

SPECIAL JOINT TOWN COUNCIL/PLANNING COMMISSION/ARCHITECTURAL & SITE CONTROL COMMISSION MEETING, TOWN OF PORTOLA VALLEY, MARCH 31, 2004, TOWN CENTER, HISTORIC SCHOOLHOUSE, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Mayor Comstock called the meeting to order at 8:02 p.m. Ms. Howard called the roll:

Present: Councilmembers Davis, Driscoll, Merk, Toben and Mayor Comstock
Commissioners McIntosh, Wengert, Zaffaroni and Chairman Breon
ASCC Commissioners Breen, Eisberg, Schilling and Chairman Chase

Absent: Commissioner Elkind and ASCC Commissioner Gelpi

Staff Present: Angela Howard, Town Administrator
Leslie Lambert, Planning Manager

ORAL COMMUNICATIONS:

Bill Lane expressed his appreciation and thanks to all Councilmembers and Commissioners for their contributions to the Town.

REGULAR AGENDA:

- (1) Presentation and Discussion of San Mateo Countywide Guide – Sustainable Buildings

Ms. Lambert reviewed her memorandum of March 25, 2004 and offered comment to Council and Commission members. She noted there has been a great deal of interest shown by the Council, Planning Commission and ASCC on Energy Conservation and Green Building. She informed the Council and Commission that the Town Staff had a unique opportunity to join a working committee of members from planning, building, environmental staff, architects, contractors and developers from various jurisdictions within San Mateo and the guideline booklet before Council and Commission was a result of that working committee. She thanked Carol Borck for representing the Town at the committee meetings. She noted that the program is flexible within each jurisdiction and the cities and town's have the choice of adopting a mandatory ordinance or a voluntary recommendation. She suggested that the Town might also want to have a companion pamphlet that is exclusive to the Town and our needs, noting that this guideline is a great beginning and a step in the right direction. She indicated that the working committee will be meeting again shortly on the next steps and discussing how each jurisdiction will implement the guidelines, she suggested that the guideline be made available at the front counter and share the information with residents and their architects while they are in the beginning stages of design. Further, she noted there is a checklist that is included into the guidelines that can be utilized and monitored by staff during a specified time period to see how the community is responding to the green building program. She introduced Jill Boone, the Green Building Coordinator and Resource Conservation Programs Manager from San Mateo County.

Ms. Boone thanked the Council and Commission for the opportunity to discuss the Countywide Program and the new guideline booklet. Ms. Boone an overview to Council and Commission that this countywide program can be utilized to encourage private architects, owners and buildings to incorporate green building practices and materials into their projects. The committee that worked on the guideline booklet is affiliated with the Countywide Recycling Committee a C/CAG committee that addresses waste and recycling issues in San Mateo County and is facilitated by Recycleworks, a program of the County of San Mateo. Ms. Boone noted that the overreaching reason for the Sustainable Buildings Program is to lessen environmental impacts of construction by encouraging or requiring integrated designs that are energy efficient, conserve water, have good indoor air quality, use materials that are renewable, recycled and the program identifies

better building practices such as the recycling or reuse of construction and demolition debris. By encouraging people to identify and implement specific actions through the use of Sustainable Buildings materials, we will help increase the quality of our air and water, and help to create indoor environments for people to live and work in. Ms. Boone explained why green building is important, describing why a countywide program makes sense and explained why the committee chose to call it Sustainable Buildings instead of Green Buildings. She also reviewed how the Town could use this program, what the Town needed to do in order to participate and discussed the checklist that is provided in the guideline, a copy of the checklist was provided to all Council and Commission members. Ms. Boone noted that the working committee would be meeting again shortly to discuss how each jurisdiction would handle the guidelines and checklist. Ms. Boone indicated that the Town purchased 200 copies of the guideline at a \$1.00/booklet.

Ms. Boone referred to a new database that will soon be available called Build it Green, under Green Affordable Housing. Org. She also recommended that anyone that is interested get on line with Recycle Works, as well as providing a resource for reviewing different materials at Eco Design in San Carlos.

In response to Councilman Toben, Ms. Boone indicated that there were no incentives provided in the County Program to encourage sustainable design, however, she was aware of other jurisdictions that did provide incentives.

Commissioner Zaffaroni pointed out the guidelines refer to the use of a cool roof and the town's reflectivity values. Ms. Boone informed Council and Commission in addition to light colored roofs, there are various materials that can be used to design a cool roof.

Chairman Breon questioned when the database would be available. Ms. Boone indicated it was hoped it would be on-line within 1 month.

