | BOA | 43060 | 03/10/2010 | 0.00 |
| CA 94002 | 3203 | | | 7,400.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-68-4419 | CIP2009/10 TC Improvements | 7,400.00 | 0.00 |

| | | | |
|-----------|--------------------------|--------|----------|
| Check No. | 43060 | Total: | 7,400.00 |
| Total for | PACIFIC DOOR SYSTEMS INC | | 7,400.00 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| PERS HEALTH | March Premium | 10535 | 03/10/2010 | |
| | | | 03/10/2010 | |
| VIA EFT | 0108 | | 03/10/2010 | |
| | BOA | 43061 | 03/10/2010 | 0.00 |
| | | | | 13,573.59 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-50-4086 | Health Insurance Medical | 13,573.59 | 0.00 |

| | | | |
|-----------|-------------|--------|-----------|
| Check No. | 43061 | Total: | 13,573.59 |
| Total for | PERS HEALTH | | 13,573.59 |

| Vendor Name | Invoice Description1 | Ref No. | Discount Date | |
|---------------------------|----------------------|-----------|---------------|-----------------|
| Vendor Name Line 2 | Invoice Description2 | PO No. | Pay Date | |
| Vendor Address | Vendor Number | | Due Date | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| PG&E | February Statements | 10536 | 03/10/2010 | |
| | | | 03/10/2010 | |
| BOX 997300 | 0109 | | 03/10/2010 | |
| SACRAMENTO | BOA | 43062 | 03/10/2010 | 0.00 |
| CA 95899-7300 | | | | 943.87 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------|----------------|-----------------|
| 05-64-4330 | Utilities | 943.87 | 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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 43062 | Total: | 943.87 |
| Total for | PG&E | | 943.87 |

| | | | | |
|-------------------------|--------------------|-------|------------|--------|
| PORTOLA VALLEY HARDWARE | February Statement | 10537 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 112 PORTOLA VALLEY ROAD | 0114 | | 03/10/2010 | |
| PORTOLA VALLEY | BOA | 43063 | 03/10/2010 | 0.00 |
| CA 94028 | | | | 459.41 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-58-4240 | Parks & Fields Maintenance | 54.68 | 0.00 |
| 05-60-4267 | Tools & Equipment | 42.59 | 0.00 |
| 05-64-4334 | Vehicle Maintenance | 9.82 | 0.00 |
| 05-66-4340 | Building Maint Equip & Supp | 59.79 | 0.00 |
| 20-60-4260 | Public Road Surface & Drainage | 292.53 | 0.00 |

| | | | |
|-----------|-------------------------|--------|--------|
| Check No. | 43063 | Total: | 459.41 |
| Total for | PORTOLA VALLEY HARDWARE | | 459.41 |

| | | | | |
|----------------|---------------------|-------|------------|----------|
| PRINTER ASSIST | Repairs to Printers | 10538 | 03/10/2010 | |
| | | 5825 | 03/10/2010 | |
| P.O. BOX 1533 | 944 | | 03/10/2010 | |
| PALO ALTO | BOA | 43064 | 03/10/2010 | 0.00 |
| CA 94302-1533 | 4226,4228,4229 | | | 1,154.78 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|------------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 469.78 | 0.00 |
| 05-64-4312 | Office Equipment | 685.00 | 0.00 |

| | | | |
|-----------|----------------|--------|----------|
| Check No. | 43064 | Total: | 1,154.78 |
| Total for | PRINTER ASSIST | | 1,154.78 |

| | | | | |
|---------------------------|------------------------------|-------|------------|----------|
| RON RAMIES AUTOMOTIVE INC | Maintenance to Vehicles | 10539 | 03/10/2010 | |
| | ('00 Chev,'01 Chev,'91 Ford) | 5828 | 03/10/2010 | |
| 115 PORTOLA ROAD | 422 | | 03/10/2010 | |
| PORTOLA VALLEY | BOA | 43065 | 03/10/2010 | 0.00 |
| CA 94028 | 33190,33203,33201 | | | 1,511.29 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------|----------------|-----------------|
| 05-64-4334 | Vehicle Maintenance | 1,511.29 | 0.00 |

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 43065 | Total: | 1,511.29 |
| Total for | RON RAMIES AUTOMOTIVE INC | | 1,511.29 |

| | | | | |
|-------------------|-----------------------------|-------|------------|--------|
| DUSANKA ROSENBAUM | Comm'ty Hall Deposit Refund | 10540 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 10560 BLANDOR WAY | 374 | | 03/10/2010 | |
| LOS ALTOS HILLS | BOA | 43066 | 03/10/2010 | 0.00 |
| CA 94024 | | | | 500.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-56-4226 | Facility Deposit Refunds | 500.00 | 0.00 |

| | | | |
|-----------|-------|--------|--------|
| Check No. | 43066 | Total: | 500.00 |
|-----------|-------|--------|--------|

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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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |
| | | Total for | DUSANKA ROSENBAUM | 500.00 |

| | | | | |
|---------------------------|--------------------------|-------|------------|--------|
| ROTO-ROOTER PLUMBERS | Maint to Main Sewer Line | 10541 | 03/10/2010 | |
| | | 5829 | 03/10/2010 | |
| 5672 COLLECTION CENTER DR | 360 | | 03/10/2010 | |
| CHICAGO | BOA | 43067 | 03/10/2010 | 0.00 |
| IL 60693 | 19315430370 | | | 876.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-------------------------------|-----------------|-----------------------------|
| 05-66-4346 | Mechanical Sys Maint & Repair | 876.00 | 0.00 |
| | | Check No. 43067 | Total: 876.00 |
| | | Total for | ROTO-ROOTER PLUMBERS 876.00 |

| | | | | |
|------------------------------|------------------------------|-------|------------|------------|
| SAN MATEO SHERIFF | FY09-10, 3rd Qtr Law Enforce | 10542 | 03/10/2010 | |
| OFFICE OF EMERGENCY SERVICES | | | 03/10/2010 | |
| 400 COUNTY CENTER | 0119 | | 03/10/2010 | |
| REDWOOD CITY | BOA | 43068 | 03/10/2010 | 0.00 |
| CA 94063-0978 | 8388 | | | 174,217.75 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------------|-----------------|------------------------------|
| 05-62-4282 | San Mateo County Sheriff's Ofc. | 124,650.25 | 0.00 |
| 05-62-4284 | COPS Addl Traffic Patrols | 49,567.50 | 0.00 |
| | | Check No. 43068 | Total: 174,217.75 |
| | | Total for | SAN MATEO SHERIFF 174,217.75 |

| | | | | |
|------------------------|-----------------------------|-------|------------|-----------|
| SANCO PIPELINES INC | Repairs to Storm Drain Pipe | 10561 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 368 E. CAMPBELL AVENUE | 990 | | 03/10/2010 | |
| CAMPBELL | BOA | 43069 | 03/10/2010 | 0.00 |
| CA 95008 | R-09-28 | | | 19,850.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------|-----------------|-------------------------------|
| 20-60-4271 | Storm Damage | 19,850.00 | 0.00 |
| | | Check No. 43069 | Total: 19,850.00 |
| | | Total for | SANCO PIPELINES INC 19,850.00 |

| | | | | |
|----------------|-----------------------------|-------|------------|--------|
| GERALD SAUER | Comm'ty Hall Deposit Refund | 10543 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 18 SANDSTONE | 361 | | 03/10/2010 | |
| PORTOLA VALLEY | BOA | 43070 | 03/10/2010 | 0.00 |
| CA 94028 | | | | 250.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|-----------------|---------------------|
| 05-56-4226 | Facility Deposit Refunds | 250.00 | 0.00 |
| | | Check No. 43070 | Total: 250.00 |
| | | Total for | GERALD SAUER 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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province Zip/Postal | Invoice Number | | | Check Amount |

| | | | | |
|------------------------|---------------|-------|------------|-------|
| SHARP BUSINESS SYSTEMS | Copies Charge | 10544 | 03/10/2010 | |
| | | | 03/10/2010 | |
| DEPT. LA 21510 | 0199 | | 03/10/2010 | |
| PASADENA | BOA | 43071 | 03/10/2010 | 0.00 |
| CA 91185-1510 | AR255096 | | | 15.31 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------|----------------|-----------------|
| 05-64-4308 | Office Supplies | 15.31 | 0.00 |

| | | | |
|-----------|------------------------|--------|-------|
| Check No. | 43071 | Total: | 15.31 |
| Total for | SHARP BUSINESS SYSTEMS | | 15.31 |

| | | | | |
|----------------------|--------------------|-------|------------|-----------|
| SPANGLE & ASSOCIATES | February Statement | 10545 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 770 MENLO AVENUE | 0121 | | 03/10/2010 | |
| MENLO PARK | BOA | 43072 | 03/10/2010 | 0.00 |
| CA 94025-4736 | | | | 27,948.50 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|----------------------------|----------------|-----------------|
| 05-52-4140 | ASGC | 2,235.00 | 0.00 |
| 05-52-4162 | Planning Committee | 4,464.00 | 0.00 |
| 05-54-4196 | Planner | 9,241.60 | 0.00 |
| 96-54-4198 | Planner - Charges to Appis | 12,007.90 | 0.00 |

| | | | |
|-----------|----------------------|--------|-----------|
| Check No. | 43072 | Total: | 27,948.50 |
| Total for | SPANGLE & ASSOCIATES | | 27,948.50 |

| | | | | |
|---------------------------|------------------|-------|------------|----------|
| STATE COMP INSURANCE FUND | February Premium | 10546 | 03/10/2010 | |
| | | | 03/10/2010 | |
| PO BOX 7980 | 0122 | | 03/10/2010 | |
| SAN FRANCISCO | BOA | 43073 | 03/10/2010 | 0.00 |
| CA 94120-7854 | | | | 2,301.83 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|-----------------------|----------------|-----------------|
| 05-50-4094 | Worker's Compensation | 2,301.83 | 0.00 |

| | | | |
|-----------|---------------------------|--------|----------|
| Check No. | 43073 | Total: | 2,301.83 |
| Total for | STATE COMP INSURANCE FUND | | 2,301.83 |

| | | | | |
|----------------|----------------|-------|------------|--------|
| RALPH TOWNSEND | Deposit Refund | 10530 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 14 TYNAN | 0123 | | 03/10/2010 | |
| PORTOLA VALLEY | BOA | 43074 | 03/10/2010 | 0.00 |
| CA 94028 | | | | 861.90 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 96-54-4207 | Deposit Refunds, Other Charges | 861.90 | 0.00 |

| | | | |
|-----------|----------------|--------|--------|
| Check No. | 43074 | Total: | 861.90 |
| Total for | RALPH TOWNSEND | | 861.90 |

| | | | | |
|-----------------|--------------------------|-------|------------|----------|
| TREE SPECIALIST | Remove Trees at Town Ctr | 10547 | 03/10/2010 | |
| | | 5822 | 03/10/2010 | |
| 1198 NEVADA AVE | 839 | | 03/10/2010 | |
| SAN JOSE | BOA | 43075 | 03/10/2010 | 0.00 |
| CA 95125 | | | | 1,000.00 |

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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 | |
| 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 | 1,000.00 | 0.00 | |
| TREE SPECIALIST | Oak Removal at Rossotti | 10562 | 03/10/2010 | |
| | Trim Oaks at Town Center | | 03/10/2010 | |
| 1198 NEVADA AVE | 839 | | 03/10/2010 | |
| SAN JOSE | BOA | 43075 | 03/10/2010 | 0.00 |
| CA 95125 | 01-22-10 | | | 1,300.00 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|-----------------|-------------------------------|----------------|-----------------|----------|
| 05-58-4240 | Parks & Fields Maintenance | 650.00 | 0.00 | |
| 05-66-4342 | Landscape Supplies & Services | 650.00 | 0.00 | |
| TREE SPECIALIST | Emergency Tree/Debris Removal | 10563 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 1198 NEVADA AVE | 839 | | 03/10/2010 | |
| SAN JOSE | BOA | 43075 | 03/10/2010 | 0.00 |
| CA 95125 | 02-24-10 | | | 5,400.00 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|--------------|-----------------|-----------------|----------|
| 20-60-4271 | Storm Damage | 5,400.00 | 0.00 | |
| | | Check No. 43075 | Total: | 7,700.00 |
| | | Total for | TREE SPECIALIST | 7,700.00 |

| | | | | |
|--------------------------------|-----------------|-------|------------|-------|
| TURF & INDUSTRIAL EQUIPMENT CO | Blade for Mower | 10548 | 03/10/2010 | |
| | | | 03/10/2010 | |
| 2715 LAFAYETTE STREET | 513 | | 03/10/2010 | |
| SANTA CLARA | BOA | 43076 | 03/10/2010 | 0.00 |
| CA 95050 | 82670 | | | 66.40 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|----------------------------|-----------------|-----------------------------|-------|
| 05-58-4240 | Parks & Fields Maintenance | 66.40 | 0.00 | |
| | | Check No. 43076 | Total: | 66.40 |
| | | Total for | TURF & INDUSTRIAL EQUIPMENT | 66.40 |

| | | | | |
|------------------------------|--------------------------------|-------|------------|--------|
| UNITED RENTALS NORTHWEST INC | Vibraplate Rental (Playground) | 10549 | 03/10/2010 | |
| | | | 03/10/2010 | |
| FILE 51122 | 0296 | | 03/10/2010 | |
| LOS ANGELES | BOA | 43077 | 03/10/2010 | 0.00 |
| CA 90074-1122 | 86176171-001 | | | 241.36 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|----------------------------|-----------------|-----------------------------|--------|
| 05-58-4240 | Parks & Fields Maintenance | 241.36 | 0.00 | |
| | | Check No. 43077 | Total: | 241.36 |
| | | Total for | UNITED RENTALS NORTHWEST II | 241.36 |

| | | | | |
|------------------|-------------------------|-------|------------|--------|
| VERIZON WIRELESS | February Admin Cellular | 10550 | 03/10/2010 | |
| | | | 03/10/2010 | |
| P.O. BOX 9622 | 0131 | | 03/10/2010 | |
| MISSION HILLS | BOA | 43078 | 03/10/2010 | 0.00 |
| CA 91346-9622 | 0845961102 | | | 109.03 |

| GL Number | Description | Invoice Amount | Amount Relieved | |
|------------|-------------|-----------------|-----------------|--------|
| 05-64-4318 | Telephones | 109.03 | 0.00 | |
| | | Check No. 43078 | Total: | 109.03 |

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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 | |
| City | Bank | Check No. | Check Date | Discount Amount |
| State/Province | Zip/Postal | Invoice Number | | Check Amount |
| | | Total for | VERIZON WIRELESS | 109.00 |

| | | | | |
|-------------------------------|-----------------------|-------|------------|--------|
| VISION INTERNET PROVIDERS INC | February Site Hosting | 10551 | 03/10/2010 | |
| P.O. BOX 251588 | 827 | | 03/10/2010 | |
| LOS ANGELES | BOA | 43079 | 03/10/2010 | 0.00 |
| CA 90025 | 17148 | | | 200.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------------|----------------|-----------------|
| 05-64-4311 | Internet Service & Web Hosting | 200.00 | 0.00 |

| | | | |
|-----------|-------------------------------|--------|--------|
| Check No. | 43079 | Total: | 200.00 |
| Total for | VISION INTERNET PROVIDERS INC | | 200.00 |

| | | | | |
|----------------------------|--------------------------------|-------|------------|--------|
| WATERWISE CONSULTING, INC. | Water Audit of Town Properties | 10555 | 03/10/2010 | |
| 1147 S. GRAND AVENUE | 2019 | 5797 | 03/10/2010 | |
| GLENDORA | BOA | 43080 | 03/10/2010 | 0.00 |
| CA 91740 | 930 | | | 500.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|---------------------------|----------------|-----------------|
| 05-54-4214 | Miscellaneous Consultants | 500.00 | 0.00 |

| | | | |
|-----------|----------------------------|--------|--------|
| Check No. | 43080 | Total: | 500.00 |
| Total for | WATERWISE CONSULTING, INC. | | 500.00 |

| | | | | |
|-------------------------------|-----------------------------|-------|------------|--------|
| WOODSIDE ATHERTON GARDEN CLUB | Comm'ty Hall Deposit Refund | 10552 | 03/10/2010 | |
| P.O. BOX 838 | 584 | | 03/10/2010 | |
| MENLO PARK | BOA | 43081 | 03/10/2010 | 0.00 |
| CA 94026 | | | | 250.00 |

| GL Number | Description | Invoice Amount | Amount Relieved |
|------------|--------------------------|----------------|-----------------|
| 05-56-4226 | Facility Deposit Refunds | 250.00 | 0.00 |

| | | | |
|-----------|--------------------------|--------|--------|
| Check No. | 43081 | Total: | 250.00 |
| Total for | WOODSIDE ATHERTON GARDEN | | 250.00 |

| | | | |
|-----------------|----|----------------------------|------------|
| Total Invoices: | 48 | Grand Total: | 312,859.99 |
| | | Less Credit Memos: | 0.00 |
| | | Net Total: | 312,859.99 |
| | | Less Hand Check Total: | 0.00 |
| | | Outstanding Invoice Total: | 312,859.99 |

TOWN OF PORTOLA VALLEY

Warrant Disbursement Journal

March 10, 2010

Claims totaling \$312,859.99 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 _____

Angela Howard, 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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: March 2, 2010

RE: Adoption of Water Conservation Ordinances for Indoor and Landscaping Use

At its February 24, 2010 meeting, the Town Council considered and voted to approve, as amended, the additions of Chapter 15.30 [Indoor Water Conservation] and Chapter 15.32 [Water Conservation in Landscaping] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code.

