



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, May 12, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

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.

- (1) **PRESENTATION – Community Events Committee with report on the 2009 Blues and Barbecue Fundraising Event and request for transfer of funds to the Open Space Acquisition Fund**

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.

- (2) **Approval of Minutes – Regular Town Council Meeting of April 28, 2010**
- (3) **Approval of Amended Warrant List – April 28, 2010**
- (4) **Approval of Warrant List – May 12, 2010**
- (5) **Recommendation by Assistant Town Manager – Solid Waste, Recyclables, and Yard Trimmings Franchise Agreement with GreenWaste Recovery, Inc.**
- (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Yard Trimmings Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. ____)
- (6) **Recommendation by Town Planner – Adoption of a Policy of a Specific Definition of Open Space Preserve**
- (a) A Resolution of the Town Council of the Town of Portola Valley Adopting a Policy of a Specific Definition of Open Space Preserve (Resolution No. ____)

REGULAR AGENDA

(Time Estimate – 45 Minutes)

PUBLIC HEARING

- (7) **PUBLIC HEARING - Green Building Ordinance and Resolution**
- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code (Ordinance No. _____)
- (b) A Resolution of the Town Council of the Town of Portola Valley Adopting Green Building Standards for Compliance (Resolution No. _____)
- (8) **Recommendation by Public Works Director – Discussion of Additional Site Lighting Along Pedestrian Corridors**
(Council will tour current lighting through Town Center)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(Time Estimate – 30 Minutes)

- (9) **Report from Planning Manager – Water Use Survey Reports for Town Center and Town Fields**

- (10) [Appointment by Mayor – Request for Appointment of Members to the Sustainability Committee](#)
- (11) [Appointment by Mayor – Request for Appointment of Member to the Community Events Committee](#)
- (12) **Reports from Commission and Committee Liaisons**
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(Time Estimate – 10 Minutes)

- (13) [Town Council Weekly Digest – April 30, 2010](#)
- (14) [Town Council Weekly Digest – May 7, 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).

Memorandum

To: Portola Valley Town Council
From: Michael Bray, Chair, Community Events Committee
Re: Net from Blues & BBQ 2009
Date: March 4th, 2010

The Community Events Committee is very pleased to announce the final figures from the Blues & BBQ fundraiser of 2009. Although this was the first year in many years we had rain, it happened late in the day and actually had little impact on the event.

Total income was \$85,888.97. This includes donations, underwriting, the silent auction, ticket sales, tee shirt sales, and the “tip jars.”

Total expenses were \$36,816.96. This includes the caterer and appetizers, several different types of rentals, miscellaneous supplies, beverages, and a few of the auction items.

The net proceeds from the event were \$49,072.01.

Please perform the customary transfer of these proceeds to the Open Space Acquisition Fund.

We thank everyone in town (and out of town) that supports Blues & BBQ and I hope we can count on everyone’s support once again in 2010.

TOWN COUNCIL MEETING NO. 789, APRIL 28, 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, Town Manager Howard, Town Attorney Sloan, Public Works Director Young, Planning Manager Lambert, SuRE Coordinator de Garneau, Asst. Town Manager McDougall, and Town Clerk Hanlon

ORAL COMMUNICATIONS

Councilmember Driscoll and Mayor Toben thanked Lynn Noble for preparing the Town Council meeting minutes for the last seventeen years.

CONSENT AGENDA

By motion of Councilmember Wengert, seconded by Councilmember Driscoll, the items listed below were approved with the following roll call vote:

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

- (2) Warrant List of 4/28/10 in the amount of \$127,169.98.
- (3) Second Reading of Title, Waive Further Reading, and Adoption of Ordinance 2010-385 Amending Chapter 5.40 [Peddlers and Solicitors] of Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code.

REGULAR AGENDA

- (1) Minutes of Town Council Meeting of 4/14/10 (Removed from Consent Agenda)

Councilmember Driscoll and Mayor Toben submitted changes to the minutes of the 4/14/10 meeting. By motion and second, the minutes were approved as amended by a vote of 4-0, with Councilmember Driscoll abstaining

- (4) FY 2009/2010 Annual Street Resurfacing Project [7:39 p.m.]

Mr. Young reviewed the staff report of 4/28/10 on the FY 2009/2010 street resurfacing project. Responding to Councilmember Derwin, he said the funding would come from Measure A funds and road impact fees.

Councilmember Driscoll moved approval of Resolution No. 2487-2010 Approving Plans and Specifications and Calling for Bids for the 2009/2010 Resurfacing Project No. 2010-PW01. Councilmember Wengert seconded, and the motion carried 5-0.

Councilmember Driscoll moved to authorize the Town Manager to expend up to \$25,000 for construction testing and inspection related to the project. Councilmember Richards seconded, and the motion carried 5-0.

- (5) Report on Definition of Open Space [7:41 p.m.]

Town Planner Mader reviewed his memo of 4/21/10 on the definition of open space preserve. Since the

staff report was prepared, Marianne Plunder from the Conservation Committee submitted additional comments; her suggestions were incorporated in a tracked version of page 2 attached to his email of 4/28/10.

Responding to Mayor Toben, Ms. Sloan said new buildings and sidewalks had to be ADA compliant, but trails and paths was a gray area. Towns that had trails and paths that were rural in nature didn't necessarily need to be accessible—especially if they were steep. If a new trail was flat, she recommended it be considered. Additionally, she felt the language pertaining to access by disabled persons that Ms. Plunder recommended be deleted from item #5 should remain. It was general and didn't mean the Town would have to do it. But, it could be considered. Referring to Ms. Plunder's email of 4/27/10, Councilmember Driscoll said the Conservation Committee was not opposed to access for disabled persons. They were more concerned about the blurring of the terms "trails" and "paths." He did not think they would object to keeping access for disabled persons in item #5.

Responding to Councilmember Derwin, Town Planner Mader said he suggested the Council wait to add the definition to the General Plan until the Town named an additional preserve simply to defer some of the process of amending the General Plan. Ms. Sloan noted that amending the General Plan required hearings at the Planning Commission and Town Council. It could remain as a policy adopted by resolution. At some point, it should be added to the General Plan.

Councilmember Wengert asked: a) what the definition would be used for; b) how it would apply to what was looked at in Town in terms of open space; and c) whether it would replace the general and broader definition of open space in the General Plan. Responding, Town Planner Mader said there was a definition of open space preserve in the General Plan, and some preserves were named. If the new definition of open space preserve was adopted, some places that were already acquired for open space purposes might be called an "open space preserve." For example, it could be the Shady Lane Trail Open Space Preserve. What was proposed was consistent with the definition of open space preserve in the General Plan, but it went further in defining it. The term "open space preserve" in the Plan was applied to large areas; this would allow it to be applied to smaller areas. Adopting the new definition did not change anything in the General Plan. If it was added to the Plan, it would bring greater clarity to "open space preserve." Where that term was used, this definition would need to be adhered to. If the Council moved ahead with this definition, the General Plan would need to be looked at in that context to see if other tweaking needed to be done.

Responding to Mayor Toben, Town Planner Mader said establishing a new open space preserve was a significant action and affected other properties. Amending the General Plan was a public hearing process before the Planning Commission and the Council. People with property near a proposed open space preserve would want to be informed and be heard. The General Plan was a good vehicle for the identification and description of an open space preserve.

Mayor Toben said this issue came up about a year ago when the Council was looking at the UUT renewal. There had been some concern about what was being represented to the community in terms of permissible uses for the open space acquisition fund. If the Town acquired a parcel where there was an existing active use, which was more intense and didn't comport with the definition of open space preserve, he did not think the definition would preclude the use of open space funds for that kind of parcel. Responding, Ms. Sloan said the UUT terminology used "open space purposes." Town Planner Mader said the question was the clarity of that to the voter. With respect to purchasing a property that had a use on it, there was language in the proposed definition that indicated buildings that added to the open space quality and feeling could remain. That was intended for minor type structures. A baseball field wasn't consistent with that. If funds were collected for open space preserve purposes, you would be constrained by the definition. The concern was what the voter believed they were voting for. The term "open space" had various meanings. The Council might be able to tweak the definition to allow for some interim permissible use on property purchased that would more fully comply at a later date. Responding to Councilmember Wengert, he said if the Town wanted to use the UUT for open space preserve, it would need to say that on the ballot. Ms. Sloan said there was an ordinance about the basic UUT and the 2% UUT. The ordinance could be amended.

Mayor Toben asked for public comment.

Marilyn Walter said item #8 of the definition indicated that you could buy a baseball field with open space funds if it was going to be returned to a more natural state. Town Planner Mader said item #8 was intended to address any grading or disturbance of the land that would be returned to a more natural state if possible. There had not been any discussion of a use such as a baseball field.

Gary Nielsen, Open Space Acquisition Committee, said the Committee had looked at a parcel with an historic house on it that was adjacent to another large open area. Town Planner Mader said item #6 of the definition addressed that situation, and purchasing the parcel would be consistent. Mr. Nielsen said when people voted for the open space portion of the UUT or donated money, 80% of them were thinking about open space preserves. Maybe 20% would consider slight alterations or some other uses. How the next UUT renewal was worded would be important.

Ms. Sloan said if the proposed definition was approved, staff would draft a policy for approval on the consent agenda.

Councilmember Driscoll moved approval of the definition, as amended and shown in Town Planner Mader's e-mail of 4/28/10 and asked staff to return with policy. Councilmember Richards seconded the motion.

Referring to item #5, Councilmember Wengert felt it might be useful to provide for some handicap access. Councilmember Derwin concurred. Responding to Councilmember Driscoll, Ms. Sloan said if new trails or paths were going to be established in Town, it would be a good idea for the Council to think about whether one or some of those new trails could be accessible. For example, there were some trails in MIDPEN that were accessible. Item #4 allowed for board walkways in marshy areas. That would probably be accessible, but it might be difficult to get there on a permeable trail. Including the phrase "and paths designed for disabled persons" would allow for a little more flexibility to look at a specific situation. Councilmember Driscoll amended his motion to include "and paths designed for disabled persons where appropriate" in item #5. Councilmember Richards amended his second.

Responding to Councilmember Derwin, Town Planner Mader said if the Council wanted to allow for a bike rack or hitching rack, it could be mentioned in the definition to make it clear. However, item #9 allowed for "uses in addition to those specified" provided certain conditions were met. Paths for disabled persons could also be allowed under item #9. Councilmember Driscoll said he didn't want to create a lot of categories. He felt item #9 provided flexibility.

Mayor Toben called for a vote, and the motion passed by a vote of 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(6) Report from Sub-committee on Placement of Tiles at Town Center [8:10 p.m.]

Councilmember Driscoll noted that he and Councilmember Derwin met with the Cultural Arts Committee and a number of interested citizens and looked at all the possible sites for the tiles. Using photos, he described the four panels of tiles. He said there was not a consensus, but the majority of the Committee would like to see them on the outside of the Community Hall walls. They agreed that they might clutter up the wall that faced onto the performance lawn. They proposed the two big panels be located next to the doors on the baseball side of the Community Hall, which was the entry to the nature/science room and art room. Since these were children's projects, that made some sense. There was resistance to putting them outside the Community Hall from a number of citizens who were present. The alternative location for the two large panels was the back wall of the Schoolhouse facing onto the playground. There was also a ramp going down that might accommodate the different sizes of those two big panels. Everyone seemed comfortable with the idea that one of the panels worked well on the fence. The small panel might be placed over the water fountain by the Community Hall as a single ornament that was appropriate for a family entrance to the Community Hall and the restrooms. The Committee was still interested in having at least three of them mounted on the Community Hall walls. Additionally, documents had been received from the architects who

preferred they were not on the outside of the walls. The Committee also suggested affixing the panels on the Community Hall as a trial, but he was concerned about permanently changing the weathering of the redwood siding if part of it was covered. He personally preferred trying out the Schoolhouse back wall, one on the fence, and one at the Community Hall.

Mayor Toben asked for public comment.

Steve Marra, Cultural Arts Committee, said the Committee felt these were wonderful tiles with an historic tie to the Town. He felt what Councilmember Driscoll suggested made sense. He shared the concern about the siding. He also was not sure what was meant by "trial." Mimi Breiner, Cultural Arts Committee, said the Committee suggested a trial so that residents could comment. Responding to Councilmember Driscoll, Mr. Marra said part of the determination of how the panels would be mounted was where they would be mounted. The physical issues would need some thought.

Councilmember Wengert said it sounded like there was unanimity that these panels should be displayed somewhere on campus. Responding to Councilmember Wengert, Mr. Marra said wherever the tiles were, you could direct attention to them.

Councilmember Derwin said the real split seemed to be the location of the two large panels and whether they should go on the outside of the Community Hall or the backside of the Schoolhouse. Most people seemed okay with the one panel on the fence and the little panel over the water fountain.

Referring to her correspondence to the Council, Marilyn Walter said a lot of people had donated a lot of money to have a wonderful new community center. Even though the panels were historical, there were other things that were historical in the Town. There were other committees who might want to adorn the walls. When you drove by and looked at the complex, if there was one bit of color on one wall, it distracted from the whole integrity of the architecture. She hoped that the Council didn't start decorating the walls of the new community center because one committee was talking to the Council without the whole Town having input.

Bev Lipman referred to her letter of 4/22/10. She agreed with Ms. Walter that the panels did not belong on the outside walls of the Town Center. She showed photos of how they might look over by the playground. Councilmember Driscoll said one characteristic of the tiles was that the children molded in messages, words and identification of some of the animals and flowers. You needed to be relatively close to them to see that. Ms. Lipman said if they were on the fence, it would be an invitation to come and play.

Councilmember Driscoll moved to approve the installation of the two large panels in appropriate locations on the back wall of the Schoolhouse, the medium sized panel on the fence at the corner, and the smallest panel centered over the top of the water fountain at the Community Hall.

Councilmember Derwin said a lot of bicyclists stopped and used the bathroom, and she felt people would see the tile there. She noted that the Committee felt it was slightly disrespectful to put one next to the bathroom; she didn't agree. Councilmember Driscoll said the Committee wanted to personalize the buildings with the panels. He felt the one panel was a small concession to that personalization request. Additionally, the buildings would be personalized by the activities that went on in them over the years.

Councilmember Wengert said she was respectful of the amount of time that went into the design of the Town Center, the architectural integrity of the project, and how fabulous it looked. The tiles were terrific, and she supported mounting the two big ones on the back of the Schoolhouse. They were about children and history, and the Schoolhouse was the oldest building. She favored congregating the panels in this area and on the fence with the one panel by the bathroom.

Councilmember Richards concurred. He was also concerned about the weathering on the siding and the fact that it could be impacted within weeks. He also identified with the architectural integrity and felt it should be respected.

Councilmember Derwin agreed. She loved the tiles and wanted to make sure something was on the website about them. There might be a map of the campus showing where the panels were. She agreed the two panels should be on the back wall of the Schoolhouse, one on the fence, and the little one by the water fountain.

Mayor Toben concurred. He said the Committee found this precious cultural artifact, which would now be displayed for the community. He thanked the Committee for their initiative. He said the new buildings would be cared for; at the same time, full expression was being given to this important artifact.

Councilmember Driscoll said the Committee had also discussed modifying the backboard, and he asked staff to ensure the mountings were adequate.

Councilmember Derwin seconded the motion, and it carried 5-0.

(7) Installation of New Hitching Post at Town Center [8:30 p.m.]

Councilmember Driscoll said the Trails Committee indicated that the hitching post by the tennis courts had rotted and was not in good location. They would like to see a new hitching post behind Town Hall in the small area in front of the oak trees. If this location was approved, he suggested that the exact location be determined after the oak trees had been pruned or, in 1-2 cases, taken out. That would put the post adjoining the trail that would be constructed. Mary Hufty had suggested a second hitching post by the restroom building, but he was not proposing that at this time.

Mary Hufty, Trails Committee, said she understood that a hitching rack was part of the original Town Center plan and would be behind the redwoods. The original plan showed trails and paths going through the redwoods. It was felt that the redwoods should be kept as a cathedral and that the activities there should be stopped. A hitching rack was symbolic of telling people where to stop. It was respectful of the site and useful. Councilmember Driscoll noted that he looked at the drawings and did not find a hitching post in the construction drawings; it might have been in the conceptual drawings.

Ms. Howard said the proposed hitching post was right outside some of the staff's windows. If it was used as much as the Committee indicated, staff thought it would make it unpleasant to open the windows. Responding to Councilmember Derwin, she said there was no air conditioning and the windows needed to be opened. Ms. de Garmeaux said even with the windows closed, the fresh air intake system allowed odors to come in. Odors were noticeable from Spring Down when there was activity going on.

Responding to Councilmember Driscoll, Ms. Hufty said the hitching post was mostly an aesthetic issue and a cultural statement. She would use the hitching post, and there were maybe 20 people who would use it. Manure, odors or flies would not be issues. The onus would be on the user to make sure that didn't happen.

Councilmember Wengert asked if an alternative location had been discussed. Councilmember Driscoll said initially there was discussion about it being inside the redwood grove. There had been some objection that it would compromise a special spot on the property. Responding to Councilmember Wengert, he said there wasn't room on the other side of the redwood grove. There was still a problem getting the trail through the area. This was the only area that was large enough for a couple of horses. The hitching post next to the tennis courts could also be rebuilt there. The riders would have to walk across the campus to get to the buildings.

Councilmember Wengert suggested delaying the decision on the hitching post until the trail was in. There might be unknown impacts from the trail. Councilmember Driscoll said he would like to help the Trails Committee move forward with their request. Councilmember Derwin noted that this had been on the Trails Committee's agenda for over a year. Councilmember Wengert said this was one of the tightest parts of the campus in terms of space for the trail and the hitching post. She appreciated the Committee's patience.

Mayor Toben said the perimeter trail would be a multi-use trail. Having a horse tied up with a child on a bicycle coming by could be a problem. Designing the trail and then locating the hitching post to complement

the trail might make more sense. Councilmember Wengert suggested finding an alternate place for a hitching post in the interim.

Mayor Toben said Ms. Hufty indicated the hitching post was largely a symbolic element and not a practical or functional element in a dramatic way. He felt most equestrians who rode their horse to Town Center could walk 100 yards from the hitching post that was there to the Town Hall.

Ms. Hufty said horses were a reality in Town and not just symbolic. She rode her horse to vote every year for twenty-five years. Riding horses gave people a wonderful sense of a totally unique community. While she appreciated the fact that the staff was concerned about odors, etc., she would have liked to have heard that a little sooner in the discussion that had gone on for over a year. The characteristics that would make a difference in the location included: 1) being able to keep an eye on the horse; and 2) utility in terms of quickly coming in and out of the buildings. The horses could not be left alone for a long time.

Mayor Toben said he did not know how many people used their horses as the means for getting to and from Town Center to do other things here. Responding, Ms. Hufty said right now, it was not a horse-friendly environment, and people were not riding to Town Hall. If you didn't provide the facility, it couldn't happen. From the tooth marks on the existing post, she felt hundreds of horses had been by there in the last five years. It was not a logical place, it was near traffic, it was far away from everything, and it couldn't be used in its present condition. She noted that in the past, the Town staff liked to come out and visit the horses. Ms. Lambert agreed that when staff was in the trailer, a number of riders stopped by and staff visited the horses. When the Town Center opened, Ms. Hufty said she tied her horse to the oak tree in the corner of the parking lot. A lot of riders tied their horses to the oak tree. She agreed that the hitching post could go there. Councilmember Driscoll said it should be looked at. He noted that the Church daycare center was quite close; it was also very close to the parking lot.

Councilmember Driscoll said he was persuaded to wait until the trail was designed, which should happen in a couple of months. In the meantime, he suggested repairing the existing post. Councilmember Wengert asked that the Trails Committee discuss an alternate location by the oak. Ms. Hufty said the Committee would also discuss the repair of the existing hitching post. She added that there was supposed to be a plaque for Adm. Quilter at the hitching post, which had never been put up. Mayor Toben asked the Committee to provide some details.

