



# TOWN OF PORTOLA VALLEY

**7:00 PM – Special Town Council Meeting**

**Wednesday, November 10, 2010**

**The Sequoias, Hanson Hall**

**501 Portola Road, Portola Valley, CA 94028**

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## **Note: Special Meeting Time and Location**

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### **SPECIAL MEETING AGENDA**

#### **7:00 PM – CALL TO ORDER AND ROLL CALL**

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

#### **ORAL COMMUNICATIONS**

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 – The Sequoia Green Committee with a report on Sustainability Efforts**

*There are no written materials for this item.*

#### **CONSENT AGENDA**

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 October 27, 2010**

(3) **Approval of Warrant List – November 10, 2010**

#### **REGULAR AGENDA**

#### **PUBLIC HEARING**

(4) **PUBLIC HEARING - Recommendation by Deputy Building Official – Adoption of the 2010 California Building Code**

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.04.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to Adopt and Updated Building Code (Ordinance No. \_\_)

#### **COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

(5) **Discussion and Report from Town Manager – Mutual Aid Protocol between Town and The Sequoias**

(6) **Discussion and Report from Councilmember Derwin – Update on the Proposed Cargill Saltworks Project**

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

*There are no written materials for this item.*

#### **WRITTEN COMMUNICATIONS**

(8) **Town Council Weekly Digest – October 29, 2010**

(9) **Town Council Weekly Digest – November 5, 2010**

#### **ADJOURNMENT**

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

#1

There are no written materials for this item.

TOWN COUNCIL MEETING NO. 804, OCTOBER 27, 2010

Vice Mayor Ted Driscoll, serving as Acting Mayor, called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers Maryann Derwin and Ann Wengert and Vice Mayor (Acting Mayor) Ted Driscoll

Absent: Councilmember John Richards and Mayor Steve Toben

Others: Angela Howard, Town Manager  
Janet McDougall, Assistant Town Manager  
Sharon Hanlon, Town Clerk  
Leigh Prince, Town Attorney Representative  
Tom Vlastic, Town Planner

ORAL COMMUNICATIONS [7:31 p.m.]

Ms. Howard pulled item 6 from the agenda; it will be brought back at a later date.

CONSENT AGENDA [7:32 p.m.]

By motion of Councilmember Wengert, seconded by Councilmember Derwin, Items 1 and 3 were approved with the following roll call vote:

Aye: Councilmembers Derwin and Wengert and Vice Mayor (Acting Mayor) Driscoll

No: None

(1) Minutes of Special Town Council Meeting of October 12, 2010

(3) Ratification of Warrant List of October 27, 2010 in the amount of \$118,907.40

REGULAR AGENDA

(2) Minutes of Special Town Council Meeting of October 13, 2010 [*Removed from Consent Agenda*]

By motion of Councilmember Derwin, seconded by Councilmember Wengert, the minutes were approved as amended 3-0.

(4) Recommendation by Town Planning Consultant – Amendment and Addition to Title 18 [Zoning] related Geologic Matters [7:35 p.m.]

(a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Sections of and Adding Sections to Title 18 [Zoning] of the Portola Valley Municipal Code related to Geologic Matters (Ordinance No. 2010-387)

Councilmember Derwin moved to adopt Ordinance No. 2010-387 amending sections of and adding sections to Title 18 [Zoning] of the Portola Valley Municipal Code related to Geologic matters. Councilmember Wengert seconded, and the motion carried 3-0.

- (5) Recommendation by Town Attorney – Adopt a Resolution regarding Wireless Antenna Facility [7:38 p.m.]
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Granting T-Mobile West, Inc.'s Appeal and Approving Conditional Use Permit X7D-170 for a T-Mobile Wireless Communications Facility (Resolution No. 2508-2010)

Referencing the October 21, 2010 memo that he and Town Attorney Sandy Sloan sent to the Town Council, Mr. Vlasic said they prepared the resolution document, incorporating modifications to the listed conditions. The modifications reflect the fact that the ASCC is responsible for final design considerations, and include a provision relative to monitoring RF emissions in neighboring homes. Mr. Vlasic said Ms. Prince would explain the outcome of a conversation with the applicant's team about the conditions.

Ms. Prince said a call came in on October 26, 2010 indicating that both T-Mobile and Cal Water want to tweak some of the language in the conditions. She said it seems pretty late in the game to do so, because the conditions were an integral part of the approval. Accordingly, the conditions remain as submitted to the Council, but an additional condition has been prepared to allay their concerns. Basically, the addition – Condition 17 – says that given the changing nature of telecommunications law, and the fact that the telecommunications field is changing rapidly, none of these conditions will be enforceable if they violate federal or state law.

Councilmember Derwin asked whether T-Mobile or Cal Water would be responsible if landscaping is not maintained as agreed, and who would judge whether a situation requires attention. Mr. Vlasic explained that the agreement and the conditions would put the burden on both parties relative to the landscaping. He said that when the landscape plan is developed, the ASCC will identify plants that are critical for the views and for screening. Periodic reviews of the use permit will include site visits, and approved alternatives may be selected if plants are not growing as anticipated.

In response to another question from Councilmember Derwin about whether a separate tower would have to go up if a fourth carrier wanted to collocate on the Cal Water site, Mr. Vlasic said that another carrier could file an application and the Town would consider it in light of the law in effect at that time. It also would require a separate CUP. He said the fundamental thing is to move the Wireless Task Force ahead and really look at the options.

Mr. Vlasic said the Town would likely work with RCC Consultants to identify the best areas on neighbors' properties to take RF emissions readings to obtain the most appropriate information.

Further to Councilmember Derwin's point about vegetation, Councilmember Wengert suggested adding to the last sentence of Condition 12.g. to make it more explicit. She suggested that it read, "Further, provisions shall be made to guarantee landscape maintenance, *with T-Mobile and any future carriers assuming joint responsibility with Cal Water for ongoing maintenance of the landscaping and prompt replacement of plant materials for screening vegetation.*"

T-Mobile counsel Paul Albritton reported having extensive conversations with Cal Water's counsel and Portola Valley's counsel. He said that adding Condition 17 would address T-Mobile's specific concerns about Condition 14.

Councilmember Wengert moved to approve Resolution No. 2508-2010 confirming actions taken at the Town Council Meeting of October 13, 2010, granting T-Mobile West, Inc.'s appeal and approving Conditional Use Permit X7D-170 for a T-Mobile Wireless Communications Facility, subject to conditions and modifications included in the Town Attorney's memorandum of October 27, 2010 (Condition 17), and by this meeting today (Condition 12.g.). Councilmember Derwin seconded, and the motion carried 3-0.

- (6) Discussion and Council Action – Cultural Arts Committee with Proposed New Location for Tiles [pulled from agenda]

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [7:51 p.m.]

(7) Recommendation by Art Panel – in Consideration of Artwork Donations

Ms. Howard explained that since the Council adopted a policy regarding donated artwork, the Art Panel assigned by the Council met to discuss two items offered. The group decided to decline the offer of a giclée print of a Georgia Lane scene painted by Millicent Bishop and offered by her mother, Paige Fulkerson. The panel agreed to accept the Cagan family's offer of bronze statues. She said that ASCC Chair Carter Warr identified a potential location, in a stand of three redwoods near the playground. The group also discussed the repercussions of accepting donations for pieces that will be displayed outdoors.

Ms. Howard also said that a document will be produced that clearly spells out the requirements in the policy that the donated work becomes the Town's, and no commitment to display it indefinitely is implied.

Councilmember Derwin observed that the policy that the Council approved seemed helpful, the composition of the Art Panel is such that the process seemed to work well, and that the location selected for the sculptures is a good one.

Councilmember Derwin moved to accept the Art Panel's recommendations and direct staff to work with the Town Attorney's office to draft an agreement with the Cagans. Councilmember Wengert seconded, and the motion carried 3-0.

(8) Appointment by Mayor – Request for Appointment of Member to the Nature and Science Committee

Yvonne Tryce, Nature and Science Committee Chair, said that the nominee, Foster Beigler, has already contributed to the committee by her work. She is an artist, particularly interested in insects.

Mr. Driscoll, as Acting Mayor, recommended the appointment of Ms. Beigler as a member of the Committee. Councilmember Wengert moved to concur with the appointment. Councilmember Derwin seconded and the motion carried 3-0.

(9) Appointment by Mayor – Request for Appointment of Member to the Teen Committee

Mr. Driscoll, as Acting Mayor, recommended the appointment of Katie Putnam as a member of the Teen Committee. Councilmember Derwin moved to concur with the appointment. Councilmember Wengert seconded and the motion carried 3-0.

(10) Reports from Commission and Committee Liaisons [8:00 p.m.]

(a) Cultural Arts Committee

Councilmember Derwin reported that the Cultural Arts Committee discussed the Holiday Crafts Fair (which will be held December 4, 2010) and the next steps toward holding an art show (a single-artist show in the Community Hall foyer). The Committee also is planning a children's art show.

(b) Sustainability Committee

Councilmember Derwin said that the three separate subgroups the Sustainability Committee established recently – Focus Group Marketing, Smart Strips and Trip Advisor – is working well. Linda Gates is spearheading the Trip Advisor subgroup, which is developing a website that covers all green buildings in Portola Valley.

(c) ABAG General Assembly

Attending ABAG's Fall General Assembly in San Jose on October 21 – the second of two meetings for 2010 – Councilmember Derwin reported that the keynote speaker was Dr. Jon Haveman, founding

partner of Beacon Economics. Discussion focused on the economic implications of jobs, the economy and sustainability in the Bay Area. Another featured speaker was Jean Ross, founding Executive Director of the California Budget Project. One panel, moderated by Santa Clara County Supervisor Dave Cortese, discussed balancing jobs and housing. Councilmember Derwin reported that panelists included Redwood City Councilmember Rosanne Foust, Clayton Councilmember Julie Pierce, Joint Venture: Silicon Valley Network President and CEO Russell Hancock, and San Jose Councilmember Sam Liccardo.

(d) Resource Management and Climate Protection Committee

Councilmember Derwin attended the C/CAG Resource Management and Climate Protection Committee meeting in Redwood City on October 21, 2010. The Committee discussed hosting an environmental summit in the spring, not only to bring people up to speed with what San Mateo County is doing but driving home the point that we need to do more. There were updates on the grant status for the Climate Action Plan, the San Mateo County Energy Strategy Plan and Energy Watch, which is involved in providing energy efficiency services and incentives to qualifying residents, businesses, public agencies and non-profit organizations.

(e) San Mateo County Council of Cities

The San Mateo County Council of Cities meeting in October, reported Councilmember Derwin, included a post-dinner panel on the advantages and pitfalls of shared services for police departments. San Mateo Police Chief Susan Manheimer moderated the panel. Among the information she came away with, Councilmember Derwin mentioned a study that reported savings of 28% – and improved service – after eight cities consolidated their police services.

(f) Safe Routes to School Coalition

Councilmember Derwin reported high attendance at the recent Safe Routes to School Coalition meeting, including three members of the Trails and Paths Committee (Chair Susan Gold, Secretary Ellie Ferrari and Jeannette Hansen), Public Works Director Howard Young and Portola Valley School District superintendent Tim Hanretty.

After Sustainability and Resource Efficiency Coordinator Brandi de Garmeaux provided the Coalition with an update on the work performed over the summer, Councilmember Derwin said, the group discussed crossing guards and the side of the street the Corte Madera students should walk on. They also heard an update on the bike-walk to school. Mr. Young spoke to the Coalition about a variety of issues, including the trail from Corte Madera Road to the crossing at Alpine Road and Saddleback Drive. The Coalition concurred with Mr. Young and Ms. Howard on waiting to prioritize some of the work they've been asked to do. The group also discussed the SamTrans buses arriving late. That night, at the Council of Cities meeting, Councilmember Derwin said she spoke with SamTrans Board Member Jerry Deal, who said he would be happy to help address that issue.

