



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting  
 Wednesday, May 11, 2011  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

Vice Mayor Derwin, Mayor Driscoll, Councilmember Richards, Councilmember 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.

### 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** – Regular Town Council Meeting of April 27, 2011
- (2) **Approval of Warrant List** – May 11, 2011

### REGULAR AGENDA

- (3) **Recommendation by Town Clerk** – 2011 Election
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Calling and Giving Notice of the Holding of a General Municipal Election to be Held on November 8, 2011, for the Purpose of Electing Two Members of the Town Council (Resolution No. \_\_)
- (4) **Recommendation by Assistant Town Manager** – Adoption of the Local Hazard Mitigation Plan
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Annexation to the 2010 Association of Bay Area Governments Local Hazard Mitigation Plan as the Town's Local Hazard Mitigation Plan (Resolution No. \_\_)
- (5) **Recommendation by Assistant Town Manager** – Authorizing Continued Participation in the City/County Association of Governments of San Mateo County (C/CAG) and Approval of the Joint Powers Agreement and Authorizing the Mayor to Execute the Joint Powers Agreement
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing Continued Participation in the City/County Association of Government of San Mateo County (C/CAG) and Approval of the Joint Powers Agreement and Authorizing the Mayor to Execute the Joint Powers Agreement (Resolution No. \_\_)

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (6) **Discussion and Council Action** - Report from Wireless Task Force with Recommendations for Revisions to Zoning Ordinance New Chapter 18.41, Wireless Communication Facilities
- (7) **Discussion** – Proposed Naming of the Central Pathway or Drive between the Schoolhouse Bill and Jean “Lane”
- (8) **Reports from Commission and Committee Liaisons**  
*There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (9) **Town Council Weekly Digest** – April 29, 2011
- (10) **Town Council Weekly Digest** – May 6, 2011

### 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).

TOWN COUNCIL MEETING NO. 812, APRIL 27, 2011

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

Present: Councilmembers John Richards, Steve Toben and Ann Wengert; Vice Mayor Maryann Derwin; Mayor Ted Driscoll

Absent: None

Others: Angela Howard, Town Manager  
Janet McDougall, Assistant Town Manager  
Sharon Hanlon, Town Clerk  
Sandy Sloan, Town Attorney  
Tom Vlastic, Town Planner  
Karen Kristiansson, Senior Planner

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:31 p.m.]

- (1) Approval of Minutes of Town Council Meeting of April 13, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of April 27, 2011 in the amount of \$74,329.31

By motion of Councilmember Wengert, seconded by Councilmember Richards, the Consent Agenda (Item 2) was approved with the following roll call vote:

Aye: Councilmembers Richards, Toben and Wengert, Vice Mayor Derwin, Mayor Driscoll

No: None

REGULAR AGENDA

- (1) Approval of Minutes of Town Council Meeting of April 13, 2011

Councilmember Toben moved to approve minutes of Town Council meeting of April 13, 2011 as amended. Seconded by Councilmember Wengert, the motion passed 4-0-1 (Mayor Driscoll abstaining).

- (3) Discussion – Town Manager with Review of Emergency Preparedness Goals [7:40 p.m.]

Ms. Howard said that her April 27, 2011 memorandum to the Mayor and the Town Council was to advise what the Town has been able to accomplish on the emergency preparedness front during the fiscal year, largely as a result of work with the Emergency Preparedness Committee (EPC). Her memorandum addressed eight individual goals.

No. 1: Ms. Howard said that CERPP, the Citizens Emergency and Preparedness Program, remains an issue of concern.

Councilmember Wengert said that the last list of CERPP Divisions that she saw was not well-populated with leaders. Ms. Howard said that the list typically includes all CERPP Divisions, but her notation about most of the Divisions having leaders referred to Portola Valley CERPP Divisions. The only exception

among the Town's nine CERPPs is the Westridge CERPP, which does not have a leader. Mayor Driscoll noted that it isn't as if the Town can force anyone to step up to fill that role.

Councilmember Toben, indicating that emergency preparedness has been a serious interest to him for years, said that performance goals specified taking baseline readiness measures and charting progress at the end of the fiscal year. That information is necessary to determine where fortification is needed, because, as he pointed out, there are clearly differences in readiness and commitment among the divisions. He stated that he'd expected a division-by-division inventory showing who's in charge and some rating as to the level of readiness.

Councilmember Toben also expressed disappointment with the minimal progress made with respect to funding a paid CERPP coordinator, because that item is now likely to miss the current budget process. Ms. Howard said that representatives from the different agencies that would be involved in funding this position will meet May 6, 2011. If a commitment to fund the position emerges from that meeting, there is time to get Portola Valley's share in the Town budget, even if no one is hired by the beginning of the next fiscal year. With multiple jurisdictions involved, some technicalities in terms of reporting relationships and job duties may prove challenging to work out, she said.

In response to Vice Mayor Derwin's question about whether the issue of the CERPP coordinator has been discussed with the FireWise Committee, Councilmember Toben (former Committee liaison) said yes, but nothing seemed to coalesce in a timely way. The discussion has been going on for at least 18 months, he said. As the Director of Portola Valley's Emergency Operations and as a member of the CERPP Board, he continued, Ms. Howard is the one to be driving this and accelerate the process so that CERPP can live up to its potential. Ms. Howard said that with CERPP struggling, it's difficult to get the organization to accept help. Councilmember Toben said that he would attend the May 6, 2011 meeting at the invitation of FireWise Committee member Dave Howes.

Mayor Driscoll suggested that Portola Valley could show some leadership to the other agencies involved by allocating some money in the budget for this position even before the details are worked out.

Vice Mayor Derwin, as current FireWise Committee liaison, said that the Committee discussed CERPP's autonomy. She said that retiring Woodside Fire Chief Armando Muela expressed concern about the governance of CERPP and about how to respect and support the organization but not take it over. She said that as Ms. Howard observed, the organization seems to not want to accept help. Vice Mayor Derwin added that because CERPP is teetering on the edge of collapse, this may be the time for the CERPP Board to step in.

As Councilmember Toben sees it, a contribution of funds for a paid coordinator for CERPP – which is an independent 501(c)(3) entity – would be analogous to what's done with Sustainable San Mateo County, outsourcing or supporting a function that supports the Town. He said that he's concerned because budget season is so close. He also said that he likes Mayor Driscoll's suggestion about putting a line item in the upcoming budget as a placeholder for some funds as a starting point.

Before we allocate money, Councilmember Wengert asked if Ms. Howard thinks CERPP will survive. Ms. Howard said that even hiring a coordinator may not bring enough energy back into CERPP to restore the volunteerism energy that's needed. She described it as a very-labor intensive organization, and the people who have traditionally done the work are burned out and no one is stepping up. Nor can a single person do it, she added. She said she doesn't know whether it will survive. She hopes it doesn't come to that, but she said that if Portola Valley is really serious about neighborhood-by-neighborhood emergency preparedness, the Town may have to take it on and not leave it to the community.

In response to a further comment by Councilmember Wengert, Ms. Howard said that for a time, CERPP fell under the Fire District's umbrella, but that ended and now CERPP relies solely on volunteers. In fact, at the last CERPP Board meeting, Ms. Howard said, it was requested that she and Susan George (her Woodside counterpart) step down from the Board and serve in an advisory capacities instead.

Councilmember Wengert said that she isn't sure how a paid position would fit with an all-volunteer organization. She asked whether that's a workable model. Ms. Howard said that at this point, the effort is still underway to bring all of the agencies – the two towns, the Fire District and CERPP – together to create this one position that would be charged with improving emergency preparedness through CERPP.

According to Ms. Sloan, there are different ways to structure it so that the structure isn't a problem. A coordinator could be a CERPP employee, and the other agencies would contribute money. A little more complicated but fairly typical would be a joint powers agreement (JPA) among Woodside, Portola Valley and the Fire District, and the coordinator sitting within one of those three entities. She added that the first thing to do is to agree on the principle.

As Councilmember Toben put it, the organization – the vessel – exists; it just needs to be filled with some energy. In his experience, professional associations often begin with no paid staff, just earnest, hard-working volunteers. When they tire, they hire a coordinator, put money in and suddenly have something like the U.S. Green Building Council. Originally a bunch of volunteers, he said it's now a huge entity. He said we have to consider whether energizing with a coordinator might work. It could even be experimental, he suggested, if some eager, young college graduate came in with great community relations skills, the result could be a highly energetic community-based enterprise. It might fail, he added, but it's absolutely worth trying.

Mayor Driscoll said that he sees a lot of redundancy in the responsibilities of the various emergency preparedness committees and communities, the Fire District and what CERPP sees as its charter, and too many layers. Tax dollars support the Fire District, and he said that its charter presumably includes being the entity that deals with various forms of emergencies, including wildfires and such. Thus, he said, it might be simpler for the Fire District to take CERPP over, and have the emergency preparedness coordinator, funded by tax dollars, report to the fire chief. At the regionalism conference he recently attended, Mayor Driscoll said transportation came up, and they immediately set about trying to create a volunteer transportation organization – when there already are several. In terms of emergency preparedness, he said, perhaps what we're seeing with CERPP is circumstantial evidence that volunteer resources are spread too thin to restore critical mass, too many layers have been added, and it might be better to simplify.

Councilmember Richards said the coordinator position within the Fire District might give CERPP more direction and support. Councilmember Toben pointed out that if it were within the Fire District, cost would be more of an issue, given that salaries are higher in the public sector than in the nonprofit sector.

Councilmember Toben and Vice Mayor Derwin said that they don't see the situation as Mayor Driscoll described it. Councilmember Toben indicated that senior Fire District personnel have told him that emergency preparedness is the poor stepchild of emergency response – which isn't surprising. CERPP was designed as a volunteer-driven organization to work in neighborhoods, which makes for a proper matching-up of volunteer governance and volunteer efforts, neighborhood-by-neighborhood. The Fire District isn't likely to ever be well-suited for that, he said, adding that emergency preparedness seems to call for a bucket-brigade approach. Councilmember Wengert agreed; it's more a community-based effort.