This matter has come before the Council for second reading of the ordinance titles, waiving further reading and adoption of the ordinances. If approved, the ordinances shall become effective thirty (30) days after the date of adoption and posting.

Recommendation

It is recommended that the Town Council adopt the attached ordinances adding Chapters 15.30 [Indoor Water Conservation] and Chapter 15.32 [Water Conservation in Landscaping] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code.

Approved: _____
Angela Howard, Town Manager

ORDINANCE NO. _____-2010

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY ADDING CHAPTER 15.30 [INDOOR WATER
CONSERVATION] TO TITLE 15 [BUILDINGS AND
CONSTRUCTION] OF THE PORTOLA VALLEY MUNICIPAL CODE**

WHEREAS, the Town of Portola Valley (“Town”) desires to add Chapter 15.30 [Indoor Water Conservation] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to establish indoor water conservation regulations.

WHEREAS, a reliable minimum supply of potable water is essential to the public health, safety and welfare of the people and economy of the Town. The adoption and enforcement of this Ordinance is necessary to manage the Town’s potable water supply in the short- and long-term and to avoid or minimize the effects of drought and shortage within the Town.

WHEREAS, San Mateo County, in which the Town is located, is a semi-arid region and is largely dependent upon imported water supplies. Factors, such as drought, a growing population, climate change, and environmental and regulatory concerns affect the region’s water reliability and make it highly susceptible to water supply challenges.

WHEREAS, the more restrictive building standards for water conserving fixtures provided for in this Ordinance are reasonably necessary because of local climatic, geological or topographical conditions.

WHEREAS, careful water management requires active water conservation measures, not only in times of drought but at all times, in order to ensure a reliable minimum supply of water to meet current and future water supply needs.

WHEREAS, current supply and demand projections for the Bay Area Water Supply and Conservation Agency (“BAWSCA”) member agencies, including the Town, indicate that, in the absence of increased water conservation, water demands will exceed available water supplies in 2015 and implementation of water conserving ordinances is one mechanism by which agencies can reduce future water demands and remain within existing supplies.

WHEREAS, this Ordinance is consistent with the provisions requiring high efficiency water conserving fixtures and reductions in indoor water use in the 2007 California Plumbing Code and the California Green Building Standards Code, respectively, as such provisions will be implemented in the coming years. Implementation of this Ordinance is necessary to expedite the use of high efficiency water conserving fixtures and assist BAWSCA member agencies in achieving water savings.

WHEREAS, the State Legislature has identified the provision of a more reliable water supply and the protection, restoration and enhancement of the Delta ecosystem as a high priority for the State. Pursuant to this, in November 2009, the State Legislature passed Senate Bill 7 requiring certain urban water suppliers to reduce per capita urban water use by 20% by the year 2020. Implementation of this Ordinance is consistent with the policies and goals established by the State Legislature in enacting Senate Bill 7.

WHEREAS, the State Legislature has identified urban water conservation as a cost-effective approach to addressing water supply needs and determined that there are many water conservation practices that produce significant energy and water resource savings that should be encouraged as a matter of state policy. Pursuant to this finding, the State Legislature passed Senate Bill 407, requiring all residential and commercial property owners to replace existing plumbing fixtures with water-conserving fixtures by 2017 and 2019, respectively, and to upgrade existing plumbing fixtures upon any remodel initiated after January 1, 2014. Senate Bill 407 further authorizes the Town to enact local ordinances that promote compliant use of water efficient plumbing fixtures or which will result in a greater amount of water savings than those provided for in Senate Bill 407. This Ordinance is consistent with the mandates of Senate Bill 407 and will result in water savings.

WHEREAS, the Town's local water purveyor, California Water Service Company has a long-standing policy of promoting efficient water management measures and practices and will work cooperatively with the Town to maximize effectiveness of the Ordinance.

NOW, THEREFORE, THE COUNCIL DOES ORDAIN AS FOLLOWS:

1. Addition to Code. Chapter 15.30 [Indoor Water Conservation] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code is hereby added to read as follows:

**CHAPTER 15.30
INDOOR WATER CONSERVATION**

| | |
|------------------|--|
| 15.30.010 | Applicability |
| 15.30.020 | Definitions |
| 15.30.030 | Minimum Indoor Fixture Requirements |
| 15.30.040 | Application Requirements |
| 15.30.050 | Enforcement |

15.30.010 Applicability

A. The provisions of this Ordinance shall apply to the following projects:

1. All new construction, regardless of building classification, requiring a building permit, plan check or design review, or requiring new or expanded water service.

2. All kitchen and bathroom remodels requiring a building permit, plan check, design review, new or expanded water service, except that the provisions of this Ordinance will only apply to the fixtures normally included in the kitchen or bathroom, as the case may be, to be remodeled.

B. This provisions of this Ordinance shall not apply to:

1. Existing buildings not requiring a building permit, plan check or design review.

2. Registered local, state or federal historical sites.

15.30.020 Definitions

A. “Certified professional” means a licensed contractor, architect or professional engineer.

B. “Energy Star Qualified” means that a given fixture meets the United States Environmental Protection Agency standard for an energy efficient product.

C. “LSI” means Langlier Saturation Index providing an indication of the degree of saturation of water with respect to calcium carbonate related to cooling tower efficiency.

D. “Local water purveyor” means any entity, including a public agency, city, county, or private water company that provides retail water service.

E. “Project applicant” means the individual or entity submitting a project application which requires an Indoor Water Use Efficiency Checklist pursuant to this chapter.

F. “Water factor” means the number of gallons per cycle per cubic foot that a clothes washer uses.

15.30.030 Minimum Indoor Fixture Requirements

All new construction and applicable remodels will have, at a minimum, fixtures that comply with the efficiency standards listed below in the Indoor Water Use Efficiency Table.

INDOOR WATER USE EFFICIENCY TABLE

| Fixture | Residential | Non-Residential |
|--------------------------------------|--|---|
| Toilets | ≤ 1.28 gpf, and ≥ 350 grams | ≤ 1.28 gpf, and ≥ 350 grams |
| Urinals | ≤ 0.5 gpf | ≤ 0.5 gpf |
| Showers | ≤ 2.0 gpm | ≤ 2.0 gpm |
| Bathroom faucets | ≤ 1.5 gpm | ≤ 0.5 gpm |
| Kitchen faucets | ≤ 2.2 gpm | ≤ 2.2 gpm |
| Clothes washers | ≤ 6.0 Water Factor | ≤ 6.0 Water Factor |
| Dishwashers | ≤ 6.5 gal/cycle, or Energy Star Qualified | Energy Star Qualified |
| Cooling towers | ≥ 5 - 10 cycles, or ≥ 2.5 LSI | ≥ 5 - 10 cycles, or ≥ 2.5 LSI |
| Food steamers | -- | Boiler less, or Self-contained |
| Ice machines | -- -- | ≤ 25 gal/100 lbs ice, or Air-cooled |
| Pre-rinse spray valves | -- | ≤ 1.15 gpm |
| Automatic vehicle wash facilities | -- | ≥ 50% of water that is recycled on site |
| Commercial refrigeration | -- | Closed loop, or Air-cooled |
| Water Meters | Submeters for RMF, and Separate meter for outdoor if landscape >5000 sq. ft. | Submeters, and Separate meter for outdoor if landscape >5000 sq. ft. |

"gal/cycle" means gallons per cycle; "gal/100 lbs ice" means gallons per hundred pounds of ice; "gpf" means gallons per flush; "gpm" means gallons per minute

15.30.040 Application Requirements

A. The Town shall:

1. Provide the project applicant with the Indoor Water Use Efficiency Checklist when it provides project applicant with the procedures for permits, plan checks, design reviews or new or expanded water service applications;
2. Review the Indoor Water Use Efficiency Checklist submitted by the project applicant;

3. Approve or deny the project applicant's Indoor Water Use Efficiency Checklist submittal;

4. Only upon approval of the Indoor Water Use Efficiency Checklist, issue a permit or approve the plan check, design review or new or expanded water service application;

5. Inspect the installation of the water efficient fixtures and appliances to verify that they have been installed and are performing at the required use levels; and

6. Submit a copy of the complete Indoor Water Use Efficiency Checklist to the local water purveyor.

B. The Project Applicant shall:

1. Meet the minimum water use efficiency standards for indoor fixtures and appliances provided for in the Indoor Water Use Efficiency Table and Checklist.

2. Submit all portions of the Indoor Water Use Efficiency Checklist to the local agency for approval that includes, at a minimum:

a. Project information;

b. Quantity and unit water use factors of all indoor fixtures and appliances relative to the standards listed in the Indoor Water Use Efficiency Table and Checklist;

c. Contains the following statement to be completed by the Project Applicant: "I certify that the subject project meets the specified requirements of the Indoor Water Use Efficiency Ordinance"; and

d. Bears the signature of the project applicant, or that of a certified professional.

15.30.050 Enforcement

Compliance with this chapter shall be conducted in accordance with chapter 1.12.

2. Environmental Review. This Ordinance is not subject to the California Environmental Quality Act (Public Resources Code Section 2100 et seq.) ("CEQA") pursuant to Section 15307 and Section 15378(b)(2) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it makes and implements policies and procedures for ensuring that water resources are conserved by reducing water consumption through the use of water efficient indoor plumbing fixtures.

3. Severability. If any section, subsection, provision or part of this Ordinance, or its application to any person or circumstance, is held to be unconstitutional or otherwise invalid, the remainder of this Ordinance, and the application of such provision to other person or circumstances, shall not be affected

thereby and shall remain in full force and effect and, to that end, the provisions of this Ordinance are severable.

4. Effective Date; Posting. This Ordinance shall become effective thirty (30) days after the date of its adoption and shall be posted within the Town in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

By: _____

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

ORDINANCE NO. _____-2010

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 15.32 [WATER CONSERVATION IN LANDSCAPING] TO TITLE 15 [BUILDINGS AND CONSTRUCTION] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the Town of Portola Valley (“Town”) desires to add Chapter 15.32 [Water Conservation in Landscaping] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to establish outdoor water conservation regulations.

WHEREAS, a reliable minimum supply of potable water is essential to the public health, safety and welfare of the people and economy of Town.

WHEREAS, the California Water Conservation in Landscaping Act, also known as the State Landscape Model Ordinance (“Model Ordinance”), has been implemented by a Statewide Landscape Task Force which was overseen by the California Urban Water Conservation Council. The California Water Conservation in Landscaping Act was amended pursuant to AB 2717 and AB 1881.

WHEREAS, AB 1881 requires cities and counties, no later than January 1, 2010, to adopt the updated Model Ordinance or an equivalent document which is “at least as effective as” the Model Ordinance in conserving water. In the event cities and counties do not take such action, the State’s Model Ordinance will be deemed to be automatically adopted by statute.

WHEREAS, the Town has developed this Water Conservation In Landscaping Ordinance to meet the requirements and guidelines of the Model Ordinance and to address the unique physical characteristics, including average landscaped areas, within the Town’s jurisdiction in order to ensure that this Ordinance will be “at least as effective as” the Model Ordinance in conserving water.

WHEREAS, although this Water Conservation in Landscaping ordinance is more streamlined and simplified than the Model Ordinance, the Town finds that it is “at least as effective as” the Model Ordinance for the following reasons: (1) this Ordinance applies to more accounts than the Model Ordinance does because it lowers the size threshold for applicable landscapes from 2,500 square feet (or, in the case of single-family residences, from 5,000 square feet) to 1,000 square feet, to better reflect the typical landscaped areas located within this Town’s boundaries; (2) this Ordinance includes a default turf restriction of 25% or 1,000 square feet (whichever is smaller) of the irrigated area and requires that at least 80% of the plants in non-turf landscape areas be native plants, low-water using plants, or no-water using plants (unless the applicant elects to perform a water budget); and (3) this Ordinance expands the requirement for dedicated irrigation meters to all accounts with landscaping greater than 5,000 square feet. The Model Ordinance does not contain any such default turf restrictions or specified plant requirements and only requires dedicated irrigation meters on non-residential accounts with landscaping greater than 5,000 square feet.

WHEREAS, although this Water Conservation in Landscaping Ordinance is more streamlined and simplified than the Model Ordinance, the Town Council further finds that it is “at least as effective as” the Model Ordinance because this Ordinance includes water budget

parameters and values and landscape parameters that are consistent with the Model Ordinance. By using the same water budget parameters as the Model Ordinance (e.g., plant factors, irrigation efficiency), this Ordinance will be as effective as the Model Ordinance in developing landscape water budgets. By using the same landscape parameters as the Model Ordinance for, among other things, slope restrictions and width restrictions for turf, irrigation times, and minimum mulch requirements, this Ordinance will be at least as effective as the Model Ordinance in achieving water savings.

WHEREAS, Article X, Section 2 of the California Constitution and Section 100 of the California Water Code declare that the general welfare requires water resources be put to beneficial use, waste or unreasonable use or unreasonable method of use of water be prevented, and conservation of water be fully exercised with a view to the reasonable and beneficial use thereof.

WHEREAS, the San Francisco Public Utilities Commission has imposed an interim water supply limitation on its wholesale customers, including local water suppliers, until at least 2018.

WHEREAS, current supply and demand projections for the Bay Area Water Supply and Conservation Agency (“BAWSCA”) member agencies indicate that, in the absence of increased water conservation, water demands will exceed available water supplies in 2015 and implementation of water conserving ordinances is one mechanism by which agencies can reduce future water demands and remain within existing supplies.

WHEREAS, The Town Council finds and determines that this Ordinance is consistent with the provisions requiring reductions in outdoor water use for landscaping in the California Green Building Standards Code, as such provisions will be implemented in the coming years. Such requirements include the development of a water budget for landscape irrigation in accordance with methodology outlined in either the Model Ordinance or pursuant to a locally adopted ordinance.

WHEREAS, the State Legislature has identified the provision of a more reliable water supply and the protection, restoration and enhancement of the Delta ecosystem as a high priority for the state. Pursuant to this, in November 2009, the State Legislature passed Senate Bill 7 (7th Extraordinary Session) requiring certain urban water suppliers to reduce per capita urban water use by 20% by the year 2020. Accordingly, the Town Council finds that implementation of this Ordinance is consistent with the policies and goals established by the State Legislature in enacting SB 7 (7th Extraordinary Session).

WHEREAS, Article XI, Section 7 of the California Constitution declares that a city or county may make and enforce within its limits all local, policy, sanitary, and other ordinances and regulations not in conflict with general laws.