(g) (ASCC) Architectural and Site Control Commission

Councilmember Derwin said that the ASCC reviewed a project for an entry gate on Tagus Court. The ASCC also continued discussion of the Neely/Myers project, with various members of the audience expressing concerns, some of them quite strong in their objections. As Councilmember Derwin sees it, the ASCC Commissioners feel the applicants have to demonstrate why they need that particular building in that location. The matter will come to the ASCC once more before going to the Planning Commission.

(h) Parks and Recreation Committee

Councilmember Wengert said that Ms. McDougall – who managed to get a \$240,000 per-capita grant for the Ford Field project in addition to another smaller grant – did a terrific job in presenting a report to help the Parks and Recreation Committee move forward on that renovation. The project budget now approaches \$300,000. The Little League representative attended the Parks and Recreation Committee meeting to provide some input on issues such as backstops, dugouts, various other facilities and priorities.

Councilmember Wengert also reported that the Committee reviewed the tennis program and some of the policy issues arising with having a tennis pro (Corinne Mansourian) run classes officially.

(i) Community Events Committee

Councilmember Wengert informed the Council that the Community Events Committee has ramped up to high gear on the Volunteer Appreciation Holiday Party. It will be held on Friday, December 3, 2010.

(j) Conservation Committee

Vice Mayor Driscoll, who attended the Conservation Committee meeting with Ms. McDougall, reported that the Committee reviewed Ford Field plans. He noted that significant concerns about hydrology and drainage issues were expressed, not only as they affect the playing field but also the parking area, as well as the field's proximity to the creek.

(k) Nature and Science Committee

Vice Mayor Driscoll told the Council that the Nature and Science Committee wants to sponsor a radio-controlled flight demonstration and program in the Community Hall, and invited George Comstock from the audience to show Councilmembers what the airplanes, which weigh only a few ounces, look like. Mr. Comstock explained to the Council that the demonstration is not planned as entertainment but an educational exercise. He said that our society is generating too few technical people; it is all happening in India and China.

Councilmember Wengert said she favors the demonstration but is not sure that the Community Hall is the right venue. At the least, she would encourage maximum separation of the children from the airplanes.

Ms. Tryce told the Council about two other events on the Nature and Science Committee's calendar. On November 16, 2010, Sheldon Breiner will be presenting a program on his search for an ancient sunken galleon and the technology that went into finding it. Then on December 7, 2010, Leslie Field – who gave a presentation in 2009 on a project designed to slow the melt of the polar and glacial ice – will be back to present another program.

WRITTEN COMMUNICATIONS [8:34 p.m.]

(11) Town Council 10/15/2010 Weekly Digest – None

(12) Town Council 10/22/2010 Weekly Digest

(a) #1 – Memorandum to Town Council from Tom Vlastic regarding Wireless Task Force – October 20, 2010

Councilmembers concurred with Mr. Vlastic's recommendations, specifying the addition of another member to represent the Cable and Utilities Undergrounding Committee be assigned to the task force.

ADJOURNMENT: [8:38 p.m.]

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Mayor

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Town Clerk



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
11/10/2010

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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

ALPINE MOTORS INC	October Fuel Statement	11343	11/10/2010	
115 PORTOLA ROAD	589		11/10/2010	
PORTOLA VALLEY	BOA	44087	11/04/2010	0.00
CA 94028				343.36

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	343.36	0.00

Check No.	44087	Total:	343.36
Total for	ALPINE MOTORS INC		343.36

ANIMAL DAMAGE MGMT INC	October Pest Control	11344	11/10/2010	
16170 VINEYARD BLVD. #150	804		11/10/2010	
MORGAN HILL	BOA	44088	11/04/2010	0.00
CA 95037				310.00

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

Check No.	44088	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARROWHEAD MT SPRING WATER	October Statement	11345	11/10/2010	
P.O. BOX 856158	463		11/10/2010	
LOUISVILLE	BOA	44089	11/04/2010	0.00
KY 40285-6158	00J5743876004			20.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	20.21	0.00

Check No.	44089	Total:	20.21
Total for	ARROWHEAD MT SPRING WATER		20.21

AT&T (2)	October Microwave	11331	11/10/2010	
PAYMENT CENTER	877		11/10/2010	
SACRAMENTO	BOA	44090	11/04/2010	0.00
CA 95887-0001				65.61

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	65.61	0.00

Check No.	44090	Total:	65.61
Total for	AT&T (2)		65.61

DAVID BAILY	Refund Deposit	11329	11/10/2010	
230 WYNDHAM	0323		11/10/2010	
PORTOLA VALLEY	BOA	44091	11/04/2010	0.00
CA 94028				234.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charaes	234.20	0.00

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

Check No.	44091	Total:	234.20
Total for	DAVID BAILY		234.20

BANK OF AMERICA	October 2010 Statements	11359	11/10/2010	
Bank Card Center			11/10/2010	
P.O. BOX 53155	0022		11/10/2010	
PHOENIX	BOA	44092	11/04/2010	0.00
AZ 85072-3155				4,317.41

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	171.11	0.00
05-64-4308	Office Supplies	50.24	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4312	Office Equipment	3,402.63	0.00
05-64-4326	Education & Training	50.00	0.00
05-64-4333	Fire Prevention	85.23	0.00
05-64-4335	Sustainability Series	356.43	0.00
05-64-4336	Miscellaneous	57.78	0.00
05-66-4340	Building Maint Equip & Supp	47.50	0.00
05-66-4341	Community Hall	86.50	0.00

Check No.	44092	Total:	4,317.41
Total for	BANK OF AMERICA		4,317.41

CAL WATER SERVICE CO	9/15 - 10/14 Service	11332	11/10/2010	
			11/10/2010	
3351 EL CAMINO REAL	0035		11/10/2010	
ATHERTON	BOA	44093	11/04/2010	0.00
CA 94027				5,377.19

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	5,377.19	0.00

Check No.	44093	Total:	5,377.19
Total for	CAL WATER SERVICE CO		5,377.19

CITY OF SAN CARLOS	Council of Cities - Derwin	11346	11/10/2010	
			11/10/2010	
600 ELM STREET	1327		11/10/2010	
SAN CARLOS	BOA	44094	11/04/2010	0.00
CA 94070				40.00

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

Check No.	44094	Total:	40.00
Total for	CITY OF SAN CARLOS		40.00

COLMA FIRE DIST SOCIAL CLUB	Dinner Meeting, Wengert (Orig #42757 MIA)	11330	11/10/2010	
			11/10/2010	
ATTN KRISTINE KROW	626		11/10/2010	
COLMA	BOA	44095	11/04/2010	0.00
CA 94014-3212				40.00

GL Number	Description	Invoice Amount	Amount Relieved
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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	

Check No.	44095	Total:	40.00
Total for	COLMA FIRE DIST SOCIAL CLUB		40.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
COPYMAT	SOD Forum Mailers	11319	11/10/2010	
1918 EL CAMINO REAL	0046		11/10/2010	
REDWOOD CITY	BOA	44096	11/04/2010	0.00
CA 94063-2113	62280			198.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	198.84	0.00

Check No.	44096	Total:	198.84
Total for	COPYMAT		198.84

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
COTTON SHIRES & ASSOC. INC.	Applicant Charges - October	11347	11/10/2010	
330 VILLAGE LANE	0047		11/10/2010	
LOS GATOS	BOA	44097	11/04/2010	0.00
CA 95030-7218				8,770.75

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	8,770.75	0.00

Check No.	44097	Total:	8,770.75
Total for	COTTON SHIRES & ASSOC. INC.		8,770.75

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CSG CONSULTANTS INC	September Building Inspections	11333	11/10/2010	
1700 S. AMPHLETT BLVD	622		11/10/2010	
SAN MATEO	BOA	44098	11/04/2010	0.00
CA 94402	018953			1,560.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	1,560.00	0.00

Check No.	44098	Total:	1,560.00
Total for	CSG CONSULTANTS INC		1,560.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SUKI EYRE	Refund Deposit	11328	11/10/2010	
207 GROVE DRIVE	0314		11/10/2010	
PORTOLA VALLEY	BOA	44099	11/04/2010	0.00
CA 94028				61.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds. Other Charges	61.20	0.00

Check No.	44099	Total:	61.20
Total for	SUKI EYRE		61.20

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

JONATHAN GOULDEN	Refund Deposit	11349	11/10/2010	
			11/10/2010	
132 CORTE MADERA ROAD	1329		11/10/2010	
PORTOLA VALLEY	BOA	44100	11/04/2010	0.00
CA 94028				1,575.20

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,575.20	0.00

Check No.	44100	Total:	1,575.20
Total for	JONATHAN GOULDEN		1,575.20

HORIZON	Sports Turf Seed	11320	11/10/2010	
		5898	11/10/2010	
P.O. BOX 52758	0289		11/10/2010	
PHOENIX	BOA	44101	11/04/2010	0.00
AZ 85072-2758	1N027495			559.36

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	559.36	0.00

HORIZON	Fertilizer	11334	11/10/2010	
			11/10/2010	
P.O. BOX 52758	0289		11/10/2010	
PHOENIX	BOA	44101	11/04/2010	0.00
AZ 85072-2758	1N028779			345.93

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	345.93	0.00

Check No.	44101	Total:	905.29
Total for	HORIZON		905.29

KDSA CONSULTING LLC	November Spam Filtering	11335	11/02/2010	
			11/10/2010	
1600 OSGOOD STREET	555		11/02/2010	
N. ANDOVER	BOA	44102	11/04/2010	0.00
MA 01845	011393			75.00

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

Check No.	44102	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

KUTZMANN & ASSOCIATES	Plan Check, Oct 2010	11360	11/10/2010	
			11/10/2010	
39355 CALIFORNIA STREET	0090		11/10/2010	
FREMONT	BOA	44103	11/04/2010	0.00
CA 94538				4,953.58

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	4,953.58	0.00

Check No.	44103	Total:	4,953.58
Total for	KUTZMANN & ASSOCIATES		4,953.58

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

LESLIE LAMBERT	October Mileage	11355	11/10/2010	
			11/10/2010	
80 CHESTER CIRCLE	0291		11/10/2010	
LOS ALTOS	BOA	44104	11/04/2010	0.00
CA 94022				51.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	51.00	0.00

Check No.	44104	Total:	51.00
Total for	LESLIE LAMBERT		51.00

MR. ESPESETH	Refund Deposit	11348	11/10/2010	
			11/10/2010	
345 GOLDEN OAK DRIVE	1328		11/10/2010	
PORTOLA VALLEY	BOA	44105	11/04/2010	0.00
CA 94028				1,174.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,174.00	0.00

Check No.	44105	Total:	1,174.00
Total for	MR. ESPESETH		1,174.00

JON MYERS	PVASL	11321	11/10/2010	
			11/10/2010	
4540 ALPINE ROAD	900		11/10/2010	
PORTOLA VALLEY	BOA	44106	11/04/2010	0.00
CA 94028				2,730.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	2,730.00	0.00

Check No.	44106	Total:	2,730.00
Total for	JON MYERS		2,730.00

NCCCA	NCCCA Meeting and Luncheon	11322	11/10/2010	
			11/10/2010	
330 W. 20TH AVENUE	0319		11/10/2010	
SAN MATEO	BOA	44107	11/04/2010	0.00
CA 94403-1338				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	40.00	0.00

Check No.	44107	Total:	40.00
Total for	NCCCA		40.00

NICHOLS CONSULTING ENGG	2010-11 Resur Proj CIP Road De	11336	11/10/2010	
			11/10/2010	
1885 S. ARLINGTON AVE	0183		11/10/2010	
RENO	BOA	44108	11/04/2010	0.00
NV 89509				7,547.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesianFutureFY	7,547.50	0.00