No. 2: In response to Councilmember Toben, Ms. Howard outlined highlights of the Town's mutual aid pact with The Sequoias, saying that the agreement formalizes discussion from the November 10, 2010 Council meeting. Under terms of the agreement, The Sequoias will give Portola Valley a place to bring people as needed in the event of a disaster, for temporary accommodations and/or medical treatment. If and when such services are needed. The agreement also indicates that:

- A voucher system will be used so that the Town can reimburse The Sequoias for Town residents and staff who are temporarily housed there.
- The parties will provide staff or volunteers to document services provided for later reimbursement from federal disaster-relief funds.

- The Town will help track what medical care is needed and, if possible, provide a volunteer physician to The Sequoias.

Councilmember Toben said that's excellent; he had been unaware of the details.

No. 3: Noting that Ms. Howard's report shows only that staff and residents will use emergency supplies, Councilmember Toben indicated that the request had been for a protocol for distribution of supplies. He said that the Town needs some sort of rationing system, such as limits on the amount of water each resident could receive each day or the number of diapers issued to a family with babies. He said that a more precise protocol is necessary to avert runs on supplies, avoid chaos and provide for orderly distribution.

Councilmember Wengert said that a protocol will require some flexibility, based on the situation, such as the severity and extent of the crisis, the duration of power outages or water service interruptions, etc.

Mayor Driscoll said that when he was EPC liaison, there was discussion about not putting too much emphasis on people coming to the Town for emergency supplies, but rather on the importance of residents maintaining their own supplies.

No. 4: Councilmember Toben inquired about the status of supplies at an alternative Emergency Operations Center (EOC) at The Priory and again, a distribution protocol.

No. 5: Councilmember Toben said that when Ms. Howard met with him and the Mayor to discuss the chain-of-command matter, he thought that they'd identified Ms. Howard, as Emergency Operations Director, first in the chain-of-command, and thereafter it would be either the Mayor or Vice Mayor or his/her designee. Ms. Howard agreed that the Mayor/Vice Mayor might be the logical choice as second in command because staff members who don't live in Portola Valley might be unable to get to the Town in the wake of a disaster. Since the matter is governed by ordinance, she added, she believes the only way to formalize a decision is to put the discussion on the Town Council agenda. Councilmember Toben said that if the Mayor/Vice Mayor will be in the chain of command, it also will be necessary to train them to perform the functions of Emergency Operations Director.

Referring to the gas line explosion in San Bruno, Vice Mayor Derwin noted that San Bruno councilmembers and mayor were present but working with the community rather than directing emergency operations. She asked if that was probably the case because San Bruno's staff live close by and it wasn't an issue for them to get there. Ms. Howard said yes, but it's also significant that Portola Valley has a staff of only 15 people, whereas San Bruno's staff is much larger.

Mayor Driscoll agreed that the chain-of-command matter warrants discussion, and also observed that in the San Bruno situation, leadership in terms of city officials reassuring citizens was also a very important factor. Councilmember Toben agreed, noting that Portola Valley's protocols also must clarify the division of labor. If the Mayor is leading public outreach and the Town Manager is running the radio network from Town Hall, for instance, he asked, would they be in synch?

No. 6: Councilmember Toben said that he was pleased to see the keybox mounted securely on the wall and that Ms. Howard has developed a key checkout system.

No. 7: Councilmember Toben said that he likes the idea of establishing different places functionally for different aspects of emergency response, i.e., command-and-control at Town Hall, medical services in the Community Hall, public outreach from the Schoolhouse.

No. 8: As for the planning of the EPC's Fifth Wednesday meetings, Councilmember Toben said that he would like to have seen another real-time simulation or drill on this year's calendar. He said that exercises to improve readiness are essential. He said that he was involved with programming for the next meeting (June 29, 2011) and noted that Ms. Howard indicated having conversations with new Fire Chief Dan

Ghiorso about participating in the final meeting of the year (August 31, 2011). Ms. Howard said that because community interest seems high in how evacuations from Portola Valley would be conducted, she's trying to plan the August meeting by having our own Fire District explain how we would evacuate Portola Valley. Councilmember Toben said he would prefer simulations and drills, because the need for more practice is urgent.

Councilmember Richards agreed.

Councilmember Wengert said that she also agrees about the importance of simulations – especially those that would require quick thinking – particularly because Portola Valley doesn't have a "deep bench" in the event of an emergency. In addition to the practice, she said that such activities also give participants a better idea of one another's strengths and weaknesses.

Councilmember Toben said that it might be a good idea to run the simulation session with the configuration of activity center locations that Ms. Howard identified, i.e., the Schoolhouse for public outreach, Community Hall for triage and Town Hall for command-and-control.

Mayor Driscoll said that it's important for the EPC to not lose sight of the fact that at least this year; they were supposed to make sure everyone is ready for an emergency at their homes.

Councilmember Toben said that an emergency preparedness kit will be on prominent display at the Town Picnic on June 4, 2011 – and one will be raffled off, Ms. Howard noted. The Town is looking at a volume purchase of kits, Councilmember Toben added, and Ms. Howard said that Emergency Preparedness Committee Chair Chris Raanes is arranging for Earth Shakes (Burlingame) to have representatives on hand at the picnic to take orders, and if interest warrants, she'll arrange it so that residents may purchase kits at Town Hall.

- (4) Discussion and Council Action – Report from Town Planner's Office with an update on the Sustainable Communities Strategy process and Town Efforts to meet Housing Element BMR requirements [8:15 p.m.]
  - (a) Initial Vision Scenario for the Sustainable Communities Strategy

Ms. Kristiansson explained that the Initial Vision Scenario is the first draft of a plan mandated by SB 375, which requires every region in the State to come up with a plan – a Sustainable Communities Strategy (SCS) – for future development and transportation improvements in the interest of reducing greenhouse gas (GHG) emissions by 7% by 2010, and 15% by 2035. She explained that the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) are taking the lead in developing the strategy. As part of that process, transportation improvements that are consistent with the plan will receive funding priority and numbers for the next Housing Element cycle must be consistent with the new plan.

At this point, Ms. Kristiansson said, ABAG and MTC are soliciting feedback on the first draft of the plan, which was released in March 2011. They will use that feedback over the next couple of months to develop alternative scenarios, which will be released in July 2011, after which communities will again have the opportunity to react to the alternatives, with the final plan identified by January 2012.

The first draft, the Initial Vision Scenario, estimates future housing and employment, suggests locations for them and generally discusses transportation improvements. Both housing and employment estimates are fairly high, Ms. Kristiansson said, with approximately 900,000 new households by 2035. This first-cut scenario is "unconstrained," she explained. In other words, in terms of households, it assumes the number of households based solely on population growth and immigration trends. It doesn't take into account such factors as the availability of land, water and funds for affordable housing. As for employment, the scenario anticipates about 500,000 additional jobs needed by 2035. Ms. Kristiansson pointed out that 50,000 new jobs a year is about five times more than the annual average number of jobs

created over the last 20 years. One reason those numbers are so high, she said, is the concentration of fast-growing industries in the Bay Area.

As for locating the housing and the jobs, the initial vision scenario primarily looks at homes in so-called Priority Development Areas and Growth Opportunity Areas – places identified for growth by local jurisdictions. On the Peninsula, most of the growth is along the El Camino Real corridor. The transportation improvements were designed to serve the new housing, with jobs located close to transit access. Again, she said, the transportation improvements don't take into account either available land or funding.

Although Portola Valley doesn't have an issue with the scenario's housing and employment numbers, Ms. Kristiansson continued, other communities do, she said. For Portola Valley, the initial vision scenario shows 50 new households being added between 2010 and 2035, an average of two new households per year. She said that's well within the Town's capability, with the Housing Element estimating the addition of 88 housing units between 2010 and 2014. The scenario estimates 202 new jobs by 2035, which translates into about eight annually, which is consistent with what the Town Planner estimated a few years ago when ABAG's projections were reviewed. In response to Mayor Driscoll's comment that those new jobs would be principally at-home jobs, Ms. Kristiansson agreed, noting that commercial space also would account for a small portion of them.

In terms of the GHG emissions, the initial vision scenario meets 2020's reduction targets but not 2035's. As alternative scenarios are prepared to close the gap, she said, the Town needs to keep abreast of what's going on and ensure that projections and estimates for Portola Valley remain reasonable. Ms. Kristiansson said that she's been attending meetings of the Technical Advisory Committee (TAC), which for the most part comprises the same people who worked on the Housing Element. It would be helpful to have a member of the Town Council serve on the San Mateo County sub-region's Political Advisory Committee (PAC) on the SCS, attending meetings and providing feedback to the TAC.

Councilmember Wengert said that the context of historical experience and overlaying economics is clearly missing in the housing and employment estimates. Even if the impact on Portola Valley doesn't appear significant due to the Town's size, she said she's astounded and alarmed by the numbers she sees. The lack of clarity as to the source of statistics for the initial vision scenario also bothers her. Councilmember Wengert said that to grow a labor force in unconstrained fashion falls apart quickly when you have to consider whether workers can afford to live within a reasonable distance of the work.

Mr. Vlastic said one reason for a Town Council representative in the PAC is the potential importance of Town's perspective on these issues.

Ms. Kristiansson said the data sources haven't been identified yet, and although there's been quite a bit of data developed around housing, there isn't so much about employment.

Vice Mayor Derwin said that the SCS was presented at the last C/CAG meeting she attended. Most of the Board members were very troubled by the numbers and frustrated to be told to conserve water on the one hand yet accommodate all of this new growth on the other. She said that Hillsborough Councilmember Tom Kasten is beside himself with the prospect of the projections for Hillsborough. Belmont's C/CAG representative (Christine Wozniak) pointed out that sustainability would come from limiting – not encouraging – growth. She said someone noted that census figures from 2010 have a population 200,000 lower than this initial vision scenario assumed. C/CAG representatives from East Palo Alto (Carlos Romero and Ruben Abrica), she continued, talked about the need for pricing mechanisms and the fact that the public sector remains decimated even if the private sector in Silicon Valley seems to have turned the corner. Vice Mayor Derwin also said there was discussion about the benefit of agricultural lands and greenbelts, or "greenlines," as San Mateo County Housing Director Duane Bay called them.

In terms of the transportation aspect, Vice Mayor Derwin said, without good transportation, this whole thing falls apart, and transportation budgets are shrinking. For example, she said, Caltrain just hobbled



together a rescue plan. As one C/CAG Board member said, she continued, at some point the ideal-world vision assuming unconstrained resources must come together with reality.