WHEREAS, pursuant to AB 1881, enforcement of this Ordinance will require supportive measures by California Water Service Company, the local water provider within these jurisdictions, so as to ensure the successful implementation and enforcement of this Ordinance.

WHEREAS, the Town’s local water purveyor, California Water Service Company has a long-standing policy of promoting efficient water management measures and practices and will work cooperatively with the Town to maximize effectiveness of the Ordinance.

WHEREAS, the adoption and enforcement of this Ordinance is necessary to manage the Town’s potable water supply in the short and long-term and to avoid or minimize the effects of drought and shortage within the Town. This Ordinance is essential to ensure a reliable and sustainable minimum supply of water for the public health, safety and welfare.

NOW, THEREFORE, THE COUNCIL DOES ORDAIN AS FOLLOWS:

1. Addition to Code. Chapter 15.32 [Water Conservation in Landscaping] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code is hereby added to read as follows:

**CHAPTER 15.32
WATER CONSERVATION IN LANDSCAPING**

- 15.32.010** **Applicability**
- 15.32.020** **Definitions**
- 15.32.030** **Water Conservation in Landscaping Requirements**
- 15.32.040** **Compliance with Ordinance**
- 15.32.050** **Landscape Project Application**
- 15.32.060** **Outdoor Water Use Efficiency Checklist**
- 15.32.070** **Water Budget Calculations**
- 15.32.080** **Landscape and Irrigation Design Plans**
- 15.32.090** **Landscape Audit Report**
- 15.32.100** **Landscape and Irrigation Maintenance Schedule**
- 15.32.110** **Stormwater Management**
- 15.32.120** **Provisions for Existing Landscapes Over One Acre in Size**
- 15.32.130** **Penalties**

15.32.010 **Applicability**

- A. The provisions of this Ordinance shall apply to all of the following landscape projects:
 - i. Tier 1 Landscapes: All new construction and rehabilitated landscapes with irrigated landscape areas between 1,000 square feet and 2,500 square feet requiring a building or landscape permit, plan check or design review, or requiring new or expanded water service.
 - ii. Tier 2 Landscapes: All new construction and rehabilitated landscapes with irrigated landscape areas equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check or design review or requiring new or expanded water service.
 - iii. Existing landscapes, including existing cemeteries, shall only be subject to the provisions for existing landscapes provided for in Section XIII "Provisions for Existing Landscapes Over One Acre in Size;" and
 - iv. New and rehabilitated cemeteries shall only be subject to the provisions of Section VIII "Water Budget Calculations", Section X "Landscape Audit

Report”, and Section XI “Landscape and Irrigation Maintenance Schedule.”

- B. The provisions of this Ordinance shall not apply to:
- i. New construction and rehabilitated landscapes with irrigated landscape areas less than 1,000 square feet or that do not require a building or landscape permit, plan check or design review, or new or expanded water service;
 - ii. Landscapes, or portions of landscapes, that are only irrigated for an establishment period;
 - iii. Registered local, state or federal historical sites where landscaping establishes a historical landscape style, as determined by a public board or commission responsible for architectural review or historic preservation;
 - iv. Ecological restoration or mined-land reclamation projects that do not require a permanent irrigation system; or
 - v. Community gardens or plant collections, as part of botanical gardens and arboretums open to the public, agricultural uses, commercial nurseries and sod farms.

15.32.20 Definitions

- A. “Applied water” means the portion of water supplied by the irrigation system to the landscape.
- B. “Automatic irrigation controller” means an automatic timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data.
- C. “Backflow prevention device” means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.
- D. “Certified irrigation designer” means a person certified to design irrigation systems by an accredited academic institution a professional trade organization or other program such as the U.S. Environmental Protection Agency’s WaterSense irrigation designer certification program and Irrigation Association’s Certified Irrigation Designer program.
- E. “Certified landscape irrigation auditor” means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the U.S. Environmental Protection

Agency's WaterSense irrigation auditor certification program and Irrigation Association's Certified Landscape Irrigation Auditor program.

- F. "Certified professional" means a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape.
- G. "Conversion factor (0.62)" means the number that converts inches per square foot to gallons. This conversion factor represents the amount of water that will fill one square-foot, to 1 inch of depth.
- H. "Drip irrigation" means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.
- I. "Ecological restoration project" means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.
- J. "Effective precipitation" or "usable rainfall" (Eppt) means the portion of total precipitation which becomes available for plant growth.
- K. "Establishment period" means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth.
- L. "Estimated Total Water Use" (ETWU) means the total water used for the landscape as described in Section VIII "Water Budget Calculations."
- M. "ET adjustment factor" (ETAF) means a factor of 0.7, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape. ETAF for a Special Landscape Area shall not exceed 1.0. ETAF for existing non-rehabilitated landscapes shall not exceed 0.8.
- N. "Evapotranspiration rate" means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.
- O. "Flow rate" means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.
- P. "Hardscapes" means any durable material (pervious and non-pervious).
- Q. "Hydrozone" means a portion of the landscaped area having plants with similar water needs. A hydrozone may be irrigated or non-irrigated.
- R. "Invasive plant species" means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or

economic resources. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database.

- S. "Irrigation audit" means an in-depth evaluation of the performance of an irrigation system. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule.
- T. "Irrigation efficiency" (IE) means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average irrigation efficiency for purposes of this Ordinance is 70%. Greater irrigation efficiency can be expected from well-designed and maintained systems.
- U. "Irrigation survey" means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system.
- V. "Irrigation water use analysis" means an analysis of water use data based on meter readings and billing data.
- W. "Landscape architect" means a person who holds a license to practice landscape architecture in California as further defined by the California Business and Professions Code, Section 5615.
- X. "Landscape area" means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation), agricultural uses, commercial nurseries and sod farms.
- Y. "Landscape contractor" means a person licensed by the State of California to construct, maintain, repair, install, or subcontract the development of landscape systems.
- Z. "Landscape project" means the total area comprising the landscape area, as defined in this Ordinance.
- AA. "Lateral line" means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve.
- BB. "Local water purveyor" means any entity, including a public agency, city, county, district or private water company that provides retail water service.

- CC. "Low volume irrigation" means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers.
- DD. "Low water use plant" means a plant species whose water needs are compatible with local climate and soil conditions. Species classified as "very low water use" and "low water use" by *WUCOLS*, having a regionally adjusted *plant factor* of 0.0 through 0.3, shall be considered low water use plants.
- EE. "Maximum Applied Water Allowance" (MAWA) means the upper limit of annual applied water for the established landscaped area as specified in Section VIII "Water Budget Calculations."
- FF. "Mined-land reclamation projects" means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.
- GG. "Mulch" means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, and decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.
- HH. "Native plant" means a plant indigenous to a specific area of consideration. For the purposes of these guidelines, the term shall refer to plants indigenous to the coastal ranges of Central and Northern California, and more specifically to such plants that are suited to the ecology of the present or historic natural community(ies) of the project's vicinity.
- II. "New construction" means the construction of a new building or structure containing a landscape or other new land improvement, such as a park, playground, or greenbelt without an associated building.
- JJ. "No-water using plant" means a plant species with water needs that are compatible with local climate and soil conditions such that regular supplemental irrigation is not required to sustain the plant after it has become established.
- KK. "Noxious weeds" means any weed designated by the Weed Control Regulations in the Weed Control Act and identified on a Regional District noxious weed control list.
- LL. "Operating pressure" means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate.
- MM. "Overhead sprinkler irrigation systems" means systems that deliver water through the air (e.g., spray heads and rotors).
- NN. "Overspray" means the irrigation water which is delivered beyond the target area.
- OO. "Permit" means an authorizing document issued by the Town for new construction or rehabilitated landscapes.

- PP. “Pervious” means any surface or material that allows the passage of water through the material and into the underlying soil.
- QQ. “Plant factor” or “plant water use factor” is a factor, when multiplied by ETo, estimates the amount of water needed by plants.
- RR. “Precipitation rate” means the rate of application of water measured in inches per hour.
- SS. “Project applicant” means the individual or entity submitting a Project Landscape Application required under Section VI, to request a permit, plan check, or design review from the Town or requesting new or expanded water service from the water district. A project applicant may be the property owner or his or her designee.
- TT. “Rain sensor” or “rain sensing shutoff device” means a component which automatically suspends an irrigation event when it rains.
- UU. “Recreational area” means areas dedicated to active play such as parks, sports fields, and golf courses where turf provides a playing surface.
- VV. “Reference evapotranspiration” or “ETo” means a standard measurement of environmental parameters which affect the water use of plants.
- WW. “Rehabilitated landscape” means any re-landscaping project that requires a permit, plan check, design review, or requires a new or expanded water service application.
- XX. “Runoff” means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area.
- YY. “Soil moisture sensing device” or “soil moisture sensor” means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event.
- ZZ. “Special Landscape Area” (SLA) means an area of the landscape dedicated solely to edible plants, areas irrigated with recycled water, water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.
- AAA. “Sprinkler head” means a device which delivers water through a nozzle.
- BBB. “Station” means an area served by one valve or by a set of valves that operate simultaneously.
- CCC. “Turf” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermuda grass, Kikuyu grass, Seashore Paspalum, St. Augustine grass, Zoysia grass, and Buffalo grass are warm-season grasses.
- DDD. “Valve” means a device used to control the flow of water in the irrigation system.

- EEE. “Water feature” means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).
- FFF. “WUCOLS” means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension, the Department of Water Resources and the Bureau of Reclamation, 2000.

15.32.030 Water Conservation in Landscaping Requirements

- A. All owners of new construction and rehabilitated landscapes of applicable sizes shall: (1) complete the Landscape Project Application and (2) comply with the Landscape and Irrigation Maintenance Schedule requirements of this Ordinance.
- B. All owners of existing landscapes over one acre in size, even if installed before enactment of this Ordinance, shall: (1) comply with Town programs that may be instituted relating to irrigation audits, surveys and water use analysis, and (2) shall maintain landscape irrigation facilities to prevent water waste and runoff.

15.32.040 Compliance with Ordinance

- A. The Town shall:
 - i. Provide the project applicant with the Landscape Project Application requirements and the procedures for permits, plan checks, design reviews, or new or expanded water service;
 - ii. Review the Landscape Project Application submitted by the project applicant;
 - iii. Approve or deny the project applicant’s Landscape Project Application submittal;
 - iv. Issue or approve a permit, plan check or design review that complies with the approved Landscape Project Application or approve a new or expanded water service application that complies with the approved Landscape Project Application;
 - v. Submit a copy of the complete Landscape Project Application to the local water purveyor or land use authority, as the case may be.
- B. The project applicant shall:
 - i. Prior to construction, submit all portions of the Landscape Project Application, except the Landscape Audit Report, to the Town; and
 - ii. After construction, submit the Landscape Audit Report portion of the Landscape Project Application to the Town.

15.32.050 Landscape Project Application

- A. The elements of a landscape must be designed to achieve water efficiency and will comply with the criteria described in this Ordinance. In completing the Landscape Project Application, project applicants may choose one of two options to demonstrate that the landscape meets the Ordinance's water efficiency goals. Regardless of which option is selected, the applicant must complete and comply with all other elements of the Ordinance. The options include:
 - i. Planting restrictions:
 - a. 1,000 square feet maximum of irrigated lawn area. Only drought resistant varieties shall be used; and
 - b. 1,000 square feet maximum of ornamental planting including flower and vegetable gardens. All planting in this area shall be watered by drip irrigation.
 - ii. Water Budget Calculation option.
- B. The Landscape Project Application shall include the following elements:
 - i. Project Information;
 - ii. Outdoor Water Use Efficiency Checklist;
 - iii. Water Budget Calculations, if applicant selects to use a water budget approach rather than comply with the turf area limitations or specified plant type restrictions;
 - iv. Landscape and Irrigation System Design Plans; and
 - v. Landscape Audit Report.

15.32.060 Outdoor Water Use Efficiency Checklist

The Town will develop an Outdoor Water Use Efficiency Checklist ("Checklist"), based on the criteria described below. For Tier 1 projects, either the project applicant or a landscape professional shall complete the Checklist and submit it to the Town along with the Landscape and Irrigation Design Plan. For Tier 2 projects, the Checklist shall be completed by a landscape professional and submit it to the Town along with the Landscape and Irrigation Design Plan.

- A. Plant Material
 - i. Each hydrozone shall have plant materials with similar water use that are selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site.

- ii. The turf area shall not be more than 25% of the landscape area, unless the project applicant develops a site-specific water budget and the ETWU of the landscape area does not exceed the MAWA.
- iii. Turf shall not be planted on slopes greater than 25% or in areas that are less than eight feet wide, unless irrigated with subsurface irrigation or a low volume irrigation system.
- iv. At least 80% of the plants in non-turf landscape areas shall be native plants, low-water using plants, or no-water using plants, unless the project applicant develops a site-specific water budget and the ETWU of the landscaped area does not exceed the MAWA.
- v. Fire-prone plant materials and highly flammable mulches should be avoided.
- vi. The use of invasive and/or noxious plant species is strongly discouraged.
- vii. The architectural guidelines of a common interest development shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

B. Mulch

A minimum two-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas, although a three-inch layer is recommended.

C. Irrigation System

An irrigation system shall meet all the requirements listed in this section and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance.

- i. Dedicated landscape water meters shall be required for landscape areas greater than 5,000 square feet and are highly recommended for landscape areas greater than 2,500 square feet.
- ii. Tier 2 Landscapes are required to have automatic irrigation controllers that utilize either evapotranspiration or soil moisture sensor data for irrigation scheduling.
- iii. Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems.
- iv. The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions.
- v. Low volume irrigation required in mulched areas, in areas with slope greater than 25%, and within 24-inches of a non-permeable surface, or in

narrow or irregularly shaped areas that are less than eight feet in width in any direction.

- vi. Average irrigation efficiency is assumed to be 70%. Irrigation systems shall be designed, maintained, and managed to meet or exceed an average landscape irrigation efficiency of 70%.
- vii. Irrigation shall be scheduled between 8:00 p.m. and 10:00 a.m., unless unfavorable weather prevents it or otherwise renders irrigation unnecessary.

D. Hydrozone

- i. Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.
- ii. Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.
- iii. Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf.
- iv. Individual hydrozones that mix plants with different water uses may be allowed if a water budget is performed, and the plant factor calculation is based on the proportion of the respective plant water uses or the plant factor of the higher water using plant is used.

E. Water Features

- i. Recirculating water systems will be used for water features.
- ii. The surface area of a water feature will not exceed 10% of the landscape area and will be counted as a high-water using plant for purposes of a water budget calculation.
- iii. Pool and spa covers are highly recommended.

F. Soil Amendments

Soil amendments, such as compost, shall be incorporated according to the soil conditions at the project site and based on what is appropriate for the selected plants.