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

Check No.	44108	Total:	7,547.50
Total for	NICHOLS CONSULTING ENGG		7,547.50

DON PERRYMAN	Refund Deposit	11323	11/10/2010	
			11/10/2010	
150 WAYSIDE ROAD	684		11/10/2010	
PORTOLA VALLEY	BOA	44109	11/04/2010	0.00
CA 94028				1,060.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	1,060.00	0.00	

Check No.	44109	Total:	1,060.00
Total for	DON PERRYMAN		1,060.00

PG&E (2)	Dep Refund, 385 Cervantes	11350	11/10/2010	
PG&E San Carlos Sevice Center			11/10/2010	
ATTN: B. FEDERICO/PERMITDESK	1161		11/10/2010	
SAN CARLOS	BOA	44111	11/04/2010	0.00
CA 94070				265.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	265.00	0.00	

Check No.	44111	Total:	265.00
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PG&E (2)	Dep Refund, 132 Corte Madera	11351	11/10/2010	
PG&E San Carlos Sevice Center			11/10/2010	
ATTN: B. FEDERICO/PERMITDESK	1161		11/10/2010	
SAN CARLOS	BOA	44112	11/04/2010	0.00
CA 94070				605.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	605.00	0.00	

Check No.	44112	Total:	605.00
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PG&E (2)	Dep Refund, 210 Golden Oak	11352	11/10/2010	
PG&E San Carlos Sevice Center			11/10/2010	
ATTN: B. FEDERICO/PERMITDESK	1161		11/10/2010	
SAN CARLOS	BOA	44113	11/04/2010	0.00
CA 94070				788.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	788.00	0.00	

Check No.	44113	Total:	788.00
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PG&E (2)	Dep Refund, 295 Golden Oak	11353	11/10/2010	
PG&E San Carlos Sevice Center			11/10/2010	
ATTN: B. FEDERICO/PERMITDESK	1161		11/10/2010	
SAN CARLOS	BOA	44114	11/04/2010	0.00
CA 94070				265.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	265.00	0.00	

Check No.	44114	Total:	265.00
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PG&E (2)	Dep Refund, 140 Meadowood	11354	11/10/2010	
PG&E San Carlos Sevice Center			11/10/2010	
ATTN: B. FEDERICO/PERMITDESK	1161		11/10/2010	
SAN CARLOS	BOA	44115	11/04/2010	0.00
CA 94070				405.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	405.00	0.00

Check No.	44115	Total:	405.00
Total for	PG&E (2)		2,328.00

PG&E	October Statements	11337	11/10/2010	
			11/10/2010	
BOX 997300	0109		11/10/2010	
SACRAMENTO	BOA	44110	11/04/2010	0.00
CA 95899-7300				251.32

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	251.32	0.00

Check No.	44110	Total:	251.32
Total for	PG&E		251.32

PORTOLA VALLEY HARDWARE	October Invoice	11338	11/10/2010	
			11/10/2010	
112 PORTOLA VALLEY ROAD	0114		11/10/2010	
PORTOLA VALLEY	BOA	44116	11/04/2010	0.00
CA 94028				433.51

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	56.02	0.00
05-66-4340	Building Maint Equip & Supp	142.20	0.00
20-60-4260	Public Road Surface & Drainage	185.62	0.00
20-60-4270	Trail Surface Rehabilitation	49.67	0.00

Check No.	44116	Total:	433.51
Total for	PORTOLA VALLEY HARDWARE		433.51

RED LOTUS	Catering Deposit	11339	11/10/2010	
	Volunteer Appreciation Party		11/10/2010	
3130 ALPINE ROAD	2014		11/10/2010	
PORTOLA VALLEY	BOA	44117	11/04/2010	0.00
CA 94028				2,747.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	2,747.00	0.00

Check No.	44117	Total:	2,747.00
Total for	RED LOTUS		2,747.00

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

RON RAMIES AUTOMOTIVE, INC.	2000 Chevy C3500	11340	11/10/2010	
			11/10/2010	
115 PORTOLA ROAD	422		11/10/2010	
PORTOLA VALLEY	BOA	44118	11/04/2010	0.00
CA 94028	34504			35.14

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	35.14	0.00

Check No.	44118	Total:	35.14
Total for	RON RAMIES AUTOMOTIVE, INC.		35.14

SHARP BUSINESS SYSTEMS	Sept/Oct Copies	11324	11/10/2010	
			11/10/2010	
DEPT. LA 21510	0199		11/10/2010	
PASADENA	BOA	44119	11/04/2010	0.00
CA 91185-1510	AR315245			109.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	109.98	0.00

Check No.	44119	Total:	109.98
Total for	SHARP BUSINESS SYSTEMS		109.98

SIERRA PACIFIC TURF SUPPLY INC	PV Softball Field Fert	11356	11/10/2010	
			11/10/2010	
P.O. BOX 84	842		11/10/2010	
CAMPBELL	BOA	44120	11/04/2010	0.00
CA 95009	0339088-IN			192.28

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	192.28	0.00

Check No.	44120	Total:	192.28
Total for	SIERRA PACIFIC TURF SUPPLY IN		192.28

SPANGLE & ASSOCIATES	9/24 - 10/21 Statement	11341	11/10/2010	
			11/10/2010	
770 MENLO AVENUE	0121		11/10/2010	
MENLO PARK	BOA	44121	11/04/2010	0.00
CA 94025-4736				56,372.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,300.00	0.00
05-52-4162	Planning Committee	4,598.00	0.00
05-54-4196	Planner	14,897.70	0.00
96-54-4198	Planner - Charges to Appls	14,097.00	0.00
96-54-4198	Planner - Charges to Appls	20,479.80	0.00

Check No.	44121	Total:	56,372.50
Total for	SPANGLE & ASSOCIATES		56,372.50



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

STATE COMP INSURANCE FUND	October Premium	11325	11/10/2010	
			11/10/2010	
PO BOX 7980	0122		11/10/2010	
SAN FRANCISCO	BOA	44122	11/04/2010	0.00
CA 94120-7854				1,936.75

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,936.75	0.00

Check No.	44122	Total:	1,936.75
Total for	STATE COMP INSURANCE FUND		1,936.75

VALLEY PRESBYTERIAN CHURCH	Refund Deposit	11342	11/10/2010	
			11/10/2010	
945 PORTOLA ROAD	1347		11/10/2010	
PORTOLA VALLEY	BOA	44123	11/04/2010	0.00
CA				992.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	992.00	0.00

Check No.	44123	Total:	992.00
Total for	VALLEY PRESBYTERIAN CHURCH		992.00

VERIZON WIRELESS	October Admin Cellular	11361	11/10/2010	
			11/10/2010	
P.O. BOX 9622	0131		11/10/2010	
MISSION HILLS	BOA	44124	11/04/2010	0.00
CA 91346-9622	0917695664			171.31

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	171.31	0.00

Check No.	44124	Total:	171.31
Total for	VERIZON WIRELESS		171.31

VISION INTERNET PROVIDERS INC	Sep-Oct Web Hosting/Tech Supp	11357	11/10/2010	
			11/10/2010	
P.O. BOX 251588	827		11/10/2010	
LOS ANGELES	BOA	44125	11/04/2010	0.00
CA 90025	18430			592.30

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	592.30	0.00

Check No.	44125	Total:	592.30
Total for	VISION INTERNET PROVIDERS INC		592.30

BARBARA WHITE	Music for Volunteer App Party	11326	11/10/2010	
		5900	11/10/2010	
110 GOLDEN OAK DRIVE	454		11/10/2010	
PORTOLA VALLEY	BOA	44126	11/04/2010	0.00
CA 94028				600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	600.00	0.00

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

Check No. 44126 Total: 600.00  
Total for BARBARA WHITE 600.00

WOODSIDE FIRE PROTECTION DISTR	WU Hazard Training 10/8/10	11358	11/10/2010	
			11/10/2010	
3111 WOODSIDE ROAD	886		11/10/2010	
WOODSIDE	BOA	44127	11/04/2010	0.00
CA 94062	WDSE-WU HAZARD			771.48
GL Number	Description	Invoice Amount	Amount Relieved	

05-64-4333 Fire Prevention 771.48 0.00

Check No. 44127 Total: 771.48  
Total for WOODSIDE FIRE PROTECTION DI 771.48

Total Invoices: 42	Grand Total: 108,983.91
	Less Credit Memos: 0.00
	Net Total: 108,983.91
	Less Hand Check Total: 0.00
	Outstanding Invoice Total: 108,983.91

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**November 10, 2010**

Claims totaling \$108,983.91 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 \_\_\_\_\_

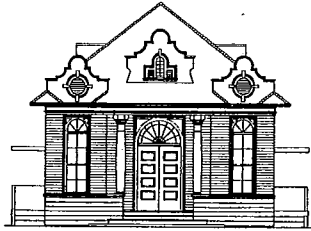
\_\_\_\_\_  
Angela Howard, Treasurer

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



# Staff Report

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor Toben and Members of the Town Council

**FROM:** Gary Fitzer, Deputy Building Official

**DATE:** November 10, 2010

**RE:** Adoption of the 2010 California Building Code

**RECOMMENDATION:** Read title, waive further reading and introduce the Ordinance of the Town Council of the Town of Portola Valley Amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.04.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to Adopt an Updated Building Code.

**BACKGROUND:** The California Building Standards Code ("CBSC"), California Code of Regulations, Title 24, and amendments, is reviewed and periodically updated by various industry groups, including the International Code Council, the National Fire Protection Association, and the International Association of Plumbing and Mechanical Officials. The publication of updates by these organizations triggers State consideration, amendment, and adoption of an updated CBSC to be used by jurisdictions within the state.

A. New for 2010

The California Building Standards Commission at its January 12, 2010, meeting adopted the following codes. These codes, as well as others not listed, are adopted into the CBSC.

1. Building Code (Part 2 of Title 24). The 2009 International Building Code was adopted as a basis of the 2010 California Building Code.
2. Electrical Code (Part 3, Title 24). The 2008 National Electrical Code was adopted as a basis of the 2010 California Electrical Code.
3. Mechanical Code (Part 4, Title 24). The 2009 Uniform Mechanical Code was adopted as a basis of the 2010 California Mechanical Code.
4. Plumbing Code (Part 5, Title 24). The 2009 Uniform Plumbing Code was adopted as a basis of the 2010 California Plumbing Code.
5. Fire Code (Part 9, Title 24). The 2009 International Fire Code was adopted as a basis of the 2007 California Fire Code.

6. California Referenced Standards Code (Part 12, Title 24). This code is not adopted locally but is used on a statewide basis since it includes amendments to national standards, as well as unique California Standards, for products and materials regulated by the Office of the State Fire Marshal as well as other State agencies.

While not intended to be an exhaustive list, the following does point to some significant changes in the CBSC:

- The 2010 CBSC includes the California Residential Code (Title 24, Part 2.5) that regulates buildings that contain no more than two dwelling units and miscellaneous structures associated with a residential occupancy. All other occupancies are regulated by the California Building Code, Title 24, Part 2.
- Chapter 7A (Residential Code Section R327.4) has been completely revised.
- Residential fire sprinklers (NFPA 13D) are now required in every new dwelling regardless of size.
- Cross-linked polyethylene pipe (“PEX”) piping is permitted for potable water distribution.
- Gray water systems are now recognized and approved. (The San Mateo County Environmental Health Department has amended the regulations and is the responsible agency.)
- Green Building Standards (“Cal-Green” Code) have been added to the regulations that already have been adopted and amended by the Town.

#### B. Adoption of Local Amendments

Once adopted by the State, local jurisdictions are required to enforce the CBSC. Health and Safety Code Section 18941.5 requires the Town to adopt the most recent edition of the CBSC with any amendments, additions and deletions within 180 days after the date of publication. If the Town does not make changes to the State Code within 180 days, the provisions of the State Code become effective by default. Health & Safety Code Section 17958.