Ms. Kristiansson said that judging from an ABAG/MTC presentation she attended, they are aware of the problem. One of the presenters said that overall, the general idea of concentrating growth in the areas where they're proposing is great, but the numbers are just way too high.

Mayor Driscoll referred to what struck him as some arbitrary ratios. Testing from a logical point of view, he can't understand why Woodside would need only 30 new housing units and would have to generate 117 jobs, while Portola Valley would have to generate 208 jobs. In places, Mayor Driscoll said, the numbers seem capriciously arbitrary. Atherton only needs 147 jobs, for instance, and it's right on the transit corridor, El Camino Real, which is nowhere near Portola Valley.

Mayor Driscoll also said that we've been living the last 25 years with the constraints of the previous housing regulations and the need for the Housing Element and providing for below-market-rate (BMR) and moderate-income housing, etc. He asked whether the SCS vision would supplant that or update it. In a way, Ms. Kristiansson said, it would. She explained that it would change how the Housing Element process works to some extent. When the final SCS emerges, the RHNA numbers – the Regional Housing Needs Assessment numbers – for the next Housing Element cycle will be released simultaneously. The Housing Element has been on a five-year cycle, and with SCS, it would change to an eight-year cycle.

Ms. Kristiansson said that the Sustainable Communities Strategy does contain some good ideas, including coordinating housing with transportation.

Mayor Driscoll said that when State says our Housing Element must provide a certain number of units, the mandate doesn't come with any money to accomplish it. That's an unfunded mandate if ever there was one, he said.

Ms. Kristiansson pointed out that so far the Town doesn't have to build the units, just have a place where they could go.

Mayor Driscoll asked what the consequences of noncompliance would be. In terms of the initial vision scenario numbers for housing, Ms. Kristiansson said, she doesn't believe we'd have a problem in terms of the Housing Element for the next cycle. The SCS talks about 50 housing units over 25 years, and looking at an eight-year cycle within that timeframe results in 16 housing units. She said that Portola Valley could accomplish that number with second units alone.

Ms. Sloan said it's unclear how the Housing Element and Sustainable Communities Strategy will merge, but right now it's dangerous not to have a certified housing element. Without one, the primary danger is a lawsuit that may result in a court overseeing that the Town gets something done. Another danger is a lawsuit from someone who opposes a development that the Town wants. Ms. Sloan also pointed out that every year, some legislator introduces a bill with more severe penalties, such as cutting off the gas tax to jurisdictions in violation. Every year, there's talk about additional sanctions.

Ms. Kristiansson added that without a certified housing element, a jurisdiction risks having little to say about a low-cost housing developer's ability to build.

Mayor Driscoll said that he's trying to understand the motivation for the Town Council to be looking for solutions that generate moderate- and low-income housing as opposed to sitting back and saying that we're happy with things as they are.

Vice Mayor Derwin nominated Councilmember Wengert to serve on the PAC, and she agreed. Vice Mayor Derwin will serve as her alternate.

## (b) Status of Blue Oaks BMR Lots and Next Steps

Mr. Vlasic said that looking ahead to next year, with the planning budget and also with the requirements of the General Plan, the Town Planner's office is responsible for moving ahead with work on BMR housing, and asked for the Council's support in establishing a committee to do so.

Ms. Kristiansson said that Portola Valley's Housing Element sets forth an approach for trying to get the below-market-rate units built, either onsite at Blue Oaks or in an alternative location, and makes the Town Planner the party responsible for coordinating the effort. Toward that end, an Ad Hoc Blue Oaks BMR Advisory Committee will be formed, ideally consisting of a member of the Town Council and a member of the Planning Commission in addition to representatives from the Town Attorney's office, the Town Manager's office and the Town Planner's office. The Committee's role would be to identify and explore options, evaluate their pros and cons, and report back to the Council for a decision on moving forward.

Planning Commissioner Arthur McIntosh will serve on the Committee, as he's indicated a desire to continue to be involved in the process, Ms. Kristiansson said, and pointed out that Councilmember Wengert has worked on some of this previously. Councilmember Wengert said that she would be happy to represent the Council on the Committee, and she's optimistic about the group's ability to finally move forward.

Mayor Driscoll said that a concern obviously will be that neighbors won't necessarily welcome BMR housing. Councilmember Wengert agreed about expecting resistance.

In response to Vice Mayor Derwin, Ms. Sloan said that when the Blue Oaks Subdivision was approved, the developer considered building the BMR units himself because he wanted them to fit in. Ultimately, however, he transferred the land to the Town. Ms. Sloan isn't advising that the Town build these units, she said that even when communities set aside land for BMR housing, they typically put out proposals or call in parties that specialize in affordable housing. In fact, the Town has discussed the BMR units with three different such parties.

Vice Mayor Derwin said that, however, these eight units should be built at some point. Ms. Sloan said that it's awkward to have approved the subdivision, to own the land – which is pretty valuable – to have the mandate from the State and, despite investigation, to have shown no results. Nothing states that the eight units must be together, she added. The only constraint is that if Town sells its property in Blue Oaks, the proceeds would be earmarked for affordable housing.

Mr. Vlasic explained that there are probably some creative options. For instance, as Ms. Sloan indicated, they don't all necessarily have to be in one place. The Committee can explore options with The Priory or The Sequoias to accommodate some BMR housing. What is appropriate, he emphasized, is making a concerted effort to find a solution.

Ms. Kristiansson said that it's logical to try to keep the BMR units grouped together to the extent possible to attract potential developers. Even an eight-unit project would be small by a developer's standards.

Ms. Sloan said that when the Blue Oaks Subdivision was approved, the idea vis-à-vis housing for moderate-income people was not for rental properties, but to have for-sale units, with deed restrictions to roll affordability over to the next buyer. (Per Ms. Kristiansson memorandum, California's 2010 income limit for a moderate-income family of four would be \$119,300.)

When Mayor Driscoll asked whether the Town must retain the Blue Oaks property until it has another plan, Ms. Sloan said no, they could be liquidated at any time provided the proceeds go into the special fund. With the market improving, Mayor Driscoll suggested that perhaps the Town should put them on the market to see what kinds of offers materialize. Ms. Sloan said that's an absolutely valid strategy. Vice Mayor Derwin noted that houses are selling well right now.

Mayor Driscoll said that he doesn't want to get the Town in a position of having to use reserves to get BMR housing built and then have to replenish those reserves. Ms. Sloan said it would increase the urgency of identifying the other opportunities to take advantage of a parity market.

Ms. Kristiansson mentioned some potential units in Town that are tucked away, such as the teacher housing at The Priory.

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

##### (5) Discussion and Council Action – Commercial Activity in Parks and Recreation Areas [8:50 p.m.]

Ms. McDougall said that she didn't have much to add to her report dated April 27, 2011, although the situation has changed since the Council discussed this at its March 23, 2011 meeting. It might be prudent to revisit the idea in the future, she said, but the current situation doesn't warrant adopting an ordinance.

Mayor Driscoll asked whether the Town has a policy that at least could be used as a guideline. Councilmember Richards suggested something as simple as saying that individual residents have priority over commercial operations. Ms. Sloan said that right now it appears there isn't a problem. What has come up, she said, is a citizen conducting commercial business.

Ms. Howard said that at one time, staff could just go out and talk to someone who, for instance, started conducting dog training on the grassy area between the MUR and the artists' studios. This person was told the activity wasn't allowed, and that was it. When Vice Mayor Derwin asked why that approach no longer works, Ms. Howard said that people want to see the regulation. Ms. McDougall said the situation ratchets up even further; people will do what they want until a law enforcement official tells them no – and the police couldn't do anything without an ordinance to back them up.

Mayor Driscoll again recommended something in writing, perhaps an advisory, so that staff at the front desk has something to work with. Ms. Sloan said that it would be better to go back to considering the ordinance. Ms. McDougall said that she doesn't know how the ordinance as it stands would accommodate exceptions for one-on-one tennis lessons, for example, and other activities that came up at the March 23, 2011 Town Council meeting.

Because Ms. Sloan wasn't at that meeting, Councilmember Toben explained that the Council discussed a matrix that considered intensity, frequency and residency status. Ms. McDougall said that she'd attempted to modify the draft ordinance around those parameters. In discussing it with Leigh Prince in the Town Attorney's office, she said, both of them became concerned that carving out one-on-one instruction would leave the ordinance affecting a single current activity. That, in turn, led them to question whether the problem warrants enacting an ordinance. They agreed to monitor the situation and see if any further developments change the picture. Councilmember Toben said that he supports their conclusions.

Mayor Driscoll expressed concern about waiting for a problem to develop, when it will be harder to implement a solution. While we don't have a problem, he stated, it might make sense to establish some restrictions now and if necessary, fine-tune them later.

Councilmember Wengert said she thought another issue to resolve is that of parity for Corinne Mansourian, who taught tennis in conjunction with a Town program, subject to regulations that didn't apply to others. Ms. Mansourian's departure apparently wasn't solely related to the parity issue, but Mayor Driscoll said that parity also came up in regard to people in the artists' studios and children's science programs.

Councilmember Wengert said she tended to agree with Mayor Driscoll, in that if a potential problem is apparent, even a minor one, it could accelerate, and if the ordinance could help resolve other issues, she would favor moving forward with an ordinance now.

Ms. McDougall pointed out that the one individual who would be affected has already expressed feelings about being singled out, and she would be concerned if the ordinance turned out to do that.

Vice Mayor Derwin said that, especially with summer coming on, others might follow this individual's lead and the problem would escalate. Ms. McDougall said there's definitely potential for that eventually, but for the time being, she advises standing down a bit, letting things settle, and monitoring the situation.

Councilmember Toben said that he is persuaded by the opinions of Councilmember Wengert, Mayor Driscoll and Vice Mayor Derwin.

Councilmember Wengert said that the implicit threat sets up a whole different set of issues, and that we'd be well-advised to move forward with an ordinance. If we wait, she and Mayor Driscoll said, it will be worse.