(8) Consideration of Paperless Agenda Packet for Town Council [9:00 p.m.]

Ms. de Garmeaux reviewed the proposal for implementing a paperless packet for Town Council meetings. She said this was a real opportunity for the Town to show leadership and motivate other cities to do the same thing. Using slides, she discussed: 1) the packet with bookmarks currently on the website; and 2) adding/viewing comments. Responding to Councilmember Wengert, she said flash drives would be used to move comments from home computers to the laptops on the dais. Responding to Councilmember Wengert, she said what was proposed was the simplest and most fail-proof system. If the flash drive was too cumbersome, there were other options. Responding to Councilmember Wengert, she said the weekly digests were a challenge right now—especially for some of the larger publications. When the publishers made them available electronically, they could be integrated. Responding to Councilmember Derwin, she said Councilmembers could use their own laptops. Responding to Councilmember Derwin, she said there would be one paper copy at Town Hall and one for the library.

Mayor Toben said he had reassured Bill Lane that there would be paper copies of packets available at Town Hall. There might be many in the community who preferred paper copies.

Councilmember Wengert said Councilmembers would be constantly looking at their screens. That could change the interaction. It was a terrific idea, but she felt it would change the dynamics to some degree.

Councilmember Driscoll said ten years ago, some cities had CRT monitors built into the table with computers under the desk. Today, it was laptops. Maybe the Town should be looking at iPads, which were a lot cheaper and displayed documents in a flat, paper-like way. He sensed another paradigm shift coming.

In 2-3 years, the laptop might be a dinosaur. He thought it made sense to address this issue on an individual, voluntarily basis. You could bring your own laptop if you wanted and request staff not to provide paper copies. He described the iPad reading experience.

Councilmember Richards said he had used computers for his work since 1985. Reading a lot of material on the screen was difficult. Additionally, you missed things when you read from a computer screen. That was very obvious when you were reading big plans. The minute he printed a plan out, he saw things he missed. Hopefully, tablets would move closer to the same experience as paper. He was concerned about having less quality review of things. Councilmember Derwin said you would always have the option of printing out the material.

Councilmember Driscoll said it was an individual preference. Councilmembers could do this voluntarily and test-drive it while the tablet world sorted itself out. He would like to see the Town move forward with Wi-Fi access for the room.

Ms. Sloan noted that in cities where Councilmembers used their laptops, they had to have policies about receiving email during a public hearing. Some problems had arisen in larger cities when a contentious public hearing was going on.

Mayor Toben said Councilmembers appeared open to the concept but wanted to engage in a period of experimentation. He suggested picking a date when all Councilmembers agreed to use paperless packets. Councilmember Driscoll said the emphasis needed to be on functionality and that the Town government continued to work well. He wanted the Town to lead, but nothing should be given up on function.

(9) Reports from Commission and Committee Liaisons [9:10 p.m.]

(a) Conservation Committee

Councilmember Driscoll said the Committee discussed the slender false brome, which had established itself in Town.

(b) Trails Committee

Councilmember Driscoll said the Committee had three vacancies, and there were three applicants.

(c) Cultural Arts Committee

Councilmember Derwin said the Committee discussed their budget. The first movie night was planned for May 14 or 21. They had a number of events planned.

(d) Firewise Advisory Committee

Councilmember Derwin said the Committee reviewed the 2-day workshop. It was unanimous that the workshop was good but could be condensed. The Fire Chief would find out the cost difference, and another workshop would be scheduled. The group also discussed neighborhood fire inspections. To the Mayor's suggestion of jointly hiring a CERPP coordinator, the Fire Chief indicated he would be hiring someone soon who could do part of that job.

(e) Council of Cities

Councilmember Derwin said Robert Doty, Cal Train Director of Peninsula Rail Program, spoke about high-speed rail. Audience members were concerned about funding. The League of California Cities ballot measure prohibiting the State from raiding local government funds received the amount of signatures to qualify for the November ballot. They would be holding a press conference on Friday in San Jose. Additionally, there was a movement in Orange County to get the League to recommend suspension of SB 375 and AB 32. The peninsula contingent of the League fought very hard, and Orange County decided not

to move forward with that.

(f) ASCC

Councilmember Derwin said the ASCC discussed a new house on Ash Lane and the project on Golden Oak, which was no longer contentious. They also discussed the joint field trip to the Fogarty Winery, which took place during an event. The neighbors had objected to the request for additional and later events. Noise at that time of day on Skyline was louder than noise from the event. The story pole policy was also discussed.

(g) HEART

Councilmember Richards said firefighters and teachers were receiving money under the Opening Doors program. The Town's fees would not change next year. On May 12, there would be a dinner, and they were looking for donations. There were also opportunities for people to attend for free and learn about the group.

(h) Ad-hoc Spring Down Master Plan Committee

Councilmember Wengert said the group discussed the various features on the site. It fell into the community preserve category in terms of intensity of use. The pond was still an issue. There were questions as to whether it should be classified as a wetland, to what extent it could be altered, etc. There would be some follow-up study. The Committee wanted to move forward on a phased approach. Phase 1 included: 1) coming up with a proposal for the development of a perimeter trail; and 2) planting vegetation for screening. There would be one more Committee meeting when the pond study was complete.

(i) Parks and Rec Committee

Councilmember Wengert said one Committee member felt strongly that Parks and Rec had not been adequately represented on the Ad-hoc Spring Down Committee. Those meetings were open to the public, and 2-3 members of Parks and Rec participated in every meeting. Additionally, a tennis pro had been chosen to run the new tennis program. With respect to the Ford Field Renovation, the Little League would be coming to the Town with plans for interim improvements. They planned to raise money and do selective pieces of the renovation plan. They were convinced that changing the orientation of the field was not something they could support. Responding to Councilmember Driscoll, she verified that the Little League understood that they would need to come to the Town with a plan and that there should be no fundraising activities until that plan was approved. Additionally, a new subcommittee was formed to act as the liaison to the schools to see what could be done in concert with the schools to support the youth of the Town.

(j) Emergency Preparedness Committee

Mayor Toben said Fire Chief Muela answered a lot of questions about responding to an emergency. He [Toben] said the meeting stressed the importance of continuing with the 5th Wednesday meetings. At the June 30 meeting, a walkthrough was planned for a major earthquake.

WRITTEN COMMUNICATIONS [9:45 p.m.]

(10) Town Council 4/16/10 Weekly Digest

(a) Spring Business Mixer at the Priory

Referring to the staff memo of 4/16/10, Councilmember Derwin supported the event.

(11) Town Council 4/23/10 Weekly Digest

(a) 2010 Census

Councilmembers discussed the email from Matthew Hall and the importance of sending in the census form.

(b) Business Environmental Awards

Referring to Acterra's letter of 4/14/10, Councilmember Richards noted that the Town had received the award in the category of Environmental & Sustainability Education-Small Organization. After discussion, Councilmember Driscoll said he would attend the awards reception. Ms. Howard said she, Ms. Lambert and Ms. de Garmeaux would also be attending.

(c) Slender False Brome

Referring to MIDPEN's letter of 4/12/10, Councilmember Driscoll said the Conservation Committee reviewed the letter yesterday and were very concerned about this invasive plant. At a minimum, it needed to be added to the forbidden plant list. Mayor Toben noted that there was a reimbursement program for removal.

ADJOURNMENT: 9:48 p.m.

Mayor

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Officer

DATE: May 12, 2010

RE: Warrant List 4/28/10

Staff inadvertently omitted a hand check from the warrant list of 4/28/10. This check was issued the week prior to the preparation of the warrant list, and was to the County of San Mateo for fees related to the C-1 trail.

A corrected warrant list of \$129,230.23 has been placed on the Consent Agenda for May 12, 2010.

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 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

ABLE UNDERGROUND	Storm Drain Video Inspection	10693	04/28/2010	
		5838	04/28/2010	
1020 RUFF	826		04/28/2010	
SAN JOSE	BOA	0	04/28/2010	0.00
CA 95110	10506			900.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	900.00	0.00

Check No.	0	Total:	900.00
Total for	ABLE UNDERGROUND		900.00

ALPINE HILLS TENNIS & SWIM	Deposit Refund	10670	04/28/2010	
			04/28/2010	
4139 ALPINE ROAD	846		04/28/2010	
PORTOLA VALLEY	BOA	0	04/28/2010	0.00
CA 94028				10,281.15

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,281.15	0.00

Check No.	0	Total:	10,281.15
Total for	ALPINE HILLS TENNIS & SWIM		10,281.15

AT&T	March Statements	10671	04/28/2010	
			04/28/2010	
PO BOX 989048	441		04/28/2010	
WEST SACRAMENTO	BOA	0	04/28/2010	0.00
CA 95798-9048				262.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	262.95	0.00

Check No.	0	Total:	262.95
Total for	AT&T		262.95

AVILA-RICE INC	Business License Refund	10672	04/28/2010	
			04/28/2010	
P.O. BOX 3170	0060		04/28/2010	
HALF MOON BAY	BOA	0	04/28/2010	0.00
CA 94019				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	50.00	0.00

Check No.	0	Total:	50.00
Total for	AVILA-RICE INC		50.00

CITY OF BELMONT	Dinner Meeting, Derwin	10673	04/28/2010	
ATTN: JONI STALLINGS			04/28/2010	
ONE TWIN PINES LANE	511		04/28/2010	
BELMONT	BOA	0	04/28/2010	0.00
CA 94002				40.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 Page: 2

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

05-64-4327	Educ/Train: Council & Commissn	40.00	0.00	
		<u>Check No.</u>	0	<u>Total:</u> 40.00
		<u>Total for</u>	CITY OF BELMONT	40.00

COTTON SHIRES & ASSOC. INC.	Geologic Review	10674	04/28/2010	
	Sept 21 - Apr 4	5839	04/28/2010	
330 VILLAGE LANE	0047		04/28/2010	
LOS GATOS	BOA	0	04/28/2010	0.00
CA 95030-7218	43455			7,430.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4189	Town Geologist	7,430.00	0.00	
		<u>Check No.</u>	0	<u>Total:</u> 7,430.00
		<u>Total for</u>	COTTON SHIRES & ASSOC. INC.	7,430.00

COUNTY OF SAN MATEO (2)	Notice of Determ'n Filing Fee	10669	04/28/2010	
	C-1 Trail		04/28/2010	
555 COUNTY CENTER	389		04/28/2010	
REDWOOD CITY	BOA	43257	04/28/2010	0.00
CA 94063				2,060.25

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	2,060.25	0.00	
		<u>Check No.</u>	43257	<u>Total:</u> 2,060.25
		<u>Total for</u>	COUNTY OF SAN MATEO (2)	2,060.25

CSG CONSULTANTS INC	Building Inspection, 2/27-3/26	10675	04/28/2010	
			04/28/2010	
1700 S. AMPHLETT BLVD	622		04/28/2010	
SAN MATEO	BOA	0	04/28/2010	0.00
CA 94402	017944			3,510.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4062	Temp Bldg Inspection	3,510.00	0.00	
		<u>Check No.</u>	0	<u>Total:</u> 3,510.00
		<u>Total for</u>	CSG CONSULTANTS INC	3,510.00

DEPARTMENT OF FISH AND GAME	C-1 Trail Fee	10687	04/28/2010	
			04/28/2010	
PO BOX 944209	0055		04/28/2010	
SACRAMENTO	BOA	0	04/28/2010	0.00
CA 94244-2090				2,073.50

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	2,073.50	0.00	
		<u>Check No.</u>	0	<u>Total:</u> 2,073.50
		<u>Total for</u>	DEPARTMENT OF FISH AND GAM	2,073.50

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 Page: 3

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

MARYANN MOISE DERWIN	Reimb for Sust Sil Val Water	10676	04/28/2010	
			04/28/2010	
148 RAMOSO ROAD	0193		04/28/2010	
PORTOLA VALLEY	BOA	0	04/28/2010	0.00
CA 94028				56.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	56.38	0.00

Check No.	0	Total:	56.38
Total for	MARYANN MOISE DERWIN		56.38

FEDEX	Ship Charges	10695	04/28/2010	
			04/28/2010	
P.O. BOX 7221	0066		04/28/2010	
PASADENA	BOA	0	04/28/2010	0.00
CA 91109-7321	7-058-37379			58.64

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	58.64	0.00

Check No.	0	Total:	58.64
Total for	FEDEX		58.64

FRANCOTYP-POSTALIA, INC.	Meter Rental 04/09 - 07/08	10696	04/28/2010	
			04/28/2010	
PO BOX 4272	0172		04/28/2010	
CAROL STREAM	BOA	0	04/28/2010	0.00
IL 60197-4272	RI100116924			88.49

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	88.49	0.00

Check No.	0	Total:	88.49
Total for	FRANCOTYP-POSTALIA, INC.		88.49

JORGENSON SIEGEL MCCLURE & FLEGEL	March Statement	10677	04/28/2010	
			04/28/2010	
1100 ALMA STREET	0089		04/28/2010	
MENLO PARK	BOA	0	04/28/2010	0.00
CA 94025				13,069.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	11,763.50	0.00
96-54-4186	Attorney - Charges to Appls	1,306.25	0.00

Check No.	0	Total:	13,069.75
Total for	JORGENSON SIEGEL MCCLURE &		13,069.75

LINDA KARRER	Litter Deposit Refund	10678	04/28/2010	
			04/28/2010	
2466 ALVIN COURT	712		04/28/2010	
MOUNTAIN VIEW	BOA	0	04/28/2010	0.00
CA 94043				100.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 Page: 4

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

05-56-4226	Facility Deposit Refunds	100.00	0.00	
		Check No. 0	Total:	100.00
		Total for	LINDA KARRER	100.00

NCPHS, INC	Road Fee Refund	10679	04/28/2010	
ATTN YUMIKO WESTLAND	766		04/28/2010	
SAN FRANCISCO	BOA	0	04/28/2010	0.00
CA 94109				1,413.60

GL Number	Description	Invoice Amount	Amount Relieved	
65-00-4377	Refund of Bldg Fees	1,413.60	0.00	
		Check No. 0	Total:	1,413.60
		Total for	NCPHS, INC	1,413.60

NEXTEL COMMUNICATIONS	March Field Cellular	10681	04/28/2010	
P.O. BOX 4181	0200		04/28/2010	
CAROL STREAM	BOA	0	04/28/2010	0.00
IL 60197-4181				151.06

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	151.06	0.00	
		Check No. 0	Total:	151.06
		Total for	NEXTEL COMMUNICATIONS	151.06

NOLTE ASSOCIATES INC.	Applicant Charges	10682	04/28/2010	
2495 NATOMAS PARK DRIVE	0104		04/28/2010	
SACRAMENTO	BOA	0	04/28/2010	0.00
CA 95833-2935	10070219			213.66

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	213.66	0.00	
		Check No. 0	Total:	213.66
		Total for	NOLTE ASSOCIATES INC.	213.66

O. NELSON & SON	Vehicle Damage Settlement	10680	04/28/2010	
3355 TRIPP ROAD	634		04/28/2010	
WOODSIDE	BOA	0	04/28/2010	0.00
CA 94062				1,649.93

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	1,649.93	0.00	
		Check No. 0	Total:	1,649.93
		Total for	O. NELSON & SON	1,649.93

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 Page: 5

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

OFFICE DEPOT	Historic Resources	10683	04/28/2010	
			04/28/2010	
P.O. BOX 70025	0105		04/28/2010	
LOS ANGELES	BOA	0	04/28/2010	0.00
CA 90074-0025	514887984001			233.72

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4154	Historic Resources Committee	233.72	0.00

Check No.	0	Total:	233.72
Total for	OFFICE DEPOT		233.72

KATHERINE OHANLON	Deposit Refund	10692	04/28/2010	
			04/28/2010	
40 BUCKEYE	0145		04/28/2010	
PORTOLA VALLEY	BOA	0	04/28/2010	0.00
CA 94028				289.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	289.25	0.00

Check No.	0	Total:	289.25
Total for	KATHERINE OHANLON		289.25

PERS HEALTH	May Health Premium	10694	04/28/2010	
			04/28/2010	
VIA EFT	0108		04/28/2010	
	BOA	0	04/28/2010	0.00
	H2010051490000			13,572.58

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	13,572.58	0.00

Check No.	0	Total:	13,572.58
Total for	PERS HEALTH		13,572.58

REGIONAL WATER BOARD	Fee for C-1 Trail	10686	04/28/2010	
Hand Deliver			04/28/2010	
	828		04/28/2010	
	BOA	0	04/28/2010	0.00
				1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,600.00	0.00

Check No.	0	Total:	1,600.00
Total for	REGIONAL WATER BOARD		1,600.00

RON RAMIES AUTOMOTIVE INC	Fuel, March	10684	04/28/2010	
			04/28/2010	
115 PORTOLA ROAD	422		04/28/2010	
PORTOLA VALLEY	BOA	0	04/28/2010	0.00
CA 94028				596.19

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	596.19	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 Page: 6

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

RON RAMIES AUTOMOTIVE INC	Vehicle Maintenance	10685	04/28/2010	
	2000 Chev, 1991 Ford		04/28/2010	
115 PORTOLA ROAD	422		04/28/2010	
PORTOLA VALLEY	BOA	0	04/28/2010	0.00
CA 94028				455.01

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	455.01	0.00

Check No.	0	Total:	1,051.20
Total for	RON RAMIES AUTOMOTIVE INC		1,051.20

ROSENDIN ELECTRIC INC	Town Center Balance Due	10697	04/28/2010	
			04/28/2010	
P.O. BOX 49070	962		04/28/2010	
SAN JOSE	BOA	0	04/28/2010	0.00
CA 95161-9070	68798A			55,000.70

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4420	Town Center Construction	55,000.70	0.00

Check No.	0	Total:	55,000.70
Total for	ROSENDIN ELECTRIC INC		55,000.70

ROTO-ROOTER PLUMBERS	Library Main Line Cleanout	10698	04/28/2010	
			04/28/2010	
5672 COLLECTION CENTER DR	360		04/28/2010	
CHICAGO	BOA	0	04/28/2010	0.00
IL 60693	19315493651			330.56

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	330.56	0.00

Check No.	0	Total:	878.06
Total for	ROTO-ROOTER PLUMBERS		878.06

ROTO-ROOTER PLUMBERS	T.C. Maint & Road Maintenance	10699	04/28/2010	
			04/28/2010	
5672 COLLECTION CENTER DR	360		04/28/2010	
CHICAGO	BOA	0	04/28/2010	0.00
IL 60693	19315503797			547.50

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	547.50	0.00

Check No.	0	Total:	878.06
Total for	ROTO-ROOTER PLUMBERS		878.06

SHELTON ROOFING	C&D Refund, 107 Mapache	10688	04/28/2010	
			04/28/2010	
1988 LEGHORN	0309		04/28/2010	
MOUNTAIN VIEW	BOA	0	04/28/2010	0.00
CA 94043				1,000.00

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

Check No.	0	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 Page: 7

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

STAPLES	March Statement	10702	04/28/2010	
			04/28/2010	
STAPLES CREDIT PLAN	430		04/28/2010	
DES MOINES	BOA	0	04/28/2010	0.00
IA 50368-9020				342.42

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	342.42	0.00

Check No.	0	Total:	342.42
Total for	STAPLES		342.42

STATE CONTROLLER'S OFFICE	Street Report, FY08/09	10689	04/28/2010	
			04/28/2010	
DEPARTMENTAL ACCTG OFC	0218		04/28/2010	
SACRAMENTO	BOA	0	04/28/2010	0.00
CA 94250-5877	9807			1,282.54

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,282.54	0.00

Check No.	0	Total:	1,282.54
Total for	STATE CONTROLLER'S OFFICE		1,282.54

SHELLY SWEENEY	Instructor Dues Spring 2010	10703	04/28/2010	
			04/28/2010	
285 GRANDVIEW DRIVE	407		04/28/2010	
WOODSIDE	BOA	0	04/28/2010	0.00
CA 94062				4,032.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,032.00	0.00