If the Town wishes to make changes or modifications to requirements published in the CBSC, it may do so by means of an ordinance. The Town’s ability to adopt different codes, however, is somewhat limited. First, the local modification must be substantially equivalent to or more stringent than the CBSC standards. Health & Safety Code Section 18941.5. Second, the local jurisdiction is required to make specific or express findings that such changes are reasonably necessary because of local climatic, geologic or topographic conditions. Health & Safety Code Section 18941.5. Once approved, the express findings

along with local amendments in the form of an ordinance adopted by the Town are forwarded for review and filing with the California Building Standards Commission. Health & Safety Code Section 17558.7. The local government findings and modifications are neither effective nor operative until they are filed with the CBSC. The last such code adoption by the Town was on May 14, 2008 (Ord. No. 2008-373).

Proposed amendments to the CBSC due to the Town's climatic, geographical or topographical conditions are as follows:

- Ignition resistant materials and construction methods for new construction. New structures to have materials and construction methods to address wildfire exposure.
- Roof coverings have a Class A fire retardant rating.
- Automatic fire-extinguishing systems shall be installed in new construction of all occupancy types.
- Earthquake-actuated gas shutoff valves for new construction.

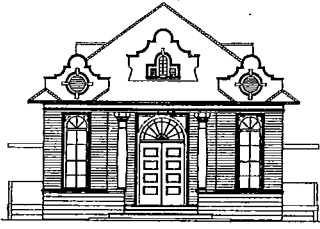
The staff is also recommending the adoption and modification of the administrative, organizational and enforcement rules and regulations for the technical codes within the Town. Staff recommends the adoption of CBSC Chapter 1 – Scope and Administration, Divisions I and II, with the amendments detailed in the attached ordinance.

The adoption of the current CBSC and proposed local amendments do not represent a change in Town policy.

The adoption of the proposed ordinance is not a project that has the potential for causing a significant effect on the environment and therefore is not subject to review under the California Environmental Quality Act.

Approved: \_\_\_\_\_  
Angela Howard, Town Manager

- Attachments:
1. Findings for Local Amendments
  2. Ordinance of the Town Council of the Town Of Portola Valley Amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.04.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings And Construction] of the Portola Valley Municipal Code to Adopt an Updated Building Code



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Angela Howard, Town Manager

**FROM:** Gary Fitzer, Deputy Building Official

**DATE:** November 10, 2010

**RE:** 2010 California Building Codes - Significant Changes/Issues

### **NEW CODES AND STANDARDS.**

The California building codes are known collectively as Title 24 of the California Building Standards Code ("California Building Standards Code" or "CBC"). The codes are reviewed and periodically updated by various industry groups, including the International Code Council, the National Fire Protection Association, and the International Association of Plumbing and Mechanical Officials. The publication of code updates by these organizations triggers State consideration, amendment, and adoption of an updated set of codes to be used by jurisdictions within the state. Once adopted by the State, local jurisdictions are required to enforce the California Building Standards Code.

The California Building Standards Commission at its January 12, 2010, meeting adopted the following codes. These codes, as well as others not listed, are adopted into the California Building Standards Code.

1. Building Code (Part 2 of Title 24). The 2009 International Building Code was adopted as a basis of the 2010 California Building Code.
2. Electrical Code (Part 3, Title 24). The 2008 National Electrical Code was adopted as a basis of the 2010 California Electrical Code.
3. Mechanical Code (Part 4, Title 24). The 2009 Uniform Mechanical Code was adopted as a basis of the 2010 California Mechanical Code.
4. Plumbing Code (Part 5, Title 24). The 2009 Uniform Plumbing Code was adopted as a basis of the 2010 California Plumbing Code.
5. Fire Code (Part 9, Title 24). The 2009 International Fire Code was adopted as a basis of the 2007 California Fire Code.

6. California Referenced Standards Code (Part 12, Title 24). This code is not adopted locally but is used on a statewide basis since it includes amendments to national standards, as well as unique California Standards, for products and materials regulated by the Office of the State Fire Marshal as well as other State agencies.

### **ISSUES IN THE NEW CODES.**

While not intended to be an exhaustive list, the following does point to some significant changes

- The 2010 CBC includes the California Residential Code (Title 24, Part 2.5) that regulates buildings that contain no more than two dwelling units and miscellaneous structures associated with a residential occupancy. All other occupancies are regulated by the California Building Code, Title 24, Part 2.
- Chapter 7A (Residential Code Section R327.4) has been completely revised.
- Residential fire sprinklers (NFPA 13D) are now required in every new dwelling regardless of size.
- Cross-linked polyethylene pipe (“PEX”) piping is permitted for potable water distribution.
- Gray water systems are now recognized and approved. (The San Mateo County Environmental Health Department has amended the regulations and is the responsible agency.)
- Green Building Standards (“Cal-Green” Code) have been added to the regulations that already have been adopted and amended by the Town.

### **ADOPTION OF LOCAL AMENDMENTS.**

Staff is recommending the adoption of four local amendments.

#### Construction:

- Roof coverings to have a Class A fire retardant rating.
- Automatic fire-extinguishing systems to be installed in all occupancies.
- New structures to have materials and construction methods to address wildfire exposure.
- Earthquake-actuated gas shutoff valves for new construction.

#### Administration:

- Adoption of CBC Chapter 1 – Scope and Administration, Divisions I and II

The purpose of this adoption is to provide for the administration and enforcement of the CBC in all its parts as adopted by the Town. The provisions of this chapter shall serve as the administrative, organizational and enforcement of the rules and regulations for the technical codes which regulate site preparation and construction, alteration, moving, demolition, repair, use and occupancy of buildings, structures and building and/or property service within the Town.

Staff recommends the adoption of this chapter with the following exceptions:

- Amend Section 103 *Department of Building Safety*  
The Department of Building Safety shall mean "Building Department".
- Delete Section 105.1.1 *Annual permit*
- Amend 105.2 *Work exempt from permit*

A building permit shall not be required for the following:

1. One-story detached accessory building used as a tool or storage shed, playhouse, and similar use provided the floor area does not exceed 120 square feet.
2. Movable cases, counters and partitions not over 5 feet 9 inches high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
5. Platforms and walks, not more than 30 inches above grade and not over any basement or story below.
6. Painting, papering and similar finish work.
7. Window awnings; supported by an exterior wall for Group R, Division 3 (Single Family Residence), and Group U (Private Garage) Occupancies when projecting not more than 54 inches.
8. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade, and if the capacity does not exceed 5,000 gallons.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

\*Exemption from the permit requirements shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the building code or any other laws or ordinances of the Town, (e.g. Planning/Zoning).

- Amend Section 109.6 *Refunds*  
The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.  
The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.  
The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.



The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

- Amend Section 111.2 *Certificate issued*.  
After the Building Official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the building department, the building department shall issue a certificate of occupancy that contains the following:
  - a) The building permit number.
  - b) The address of the structure.
  - c) The name of the owner.
  - d) The name of the contractor.
  - e) A description of the structure for which the certificate was issued.
  - f) The type of construction as defined in Chapter 6.
  - g) The name of the Planning Manager and Building Official.
  - h) Any special stipulations and conditions of the building permit.
- Amend Section 112 *Board of Appeals*.  
"Board of Appeals" shall mean Town Council.

Since this chapter is not a building standard for construction, no findings are necessary for adoption.

## FINDINGS FOR LOCAL AMENDMENTS

Pursuant to State Law, including but not limited to Sections 13143.5, 18941.5, 17958.5 and 17958.7 of the California Health and Safety Code, the Town Council of the Town of Portola Valley finds that the changes or modifications to the Building Code set forth in Ordinance No. 2010-\_\_ are reasonably necessary due to certain local climatic, geologic and topographic conditions as described below.

### I. CLIMATIC

#### (a) Conditions

Precipitation ranges from 15 to 24 inches per year with an average of approximately 20 inches per year. Ninety-six percent of the precipitation falls during the months of October through April, and four percent from May through September, leaving a dry period of at least five months each year. Relative humidity remains in the middle range most of the time, ranging from 45 to 65 percent in the winter, but occasionally falling as low as 15 percent. Temperatures from June through September average above 80°F. It is not unusual to experience several continuous days with temperatures in the mid to high 90s. Prevailing winds in the area come from the west. However, winds are experienced from virtually every direction at one time or another. Velocities are generally in the 12-MPH range, gusting from 25 to 35 MPH.

#### (b) Impact

Locally experienced dry periods cause extreme dryness of untreated wood shakes and shingles on buildings and non-irrigated grass, brush, and weeds, which are often near buildings with wooden roofs. Such dryness causes these materials to rapidly ignite and burn intensely. Because of dryness, a rapidly burning grass fire or exterior building fire will quickly transfer to other buildings with dry shake or shingle roofs by means of radiation or flying brands, sparks and embers. Where there are large and/or numerous buildings with untreated shake or shingle exteriors, a small fire can rapidly grow to a magnitude beyond the control capabilities of the Fire Department, resulting in an excessive fire loss to the community.

The average rainfall is frequently surpassed by concentrated periods of heavy rainfall. This factor combined with soil types, terrain, and existing road systems, have led to landslides and flooding across both Town and private road systems. The blockage of access routes delays and/or prevents the ability of fire apparatus to respond to emergency scenes. Although the Town has identified roads traditionally susceptible to closure, clearing of these routes remains dependent upon knowledge and availability of resources. During 1997 and 1998, partial or complete road blockages were identified on Alpine Road, Wayside Road; Minoca Road, and Escobar Road.

In addition to causing fires to burn and spread rapidly, wind(s) frequently cause(s) tree limbs to break and trees to fall, which can damage electrical transmission lines. Fallen power lines not only cause power outages but, also spark fires. Local winds will continue to be a definite factor of major fire loss to buildings lacking ignition-resistant construction, fire resistive roofs and automatic sprinkler systems.

## II. GEOLOGIC

### (a) Conditions

The Town is located in close proximity to the San Andreas Fault. Buildings and other structures can experience major seismic damage, such as in the Loma Prieta earthquake in 1989. The area is replete with various soils and areas with significant movement potential.

### (b) Impact

A major earthquake could result in the cutting-off of response routes of fire companies by damaged and/or blocked roads. Earthquakes of the magnitude experienced locally can cause major damage to electrical transmission facilities, which, in turn, can cause power failures and start fires throughout the Town and County. The occurrence of multiple fires will quickly disperse existing Fire Department resources, thereby reducing and/or delaying their response to any given fire. Even minor seismic activity has an adverse impact on fire protection. Any earth movement which causes buildings to move creates cracking and warping of walls, smoke barriers, door frames, etc., thereby negating the effectiveness of building elements intended to prevent fire and smoke from spreading within the building.

Additionally, these soils are susceptible to seismic shock and moisture concentrations that may result in landslides in hilly and creek-side areas along fire department access/response routes. Such restriction of response routes can result in major fire losses in locations where buildings are covered with untreated wood shakes or shingles, particularly where these structures have no automatic fire protection systems such as sprinklers.

## III. TOPOGRAPHIC

### (a) Conditions

Large areas of highly combustible dry grass, weeds, brush, and trees adjacent to structures are common throughout the Town. Above ground electrical power transmission lines are suspended through trees and above large areas of dry vegetation. The hilly terrain, limited surface streets, and arrangement of man-made features around many buildings preclude, or greatly limit, any approach to all but one side.

(b) Impact

Above ground electrical transmission lines are subject to damage from overloading, winds, trees, earthquakes, and motor vehicle collisions. Fires involving large areas of dry vegetation can quickly grow to a magnitude beyond local Fire Department capabilities. The limited number of response routes and the lack of feasible alternate routes compound this problem. Additional delays must be anticipated due to attempts on the part of residents to flee or enter the fire area. Fire damage from these delays results in the need for additional suppression resources to obtain control. The combination of buildings with untreated wood shake or shingle roofs and without fire sprinkler systems and impeded access for the Fire Department can readily result in multiple building fires and major fire losses.