With the consensus clear, Mayor Driscoll asked Ms. McDougall to proceed with refining the draft ordinance. Referencing the Council's prior discussion on the matter, Councilmember Toben said that the ordinance should integrate nuance into the application. It isn't just a matter of establishing exceptions for one-on-one instruction. He suggested that further Council comments may be appropriate, but said he's confident that Ms. McDougall and the Town Attorney's office will come up with something approximating a solution.

(6) Reports from Commission and Committee Liaisons [9:03 p.m.]

(a) Public Works Committee

Councilmember Wengert said that the Public Works Committee met on April 14, 2011, discussing maintenance and capital budget items. It's a very hands-on group that has all the storm drains on a matrix with individual Committee members assigned to inspect them. Public Works Director Howard Young went through next year's capital budget with the Committee, discussing tree removal, resurfacing, litter, storm damage, etc. At the end of the meeting, Committee members went to Town Center to walk the site, review emergency procedures and check shutoffs for gas lines and solar panels. They also tested the generator.

(b) Nature and Science Committee

The Nature and Science Committee also met on April 14, 2011, Councilmember Wengert reported. The Committee is shifting into high gear, planning remaining activities for this year and looking toward next year's budget. The Committee discussed upcoming Flight Night, which is scheduled for May 19, 2011, with a sizeable complement of pilots lined up, as well as exhibits, participatory tables and children's activities. Also in the works, probably in next year's budget, are a Star Party, potentially an Einstein Project and possibly an Insect Day.

(c) Planning Commission

Councilmember Wengert said that at its April 20, 2011 meeting, the Planning Commission held a preliminary review for redevelopment of an Alpine Hills area property that includes a significant amount of cut and fill – intended to restore the property to a more native condition. The Planning Commission also reviewed the planning budget, with the most substantial discussion centering on the issue of floor area and impervious surface maximums for very large parcels.

(d) Emergency Preparedness Committee

Councilmember Toben commented further on the Emergency Preparedness Committee, which met on April 14, 2011 (see Item 3 on the agenda). He indicated that two local physicians may be candidates for Committee membership – including one who previously practiced at The Sequoias. He said there hasn't

been much progress on the mandate to work directly with the neighborhoods. The Committee will have a presence at the Town Picnic on June 4, 2011, displaying emergency kits for resident homes, and is planning a field day on June 25, 2011, when ham radio operators from around the country will have a contest to attract media attention to show what they can do in the way of emergency radio communications. The Committee will set up a tent on the performance lawn, taking advantage of the opportunity to underscore emergency preparedness in Portola Valley.

(e) Parks and Recreation Committee

At its April 18, 2011 meeting, Councilmember Toben reported, the Parks and Recreation Committee had some discussion about whether to try to bring Bill Pickering's softball league in-house, as the adult soccer league is. The Committee also discussed the Ford Field renovation, awaiting the \$300,000 in funds to get started. The redesign is proceeding, he said, with help from Ms. McDougall to arrive at some compromise solutions that addressed concerns of the little league people.

Ms. McDougall told the Council that the design will go to ASCC on May 9, 2011. Councilmember Toben said that he told Committee member Lindsay Bowen that he should take charge of forming a Portola Valley community fund to raise money for the baseball field.

(f) FireWise Committee

Councilmember Toben reported that FireWise Committee held a workshop in March, with 20 attendees. Some CERPP representatives also attended, which was good, he said, because they can train others. The Committee discussed whether the chipper schedule should rotate by neighborhood each year, giving residents who may need to clear their property earlier the chance to do so. The Woodside Fire Protection District is concerned with water availability and access to properties that are vulnerable to fire.

Vice Mayor Derwin added that the Committee also discussed its future direction and the idea of a Fire Safe web page for Woodside and Portola Valley. Members were told that Steve Quarles from UC Berkeley, will speak about "Protecting Homes and Buildings from Wildfire" at a special San Mateo County Fire Safe event on May 3, 2011 at the Woodside Elementary School. New Fire Chief Dan Ghorso said that not much in the Fire District will change under his watch. Interestingly, she said, he also indicated that the last time Portola Valley had a really serious wildfire was in 1987.

(g) HEART of San Mateo County

Councilmember Richards reported that HEART of San Mateo County (Housing Endowment and Regional Trust) reviewed its accomplishments from the prior year, and progress toward reduced reliance on community funding. Efforts included raising fees on low-cost loan packages. The organization is also recruiting a new executive director.

(h) San Mateo County Emergency Services Council

Councilmember Richards attended San Mateo County Emergency Services Council meeting, during which the group discussed the hazmat team, the March 11, 2011 tsunami response and the budget. In regard to the budget, three options were offered: 1) keep services the same with larger fees; 2) reduce services slightly and keep the same fees; and 3) cut services more significantly and reduce fees. He reported that all but Portola Valley, Half Moon Bay and Pacifica members opted for a reduced budget; and chose the second option, leaving fees static and minimally reducing services. The reduction in services will include elimination of a supervisor's vehicle, Councilmember Richards said. The Emergency Services Council's tsunami response included preparation of evacuation centers on the east side of Highway 1. The Belmont HazMat Team may disband, leaving San Mateo County to manage hazmat work. Preparedness Day will be held June 11, 2011 at the San Mateo County Expo Center.

(i) Architectural and Site Control Commission (ASCC)

On April 25, 2011, according to Councilmember Richards, the ASCC held a field meeting at 15 Sausal Drive for preliminary architectural review of a proposed new residence, and continued the item to a future meeting.

(j) Cultural Arts Committee

Vice Mayor Derwin said that at the recent meeting of the Cultural Arts Committee, members discussed the Committee's definition, reviewed its budget and scheduled dates – all on Wednesday evenings – for the Summer Concert Series. The first concert will be on May 12, 2011, followed by July 21, 2011 and August 18, 2011. In the future, the group will set aside 15 minutes before meetings for a social period and will try to plan one or two field trips each year to museums, etc.

In response to Councilmember Toben's concern that the social time doesn't violate the Brown Act, Ms. Howard said that the Committee has been told they cannot discuss business socially. She also pointed out that field trips are likely to involve people in addition to Committee members.

(k) (C/CAG) City/County Association of Governments

Vice Mayor Derwin said that C/CAG's regular meeting lasted only about a half hour, with the balance of the time spent discussing the initial vision scenario for SB 375 (see Item 4(a) on the agenda). A representative of MTC said this is the first time MTC has done a project with ABAG, and said that the location of jobs in relation to housing and transit is a key issue. Several key questions were to be discussed at a public workshop (scheduled for tonight) at the San Mateo Library: 1) Where should growth go and does this work for your city? 2) What resources do communities need to support growth? 3) How might regional transportation dollars support jurisdictions taking on growth and/or preserving open space and agricultural lands? Other questions and comments from the Board, Vice Mayor Derwin said, included:

- Have you looked at growth rates for the past 25 years?
- How do we get more accurate numbers for our communities?
- How do we address cost restraints?
- "Build it and they will come" has been our mantra for years; instead, how about looking at limiting growth in terms of sustainability?
- Where did you get the numbers that came up over and over?
- Water and power constraints – how much planning out is done for these kinds of adjustments?
- If we don't have enough water and adequate transportation, we can't sustain anything.
- Why are we putting in all the time on this? We need to slow down.
- We need good transportation for everyone, along the coast and in the hills.
- The dilemma we're facing is a shortfall in transportation dollars, a chicken-and-egg situation.
- Visioning is great, but everything costs money, and constituents don't want to pay more.

- The State says to lower water consumption, “but you’re going to grow by this much; figure it out.”
- How do we get the private sector to invest in the public sector?

The robust discussion continued, Vice Mayor Derwin reported, with Duane Bay (San Mateo County Housing Director) advising that the questions to ask include: What is the pace of growth? What is the pattern of growth? How big is the pie? How big is the RNHA target number? How big is each jurisdiction’s share? He said we should ask questions such as: How much growth should there be centered in San Francisco, Oakland and San Jose, the three main cities in our region? How much growth should be in the transportation network? How much should be inside and outside of the greenline?

(I) Sustainability Committee

Vice Mayor Derwin reported that the Earth Day Fair at Town Center was a success but not as well-attended as expected. She said that she really enjoyed the electric cars, including a Tesla, a Volt (Chevrolet) and a Leaf (Nissan). The event also featured some of the people who will be conducting the High Energy Home Assessments. She credited Sustainability & Resource Efficiency Coordinator (SURE) Brandi de Garneau, the staff and the interns for putting in so much time and effort.

Councilmember Toben stated that the Earth Day Fair was beautifully done, but he was disappointed in the turnout. He suggested combining the fundamentals of the Earth Day celebration with the Town Picnic next year, underscoring the fact that this is a central organizing idea for our community.

(I) Conservation Committee

Mayor Driscoll said that he attended the Conservation Committee meeting on behalf of Councilmember Richards. He reported that the Committee is concerned about the FireWise counseling being inconsistent with preserving habitats and native plants, and wants to be involved in minimizing fire dangers without threatening them. The Committee will take responsibility for the native garden at Town Center, which, as Mayor Driscoll pointed out, is currently languishing.

Councilmember Toben said that he’s spoken with Brad Peyton, a member of the Public Works Committee, who said he’d been trying without success to get the Portola Valley Garden Club to take on the native garden.

WRITTEN COMMUNICATIONS [9:40 p.m.]

(7) Town Council April 15, 2011 Weekly Digest

- a) #1 – Memorandum to Town Council from Janet McDougall regarding the Annual Audit Required by Hasso-Plattner Grant – April 13, 2011

Mayor Driscoll commented on the amount of work going in to complete the Hasso-Plattner Audit. Councilmember Toben noted the importance of being mindful about responding energetically to the auditors’ suggestions. Ms. Sloan said that her office has obtained approval to report on a fiscal year basis instead of the Hasso-Plattner Foundation’s calendar year, which should facilitate reconciliation for the next audit.

- b) #5 – Memorandum to Town Council from Susan Gold regarding hitching rack – April 13, 2011

Ms. Howard noted that the hitching rack will be installed soon.