Check No.	0	Total:	4,032.00
Total for	SHELLY SWEENEY		4,032.00

TOWNSEND MGMT, INC	March Applicant Charges	10690	04/28/2010	
			04/28/2010	
P.O. BOX 24442	609		04/28/2010	
SAN FRANCISCO	BOA	0	04/28/2010	0.00
CA 94124				2,356.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,356.00	0.00

TOWNSEND MGMT, INC	Golden Oak Cul Rep/App Charges	10700	04/28/2010	
			04/28/2010	
P.O. BOX 24442	609		04/28/2010	
SAN FRANCISCO	BOA	0	04/28/2010	0.00
CA 94124				1,444.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	1,292.00	0.00
96-54-4194	Engineer - Charges to Appls	152.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
 APRIL 28, 2010

Date: 04/27/2010
 Time: 11:15 am
 Page: 8

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

TOWNSEND MGMT, INC	ARRA Street Insp. MAR 2010	10701	04/28/2010	
			04/28/2010	
P.O. BOX 24442	609		04/28/2010	
SAN FRANCISCO	BOA	0	04/28/2010	0.00
CA 94124	200050-03-10			600.00

GL Number	Description	Invoice Amount	Amount Relieved
65-68-4482	CIP09/10 Street Resurfacing	600.00	0.00

Check No.	0	Total:	4,400.00
Total for	TOWNSEND MGMT, INC		4,400.00

WOLFPACK INSURANCE	May Dental/Vision Premium	10691	04/28/2010	
			04/28/2010	
SMALL BUSINESS BENEFIT PLAN	0132		04/28/2010	
BELMONT	BOA	0	04/28/2010	0.00
CA 94402				2,138.40

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,138.40	0.00

Check No.	0	Total:	2,138.40
Total for	WOLFPACK INSURANCE		2,138.40

Total Invoices: 35

Grand Total:	129,230.23
Less Credit Memos:	0.00
Net Total:	129,230.23
Less Hand Check Total:	2,060.25
Outstanding Invoice Total:	127,169.98

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
April 28, 2010

Claims totaling \$129,230.23 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

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 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

ABAG PLAN CORPORATION	Douglas Legal, 4/11-4/17	10704	05/12/2010	
			05/12/2010	
PO BOX 2050	0006		05/12/2010	
OAKLAND	BOA	43288	05/12/2010	0.00
CA 94604-2050				3,591.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	3,591.00	0.00

Check No.	43288	Total:	3,591.00
Total for	ABAG PLAN CORPORATION		3,591.00

MIKE & PATTI AGOFF	Spring Instructor Fees	10705	05/12/2010	
			05/12/2010	
2341 KEHOE AVENUE	0016		05/12/2010	
SAN MATEO	BOA	43289	05/12/2010	0.00
CA 94403				5,280.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	5,280.00	0.00

Check No.	43289	Total:	5,280.00
Total for	MIKE & PATTI AGOFF		5,280.00

ALPINE HILLS TENNIS & SWIM	Deposit Refund	10707	05/12/2010	
			05/12/2010	
4139 ALPINE ROAD	846		05/12/2010	
PORTOLA VALLEY	BOA	43291	05/12/2010	0.00
CA 94028				10,156.35

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10,156.35	0.00

Check No.	43291	Total:	10,156.35
Total for	ALPINE HILLS TENNIS & SWIM		10,156.35

AL'S NURSERY INC.	Plants at Kersten Trail	10706	05/12/2010	
			05/12/2010	
900 PORTOLA ROAD	0012		05/12/2010	
PORTOLA VALLEY	BOA	43290	05/12/2010	0.00
CA 94028	3960			95.71

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	95.71	0.00

Check No.	43290	Total:	95.71
Total for	AL'S NURSERY INC.		95.71

ANIMAL DAMAGE MGMT INC	April Pest Control	10708	05/12/2010	
			05/12/2010	
16170 VINEYARD BLVD. #150	804		05/12/2010	
MORGAN HILL	BOA	43292	05/12/2010	0.00
CA 95037	44737			310.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 2

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

05-58-4240	Parks & Fields Maintenance	310.00	0.00	
		Check No. 43292	Total:	310.00
		Total for		ANIMAL DAMAGE MGMT INC 310.00

ARROWHEAD MT SPRING WATER	April Statement	10709	05/12/2010	
			05/12/2010	
P.O. BOX 856158	463		05/12/2010	
LOUISVILLE	BOA	43293	05/12/2010	0.00
KY 40285-6158				85.86

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	85.86	0.00	
		Check No. 43293	Total:	85.86
		Total for		ARROWHEAD MT SPRING WATER 85.86

BACKYARD CARNIVALS	Deposit, Town Picnic Rentals (Snack Machines, Dunk Tank)	10710	05/12/2010	
			05/12/2010	
3381 VINCENT ROAD	834		05/12/2010	
PLEASANT HILL	BOA	43294	05/12/2010	0.00
CA 94523				761.19

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4147	Picnic/Holiday Party	761.19	0.00	
		Check No. 43294	Total:	761.19
		Total for		BACKYARD CARNIVALS 761.19

STEVE BAIR	Fee Refunds (BP Cancelled)	10711	05/12/2010	
			05/12/2010	
21 DEER PARK LANE	593		05/12/2010	
PORTOLA VALLEY	BOA	43295	05/12/2010	0.00
CA 94028				19,985.53

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4228	Miscellaneous Refunds	4,575.28	0.00	
65-00-4377	Refund of Bldg Fees	8,709.60	0.00	
96-54-4205	C&D Deposit	3,700.00	0.00	
96-54-4207	Deposit Refunds, Other Charges	3,000.65	0.00	
		Check No. 43295	Total:	19,985.53
		Total for		STEVE BAIR 19,985.53

BANK OF AMERICA	March/April Statements	10712	05/12/2010	
			05/12/2010	
Bank Card Center			05/12/2010	
P.O. BOX 53155	0022		05/12/2010	
PHOENIX	BOA	43296	05/12/2010	0.00
AZ 85072-3155				921.52

GL Number	Description	Invoice Amount	Amount Relieved	
05-60-4267	Tools & Equipment	-1,294.25	0.00	
05-64-4308	Office Supplies	137.87	0.00	
05-64-4312	Office Equipment	370.07	0.00	
05-64-4326	Education & Training	100.00	0.00	

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 3

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
05-64-4335	Sustainability Series	355.68	0.00	
05-64-4336	Miscellaneous	535.96	0.00	
05-66-4340	Building Maint Equip & Supp	444.16	0.00	
05-66-4341	Community Hall	272.03	0.00	

Check No.	43296	Total:	921.52
<u>Total for</u>	<u>BANK OF AMERICA</u>		921.52

BOB-WIRE ELECTRIC	Remove Light Fixture at Mailbx	10715	05/12/2010	
			05/12/2010	
PO BOX 808	0024		05/12/2010	
REDWOOD CITY	BOA	43297	05/12/2010	0.00
CA 94064	12732			600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	600.00	0.00

BOB-WIRE ELECTRIC	Seat Lighting at T.C.	10716	05/12/2010	
			05/12/2010	
PO BOX 808	0024		05/12/2010	
REDWOOD CITY	BOA	43297	05/12/2010	0.00
CA 94064	12735			715.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4419	CIP2009/10 TC Improvements	715.00	0.00

Check No.	43297	Total:	1,315.00
<u>Total for</u>	<u>BOB-WIRE ELECTRIC</u>		1,315.00

CAL WATER SERVICE CO	3/16 - 4/13 Statements	10717	05/12/2010	
			05/12/2010	
3351 EL CAMINO REAL	0035		05/12/2010	
ATHERTON	BOA	43298	05/12/2010	0.00
CA 94027				1,186.17

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,186.17	0.00

Check No.	43298	Total:	1,186.17
<u>Total for</u>	<u>CAL WATER SERVICE CO</u>		1,186.17

CASEY CONSTRUCTION INC	Repairs at 1185 Portola Road	10718	05/12/2010	
			05/12/2010	
620 HANDLEY TRAIL	2021		05/12/2010	
EMERALD HILLS	BOA	43299	05/12/2010	0.00
CA 94062	673,674,675			15,440.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	15,440.00	0.00

Check No.	43299	Total:	15,440.00
<u>Total for</u>	<u>CASEY CONSTRUCTION INC</u>		15,440.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 4

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

CITY OF HALF MOON BAY	Dinner Meeting, Derwin	10719	05/12/2010	
ATTN. SIOBHAN SMITH			05/12/2010	
501 MAIN STREET	0257		05/12/2010	
HALF MOON BAY	BOA	43300	05/12/2010	0.00
CA 94019				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	40.00	0.00

Check No.	43300	Total:	40.00
Total for	CITY OF HALF MOON BAY		40.00

CLIMB ON!	Climbing Wall, Town Picnic	10713	05/12/2010	
MOBILE CLIMBING ENT'MENT,LLC	Deposit		05/12/2010	
P.O. BOX 70717	811		05/12/2010	
PT RICHMOND	BOA	43301	05/12/2010	0.00
CA 94807				562.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	562.50	0.00

Check No.	43301	Total:	562.50
Total for	CLIMB ON!		562.50

COAST LANDSCAPE MGMT, INC	Irrigation Repairs	10720	05/12/2010	
			05/12/2010	
1474 BERGER DRIVE	949		05/12/2010	
SAN JOSE	BOA	43302	05/12/2010	0.00
CA 95112	80083			137.50

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	137.50	0.00

Check No.	43302	Total:	137.50
Total for	COAST LANDSCAPE MGMT, INC		137.50

JEANNIE GOLDMAN	Spring Instructor Fees	10722	05/12/2010	
			05/12/2010	
741 MANZANITA ROAD	706		05/12/2010	
WOODSIDE	BOA	43303	05/12/2010	0.00
CA 94062				15,390.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	15,390.00	0.00

Check No.	43303	Total:	15,390.00
Total for	JEANNIE GOLDMAN		15,390.00

GRAGG PAVING	Cleanup at 1185 Portola Road	10723	05/12/2010	
			05/12/2010	
P.O. BOX 5246	730		05/12/2010	
REDWOOD CITY	BOA	43304	05/12/2010	0.00
CA 94063	1016			800.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	800.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 5

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

Check No.	43304	Total:	800.00
Total for	GRAGG PAVING		800.00

H&H DEVELOPMENT	Repairs to Window Blind	10724	05/12/2010	
1308 BRONWEN WAY	845		05/12/2010	
CAMPBELL	BOA	43305	05/12/2010	0.00
CA 95008				80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	80.00	0.00

Check No.	43305	Total:	80.00
Total for	H&H DEVELOPMENT		80.00

MATT HEMINGTON	C&D Refund	10725	05/12/2010	
3510 ALPINE ROAD	851		05/12/2010	
PORTOLA VALLEY	BOA	43306	05/12/2010	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	43306	Total:	5,000.00
Total for	MATT HEMINGTON		5,000.00

BRIANA HERMANN	Class Refund	10726	05/12/2010	
185 ECHO LANE	632		05/12/2010	
PORTOLA VALLEY	BOA	43307	05/12/2010	0.00
CA 94028				285.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	285.00	0.00

Check No.	43307	Total:	285.00
Total for	BRIANA HERMANN		285.00

J.W. ENTERPRISES	May Temp Lavatories	10727	05/12/2010	
1689 MORSE AVE	829		05/12/2010	
VENTURA	BOA	43308	05/12/2010	0.00
CA 93003	149115			213.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	213.48	0.00

Check No.	43308	Total:	213.48
Total for	J.W. ENTERPRISES		213.48

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 6

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

KDSA CONSULTING LLC	May Spam Filtering	10728	05/12/2010	
			05/12/2010	
1600 OSGOOD STREET	555		05/12/2010	
N. ANDOVER	BOA	43309	05/12/2010	0.00
MA 01845	10192			75.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	75.00	0.00

Check No.	43309	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

LESLIE LAMBERT	April Mileage	10729	05/12/2010	
			05/12/2010	
80 CHESTER CIRCLE	0291		05/12/2010	
LOS ALTOS	BOA	43310	05/12/2010	0.00
CA 94022				137.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	137.00	0.00

Check No.	43310	Total:	137.00
Total for	LESLIE LAMBERT		137.00

ALEXANDER MAYER	C&D Refund	10730	05/12/2010	
			05/12/2010	
150 STONEGATE	699		05/12/2010	
PORTOLA VALLEY	BOA	43311	05/12/2010	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.	43311	Total:	1,000.00
Total for	ALEXANDER MAYER		1,000.00

NICHOLS CONSULTING ENGG	09/10 CIP Road Project	10731	05/12/2010	
			05/12/2010	
1885 S. ARLINGTON AVE	0183		05/12/2010	
RENO	BOA	43312	05/12/2010	0.00
NV 89509	1			23,685.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	23,685.00	0.00

Check No.	43312	Total:	23,685.00
Total for	NICHOLS CONSULTING ENGG		23,685.00

OFFICE DEPOT	Toner for Color Printer	10732	05/12/2010	
			05/12/2010	
P.O. BOX 70025	0105		05/12/2010	
LOS ANGELES	BOA	43313	05/12/2010	0.00
CA 90074-0025	(2)			358.23

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	358.23	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 7

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

Check No.	43313	Total:	358.23
Total for	OFFICE DEPOT		358.23

OFFICE EQUIPMENT FINANCE SERV	May Copier Lease	10733	05/12/2010	
P. O. BOX 790448	472		05/12/2010	
ST. LOUIS	BOA	43314	05/12/2010	0.00
MO 63179	150144921			396.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	396.91	0.00

Check No.	43314	Total:	396.91
Total for	OFFICE EQUIPMENT FINANCE SE		396.91

AMY E PAYNE	Spring Instructor Fee	10734	05/12/2010	
367 OLD LA HONDA ROAD	686		05/12/2010	
WOODSIDE	BOA	43315	05/12/2010	0.00
CA 94062				2,150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,150.00	0.00

Check No.	43315	Total:	2,150.00
Total for	AMY E PAYNE		2,150.00

PEELLE TECHNOLOGIES, INC	Doc Scan/Index/Digitization	10735	05/12/2010	
197 EAST HAMILTON AVE	961		05/12/2010	
CAMPBELL	BOA	43316	05/12/2010	0.00
CA 95008	TOPV1507			924.47

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	924.47	0.00

Check No.	43316	Total:	924.47
Total for	PEELLE TECHNOLOGIES, INC		924.47

PG&E	April Statements	10736	05/12/2010	
BOX 997300	0109		05/12/2010	
SACRAMENTO	BOA	43317	05/12/2010	0.00
CA 95899-7300				502.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	502.44	0.00

Check No.	43317	Total:	502.44
Total for	PG&E		502.44

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 8

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

PORTOLA VALLEY HARDWARE	April Statement	10737	05/12/2010	
			05/12/2010	
112 PORTOLA VALLEY ROAD	0114		05/12/2010	
PORTOLA VALLEY	BOA	43318	05/12/2010	0.00
CA 94028				1,065.91

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	97.01	0.00
05-60-4267	Tools & Equipment	546.25	0.00
05-66-4340	Building Maint Equip & Supp	367.22	0.00
20-60-4260	Public Road Surface & Drainage	40.15	0.00
20-60-4270	Trail Surface Rehabilitation	15.28	0.00

Check No.	43318	Total:	1,065.91
Total for	PORTOLA VALLEY HARDWARE		1,065.91

SHARP BUSINESS SYSTEMS	Copies, 3/21-4/20	10738	05/12/2010	
			05/12/2010	
DEPT. LA 21510	0199		05/12/2010	
PASADENA	BOA	43319	05/12/2010	0.00
CA 91185-1510	AR269356			15.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	15.85	0.00

Check No.	43319	Total:	15.85
Total for	SHARP BUSINESS SYSTEMS		15.85

JANELLE GIBSON SMITH	Spring Instructor Fees	10739	05/12/2010	
			05/12/2010	
37 UPENUF ROAD	2022		05/12/2010	
WOODSIDE	BOA	43320	05/12/2010	0.00
CA 94062				830.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	830.00	0.00

Check No.	43320	Total:	830.00
Total for	JANELLE GIBSON SMITH		830.00

SOFTMART	Firewall Security Suite	10740	05/12/2010	
			05/12/2010	
P.O. BOX 8500-52288	354		05/12/2010	
PHILADELPHIA	BOA	43321	05/12/2010	0.00
PA 19178-2288				1,937.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,937.58	0.00

Check No.	43321	Total:	1,937.58
Total for	SOFTMART		1,937.58

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 9

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

SPANGLE & ASSOCIATES	3/26-4/22 Statement	10741	05/12/2010	
			05/12/2010	
770 MENLO AVENUE	0121		05/12/2010	
MENLO PARK	BOA	43322	05/12/2010	0.00
CA 94025-4736				41,352.20

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,235.00	0.00
05-52-4162	Planning Committee	4,464.00	0.00
05-54-4196	Planner	10,436.50	0.00
96-54-4198	Planner - Charges to Appls	24,216.70	0.00

Check No.	43322	Total:	41,352.20
Total for	SPANGLE & ASSOCIATES		41,352.20

CONNIE STACK	Spring Instructor Fees	10742	05/12/2010	
			05/12/2010	
10127 LAMPLIGHTER SQUARE	648		05/12/2010	
CUPERTINO	BOA	43323	05/12/2010	0.00
CA 95014				1,296.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,296.00	0.00

Check No.	43323	Total:	1,296.00
Total for	CONNIE STACK		1,296.00

STATE COMP INSURANCE FUND	April Premium	10743	05/12/2010	
			05/12/2010	
PO BOX 7980	0122		05/12/2010	
SAN FRANCISCO	BOA	43324	05/12/2010	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.	43324	Total:	2,301.83
Total for	STATE COMP INSURANCE FUND		2,301.83

BRANDY STROH	Spring Instructor Fees	10744	05/12/2010	
			05/12/2010	
25 SADDLEBACK	2023		05/12/2010	
PORTOLA VALLEY	BOA	43325	05/12/2010	0.00
CA 94028				805.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	805.00	0.00

Check No.	43325	Total:	805.00
Total for	BRANDY STROH		805.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 10

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

STUART RENTAL COMPANY	Town Picnic Rentals (Canopies, Umbrellas)	10745	05/12/2010	
454 S. ABBOTT AVE	0205		05/12/2010	
MILPITAS	BOA	43326	05/12/2010	0.00
CA 95035				1,230.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	1,230.00	0.00

Check No.	43326	Total:	1,230.00
Total for	STUART RENTAL COMPANY		1,230.00

SUMMIT SPRINGS DESIGN	TC Entrance Signage/Lighting	10746	05/12/2010	
2001 KINGS MOUNTAIN ROAD	0124		05/12/2010	
WOODSIDE	BOA	43327	05/12/2010	0.00
CA 94062				3,521.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4419	CIP2009/10 TC Improvements	3,521.00	0.00

Check No.	43327	Total:	3,521.00
Total for	SUMMIT SPRINGS DESIGN		3,521.00

RAISA TAFT	Community Hall Deposit Refund	10747	05/12/2010	
42 BISHOP LANE	0260		05/12/2010	
MENLO PARK	BOA	43328	05/12/2010	0.00
CA 94025				500.00

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

Check No.	43328	Total:	500.00
Total for	RAISA TAFT		500.00

TOWNSEND MGMT, INC	Stanford C-1Trail, Oct 2009	10748	05/12/2010	
P.O. BOX 24442	609		05/12/2010	
SAN FRANCISCO	BOA	43329	05/12/2010	0.00
CA 94124	200042-10-09			1,728.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,728.00	0.00

Check No.	43329	Total:	1,728.00
Total for	TOWNSEND MGMT, INC		1,728.00

TRIO SYSTEMS LLC	Recording Equipment/Training	10749	05/12/2010	
DBA SONICLEAR	2024	5844	05/12/2010	
PASADENA	BOA	43330	05/12/2010	0.00
CA 91103	63437			1,938.94