**ORDINANCE NO. 2010 -**

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING SECTION 15.04.010 [DEFINITIONS], SECTION 15.04.020 [AMENDMENTS TO THE BUILDING CODE], AND SECTION 15.04.030 [ADDITIONS TO THE BUILDING CODE] OF CHAPTER 15.04 [BUILDING CODE] OF TITLE 15 [BUILDINGS AND CONSTRUCTION] OF THE PORTOLA VALLEY MUNICIPAL CODE TO ADOPT AN UPDATED BUILDING CODE**

**WHEREAS**, the Town of Portola Valley ("Town") wishes to adopt a building code in accordance with law and to use the most updated regulations in the processing of development in the Town; and

**WHEREAS**, because of the Town's unique local climatic, geologic and topographic conditions, detailed in the attachment to the staff report, the Town desires to make some amendments and additions to the California Building Code.

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

**1. Amendment of Code.** Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code] and Section 15.04.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Town of Portola Valley Municipal Code are hereby amended to read as follows:

**15.04.010 Building Code.** The Town's building code is comprised of the following uniform codes:

- A. 2010 California Building Code (Part 2 of Title 24) Based on the 2009 International Building Code (IBC) published by the International Code Council, *with modifications*; and
- B. 2010 California Residential Code (Part 2.5 of Title 24) and Appendices, excluding Appendix I (Private Sewage Disposal) and Appendix O (Gray Water Recycling Systems). Based on the 2009 International Residential Code (IRC) published by the International Code Council, *with modifications*; and

- C. 2010 California Electrical Code (Part 3 of Title 24) Based on the 2008 National Electrical Code (NEC) published by the National Fire Protection Association; and
- D. 2010 California Mechanical Code (Part 4 of Title 24) Based on the 2009 Uniform Mechanical Code (UMC) published by the International Association of Plumbing and Mechanical Officials; and
- E. 2010 California Plumbing Code (Part 5 of Title 24) Based on the 2009 Uniform Plumbing Code (UPC) published by the International Association of Plumbing and Mechanical Officials; and
- F. 2008 California Energy Code (Part 6 of Title 24) Previously adopted; and
- G. 2010 California Historical Building Code (Part 8 of Title 24, Building Standards) approved by the Commission for the 2007 California Historical Building Code; and
- H. 2010 California Fire Code (Part 9 of Title 24) Based on the 2009 International Fire Code (IFC) published by the International Code Council; and
- I. 2010 California Existing Building Code (Part 10 of Title 24) Appendix Chapter A, Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings, based on the 2006 International Existing Building Code (IEBC) International Code Council; and
- J. 2010 California Referenced Standards Code (Part 12 of Title 24) Building Standards adopted by the Commission for the 2010 California Referenced Standards Code.

**15.04.20 Amendments to the Building Code.** The following changes and/or modifications to the Building Code are found to be reasonably necessary to mitigate the described impacts which are caused by local climatic, geologic and topographic conditions:

- A. Chapter 7A of the California Building Code and Section R327 of the California Residential Code is amended to read:
  - 1. All new buildings shall comply with the Materials and Construction Methods for Exterior Wildfire Exposure. No existing residential building or structure shall be required to conform in its entirety to the requirements of this Section, unless the additions, alterations or repairs to the existing building or structure within any twelve month

period affects fifty percent or more of the exterior wall plane surface, or affects fifty percent or more of the floor area.

a. Where no studs remain or, if some studs remain, the wall except for the studs has been stripped bare such that one can see through the wall, the wall affected by such changes shall be included in computing the amount of affected exterior wall plane surface for the purpose of applying this section.

b. Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and covering, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing affected floor areas for purposes of applying this section.

c. Exceptions:

i. A one-story detached accessory building used as a tool or storage shed, playhouse, or similar use provided the floor area does not exceed 120 square feet.

ii. An ornamental landscape structure (e.g. trellis, gazebo) with a projected roof area that does not exceed 120 square feet and that is not attached to a non-exempt structure.

iii. An animal shade structure with a projected roof area that does not exceed 120 square feet.

iv. An agricultural building, that is defined as a non-residential structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticulture products. "Agricultural building" shall include green houses.

2. Any addition, alteration, or repair to any new building regardless of cause, size, or location, unless otherwise exempt, shall comply with the requirements as specified in Chapter 7A of the 2010 California Building Code as follows:

a. Exterior walls. Exterior walls shall be approved noncombustible or ignition-resistant material, heavy timber, or log wall construction or shall provide protection from the intrusion of flames and embers in accordance with standard SFM 12-7A-1.

- i. Exception: Nonstructural repairs involving less than ten percent of the exterior wall surface to an existing building or structure within any one-year period are permitted to be made of the same materials of which the building or structure is constructed.
    - b. Exterior windows and exterior glazed door assembly requirements. Exterior window, window walls, glazed doors, and glazed openings within exterior doors shall be insulating-glass units with a minimum of one tempered pane on the exterior side, or glass block units, or have a fire-resistance rating of not less than 20 minutes, when tested according to NFPA 257, or in accordance with Section 715, or conform to the performance requirements of SFM 12-7A-2.
    - c. Underside of Appendages (exterior decks). The underside of decks shall be enclosed to grade or the underside of the exposed under-floor shall be protected in accordance with the requirements of this chapter.
  - 3. Compliance with the vegetation clearance requirements found in 701.A.5 and R327.1.5 of the California Residential Code is not required.
- B. California Building Code Section 904, Automatic Sprinkler Systems – Minimum Requirements, is amended to read:
- 1. The following requirements shall apply to all new buildings or structures requiring a building permit issued by the Town.
    - a. Except as otherwise provided by this section, or as provided under 903.3.1.1 of the 2010 Edition of the California Building Code, automatic fire sprinkler systems shall be installed and maintained in every new building or structure of any type, use, occupancy or size, which requires a building permit issued by the Town.
    - b. The term “automatic fire sprinkler system” as used in this section means an integrated system of underground and overhead piping, including a water supply such as a gravity tank, fire pump, reservoir, pressure tank, or connection by underground piping to a fire main, which complies in all respects with the requirements for such systems contained in standards issued by the National Fire Protection Association based upon occupancy classification.



2. The following structures are exempt from the requirements of this section:
  - a. Agricultural Buildings. For the purposes of this section, an “agricultural building” is defined as a non-residential structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products. “Agricultural building” shall include green houses.
  - b. Non-residential structures less than 1,000 square feet in floor area.
3. The requirements of this section are intended to represent minimum standards for new construction. Nothing in this section shall prevent the fire authority from adopting and enforcing any regulations, which impose more stringent requirements. Further, any requirements of the California Building Code, the California Fire Code or the State Building Standards Code, which is more restrictive, specifies higher standards or mandates specific locations within a structure for automatic sprinkler systems shall be applicable.

C. California Residential Code Section R313, Automatic Sprinkler Systems, is amended to read:

1. No existing residential building or structure shall be required to conform to the requirements of this section, unless the existing dwelling is already equipped with an automatic sprinkler system or the additions, alterations or repairs to the existing building or structure within any twelve month period affects fifty percent or more of the exterior wall plane surface, or affects fifty percent or more of the floor area.
  - a. Where no studs remain or, if some studs remain, the wall except for the studs, has been stripped bare such that one can see through the wall, the wall affected by such changes shall be included in computing the amount of affected exterior wall plane surface for the purpose of applying this section.
  - b. Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and covering, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in

computing affected floor areas for purposes of applying this section.

D. California Building Code Section 1505, Minimum Roofing Standards for Fire Resistance, is amended to read:

1. The following requirements shall apply to all buildings or structures, which require a building permit issued by the Town.
  - a. The roof covering of every building or structure, and all materials applied as part of a roof covering assembly, shall have a minimum fire rating of Class "A" or higher. Where required by the California Building Code, or other provision of law, roof coverings must meet a higher fire rating.
  - b. Subsection(1)a of this section shall not apply to buildings or structures that are less than 120 square feet in size.
  - c. Not more than twenty-five percent of the roof covering of any building or structure shall be replaced in any twelve month period unless the new roof covering is made to conform with the requirements for new buildings or structures.
2. The requirements of this section are minimum standards. Where the California Building Code, the California Fire Code, or the State Building Standards Code contain higher standards or additional or more stringent requirements than required by this section, those additional or more stringent requirements shall apply. Further, nothing in this section shall prevent the presiding fire authority from adopting and enforcing regulations imposing more stringent requirements.

E. California Plumbing Code Section 1211.18, Earthquake-Actuated Gas Shutoff Valves, is adopted.

**15.04.030 Administration of the Building Code.** The following are modifications to the California Building Code to facilitate its administration. California Building Code Chapter 1, Scope and Administration, Divisions I and II are amended to read as follows:

- A. The *Department of Building Safety* in Section 103 shall mean the "Building Department".
- B. Section 105.1.1 *Annual permit* is deleted.

C. Section 105.2 *Work exempt from permit*, a building permit shall not be required for the following:

1. One-story detached accessory building used as a tool or storage shed, playhouse, and similar use provided the floor area does not exceed 120 square feet.
2. Movable cases, counters and partitions not over five feet nine inches high.
3. Retaining walls that are not over four feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
5. Platforms and walks, not more than 30 inches above grade and not over any basement or story below.
6. Painting, papering and similar finish work.
7. Window awnings; supported by an exterior wall for Group R, Division 3 (Single Family Residence), and Group U (Private Garage) Occupancies when projecting not more than 54 inches.
8. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade, and if the capacity does not exceed 5,000 gallons.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

Exemption from the permit requirements shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the building code or any other laws or ordinances of the Town, (e.g. Planning/Zoning).

D. Section 109.6 *Refunds* is amended as follows:

1. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

2. The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
4. The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

E. Section 111.2 *Certificate issued* is amended: After the Building Official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the building department, the building department shall issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name of the owner.
4. The name of the contractor.
5. A description of the structure for which the certificate was issued.
6. The type of construction as defined in Chapter 6.
7. The name of the Planning Manager and Building Official.
8. Any special stipulations and conditions of the building permit.

F. Section 112 *Board of Appeals* shall mean Town Council.

**2. Environmental Review.** Pursuant to Guideline Section 15061(b)(3) of the California Environmental Quality Act (CEQA), this ordinance is exempt from the provisions of the CEQA, as it does not have a potential for causing a significant effect on the environment.

**3. Severability.** If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

**4. Effective Date; Posting.** This ordinance shall become effective thirty days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: \_\_\_\_\_

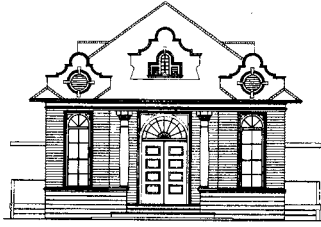
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Members of the Town Council

**FROM:** Angela Howard, Town Manager

**DATE:** November 10, 2010

**RE:** Disaster Preparedness – Mutual Aid Between the Town and Sequoias

There has been much discussion about how the Town of Portola Valley would respond after a major disaster. It is the opinion of all involved that the Town must be prepared to be self-sufficient for at least three days and perhaps longer. One of the main focuses of the Town's Emergency Preparedness Committee, CERPP and staff is the need for residents to be self-sufficient in their homes and neighborhoods. In addition the Town must be prepared to utilize whatever resources would be available to us.