(8) Town Council April 22, 2011 Weekly Digest

- a) #1 – Letter to Town Council from Adrienne Tissier regarding an ordinance prohibiting retail food vendors from using polystyrene-based containers – April 19, 2011

Councilmember Toben asked whether any Portola Valley food vendors – defined in a San Mateo County ordinance as entities serving prepared foods – uses polystyrene containers. According to Ms. Howard, Ms. de Garneau confirmed that all of those in Portola Valley use paper. Staff will confirm. If there isn't a problem, Councilmember Toben said a specific Town ordinance prohibiting the use of polystyrene isn't needed.

ADJOURNMENT [9:45 p.m.]

\_\_\_\_\_  
Mayor

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



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 1

TOWN OF PORTOLA VALLEY

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

MIKE & PATTI AGOFF	Spring Instructor Fee	11910	05/11/2011	
			05/11/2011	
2341 KEHOE AVENUE	0016		05/11/2011	
SAN MATEO	BOA	44863	05/11/2011	0.00
CA 94403				9,140.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	9,140.00	0.00

Check No.	44863	Total:	9,140.00
Total for	MIKE & PATTI AGOFF		9,140.00

ANIMAL DAMAGE MGMT INC	April Pest Control	11861	05/11/2011	
			05/11/2011	
16170 VINEYARD BLVD. #150	804		05/11/2011	
MORGAN HILL	BOA	44864	05/11/2011	0.00
CA 95037	51827			310.00

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

Check No.	44864	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

ARC MOUNTAIN VIEW	Blueprints	11862	05/11/2011	
			05/11/2011	
945 BRYANT STREET	0112		05/11/2011	
SAN FRANCISCO	BOA	44865	05/11/2011	0.00
CA 94103	211488			112.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	112.07	0.00

Check No.	44865	Total:	112.07
Total for	ARC MOUNTAIN VIEW		112.07

ARROWHEAD MT SPRING WATER	April Statement	11863	05/11/2011	
			05/11/2011	
P.O. BOX 856158	463		05/11/2011	
LOUISVILLE	BOA	44866	05/11/2011	0.00
KY 40285-6158				82.91

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	82.91	0.00

Check No.	44866	Total:	82.91
Total for	ARROWHEAD MT SPRING WATER		82.91

AT&T (2)	April Microwave	11864	05/11/2011	
			05/11/2011	
PAYMENT CENTER	877		05/11/2011	
SACRAMENTO	BOA	44867	05/11/2011	0.00
CA 95887-0001				63.81

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 2

TOWN OF PORTOLA VALLEY

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

05-52-4152	Emerq Preparedness Committee	63.81	0.00	
------------	------------------------------	-------	------	--

Check No.	44867	Total:	63.81
Total for	AT&T (2)		63.81

BALANCE HYDROLOGICS INC.	C-1 Trail Creek, 2/20-3/19	11908	05/11/2011	
800 BANCROFT WAY	945		05/11/2011	
BERKELEY	BOA	44868	05/11/2011	0.00
CA 94710-2227	206203-0311			8,925.03

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	8,925.03	0.00

Check No.	44868	Total:	8,925.03
Total for	BALANCE HYDROLOGICS INC.		8,925.03

BANK OF AMERICA	April 2011 Statement	11865	05/11/2011	
Bank Card Center			05/11/2011	
P.O. BOX 53155	0022		05/11/2011	
PHOENIX	BOA	44869	05/11/2011	0.00
AZ 85072-3155				886.56

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	92.01	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4316	Postage	275.59	0.00
05-64-4326	Education & Training	150.00	0.00
05-64-4335	Sustainability	37.01	0.00
05-64-4336	Miscellaneous	114.39	0.00
08-64-4335	Sustainability	207.57	0.00

Check No.	44869	Total:	886.56
Total for	BANK OF AMERICA		886.56

BIGGS CARDOSA ASSOC INC	C-1 Ret'g Wall, Ped Bridge	11907	05/11/2011	
	March 2011		05/11/2011	
865 THE ALAMEDA	746		05/11/2011	
SAN JOSE	BOA	44870	05/11/2011	0.00
CA 95126-3133	58413			3,022.40

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	3,022.40	0.00

Check No.	44870	Total:	3,022.40
Total for	BIGGS CARDOSA ASSOC INC		3,022.40

CALIFORNIA WATER SERVICE CO	Statements, 3/15-4/13	11866	05/11/2011	
			05/11/2011	
3351 EL CAMINO REAL	0011		05/11/2011	
ATHERTON	BOA	44871	05/11/2011	0.00
CA 94027-3844				975.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	975.58	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 3

TOWN OF PORTOLA VALLEY

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

Check No.	44871	Total:	975.58
Total for	CALIFORNIA WATER SERVICE CC		975.58

CARDUCCI & ASSOCIATES INC	Ford Field Design, Prog Pmt	11911	05/11/2011	
	2/20 - 3/31		05/11/2011	
555 BEACH STREET, FOURTH FLOOR	0344		05/11/2011	
SAN FRANCISCO	BOA	44872	05/11/2011	0.00
CA 94133	7085			11,328.13

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	11,328.13	0.00

Check No.	44872	Total:	11,328.13
Total for	CARDUCCI & ASSOCIATES INC		11,328.13

CASEY CONSTRUCTION INC	Storm Drain Replacement	11906	05/11/2011	
	Mapache Drive		05/11/2011	
620 HANDLEY TRAIL	2021		05/11/2011	
EMERALD HILLS	BOA	44873	05/11/2011	0.00
CA 94062	05-419			13,720.00

GL Number	Description	Invoice Amount	Amount Relieved
20-68-4413	CIP Storm Drain Project	13,720.00	0.00

Check No.	44873	Total:	13,720.00
Total for	CASEY CONSTRUCTION INC		13,720.00

DEIRDRE CLARK	Reimb for Concert Banners	11867	05/11/2011	
			05/11/2011	
149 CORTE MADERA	687		05/11/2011	
PORTOLA VALLEY	BOA	44874	05/11/2011	0.00
CA 94028				109.47

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	109.47	0.00

Check No.	44874	Total:	109.47
Total for	DEIRDRE CLARK		109.47

COAST LANDSCAPE MGMT, INC	Mainline Repairs	11868	05/11/2011	
		5916	05/11/2011	
1474 BERGER DRIVE	949		05/11/2011	
SAN JOSE	BOA	44875	05/11/2011	0.00
CA 95112	382612			1,911.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,911.00	0.00

Check No.	44875	Total:	1,911.00
Total for	COAST LANDSCAPE MGMT, INC		1,911.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 4

TOWN OF PORTOLA VALLEY

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

COMCAST	WiFi, 4/21-5/20	11869	05/11/2011	
			05/11/2011	
P.O. BOX 34744	0045		05/11/2011	
SEATTLE	BOA	44876	05/11/2011	0.00
WA 98124-1744				64.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	64.90	0.00

Check No.	44876	Total:	64.90
Total for	COMCAST		64.90

COPYMAT	SOD Postcard	11870	05/11/2011	
			05/11/2011	
1918 EL CAMINO REAL	0046		05/11/2011	
REDWOOD CITY	BOA	44877	05/11/2011	0.00
CA 94063-2113	62874			206.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	206.48	0.00

COPYMAT	Energy Upgrade Postcard	11871	05/11/2011	
			05/11/2011	
1918 EL CAMINO REAL	0046		05/11/2011	
REDWOOD CITY	BOA	44877	05/11/2011	0.00
CA 94063-2113	62878			237.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	237.07	0.00

Check No.	44877	Total:	443.55
Total for	COPYMAT		443.55

JOY COVEY	Class Registration Refund	11913	05/11/2011	
			05/11/2011	
3799 WOODSIDE ROAD	558		05/11/2011	
WOODSIDE	BOA	44878	05/11/2011	0.00
CA 94062				280.00

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

Check No.	44878	Total:	280.00
Total for	JOY COVEY		280.00

CSG CONSULTANTS INC	Building Inspection, 3/9-10/11	11872	05/11/2011	
			05/11/2011	
1700 S. AMPHLETT BLVD	622		05/11/2011	
SAN MATEO	BOA	44879	05/11/2011	0.00
CA 94402	019905			468.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	468.00	0.00

Check No.	44879	Total:	468.00
Total for	CSG CONSULTANTS INC		468.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 5

TOWN OF PORTOLA VALLEY

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

AMY DEBENEDICTIS	Spring Instructor Fee	11873	05/11/2011	
			05/11/2011	
819 LAUREL AVENUE	2130		05/11/2011	
MENLO PARK	BOA	44880	05/11/2011	0.00
CA 94025				1,856.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,856.00	0.00

Check No.	44880	Total:	1,856.00
Total for	AMY DEBENEDICTIS		1,856.00

DEL RIO ROOFING	C&D Refund, 117 Pinon	11874	05/11/2011	
			05/11/2011	
HOLD AT COUNTER	630		05/11/2011	
	BOA	44881	05/11/2011	0.00
				1,000.00

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

Check No.	44881	Total:	1,000.00
Total for	DEL RIO ROOFING		1,000.00

DH DISTRIBUTION	Tennis Court Handles	11875	05/11/2011	
			05/11/2011	
121 CALIFORNIA AVE	0347		05/11/2011	
HALF MOON BAY	BOA	44882	05/11/2011	0.00
CA 94019	11-4279			51.76

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	51.76	0.00

Check No.	44882	Total:	51.76
Total for	DH DISTRIBUTION		51.76

EL CAMINO ROOFING	C&D Refund, 315 Grove	11876	05/11/2011	
			05/11/2011	
1650 SOUTH 7TH	583		05/11/2011	
SAN JOSE	BOA	44883	05/11/2011	0.00
CA 95112				1,000.00

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

Check No.	44883	Total:	1,000.00
Total for	EL CAMINO ROOFING		1,000.00

MAXIMINA FAGAN	Deposit Refund, Alpine Road	11877	05/11/2011	
			05/11/2011	
2105 ARTHUR AVENUE	575		05/11/2011	
BELMONT	BOA	44884	05/11/2011	0.00
CA 94002				482.30

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	482.30	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 6

TOWN OF PORTOLA VALLEY

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

Check No.	44884	Total:	482.30
Total for	MAXIMINA FAGAN		482.30

CHRISTIANE FOWLER	Building Permit Fee Refund	11878	05/11/2011	
6 HAWK VIEW	572		05/11/2011	
PORTOLA VALLEY	BOA	44885	05/11/2011	0.00
CA 94028				57.15