15.32.070 Water Budget Calculations

Project applicant may elect to complete a water budget calculation for the landscape project. A Tier 1 water budget may be developed and completed by the project applicant. A Tier 2 water budget calculation must be completed by a certified professional who is authorized to complete a water budget. Water budget calculations, if prepared, shall adhere to the following requirements:

- A. The plant factor used shall be from WUCOLS. The plant factor ranges from 0.0 to 0.3 for low water use plants, from 0.4 to 0.6 for moderate water use plants, and from 0.7 to 1.0 for high water use plants.
- B. All water features shall be included in the high water use hydrozone.
- C. All Special Landscape Areas ("SLA") shall be identified and their water use included in the water budget calculations.
- D. The reference evapotranspiration adjustment factor (ETAF) for SLA shall not exceed 1.0. The ETAF for all other landscaped areas shall not exceed 0.7.
- E. Irrigation system efficiency shall be greater than or equal to 70%.
- F. Maximum Applied Water Allowance (MAWA) shall be calculated using the equation below:

$$MAWA = (ET_o) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$$

Where:

- MAWA = Maximum Applied Water Allowance (gallons per year)
- ET_o = Reference Evapotranspiration (inches per year)
- 0.62 = Conversion Factor (to gallons)
- 0.7 = Reference Evapotranspiration Adjustment Factor (ETAF)
- LA = Landscape Area including SLA (square feet)
- 0.3 = Additional Water Allowance for SLA
- SLA = Special Landscape Area (square feet)

- G. The Town or project applicant may consider Effective Precipitation (25% of annual precipitation) in tracking water use and may use the following equation to calculate the MAWA:

$$MAWA = (ET_o - Eppt) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$$

- H. Estimated Total Water Use (ETWU) will be calculated using the equation below. The sum of the ETWU calculated for all hydrozones will not exceed the MAWA.

$$ETWU = (ET_o)(0.62) \left(\frac{PF \times HA}{IE} + SLA \right)$$

Where:

- ETWU = Estimated Total Water Use per year (gallons)
- ET_o = Reference Evapotranspiration (inches)
- PF = Plant Factor from WUCOLS (see Section 491)
- HA = Hydrozone Area [high, medium, and low water use areas] (square feet)
- SLA = Special Landscape Area (square feet)

0.62 = Conversion Factor
IE = Irrigation Efficiency (minimum 0.70)

15.32.80 Landscape and Irrigation Design Plans

- A. Tier 1 Landscapes: The Landscape and Irrigation Design Plan may be prepared by, and bear the signature of, the project applicant, or that of a certified professional.
- B. Tier 2 Landscapes: The components of the Landscape and Irrigation Design Plan shall be prepared as follows:
- i. The landscape design portion shall be prepared by, and bear the signature of, a licensed landscape architect, licensed landscape contractor, or that of a certified professional who is authorized to design a landscape; and
 - ii. The irrigation design portion shall be prepared by, and bear the signature of, a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or that of a certified professional who is authorized to design an irrigation system.
- C. The landscape design portion of the Landscape and Irrigation Design Plan, at a minimum, shall:
- i. Delineate and label each hydrozone;
 - ii. Identify each hydrozone as low, moderate, high water, or mixed water use;
 - iii. Identify Special Landscape Areas (i.e., recreational areas; areas permanently and solely dedicated to edible plants; areas irrigated with recycled water);
 - iv. Identify type of mulch and application depth;
 - v. Identify type and surface area of water features;
 - vi. Identify hardscapes (pervious and non-pervious); and
 - vii. Contain the following statement: "I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them for the efficient use of water in the Landscape and Irrigation Design Plan."
- D. The irrigation design portion of the Landscape and Irrigation Design Plan, at a minimum, shall contain:
- i. Location and size of separate water meters for landscape;

- ii. Location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;
- iii. Static water pressure at the point of connection to the public water supply;
- iv. Flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;
- v. Irrigation schedule;
- vi. The following statement: "I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them accordingly for the efficient use of water in the Landscape and Irrigation Design Plan."

E. Grading

If the Landscape Project will be graded, then the grading shall be designed to minimize soil erosion, runoff, and water waste. All grading should be conducted to:

- i. Maintain all irrigation and normal rainfall within property lines and avoid drainage on to non-permeable hardscapes;
- ii. Avoid disruption of natural drainage patterns and undisturbed soil;
- iii. Avoid soil compaction in landscape areas; and
- iv. Be consistent with city and county grading requirements.

15.32.090 Landscape Audit Report

- A. Tier 1 Landscapes: Landscape irrigation audits for new or rehabilitated landscapes installed after the effective date of this Ordinance shall be conducted after the landscaping and irrigation systems have been installed. The audit may be conducted by the project applicant or by a certified landscape irrigation auditor.
- B. Tier 2 Landscapes: Landscape irrigation audits for new or rehabilitated landscapes installed after the effective date of this Ordinance shall be conducted by a certified landscape irrigation auditor after the landscaping and irrigation system have been installed.
- C. The Landscape Audit Report shall include, but is not limited to: inspection to confirm that the landscaping and irrigation system were installed as specified in the Landscape and Irrigation Design Plan, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule.
- D. The Landscape Audit Report shall include the following statement: "The landscape and irrigation system has been installed as specified in the Landscape

and Irrigation Design Plan and complies with the criteria of the Ordinance and the permit”.

- E. The Town shall administer on-going programs that may include, but not be limited to, post-installation landscape inspection, irrigation water use analysis, irrigation audits, irrigation surveys and water budget calculations to evaluate compliance with the MAWA.

15.32.100 Landscape and Irrigation Maintenance Schedule

- A. Landscapes shall be maintained to ensure water use efficiency.
- B. A regular maintenance schedule shall include, but not be limited to, routine inspection; adjustment and repair of the irrigation system and its components; aerating and dethatching turf areas; replenishing mulch; fertilizing; pruning; weeding in all landscape areas; and removing obstructions to emission devices.
- C. Repair of all irrigation equipment shall be done with the originally installed components or their equivalents.
- D. A Project applicant is encouraged to implement sustainable or environmentally-friendly practices for overall landscape maintenance.

15.32.110 Stormwater Management

Stormwater best management practices should be implemented into the landscape and grading design plans to minimize runoff and to increase on-site retention and infiltration and should be consistent with Town and county stormwater management requirements.

15.32.120 Provisions for Existing Landscapes Over One Acre in Size

This section shall apply to all existing landscapes that were installed before the effective date of this Ordinance and are over one acre in size.

- A. Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.
 - i. For landscapes that have a water meter, the Town shall administer programs that may include, but not be limited to, irrigation water use analyses, irrigation surveys, and irrigation audits to evaluate water use and provide recommendations as necessary to reduce landscape water use to a level that does not exceed the MAWA for existing landscapes. The MAWA for existing landscapes shall be calculated as:

$$\text{MAWA} = (0.8) (\text{ETo})(\text{LA})(0.62).$$

- ii. For landscapes that do not have a meter, the Town shall administer programs that may include, but not be limited to, irrigation surveys and

irrigation audits to evaluate water use and provide recommendations as necessary in order to prevent water waste.

- iii. All landscape irrigation audits for existing landscapes that are greater than one acre in size shall be conducted by a certified landscape irrigation auditor.

B. Water Waste Prevention.

The Town shall prevent water waste resulting from inefficient landscape irrigation by prohibiting runoff from leaving the target landscape due to low head drainage, overspray, or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures.

15.32.130 Penalties

Compliance with this Ordinance shall be conducted in accordance with Chapter 1.12 of the Town's Municipal Code.

2. Environmental Review. This Ordinance is not subject to the California Environmental Quality Act (Public Resources Code Section 2100 et seq.) ("CEQA") pursuant to Section 15307 and Section 15378(b)(2) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, since it makes and implements policies and procedures to ensure that water resources are conserved by reducing water consumption through the establishment of a structure for planning, designing, installing, maintaining and managing water-efficient landscapes.

3. Severability. If any section, subsection, provision or part of this Ordinance, or its application to any person or circumstance, is held to be unconstitutional or otherwise invalid, the remainder of this Ordinance, and the application of such provision to other person or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this Ordinance are severable.

4. Effective Date. This Ordinance shall become effective thirty (30) days from the date of its passage, and shall be posted within the Town in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST

Town Clerk

APPROVED AS TO FORM:

Town Attorney

AMENDMENTS HIGHLIGHTED IN RED

EMERGENCY PREPAREDNESS COMMITTEE

OBJECTIVE

Ensure that the Town possesses adequate emergency response capabilities.

DUTIES AND FUNCTIONS

1. Develop and maintain appropriate plans and procedures for responding to various emergencies.
2. Ensure the existence of a network of volunteers, with adequate supplies and equipment, to respond to emergencies at the neighborhood level.
3. Recruit, organize, train and maintain a team of volunteers who can staff an Emergency Operations Center when Town staff are partially or wholly unavailable.
4. Procure and maintain stores of emergency equipment and supplies, such as shelter equipment and medical supplies, at appropriate centralized locations.
5. Ensure the existence of appropriate emergency communication facilities such as radio networks and telephone calling trees.
6. Provide to residents of the Town information and training in emergency topics.
7. Ensure that activities and procedures are consistent with the Standard Emergency Management System (SEMS).

RESPONSIBLE TO

Town Council

LIAISON AND COORDINATION

Director of Emergency Services – **Town Manager**

~~Director of Administrative Services~~

Law Enforcement, Fire and Medical Emergency Service Personnel

San Mateo County Office of Emergency Services (OES)

Citizens Emergency Response and Preparedness Program (CERPP)

Local Schools, Churches, Residential Associations and Other Organizations

Neighboring Communities

Other State and Local Emergency Services Personnel

Town Council, Staff and Committees as required

MEMBERSHIP

Five to eleven members appointed by the Mayor with Council concurrence for one year terms. Rotating Chair selected by Committee.

MEETINGS

Monthly, on the ~~third~~ **second** Thursday of each month at 8:00 a.m.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: March 10, 2010

RE: **A Resolution Denying the Claim of Devin Kruse**

Recommended Action:

Adopt resolution denying claim.

Issue Statement/Discussion:

On February 8, 2010, the Town received a claim from Devin Kruse seeking \$13,330 in monetary damages for injuries he alleges were sustained in a bicycle accident on Alpine Road on September 11, 2009. Mr. Kruse alleges that he fell from his bicycle when its tire went into a pavement joint within the Town's right of way in an area where AT&T had previously performed trenching. The claim is attached as Exhibit "A".

Upon receipt of the claim it was forwarded to the Town's liability insurance provider, the Association of Bay Area Governments (ABAG), for review. Following completion of the claims review process, which included a visit to the site, ABAG recommended denial of the claim. The Town Attorney and staff have also reviewed the claim and concur that denial is the appropriate course of action.

The proposed resolution denying the claim is attached as Exhibit "B".

Approved:

Angela Howard, Town Manager

Attachments: Exhibit "A" – Claim
Exhibit "B" – Resolution

Exhibits are available at Town Hall



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council
FROM: Tom Vlastic, Deputy Town Planner
DATE: March 4, 2010
RE: Proposed "Green Building" System for Portola Valley
Planning Commission & ASCC Subgroup Recommendations as part of
Portola Valley Climate Protection and Green Building Program

Purpose of this Report

The purpose of this report is to inform the town council of the recommendations of the *Planning Commission and ASCC subgroup* as to a system for ensuring that new projects in town achieve appropriate levels of sustainability. This system is part of an overall program committed to by the town council for reduction of greenhouse gas emissions. The recommendations of the subgroup have been developed based on careful consideration of similar systems used in other jurisdictions and monitoring of actual "sustainable" building experiences in town, particularly over the past two years. Further, the subgroup recommendations are directed at ensuring those pursuing projects have significant "green building" resources to turn to, an abundance of choices relative to sustainable design elements, and that the choices will be cost effective. At this point we are asking that the council consider the recommendations of the subgroup, as presented herein, and provide reactions as appropriate. As explained later in the report, it is the intent of the subgroup that, with council direction, the recommendations could be finalized in form for formal adoption and implementation.

The Planning Commission and ASCC Subgroup members who participated in development of the recommendations in this report are:

Nate McKitterick, planning commission
Linda Elkind, planning commission
Carter Warr, ASCC
Jeff Clark, ASCC
Craig Breon, BEET Committee
Linda Yates, BEET Committee

Mayor Steve Toben and councilmember Maryann Derwin also participated in the subgroup process, and staff assistance was provided by planning manager Leslie Lambert and Deputy Town Planner Tom Vlastic.

Background

In October of 2007, the town council acted to adopt the targets for reduction of greenhouse gas emissions (GGE) in State Assembly Bill 32 (AB 32). This action essentially committed the town to pursue a course toward reducing GGE to 1990 levels by 2020 and by 80% by 2050. At the same time, the council received recommendations from the town's Climate Protection Task Force, including those of the Building, Energy and Efficiency and Transportation (BEET) Committee, as to efforts that would be needed to meet the targets called for in AB 32. One recommendation the council agreed to pursue is the implementation of a building evaluation system to ensure new buildings and major addition and remodeling projects would make appropriate contributions toward achieving the adopted GGE targets. Eventually, the subgroup was formed and charged with preparing recommendations for this system.

Since 2007, the town has undertaken a variety of steps to encourage sustainable, "green building," including adoption of the *sustainability element* of the general plan and the LEED Platinum achievement for the new town center. These steps have also included use of the San Mateo County sustainability checklist that provided a broad introduction to the types of sustainable measures that could be employed in a building project. Further, attention has been focused on "green building" as part of the ASCC project review process and is now a standard component of project evaluation.

The focus on "green building" in town over the past few years, along with similar efforts in other nearby jurisdictions (e.g., San Mateo County, Palo Alto, Los Altos) has led to applicants and designers now routinely including significant sustainable elements in their projects. Further, these elements are important discussion points in most project design considerations, ranging from the approaches to site planning and improvement to application of energy efficient systems (and appliances), and use of recycled building materials and "healthy" interior finishes. Continuing refinements to the California State Building Code, now known as "Cal Green," have also elevated not only overall awareness of the need for "green building," but also the actual level of sustainability of new construction. More importantly, the private sector has seen and capitalized on the opportunities in sustainable building and now highly sustainable design components and materials are readily available at competitive costs for use in new construction and remodeling of existing buildings.

The town is fortunate that its residents are well informed on the issues of greenhouse gas reduction and sustainable building. Nonetheless, the subgroup work has proceeded with care to ensure that residents are kept informed of evolving trends and how their projects can be made more "green." This included community workshops in 2008 and early 2009 and, based on information presented at these workshops, informal use of the "Build it Green" (BIG) checklists for evaluating new projects. These checklists have been in use by the town since April of 2009 and are now routinely applied to not only evaluate the sustainable elements of projects, but to also encourage and inform applicants as to how these elements can be expanded.

Based on the experience with town use of the BIG checklists and the now common use of these checklists in other jurisdictions, the subgroup in late 2009 formalized its recommendations for the town's "green building" system as presented below and in **Attachment A** to this report.

Overview of Why the Subgroup Recommends use of the “BIG” Checklist System for Residential Projects

The subgroup considered various options for a “green building” evaluation system for residential projects in the town. These included *Leadership in Energy and Environmental Design* (LEED) for Homes, the program of the U.S. Green Building Council, Build it Green (BIG), a program specific to California, and developing a unique system for the town. It was concluded that while the LEED certification program may result in somewhat “greener” buildings, it would place added monitoring and certification burdens, and related costs, on residential projects. At the same time, it was recognized that some “informed” individuals might desire LEED certification and this option should be afforded to them. Also, after careful consideration of a system unique to the town, it was concluded that the effort and relative benefits would not be significantly better than use of a system that had been tested and already received fairly broad use and support.

The BIG Checklist system was then recommended because it is widely used by jurisdictions locally (e.g., City of San Mateo and San Mateo County, Los Altos, Santa Cruz, Palo Alto) and throughout the state. Further, the program has been accepted by building industry groups and is recognized by both architects and builders in terms of the sustainable design elements provided for and how they can be incorporated into a project. This avoids confusion for the design and building professionals who are “geared-up” to respond to the BIG program because of its increasingly common use. Also, the certification system is less cumbersome and costly than the requirements of the LEED program, and the number of independent, BIG certified raters is relatively large and increasing. These factors all help to minimize costs associated with the use of the BIG program and also contribute to the acceptability of its use, thereby enhancing the benefits to a project in energy and other cost savings and in terms of the town’s GGE reduction goals.

The subgroup also noted that the BIG system could be tailored in terms of the point targets to better reflect local conditions and objectives. It was found that several other jurisdictions using the program, including Palo Alto and the City of San Mateo, adjusted the minimum point levels to better assist in meeting local GGE reduction objectives.

During the 2009 workshops and before and after the sessions, data on the BIG program and the significant “green building” resources developed by BIG were made available to residents and local designers and builders. Build it Green is a professional non-profit organization whose mission is to promote healthy, durable, energy and resource-efficient buildings and site improvements in California. Besides the project evaluation checklists, BIG has prepared and continues to update a number of “how-to” publications and tools and other resources to assist those wishing to do “green” projects. These documents also include cost and benefit data. Further, BIG on a fairly regular basis updates its checklist to keep pace with changes in the state building code and enhancements in what is available to achieve sustainable development. Thus, it is a significant database for sustainable building with the data directly tied to its GreenPoint rating system, and this data is readily available to the public. BIG also conducts workshops and training sessions for public and private entities to help in application of the BIG program, including the certification process.