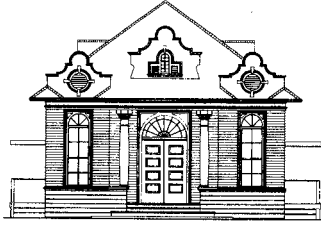
Mayor Toben and Vice Mayor Driscoll recently met with members of the Sequoias Residents Council and Executive Director Ira Kurtz. They discussed possibilities for mutual aid between the Sequoias and the Town:

1. Medical Facilities: In the aftermath of an earthquake or other disaster, the medical facilities at the Sequoias could provide a treatment venue for injured residents of the Town, depending on the needs of Sequoias residents.
2. Medical Services: Medically-trained personnel are available not only to residents of the Sequoias but also to others as needed. Not only would medical personnel from the Sequoias be available but it is also hoped that local retired nurses and doctors who volunteer could be sent to the Sequoias to provide first responder medical aid.
3. Medical Supplies: Preliminary discussion has occurred on the possibility of resuming the storage of controlled medications at the Sequoias for distribution by physicians. This requires the partnership between a licensed medical doctor, the Town and the Sequoias.
4. Emergency Shelter: Depending on the needs of their own residents, the Sequoias might be able to offer as many as seventy-five beds for displaced residents in Hansen Hall. Additional cots are available at both the Sequoias and Town Center.

Over the next few months I plan to further formalize these arrangements with the Sequoias.

As the Council discusses this matter, other potential opportunities may arise. It is certain that an earthquake will occur in Northern California, the question is, "Will the Town be ready?" Statistically there is only a 28% chance that the staffs of both the Town and the Sequoias will

be on duty when a major earthquake occurs. While every attempt will be made by both staffs to return to work and fulfill their obligations, the great majority of both staffs do not reside in or near Portola Valley. Therefore, the ability to reach either the Sequoias or Town Hall will depend mostly on the extent of the damage to the infrastructure of Portola Valley and their own neighborhoods. It is imperative, therefore, that residents be prepared for a disaster in their own homes and neighborhoods, and equally important that policies be put in place to make resources available. It is also critical that Town leadership (the Council, members of commissions and committees, and CERPP committees) be trained to perform crisis management roles, given the likelihood that staff will be operating at reduced capacity in the aftermath of disaster.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council

**FROM:** Leslie Lambert, Planning Manager

**DATE:** November 10, 2010

**RE:** Report on Proposed DMB Redwood City Saltworks Project

In May 2009, the City of Redwood City received a development application from DMB Redwood City Saltworks, LLC for a 1,436-acre mixed-use project to be located in the San Francisco Baylands in the northeastern portion of Redwood City. The project proposal includes a mix of residential, commercial, recreational, and open space uses, as well as infrastructure improvements needed to support the development.

The City of Redwood City, the Lead Agency under CEQA, has determined that this project may have a significant effect on the environment and that an Environmental Impact Report (EIR) must be prepared. Redwood City has issued a Notice of Preparation and Initial Study to interested/involved parties and agencies, including the Town of Portola Valley. This represents the first steps in the preparation of the EIR. Three Scoping Meetings have been scheduled in order to receive comments that will assist in the EIR analysis and information to be contained in the EIR. These meetings are scheduled for November 6<sup>th</sup> focusing on land use and housing and November 30<sup>th</sup> focusing on water supply, wastewater and flooding. The first meeting was conducted on October 19<sup>th</sup> before the Redwood City Planning Commission. Written comments on the Notice of Preparation must be received by Redwood City no later than February 28, 2011.

Once the Scoping Period is over, the City will collate the comments made and will use the comments to determine what specific questions need to be answered, what technical studies need to be undertaken to determine the proposed project's environmental impacts, and what experts will be needed to perform the studies. In addition, the project alternatives that are proposed in response to the Notice of Preparation will be compiled and reviewed in an Alternatives Development Report to be completed in early 2011.

After the first set of Scoping Meetings are completed and the project description, project objectives, and a range of alternatives have been more clearly defined, a second Notice of Preparation will be sent out in Spring of 2011 and a second round of Scoping Meetings will be set. Based on the additional comments received in response to the second Notice of Preparation, the Draft EIR will be prepared and subsequently circulated for public comment. After receiving public and agency comments on the Draft EIR, a Response to Comments document and Final EIR will be prepared.



Following we have provided some of the key details of the proposed Project:

The City of Redwood City has stated, "that the Saltworks Project, if implemented, would result in potentially significant environmental impacts not just within Redwood City, but throughout the Peninsula and on the San Francisco Bay."

The project would result in an increase of up to 12,000 housing units in close proximity to transit options, including at least 15% of the units at below-market rates for an increase in population of approximately 32,040 people. An initial estimate of as many as 83,000 new daily car trips including over 8,000 new trips an hour during the rush hours at Woodside and Marsh Roads intersection.

The project would require land use entitlements and approvals from Redwood City, including: General Plan Amendment, Specific Plan, Zoning Code Amendment, Development Agreement, and Large Lot Subdivision Map. At least 25 federal, state and local agencies may have approval or permitting authority over the project.

The project will have potentially significant impacts on scenic vistas, alter historic uses and the associated visual environment.

An inferred location of a potentially active fault crosses the project, this fault is part of the San Andreas Fault system showing activity between 11,000 years and 1.6 million years ago, potential for rupture exists. Regional liquefaction hazard mapping indicates that a large earthquake on the San Andreas Fault could result in moderate to high liquefaction hazard at the project site. The potential for landslides is minimal, however, levees built around the edge of the site could be subject to lateral spreading and sloughing.

The project would generate both direct and indirect greenhouse gas (GhG) emissions. The project may conflict with the plans and regulations that have been adopted for the reduction of GhG emissions, e.g. Assembly Bill AB32 and Redwood City's Draft General Plan that addresses reducing GhG emissions.

The new residences, recreation areas, office and commercial facilities would result in more human activities in the marsh habitat, which may cause adverse effects of noise, disturbance to the habitats. Storm water runoff into the Bay could degrade water quality and potentially harm special status plants and animals. Indirect and cumulative effects may also occur due to climate change, sea level rise, and the need for additional flood storage. The project proposes 804 acres of open space, including restoration of 436 acres of tidal marsh habitat.

Decommissioning the site, construction of the project, and restoration of the tidal marsh will involve grading and fill activities. These activities may discharge brine, salt, bittern, sediment, and other pollutants to the Bay, degrading water quality.

The Redwood City 1990 General Plan and 2009 Draft New General Plan provide the same land use designations for the site: "Open-Space – Urban Reserve" and "Open Space – Preservation." Many of the proposed residential units and mixed use facilities would be located on a portion of the site that is designated as Open Space – Preservation. The project would be growth-inducing and could also redirect growth from the City's downtown to the project.

Recommendation:

It is requested that the Town Council provide direction to staff on how to proceed with the review and reporting of this project. Staff recommends that we follow closely the project status reports provided by the Town of Woodside staff and the direction that their Town Council takes. Town of Woodside staff will be reporting back to their Town Council following the first round of Scoping Meetings and will recommend specific points of concern that the Town Council may wish to formally voice to Redwood City in a letter to be submitted no later than February 28, 2011.

For your review, we have provided the attached Town of Woodside Resolution No. 2010-6791 conveying to Redwood City the Town's serious concerns about the proposed BMP Redwood City Saltworks Project.

Approved:

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Angela Howard, Town Manager

RESOLUTION NO. 2010 - 6791

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE  
CONVEYING TO THE CITY OF REDWOOD CITY THE TOWN COUNCIL'S  
SERIOUS CONCERNS ABOUT THE PROPOSED DMB REDWOOD CITY/SALTWORKS  
PROJECT AND INDICATING ITS INTENTION TO CLOSELY MONITOR  
THE PENDING ENVIRONMENTAL REVIEW

WHEREAS, in May of 2009, DMB Redwood City/Saltworks submitted the Saltworks 50/50 Balanced Plan to the City of Redwood City, thereby initiating requests for a General Plan Amendment, a Specific Plan, a Zoning Map/Text Amendment, and a Development Agreement for its proposed development project; and

WHEREAS, the proposed DMB Redwood City/Saltworks project involves approximately 1,436 acres of San Francisco Baylands and includes a mix of residential, commercial, recreational, open space uses and their related infrastructure needs; and

WHEREAS, the City of Redwood City has caused certain preliminary reports to be prepared and has found that the project application does not contain fundamental insurmountable issues that would prevent the continued processing of the application, including the initiation of a California Environmental Quality Act (CEQA) review; and

WHEREAS, the City Council of the City of Redwood City has authorized its staff to move ahead with the CEQA review for the proposed project; and

WHEREAS, on March 23, 2010, the Woodside Town Council discussed the scope of the DMB Redwood City/Saltworks project and accepted public testimony during a duly noticed public meeting; and

WHEREAS, the San Francisco Bay, including its wetlands, marshes, and salt ponds, is a regional asset, the health and future of which should be carefully and thoughtfully stewarded by all residents of the Bay Area; and

WHEREAS, development projects, such as that proposed by DMB Redwood City/Saltworks, that encroach upon the San Francisco Bay will pose a variety of serious environmental and esthetic concerns.

NOW, THEREFORE BE IT RESOLVED THAT, the Town Council of the Town of Woodside does hereby:

1. Declare that the San Francisco Bay is a true regional asset to be protected by all residents in the region.
2. Formally indicate that it is extremely concerned about the proposed DMB Redwood City/Saltworks project and intends to maintain access to all pertinent information about the project as the review process unfolds.
3. Indicate that it will keep the proposed project under close scrutiny throughout the environmental and public review process.
4. Declare that, although it is not taking a formal position on the project at this time, the Town Council has very serious concerns about many salient aspects of the project proposal.

\* \* \* \* \*

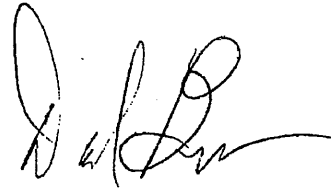
PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 13<sup>th</sup> of April 2010 by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Boynton, Gordon, Kasten, Mason, Tanner, Mayor Burow

NOES, Councilmembers: Romines

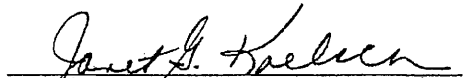
ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None



Mayor of the Town of Woodside

ATTEST:

  
Janet G. Kaelin  
Clerk of the Town of Woodside  
CaygillDMBSaltworksConcerns.Res

#7

There are no written materials for this item.

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – October 29, 2010

- 
- ☐ 1. E-mail to Town Council from Sharon Driscoll regarding donation from the Teen Committee of \$100 to Bill Lane's Memorial Fund for Open Space and \$100 to San Bruno Fire Victim Relief Fund – October 28, 2010
  - ☐ 2. Memorandum to San Mateo County Sheriff's Department from Sharon Hanlon regarding Town Center Reservations for November 2010 – October 29, 2010
  - ☐ 3. November 2010 Meeting Schedule
  - ☐ 4. Notice of Cancellation of Traffic Committee Meeting scheduled for Thursday, November 4, 2010
  - ☐ 5. Agenda – Planning Commission Meeting – Wednesday, November 3, 2010
  - ☐ 6. Agenda – Community Events Committee Meeting – Thursday, November 4, 2010
  - ☐ 7. Action Agenda – ASCC Meeting – Monday, October 25, 2010
  - ☐ 8. Action Agenda – Regular Town Council Meeting – Wednesday, October 27, 2010

## **Attached Separates (Council Only)**

- ☐ 1. Invitation to San Mateo County Council of Cities Dinner/Meeting on Friday, November 19, 2010
- ☐ 2. California Healthy Cities and Communities' "Connections" – Fall 2010
- ☐ 3. Information regarding "Green Spaces, Livable Places" published by the San Mateo County Department of Housing

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**From:** Sharon Driscoll [sdriscoll@law.stanford.edu]  
**Sent:** Thursday, October 28, 2010 12:01 PM  
**To:** Sharon Hanlon  
**Subject:** request to Town Council

Dear Honorable Town Council Members,

Members of the Portola Valley Teen Committee would like to donate a portion of the money raised at the last dance to the following:

\$100 to Bill Lane's Memorial Fund for Open Space and \$100 to San Bruno Fire Victim Relief Fund

Thank you for considering this request.