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	57.15	0.00

Check No.	44885	Total:	57.15
Total for	CHRISTIANE FOWLER		57.15

JEANNIE GOLDMAN	Spring Instructor Fee	11879	05/11/2011	
741 MANZANITA ROAD	706		05/11/2011	
WOODSIDE	BOA	44886	05/11/2011	0.00
CA 94062				13,014.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	13,014.00	0.00

Check No.	44886	Total:	13,014.00
Total for	JEANNIE GOLDMAN		13,014.00

HORIZON	Fertilizer	11880	05/11/2011	
P.O. BOX 52758	0289		05/11/2011	
PHOENIX	BOA	44887	05/11/2011	0.00
AZ 85072-2758				436.96

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	436.96	0.00

Check No.	44887	Total:	436.96
Total for	HORIZON		436.96

J.W. ENTERPRISES	Portable Lavs, 4/21 - 5/18	11881	05/11/2011	
1689 MORSE AVE	829		05/11/2011	
VENTURA	BOA	44888	05/11/2011	0.00
CA 93003	155250			223.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	223.48	0.00

Check No.	44888	Total:	223.48
Total for	J.W. ENTERPRISES		223.48

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 7

TOWN OF PORTOLA VALLEY

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

JENSEN LANDSCAPE SERVICES INC	Rossotti Field Compost Tea	11882	05/11/2011	
			05/11/2011	
1983 CONCOURSE DRIVE	849		05/11/2011	
SAN JOSE	BOA	44889	05/11/2011	0.00
CA 95131	092352			1,357.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,357.00	0.00

Check No.	44889	Total:	1,357.00
Total for	JENSEN LANDSCAPE SERVICES I		1,357.00

JETMULCH INC	Fiber for Playground	11883	05/11/2011	
		5930	05/11/2011	
P.O. BOX 1667	0348		05/11/2011	
CAPITOLA	BOA	44890	05/11/2011	0.00
CA 95010	1333			8,718.15

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	8,718.15	0.00

Check No.	44890	Total:	8,718.15
Total for	JETMULCH INC		8,718.15

KDSA CONSULTING LLC	May Spam Filtering	11884	05/11/2011	
			05/11/2011	
1600 OSGOOD STREET	555		05/11/2011	
N. ANDOVER	BOA	44891	05/11/2011	0.00
MA 01845	012523			75.00

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

Check No.	44891	Total:	75.00
Total for	KDSA CONSULTING LLC		75.00

JEAN LANE	Deposit Refund	11887	05/11/2011	
			05/11/2011	
880 WESTRIDGE DRIVE	544		05/11/2011	
PORTOLA VALLEY	BOA	44892	05/11/2011	0.00
CA 94028				6,503.85

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	6,503.85	0.00

Check No.	44892	Total:	6,503.85
Total for	JEAN LANE		6,503.85

LEAGUE OF CA CITIES	City Clerks' Seminar, Hanlon	11888	05/11/2011	
LEAGUE OF CALIFORNIA CITIES			05/11/2011	
1400 K STREET	0093		05/11/2011	
SACRAMENTO	BOA	44893	05/11/2011	0.00
CA 95814	97280			440.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	440.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 8

TOWN OF PORTOLA VALLEY

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

Check No.	44893	Total:	440.00
Total for	LEAGUE OF CA CITIES		440.00

LOS TRANCOS CTY WATER DISTRICT	Impr'ts to Fire Escape Route	11889	05/11/2011	
	Los Trancos Road		05/11/2011	
162 LOS TRANCOS CIRCLE	684		05/11/2011	
PORTOLA VALLEY	BOA	44894	05/11/2011	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	5,000.00	0.00

Check No.	44894	Total:	5,000.00
Total for	LOS TRANCOS CTY WATER DISTRICT		5,000.00

NBS, INC	Fee Study, April Prog Payment	11890	05/11/2011	
			05/11/2011	
32605 TEMECULA PARKWAY	0341		05/11/2011	
TEMECULA	BOA	44895	05/11/2011	0.00
CA 92592	S04301108-TM			600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4209	Permit & Fees Study	600.00	0.00

Check No.	44895	Total:	600.00
Total for	NBS, INC		600.00

NOLTE ASSOCIATES INC.	Shorenstein Review	11891	05/11/2011	
			05/11/2011	
P.O. BOX 93243	0104		05/11/2011	
LAS VEGAS	BOA	44896	05/11/2011	0.00
NV 89193-3243	11040049			1,188.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,188.00	0.00

Check No.	44896	Total:	1,188.00
Total for	NOLTE ASSOCIATES INC.		1,188.00

O. NELSON & SON	Emerg Storm Repairs	11909	05/11/2011	
			05/11/2011	
3355 TRIPP ROAD	634		05/11/2011	
WOODSIDE	BOA	44897	05/11/2011	0.00
CA 94062	132,133			3,137.13

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	3,137.13	0.00

Check No.	44897	Total:	3,137.13
Total for	O. NELSON & SON		3,137.13



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 9

TOWN OF PORTOLA VALLEY

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

PEELLE TECHNOLOGIES, INC	Maintenance Renewal	11892	05/11/2011	
	5/27/11 - 5/26/2012		05/11/2011	
197 EAST HAMILTON AVE	961		05/11/2011	
CAMPBELL	BOA	44898	05/11/2011	0.00
CA 95008	TOPV1371			3,164.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	3,164.00	0.00

PEELLE TECHNOLOGIES, INC	Doc Scanning/Indexing	11893	05/11/2011	
			05/11/2011	
197 EAST HAMILTON AVE	961		05/11/2011	
CAMPBELL	BOA	44898	05/11/2011	0.00
CA 95008	TOPV1367			766.61

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	766.61	0.00

Check No.	44898	Total:	3,930.61
Total for	PEELLE TECHNOLOGIES, INC		3,930.61

PG&E	April Statements	11894	05/11/2011	
			05/11/2011	
BOX 997300	0109		05/11/2011	
SACRAMENTO	BOA	44899	05/11/2011	0.00
CA 95899-7300				542.36

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	542.36	0.00

Check No.	44899	Total:	542.36
Total for	PG&E		542.36

ELIZABETH POGGI	Litter Deposit Refund	11914	05/11/2011	
			05/11/2011	
3338 ALPINE ROAD	565		05/11/2011	
PORTOLA VALLEY	BOA	44900	05/11/2011	0.00
CA 94028				100.00

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

Check No.	44900	Total:	100.00
Total for	ELIZABETH POGGI		100.00

PORTOLA VALLEY HARDWARE	April Statement	11895	05/11/2011	
			05/11/2011	
112 PORTOLA VALLEY ROAD	0114		05/11/2011	
PORTOLA VALLEY	BOA	44901	05/11/2011	0.00
CA 94028				504.54

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	393.90	0.00
05-66-4340	Building Maint Equip & Supp	68.07	0.00
08-64-4335	Sustainability	16.39	0.00
20-60-4260	Public Road Surface & Drainage	26.18	0.00

Check No.	44901	Total:	504.54
-----------	-------	--------	--------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 10

TOWN OF PORTOLA VALLEY

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

Total for PORTOLA VALLEY HARDWARE 504.54

PRINTER ASSIST	Repairs to printer	11918	05/11/2011	
			05/11/2011	
P.O. BOX 1533	944		05/11/2011	
PALO ALTO	BOA	44902	05/11/2011	0.00
CA 94302-1533	5299,5349			616.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	616.89	0.00

Check No. 44902 Total: 616.89

Total for PRINTER ASSIST 616.89

RON RAMIES AUTOMOTIVE, INC.	Repairs to 91 Ford, 01 Chevy	11896	05/11/2011	
		5936	05/11/2011	
115 PORTOLA ROAD	422		05/11/2011	
PORTOLA VALLEY	BOA	44903	05/11/2011	0.00
CA 94028	35075,35271			1,805.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	1,805.77	0.00

RON RAMIES AUTOMOTIVE, INC.	Repairs to 1987 Ford	11897	05/11/2011	
			05/11/2011	
115 PORTOLA ROAD	422		05/11/2011	
PORTOLA VALLEY	BOA	44903	05/11/2011	0.00
CA 94028	35308			225.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	225.68	0.00

Check No. 44903 Total: 2,031.45

Total for RON RAMIES AUTOMOTIVE, INC. 2,031.45

SAN JOSE BLUE	C-1 Trails/Specs	11898	05/11/2011	
		5934	05/11/2011	
DEPT #34408	0004		05/11/2011	
SAN FRANCISCO	BOA	44904	05/11/2011	0.00
CA 94139-0001	8344652			1,786.64

GL Number	Description	Invoice Amount	Amount Relieved
96-00-4528	C-1 Trail	1,786.64	0.00

Check No. 44904 Total: 1,786.64

Total for SAN JOSE BLUE 1,786.64

SHARP BUSINESS SYSTEMS	March Copies	11899	05/11/2011	
			05/11/2011	
DEPT. LA 21510	0199		05/11/2011	
PASADENA	BOA	44905	05/11/2011	0.00
CA 91185-1510	AR361706			70.88

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	70.88	0.00

Check No. 44905 Total: 70.88

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 11

TOWN OF PORTOLA VALLEY

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

Total for SHARP BUSINESS SYSTEMS 70.88

LEONARD SHUSTEK	Deposit Refund	11886	05/11/2011	
			05/11/2011	
160 CHEROKEE	570		05/11/2011	
PORTOLA VALLEY	BOA	44906	05/11/2011	0.00
CA 94028				202.09

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	202.09	0.00

Check No. 44906 Total: 202.09

Total for LEONARD SHUSTEK 202.09

SPANGLE & ASSOCIATES	March 25 - Apr 21 Statement	11900	05/11/2011	
			05/11/2011	
770 MENLO AVENUE	0121		05/11/2011	
MENLO PARK	BOA	44907	05/11/2011	0.00
CA 94025-4736				42,557.40

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	14,173.30	0.00
96-54-4198	Planner - Charges to Appls	21,486.10	0.00

Check No. 44907 Total: 42,557.40

Total for SPANGLE & ASSOCIATES 42,557.40

CONNIE STACK	Spring Instructor Fee	11915	05/11/2011	
			05/11/2011	
10127 LAMPLIGHTER SQUARE	648		05/11/2011	
CUPERTINO	BOA	44908	05/11/2011	0.00
CA 95014				1,020.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,020.00	0.00