Attached is the 2010 version of the BIG checklist for new homes. This has been developed to reflect more recent changes to what is now known as the “California Green Building Code.” As can be seen in looking at the checklist, there are several “required areas,” for example waste diversion (recycle or reuse), bettering State code Title 24 energy efficiency

by a minimum of 15%, and achieving indoor healthy finish standards. At the same time there is a broad range of other elective elements that a project can incorporate. If all were achieved, a point total of over 300 could be captured. This would be highly unusual, but the BIG program and documents provide readily available resources that an individual or design team can employ to achieve desired objectives.

Summary of Subgroup Recommendations

The following is a summary of the components for the formal green building rating system recommended by the subgroup. More detailed data on the specific components, and their formulation, is presented in **Attachment A**.

- **New home construction.** Make use of the BIG GreenPoint Rated checklist program for new home construction, as updated January 2010.¹ Set the required Green Rated points so that they increase with the increase in project floor area as is done in Palo Alto and some other communities with larger lots and custom homes. New home construction projects shall demonstrate GreenPoint Rated certification² using certified professional raters. (Note: According to BIG, the 2010 version of the checklist is going through final editing and should be in place for application by the end of March.)

¹*At an applicant's option, the LEED (Leadership in Energy and Environmental Design) for Homes program of the U.S. Green Building Council could be used with a minimum level Silver, demonstrated by professional LEED certification.*

²*The cost for BIG certification for a new custom home is roughly \$2,000-\$3,000. This is according to data provided at a BIG workshop in 2009 and the experience with the rating process in Palo Alto. LEED certification for new homes starts at approximately \$5,000 and can be considerably higher.*

- **Substantial residential additions and/or rebuilding.** Make use of the BIG GreenPoint Rated program for existing homes, with the threshold being the BIG minimum for a "whole house" project of 50 points and 25 points for a smaller, "elements" project as defined by BIG. For a "whole house project" GreenPoint Rated certification would be demonstrated by use of certified professional raters. For an elements project, self-certification would be permitted. A "whole house" project is one with extensive work throughout the house, including its energy systems, but is not a new building (see new building definition recommended below). An "elements" project is mainly for kitchen and bathroom remodeling efforts and smaller house additions, with work focused on a specific area of the house.
- **Small residential additions or remodels.** Require completion of the BIG existing home checklist, as a working/learning document, but set no minimum points and allow for self-certification of the project.
- **Institutional and non-residential projects.** Require application of the appropriate LEED program and formal LEED certification. Level of LEED certification to vary by project size.

In implementing the program, the Subgroup also recommended the following:

Definition of new building. For the purposes of definition of new building v. remodel or addition to a building, the definition should be used that the town adopted for application of

Building Code Chapter 7a, i.e., the provisions that incorporate requirements for fire resistant standards. This is deemed preferable to crafting a new definition and appears to be consistent with the general intent to ensure the town advances its housing stock to the “green building” levels committed to by the town council. A copy of the adopted Chapter 7a. “new building” definition is attached for reference and has been in use since June of 2009.

Experience with use of BIG Checklist Since April 2009

In developing its recommendations, the subgroup considered the town’s experience with the use of the BIG checklist since April 2009, i.e., after the community was informed of its planned use during the 2009 workshops. Attached **Table 1** provides a summary of the projects that have been considered during this period. The table has been updated through January 14, 2010 and includes a few additional projects to those considered by the subgroup. The table also provides a comparison of project/applicant proposed point totals to the subgroup’s recommended point thresholds. (Note: some of the projects listed in the table were actually processed prior to the requirement for use of the BIG checklist. These are identified and included for added perspective to the subgroup’s recommendations.)

As can be seen from Table 1, all new house projects in town during the past year have targeted well over the BIG minimums. Most are well over 100 points and the minimum for BIG certification is 50 points. Staff has found that in virtually every case project proponents are highly interested in making their projects sustainable and are responsive to the encouragement and options for doing “greener” projects as put forth by the town. In fact, two of the applicants over the past year have advised that they specifically intend to not only pursue BIG certification, but also LEED certification (i.e., 133 Stonegate and 295 Golden Oak). This is in addition to the Yates project (170 Mapache), which is seeking residential LEED Platinum certification. The Yates project is one that was proposed prior to April 2009.

The new residential projects, while all having relatively high “sustainability” ratings, cover a broad spectrum of architectural styles. These range from Contemporary to Ranch to very traditional. It is clear that building “green” in Portola Valley can be achieved with diverse architectural solutions. The example projects that have been presented at the public workshops on the town’s green building program also covered a broad range of designs, and the BIG website (www.builditgreen.org) and linked resources have data on successful projects of varying architectural character.

Table 1 also shows the point totals for residential addition projects that have been processed since April 1st. Three of these would likely be considered BIG “elements projects,” where the mandated point total would be 25. In each case, the applicant prepared checklist shows that 49 points are targeted. The Miller project would likely be “whole house,” where a minimum of 50 points would be required. A minor design modification would be needed to move the project from the 49 targeted points to the recommended 50-point threshold.

The house modifications with the project at 150 Shawnee might be considered as “new building” and fall under the provisions proposed for new construction, although it may qualify as a “whole house.” The point range for whole house to new construction is shown. The project proposed checklist targets 102 points.

It also noted that the Title 24 compliance sheets, provided with the building permit submittals for a few of the projects approved over the last year, demonstrate that they routinely exceed

Title 24, and most are at or above the 15% threshold called for in the BIG program. Lastly, we have also seen that BIG or LEED certification is now viewed as making a house more valuable. For example, one of the houses currently under town consideration is being developed for sale and it is one of the two projects where the applicant has advised they are pursuing LEED certification.

The summary of projects in Table 1 also gives a perspective on the scope of new home construction and major additions/remodeling that take place in town on an annual basis. Currently, in light of the recession, the number of projects has been down, with less than 15 new homes (mostly replacement of "tear-downs") each year and under 40 major remodels and additions. During more positive economic times, the town has experienced new house numbers averaging roughly 20 to 30 per year, with higher numbers also for major additions and remodeling. The total volume of construction, however, is typically not large when compared to other jurisdictions due to the small size of the community and very limited opportunity for new subdivisions. In fact, the most significant annual growth in new houses occurred during the active periods of Portola Valley Ranch and the Blue Oaks development.

In summary, the town's experience is that significant elements of "sustainability" as listed on the BIG checklist are common components of projects today and, with encouragement by the town, applicants are willing to push to higher thresholds. This is something the subgroup appreciated in setting the recommended thresholds presented in Attachment A. The subgroup concluded that it was important for the town to play a role in strongly encouraging applicants to "reach" for the highest levels of sustainability reasonably possible.

Next Steps

Council members should discuss the above subgroup recommendations and other information and provide directions to staff for next steps. If the council generally concurs with the recommendations, including any suggestions for refinements, it should so advise staff. Staff would then prepare appropriate ordinance and guideline documents and return these to the town council for formal hearing and eventual adoption.

It should be noted that the town attorney has advised that since the "Green Building" program would not be adopted as an amendment to the ordinance, planning commission consideration of any such ordinance is not necessary. In part, for this reason, it was decided to refer the matter to the Planning Commission and ASCC subgroup that developed the recommendations presented in this report.

TCV

Attach.

cc. Planning Commission and ASCC Subgroup
George Mader, Town Planner
Leslie Lambert, Planning Manager
Carol Borck, Planning Technician
Brandi deGarmeaux, Sustainability & Resource Efficiency Coordinator

TABLE 1. Evaluation of New Residential Projects considered during informal use of BIG Checklist (mostly since April 1, 2009)

Table updated January 14, 2010

PROJECTS FOR NEW RESIDENCES

| No. | Project Address (Name) | Parcel Size Acres | House Floor Area Square Feet (SF) | Exempt Basement FA SF | Detached Accessory FA SF | Total FA with Basement & Acc. FA SF | Project Proposed BIG Points (as submitted) | Subgroup Recommended BIG Threshold |
|------------|---|----------------------|--------------------------------------|-----------------------------|--------------------------------|---|--|--|
| 1 | 18 Redberry Ridge (Salah) ¹ | 1.25 | 6,004 | 838 | 1,008 | 7,850 | 258 | 237 |
| 2 | 12 Redberry Ridge (Elliott/Adler) ¹ | 2.59 | 5,737 | 2,697 | 273 | 8,707 | 168 | 265 |
| 3 | 17 Redberry Ridge (Demienne) ² | 1.65 | 5,840 | 1,465 | 0 | 7,305 | NA | 219 |
| 4 | 1135 Westridge Dr (Rachleff) ² | 1.90 | 5,646 | 0 | 0 | 5,646 | NA | 163 |
| 5 | 20 Toro Court (Mills) | 1.00 | 4,317 | 0 | 119 | 4,436 | 169 | 123 |
| 6 | 50 Alhambra Court (Christensen) | 2.00 | 4,855 | 0 | 0 | 4,855 | 143 | 137 |
| 7 | 133 Stonegate (McAdam) | 1.28 | 5,125 | 1,105 | 0 | 6,230 | 189 | 183 |
| 8 | 210 Golden Oak Dr (Young) ³ | 1.20 | 4,743 | 2,360 | 244 | 7,347 | 94 | 220 |
| 9 | 170 Mapache Drive (Holland/Yates) ² | 2.50 | 6,012 | 0 | 1,304 | 7,316 | 311 | 219 |
| 11 | 120 Cherokee Wy (Illich) | 1.20 | 4,402 | 0 | 750 | 5,152 | 168 | 146 |
| 12 | 40 Antonio Ct. (Larson) | 4.48 | 5,344 | 1,448 | 732 | 7,524 | 167 | 226 |
| 13 | 295 Golden Oak Dr (Corman) | 1.03 | 5,007 | 1,516 | 544 | 7,067 | 144 | 211 |
| Average FA | | | | | | 6,110 | | |

¹Applicant voluntarily prepared BIG checklist prior to April 1, 2009.

²Recently approved project, submitted prior to 4/1/09. Included here for added perspective relative to proposed green building system.

³Prior to project approval the design was adjusted to reduce the proposed total FA by 478 sf. The table numbers reflect the approved design.

TABLE 1. (Continued)

PROJECTS FOR RESIDENTIAL ADDITIONS

| No. | Project Address (Name) | Parcel Size Acres | Existing House SF | Demo Area SF | Proposed New SF | Total FA/New SF | Project Proposed BIG Points (as submitted) | Subgroup Recommended BIG Threshold |
|-----|--|----------------------|----------------------|-----------------|--------------------|--------------------|--|--|
| 1 | 320 Cervantes Rd. (Tzoore) | 2.70 | 2,527 | -524 | 514 | 2,517 | 49 | 25 |
| 2 | 166 Sausal Drive (Christensen) | 1.00 | 3,405 | -70 | 600 | 3,935 | 49 | 25 |
| 3 | 15 Zapata Way (Patterson) | 2.50 | 4,683 | -553 | 851 | 4,981 | 49 | 25 |
| 4 | 3350 Alpine Road (Miller) | 2.96 | 3,295 | | 1,340 | 4,635 | 49 | 50 |
| 5 | 150 Shawnee Pass (Bellomo) ¹ | 1.10 | 4,114 | -1,678 | 2,821 | 5,257 | 102 | 50-150 ² |

Under the BIG program, the minimum required points for an "elements" project is 2 and 50 for a "whole house" as defined by BIG.

¹This project includes a new 748 sf, detached guest house that replaces an existing detached 577 sf accessory structure that would be demolished with the project.

²The higher threshold would apply if this project were determined to be a "new building" as defined in Chapter 7A of the building code.

T. Vlastic
1/14/2010

Attachment A.
Details of Sub-Group Recommended Green Building System
March 4, 2010

The Planning Commission and ASCC subgroup has recommended use of the Build it Green (BIG) system for residential projects. For institutional and non-residential projects it recommends use of the LEED system. The recommendations are detailed below.

All of the floor area proposed at one time for a new development would yield one total number, and the applicant would have the choice to determine how the points would be achieved/allocated with the various project components. If, however, for example a project proposed a detached accessory structure and a house addition, each individual component would be evaluated separately.

In acting on any ordinance to implement the proposed green building system, no specific point thresholds should be included. Rather, the thresholds should be set by resolution with the authority for the system established by the ordinance. This permits adjustments to the point thresholds over time as may be determined appropriate, particularly as the BIG program continues to respond to changes in the California Green building code. Nonetheless, the subgroup did recommend the starting point thresholds as set forth below.

1. **New residential construction.** The following thresholds are recommended for initial use:

- a. For projects up to and including 3,000 sf. A minimum threshold of 75 BIG points, with GreenPoint Rated certification prior to building permit sign-off/occupancy.

The 75-point base was selected based on review of the BIG system and its application in other jurisdictions. In Palo Alto the base threshold is set at 70 points, with a rise in the threshold as the house size increases above 2,550 sf. The base threshold and factor for increase is linked in part to the changes in permitted house sizes across the single family zoning districts for the city.

The 3,000 sf building size was selected for the town's system based on review of the town's zoning district provisions and included consideration of encouraging smaller houses. Further, it was recognized that minimum house sizes in town would likely be, on average, somewhat larger than those in Palo Alto, and for this reason a minimum threshold of 75 points was selected with the 3,000 sf base. It was also recognized that for projects of 3,000 sf or less, the 75-point total would be readily achieved.

- b. For projects over 3,000 sf. A minimum threshold of 75 BIG points with 1 additional point for each 30 sf over 3,000 sf, and with GreenPoint Rated certification prior to building permit sign-off/occupancy.

The 30 sf factor was selected based on consideration of the maximum possible BIG points and the subgroups conclusion that as houses get bigger, and particularly with larger basements, they should make significant efforts to offset for the energy consumed in construction and use of the bigger house/project over time. The subgroup recognized that the average house sizes proposed recently could achieve

the recommended sustainability thresholds relatively readily with current typical approaches to construction, which include many of the elements provided for in the BIG program. Members concurred however, as projects pursued the highest possible floor areas in town, which would only be those that include large basements, they should be “pushed” to achieve the highest levels of sustainability as provided for with the BIG system.

(Note: According to the green building program staff members in Palo Alto, there has been essentially no issue in terms of an applicant meeting the program numbers or expressing concern over the City’s application of the BIG system. Staff there believes this is the case, in part, because of the efforts made to explain the program to applicants. We believe the town’s program to date has also been successful in informing applicants and encouraging them to seek design adjustments leading to more sustainable projects.)

(We have also discussed the Palo Alto experience with architects that do projects in the City. As in Portola Valley, they have found that clients are fully prepared to incorporate green elements into their projects and also that, with custom homes, achieving and exceeding the point targets have not proved difficult or cause for any significant changes to fundamental design objectives or project costs.)

- c. Basement floor area. For all new construction, basement floor area must be included in the total floor area for point calculations.
 - d. LEED option. At the option of an applicant, the LEED for Homes program may be used with a minimum threshold of silver LEED certification. (As has been noted previously, LEED certification typically takes more time than is associated with the BIG certification, thus the town may need to allow for some interim certification for occupancy prior to formal completion of the LEED process.)
2. **Substantial residential additions and/or rebuilding**. Make use of the BIG GreenPoint Rated program for existing homes, with the threshold being the BIG minimum for a “whole house” project of 50 points and 25 points for a smaller “elements” project as defined by BIG. For a “whole house project,” GreenPoint Rated certification using certified professional raters would be required and for an elements project, self-certification would be allowed. In all cases, new basement area would be counted as proposed above for “new construction” projects. A whole house project is a project that includes extensive work throughout the house but is not a new building. An elements project is mainly for kitchen and bathroom remodeling efforts and smaller house additions, with work focused on a limited area of the house.
 3. **Small residential additions or remodels**. Require completion of the BIG existing home checklist, as a working/learning document, but set no minimum points and allow for self-certification of the project. This would be for projects less than 400 sf in area, essentially the threshold for ASCC review.
 4. **Institutional and non-residential projects**. It is recommended that the threshold for such projects be the appropriate LEED program level, with formal LEED certification. Based on the data associated with programs in other local jurisdictions and the limited number of such projects in town, it is recommended that the minimum LEED levels be as follows:

- a. For projects less than 2,000 sf, the appropriate LEED or BIG checklist should be used and the points proposed verified through the self-certification process.
 - a. For new buildings between 2,000 sf and 3,000 sf, LEED certification with no minimum level.
 - b. For new buildings between 3,000 and 5,000 sf, LEED silver certification.
 - c. For new buildings over 5,000 sf, LEED gold certification.
5. **Definition of new building.** For the purposes of definition of new building v. remodel or addition to a building, the definition should be used that the town adopted for application of Building Code Chapter 7a, i.e., the provisions that incorporate requirements for fire resistant standards. A copy of the definition is attached.