Sincerely,

Sharon Driscoll  
Chair  
PV Teen Committee



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** October 29, 2010  
**SUBJ:** Town Center Reservations for November 2010

Following is the current November 2010 schedule of events for the Town Center and surrounding area.

- November 1: Election Set-Up / Historic Schoolhouse / 7:00 am – 6:00 pm
- November 2: Election Day / Historic Schoolhouse / 7:00 am – 8:00 pm
- November 7: Mayor Toben to address the Boy Scouts / Historic Schoolhouse / 4:00 pm
- November 20: Ormondale School Turkey Trot Fun Run / Cervantes & Shawnee Pass  
7:00 – 11:00 am
- November 25 & 26: Town Hall Closed for the Thanksgiving Holiday



# Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## NOVEMBER 2010 MEETING SCHEDULE

Note: Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)  
Wednesday, November 10, 2010 – **SPECIAL MEETING at THE SEQUOIAS**  
Wednesday, November 24, 2010 – **CANCELLED**

PLANNING COMMISSION – 7:30 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)  
Council Liaison – John Richards  
Wednesday, November 3, 2010  
Wednesday, November 17, 2010

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)  
Council Liaison – Maryann Derwin  
Monday, November 8, 2010  
Monday, November 22, 2010

CABLE TV COMMITTEE – 8:15 AM (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months  
Council Liaison – John Richards  
Thursday, November 11, 2010

COMMUNITY EVENTS COMMITTEE  
Council Liaison – Ann Wengert  
Thursday, November 4, 2010 - 5:00 p.m.

CONSERVATION COMMITTEE – 8:00 PM (Meets 4<sup>th</sup> Tuesday)  
Council Liaison – Ted Driscoll  
Tuesday, November 23, 2010

CULTURAL ARTS COMMITTEE  
Council Liaison – Maryann Derwin  
Thursday, November 18, 2010 – 1:00 p.m.

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM in the EOC/Conference Room at Town Hall  
(Meets 2<sup>nd</sup> Thursday)  
Council Liaison – Ted Driscoll  
Thursday, November 11, 2010

FINANCE COMMITTEE  
Council Liaison – Ann Wengert  
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Maryann Derwin

As announced

NATURE AND SCIENCE COMMITTEE – 4:00 PM (Meets 2<sup>nd</sup> Thursday) alternate even numbered months

Council Liaison – Steve Toben

Thursday, November 16, 2010 – Special Meeting, time TBD, in the Historic Schoolhouse

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Steve Toben

As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Ann Wengert

Monday, November 15, 2010

PUBLIC WORKS COMMITTEE

Council Liaison – John Richards

As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Maryann Derwin

Monday, November 8, 2010 – 4:00 pm in the Alder Room at Community Hall

TEEN COMMITTEE

Council Liaison – Ann Wengert

As announced

TRAFFIC COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Thursday)

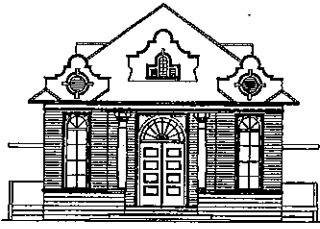
Council Liaison – Steve Toben

Thursday, November 4, 2010 – **UNCONFIRMED AT TIME OF PUBLICATION**

TRAILS & PATHS COMMITTEE (Meets Monthly, or as needed)

Council Liaison – Ted Driscoll

Tuesday, November 9, 2010 – 6:00 PM – Special Meeting, note 6 p.m. start time

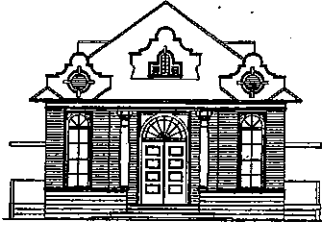


Town of Portola Valley  
Traffic Committee  
Notice of Cancellation  
Thursday, November 4, 2010

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**TRAFFIC COMMITTEE**  
**Thursday, November 4, 2010**  
**NOTICE OF CANCELLATION**

The Traffic Committee meeting scheduled for Thursday, November 4, 2010 at 8:15 a.m. is cancelled.



5

**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, November 3, 2010 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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**AGENDA**

**Call to Order, Roll Call**

Commissioners McIntosh, Von Feldt, Zaffaroni, Chairperson Gilbert, and Vice-Chairperson McKitterick

**Oral Communications**

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

**Regular Agenda**

1. *Preliminary* Review – Conditional Use Permit X7D-146, T-Mobile West Corporation *Continued to future date*
2. Study Session – Zoning Ordinance Amendments for Implementation of Provisions of the adopted and Certified Housing Element of the General Plan

**Commission, Staff, Committee Reports and Recommendations**

**Approval of Minutes:** October 20, 2010

**Adjournment**

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Corte Madera School, Alpine Road and Indian Crossing.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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This Notice is posted in compliance with the Government Code of the State of California.

Date: October 29, 2010

CheyAnne Brown  
Planning & Building Assistant

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Town of Portola Valley

**COMMUNITY EVENTS COMMITTEE MEETING**

Thursday, November 4, 2010 – 5:00 PM

Historic Schoolhouse

765 Portola Road

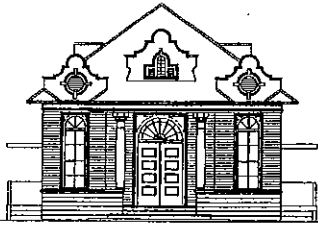
Portola Vallev. CA 94028

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**AGENDA**

1. Call To Order
2. Roll Call
3. Oral Communications
4. Approval of Minutes from October 4, 2010
5. Old Business
6. New Business
7. Discussion, Planning, Approval of Expenses, etc., of 2010/2011 Events
  - a) Town Picnic
  - b) Blues & BBQ
  - c) Volunteer Appreciation Party
8. Adjourn

**\*Committee members please confirm attendance (yes or no) to Chair, Michael Bray at [michael@braycentral.com](mailto:michael@braycentral.com) or (650) 851-8177.**



7

TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, October 25, 2010  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

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ACTION

**7:30 PM - REGULAR AGENDA\***

1. Call to Order: 7:31 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (Breen, Warr absent. Also present: Tom Vlasic Town Planner; Maryann Derwin Town Council Liaison; Chip McIntosh Planning Commission Liaison; Carol Borck Planning Technician)
3. Oral Communications: **None.**

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:
  - a. Continued Consideration of Conditional Use Permit (CUP) Application X7D-169, Request to Permit Additional Floor Area and Impervious Surface Area on 229-Acre Parcel, 555 Portola Road, Spring Ridge LLC (Neely/Myers) **Commission received public comment, continued discussion, and provided comments for Planning Commission.**
5. New Business:
  - a. Architectural Review for New Entry Gate, 10 Tagus Court, Mabardy **Project approved subject to condition to be met to the satisfaction of planning staff prior to building permit issuance.**
6. Approval of Minutes: October 11, 2010 **Approved as submitted.**
7. Adjournment **8:50 p.m.**

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\*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

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**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

**WRITTEN MATERIALS.** Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

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**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**PUBLIC HEARINGS**

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: October 22, 2010

CheyAnne Brown  
Planning & Building Assistant

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# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, October 27, 2010

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

8

## ACTION AGENDA

### 7:30 PM – CALL TO ORDER AND ROLL CALL

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

**Absent – Councilmember Richards and Mayor Toben**

### ORAL COMMUNICATIONS

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.

**Town Manager Howard pulled item #6 from the agenda which will be brought back at a later date**

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

(1) **Approval of Minutes** – Special Town Council Meeting of October 12, 2010

(2) **Approval of Minutes** – Special Town Council Meeting of October 13, 2010

**Approved as Amended 3-0**

(3) **Approval of Warrant List** – October 27, 2010

**Items 1 & 3 approved 3-0**

### REGULAR AGENDA

(4) **Recommendation by Town Planning Consultant** – Amendment and Addition to Title 18 [Zoning] related Geologic Matters

(a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Sections of and Adding Sections to Title 18 [Zoning] of the Portola Valley Municipal Code related to Geologic Matters (Ordinance No. 2010-387)

**Second Reading and Adoption of Ordinance Approved 3-0**

(5) **Recommendation by Town Attorney** – Adopt a Resolution regarding Wireless Antenna Facility

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Granting T-Mobile West, Inc.'s Appeal and Approving Conditional Use Permit X7D-170 for a T-Mobile Wireless Communications Facility (Resolution No. 2508-2010)

**Following clarification on number of carriers allowed, vegetation and RF levels item approved 3-0**

(6) **Discussion and Council Action** – Cultural Arts Committee with Proposed New Location for Tiles

**Item pulled**

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(7) **Recommendation by Art Panel** – in Consideration of Artwork Donations

**Sculpture donation approved 3-0 with Staff and Town Attorney to draft an agreement between the Town and donor**

(8) **Appointment by Mayor** – Request for Appointment of Member to the Nature and Science Committee

**Foster Beigler appointed by Vice Mayor with Council concurrence - Approved 3-0**

(9) **Appointment by Mayor** – Request for Appointment of Member to the Teen Committee

**Katie Putnam appointed by Vice Mayor with Council concurrence - Approved 3-0**

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

*There are no written materials for this item.*

**Councilmember Derwin – Cultural Arts discussed Holiday Craft Fair to be held on December 4, art selection for art show at town center in 2011 and a children’s art show. Sustainability members are working well in the three separate subgroups. The ABAG Fall General Assembly welcomed Keynote speaker Jon Haveman to discuss the economic implications of jobs, the economy and sustainability in the Bay Area. The Council of Cities October program welcomed Susan Manheimer, Chief of Police for San Mateo, who moderated a panel discussion on the advantages and pitfalls of shared services for police departments. Safe Routes to School meeting discussed bike to school, and bus transportation. The ASCC reviewed an entry gate on Tagus and continued discussion of the Neely/Myers project and provided comments to the Planning Commission.**

**Councilmember Wengert – Parks & Recreation Committee reviewed the Ford Field design and tennis program. The Community Events Committee is working on the Volunteer Appreciation Holiday Party that will be held on Friday, December 3<sup>rd</sup>.**

**Vice Mayor Driscoll – Conservation Committee reviewed Ford Field plans. The Nature and Science Committee is planning a radio controlled flight demonstration and program.**

#### **WRITTEN COMMUNICATIONS**

(11) **Town Council Weekly Digest** – October 15, 2010

(12) **Town Council Weekly Digest** – October 22, 2010

**#1 – Planned Wireless Task Force agreed with the addition of a member of the Cable Committee**

#### **ADJOURNMENT: 8:38 pm**

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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#### **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).