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,938.94	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 11

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

Check No.	43330	Total:	1,938.94
Total for	TRIO SYSTEMS LLC		1,938.94

YVONNE TRYCE	Spring Instructor Fees	10750	05/12/2010	
90 JOAQUIN ROAD	512		05/12/2010	
PORTOLA VALLEY	BOA	43331	05/12/2010	0.00
CA 94028				910.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	910.00	0.00

Check No.	43331	Total:	910.00
Total for	YVONNE TRYCE		910.00

TURF & INDUSTRIAL EQUIPMENT CO	Walking Mower Service	10751	05/12/2010	
2715 LAFAYETTE STREET	513		05/12/2010	
SANTA CLARA	BOA	43332	05/12/2010	0.00
CA 95050				177.28

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	177.28	0.00

Check No.	43332	Total:	177.28
Total for	TURF & INDUSTRIAL EQUIPMENT		177.28

VERIZON WIRELESS	April Admin Cellular	10752	05/12/2010	
P.O. BOX 9622	0131		05/12/2010	
MISSION HILLS	BOA	43333	05/12/2010	0.00
CA 91346-9622				111.57

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	111.57	0.00

Check No.	43333	Total:	111.57
Total for	VERIZON WIRELESS		111.57

HELMUT WALZ	Deposit Refund	10753	05/12/2010	
325 GOLDEN OAK	604		05/12/2010	
PORTOLA VALLEY	BOA	43334	05/12/2010	0.00
CA 94028				529.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	529.25	0.00

Check No.	43334	Total:	529.25
Total for	HELMUT WALZ		529.25

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 12

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

MARGARET WILMER	Grove Deposit Refund	10754	05/12/2010	
			05/12/2010	
1165 LOS TRANCOS ROAD	640		05/12/2010	
PORTOLA VALLEY	BOA	43335	05/12/2010	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No.	43335	Total:	100.00
Total for	MARGARET WILMER		100.00

WOODSIDE FIRE PROTECTION DISTR	2010 Chipper Program	10755	05/12/2010	
			05/12/2010	
3111 WOODSIDE ROAD	886		05/12/2010	
WOODSIDE	BOA	43336	05/12/2010	0.00
CA 94062				10,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	10,300.00	0.00

WOODSIDE FIRE PROTECTION DISTR	NFPA Workshop, Nov 2009	10756	05/12/2010	
			05/12/2010	
3111 WOODSIDE ROAD	886		05/12/2010	
WOODSIDE	BOA	43336	05/12/2010	0.00
CA 94062	PV-Town			2,249.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	2,249.33	0.00

Check No.	43336	Total:	12,549.33
Total for	WOODSIDE FIRE PROTECTION DI		12,549.33

ELIZABETH WRIGHT	Spring Instructor Dues	10757	05/12/2010	
			05/12/2010	
147 HEDGE ROAD	620		05/12/2010	
MENLO PARK	BOA	43337	05/12/2010	0.00
CA 94025				6,120.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	6,120.00	0.00

Check No.	43337	Total:	6,120.00
Total for	ELIZABETH WRIGHT		6,120.00

KIM ZAMBOLDI	Deposit Refunds	10758	05/12/2010	
			05/12/2010	
1330 WESTRIDGE	676		05/12/2010	
PORTOLA VALLEY	BOA	43338	05/12/2010	0.00
CA 94028				600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	600.00	0.00

Check No.	43338	Total:	600.00
Total for	KIM ZAMBOLDI		600.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 12, 2010

Date: 05/05/2010
Time: 1:13 pm
Page: 13

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			Check Amount

Total Invoices: 53

Grand Total:	190,485.60
Less Credit Memos:	0.00
Net Total:	<u>190,485.60</u>
Less Hand Check Total:	0.00
Outstanding Invoice Total:	<u>190,485.60</u>

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 12, 2010

Claims totaling \$190,485.60 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: Janet McDougall, Assistant Town Manager

DATE: May 12, 2010

RE: GreenWaste Recovery, Inc. – Franchise Agreement Rate Adjustment

Recommendation: It is recommended that the Town Council approve the attached resolution setting rates for solid waste, recyclable and compostables/yard trimmings collection services for the fiscal year July 1, 2010 to June 30, 2011.

Discussion: On May 14, 2008, the Town Council adopted a resolution approving a franchise agreement with GreenWaste Recovery Inc. (GreenWaste), for garbage, recyclables, and compostables/yard trimmings collection. The agreement commenced on July 1, 2008, is due to expire on June 30, 2018, and calls for an annual rate adjustment effective July 1 of each year of the agreement.

Section 14.02 of the franchise agreement sets forth the method to be used in calculating annual adjustments to rates charged by GreenWaste. The rates are increased or decreased based upon 100% of the change in the Consumer Price Index (CPI) from the prior December to the December of the current adjustment year.

Based upon information obtained from the Bureau of Labor Statistics web site for the prior calendar year (attached as Exhibit A) GreenWaste is proposing an increase of 2.613% to its rate schedule. If approved by the Council, Town residents will see this increase in their quarterly GreenWaste invoice, effective July 1, 2010.

The proposed rate schedule is attached to the Resolution included as Exhibit B. For comparison purposes, the current rate schedule has also been included as Exhibit C.

Approved: Angela Howard
Angela Howard, Town Manager

Attachments

Exhibit A



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Data extracted on: February 3, 2010 (5:28:10 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA422SA0
 Not Seasonally Adjusted
 Area: San Francisco-Oakland-San Jose, CA
 Item: All items
 Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
1999		169.4		172.2		171.8		173.5		175.2		174.5	172.5	170.8	174.2
2000		176.5		178.7		179.1		181.7		183.4		184.1	180.2	177.7	182.6
2001		187.9		189.1		190.9		191.0		191.7		190.6	189.9	188.7	191.1
2002		191.3		193.0		193.2		193.5		194.3		193.2	193.0	192.3	193.7
2003		197.7		197.3		196.3		196.3		196.3		195.3	196.4	196.8	196.1
2004		198.1		198.3		199.0		198.7		200.3		199.5	198.8	198.2	199.5
2005		201.2		202.5		201.2		203.0		205.9		203.4	202.7	201.5	203.9
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6
2007		213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217.361
2008		219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223.804
2009		222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225.484

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GreenWaste Recovery Inc
Town of Portola Valley
Annual Rate Adjustment
Effective: July 1, 2010

Consumer Price Index
All Items - CPI (U)
SF Bay Area

Dec, 2009 Index	224.239
Dec, 2008 Index	218.528
Difference	5.711
Adjustment Percentage	2.61%

RESOLUTION NO. _____-2010

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY ALLOWING A RATE INCREASE UNDER
THE FRANCHISE AGREEMENT FOR COLLECTION OF GARBAGE,
RECYCLABLES AND YARD TRIMMINGS
BETWEEN THE TOWN OF PORTOLA VALLEY AND
GREENWASTE RECOVERY, INC.**

WHEREAS, the Town Council of the Town of Portola Valley has entered into a franchise agreement with GreenWaste Recovery, Inc. (GreenWaste) for the provision of garbage, recyclables and yard trimmings collection services; and

WHEREAS, pursuant to the Agreement, GreenWaste is entitled to annual service rate adjustments to reflect the change in the Consumer Price Index.

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

1. Public interest and convenience require the Town of Portola Valley to increase the service rates by 2.61%, as set forth in Exhibit "A".
2. The Town of Portola Valley hereby approves the rate increase described in Exhibit A, attached hereto and incorporated herein, and directs the new rates be implemented for the entirety of fiscal year 2010-2011, beginning with the 1st quarter billing cycle.

PASSED AND ADOPTED this 12th day of May, 2010.

By: _____
Mayor

ATTEST:

Town Clerk

**Town of Portola Valley - Service Rates Effective July 1, 2010
Collection of Garbage, Recyclables and Yard Trimmings**

**Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings
Collection**

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$15.13	\$24.24	\$48.45	\$72.68	\$96.93
10' - 25'	\$16.52	\$26.44	\$52.90	\$79.32	\$105.75
25' - 100'	\$17.91	\$28.66	\$57.32	\$85.97	\$114.60
100' - 200'	\$19.29	\$30.87	\$61.73	\$92.60	\$123.45
200' - 300'	\$20.67	\$33.08	\$66.15	\$99.24	\$132.31
300' - 400'	\$22.32	\$35.31	\$70.55	\$105.85	\$141.15
400' - 500'	\$23.71	\$37.49	\$74.98	\$112.47	\$149.98

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$24.24

each additional 100' distance \$6.31

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$37.91

TV sets & Computer Monitors \$18.90

other special items \$25.66 per yard

all other bulky items \$37.91

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2010
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$56.89	\$102.05	\$146.72	\$195.79	\$245.48	\$285.53	\$368.77
Two per week	\$76.67	\$167.78	\$244.86	\$342.98	\$441.73	\$522.91	\$685.28
Three per week	\$96.47	\$236.43	\$342.98	\$490.16	\$637.95	\$763.84	\$1,001.85
Four per week	\$116.25	\$308.01	\$441.10	\$637.34	\$834.20	\$997.71	\$1,320.88
Five per week	\$136.03	\$382.57	\$539.23	\$784.53	\$1,030.47	\$1,235.11	\$1,634.92
Six per week	\$155.82	\$460.10	\$637.34	\$932.23	\$1,226.74	\$1,472.53	\$1,951.42

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$34.13	\$37.91	\$44.10	\$50.79	\$60.97	\$71.14
Two per week	Included	\$68.22	\$75.82	\$88.92	\$101.64	\$121.96	\$142.27
Three per week	Included	\$102.36	\$113.74	\$133.38	\$152.43	\$182.93	\$213.39
Four per week	Included	\$136.48	\$151.63	\$177.83	\$203.24	\$243.90	\$284.55
Five per week	Included	\$170.59	\$189.54	\$222.30	\$254.06	\$304.87	\$355.67
Six per week	Included	\$204.69	\$227.43	\$266.75	\$304.87	\$365.84	\$426.83

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$31.58
fees for other services **	<u>N/A</u>

Exhibit C

Current Rates

**Town of Portola Valley - Service Rates Effective July 1, 2009
Collection of Garbage, Recyclables and Yard Trimmings**

**Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings
Collection**

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$14.74	\$23.62	\$47.22	\$70.83	\$94.46
10' - 25'	\$16.10	\$25.77	\$51.55	\$77.30	\$103.06
25' - 100'	\$17.45	\$27.93	\$55.86	\$83.78	\$111.68
100' - 200'	\$18.80	\$30.08	\$60.16	\$90.24	\$120.31
200' - 300'	\$20.14	\$32.24	\$64.47	\$96.71	\$128.94
300' - 400'	\$21.75	\$34.41	\$38.76	\$103.15	\$137.56
400' - 500'	\$23.11	\$36.54	\$73.07	\$109.61	\$146.16

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$23.62

each additional 100' distance \$6.15

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$36.94

TV sets & Computer Monitors \$18.42

other special items \$25.01 per yard

all other bulky items \$36.94

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2009
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

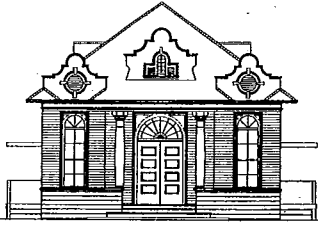
	Bin Charges						
Collection Frequency	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$55.44	\$99.45	\$142.98	\$190.80	\$239.23	\$278.26	\$359.38
Two per week	\$74.72	\$163.51	\$238.62	\$334.25	\$430.48	\$509.59	\$667.83
Three per week	\$94.01	\$230.41	\$334.25	\$477.68	\$621.70	\$744.39	\$976.34
Four per week	\$113.29	\$300.17	\$429.87	\$621.11	\$812.96	\$972.30	\$1,287.24
Five per week	\$132.57	\$372.83	\$525.50	\$764.55	\$1,004.23	\$1,203.66	\$1,593.29
Six per week	\$151.85	\$448.38	\$621.11	\$908.49	\$1,195.50	\$1,435.03	\$1,901.73

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

	Push Distance Charges (in increments of feet)						
Collection Frequency	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$33.26	\$36.94	\$42.98	\$49.50	\$59.42	\$69.33
Two per week	Included	\$66.48	\$73.89	\$86.66	\$99.05	\$118.85	\$138.65
Three per week	Included	\$99.75	\$110.84	\$129.98	\$148.55	\$178.27	\$207.96
Four per week	Included	\$133.00	\$147.77	\$173.30	\$198.06	\$237.69	\$277.30
Five per week	Included	\$166.25	\$184.71	\$216.64	\$247.59	\$297.11	\$346.61
Six per week	Included	\$199.48	\$221.64	\$259.96	\$297.11	\$356.52	\$415.96

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$30.78
fees for other services **	N/A



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Town Council

FROM : George Mader

DATE : May 4, 2010

RE : Resolution re. Definition of Open Space Preserve

Recommendation

It is recommended that that town council adopt the enclosed resolution regarding the definition of "open space preserve."

Background

The town council reviewed the definition of "open space preserve" contained on pages 1–2 of the memorandum from the town planner dated April 21, 2009 at its meeting on April 28, 2010. At the meeting the town planner pointed out that in item #5, the reference to "...permeable paths..." should read "...permeable trails...". Also, after discussion, the council changed the last words in item #5 from "...disabled persons" to "...disabled persons where appropriate." The attached resolution contains these changes.

CEQA

Adoption of the definition is categorically exempt from the provisions of CEQA pursuant to Section 15307 "Actions by Regulatory Agencies for Protection of Natural Resources."

Action

The action before the town council is to adopt by motion the attached resolution.

cc. Angela Howard
Sandy Sloan
Leslie Lambert

RESOLUTION NO. _____-2010

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADOPTING A POLICY OF A SPECIFIC DEFINITION OF OPEN SPACE PRESERVE

WHEREAS, the Town Council of the Town of Portola Valley believes the definition of "open space preserve" in the Town's General Plan should be expanded and changed as it is applied; and

WHEREAS, the Town Council received and reviewed the recommendations of the Open Space Committee, Trails and Paths Committee, Parks and Recreation Committee, Conservation Committee and Emergency Preparedness Committee regarding the definition of open space preserve.

NOW THEREFORE, The Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

The Town adopts the following definitions of "open space preserves":

1. Open Space Preserves are areas where the character and intended use of the land warrant retaining the land in a natural condition. Such preserves provide visual pleasure and accommodate very limited access and use.
2. Open Space Preserves are named, located and described in the General Plan. The descriptions include permitted uses consistent with the provisions of this definition.
3. Permitted outdoor uses are those that do not require structures, other than those provided for elsewhere in this definition, and do not result in modification of the site. Typical uses include nature study, congregation of residents in time of emergencies, and unorganized activities such as tossing frisbees and kite flying.
4. Permitted structures include occasional benches, trail and path signs, temporary scientific instruments, and bridges and board walkways in marshy areas for the purpose of viewing natural aspects of the site.
5. Permitted access is on permeable trails and, where appropriate, paths designed for disabled persons.
6. Consideration may be given to allowing existing structures to remain if they are consistent with and enhance the open space character of the land and/or are of historic value.

7. Activities to care for the land, such as controlling invasive plants and reducing fire hazards, are permitted provided they are undertaken in a manner that balances preservation of the natural vegetation and the need for reduction of fire hazard potential and are reviewed with input from Town committees and staff.
8. Activities that seek to return the land to a prior more natural state are permitted provided such activities are reviewed with input from Town committees and staff.
9. Uses in addition to those specified may be permitted by the Town Council provided such uses are consistent with the purposes of open space preserves as described in this policy statement, and contribute to one's enjoyment of, and do not detract, from a natural and tranquil setting.

PASSED AND ADOPTED this 12th day of May, 2010.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council
FROM: Tom VJasic, Deputy Town Planner
Town Attorney Sandy Sloan
DATE: May 5, 2010
RE: Proposed Portola Valley "Green Building" Ordinance
And Compliance Resolution

Background and Introduction of Proposed Green Building Ordinance and Compliance Resolution

On March 10, 2010, the town council considered the recommendations of the Planning Commission & ASCC Subgroup for a green building program for Portola Valley. The basic framework for the program was presented in the attached March 4, 2010 report prepared for and presented at the March 10th council meeting. At the conclusion of the presentation, the council concurred with the Subgroup's recommendations and directed that staff prepare the necessary ordinance and resolution for implementing the recommendations.

Based on council direction, we have drafted the attached proposed Green Building Ordinance and compliance resolution for introduction and first reading at the May 12, 2010 town council meeting. The ordinance provides the basic framework of the green building system and would be added as a new Chapter 15.10 to the provisions in Buildings and Construction, Title 15, of the Municipal Code. The Resolution would set the minimum compliance point standards by project type. The intent of setting the compliance standards by resolution is so that modifications could be made more readily over time to the required point scores as may be necessary to ensure the town meets its greenhouse gas emission and other sustainability goals. This approach is also consistent with the specific recommendations of the Subgroup.

If, at the conclusion of the public hearing on May 12, 2010, the council finds it appropriate, the proposed ordinance and accompanying resolution should be introduced for first reading and the ordinance consideration continued to the May 26, 2010 council meeting for adoption.

With this action, staff would also be able to forward the ordinance to the California Energy Commission, which would need to approve it as it provides for higher energy efficiency standards than the minimums set in State Title 24. As noted in the "whereas" and "findings" provisions of the ordinance, the cost savings data needed to support such ordinances in San Mateo County have been developed in a December 31, 2009 report prepared for communities in the County through a partnership program between the County and P.G.& E.

Some Specific Comments on the Proposed Ordinance

During the March 10th presentation and discussion, Mayor Toben raised concern regarding the clarity of the definition of "new building." The Subgroup recommended using the existing definition in Section 15.040.010 of the Buildings and Construction Title, developed for implementing fire resistant building standards. After the meeting, ASCC member Clark commented that the town should provide a review of the compliance standards after a period of time, perhaps one year, to determine if any adjustments are needed and Mayor Toben advised staff that this seemed appropriate. Both of these matters are discussed below.

"New Building" definition. The proposed ordinance continues to reference the existing definition for new building in Section 15.040.010 of Title 15. We do intend to work on this definition to address the concerns of Mayor Toben, and want to do this with full involvement of building official Gary Fitzer, as he had a substantial role in working on the existing definition and would also be largely responsible for reviewing a project for compliance with any "new building" definition. We intend to move ahead to work on the definition with Gary shortly. The definition, if modified, would be adopted as an amendment to the existing definition, which is only included by reference in the attached proposed ordinance, so no changes to the green building provisions would be needed.

One-year review of green building compliance standards. This is an appropriate procedure and staff is prepared to monitor the program and present a report to the town council with findings and any recommendations after the green building provisions have been in effect for one year.

In addition to the above, the proposed ordinance includes a number of procedural provisions that are modeled after other similar green building ordinances that have been adopted by other local jurisdictions. These have, however, been adjusted to be consistent with the town's organization. The procedures include those for "good faith effort," and "Hardship or Infeasibility Exemption." Such provisions allow for some relief from the point mandates for specific reasons. However, as time goes on and the green building options continue to be more "mainstream," it is likely that there would be little need for or application of the "relief" provisions.

Recommendations for Action

Based on the foregoing, it is recommended that at the conclusion of the public hearing the proposed ordinance and accompanying resolution be introduced for first reading and then ordinance consideration continued to the May 26, 2010 council meeting for adoption.

TCV

Attach.

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



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 zoning 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		

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

² Recently 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. Vlasic
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.