GreenPoint Rated Checklist: Single Family



The GreenPoint Rated checklist tracks green features incorporated into the home. **A home is only GreenPoint Rated if all features are verified by a Certified GreenPoint Rater through Build It Green.** GreenPoint Rated is provided as a public service by Build It Green, a professional non-profit whose mission is to promote healthy, energy and resource efficient buildings in California.

Total Points Achieved: **0**

The minimum requirements of GreenPoint Rated are as follows: verification of 50 or more points; Earn the following minimum points per category: Energy (30), Indoor Air Quality/Health (5), Resources (6), and Water (9); and meet the prerequisites A.2.a (50% construction waste diversion), J.2 (Exceed Title 24 by 15%), and N.1 (Incorporate Green Point Rated checklist in blueprints).

The criteria for the green building practices listed below are described in the GreenPoint Rated Single Family Rating Manual. For more information please visit www.builditgreen.org/greenpointrated

Single Family New Home 4.0 / 2008 Title 24

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|--|---|-----------------|------------------------------|--------|------------|-----------|-------|
| A. SITE | | | Possible Points | | | | |
| 1. Protect Topsoil and Minimize Disruption of Existing Plants & Trees | | | | | | | |
| TBD | a. Protect Topsoil and Reuse after Construction | 0 | 1 | | | | 1 |
| TBD | b. Limit and Delineate Construction Footprint for Maximum Protection | 0 | | | | | 1 |
| 2. Divert/Recycle Job Site Construction Waste (Including Green Waste and Existing Structures) | | | | | | | |
| TBD | a. Minimum 50% Waste Diversion by Weight (Recycling or Reuse) - <i>Required</i> | 0 | | | R | | |
| TBD | b. Divert 100% of Asphalt and Concrete and 65% of Remaining Materials | 0 | | | 2 | | |
| TBD | c. Divert 100% of Asphalt and Concrete and 80% of Remaining Materials | 0 | | | 2 | | |
| 3. Use Recycled Content Aggregate (Minimum 25%) | | | | | | | |
| TBD | a. Walkway and Driveway | 0 | | | 1 | | |
| TBD | b. Roadway Base | 0 | | | 1 | | |
| TBD | 4. Cool Site: Reduce heat island effect on 50% of site with a) light-colored, high albedo materials (solar reflectance index ≥ 0.3) b) shading of hardscapes AND/OR c) covered parking | 0 | 1 | | | | |
| TBD | 5. Construction-Environmental Quality Management Plan, Duct Sealing, and Pre-Occupancy Flush-Out | 0 | | | 2 | | |
| Total Points Available in Site = 12 | | 0 | | | | | |
| B. FOUNDATION | | | Points Available Per Measure | | | | |
| TBD | 1. Replace Portland Cement in Concrete with Recycled Flyash or Slag (20% or more) | 0 | | | | 2 | |
| TBD | 2. Use Frost-Protected Shallow Foundation in Cold Areas (CEC. Climate Zone 16) | 0 | | | | 2 | |
| TBD | 3. Use Radon Resistant Construction [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | | 2 | | |
| TBD | 4. Install a Foundation Drainage System [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | | | 2 | |
| TBD | 5. Moisture Controlled Crawlspace [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | | 2 | | |
| 6. Design and Build Structural Pest Controls | | | | | | | |
| TBD | a. Install Termite Shields & Separate All Exterior Wood-to-Concrete Connections by Metal or Plastic Fasteners/Dividers | 0 | | | | 1 | |
| TBD | b. All New Plants Have Trunk, Base, or Stem Located At Least 36 Inches from Foundation | 0 | | | | 1 | |
| Total Points Available in Foundation = 12 | | 0 | | | | | |
| C. LANDSCAPING | | | Points Available Per Measure | | | | |
| <input type="checkbox"/> | Check here if landscaping is <15% of the total site area (projects with small landscaped areas are only eligible to receive 6 points under landscaping) | | | | | | |
| TBD | 1. Group Plants by Water Needs (Hydrozoning) | 0 | | | | | 2 |
| TBD | 2. Mulch All Planting Beds to the Greater of 3 Inches or Local Water Ordinance Requirement | 0 | | | | | 2 |

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|---|--|-----------------|-----------|--------|------------|-----------|-------|
| 3. Construct Resource-Efficient Landscapes | | | | | | | |
| TBD | a. No Invasive Species Listed by Cal-IPC Are Planted | 0 | | | | | 1 |
| TBD | b. No Plant Species Will Require Shearing | 0 | | | 1 | | |
| TBD | c. 75% of Plants Are Drought Tolerant California Natives or Mediterranean Species or Other Appropriate Species | 0 | | | | | 3 |
| 4. Minimize Turf Areas in Landscape Installed by Builder | | | | | | | |
| TBD | a. Turf Shall Not Be Installed on Slopes Exceeding 10% or No Overhead Sprinklers Installed in Areas Less than 8 Feet Wide | 0 | | | | | 2 |
| TBD | b. Turf is Small Percentage of Landscaped Area (2 points for ≤33%, 4 points for ≤10%) | 0 | | | | | 4 |
| TBD | 5. Plant Shade Trees | 0 | 1 | 1 | | | 1 |
| 6. Install High-Efficiency Irrigation Systems | | | | | | | |
| TBD | a. System Uses Only Low-flow Drip, Bubblers, or Sprinklers | 0 | | | | | 2 |
| TBD | b. System Has Smart (Weather-Based) Controllers | 0 | | | | | 3 |
| TBD | 7. Incorporate Two Inches of Compost in the Top 6 to 12 Inches of Soil | 0 | | | | | 3 |
| 8. Rain Water Harvesting System | | | | | | | |
| TBD | a. Less than or equal to 350 gallon capacity | 0 | | | | | 1 |
| TBD | b. Greater than 350 gallon capacity | 0 | | | | | 1 |
| TBD | 9. Irrigation System Uses Recycled Water | 0 | | | | | 1 |
| TBD | 10. Submetering for Landscape Irrigation | 0 | | | | | 1 |
| 11. Design Landscape to Meet Water Budget | | | | | | | |
| TBD | a. Install Irrigation System That Will Be Operated at ≤70% Reference ET (C1. and C2. Are Prerequisites for Credit) | 0 | | | | | 1 |
| TBD | b. Install Irrigation System That Will Be Operated at ≤50% Reference ET (C1, C2, and C6a or C6b. Are prerequisites for Credit) | 0 | | | | | 1 |
| TBD | 12. Use Environmentally-Preferable Materials for 70% of Non-Plant Landscape Elements and Fencing A) FSC-Certified Wood, B) Reclaimed, C) Rapidly Renewable, D) Recycled-Content E) Finger-Jointed or F) Local | 0 | | | 1 | | |
| TBD | 13. Reduce Light Pollution by Shielding Fixtures and Directing Light Downward | 0 | 1 | | | | |
| Total Points Available in Landscaping = 34 | | 0 | | | | | |

Enter Project Name

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|--|--|-----------------|------------------------------|--------|------------|-----------|-------|
| D. STRUCTURAL FRAME & BUILDING ENVELOPE | | | Points Available Per Measure | | | | |
| 1. Apply Optimal Value Engineering | | | | | | | |
| TBD | a. Place Rafters and Studs at 24-Inch On Center Framing | 0 | | | | 3 | |
| TBD | b. Size Door and Window Headers for Load | 0 | | | | 1 | |
| TBD | c. Use Only Cripple Studs Required for Load | 0 | | | | 1 | |
| 2. Construction Material Efficiencies | | | | | | | |
| TBD | a. Lumber is delivered panelized from the supplier (80% or more of Square Feet, SIPs included) | 0 | | | | 2 | |
| TBD | b. Modular components of the Project Are Pre-Assembled Off-Site and Delivered to the Project (25% or More) | 0 | | | | 6 | |
| 3. Use Engineered Lumber | | | | | | | |
| TBD | a. Beams and Headers | 0 | | | | 1 | |
| TBD | b. Wood I-Joists or Web Trusses for Floors | 0 | | | | 1 | |
| TBD | c. Wood I-Joists for Roof Rafters | 0 | | | | 1 | |
| TBD | d. Engineered or Finger-Jointed Studs for Vertical Applications | 0 | | | | 1 | |
| TBD | e. Oriented Strand Board for Subfloor | 0 | | | | 1 | |
| TBD | f. Oriented Strand Board for Wall and Roof Sheathing | 0 | | | | 1 | |
| TBD | 4. Insulated Headers | 0 | | 1 | | | |
| 5. Use FSC-Certified Wood | | | | | | | |
| TBD | a. Dimensional Lumber, Studs and Timber | 0 | | | | 6 | |
| TBD | b. Panel Products | 0 | | | | 6 | |
| 6. Use Solid Wall Systems (Includes SIPs, ICFs, & Any Non-Stick Frame Assembly) | | | | | | | |
| TBD | a. Floors | 0 | | | | 2 | |
| TBD | b. Walls | 0 | | | | 2 | |
| TBD | c. Roofs | 0 | | | | 1 | |
| TBD | 7. Design Energy Heels on Trusses (75% of Attic Insulation Height at Outside Edge of Exterior Wall) | 0 | | 1 | | | |
| 8. Install Overhangs and Gutters | | | | | | | |
| TBD | a. Minimum 16-Inch Overhangs and Gutters | 0 | | | | 1 | |
| TBD | b. Minimum 24-Inch Overhangs and Gutters | 0 | | 1 | | | |
| 9. Reduce Pollution Entering the Home from the Garage [*Points automatically granted when project qualifies for measure J4: EPA IAP] | | | | | | | |
| TBD | a. Install Garage Exhaust Fan OR Build a Detached Garage | 0 | | | 1 | | |
| TBD | b. Tightly Seal the Air Barrier between Garage and Living Area (performance test required) | 0 | | | 1 | | |
| Total Points Available in Structural Building Frame and Envelope = 42 | | 0 | | | | | |

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|--|--|-----------------|-------------------------------------|--------|------------|-----------|-------|
| E. EXTERIOR | | | Points Available Per Measure | | | | |
| TBD | 1. Use Environmentally Preferable Decking | 0 | | | | 2 | |
| TBD | 2. Flashing Installation Techniques Specified and Third-Party Verified [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | | | 1 | |
| TBD | 3. Install a Rain Screen Wall System | 0 | | | | 2 | |
| TBD | 4. Use Durable and Non-Combustible Siding Materials | 0 | | | | 1 | |
| TBD | 5. Use Durable and Fire-Resistant Roofing Materials | 0 | | | | 2 | |
| Total Points Available in Exterior Finish = 8 | | 0 | | | | | |
| F. INSULATION | | | Points Available Per Measure | | | | |
| 1. Install Insulation with 75% Recycled Content | | | | | | | |
| TBD | a. Walls | 0 | | | | 1 | |
| TBD | b. Ceilings | 0 | | | | 1 | |
| TBD | c. Floors | 0 | | | | 1 | |
| Total Points Available in Insulation = 3 | | 0 | | | | | |
| G. PLUMBING | | | Points Available Per Measure | | | | |
| 1. Distribute Domestic Hot Water Efficiently (Max. 5 points, G1a. is a Prerequisite for G1b-e) | | | | | | | |
| TBD | a. Insulate All Hot Water Pipes | 0 | | 1 | | | 1 |
| TBD | b. Use Engineered Parallel Piping | 0 | | | | | 1 |
| TBD | c. Use Engineered Parallel Piping with Demand Controlled Circulation Loop(s) | 0 | | | | | 1 |
| TBD | d. Use Traditional Trunk, Branch and Twig Structured Plumbing with Demand Controlled Circulation Loop(s) | 0 | | 1 | | | 2 |
| TBD | e. Use Central Core Plumbing | 0 | | 1 | | 1 | 1 |
| 2. Install Water Efficient Fixtures | | | | | | | |
| TBD | a. Showerheads or Shower Towers Use <2.0 Gallons Per Minute (gpm) Total | 0 | | | | | 3 |
| TBD | b. Faucets - bathrooms <1.5 gpm | 0 | | | | | 1 |
| TBD | c. Faucets - Kitchen & Utility <2.0 gpm | 0 | | | | | 1 |
| TBD | 3. Install Only High Efficiency Toilets (Dual-Flush or ≤1.28 gpf) | 0 | | | | | 2 |
| Total Points Available in Plumbing = 12 | | 0 | | | | | |
| H. HEATING, VENTILATION & AIR CONDITIONING | | | Points Available Per Measure | | | | |
| 1. Properly Design HVAC System and Perform Diagnostic Testing | | | | | | | |
| TBD | a. Design and Install HVAC System to ACCA Manual J, D, and S Recommendations [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | 4 | | | |
| TBD | b. Test Total Supply Air Flow Rates | 0 | | 1 | | | |
| TBD | c. Third Party Testing of Mechanical Ventilation Rates for IAQ (meet ASHRAE 62.2) | 0 | | 1 | | | |
| 2. Install Sealed Combustion Units | | | | | | | |
| TBD | a. Furnaces | 0 | | | 2 | | |
| TBD | b. Water Heaters | 0 | | | 2 | | |
| TBD | 3. Install High Performing Zoned Hydronic Radiant Heating | 0 | | 1 | 1 | | |

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|--|---|-----------------|------------------------------|--------|------------|-----------|-------|
| TBD | 4. Install High Efficiency Air Conditioning with Environmentally Responsible Refrigerants | 0 | 1 | | | | |
| 5. Design and Install Effective Ductwork | | | | | | | |
| TBD | a. Install HVAC Unit and Ductwork within Conditioned Space | 0 | | 1 | | | |
| TBD | b. Use Duct Mastic on All Duct Joints and Seams | 0 | | 1 | | | |
| TBD | c. Pressure Relieve the Ductwork System [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | 1 | | | |
| TBD | 6. Install High Efficiency HVAC Filter (MERV 6+) [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | | 1 | | |
| TBD | 7. No Fireplace OR Install Sealed Gas Fireplaces with Efficiency Rating >60% using CSA Standards | 0 | | | 1 | | |
| TBD | 8. Install ENERGY STAR Bathroom Fans Vented to the Outside, on Timer or Humidistat | 0 | | | 1 | | |
| 8. Install Mechanical Ventilation System for Cooling (Max. 4 Points) | | | | | | | |
| TBD | a. Install ENERGY STAR Ceiling Fans & Light Kits in Living Areas & Bedrooms | 0 | | 1 | | | |
| TBD | b. Install Whole House Fan with Variable Speeds | 0 | | 1 | | | |
| TBD | c. Automatically Controlled Integrated System | 0 | | 2 | | | |
| TBD | d. Automatically Controlled Integrated System with Variable Speed Control | 0 | | 3 | | | |
| 9. Advanced Mechanical Ventilation for IAQ | | | | | | | |
| TBD | a. Compliance with ASHRAE 62.2 Mechanical Ventilation Standards | R | | | R | | |
| TBD | b. Advanced Ventilation Practices (continuous operation, some limit, minimum efficiency, minimum ventilation rate) | 0 | | | 1 | | |
| TBD | c. Outdoor Air Ducted to Bedroom and Living Areas of Home | 0 | | | 2 | | |
| TBD | 10. Install Carbon Monoxide Alarm(s) or No Combustion Appliances in Living Space and No Attached Garage [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | | 1 | | |
| Total Points Available in Heating, Ventilation and Air Conditioning = 27 | | 0 | | | | | |
| I. RENEWABLE ENERGY | | | Points Available Per Measure | | | | |
| TBD | 1. Pre-Plumb for Solar Water Heating | 0 | | | | 1 | |
| TBD | 2. Install Wiring Conduit for Future Photovoltaic Installation & Provide 200 ft ² of South-Facing Roof | 0 | | | | 1 | |
| 0.0% | 3. Offset Energy Consumption with Onsite Renewable Generation (solar PV, solar thermal, wind): Enter % total energy consumption offset | 0 | | 18 | | | |
| Total Available Points in Renewable Energy = 20 | | 0 | | | | | |