# **TOWN COUNCIL WEEKLY DIGEST**

Friday – November 5, 2010

- 
- ☐ 1. Month End Financial Report for the Month of October 2010
  - ☐ 2. Issued Building Permit Activity – October 2010
  - ☐ 3. Agenda – Special ASCC Field Meeting – Monday, November 8, 2010
  - ☐ 4. Agenda - Sustainability Committee Meeting – Monday, November 8, 2010
  - ☐ 5. Agenda – Special Trails and Paths Committee Meeting – Tuesday, November 9, 2010
  - ☐ 6. Agenda – Emergency Preparedness Committee Meeting – Thursday, November 11, 2010
  - ☐ 7. Agenda – Cable & Undergrounding Committee Meeting – Thursday, November 11, 2010
  - ☐ 8. Agenda – Historic Resources Committee Meeting – Thursday, November 11, 2010
  - ☐ 9. Action Agenda – Regular Planning Commission Meeting – Wednesday, November 3, 2010

## **Attached Separates (Council Only)**

- ☐ 1. Request from Sustainable San Mateo County to participate in "Indicators Report"
- ☐ 2. Invitation to attend Mt. Umunhum Public Access Meetings on Thursday, November 18 and Thursday, December 9, 2010
- ☐ 3. Invitation to attend a Holiday Party hosted by Siemens on Sunday, December 12, 2010
- ☐ 4. Invitation to attend San Mateo County Central Labor Council's Holiday party on Friday, December 3, 2010
- ☐ 5. Transactions – Fall 2010
- ☐ 6. League of California Cities "Western City" – November 2010



# MONTH END FINANCIAL REPORT

FOR THE MONTH OF: October 2010

C	Bank of America	\$	138,086.77
A	Local Agency Investment Fund (0.500%)	\$	6,787,803.03
S			
H	<b>Total Cash</b>	<b>\$</b>	<b>6,925,889.80</b>
F	05 General Fund	\$	1,952,243.35
U	08 Grant Fund	\$	-
N	10 Safety Tax	\$	151,716.61
D	15 Open Space	\$	2,765,945.39
S	20 Gas Tax	\$	80,863.58
	25 Library Fund	\$	397,043.90
	30 Public Safety/COPS	\$	(15,677.09)
	40 Park in Lieu	\$	6,177.49
	45 Inclusion In Lieu	\$	157,669.27
	60 Measure A	\$	77,671.71
	65 Road Fees	\$	783,583.27
	75 Crescent M.D.	\$	63,545.37
	80 PVR M.D.	\$	13,230.78
	85 Wayside I M.D.	\$	5,679.03
	86 Wayside II M.D.	\$	(117,634.75)
	90 Woodside Highlands M.D.	\$	142,739.30
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	489,603.58
	98 PVCF	\$	(26,711.32)
	<b>Total Fund Balance</b>	<b>\$</b>	<b>6,925,889.80</b>
A	Revenues for Month:	\$	189,994.57
C	LAIF Interest Deposit (0.51%)	\$	9,071.93
T	<b>Total Revenues for Month:</b>	<b>\$</b>	<b>199,066.50</b>
I			
V	Warrant List 10/13/10	\$	(157,596.77)
I	Warrant List 10/27/10	\$	(118,907.40)
T	Payroll	\$	(128,098.87)
Y	<b>Total Expenses for Month:</b>	<b>\$</b>	<b>(404,603.04)</b>
	<b>Activity Balance</b>	<b>\$</b>	<b>(205,536.54)</b>
S	Beginning Cash Balance:	\$	7,129,679.49
U	Total Revenues	\$	199,066.50
M	Total Expenses	\$	(404,603.04)
M	JE's and Voids	\$	1,746.85
A			
R	<b>Ending Cash Balance</b>	<b>\$</b>	<b>6,925,889.80</b>
Y			

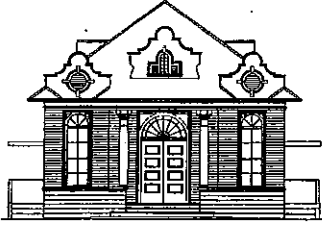
Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.

Town of Portola Valley

Issued Building Permit Activity: October 2010

	Permits This Month	Permits FY 10-11 To Date	Total Valuation This Month	Total Valuation FY 10-11 To Date	Application Fees Collected This Month	Application Fees FY 10-11 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 10-11 To Date	Total Fees Collected FY 10-11	Total Fees Collected FY 09-10
New Residence	1	2	1,636,750	2,756,750	7,933.80	13,980.55	5,156.97	9,087.36	23,067.91	22,175.76
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	0	6	0	1,625,587	0.00	13,288.45	0.00	7,408.35	20,696.80	14,147.53
Second Units	1	2	136,000	316,000	1,195.35	2,637.10	776.98	1,714.12	4,351.22	0.00
Remodels	2	18	98,500	1,427,570	1,056.00	13,312.20	686.40	8,652.95	21,965.15	11,841.39
Pools	2	7	190,000	641,400	2,076.50	5,855.70	1,246.38	4,131.71	9,987.41	1,639.69
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	2	0	7,000	0.00	180.50	0.00	72.31	252.81	0.00
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	2	3	0	0	200.00	300.00	0.00	0.00	300.00	200.00
Other	8	68	164,944	1,734,078	1,955.65	18,795.10	293.70	3,139.93	21,935.03	37,021.40
	16	108	2,226,194	8,508,385	14,417.30	68,349.60	8,160.43	34,206.73	102,556.33	87,025.77
Electrical	7	41	0	0	677.10	2,792.81	0.00	0.00	2,792.81	2,569.80
Plumbing	6	32	0	0	689.55	2,757.20	0.00	0.00	2,757.20	2,154.15
Mechanical	2	17	0	0	420.55	1,725.45	0.00	0.00	1,725.45	1,447.15
Total Permits	31	198	2,226,194	8,508,385	16,204.50	75,625.06	8,160.43	34,206.73	109,831.79	93,196.87

2



3

**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, November 8, 2010  
Special Field Meeting (time and place as listed herein)  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**SPECIAL ASCC FIELD MEETING\***

3:30 p.m. Golden Oak Drive at Peak Lane – Cal Water Tank Site Continued consideration of Conditional Use Permit (CUP) X7D-170, T-Mobile West Corporation (ASCC review to continue at Regular Meeting)

**7:30 PM - REGULAR AGENDA\***

1. Call to Order:

2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr

3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:

a. Conditional Use Permit (CUP) X7D-170, Installation of a Wireless Communication Antenna Facility, Golden Oak Drive at Peak Lane, T-Mobile West Corporation

b. Follow-up Review – Architectural Review and Site Development Permit X9H-614, New Residence and Associated Site Improvements, 121 Ash Lane, Vidalakis/Elsbrand

c. Follow-up Review, Right of Way Improvements – Architectural Review and Site Development Permit X9H-600, New Residence, 4860 Alpine Road, Achermann/Friedman

5. New Business:

a. Proposed Holiday Open House, Fromhertz House, 210 Portola Road, The Priory School

b. Site Development Permit X9H-620, Grading and Retaining Wall Construction, 138 Ramoso Road, Pereyra/Sanislo

6. Approval of Minutes: October 25, 2010

7. Adjournment

\*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

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**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

**WRITTEN MATERIALS.** Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

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#### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

#### **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

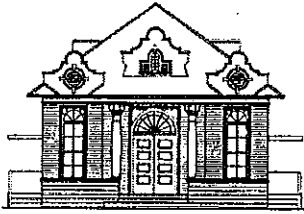
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: November 5, 2010

CheyAnne Brown  
Planning & Building Assistant

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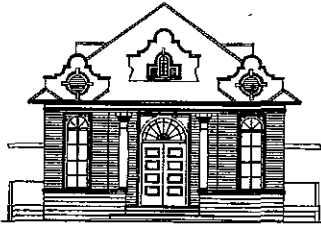
**TOWN OF PORTOLA VALLEY**  
**Sustainability Committee**  
**Monday, November 8, 2010 – 4:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call To Order
2. Oral Communications
3. Approval of Minutes from October 11, 2010
4. Introduction of Members and Visitors
5. Update - Programs
  - a. Energy Upgrade
  - b. Acterra
6. Update – Subcommittees
  - a. Smart Strip Guide & Display
  - b. Trip Advisor
  - c. Focus Group
7. Discussion – PG&E Pilot Program Participation
8. Group Exercise – Identify Town Leaders
9. Check-In with Subcommittees
10. Next Steps, Next Meeting Date and Reminders
  - a. Next Meeting: December 6, 2010 at 4:00 p.m.
11. Announcements
12. Adjournment by 5:30 p.m.





**TOWN OF PORTOLA VALLEY**  
***Special Trails and Paths Committee***  
**Tuesday, November 9, 2010 - 6:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – October 12, 2010
4. Trails Committee Candidate Interviews
  - 1) 6:00 – William Ashton
  - 2) 6:10 – Joan Barbour
  - 3) 6:25 – Patrick Cain
  - 4) 6:35 – Joseph Coleman
  - 5) 6:45 – Lynne Davis
  - 6) 6:55 – Judith Hasko
  - 7) 7:10 – Nicole Miller
  - 8) 7:20 – Judy Paris
  - 9) 7:35 – Marianne Plunder
  - 10) 7:45 – Sally Ann Reiss
  - 11) 8:00 – Catherine Siegel
  - 12) 8:10 – Shelly Sweeney
  - 13) 8:20 – Linda Yates
5. Ford Field – Discussion and Comments
6. Trails Closure Policy – Brief Review
7. Adjournment

Enclosures:  
Minutes of October 12, 2010  
Candidates Application



**TOWN OF PORTOLA VALLEY**

**Meeting of the**

**Emergency Preparedness Committee**

**Thursday, November 11, 2010 - 8:00 AM**

**EOC / Town Hall Conference Room**

**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call to order
2. Oral communications
3. Review and approve minutes of October meeting
4. Review of October CERPP exercise/training (10/23) and Cal Shake-out (10/21)
5. Report from sub-committees
6. Review of Goals for the year (standing agenda item)
7. Discussion of suggested goals for CERPP – EPC for 2011
8. Other business
9. Adjourn promptly at 9AM



7

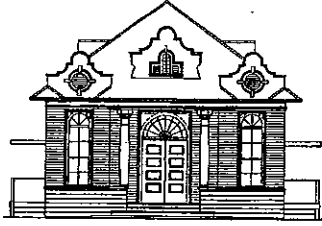
TOWN OF PORTOLA VALLEY  
*Cable & Undergrounding Committee*  
Thursday, November 11, 2010 – 8:15 AM  
Historic School House  
765 Portola Road, Portola Valley, CA

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## AGENDA

1. Call meeting to order
2. Minutes: Approval of September minutes
3. Communications from Members of the Public
4. Comcast:
  - a. Monthly outage reports:
5. Old Business
  - a. Undergrounding
    - Next steps to progress the PG&E Rule 20A project
6. New Business
  - a. Committee Charter: Suggested role as advisors to the Town Council re wireless technology
  - b. SAMCAT report
7. Adjournment:

Next meeting on January 13, 2010 at 8:15 am



8

**Town of Portola Valley**  
**Historic Resources Committee**  
**Thursday, November 11, 2010 – 3:45 PM**  
**Heritage Center / Portola Valley Library at Town Center**  
**765 Portola Road, Portola Valley, CA 94028**

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### **MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Approval of Minutes from March 25, 2010
4. Co-sponsorship of Sempervirens Fund event
5. Expenditures
6. Sesquicentennial celebration
7. Almanac archives
8. Adjourn

**If you are unable to attend this meeting - please notify Nancy Lund at 851-1072**



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**TOWN OF PORTOLA VALLEY  
REGULAR PLANNING COMMISSION MEETING  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, November 3, 2010 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)**

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**ACTION  
AGENDA**

Call to Order, Roll Call 7:30 p.m.

Commissioners McIntosh, Von Feldt, Zaffaroni, Chairperson Gilbert, and Vice-Chairperson McKitterick **(All Present. Also Present: John Richards Town Council Liaison, Tom Vlasic Town Planner, Karent Kristiansson Senior Planner, Leslie Lambert Planning Manager)**

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

**Leah provided copy of general plan sections regarding institutions.**

Regular Agenda

1. *Preliminary Review* – Conditional Use Permit X7D-146, T-Mobile West Corporation ***Continued to future date***
2. Study Session – Zoning Ordinance Amendments for Implementation of Provisions of the adopted and Certified Housing Element of the General Plan **Commission reviewed proposals, provided direction to staff to move forward with public hearing.**

Commission, Staff, Committee Reports and Recommendations

**Lambert reviewed wireless task force update, requesting a volunteer. Gilbert to volunteer.**

Approval of Minutes: October 20, 2010

**Approved as amended.**

Adjournment 8:25 p.m.

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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**AVAILABILITY OF INFORMATION**

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Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Corte Madera School, Alpine Road and Indian Crossing.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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This Notice is posted in compliance with the Government Code of the State of California.

Date: October 29, 2010

CheyAnne Brown  
Planning & Building Assistant

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