ORDINANCE NO. 2010-

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 15.10 [GREEN BUILDING] TO TITLE 15 [BUILDINGS AND CONSTRUCTION] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the Town of Portola Valley desires to add Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to implement goals and objectives set forth in the "Sustainability Element" of the Portola Valley General Plan for reducing greenhouse gas ("GHG") emissions, conserving water and energy, encouraging green building, protecting the natural environment, and protecting the health of residents and visitors;

WHEREAS, green building design, construction, restoration, operation and maintenance can have a significant positive effect on energy, water and resource conservation, waste management and pollution generation, and the health and productivity of a property's residents, workers and visitors over the life of a building and/or site;

WHEREAS, the provisions of California Assembly Bill 32 (Global Warming Solutions Act) require action on the part of state and local governments to significantly reduce GHG emissions within prescribed time periods and the Town Council has taken actions to commit the town to pursue the requirements of AB 32;

WHEREAS, the Town Climate Protection Task Force, at the request of the Town Council, considered how best to achieve AB 32 objectives, and the Building, Energy and Efficiency and Transportation ("BEET") Committee of the Task Force concluded that a building evaluation and rating system was appropriate for new buildings and major additions and remodeling of existing buildings to ensure these projects would make necessary contributions to the overall local program for meeting AB 32 objectives;

WHEREAS, based on the findings of the BEET committee, the Town Council appointed a Planning Commission and Architectural and Site Control Commission subgroup to study, test and inform the community of appropriate green building regulations and this subgroup completed its work, including public workshops, and forwarded its recommendations to the Town Council in the March 4, 2010 report to Town Council from the Deputy Town Planner;

WHEREAS, green building regulations comprise a significant component of a whole systems approach to the Town's sustainability program related to building and land use, other components of which include, but are not limited to, requirements for: recycling of construction and demolition debris, storm water quality and flood protection,

water conservation, protection against unstable slopes and earthquake faults, preservation of trees and natural landforms on building sites and open space conservation; and,

WHEREAS, the 2008 California Green Building Standards Code adopted by the California Building Standards Commission has set minimum Green Building Standards and, within the code, has expressly stated that the standards are viewed as “minimal” and that local government entities retain discretion, pursuant to Health and Safety Code Section 17958.5, to exceed the standards established by the code based on express findings relative to local climate, topographical or geological conditions.

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

1. Findings. The Town Council of the Town of Portola Valley hereby finds and declares as follows:

A. To the extent the proposed Green Building Ordinance effects changes to the California Building Standards Code as adopted by the Town, the Town Council finds the provisions herein to be reasonably necessary due to local climatic, geologic and topographic conditions.

B. The Town is located within the southern hillside portions of San Mateo County with elevations ranging from just below 300 feet to over 1,800 feet above sea level. The Town occupies approximately 5,785 acres consisting largely of a natural valley containing steep, rugged tree-covered slopes and open mountains on the west and lower more gently rolling hills on the east. The San Andreas Rift Zone, an area of past and probably future earth movement, follows the floor of the valley. Much of the land southwest of the San Andreas Rift Zone consists of active or geologically recent landslides. The Town has mapped the complex geology of the area and adopted land use regulations based on this mapping to reduce risk to residents and private and public improvements.

C. Due to its hillside location, the Town is in a climate zone that has precipitation averaging approximately 30 inches per year. Most precipitation falls during the months of November through April, with a relatively dry period extending over six months of the year. The rainfall and local storm water management system are essential to maintaining the natural vegetation of the planning area and ensuring against impacts associated with erosion, sedimentation and ground pollution. The Sustainability Element of the general plan recognizes that emission of GHG may impact weather patterns and sets forth goals, including those for green building, to minimize

impacts on the storm water management system and ensure against loss of natural vegetation, both essential to minimizing erosion and protection against unstable slopes.

D. Pursuant to the government partnership program of Pacific Gas and Electric Company, Gabel Associates, LLC, prepared the December 31, 2009, San Mateo County Green Building Ordinance Cost-Effectiveness Study ("Study") for jurisdictions in San Mateo County. The Study used the California 2008 Building Energy Efficiency Standards, effective January 1, 2010, to calculate the cost effectiveness of local green building regulations exceeding the 2008 Building Energy Efficiency Standards and identified the low incremental costs associated with exceeding the state standards as provided for in this proposed Green Building Ordinance for the Town.

E. Green building and landscape design, construction, operations, and maintenance techniques are increasingly widespread in residential, commercial and institutional building construction, and green building benefits can be spread throughout the systems and features of a building such that green building can include: use of certified sustainable wood products and high-recycled content products; reuse of existing facilities and recycling and salvage; reduced demands on heating and cooling systems; increased energy efficiency; enhancement of indoor air quality; reduced per capita demand on water resources and infrastructure; and installation of alternative and renewal energy systems.

F. At the national and state levels, the U.S. Green Building Council has taken the lead in promoting and defining commercial and institutional green building by developing the Leadership in Energy and Environmental Design ("LEED") Rating System™. LEED rating systems are also now available as an alternative for rating of single-family and other residential projects.

G. At the state level, Build It Green has taken the lead in promoting and defining residential green building by developing and continuing to refine the GreenPoint Rated Rating System™.

H. The Town pursued and in 2009 completed a new Town Center that has demonstrated green building can be accomplished in the local climate zone in a cost effective manner. This Town center has received the highest LEED rating of Platinum.

I. Nothing in this Ordinance is intended to duplicate, contradict, or infringe upon the provisions of state law, including the California Building Standards Code. The Ordinance and associated checklists provide many opportunities to achieve required points and credits that do not impact areas where the state has established building standards.

J. Since April of 2009, the Town has made voluntary use of the Build It Green GreenPoint Rated rating system for new residential projects and projects proposing substantial changes to existing residences. This voluntary use has demonstrated that exceeding State Building Energy Efficiency Standards as mandated by GreenPoint Rated checklist is achievable in a cost effective manner.

K. On March 10, 2010, at a publicly noticed meeting, the Town Council accepted the recommendations of the Planning Commission and Architectural and Site Control Commission subgroup for implementation of local Green Building Regulations as set forth in the March 4, 2010 report from the Deputy Town Planner.

L. On May 12, 2010, the Town Council held a duly noticed public hearing and heard testimony regarding the proposed Green Building Ordinance.

M. Because the design, restoration, construction and maintenance of buildings and structures within the Town can have a significant impact on the Town's environment, greenhouse gas emissions, resource usage, energy efficiency, waste management, and health and productivity of residents, workers, and visitors over the life of the building, requiring commercial, institutional and residential projects to incorporate green building measures is necessary and appropriate to achieve the public health and welfare benefits of green building.

2. Addition of Code. Chapter 15.10 [Green Building] is hereby added to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to read as follows:

**CHAPTER 15.10
GREEN BUILDING**

- 15.10.010 Purpose**
- 15.10.020 Applicability**
- 15.10.030 Definitions**
- 15.10.040 Standards for Compliance**
- 15.10.050 Incentives for Compliance**
- 15.10.060 Administrative Procedures and Implementing Regulations**
- 15.10.070 Hardship or Infeasibility Exemption**
- 15.10.080 Appeal**

15.10.010 Purpose.

The purpose of this chapter is to enhance the public health and welfare by promoting the environmental health of the town through the incorporation of green building practices in the design, construction, maintenance, operation and deconstruction of

buildings and other site development. The green building provisions in this chapter are designed to achieve the following goals:

- (a) Encourage the conservation of natural resources and reduction of greenhouse gas emissions;
- (b) Increase energy efficiency and lower energy usage;
- (c) Reduce waste generated by construction projects;
- (d) Provide durable buildings that are efficient and economical to own and operate;
- (e) Recognize and conserve the energy embodied in existing buildings; and
- (e) Promote the health of residents, workers, and visitors to the town.

15.10.020 Applicability

This chapter applies to all projects defined as "covered projects," as defined in Section 15.10.030, except that it shall not apply to any project for which a planning entitlement application (except for a preliminary architectural review application) or building permit application has been submitted prior to the effective date of this chapter.

15.10.030 Definitions

The following terms shall have the ascribed definition for the purposes of applying the criteria of this chapter.

- (a) "Addition" means new construction square footage added to an existing structure.
- (b) "Applicant" means anyone that applies to the town for the applicable permits or approvals to undertake any covered project within the town, or any subsequent owner of the site.
- (c) "Compliance official" means the town planner or his/her designee.
- (d) "Compliance threshold" means the minimum number of points or rating level of a green building rating system that must be attained for a particular covered project, as outlined in the standards for compliance in Section 15.10.040.
- (e) "Covered project" means any planning entitlement application(s) or building permit application(s) for commercial new construction or renovations, or for any residential new construction or renovation subject to the standards for compliance outlined in Section 15.10.040.

- (f) "Good faith effort" means a project that has not met the required compliance threshold, but for extenuating reasons or reasons beyond the control of the applicant, the compliance official has found the project meets the good faith effort provisions of Section 15.10.060.
- (g) "Green building" means a whole systems approach to the design, construction and operation of buildings that substantially mitigates the environmental, economic, and social impacts of buildings. Green building practices recognize the relationship between the natural and built environments and seek to minimize the use of energy, water and other natural resources and provide a healthy, productive indoor environment.
- (h) "Green building project checklist" means a checklist or scorecard developed for the purpose of calculating a green building rating.
- (i) "Green building rating system" means the rating system associated with specific green building criteria and used to determine compliance thresholds, as outlined in the standards of compliance adopted by town council resolution. Examples of rating systems include, but are not limited to, the LEED and GreenPoint Rated systems.
- (j) "GreenPoint Rated" means a residential green building rating system developed by the Build It Green organization.
- (k) "GreenPoint Rated Verification" means verification of compliance by a certified GreenPoint Rater, resulting in green building certification by Build It Green.
- (l) "LEED®" means the "Leadership in Energy and Environmental Design" green building rating system developed by the U.S. Green Building Council.
- (m) "LEED®/USGBC Verification" means verification to meet the standards of the U.S. Green Building Council ("USGBC") and resulting in LEED certification of the project by the USGBC.
- (n) "Multi-family residential" means a building containing three or more attached dwelling units.
- (o) "New building" means 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 as more particularly defined in section 15.04.010 of this code.
- (p) "New construction, commercial" means the construction of a new or replacement retail, office, institutional, semi-institutional or similar building(s), or additions to such building(s).

(q) "New construction, residential" means the construction of a new or replacement single-family or two-family dwelling unit or of new or replacement multi-family residential building(s), or additions to such building(s).

(r) "Qualified green building professional" means a person trained through the USGBC as a LEED accredited professional or through Build It Green as a certified green building professional, or similar qualifications if acceptable to the compliance official. For projects requiring "self-verification," the project architect or designer is considered a qualified green building professional.

(s) "Renovation" means any rehabilitation, repair, remodeling, change, or modification to an existing building, where changes to floor area and the footprint of the building are negligible. The valuation of renovation improvements shall be determined by the town planner, upon recommendation of the chief building official. The chief building official may exclude from such valuation the cost of (a) seismic upgrades, (b) accessibility upgrades, or (c) photovoltaic panels or other solar energy or similar devices exterior to the building. Renovation valuation thresholds identified in the standards for compliance shall be adjusted annually to reflect changes in the town's valuation per square foot for new construction in town, using valuations in effect as of July 1, 2008, as the base index.

(t) "Self verification" means verification by the project architect, designer or a qualified green building professional certifying that the project has met the standards and has attained the compliance threshold as indicated for the covered project type as set forth in the standards for compliance outlined in Section 15.10.040.

(u) "Single-family or two-family residential" means a single detached dwelling unit or two units in a single building or two separate buildings on a single parcel, such as a main residence and second unit.

(v) "Square footage" means all new and replacement square footage, including basement areas (seven feet or greater in height) and garages, except that unconditioned garage space shall only count as 50% of that square footage. Areas demolished shall not be deducted from the total new construction square footage.

(w) "Threshold verification by LEED AP" means verification by a LEED accredited professional certifying that each LEED checklist point listed was verified to meet the requirements to achieve that point. The LEED AP shall provide supporting information from qualified professionals (e.g. civil engineer, electrical engineer, Title 24 consultant, commissioning agent, etc.) to certify compliance with each point on the checklist. Documentation of construction consistent with building plans calculated to achieve energy compliance is sufficient verification in lieu of post-construction commissioning.

15.10.040 Standards for Compliance.

The town council shall establish by resolution, and shall periodically review and update as necessary, green building standards for compliance. The standards for compliance shall include, but are not limited to, the following:

- (a) The types of projects subject to regulation (covered projects);
- (b) The green building rating system to be applied to the various types of projects;
- (c) Minimum thresholds of compliance for various types of projects; and
- (d) Timing and methods of verification of compliance with these regulations.

The standards for compliance shall be approved after recommendation from the town planner, who shall refer the standards for recommendation by the architectural and site control commission, prior to council action.

15.10.050 Incentives for Compliance.

(a) In addition to the required standards for compliance, the town council may, through ordinance or resolution, enact financial, permit review process, or zoning incentives and/or award or recognition programs to further encourage higher levels of green building compliance for a project.

(b) For residential projects, the number of GreenPoint checklist points required shall be reduced by:

(1) Five points for maintaining a minimum of 75% of existing walls, floors, and roof of a structure;

(2) Five points (in addition to (1) above) for maintaining a minimum of 95% of existing walls, floors, and roof of a structure; and/or

(3) Ten points (in addition to (1) and/or (2) above) when applied to a structure that is designated on the town's historic inventory or any contributing structure located within a designated historic district, subject to determination by the architectural and site control commission that such additions and/or renovations are consistent with the Secretary of the Interior's Standards for Rehabilitation.

15.10.060 Administrative Procedures and Implementing Regulations.

(a) The town planner shall promulgate any rules and regulations necessary or appropriate to achieve compliance with the requirements of this chapter. The rules and regulations shall provide, at a minimum, for the incorporation of green building

requirements of this chapter into checklist submittals with planning entitlement and building permit applications, and supporting design, construction, or development documents to demonstrate compliance with this chapter.

(b) The procedures for compliance documentation shall include, but not be limited to, the following:

(1) Preliminary documentation. Applicants for a covered project are encouraged, but not required, to meet with the compliance official or his/her designated staff, in advance of submittal of an application, to determine required green building thresholds for compliance and to review the proposed green building program and details to achieve compliance.

(2) Discretionary planning entitlements. Upon submittal of an application for any discretionary planning entitlement for any covered project, including, but not limited to, architectural review, site development permit, conditional use permit, or variance requests, application materials shall include the appropriate completed checklists, as required by the standards for compliance specified in Section 15.10.040, accompanied by a text description of the proposed green building program and expected measures and milestones for compliance. The compliance official may allow the use of alternative checklists for historic buildings or for buildings that retain or re-use substantial portions of the existing structure.

(3) Building plan check review. Upon submittal of an application for a building permit, building plans for any covered project shall include a checklist and green building program description, reflecting any changes proposed since the planning entitlement phase (if a planning entitlement was required). The checklist shall be incorporated onto a separate plan sheet included with the building plans. A qualified green building professional shall provide evidence of adequate green building compliance or documentation to the compliance official to satisfy the requirements of the standards for compliance outlined in Section 15.10.040, prior to issuance of a building permit.

(4) Final building inspection, verification, and occupancy. Prior to final building inspection and occupancy for any covered project, a qualified building professional shall provide evidence of adequate green building compliance or documentation to the compliance official to satisfy the requirements of the standards for compliance outlined in Section 15.10.040. This information shall include, but is not limited to:

i. Documentation that verifies incorporation of the design and construction related credits specified in the project approval for the covered project;

ii. A letter from the qualified green building professional that certifies that the covered project has been constructed in accordance with the approved green building project checklist;

iii. Any additional documentation that would be required by the LEED reference guide for LEED certification (if required), or by the GreenPoint Rated manuals for GreenPoint Rated certification (if required); and

iv. Any additional information that the applicant believes is relevant to determining that a good faith effort has been made to comply with this chapter.

(5) Final determination of compliance and good faith effort to comply. Prior to the scheduling of a final building inspection for a covered project, the compliance official shall review the documentation submitted by the applicant, and determine whether the applicant has achieved the required compliance threshold as set forth in the standards for compliance outlined in Section 15.10.040 and/or demonstrate that measures are in place to assure compliance not later than one year after approval of final building inspection. If the compliance official determines that the applicant has met the requirements of Section 15.10.040 for the project, the final building inspection may proceed, provided the covered project has received approval of all other inspections required by the chief building official. If the compliance official determines that the required green building rating has not been achieved, the compliance official shall find one of the following:

i. Good faith effort to comply: When an applicant submits a request in writing to the compliance official for approval of a good faith effort to comply, the compliance official shall determine that the applicant has made a good faith effort to comply with this chapter when finding that either a) the cost for providing green building documentation or assuring compliance is disproportionate to the overall cost of the project, or b) the green building materials and technologies on the green building checklist are no longer available or not yet commercially available, or c) at least 80% of the required green point credits have been achieved, and measures are in place to assure full compliance not later than one year after approval of the final building inspection. Determination of a good faith effort to comply shall be made separately for each item on the green building project checklist. Granting of a good faith effort to comply for one item does not preclude the need for the applicant to comply with the other items on the green building checklist.

ii. Non-compliant project. If the compliance official determines that the applicant has not made a good faith effort to comply with this chapter, or if the applicant fails to submit the documentation required within the required time

period, then the project shall be determined to be non-compliant, and the final inspection and approval for the project shall be withheld. A final inspection shall not take place until the applicant has implemented equivalent alternate measures approved by the compliance official or unless an exemption is granted for the project.

(6) Post final inspection requirement. Not later than one year after approval of the final building inspection, the applicant or current owner shall submit to the compliance official documentation detailing compliance with the operation, efficiency, and conservation related credits from the approved checklist documentation for any covered project, if required by the compliance official. The applicant may also provide any additional information the applicant believes is relevant to determining its good faith efforts to comply with this chapter.

(7) Non-compliance. If, as a result of any inspection, the town determines that the covered project does not or is unlikely to comply with the approved plans or green building checklist, a stop order shall be issued if the compliance official determines that continuation of construction activities will jeopardize the project's ability to meet the required compliance threshold. The stop order shall remain in effect until the compliance official determines that the project will be brought into compliance with the approved plans and/or checklist.

(8) Interim compliance effort. For residential projects initiating construction not later than two years after the effective date of this chapter, a good faith effort shall be deemed to have been made when at least 75% of the required minimum green points have been achieved prior to final building inspection, and adequate remaining checklist points are outlined to demonstrate that at least 90% of the minimum points and GreenPoint certification will be achieved not later than one year after final inspection. For purposes of this subsection "initiating construction" shall mean the date when a building permit is issued. If 75% of the required minimum green points are not achieved prior to the request for final building inspection, the final inspection shall be withheld unless an exemption is granted by the compliance official. Residential projects initiating construction more than two years after the effective date of this chapter shall comply in full with the requirements of this chapter.

(9) Lack of inspectors. If the compliance official determines that there is a lack of third party or town inspectors available to perform green building inspections within a timely manner, the compliance official may allow self-verification of the project and determine that green building requirements have been met.

(c) The compliance official shall have the responsibility to administer and monitor compliance with the green building requirements set forth in this chapter and with any

rules and regulations promulgated thereunder, and to grant exemptions from the requirements, where so authorized.

(d) Compliance with the provisions of this chapter shall be listed as a condition of approval on any architectural and site control review or other discretionary permit approval, and on the building plans for building permit approval, for any covered project.

15.10.070 Hardship or Infeasibility Exemption.

(a) Exemption. If an applicant for a covered project believes that circumstances exist that make it a hardship or infeasible to meet the requirements of this chapter, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.

(b) Application. If an applicant for a covered project believes such circumstances exist, the applicant may apply for an exemption at the time of application submittal. The applicant shall indicate the maximum threshold of compliance he or she believes is feasible for the covered project and the circumstances that he or she believes create a hardship or make it infeasible to fully comply with this chapter. Circumstances that constitute hardship or infeasibility include, but are not limited to the following:

(1) There is conflict with the compatibility of the green building rating system with other town goals, such as those requiring historic preservation;

(2) There is conflict with the compatibility of the green building rating system and the California Building Standards Code;

(3) There is conflict with the compatibility of the green building rating system and the town's zoning ordinance and/or architectural review criteria;

(4) The green building compliance standards do not include enough green building measures that are compatible with the scope of the covered project; and/or

(5) There is a lack of commercially available green building materials and technologies to comply with the green building rating system.