Check No. 44908 Total: 1,020.00

Total for CONNIE STACK 1,020.00

STATE COMP INSURANCE FUND	April Premium	11901	05/11/2011	
			05/11/2011	
PO BOX 7980	0122		05/11/2011	
SAN FRANCISCO	BOA	44909	05/11/2011	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. 44909 Total: 1,936.75

Total for STATE COMP INSURANCE FUND 1,936.75

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011

Time: 9:29 am

Page: 12

TOWN OF PORTOLA VALLEY

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

BRANDY STROH	Spring Instructor Fee	11916	05/11/2011	
			05/11/2011	
25 SADDLEBACK	2023		05/11/2011	
PORTOLA VALLEY	BOA	44910	05/11/2011	0.00
CA 94028				805.00

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

Check No.	44910	Total:	805.00
Total for	BRANDY STROH		805.00

BARBARA TEMPLETON	March Transcription	11902	05/11/2011	
			05/11/2011	
304 MELVEN COURT	369		05/11/2011	
SAN LEANDRO	BOA	44911	05/11/2011	0.00
CA 94577-2011	634			1,957.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,957.50	0.00

Check No.	44911	Total:	1,957.50
Total for	BARBARA TEMPLETON		1,957.50

TOWN OF WOODSIDE	Dinner Meeting, Hanlon	11904	05/11/2011	
			05/11/2011	
P.O. BOX 620005	541		05/11/2011	
WOODSIDE	BOA	44912	05/11/2011	0.00
CA 94062				40.00

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

Check No.	44912	Total:	40.00
Total for	TOWN OF WOODSIDE		40.00

TOWNSEND MGMT, INC	March Applicant Charges	11905	05/11/2011	
			05/11/2011	
P.O. BOX 24442	609		05/11/2011	
SAN FRANCISCO	BOA	44913	05/11/2011	0.00
CA 94124				2,375.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,375.00	0.00

Check No.	44913	Total:	2,375.00
Total for	TOWNSEND MGMT, INC		2,375.00

TREE SPECIALIST	Redwoods at T.C. Playground	11903	05/11/2011	
			05/11/2011	
1198 NEVADA AVE	839		05/11/2011	
SAN JOSE	BOA	44914	05/11/2011	0.00
CA 95125	04-22-11			490.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	490.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST  
MAY 11, 2011

Date: 05/05/2011  
Time: 9:29 am  
Page: 13

TOWN OF PORTOLA VALLEY

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

Check No.	44914	Total:	490.00
Total for	TREE SPECIALIST		490.00

VERIZON WIRELESS	April Cellular	11917	05/11/2011	
P.O. BOX 9622	0131		05/11/2011	
MISSION HILLS	BOA	44915	05/11/2011	0.00
CA 91346-9622	0971832264			284.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	284.93	0.00

Check No.	44915	Total:	284.93
Total for	VERIZON WIRELESS		284.93

PHIL WHITE	Deposit Refund	11885	05/11/2011	
95 ATHERTON AVE	562		05/11/2011	
ATHERTON	BOA	44916	05/11/2011	0.00
CA 94027				474.40

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	474.40	0.00

Check No.	44916	Total:	474.40
Total for	PHIL WHITE		474.40

Total Invoices:	57	Grand Total:	158,710.63
		Less Credit Memos:	0.00
		Net Total:	158,710.63
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	158,710.63

Warrant Disbursement Journal - May 11, 2011

Claims totalling \$158,710.63 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: \_\_\_\_\_

Angela Howard, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (date) \_\_\_\_\_

Sharon Hanlon, Town Clerk

Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** May 2, 2011

**RE:** **November 2011 General Municipal Election**

**Recommendation**

Staff recommends that the Town Council adopt the attached resolution ordering and calling for an election for the purpose of electing two members of the Town Council on November 8, 2011.

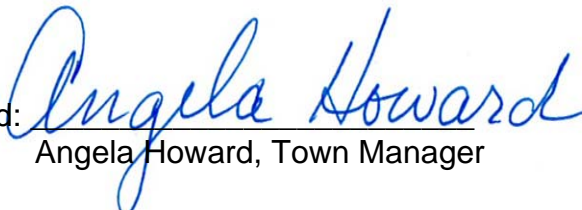
**Discussion**

The Town Council must adopt a resolution ordering and calling for a General Municipal Election to be held on November 8, 2011. The residents of Portola Valley will decide two four-year terms for the Town Council. The incumbents whose offices are about to expire are as follows:

Steve Toben  
Ann Wengert

Nomination papers can be filed with the Town Clerk commencing on July 18, 2011 and ending at 5:00 p.m. on August 12, 2011. However, if the incumbents do not file by this date the voters shall have until 5:00 p.m. on August 17, 2011 to nominate candidates. Upon adoption of this resolution, the Town Clerk will publish notice of the municipal election per the California Election Code.

Attachment: Resolution Of The Town of Portola Valley Ordering And Calling A General Municipal Election To Be Held In The Town of November 8, 2011 For The Purpose Of Electing Two Members Of The Town Council, And Making Provision For The Conduct Of The Election And Providing For Notice

Approved:   
Angela Howard, Town Manager

## RESOLUTION NO. \_\_\_\_\_ - 2011

**RESOLUTION OF THE TOWN OF PORTOLA VALLEY  
ORDERING AND CALLING A GENERAL MUNICIPAL ELECTION  
TO BE HELD IN THE TOWN ON NOVEMBER 8, 2011 FOR THE  
PURPOSE OF ELECTING TWO MEMBERS OF THE TOWN COUNCIL,  
AND MAKING PROVISION FOR THE CONDUCT OF THE ELECTION AND  
PROVIDING FOR NOTICE**

**WHEREAS**, pursuant to Part 3 (commencing with Section 10400) of Division 10 of the Elections Code, a local election may be either completely or partially consolidated with a statewide election: and

**WHEREAS**, the Town of Portola Valley will be conducting a general municipal election to be held on Tuesday, November 8, 2011, for the purpose of electing two members of the Town Council, which election is consolidated with the statewide general election.

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

1. Date of Election – Offices to be Filled. A general municipal election is hereby called and ordered to be held in the Town of Portola Valley, State of California, on Tuesday, November 8, 2011 for the purpose of electing eligible persons to hold certain elective offices, the terms of the incumbents of which are about to expire. They are as follows:

A member of the Town Council to fill the office now held by STEVE TOBEN for a term of four years.

A member of the Town Council to fill the office now held by ANN WENGERT for a term of four years.

2. Registration to Close October 24, 2011. Registration for said election shall close on October 24, 2011. No person registered after that date will be entitled to vote at the election.

3. Procuring and Filing Nomination Papers. Nomination papers may be procured from the Town Clerk beginning July 18 (the 113 day before the election), and shall be filed with the Town Clerk no later than 5:00 p.m. on the 12th day of August 2011. However, if nomination papers of any incumbent elective officer of the Town are not filed by 5:00 p.m. on August 12<sup>th</sup> (the 88<sup>th</sup> day before the election) the voters shall have until 5:00 p.m. on August 17<sup>th</sup> (the 83<sup>rd</sup> day before the election) to nominate candidates other than the incumbent for the elective office.

4. Town Clerk's Duties. The Town Clerk shall procure or cause to be procured all supplies and perform all duties as may be necessary to properly and lawfully aid in the conduct of the election.

5. Consolidation – Request and Consent. Request is hereby made, consent is hereby given and it is ordered that the general election shall be consolidated with any election or elections to be held on the same day, in the same territory, or in territory that is in part the same, pursuant to the applicable provisions of the Elections Code.

6. Precincts – Polling Places – Canvass. The election precincts, polling places, and officers of election shall be established, designated, and appointed by the appropriate officials of the County of San Mateo, and the Board of Supervisors of the County of San Mateo is hereby authorized, pursuant to Section 10411 of the Elections Code, to canvass the returns of the election in accordance with provisions of Division 10 of the Code.

7. Services of County Clerk. The Board of Supervisors of the County of San Mateo is hereby requested to permit the County Clerk of the County to render services relating to the conduct of the election and this Council shall, and does hereby, accept the terms and conditions of the performance of the election services by the County Clerk and further agrees to make the payments therefore as may be set forth in a billing to the Town from the County Clerk prescribing the amount due for costs incurred from the rendering of the services.

8. Posting and Publication of Notice of Election. The Town Clerk shall cause copies of Notice of General Election to be posted in three (3) public places in the Town of Portola Valley and shall cause a copy of the Notice to be published once in The Almanac, a newspaper of general circulation in the Town, under the following heading:

“NOTICE OF GENERAL MUNICIPAL ELECTION”

Notice of Election shall be given as required by applicable provisions of the Elections Code of the State of California.

PASSED AND ADOPTED this 11<sup>th</sup> day of May, 2011.

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

ATTEST:

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





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: May 11, 2011

RE: **A Resolution Approving Annexation to the 2010 Association of Bay Area Governments Local Hazard Mitigation Plan as the Town's Local Hazard Mitigation Plan**

### **Recommended Action:**

Adopt resolution.

### **Issue Statement and Discussion:**

In order to be compliant with the Disaster Mitigation Act of 2000, it is necessary for all state and local governments to develop a comprehensive Local Hazard Mitigation Plan (LHMP). Adoption of such a plan is a prerequisite for eligibility to receive reimbursement of costs associated with disaster relief through the Federal Emergency Management Agency (FEMA).

The Town, together with most cities and counties throughout the Bay Area, has joined with the Association of Bay Area Governments (ABAG) to develop a regional approach to development of the required plan, referred to as "Taming Natural Disasters". The initial plan was completed in 2005; the Council's action tonight will complete the first update of the initially adopted plan. It should be noted there has been a delay in completion of this overall effort as ABAG and local government jurisdictions awaited receipt of information from FEMA concerning the format to be used in completing the overall plan.

At its September 23, 2009 meeting, the Town Council conducted a noticed public hearing to review mitigation strategies that were developed for implementation by the Town during the next five years. Following the public hearing, comments received were incorporated into the strategies that are included as part of the overall LHMP and are included in your packet.