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|--|--|-----------------|------------------------------|--------|------------|-----------|-------|
| J. BUILDING PERFORMANCE | | | Points Available Per Measure | | | | |
| 1. Building Envelope Diagnostic Evaluations | | | | | | | |
| TBD | a. Inspect Quality of Insulation Installation & Thermal Bypass before Drywall [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | 1 | | | |
| TBD | b. House Passes Blower Door Test [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | 1 | | | |
| TBD | c. Blower Door Results are Max 3.0 ACH ₅₀ for unbalanced systems (can be supply or exhaust) or Max 1.0 ACH ₅₀ for balanced systems (2 total points) | 0 | | 1 | | | |
| TBD | d. House Passes Combustion Safety Backdraft Test | 0 | | | 1 | | |
| 2. Design and Build Energy Efficient Homes | | | | | | | |
| | Required: Enter the Percent Better Than Title 24, Minimum 15% Required. 2 points for Every 1% Above Title 24 | 0 | | ≥30 | | | |
| TBD | 3. Design and Build Near Zero Energy Homes (Use of Building America, Passive House, or equivalent program required for credit) | 0 | | 5 | | | |
| TBD | 4. Obtain EPA Indoor airPlus Certification - (Total 26 points, not including Title 24 performance; read comment) | 0 | | | 2 | | |
| TBD | 5. Title 24 Prepared and Signed by a CABEC Certified Energy Plans Examiner (CEPE) | 0 | | 1 | | | |
| 6. Participation in Utility Program with Third Party Plan Review | | | | | | | |
| TBD | a. Energy Efficiency Program [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | 1 | | | |
| TBD | b. Renewable Energy Program with Min. 30% Above Title 24 (High Performing Home) | 0 | | 1 | | | |
| Total Available Points in Building Performance = 44+ | | 0 | | | | | |
| K. FINISHES | | | Points Available Per Measure | | | | |
| TBD | 1. Design Entryways to Reduce Tracked in Contaminants | 0 | | | 1 | | |
| 2. Use Low-VOC or Zero-VOC Paint (Maximum 3 Points) | | | | | | | |
| TBD | a. Low-VOC Interior Wall/Ceiling Paints (<50 gpl VOCs (regardless of sheen)) | 0 | | | 1 | | |
| TBD | b. Zero-VOC: Interior Wall/Ceiling Paints (<5 gpl VOCs (regardless of sheen)) | 0 | | | 2 | | |
| TBD | 3. Use Low-VOC Coatings that meet SCAQMD Rule 1113 | 0 | | | 2 | | |
| TBD | 4. Use Low-VOC Caulk and Construction Adhesives and Sealants (SCAQMD rule 1168) for All Adhesives | 0 | | | 2 | | |
| TBD | 5. Use Recycled-Content Paint | 0 | | | | 1 | |
| 6. Use Environmentally Preferable Materials for Interior Finish: A) FSC-Certified Wood, B) Reclaimed, C) Rapidly Renewable, D) Recycled-Content or E) Finger-Jointed F) Local | | | | | | | |
| TBD | a. Cabinets (50% Minimum) | 0 | | | | 3 | |
| TBD | b. Interior Trim (50% Minimum) | 0 | | | | 2 | |
| TBD | c. Shelving (50% Minimum) | 0 | | | | 2 | |
| TBD | d. Doors (50% Minimum) | 0 | | | | 2 | |
| TBD | e. Countertops (50% Minimum) | 0 | | | | 2 | |
| TBD | 7. Reduce Formaldehyde in Interior Finish – Meet Current CARB Airborne Toxic Control Measure (ATCM) for Composite Wood Formaldehyde Limits by Mandatory Compliance Dates (Required) | R | | | R | | |
| 8. Reduce Formaldehyde in Interior Finish - Exceed Current CARB ATCM for Composite Wood Formaldehyde Limits Prior to Mandatory Compliance Dates | | | | | | | |
| TBD | a. Subfloor & Stair Treads (90% Minimum) | 0 | | | 1 | | |
| TBD | b. Cabinets & Countertops (90% Minimum) | 0 | | | 2 | | |
| TBD | c. Interior Trim (90% Minimum) | 0 | | | 1 | | |
| TBD | d. Shelving (90% Minimum) | 0 | | | 1 | | |
| TBD | 9. After Installation of Finishes, Test of Indoor Air Shows Formaldehyde Level <27ppb | 0 | | | 3 | | |
| Total Available Points in Finishes = 28 | | 0 | | | | | |
| L. FLOORING | | | Points Available Per Measure | | | | |
| TBD | 1. Use Environmentally Preferable Flooring for a Percentage of Floor Area: A) FSC-Certified Wood, B) Reclaimed or Refinished, C) Rapidly Renewable, D) Recycled-Content, E) Exposed Concrete, F) Local. Flooring Adhesives Must Meet SCAQMD Rule 1168 for VOCs. | 0 | | | | 4 | |

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|---|--|-----------------|------------------------------|--------|------------|-----------|-------|
| TBD | 2. Thermal Mass Floors (minimum 50%) | 0 | | 1 | | | |
| TBD | 3. Low Emitting Flooring (Section 01350, CRI Green Label Plus, Floorscore) [*Points automatically granted when project qualifies for measure J4: EPA IAP] | 0 | | | 3 | | |
| Total Available Points in Flooring = 8 | | 0 | | | | | |
| M. APPLIANCES AND LIGHTING | | | Points Available Per Measure | | | | |
| TBD | 1. Install ENERGY STAR Dishwasher (must meet current specifications) | 0 | | 1 | | | 1 |
| 2. Install ENERGY STAR Clothes Washing Machine with Water Factor of 6 or Less | | | | | | | |
| TBD | a. Meets ENERGY STAR and CEE Tier 2 requirements (modified energy factor 2.0, Water Factor 6.0 or less (total 3 points) | 0 | | 1 | | | 2 |
| TBD | b. Meets ENERGY STAR and CEE Tier 3 requirements (modified energy factor 2.2, Water Factor 4.5 or less) (total 5 points) | 0 | | | | | 2 |
| 3. Install ENERGY STAR Refrigerator | | | | | | | |
| TBD | a. ENERGY STAR Qualified & < 25 Cubic Feet Capacity | 0 | | 1 | | | |
| TBD | b. ENERGY STAR Qualified & < 20 Cubic Feet Capacity | 0 | | 1 | | | |
| 4. Install Built-In Recycling Center or Composting Center | | | | | | | |
| TBD | a. Built-In Recycling Center | 0 | | | | 2 | |
| TBD | b. Built-In Composting Center | 0 | | | | 1 | |
| 5. Install High-Efficacy Lighting and Design Lighting System | | 0 | | | | | |
| TBD | a. Install High-Efficacy Lighting | 0 | | 1 | | | |
| TBD | b. Install a Lighting System to IESNA Footcandle Standards or Hire Lighting Consultant | 0 | | 1 | | | |
| Total Available Points in Appliances and Lighting = 14 | | 0 | | | | | |
| N. OTHER | | | Points Available Per Measure | | | | |
| TBD | 1. Incorporate GreenPoint Rated Checklist in Blueprints - <i>Required</i> | | | | | R | |
| TBD | 2. Pre-construction Kick-Off Meeting with Rater and Subs | 0 | 1 | | | | |
| TBD | 3. Homebuilder's Management Staff are Certified Green Building Professionals | 0 | 1 | | | | |
| TBD | 4. Develop Homeowner Manual of Green Features/Benefits and Conduct Walkthroughs | 0 | | 1 | 1 | | 1 |
| TBD | 5. Install a Home System Monitor OR Participate in a Time-of-Use Pricing or Demand-Response program | 0 | | 1 | | | |
| Total Available Points in Other = 6 | | 0 | | | | | |
| O. COMMUNITY DESIGN & PLANNING (maximum 20 points in this section) | | | | | | | |
| 1. Develop Infill Sites | | | | | | | |
| TBD | a. Project is an Urban Infill Development | 0 | 1 | | | 1 | |
| TBD | b. Development is Located within 1/2 Mile of a Major Transit Stop | 0 | 2 | | | | |
| TBD | 2. Build on Designated Brownfield Site | 0 | 3 | | | | |
| 3. Cluster Homes & Keep Size in Check | | | | | | | |
| TBD | a. Cluster Homes for Land Preservation | 0 | 1 | | | 1 | |
| TBD | b. Conserve Resources by Increasing Density (10 Units per Acre or Greater) | 0 | 2 | | | 2 | |
| | c. Home Size Efficiency | 0 | | | | 9 | |
| | i. Enter average unit square footage | | | | | | |
| | ii. Enter average number of bedrooms/unit | | | | | | |

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|--|--|-----------------|-----------------|--------|------------|-----------|-------|
| 4. Design for Walking & Bicycling | | | | | | | |
| | a. Site has Pedestrian Access Within 1/2 Mile of community services: TIER 1: 1) Day Care 2) Community Center 3) Public Park 4) Drug Store 5) Restaurant 6) School 7) Library 8) Farmer's Market 9) After School Programs 10) Convenience Store Where Meat & Produce are Sold | | | | | | |
| | TIER 2: 1) Bank 2) Place of Worship 3) Laundry/Cleaners 4) Hardware 5) Theater/Entertainment 6) Fitness/Gym 7) Post Office 8) Senior Care Facility 9) Medical/Dental 10) Hair Care 11) Commercial Office or Major Employer 12) Full Scale Supermarket | | | | | | |
| | i. 5 Services Listed Above (Tier 2 Services Count as 1/2 Service Value) | 0 | 2 | | | | |
| | ii. 10 Services Listed Above (Tier 2 Services Count as 1/2 Service Value) | 0 | 2 | | | | |
| TBD | b. Development is Connected with A Dedicated Pedestrian Pathway to Places of Recreational Interest within 1/4 mile | 0 | 1 | | | | |
| TBD | c. Install At Least Two of the Following Traffic-Calming Strategies: - Designated Bicycle Lanes are Present on Roadways; - Ten-Foot Vehicle Travel Lanes; - Street Crossings Closest to Site are Located Less Than 300 Feet Apart; - Streets Have Rumble Strips, Bulbouts, Raised Crosswalks or Refuge Islands | 0 | 2 | | | | |
| 5. Design for Safety & Social Gathering | | | | | | | |
| TBD | a. All Home Front Entrances Have Views from the Inside to Outside Callers | 0 | 1 | | | | |
| TBD | b. All Home Front Entrances Can be Seen from the Street and/or from Other Front Doors | 0 | 1 | | | | |
| TBD | c. Orient Porches (min. 100sf) to Streets and Public Spaces | 0 | 1 | | | | |
| TBD | d. Development includes a Social Gathering Space | 0 | 1 | | | | |
| 6. Design for Diverse Households (7a is a prerequisite for 7b, 7c) | | | | | | | |
| TBD | a. All Homes Have at Least One Zero-Step Entrance | 0 | 1 | | | | |
| TBD | b. All Main Floor Interior Doors & Passageways Have a Minimum 32-Inch Clear Passage Space | 0 | 1 | | | | |
| TBD | c. Locate at Least a Half-Bath on the Ground Floor with Blocking in Walls for Grab Bars | 0 | 1 | | | | |
| TBD | d. Provide Full-Function Independent Rental Unit | 0 | 1 | | | | |
| Total Achievable Points in Community Design & Planning = 42 | | 0 | | | | | |
| P. INNOVATION | | | Possible Points | | | | |
| A. Site | | | | | | | |
| 1. Stormwater Control: Prescriptive Path (maximum of 3 points, exclusive with PA2) | | | | | | | |
| TBD | a. Use Permeable Paving for 25% of driveways, patios and walkways | 0 | 1 | | | | |
| TBD | b. Install Bio-Retention and Filtration Features | 0 | 2 | | | | |
| TBD | c. Route Downspout Through Permeable Landscape or Swale | 0 | 1 | | | | |
| TBD | d. Use Non-Leaching Roofing Materials | 0 | 1 | | | | |
| TBD | e. Include Smart Street/driveway Design | 0 | 1 | | | | |
| TBD | 2. Stormwater Control: Performance Path: Perform Soil Percolation Test and Capture and Treat 85% of total annual runoff (exclusive with PA2) | 0 | 3 | | | | |
| C. Landscaping | | | | | | | |
| TBD | 1. Meet Local Landscape Program Requirement | 0 | | | | | 2 |
| D. Structural and Frame | | | | | | | |
| 1. Design, Build and Maintain Structural Pest and Rot Controls | | | | | | | |
| TBD | a. Locate All Wood (Siding, Trim, Structure) At Least 12" Above Soil | 0 | | | | 1 | |
| TBD | b. All Wood Framing 3 Feet from the Foundation is Treated with Borates (or Use Factory-Impregnated Materials) OR Walls are Not Made of Wood | 0 | | | | 1 | |
| TBD | 2. Use Moisture Resistant Materials in Wet Areas: Kitchen, Bathrooms, Utility Rooms, and Basements | 0 | | | 1 | 1 | |
| [*Points automatically granted when project qualifies for measure J4: EPA IAP] | | | | | | | |

| Enter Project Name | | Points Achieved | Community | Energy | IAQ/Health | Resources | Water |
|---|--|-----------------|-----------|----------|------------|-----------|----------|
| 3. Use FSC Certified Engineered Lumber (3 points maximum) | | | | | | | |
| TBD | a. Beams and Headers | 0 | | | | 1 | |
| TBD | b. Wood I-Joists or Web Trusses for Floors | 0 | | | | 1 | |
| TBD | c. Wood I-Joists for Roof Rafters | 0 | | | | 1 | |
| TBD | d. Engineered or Finger-Jointed Studs for Vertical Applications | 0 | | | | 1 | |
| TBD | e. Roof Trusses: 100% | 0 | | | | 1 | |
| E. Exterior Finish | | | | | | | |
| TBD | 1. Vegetated Roof (2 points for 25%, 4 points for 50%) | 0 | 2 | 2 | | | |
| G. Plumbing | | | | | | | |
| TBD | 1. Greywater Pre-plumbing (includes washing machine at minimum) | 0 | | | | | 1 |
| TBD | 2. Greywater System Operational (includes washing machine at minimum) | 0 | | | | | 2 |
| TBD | 3. Innovative Wastewater Technology (Constructed Wetland, Sand Filter, Aerobic System) | 0 | | | | | 1 |
| TBD | 4. Composting or Waterless Toilet | 0 | | | | | 2 |
| TBD | 5. Install Drain Water Heat-recovery System | 0 | | 1 | | | |
| TBD | 6. Install a Hot Water Desuperheater | 0 | | 2 | | | |
| H. Heating, Ventilation, and Air Conditioning | | | | | | | |
| TBD | 1. Humidity Control Systems (only in California humid/marine climate zones 1,3,5,6,7) | 0 | | | 1 | | |
| TBD | 2. Design HVAC system to Manual T for Register Design | 0 | | 1 | | | |
| K. Finishes | | | | | | | |
| TBD | 1. Materials Meet SMaRT Criteria (Enter number of points, up to 5 points) | 0 | | | | 5 | |
| N. Other | | | | | | | |
| TBD | 1. Detailed Durability Plan and Third-Party Verification of Plan Implementation | 0 | | | | 2 | |
| | 2. Educational Signage of Project's Green Features | | | | | | |
| TBD | a. Promotion of Green Building Practices | 0 | 1 | | | | |
| TBD | b. Installed Green Building Educational Signage | 0 | 1 | | | | |
| TBD | Innovation: Enter up to 4 Points at right. Enter description here | 0 | | | | | |
| TBD | Innovation: Enter up to 4 Points at right. Enter description here | 0 | | | | | |
| TBD | Innovation: Enter up to 4 Points at right. Enter description here | 0 | | | | | |
| TBD | Innovation: Enter up to 4 Points at right. Enter description here | 0 | | | | | |
| TBD | Innovation: Enter up to 4 Points at right. Enter description here | 0 | | | | | |
| Total Achievable Points in Innovation = 36+ | | 0 | | | | | |
| Summary | | | | | | | |
| Total Available Points in Specific Categories | | | 40 | 75+ | 46 | 112 | 54 |
| Minimum Points Required in Specific Categories | | | 0 | 30 | 5 | 6 | 9 |
| Total Points Achieved | | 0 | 0 | 0 | 0 | 0 | 0 |