(c) Review by Architectural & Site Control Commission (ASCC). For any covered project for which an exemption is requested and architectural and site control review is required by the ASCC, the ASCC shall provide a recommendation to the compliance official regarding whether the exemption shall be granted or denied, along with its recommendation on the project. For any project for which an exemption is requested based on the historic character of the building or site, the town historian shall provide a recommendation to the compliance official regarding whether the exemption shall be

granted or denied and shall determine whether the project is consistent with the Secretary of the Interior's Standards for Historic Rehabilitation.

(d) **Granting of Exemption.** If the compliance official determines that it is a hardship or is infeasible for the applicant to fully meet the requirements of this chapter based on the information provided, the compliance official shall determine the maximum feasible threshold of compliance reasonably achievable for the project. The decision of the compliance official shall be provided to the applicant in writing. If an exemption is granted, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve, in accordance with this chapter, the threshold of compliance determined to be achievable by the compliance official.

(e) **Denial of Exemption.** If the compliance official determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied and the compliance official shall so notify the applicant in writing. The project and compliance documentation shall be modified to comply with this chapter prior to further review of any pending planning or building application.

(f) **Council Review of Exemption.** For any covered project that requires review and action by the town council, the council shall act to grant or deny the exemption, based on the criteria outlined above, after recommendation by the manager.

15.10.080 Appeal.

(a) Any aggrieved applicant may appeal the determination of the compliance official regarding: (1) the granting or denial of an exemption pursuant to section 15.10.070; or (2) compliance with any other provision of this chapter.

(b) Any appeal must be filed in writing with the planning manager not later than fourteen days after the date of the determination by the compliance official. The appeal shall state the alleged error or reason for the appeal.

(c) The appeal shall be processed and considered by the town council.

3. Environmental Review. This ordinance is exempt from the California Environmental Quality Act pursuant to Section 15309 because it is an action taken by a regulatory agency for the protection of the environment.

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 of Portola Valley 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 15.10 [GREEN BUILDING] TO TITLE 15 [BUILDINGS AND CONSTRUCTION] OF THE PORTOLA VALLEY MUNICIPAL CODE

WHEREAS, the Town of Portola Valley desires to add Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to implement goals and objectives set forth in the “Sustainability Element” of the Portola Valley General Plan for reducing greenhouse gas (“GHG”) emissions, conserving water and energy, encouraging green building, protecting the natural environment, and protecting the health of residents and visitors;

WHEREAS, green building design, construction, restoration, operation and maintenance can have a significant positive effect on energy, water and resource conservation, waste management and pollution generation, and the health and productivity of a property’s residents, workers and visitors over the life of a building and/or site;

WHEREAS, the provisions of California Assembly Bill 32 (Global Warming Solutions Act) require action on the part of state and local governments to significantly reduce GHG emissions within prescribed time periods and the Town Council has taken actions to commit the town to pursue the requirements of AB 32;

WHEREAS, the Town Climate Protection Task Force, at the request of the Town Council, considered how best to achieve AB 32 objectives, and the Building, Energy and Efficiency and Transportation (“BEET”) Committee of the Task Force concluded that a building evaluation and rating system was appropriate for new buildings and major additions and remodeling of existing buildings to ensure these projects would make necessary contributions to the overall local program for meeting AB 32 objectives;

WHEREAS, based on the findings of the BEET committee, the Town Council appointed a Planning Commission and Architectural and Site Control Commission subgroup to study, test and inform the community of appropriate green building regulations and this subgroup completed its work, including public workshops, and forwarded its recommendations to the Town Council in the March 4, 2010 report to Town Council from the Deputy Town Planner;

WHEREAS, green building regulations comprise a significant component of a whole systems approach to the Town’s sustainability program related to building and land use, other components of which include, but are not limited to, requirements for: recycling of construction and demolition debris, storm water quality and flood protection,

water conservation, protection against unstable slopes and earthquake faults, preservation of trees and natural landforms on building sites and open space conservation; and,

WHEREAS, the 2008 California Green Building Standards Code adopted by the California Building Standards Commission has set minimum Green Building Standards and, within the code, has expressly stated that the standards are viewed as “minimal” and that local government entities retain discretion, pursuant to Health and Safety Code Section 17958.5, to exceed the standards established by the code based on express findings relative to local climate, topographical or geological conditions.

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

1. Findings. The Town Council of the Town of Portola Valley hereby finds and declares as follows:

A. To the extent the proposed Green Building Ordinance effects changes to the California Building Standards Code as adopted by the Town, the Town Council finds the provisions herein to be reasonably necessary due to local climatic, geologic and topographic conditions.

B. The Town is located within the southern hillside portions of San Mateo County with elevations ranging from just below 300 feet to over 1,800 feet above sea level. The Town occupies approximately 5,785 acres consisting largely of a natural valley containing steep, rugged tree-covered slopes and open mountains on the west and lower more gently rolling hills on the east. The San Andreas Rift Zone, an area of past and probably future earth movement, follows the floor of the valley. Much of the land southwest of the San Andreas Rift Zone consists of active or geologically recent landslides. The Town has mapped the complex geology of the area and adopted land use regulations based on this mapping to reduce risk to residents and private and public improvements.

C. Due to its hillside location, the Town is in a climate zone that has precipitation averaging approximately 30 inches per year. Most precipitation falls during the months of November through April, with a relatively dry period extending over six months of the year. The rainfall and local storm water management system are essential to maintaining the natural vegetation of the planning area and ensuring against impacts associated with erosion, sedimentation and ground pollution. The Sustainability Element of the general plan recognizes that emission of GHG may impact weather patterns and sets forth goals, including those for green building, to minimize impacts on the storm water management system and ensure against loss of natural vegetation, both essential to minimizing erosion and protection against unstable slopes.

D. Pursuant to the government partnership program of Pacific Gas and Electric Company, Gabel Associates, LLC, prepared the December 31, 2009, San Mateo County Green Building Ordinance Cost-Effectiveness Study ("Study") for jurisdictions in San Mateo County. The Study used the California 2008 Building Energy Efficiency Standards, effective January 1, 2010, to calculate the cost effectiveness of local green building regulations exceeding the 2008 Building Energy Efficiency Standards and identified the low incremental costs associated with exceeding the state standards as provided for in this proposed Green Building Ordinance for the Town.

E. Green building and landscape design, construction, operations, and maintenance techniques are increasingly widespread in residential, commercial and institutional building construction, and green building benefits can be spread throughout the systems and features of a building such that green building can include: use of certified sustainable wood products and high-recycled content products; reuse of existing facilities and recycling and salvage; reduced demands on heating and cooling systems; increased energy efficiency; enhancement of indoor air quality; reduced per capita demand on water resources and infrastructure; and installation of alternative and renewal energy systems.

F. At the national and state levels, the U.S. Green Building Council has taken the lead in promoting and defining commercial and institutional green building by developing the Leadership in Energy and Environmental Design ("LEED") Rating System™. LEED rating systems are also now available as an alternative for rating of single-family and other residential projects.

G. At the state level, Build It Green has taken the lead in promoting and defining residential green building by developing and continuing to refine the GreenPoint Rated Rating System™.

H. The Town pursued and in 2009 completed a new Town Center that has demonstrated green building can be accomplished in the local climate zone in a cost effective manner. This Town center has received the highest LEED rating of Platinum.

I. Nothing in this Ordinance is intended to duplicate, contradict, or infringe upon the provisions of state law, including the California Building Standards Code. The Ordinance and associated checklists provide many opportunities to achieve required points and credits that do not impact areas where the state has established building standards.

J. Since April of 2009, the Town has made voluntary use of the Build It Green GreenPoint Rated rating system for new residential projects and projects proposing substantial changes to existing residences. This voluntary use has

demonstrated that exceeding State Building Energy Efficiency Standards as mandated by GreenPoint Rated checklist is achievable in a cost effective manner.

K. On March 10, 2010, at a publicly noticed meeting, the Town Council accepted the recommendations of the Planning Commission and Architectural and Site Control Commission subgroup for implementation of local Green Building Regulations as set forth in the March 4, 2010 report from the Deputy Town Planner.

L. On May 12, 2010, the Town Council held a duly noticed public hearing and heard testimony regarding the proposed Green Building Ordinance.

M. Because the design, restoration, construction and maintenance of buildings and structures within the Town can have a significant impact on the Town's environment, greenhouse gas emissions, resource usage, energy efficiency, waste management, and health and productivity of residents, workers, and visitors over the life of the building, requiring commercial, institutional and residential projects to incorporate green building measures is necessary and appropriate to achieve the public health and welfare benefits of green building.

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15.10.010 Purpose.

The purpose of this chapter is to enhance the public health and welfare by promoting the environmental health of the town through the incorporation of green building practices in the design, construction, maintenance, operation and deconstruction of buildings and other site development. The green building provisions in this chapter are designed to achieve the following goals:

- (a) Encourage the conservation of natural resources and reduction of greenhouse gas emissions;
- (b) Increase energy efficiency and lower energy usage;
- (c) Reduce waste generated by construction projects;
- (d) Provide durable buildings that are efficient and economical to own and operate;
- (e) Recognize and conserve the energy embodied in existing buildings; and
- (e) Promote the health of residents, workers, and visitors to the town.

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15.10.030 Definitions

The following terms shall have the ascribed definition for the purposes of applying the criteria of this chapter.

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- (b) "Applicant" means anyone that applies to the town for the applicable permits or approvals to undertake any covered project within the town, or any subsequent owner of the site.
- (c) "Compliance official" means the town planner or his/her designee.
- (d) "Compliance threshold" means the minimum number of points or rating level of a green building rating system that must be attained for a particular covered project, as outlined in the standards for compliance in Section 15.10.040.
- (e) "Covered project" means any planning entitlement application(s) or building permit application(s) for commercial new construction or renovations, or for any residential new construction or renovation subject to the standards for compliance outlined in Section 15.10.040.
- (f) "Good faith effort" means a project that has not met the required compliance threshold, but for extenuating reasons or reasons beyond the control of the applicant, the compliance official has found the project meets the good faith effort provisions of Section 15.10.060.

- (g) "Green building" means a whole systems approach to the design, construction and operation of buildings that substantially mitigates the environmental, economic, and social impacts of buildings. Green building practices recognize the relationship between the natural and built environments and seek to minimize the use of energy, water and other natural resources and provide a healthy, productive indoor environment.
- (h) "Green building project checklist" means a checklist or scorecard developed for the purpose of calculating a green building rating.
- (i) "Green building rating system" means the rating system associated with specific green building criteria and used to determine compliance thresholds, as outlined in the standards of compliance adopted by town council resolution. Examples of rating systems include, but are not limited to, the LEED and GreenPoint Rated systems.
- (j) "GreenPoint Rated" means a residential green building rating system developed by the Build It Green organization.
- (k) "GreenPoint Rated Verification" means verification of compliance by a certified GreenPoint Rater, resulting in green building certification by Build It Green.
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- (m) "LEED®/USGBC Verification" means verification to meet the standards of the U.S. Green Building Council ("USGBC") and resulting in LEED certification of the project by the USGBC.
- (n) "Multi-family residential" means a building containing three or more attached dwelling units.
- (o) "New building" means 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 as more particularly defined in section 15.04.010 of this code.
- (p) "New construction, commercial" means the construction of a new or replacement retail, office, institutional, semi-institutional or similar building(s), or additions to such building(s).
- (q) "New construction, residential" means the construction of a new or replacement single-family or two-family dwelling unit or of new or replacement multi-family residential building(s), or additions to such building(s).
- (r) "Qualified green building professional" means a person trained through the USGBC as a LEED accredited professional or through Build It Green as a certified green

building professional, or similar qualifications if acceptable to the compliance official. For projects requiring "self-verification," the project architect or designer is considered a qualified green building professional.

(s) "Renovation" means any rehabilitation, repair, remodeling, change, or modification to an existing building, where changes to floor area and the footprint of the building are negligible. The valuation of renovation improvements shall be determined by the town planner, upon recommendation of the chief building official. The chief building official may exclude from such valuation the cost of (a) seismic upgrades, (b) accessibility upgrades, or (c) photovoltaic panels or other solar energy or similar devices exterior to the building. Renovation valuation thresholds identified in the standards for compliance shall be adjusted annually to reflect changes in the town's valuation per square foot for new construction in town, using valuations in effect as of July 1, 2008, as the base index.

(t) "Self verification" means verification by the project architect, designer or a qualified green building professional certifying that the project has met the standards and has attained the compliance threshold as indicated for the covered project type as set forth in the standards for compliance outlined in Section 15.10.040.

(u) "Single-family or two-family residential" means a single detached dwelling unit or two units in a single building or two separate buildings on a single parcel, such as a main residence and second unit.

(v) "Square footage" means all new and replacement square footage, including basement areas (seven feet or greater in height) and garages, except that unconditioned garage space shall only count as 50% of that square footage. Areas demolished shall not be deducted from the total new construction square footage.

(w) "Threshold verification by LEED AP" means verification by a LEED accredited professional certifying that each LEED checklist point listed was verified to meet the requirements to achieve that point. The LEED AP shall provide supporting information from qualified professionals (e.g. civil engineer, electrical engineer, Title 24 consultant, commissioning agent, etc.) to certify compliance with each point on the checklist. Documentation of construction consistent with building plans calculated to achieve energy compliance is sufficient verification in lieu of post-construction commissioning.

15.10.040 Standards for Compliance.

The town council shall establish by resolution, and shall periodically review and update as necessary, green building standards for compliance. The standards for compliance shall include, but are not limited to, the following:

- (a) The types of projects subject to regulation (covered projects);
- (b) The green building rating system to be applied to the various types of projects;
- (c) Minimum thresholds of compliance for various types of projects; and
- (d) Timing and methods of verification of compliance with these regulations.

The standards for compliance shall be approved after recommendation from the town planner, who shall refer the standards for recommendation by the architectural and site control commission, prior to council action.

15.10.050 Incentives for Compliance.

(a) In addition to the required standards for compliance, the town council may, through ordinance or resolution, enact financial, permit review process, or zoning incentives and/or award or recognition programs to further encourage higher levels of green building compliance for a project.

(b) For residential projects, the number of GreenPoint checklist points required shall be reduced by:

(1) Five points for maintaining a minimum of 75% of existing walls, floors, and roof of a structure;

(2) Five points (in addition to (1) above) for maintaining a minimum of 95% of existing walls, floors, and roof of a structure; and/or

(3) Ten points (in addition to (1) and/or (2) above) when applied to a structure that is designated on the town's historic inventory or any contributing structure located within a designated historic district, subject to determination by the architectural and site control commission that such additions and/or renovations are consistent with the Secretary of the Interior's Standards for Rehabilitation.

15.10.060 Administrative Procedures and Implementing Regulations.

(a) The town planner shall promulgate any rules and regulations necessary or appropriate to achieve compliance with the requirements of this chapter. The rules and regulations shall provide, at a minimum, for the incorporation of green building requirements of this chapter into checklist submittals with planning entitlement and building permit applications, and supporting design, construction, or development documents to demonstrate compliance with this chapter.

(b) The procedures for compliance documentation shall include, but not be limited to, the following:

(1) Preliminary documentation. Applicants for a covered project are encouraged, but not required, to meet with the compliance official or his/her designated staff, in advance of submittal of an application, to determine required green building thresholds for compliance and to review the proposed green building program and details to achieve compliance.

(2) Discretionary planning entitlements. Upon submittal of an application for any discretionary planning entitlement for any covered project, including, but not limited to, architectural review, site development permit, conditional use permit, or variance requests, application materials shall include the appropriate completed checklists, as required by the standards for compliance specified in Section 15.10.040, accompanied by a text description of the proposed green building program and expected measures and milestones for compliance. The compliance official may allow the use of alternative checklists for historic buildings or for buildings that retain or re-use substantial portions of the existing structure.

(3) Building plan check review. Upon submittal of an application for a building permit, building plans for any covered project shall include a checklist and green building program description, reflecting any changes proposed since the planning entitlement phase (if a planning entitlement was required). The checklist shall be incorporated onto a separate plan sheet included with the building plans. A qualified green building professional shall provide evidence of adequate green building compliance or documentation to the compliance official to satisfy the requirements of the standards for compliance outlined in Section 15.10.040, prior to issuance of a building permit.

(4) Final building inspection, verification, and occupancy. Prior to final building inspection and occupancy for any covered project, a qualified building professional shall provide evidence of adequate green building compliance or documentation to the compliance official to satisfy the requirements of the standards for compliance outlined in Section 15.10.040. This information shall include, but is not limited to:

i. Documentation that verifies incorporation of the design and construction related credits specified in the project approval for the covered project;

ii. A letter from the qualified green building professional that certifies that the covered project has been constructed in accordance with the approved green building project checklist;

iii. Any additional documentation that would be required by the LEED reference guide for LEED certification (if required), or by the GreenPoint Rated manuals for GreenPoint Rated certification (if required); and

iv. Any additional information that the applicant believes is relevant to determining that a good faith effort has been made to comply with this chapter.

(5) Final determination of compliance and good faith effort to comply. Prior to the scheduling of a final building inspection for a covered project, the compliance official shall review the documentation submitted by the applicant, and determine whether the applicant has achieved the required compliance threshold as set forth in the standards for compliance outlined in Section 15.10.040 and/or demonstrate that measures are in place to assure compliance not later than one year after approval of final building inspection. If the compliance official determines that the applicant has met the requirements of Section 15.10.040 for the project, the final building inspection may proceed, provided the covered project has received approval of all other inspections required by the chief building official. If the compliance official determines that the required green building rating has not been achieved, the compliance official shall find one of the following:

i. Good faith effort to comply: When an applicant submits a request in writing to the compliance official for approval of a good faith effort to comply, the compliance official shall determine that the applicant has made a good faith effort to comply with this chapter when finding that either a) the cost for providing green building documentation or assuring compliance is disproportionate to the overall cost of the project, or b) the green building materials and technologies on the green building checklist are no longer available or not yet commercially available, or c) at least 80% of the required green point credits have been achieved, and measures are in place to assure full compliance not later than one year after approval of the final building inspection. Determination of a good faith effort to comply shall be made separately for each item on the green building project checklist. Granting of a good faith effort to comply for one item does not preclude the need for the applicant to comply with the other items on the green building checklist.

ii. Non-compliant project. If the compliance official determines that the applicant has not made a good faith effort to comply with this chapter, or if the applicant fails to submit the documentation required within the required time period, then the project shall be determined to be non-compliant, and the final inspection and approval for the project shall be withheld. A final inspection shall not take place until the applicant has implemented equivalent alternate measures approved by the compliance official or unless an exemption is granted for the project.

(6) Post final inspection requirement. Not later than one year after approval of the final building inspection, the applicant or current owner shall submit to the

compliance official documentation detailing compliance with the operation, efficiency, and conservation related credits from the approved checklist documentation for any covered project, if required by the compliance official. The applicant may also provide any additional information the applicant believes is relevant to determining its good faith efforts to comply with this chapter.

(7) Non-compliance. If, as a result of any inspection, the town determines that the covered project does not or is unlikely to comply with the approved plans or green building checklist, a stop order shall be issued if the compliance official determines that continuation of construction activities will jeopardize the project's ability to meet the required compliance threshold. The stop order shall remain in effect until the compliance official determines that the project will be brought into compliance with the approved plans and/or checklist.