Councilman Driscoll discussed sustainability vs. green building, sustainability, economics and social equity. He suggested the idea of incentives should be looked into and implemented.

Chairman Breon suggested we ask the public to start filling out the checklist and see what elements people are using easily.

Councilman Davis concurred with the idea of a checklist for the homeowners and an inclusion of our own guidelines.

Councilman Toben said that is he had one criticism of the product; it was that it did not give homeowners specific tools for calculating cost savings from doing green design.

Commissioner Wengert wondered if there was a clearinghouse for all websites. Ms. Boone directed everyone to Recycleworks.

Staff was directed to bring back the checklist for further review to Town Council and suggested incentives for discussion.

Council and Commission thanked Ms. Boone for information shared.

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

Ms. Lambert referred to memorandum of March 25, 2004, informing Council and Commission that she was contacted earlier this year by Philippe Cohen, Administrative Director at Jasper Ridge Biological Preserve to attend a meeting with representatives from San Mateo Fire Safe Committee and a couple staff members from local planning departments to brainstorm about how

to most efficiently approach people associated with planning and building departments. She noted the idea was to come forward with an overall presentation on fire safe community practices, based primarily on the "Living with Fire in San Mateo County Guide." The whole idea is to get the basic information out to the public, whether it is with handouts at the front counter, presentations in front of Councils, Commissions and Committees, with the hope to encourage the public to consider fire safety while designing new projects, taking into consideration the siting of structures, construction materials and landscaping. She introduced Philippe Cohen, James Palisi Fire Marshal with South County Fire, Chief Rodney Maddox with CDF, and Denise Enea, Deputy Fire Marshal with Woodside Fire Protection District.

Mr. Cohen began the presentation on Fire Safe Planning for Decision Makers highlighting fire threats, wildfires, fire management challenges, interface zones, fire behavior, aerial photos of vegetation areas at Jasper Ridge from 1928 and 2002.

Fire Marshal Palisi provided an overview of defensible space, including street design, escape routes and adequate turn around areas for emergency vehicles.

Deputy Fire Marshal Enea discussed the two part approach to the problem, highlighting on creating defensible space and strategies, provided photos of Corte Madera from 1928 and 2004, Portola Valley Ranch, Alpine Hills indicating fire risk, and Blue Oaks, discussing plant materials screening vs. defensible space. She discussed reduction of fuel loads, shared her view of "The Good", "The Bad" and "The Ugly". She provided suggested diagrams of eaves, soffits, wall, roof, door and window assemblies. She pointed out a score sheet to help determine an individual sites hazard level.

Mr. Cohen concluded by stressing the need for clearing and management of structural fuels, and discussed the climate changes in California.

There was a discussion over roof materials currently allowed by ordinance, the newer materials available to the public that were fire retardant, suggesting this would not be a difficult transition from Class B to Class A roofing throughout the Town.

It was suggested that if this presentation were to move to different jurisdictions, the slides should reflect the jurisdiction under review.

Ms. Enea expressed appreciation to Howard Young for his support in clearing and management along the right-of-ways and emergency roads.

Paul Lencioni also thanked Howard for his support and discussed a recent decision made by the ASCC on the reconstruction of a residence that burned on Russell Avenue.

Mr. Mader expressed concern of existing oak forest development throughout the town and the difficulties in clearing and vegetative management on developed properties.

ASCC Chair Chase offered the ASCC does not address these issues while reviewing properties, and noted there is a lot of over planting occurring and would like to start addressing this issue.

Paul Heiple, Conservation Committee, suggested the committee would like to look into a more extensive list of native plants.

Councilman Toben said there is room for improvement in Town policies and practices concerning defensible space. He also supported changing Town regulations to require Class "A" materials on all replacement roofs. Finally, he expressed concern based on what he learned in the presentation, that some Town neighborhoods were particularly vulnerable to fires and he hoped that emergency preparedness work would give more attention to fire scenarios. He learned a lot

about certain neighborhoods in our community, and suggested the emergency preparedness committee should get involved in this program.

Councilman Driscoll discussed past years examples of fire management and questioned the police authority of the fire department. Ms. Enea offered the fire department would perform nuisance abatement and education to the residents.

It was decided that provisions should be added to the Design Guidelines relative to fire safe practices in design. This would focus on vegetation in terms of type and location as well as building design.

It was decided to make the score sheet available to the public, as well as the handbook at the front counter.

Staff was directed to return with proposed ordinance on Class "A" roofing materials.

Ms. Howard thanked Ms. Lambert and the presenters for bringing the items before the Council and Commission.

Adjournment

The meeting adjourned at 10:53 p.m.

Mayor

Town Clerk