Project has not yet met the following recommended minimum requirements:

- Total Project Score of At Least 50 Points
- Required measures:
 - A3a: 50% waste diversion by weight
 - J2: 15% above Title 24
 - N1: Incorporate GreenPoint Rated Checklist into blueprints
- Minimum points in specific categories:
 - Energy (30 points)
 - IAQ/Health (5 points)
 - Resources (6 points)
 - Water (9 points)

ORDINANCE NO. 2009-377

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY AMENDING SECTION 15.04.010
[DEFINITIONS] AND SECTION 15.04.020 [AMENDMENTS TO THE
BUILDING CODE] OF CHAPTER 15.04 [BUILDING CODE] OF
TITLE 15 [BUILDINGS AND CONSTRUCTION] OF THE PORTOLA
VALLEY MUNICIPAL CODE

WHEREAS, because of the Town of Portola Valley's unique local climatic, geologic and topographic conditions, it desires to make some amendments and additions to the California Building Code in order to provide a reasonable degree of property security and fire and life safety in the community.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does ORDAIN as follows:

1. Amendments to the Code. Section 15.04.010 [Definitions] of Chapter 15.04 [Building Codes] of Title 15 [Buildings and Construction] of the Town of Portola Valley Municipal Code is hereby amended to add subsections C and D as follows:

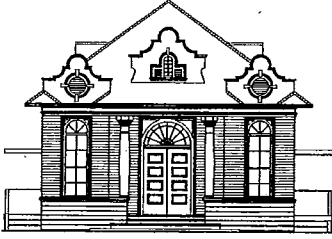
15.04.010 Definitions

C. *A new building* shall be defined as: A new structure or a substantial addition/remodel to an existing structure where the remodel combined with any additions to the structure affects 50% or more of the exterior wall plane surface or affects 50% or more of the floor area.

1. Where no studs remain or, if some studs remain, the wall except for the studs has been stripped bare such that one can see through the wall, the wall affected by such changes shall be included in computing the amount of affected exterior wall plane surface for the purpose of applying this definition.
2. Where any structural changes are made in the building, such as walls, columns, beams, or girders, floor or ceiling joists and covering, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing affected floor areas for purposes of applying this definition.

This definition does not apply to the replacement of roof coverings.

D. *Ignition-resistant material* is any product which, when tested in accordance with ASTM E 84 for a period of 30 minutes, shall have a flame



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: March 10, 2010

RE: **FY 2009/2010 Street Resurfacing Program**

Recommendation:

It is recommended that the Town Council adopt the attached resolution authorizing the Town Manager to execute a letter agreement between the Town of Portola Valley and Nichols Consulting Engineers for pavement design services in an amount not to exceed \$41,500.

Background:

Town Staff is continuing its annual street repair and resurfacing program for 2009/10. The streets tentatively selected for treatment will be: Golden Oak Drive, Golden Hills Drive, Alamos Road, Alpine Road, Echo Lane, Quail, Groveland and other minor residential streets. Final sections of road to be treated will be identified by the Town staff, with information also coming from the Town's Pavement Management System (PMS). The Town's updated and revised 2009 PMS program was created by Nichols Consulting Engineers using Metropolitan Transportation Commission (MTC) standards. All public street surfaces were inspected and graded. The system is a method used by many municipalities to consistently prioritize maintenance work and select appropriate asphalt treatments. The target is to design a project that would result in a \$700,000 - \$800,000 construction budget. Storm drainage rehabilitation work will also be considered and the potential use of recycled rubberized material for road resurfacing.

The annual street repair and resurfacing process will involve field measurements, engineering design, preparation of construction documents, advertising the project for bid, and field markings. The adopted FY 2009/10 budget allocated \$85,000 for engineering design for both the 2009/2010 and 2010/2011 programs.

A \$10,800 services grant was applied for and received from the MTC (Metropolitan Transportation Commission) for design services with their approved consultant Nichols Consulting Engineers. Design consultants are selected by the MTC on a competitive basis. The proposed services for the design would be \$52,300 of which \$41,500 will be paid by the Town and \$10,800 by MTC. The Town has an existing professional services agreement with Nichols.

Attachment

Approved:


Angela Howard, Town Manager

RESOLUTION NO. _____-2010

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY AUTHORIZING THE TOWN MANAGER TO ENTER
INTO A LETTER AGREEMENT WITH NICHOLS CONSULTING, CHTD. FOR THE FY
2009/2010 STREET RESURFACING DESIGN**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered the staff report from the Public Works Director recommending the Town enter into an agreement with Nichols Consulting, CHTD. for development of the FY 2009/2010 street resurfacing design;

NOW, THEREFORE, the Town Council does RESOLVE as follows:

1. The Town Manager is hereby authorized to enter into a letter agreement with Nichols Consulting, CHTD in an amount not to exceed \$41,500; for the fiscal year 2009/2010 Street Resurfacing Design.

PASSED AND ADOPTED this 10th day of March, 2010.

By: _____
Mayor

ATTEST:

Town Clerk

Subject: FW: Application to Serve on Committee on Conservation Committee

Memo to Town Council,

Request for appointment of Ann Kearney to the conservation committee.

The conservation committee voted on Feb. 23, 2010 to request that Town Council considers the appointment of Ann Kearney to become a member of the conservation committee.

Best regards,
Marianne Plunder
Chair

Subject:

FW: Application to Serve on Committee on Conservation Committee

From: webmaster@portolavalley.net [mailto:webmaster@portolavalley.net]
Sent: Sunday, January 10, 2010 10:00 PM
To: Sharon Hanlon
Subject: Application to Serve on Committee

Submission information

Submitter DB ID : 500
Submitter's language : Default language
IP address : 99.4.123.57
Time to take the survey : 2 min. , 53 sec.
Submission recorded on : 1/10/2010 9:59:58 PM

Survey answers

Name of Committee I'm Interested in Serving On:
(Please note that only the committees currently seeking volunteers are listed.)

Community Events Committee
Conservation Committee
Cultural Arts Committee
Emergency Preparedness Committee
Parks & Recreation Committee
Traffic Committee
Trails & Paths Committee

Full Name: *
Ann Kearney

Email Address: *
nikann@mac.com

Address: *
[REDACTED]

Number of years in Portola Valley: *
6

Preferred Telephone Contact #1: *
6508512512

Preferred Telephone Contact #2:
6503804784

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:*

I have heard wonderful things about this committee. I think it would be a welcoming place for me to start as I pursue community involvement.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee?

If so, please describe:*

No



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Resource Efficiency Coordinator

DATE: March 10, 2010

RE: Request for Approval of Charter and Appointment of Members to the Portola Valley Sustainability Committee

Per the Town Council's approval of the Reorganization of the Ad-Hoc Climate Protection Task Force to the Portola Valley Sustainability Committee on February 24, 2010, staff would like to request approval of the attached Charter. Staff would also like to request appointment of the following members of the Ad-Hoc Climate Protection Task Force who have expressed interest in joining the new Sustainability Committee:

- Angela Hey
- Danna Breen
- John Mashey
- Linda Yates

To ensure that the Sustainability Committee stays focused on its mission, staff recommends that the Council designate the Sustainability Committee Council Liaison as Chair.

As per the Town of Portola Valley Advisory Committees Policy & Procedures Handbook, the notice of vacancies on the Sustainability Committee and requests for applications will be posted on the Town website, at the Town Center, Nathorst Triangle and Village Square. Applications will be due on March 26th so that the Sustainability Committee may review the applications at the meeting on March 30th and recommend Committee members to the Mayor for appointment at the first available Council meeting.

Recommendation

Staff recommends that the Council take the following actions:

- Approve the Sustainability Committee Charter
- Appoint the above listed members to the Sustainability Committee
- Appoint Maryann Derwin as Council Liaison to the Sustainability Committee
- Assign the Council Liaison as Chair to the Sustainability Committee

Approved: _____
Angela Howard, Town Manager

Attachments

- Attachment 1: Portola Valley Sustainability Committee Charter
- Exhibit "A": Sustainability Committee Duties & Function for 2010

SUSTAINABILITY COMMITTEE

MISSION:

The Portola Valley Sustainability Committee's mission is to assist the Town of Portola Valley in meeting the adopted greenhouse gas emissions reduction targets and the goals and objectives outlined in the Sustainability Element of the General Plan.

DUTIES & FUNCTION:

To be determined on an annual basis (Exhibit "A").

RESPONSIBLE TO:

The Town Council

COORDINATION AND LIAISON:

Town Council Liaison
Staff Liaison - Sustainability & Resource Efficiency Coordinator
Staff and Committees as necessary
Acterra Representative
Marketing experts as deemed necessary

MEMBERSHIP:

Minimum of seven (7) members appointed by the Mayor with Council concurrence for a one-year term. Chair appointed by Town Council.

MEETINGS:

To be decided at first meeting of the full Committee.

SUSTAINABILITY COMMITTEE
MISSION, DUTIES & FUNCTION for 2010

Sustainability Committee Mission

- Primary mission: encourage a (to be determined) number of residents to complete green-ups by a certain date (to be determined)
 - Goal is to reduce GHG emissions by a certain amount to meet 2010 reduction target of 2000 levels by 2010
 - Other ideas will be put in "parking lot" and reviewed periodically
- Future mission: Look at other areas that are ripe for emissions reductions (waste, commercial energy) and develop programs to address those areas

Timeline

- February 24, 2010: Bring Sustainability Committee (Committee) to Council as a discussion item
- Invite current Climate Protection Task Force (CPTF) members as soon as Council approves concept
- March 10, 2010: Council approves Committee charter, appoints interested existing CPTF members & announces Sustainability Committee formation to public
- March 11, 2010: Announce accepting applications for Committee
- March 26, 2010: Applications due
- March 30, 2010: Sustainability Committee composed of existing CPTF members reviews applications
- March 31, 2010: Recommend Committee members to Mayor
- April 7, 2010: Mayor appoints new Committee members
- April 19, 2010: Deadline for determining number of green-ups needed
- April 20, 2010: First Meeting of Sustainability Committee

Proposed Meeting Schedule – Tuesday @ 4:00 p.m. in the Buckeye Room

- CPTF members meet to review applications - March 30, 2010
- First official meeting - April 20, 2010 (Spring Break April 5 – 9)
- May 4 and May 18, 2010
- June 1 and June 15, 2010
- Starting in July, meet every third Tuesday of the month (Committee will determine meeting date)

Recruitment of New Members

- Type of skills
 - Communications, marketing, statistical analysis, etc.
- Geographic – neighborhoods, homeowners' associations
- Associations – churches, school groups, etc.
- Agree to commitments below – meetings, research, green-up, neighborhood meetings
- Advertise vacancies on Town website, Town notice boards, PV Forum, Green Events List and through homeowners' associations

Commitment

- Term: one-year term – reappointed in January
- Time: make a commitment to attending 75% of meetings
 - Important for continuity and group dynamics
 - If can't commit to 75%, can contribute in other ways
- Activities
 - Read "Fostering Sustainable Behavior" and study community-based social marketing
 - Learn about Acterra High Energy Home Assessment Program (HEHAP)
 - Learn about CaliforniaFIRST and Retrofit Bay Area programs
 - Commit to getting a home performance assessment and completing a green-up (unless already done)
 - Host at least one neighborhood/group meeting after green-up

Draft Sustainability Committee Schedule

- Meeting 1
 - Background on Sustainability Committee Mission
 - GHG emissions and reduction targets
 - Review Project Outline
 - Review Commitments
 - Discuss Metrics
 - How will we measure progress toward goal?
 - Can we/do we want to create a case study?
 - Review Assignments for Meeting 2
 - Read Fostering Sustainable Behavior
 - Review cbsm.com website
 - Review Acterra HEHAP, CaliforniaFIRST and Retrofit Bay Area program descriptions
- Meeting 2
 - Review Fostering Sustainable Behavior – main concepts
 - Review cbsm website and introduce case studies
 - Review Acterra HEHAP, CaliforniaFIRST and Retrofit Bay Area Program
 - Develop timeline and plan for meeting Sustainability Committee goal
 - Identify barriers and benefits
 - First in group, then
 - Conduct focus groups
 - Develop pilot program
 - Test pilot program
 - If successful, launch program
 - If not, develop and test another pilot program

TOWN COUNCIL WEEKLY DIGEST

Friday – February 26, 2010

-
- ☐ 1. E-mail to the Council from Brandi de Garneau regarding New Dates: Tour of GreenWaste MRF and Z-Best in March – February 22, 2010
 - ☐ 2. Memorandum to the San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for March 2010 – February 26, 2010
 - ☐ 3. March 2010 Meeting Schedule
 - ☐ 4. Article entitled "Herhold: Long, Strange Legal Battle Over Monte Sereno Fence Appears to be Over – The Mercury News February 17, 2010
 - ☐ 5. Notice of Cancellation of the Traffic Committee Meeting scheduled for Thursday, March 4, 2010
 - ☐ 6. Agenda – Special Emergency Preparedness Committee Meeting – Monday, March 1, 2010
 - ☐ 7. Agenda – Regular Planning Commission Meeting – Wednesday, March 3, 2010
 - ☐ 8. Action Agenda – Special Field ASCC Meeting – Monday, February 22, 2010
 - ☐ 9. Action Agenda – Regular Town Council Meeting – February 24, 2010

Attached Separates (Council Only)

- ☐ 1. Invitation to participate in a Telephone Townhall with Councilwoman Janice Hahn on Saturday, March 6, 2010
- ☐ 2. Invitation to attend a Lunar New Year "Lion Dance" celebration on Saturday, February 27, 2010
- ☐ 3. Midpeninsula Regional Open Space District's "Views" – Spring 2010

TOWN COUNCIL WEEKLY DIGEST

Friday – March 5, 2010

-
- ☐ 1. E-mail to Sharon Hanlon from Mayor Toben acknowledging participation in Principal for a Day on Wednesday, March 10, 2010 – March 1, 2010
 - ☐ 2. Memorandum to Council from Howard Young regarding Town Storm Drain System and Maintenance – February 26, 2010
 - ☐ 3. Letter to Council from Marilyn Walter regarding tiles on Walls of Community Center – March 3, 2010
 - ☐ 4. Letter (with Exhibits A through M) to Council from Jon Silver regarding the fence at 4 Grove Court – March 4, 2010
 - ☐ 5. Month End Financial Report – February 2010
 - ☐ 6. Issued Building Permit Activity – February 2010
 - ☐ 7. Agenda – ASCC Meeting – Monday, March 8, 2010
 - ☐ 8. Agenda – Trails and Paths Committee Meeting – Tuesday, March 9, 2010
 - ☐ 9. Agenda – Cable & Utilities Undergrounding Committee Meeting – Thursday, March 11, 2010
 - ☐ 10. Agenda – Cultural Arts Committee Meeting – Thursday, March 11, 2010

Attached Separates (Council Only)

- ☐ 1. Invitation from Joseph Bergeron, Grand Jury Judge, to submit names of possible nominees for grand jury service – March 1, 2010
- ☐ 2. Invitation to attend Climate 3.0 on Wednesday, April 14, 2010
- ☐ 3. Invitation to attend HIP Housing's Annual Luncheon on Friday, June 11, 2010
- ☐ 4. The HEART of San Mateo County – Winter 2010
- ☐ 5. Connections – Winter 2010
- ☐ 6. Western City – March 2010