(8) Interim compliance effort. For residential projects initiating construction not later than two years after the effective date of this chapter, a good faith effort shall be deemed to have been made when at least 75% of the required minimum green points have been achieved prior to final building inspection, and adequate remaining checklist points are outlined to demonstrate that at least 90% of the minimum points and GreenPoint certification will be achieved not later than one year after final inspection. For purposes of this subsection "initiating construction" shall mean the date when a building permit is issued. If 75% of the required minimum green points are not achieved prior to the request for final building inspection, the final inspection shall be withheld unless an exemption is granted by the compliance official. Residential projects initiating construction more than two years after the effective date of this chapter shall comply in full with the requirements of this chapter.

(9) Lack of inspectors. If the compliance official determines that there is a lack of third party or town inspectors available to perform green building inspections within a timely manner, the compliance official may allow self-verification of the project and determine that green building requirements have been met.

(c) The compliance official shall have the responsibility to administer and monitor compliance with the green building requirements set forth in this chapter and with any rules and regulations promulgated thereunder, and to grant exemptions from the requirements, where so authorized.

(d) Compliance with the provisions of this chapter shall be listed as a condition of approval on any architectural and site control review or other discretionary permit approval, and on the building plans for building permit approval, for any covered project.

15.10.070 Hardship or Infeasibility Exemption.

(a) Exemption. If an applicant for a covered project believes that circumstances exist that make it a hardship or infeasible to meet the requirements of this chapter, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.

(b) Application. If an applicant for a covered project believes such circumstances exist, the applicant may apply for an exemption at the time of application submittal. The applicant shall indicate the maximum threshold of compliance he or she believes is feasible for the covered project and the circumstances that he or she believes create a hardship or make it infeasible to fully comply with this chapter. Circumstances that constitute hardship or infeasibility include, but are not limited to the following:

(1) There is conflict with the compatibility of the green building rating system with other town goals, such as those requiring historic preservation;

(2) There is conflict with the compatibility of the green building rating system and the California Building Standards Code;

(3) There is conflict with the compatibility of the green building rating system and the town's zoning ordinance and/or architectural review criteria;

(4) The green building compliance standards do not include enough green building measures that are compatible with the scope of the covered project; and/or

(5) There is a lack of commercially available green building materials and technologies to comply with the green building rating system.

(c) Review by Architectural & Site Control Commission (ASCC). For any covered project for which an exemption is requested and architectural and site control review is required by the ASCC, the ASCC shall provide a recommendation to the compliance official regarding whether the exemption shall be granted or denied, along with its recommendation on the project. For any project for which an exemption is requested based on the historic character of the building or site, the town historian shall provide a recommendation to the compliance official regarding whether the exemption shall be granted or denied and shall determine whether the project is consistent with the Secretary of the Interior's Standards for Historic Rehabilitation.

(d) Granting of Exemption. If the compliance official determines that it is a hardship or is infeasible for the applicant to fully meet the requirements of this chapter based on the information provided, the compliance official shall determine the maximum feasible threshold of compliance reasonably achievable for the project. The decision of the compliance official shall be provided to the applicant in writing. If an exemption is granted, the applicant shall be required to comply with this chapter in all other respects

and shall be required to achieve, in accordance with this chapter, the threshold of compliance determined to be achievable by the compliance official.

(e) Denial of Exemption. If the compliance official determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied and the compliance official shall so notify the applicant in writing. The project and compliance documentation shall be modified to comply with this chapter prior to further review of any pending planning or building application.

(f) Council Review of Exemption. For any covered project that requires review and action by the town council, the council shall act to grant or deny the exemption, based on the criteria outlined above, after recommendation by the manager.

15.10.080 Appeal.

(a) Any aggrieved applicant may appeal the determination of the compliance official regarding: (1) the granting or denial of an exemption pursuant to section 15.10.070; or (2) compliance with any other provision of this chapter.

(b) Any appeal must be filed in writing with the planning manager not later than fourteen days after the date of the determination by the compliance official. The appeal shall state the alleged error or reason for the appeal.

(c) The appeal shall be processed and considered by the town council.

3. Environmental Review. This ordinance is exempt from the California Environmental Quality Act pursuant to Section 15309 because it is an action taken by a regulatory agency for the protection of the environment.

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 of Portola Valley in three (3) public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

By: _____

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

RESOLUTION NO. _____-2010

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY ADOPTING GREEN BUILDING STANDARDS FOR
COMPLIANCE**

WHEREAS, the Town Council of the Town of Portola Valley adopted Ordinance No. 2010-_____ adding Chapter 15.10 [Green Building] to Title 15 [Buildings and Construction] of the Portola Valley Municipal Code; and

WHEREAS, Section 15.10.040 requires the Town Council to establish by resolution, green building standards for compliance;

WHEREAS, the Town Council received and reviewed the recommendations of the Planning Commission and the Architectural & Site Control Commission subgroup regarding green building standards.

NOW THEREFORE, The Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

The Town adopts the following green building standards for compliance:

1. New residential construction. New homes shall demonstrate GreenPoint rated certification using certified professional raters.

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.

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

C. Basement floor area. 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. Because LEED certification typically takes more time than is associated with BIG certification, the planning manager or his/her designee may as appropriate and in his/her sole discretion allow for some interim certification for occupancy prior to formal completion of the LEED process.

2. Substantial residential additions and/or rebuilding. For such projects 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, both as defined by BIG. For a "whole house project" GreenPoint rated certification using certified professional raters shall be required and for an elements

project, self-certification is allowed. In all cases, new basement area would be counted as provided for above for "new construction" projects.

3. Small residential additions or remodels. For such projects completion of the BIG existing home checklist shall be required as a working/learning document, but no minimum points are required and self-certification is permitted. This would be for projects less than 400 sf in area, i.e. below the threshold for Architectural and Site Control Commission review.
4. Institutional and non-residential projects. The threshold for institutional and non-residential projects shall be the appropriate LEED program and formal LEED certification. The minimum LEED levels shall 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 though the self-certification process.
 - B. For new buildings between 2,000 sf and 3,000 sf LEED certification with no minimum level.
 - C. For new buildings between 3,000 and 5,000 sf, LEED silver certification.
 - D. For new buildings over 5,000 sf LEED gold certification.

PASSED AND ADOPTED this ____ day of _____, 2010.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Howard Young, Public Works Director
DATE: May 12, 2010
RE: **Town Center – Discussion of additional site lighting along pedestrian corridors**

Recommendation: (1) Discuss potential conceptual lighting solutions. Review the attached exhibits and discuss. (2) direct staff to continue working with the lighting consultant to come up with an acceptable site lighting plan (3) assign a Council liaison and establish a working subgroup to provide input during design (4) return to the council with a lighting plan for discussion, approval, and installation.

Background: During the design process of the Town Center, the architect and lighting consultant presented a lighting plan that met minimum commercial lighting standards. However, at the time, the plan was not fully supported by members of the public and Council. A lighting plan embracing point to point lighting vs. illuminating pathways was adopted. The concern was the potential of too much lighting at the Town Center site. The consensus concerning site lighting was that “less is better” and to make adjustments or add more lights as needed after the buildings were in operation and only if needed.

The Town Center is receiving more use, with many daily scheduled public and paid private events which last into the late evening. Examples of events include large community meetings, classes, school dances, wedding parties, and other community social events that draw large crowds and their guests that may not be familiar with the site.

Due to comments and concerns received from residents, visitors, users, library employees, and town staff, we are revisiting site lighting again to determine how we can make improvements for public safety. Comments have typically involved inadequate lighting of: the parking lot, the center court yard and its low concrete seat walls, porch areas, pedestrian pathways between the main buildings and the school house. Comments included concern for safety, notification of tripping, and a lack of a sense of security when leaving the site in the evening. In addition, five cases of tripping and falling with minor injuries have been reported.

To assist in these issues, staff contracted with the original designers of the lighting system IDEAS, with the input of the architect Siegel and Strain, to revisit the design in light of this new information. Preliminary conceptual plans are attached as Exhibits A and B for initial discussion. The intent will be to address all areas of concerns while keeping in mind the Towns existing ordinances and green building guidelines. However, exceptions will be taken where needed to address matters of public safety. There is \$30,000 in the current budget for lighting improvements. This amount was budgeted last year for the installation of additional lighting bollards.

Attachments

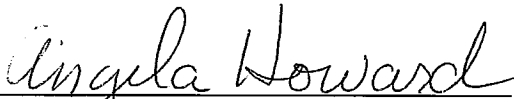
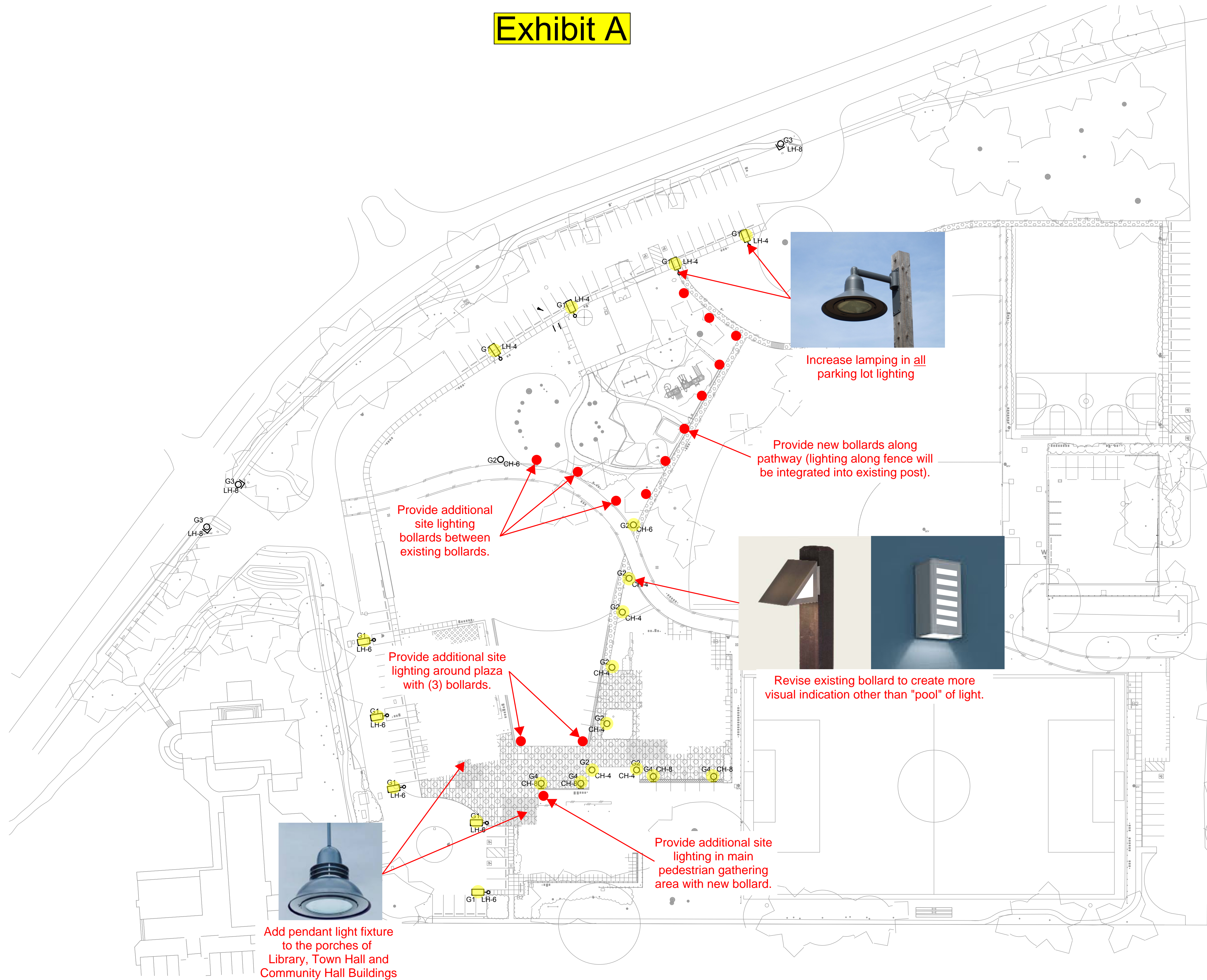
Approved: 
Angela Howard, Town Manager

Exhibit A



Increase lamping in all parking lot lighting

Provide new bollards along pathway (lighting along fence will be integrated into existing post).

Provide additional site lighting bollards between existing bollards.

Provide additional site lighting around plaza with (3) bollards.



Revise existing bollard to create more visual indication other than "pool" of light.

Provide additional site lighting in main pedestrian gathering area with new bollard.



Add pendant light fixture to the porches of Library, Town Hall and Community Hall Buildings

1 SITE PLAN- ELECTRICAL

1" = 40'-0"

Project Title:
PORTOLA VALLEY TOWN CENTER

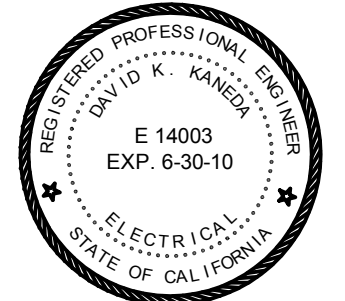
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Design Firms:

IEGEL & STRAIN Architects
1295 59th Street
Emeryville, CA 94608
510 / 547-8092
FAX 510 / 547-2604
info@siegelstrain.com

Consultant:

IDoAr INTEGRATED DESIGN ASSOCIATES INC
design facilities
CONSULTING ELECTRICAL ENGINEERS
1084 Fawcerty Avenue, Suite 150
San Jose, California 95118
tel: (408) 448-8300, fax: (408) 448-8301



No.	Date	Issue
	05/02/10	Site Lighting Revisions

Issue Note:
SITE LIGHTING REVISIONS
05/02/10

Project ID: 06-007
File Name: As noted
Drawn By: RS
Review By: DK
Plot Date: As noted
Sheet Title:

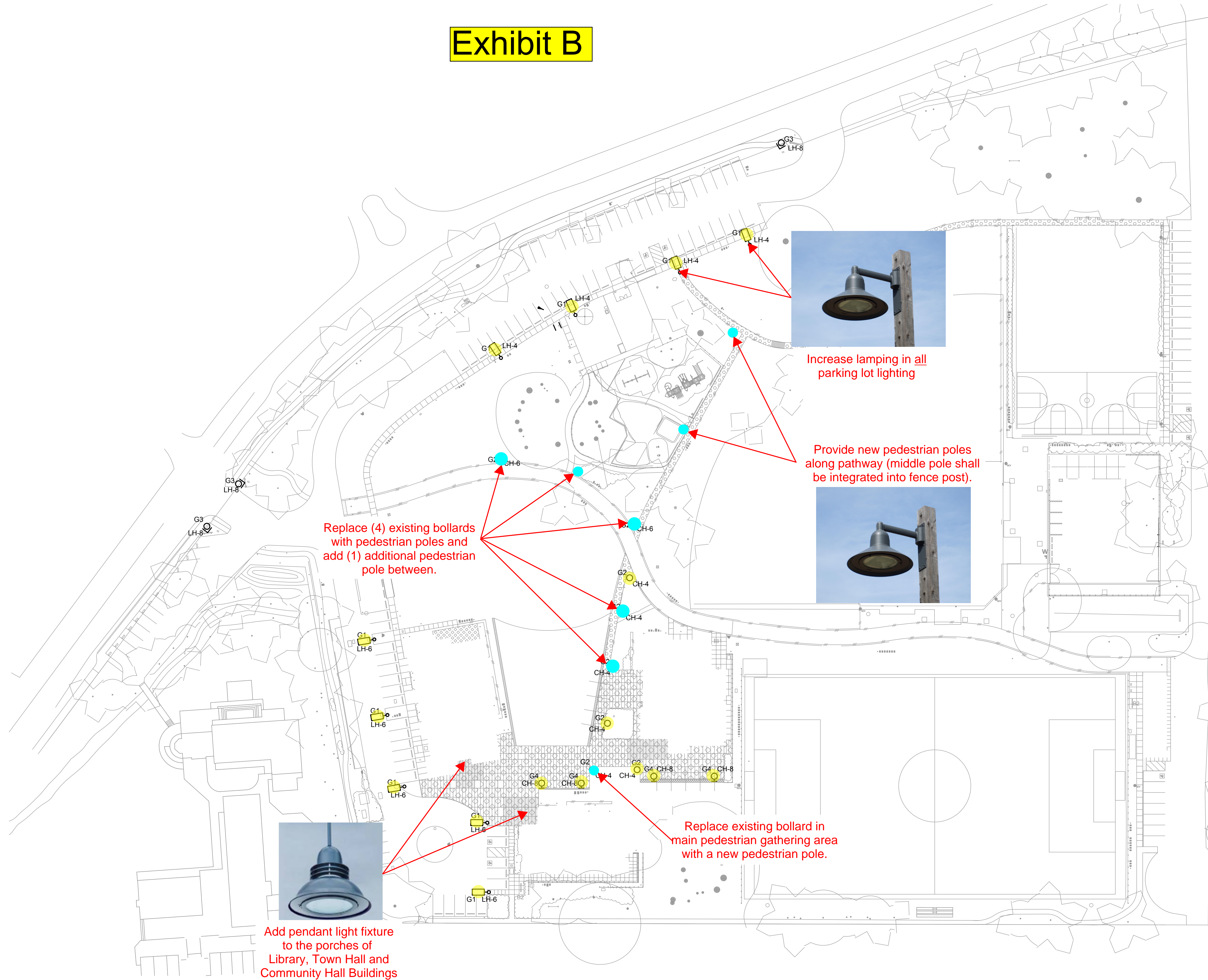
SITE PLAN

Sheet No.:
E1.0
of _____ Sheets

FILE LOCATION: P:\Projects\PTC Drawings\Drawings\Site Lighting Revisions\06012E10 - Lighting only.dwg
LAST SAVED ON: 5/05/10 at 3:46pm, PLOTTED ON: 5/05/10 at 3:47pm

FILE LOCATION: P:\Projects\PTC Drawings\Drawings\Site Lighting Revisions\06012E10 - Lighting only.dwg
 LAST SAVED ON: 5/05/10 at 3:46pm, PLOTTED ON: 5/05/10 at 3:47pm

Exhibit B



Project Title:

PORTOLA VALLEY TOWN CENTER

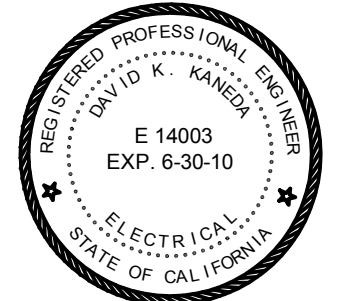
Town of Portola Valley
 765 Portola Road
 Portola Valley, CA 94028

Design Firms:

SIEGEL & STRAIN Architects
 1295 59th Street
 Emeryville, CA 94608
 510 / 547-8092
 FAX 510 / 547-2604
 info@siegelstrain.com

Consultant:

IDoA INTEGRATED DESIGN ASSOCIATES INC
 CONSULTING ELECTRICAL ENGINEERS
 1084 Fawcett Avenue, Suite 150
 San Jose, California 95118
 Tel: (408) 448-6300, Fax: (408) 448-6301



No.	Date	Issue
	05/02/10	Site Lighting Revisions

Issue Note:

SITE LIGHTING REVISIONS
 05/02/10

Project ID: 06-007
 File Name: As noted
 Drawn By: RS
 Review By: DK
 Plot Date: As noted
 Sheet Title:

SITE PLAN

Sheet No.:

E1.0

of Sheets

1 SITE PLAN- ELECTRICAL

1" = 40'-0"



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Leslie Lambert, Planning Manager

DATE: May 12, 2010

RE: Water Use Survey Reports for Town Center and Town Fields

What began as a requirement to certify the Town Hall and Library for the Green Business Program with San Mateo County and Town Council concerns over the soaring costs of water to maintain the Town Play Fields, lead staff to initiate water audits through California Water Service for the Town Center and Town Fields.

Late summer 2009, staff coordinated water audits through a program offered by California Water Service and entered into contract with Water Wise Consulting, Inc. to perform four water audits for the Town. California Water Service sponsored the Town and paid for the basic audit (\$1,500). Because the Town desired a more thorough extended station to station audit, we paid an additional \$500 to Water Wise Consulting for investigation and report.

These four water audits included the following:

- Town Hall and Library
- Town Center Landscape Areas and Fields
- Ford Field
- Rossotti Field

An onsite survey of the Town Center and Library was conducted on October 2, 2009. Their audit was based on observations and data collected during the onsite inspection and subsequent interviews with Town staff. Water Wise Consulting provided a Water Use Survey Report that included facility description; water use patterns, evaluation of indoor water use and a summary of recommendations.

Surveyors with Water Wise Consulting conducted onsite audits under the supervision of a Certified Landscape Irrigation Auditor and Town staff at Town Center, Ford Field and Rossotti Field on October 28, 2009. The water audits were based on observations and data collected during the onsite inspection, as well as a review of historical water use at the facilities. Water Wise Consulting provided a Water Use Survey Report that included site descriptions; evaluation of landscape water use; water use efficiency recommendations and irrigation system inspections.

The results of these Water Use Survey Reports have been shared with the Public Works Director and Recreational Facilities Manager for review and comment.

The Water Use Survey Report for the Town Hall and Library recommends that the bathroom faucet aerators that have a flow rate of 2.2 gallons per minute (gpm) be replaced with new higher degree efficiency bathroom faucet aerators, which have a flow rate of 1.0 gpm. It further recommends that the 2.5 gpm showerheads be replaced with new lower flow rate of 2.0 gpm. California Water Service Company provides both the faucet aerators and showerheads free of charge to qualifying facilities. Staff can replace these aerators and showerhead, keeping in mind that the original aerators were efficient, these will be slightly more efficient.

The Water Use Survey Reports for the Town Center, Ford Field and Rossotti offered that the landscape appeared to be sufficiently watered, noting there were no indications of dry spots or overwatering. At the time the audits were performed, the irrigation systems had been shut down for 1-½ months and the fields were still under heavy use by the user groups. The Recreational Facilities Coordinator conducts regular inspections of the irrigation systems and offered that at the time the surveyors conducted their audit, the system was at the end of the years use cycle and was scheduled for inspection and maintenance in the spring of 2010. As recommended by Water Wise, fixing irrigation system problems has the greatest potential for water savings. The Recreational Facilities Coordinator has replaced or repaired sprinkler heads identified in the report as part of his annual inspection and maintenance program in April 2010.

Suggestions offered in the Water Use Survey Reports included the replacement of conventional spray nozzles with precision spray nozzles at the Town Center. The Town staff feels that the surveyors did not take into account that the landscaped areas are natives and once established will require less water. Staff does not believe that this is a necessary adjustment and has discussed with the Town Center Landscape Architect Ron Lutsko, who concurs with Staff. Mr. Lutsko also wanted to reaffirm that the specified heads installed were efficient; we are now discussing what degree of efficiency.

The Water Use Survey Reports for Ford Field and Rossotti Field recommend replacing the conventional irrigation controllers with a Weather Based Irrigation Control (Smart Controller), similar to what is utilized at the Town Center. Staff disagrees, due to the number of stations located on Ford Field and Rossotti Field does not justify the installation of the Smart Controller. The Recreational Facilities Coordinator has indicated that he has better control over the amount of watering with the conventional irrigation controller already in place.

Staff is confident that we are taking the appropriate measures to meet the Town's water conservation objectives. We will continue to identify ways to conserve and reduce the water consumption for the Town facilities.

In an effort to save on the copying expense of the four Water Use Survey Reports, we have attached for your review the Executive Summaries for the Town Hall and Library, Town Center Landscape Areas and Fields, Ford Field and Rossotti Field. If you would like to review the full water reports, copies are available at Town Hall.

Approved: Angela Howard
Angela Howard, Town Manager

I. Executive Summary

WaterWise Consulting, Inc. conducted a complete water use survey of the Portola Valley Town Center and Library on October 2, 2009. Our team inspected all indoor areas to collect water use data.

- **For indoor water use**, we identified a total potential water savings of 11,220 gallons (15 Ccf). The primary recommendations include the replacement of bathroom faucet aerators that flow at 2.2 gallons per minute (gpm), and showerheads that flow at 2.5 gpm. Other recommendations include replacing breakroom faucet aerators. The estimated annual cost savings in water, sewer and energy savings are \$67. The simple payback is immediate.
- **Outdoor water use** was not analyzed in this report. A separate Large Landscape Survey was performed, and the results are included in that separate report.

The total water savings potential for indoor water uses is 11,220 gallons (15 Ccf units). This represents a 16% reduction in overall water demand. The total potential annual cost savings is \$67 (including energy savings where applicable). The overall simple payback is immediate.

I. Executive Summary

WaterWise conducted a Landscape Irrigation Audit at the Portola Valley Town Center on November 10, 2009. The WaterWise team inspected irrigation stations throughout the site to get an accurate assessment of the condition of the landscape and the irrigation system. The section below summarizes the team's findings and recommendations.

- The total irrigated landscape area at this site is approximately 186,351 square feet (sq ft) (4.28 acres). The landscape area is comprised of 50.5% cool season grass (93,891 sq ft) and 49.5% of planter area.
- **The Site Landscape Water Budget for this site is 6,886 CCF per year.** The water budget is calculated by evaluating the landscape area, the types of plants, the local weather, and the type and management of the irrigation system. Page 6 of this report provides more information regarding the water budget calculated for this site.
- The landscape appeared to be sufficiently watered. There were no indications of dry spots or overwatering.
- WaterWise inspected three irrigation controllers. A total of 703 sprinkler heads were inspected. Of the total number of sprinkler heads inspected, approximately 121 sprinklers, or 17% of the sprinkler heads have problems and need repairs. A catch-can test was conducted on Controller A, station 30 and the distribution uniformity grade is 68%.
- The major problems were found on controller B, 2 leaking sprinklers on station number 6 and 25, and a broken lateral line on station 4. A malfunction valve was found at station 23, controller A.

The greatest potential for water savings comes from fixing irrigation system problems as detailed in this report. WaterWise believes that fixing these problems will save approximately 1,084 CCF (810,832 gallons) annually resulting in a cost savings of \$3,757 (using January 2010 water rates).

Replacing conventional spray nozzles with precision spray nozzles is an additional means of saving water. Precision spray nozzles have the potential to save approximately 96 CCF (71,808 gallons) annually resulting in a cost savings of \$333.

The potential annual water savings identified by WaterWise is approximately 1,180 CCF units (882,640 gallons). The annual cost savings are approximately \$4,090 (Jan 2010 water rates). The net implementation cost for system upgrades is approximately \$2,774. The payback period for the recommendations provided is less than one year.

I. Executive Summary

WaterWise conducted a Landscape Irrigation Audit at the Ford Field on October 28, 2009. The WaterWise team inspected irrigation stations throughout the site to get an accurate assessment of the condition of the landscape and the irrigation system. The section below summarizes the team's findings and recommendations.

- The total irrigated landscape area at this site is approximately 24,400 square feet (sq ft) (0.56 acres). The landscape area is comprised of 100% cool season lawn (24,400 sq ft).
- The Site Landscape Water Budget for this site is 962 CCF per year. The water budget is calculated by evaluating the landscape area, the types of plants, the local weather, and the type and management of the irrigation system. Page 6 of this report provides more information regarding the water budget calculated for this site.
- The landscape appeared to be sufficiently watered. There were no indications of dry spots or overwatering. Some areas observed had grub worm damage according to site contact.
- WaterWise inspected one irrigation controller. A total of 17 sprinkler heads were inspected. Of the total number of sprinkler heads inspected, approximately 8 sprinklers, or 50% of the sprinkler heads have problems and need repairs. A catch-can test was conducted on station 1 and the distribution uniformity grade is 70%.
- There were no major problems with the irrigation system. The only deficiencies observed were minor problems of low and tipped sprinkler heads.

The greatest potential for water savings comes from fixing irrigation system problems as detailed in this report. WaterWise believes that fixing these problems will save approximately 37 CCF (27,676 gallons) annually resulting in a cost savings of \$128 (using January 2010 water rates).

We recommend replacing a conventional irrigation controller with a Weather Based Irrigation Controller (Smart Controller). Smart Controllers automatically adjust irrigation days and times based on current weather conditions. WaterWise estimates that this recommendation could save approximately 24 CCF (17,952 gallons) annually resulting in a cost savings of \$84.

The potential annual water savings identified by WaterWise is approximately 64 CCF units (47,872 gallons). The annual cost savings are approximately \$223 (January 2010 water rates). The net implementation cost for system upgrades is approximately \$649. The payback period for the recommendations provided is 2.9 years.

I. Executive Summary

WaterWise conducted a Landscape Irrigation Audit at the Rossotti Field on October 28, 2009. The WaterWise team inspected irrigation stations throughout the site to get an accurate assessment of the condition of the landscape and the irrigation system. The section below summarizes the team's findings and recommendations.

- The total irrigated landscape area at this site is approximately 83,200 square feet (sq ft) (1.91 acres). The landscape area is comprised of 100% cool season lawn (83,200 sq ft).
- **The Site Landscape Water Budget for this site is 3,617 CCF per year.** The water budget is calculated by evaluating the landscape area, the types of plants, the local weather, and the type and management of the irrigation system. Page 6 of this report provides more information regarding the water budget calculated for this site.
- The landscape appeared to be sufficiently watered. There were no indications of dry spots or overwatering. Some areas observed had grub worm damage according to site contact.
- WaterWise inspected one irrigation controller. A total of 63 sprinkler heads were inspected. Of the total number of sprinkler heads inspected, approximately 24 sprinklers, or 38% of the sprinkler heads have problems and need repairs. A catch-can test was conducted on station 11 and the distribution uniformity grade is 65%.
- There were no major problems with the irrigation system. The only deficiencies observed were minor problems of low, spray blocked and tipped sprinkler heads.

The greatest potential for water savings comes from fixing irrigation system problems as detailed in this report. WaterWise believes that fixing these problems will save approximately 470 CCF (351,560 gallons) annually resulting in a cost savings of \$1,630 (using January 2010 water rates).

We recommend replacing a conventional irrigation controller with a Weather Based Irrigation Controller (Smart Controller). Smart Controllers automatically adjust irrigation days and times based on current weather conditions. WaterWise estimates that this recommendation could save approximately 180 CCF (134,640 gallons) annually resulting in a cost savings of \$624.

The potential annual water savings identified by WaterWise is approximately 689 CCF units (515,372 gallons). The annual cost savings are approximately \$2,389 (January 2010 water rates). The net implementation cost for system upgrades is approximately \$1,027. The payback period for the recommendations provided is less than one year.

TO: Mayor and Members of the Portola Valley Town Council

FROM: Maryann Derwin, Sustainability Committee Chair

DATE: May 5, 2010

RE: Recommendation to Appoint New Members to the Sustainability Committee

At our meeting on May 4, the Sustainability Committee reviewed applications and unanimously voted to approve the following for membership:

Don Yates
Judith Murphy
Victoria Klein
Lance Vaughan
Stefan Unnasch

We now request that the Mayor officially appoint these volunteers to the Sustainability Committee.

Thanks!

APPLICATIONS TO JOIN SUSTAINABILITY COMMITTEE
4.29.10

APPLICATION - DON YATES

Submission information

Submitter DB ID : 618

Submission recorded on : 4/21/2010 10:00:26 AM

Survey answers

Name of Committee I'm Interested in Serving On:

Sustainability Committee

Full Name:*

Don Yates

Number of years in Portola Valley:*

40+

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:*

Important issue. Daughter very knowledgeable and active in green issues, and I have learned from her.

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

APPLICATION – JUDITH MURPHY

Submission information

Submitter DB ID : 613
Submission recorded on : 4/16/2010 4:40:27 PM

Survey answers

Name of Committee I'm Interested in Serving On:
Sustainability Committee

Full Name: *
Judith A. Murphy

Number of years in Portola Valley: *
20

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 am a recently retired pediatrician, who finally has the time to devote to volunteer for non-medical issues I care deeply about. Conservation of natural resources and a Green approach to living is high on my list.

I have been involved in a non-profit trying to raise the standard of living in a small village in Tanzania; through this I have become very interested in water issues.

I believe that a community like Portola Valley, where we have the resources to make appropriate changes, should be leading the way on water conservation, green transportation, and other vital issues.

I'll send a CV to Sharon. Thanks.

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

APPLICATION – VICTORIA KLEIN

Submission information

Submitter DB ID : 619

Submission recorded on : 4/21/2010 1:29:27 PM

Survey answers

Name of Committee I'm Interested in Serving On:

Sustainability Committee

Full Name:*

Victoria Klein

Number of years in Portola Valley:*

6 residing & 25 yrs of my Horses residing here and very engaged in Local Horse community

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 am delighted to see that our town is taking action in this important endeavor. I would be honored to serve on the committee and work to engage other neighbors (esp. in PV Ranch and within the local horse community) to take steps to "green up" where ever possible.

The experience that I bring to a group such as this is one of teaming and leadership. I recently retired from 30 years in business. During the last 10 years I was one of four founders of a very innovative financial product (Exchange Traded Funds -iShares.) We grew the business from scratch to \$300 Billion in assets under management. I was Director of Sales. The sales group that I hired, trained and managed grew to 165 people across all of North America. I am most proud of the culture that we created, nurtured and in which we continually invested. It developed a very high functioning group of people who were skilled at practicing open, honest and direct communication with the utmost respect for each other. I had not the time while working to engage in projects such as this and was looking to find the right purpose to really sink my teeth into. I know I would be an asset in helping to create the correct group dynamic which can drive us toward our goals. I can also be an effective motivator and very compelling if I believe in the goal - as I do this one.

I am not a scientist, but I was a student of Chemistry way back at Graduate School at The University of Cambridge in England. I state this because scientific thinking is not foreign nor intimidating to me.

Thank you for your consideration of my application. Victoria Klein

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

APPLICATION - LANCE VAUGHAN

Submission information

Submitter DB ID : 622
Submission recorded on : 4/27/2010 10:15:12 AM

Survey answers

Name of Committee I'm Interested in Serving On:
Sustainability Committee

Full Name: *
Lance Vaughan

Number of years in Portola Valley: *
7

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: *

Long personal interest in lower impact living. Started to green the house on my own upon moving to PV, as items need replacing - lights, plants, and maintance - selection of greener items.
Personal interest in greener living and helping others attain a lower impact on environment, reuse/retask, utilize existing structures for gains in lower energy use.
Teaching my children value of recycle efforts, via family effort to compost, recycle, and reuse of household items.
Sales and marketing background allow me to position, share and sell the idea of greener living.
Please contact me for further information.
Thanks Lance Vaughan

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: *

NONE

APPLIATION - STEFAN UNNASCH

Submission information

Submitter DB ID : 620
Submission recorded on : 4/21/2010 2:59:41 PM

Survey answers

Name of Committee I'm Interested in Serving On:
Sustainability Committee

Full Name: *
Stefan Unnasch

Number of years in Portola Valley: *
9

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 always been interested in environmental issues, with a curiosity about nature and animals since I was young. I have over 25 years experience working as an engineer and environmental consultant. My consulting firm, Life Cycle Associates, specializes in examining the energy, greenhouse gas, and sustainability issues associated with transportation fuels.

Since 2007, I participated in the Portola Valley Climate Committee. Leading the work on the metrics committee, I developed an inventory of GHG emissions for the town and helped analyze potential strategies for GHG reductions for the Town's operations and residences in town. A key element of this will be improvements in existing home efficiency as well as measures to facilitate greater efficiency in new buildings and reduce vehicle fuel use.

I look forward to continuing to serve the town.

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: *
none.

Memorandum

To: Portola Valley Town Council
From: Michael Bray, Chair, Community Events Committee
Re: Please approve/appoint new members
Date: May 4th, 2010

Please approve and appoint the follow town residents as new members of the Community Events Committee.

Karen Mobley
9 Applewood Lane
Portola Valley CA 94028
(650) 529-1211
kspmoble@gmail.com

Subject: FW: Application to Serve on Committee on CEC - Mobley

-----Original Message-----

From: webmaster@portolavalley.net [mailto:webmaster@portolavalley.net]

Sent: Saturday, January 09, 2010 12:49 PM

To: Sharon Hanlon

Subject: Application to Serve on Committee

Submission information

Submission recorded on : 1/9/2010 12:49:23 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:*

karen mobley

Email Address:*

kspmobley@gmail.com

Address:*

Number of years in Portola Valley:*

16

Preferred Telephone Contact #1:*

Preferred Telephone Contact #2:

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 enjoy planning community events and have worked on the Blues and BBQ party in past years as well as the Portola Valley Schools galas. Now that my children are out of school and I am no longer busy volunteering in those events, I would like to contribute my time to our community events again. Diana Raines and I have served together on the Alpine Hills social committee and she asked me if I would be interested in working with her on the town committee and i said that I would.

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

TOWN COUNCIL WEEKLY DIGEST

Friday – April 30, 2010

- ☐ 1. E-mail to Council from Brandi de Garneau regarding Invitation to Spring Business Mixer on Monday, May 10, 2010 – April 29, 2010
- ☐ 2. Letter/Invitation to Leslie Lambert from Andrea Ouse regarding 2010 APA California Northern Awards on Friday, May 14, 2010 – April 27, 2010
- ☐ 3. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center reservations for May 2010 – April 29, 2010
- ☐ 4. May 2010 Meeting Schedule
- ☐ 5. Notice of Cancellation of the Traffic Committee Meeting scheduled for Thursday, May 6, 2010
- ☐ 6. Agenda – Regular Planning Commission Meeting – Wednesday, May 5, 2010
- ☐ 7. Action Agenda – Regular Planning Commission Meeting – Wednesday, April 21, 2010
- ☐ 8. Action Agenda – ASCC Special Field Meeting – Monday, April 26, 2010
- ☐ 9. Action Agenda – Regular Town Council Meeting – Wednesday, April 28, 2010

Attached Separates (Council Only)

- ☐ 1. Request from Sepi Richardson for support for her re-appointment to LAFCo – April 20, 2010
- ☐ 2. Invitation to attend Immigrant's Day Festival on Sunday, May 16, 2010
- ☐ 3. Job Train – Spring 2010
- ☐ 4. Transactions – Spring 2010
- ☐ 5. Information regarding the League of California Cities Annual Conference & Expo September 15 – 17, 2010

TOWN COUNCIL WEEKLY DIGEST

Friday – May 7, 2010

- 1. Letter to Mayor Toben from Lynn Noble regarding Minutes of Town Council and Planning Commission Meetings – May 5, 2010
- 2. Letter from Henry Gardner submitting resignation from position of Executive Director of ABAG – May 3, 2010
- 3. Month End Financial Report For the Month of April 2010
- 4. Issued Building Permit Activity for April 2010
- 5. Notice of Cancellation of Trails and Paths Committee Meeting scheduled for Tuesday, May 11, 2010
- 6. Agenda – Community Events Committee Meeting – Monday, May 10, 2010
- 7. Agenda – Special ASCC Field Meeting – Monday, May 10, 2010
- 8. Agenda - Emergency Preparedness Committee Meeting – Thursday, May 13, 2010
- 9. Agenda – Cable & Undergrounding Committee Meeting - Thursday, May 13, 2010
- 10. Action Agenda – Regular Planning Commission Meeting – Wednesday, May 5, 2010

Attached Separates (Council Only)

- 1. Invitation to attend the Ombudsman Services of San Mateo County's fundraiser on Saturday, May 22, 2010
- 2. Invitation to attend Peninsula Volunteers' Anniversary Tea on Tuesday, May 11, 2010
- 3. Information from the San Mateo County Building & Construction Trades Council regarding Building Green Skills – Construction Unions and the Green Economy (DVD in Angela Howard's office)
- 4. Fact Sheet from California Water Boards regarding SLAC National Accelerator Laboratory Environmental Restoration Project
- 5. Western City – May 2010