Staff has been working with ABAG to complete the required Annex document that calls out specific information that relates solely to Portola Valley. It should be noted that the Annex document under consideration by the Council has been reviewed and approved by FEMA; any substantive modification would require that it be sent back to FEMA for subsequent approval, which could ultimately delay submittal of the overall ABAG LHMP to federal authorities.

It should also be noted that the Town has been required to utilize maps and other information provided by ABAG to complete some portions of the Annex document. In doing so, staff noted some discrepancies in the data provided by ABAG. It appears that ABAG'S data may include Ladera and other unincorporated areas of San Mateo County that are often referred to as Portola Valley but lie outside the Town's boundaries. These discrepancies have been noted in the Annex itself, and have been called to the attention of ABAG, and efforts will be undertaken to correct this information in the future.

The resolution attached as Exhibit "A" approves the Town's annexation into the ABAG Local Hazard Mitigation Plan process. Exhibit "B" is the Annex document that discusses the unique aspects of Portola Valley, recognizing the Town as a distinct territory that is part of the larger, Bay Area region. Exhibit "C" contains the mitigation strategies that were reviewed at the September 23, 2009 public hearing.

Once adopted, the Annex will become an implementation appendix of the Town's General Plan Safety Element, and may also be referenced in the Land Use, Circulation and Sustainability Elements of the General Plan.

Approved:



---

Angela Howard, Town Manager

Attachments: Exhibit "A" – Resolution  
Exhibit "B" – Annex  
Exhibit "C" – Mitigation Strategies

RESOLUTION No. \_\_\_\_\_2011

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING ANNEXATION TO THE 2010 ASSOCIATION OF BAY AREA GOVERNMENTS LOCAL HAZARD MITIGATION PLAN AS THE TOWN'S LOCAL HAZARD MITIGATION PLAN

WHEREAS, the Bay Area is subject to various earthquake-related hazards such as ground shaking, liquefaction, landslides, fault surface rupture, and tsunamis; and

WHEREAS, the Bay Area is also subject to various weather-related hazards including wildfires, floods, and landslides; and

WHEREAS, the Town of Portola Valley recognizes that disasters do not recognize city, county, or special district boundaries; and

WHEREAS, the Town seeks to maintain and enhance both a disaster-resistant community and region by reducing the potential loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters; and

WHEREAS, the Town is committed to increasing the disaster resistance of the infrastructure, health, housing, economy, government services, education, environment, and land use systems in the Town, as well as in the Bay Area as a whole; and

WHEREAS, the federal Disaster Mitigation Act of 2000 requires all cities, counties, and special districts to have adopted a Local Hazard Mitigation Plan to receive disaster mitigation funding from FEMA; and

WHEREAS, the Association of Bay Area Government (ABAG) has approved and adopted the ABAG report *Taming Natural Disasters* as the multi-jurisdictional Local Hazard Mitigation Plan for the San Francisco Bay Area;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Portola Valley hereby adopts, and adapts with its local annex, this multi-jurisdictional plan as its Local Hazard Mitigation Plan; and

BE IT FURTHER RESOLVED that the Town commits and the Town Manger is authorized to continuing to take those actions and initiating further actions, as appropriate, as identified in the Town's Annex of that multi-jurisdictional Local Hazard Mitigation Plan.

PASSED AND ADOPTED this 11<sup>th</sup> day of May, 2011.

ATTEST:

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

By: \_\_\_\_\_  
Ted Driscoll, Mayor

Exhibit "B"

Annex to 2010 Association of Bay  
Area Governments  
Local Hazard Mitigation Plan  
*Taming Natural Disasters*

Town of Portola Valley

## Table of Contents

Introduction .....	2
The Regional Planning Process.....	2
The Local Planning Process.....	3
<i>Public Meetings</i> .....	3
Hazards Assessment .....	4
Past Occurrences Of Disasters (natural and human-induced).....	5
Risk Assessment .....	5
<i>Urban Land Exposure</i> .....	5
<i>Infrastructure Exposure</i> .....	6
<i>Exposure of County (City, District)-Owned Buildings, Plus Critical Healthcare     Facilities and Schools</i> .....	8
<i>Repetitive Loss Properties</i> .....	9
<i>Other risks</i> .....	9
National Flood Insurance Program .....	9
Mitigation Goals and Objectives.....	10
Mitigation Activities and Priorities.....	10
<i>Evaluation of Progress from 2005 Plan</i> .....	10
<i>Future Mitigation Actions and Priorities</i> .....	14
<i>On-Going Mitigation Strategy Programs</i> .....	16
Incorporation into Existing Planning Mechanisms .....	18
Plan Update Process.....	18
Mitigation Plan Point of Contact .....	19
Exhibit A - Jurisdiction Boundary Map .....	19
Exhibit B - Public Meeting Announcements .....	
Exhibit C - .....	

## Introduction

The Town of Portola Valley is a small, rural residential municipality located in San Mateo County, California, near the communities of Menlo Park and Palo Alto. A location map is attached as Exhibit "A". The Town has a population of 4,462 people, based on the 2000 census. As indicated on the Association of Bay Area Government's (ABAG) website, approximately 86% (2,832 acres) of the land use in Town is residential. The Town's 2010/2011 General Fund budget is approximately \$3.9 million. The Town employs 13 full-time and two part-time employees, and contracts for law enforcement services with the San Mateo County Sheriff's Office. Fire protection services are provided by the Woodside Fire Protection District.

The Town completed construction of a new Town Center in 2008, which includes the Town Hall, the Portola Valley Library, a branch of the San Mateo County Library system, Community Hall, maintenance and restroom buildings, a playground and numerous athletic facilities, as well as an historic schoolhouse, which has undergone seismic strengthening but does not meet current seismic standards. The new buildings contain approximately 20,793 square feet of floor area. Previously, several of these critical structures straddled the San Andreas Fault line, which runs through the Town Center site. Completion of the project achieved the primary objective of relocating the buildings away from the fault line and reconstructing them to current seismic standards, significantly improving their safety. Sustainable building practices were also employed throughout the project, with the Town receiving certification through Leadership in Energy & Environmental Design (LEED) at the Platinum level.

The Town also has two off-site athletic fields, approximately 36 miles of roadway and an additional 36 miles of equestrian/hiking/biking trails that are maintained as part of the Town's overall infrastructure.

The Town has been fortunate that it has not suffered any recent significant disasters. The most recent event that required activation of the Emergency Operations Center (EOC) occurred in 1998 and involved a landslide following El Niño storms that resulted in closure of a portion of Upper Alpine Road, between the Town of Portola Valley and an unincorporated area of San Mateo County to the southwest.

## The Regional Planning Process

The Town of Portola Valley has participated in various aspects of the ABAG process for updating the Local Hazard Mitigation Plan, including:

- Attendance at one City/County workshop
- Attendance at two ABAG Executive Board meetings

For more information on these meetings and for rosters of attendees, please see Appendices A and H in the ABAG Multi-Jurisdictional Local Hazard Mitigation Plan 2010 (MJ-LHMP). In addition, the Town of Portola Valley has provided written and oral

comments on the multi-jurisdictional plan and provided information on facilities that are defined as “critical” to ABAG.

## The Local Planning Process

Management staff of the Town of Portola Valley met to review, discuss, identify and prioritize appropriate hazard mitigation strategies. Personnel involved in these meetings included the Public Works Director, Planning Manager, Building Official and Assistant Town Manager. In addition, the Town Manager, contract Planner and the Fire Chief of the Woodside Fire Protection District were provided an opportunity to review and provide input regarding the mitigation strategies and priorities developed. The Town also contracts with a licensed geologist who provides input into local hazard mitigation on an ongoing basis.

### *Incorporation of Existing Information*

In preparation of this Annex, the Town reviewed the studies and information used in the development of the umbrella plan. In addition to those documents, the following documents were reviewed and incorporated into this Annex.

<b>Existing plans, studies, reports, and technical information</b>	<b>Method of incorporation into the jurisdiction annex</b>
Fire Hazard Map	Hazards Assessment – Identifies areas of high fire hazard potential
Geologic Map	Hazards Assessment – Identifies areas of high geologic hazard potential
Ground Movement Potential Map	Hazards Assessment – Identifies areas of high earthquake/ground movement potential

### *Process for Updating Plan Sections*

The Plan was updated to reflect any code revisions, amendments, or other actions related to the plan that the Town undertook between the 2005 Annex and the 2010 Annex. It was determined that a major update was not necessary because most of the information was still relatively accurate. The Planning Process section was updated to reflect the process undertaken for the update of this plan and the Hazards section now incorporates more detailed seismic information adapted from the Town of Portola Valley General Plan.

### *Public Meetings*

Opportunity for public comments on the DRAFT mitigation strategies was provided at a public Town Council meeting held on September 23, 2009, at the Historic Schoolhouse, 765 Portola Road, Portola Valley, CA. The Town Council carefully reviewed

each section of the DRAFT mitigation strategies. Comments received from the public and the Town Council members, were then incorporated into the DRAFT by staff.

In addition, the DRAFT mitigation strategies were posted on the Town's website at [www.portolavalley.net](http://www.portolavalley.net) beginning September 18, 2009 through September 25, 2009, and residents were invited to e-mail any comments to the staff. No public input was received through this method of communication.

These opportunities for public comment were advertised through placement of an ad in the *Country Almanac*, a weekly newspaper of general circulation; posting on the Town's website, as indicated above; and through posting of a notice on the Portola Valley Forum, an independently moderated e-mail forum that is widely used by residents. A copy of the notice published in the *Country Almanac* on September 16, 2009, a copy of the Town's website page announcing posting of the mitigation strategies, as well as a copy of the PV Forum posting made on September 18, 2009, are attached as Exhibit "B".

The Town of Portola Valley Town Council will adopt the plan in a public meeting through adoption of an official Resolution upon approval by FEMA. The mitigation strategies will become an implementation appendix of the Safety Element of the Town's General Plan, and may also be referenced in the Land Use, Circulation and Sustainability Elements of the General Plan.

## Hazards Assessment

The ABAG Multi-Jurisdictional Local Hazard Mitigation Plan, to which this is an annex, lists nine hazards that impact the Bay Area, five related to earthquakes (faulting, shaking, earthquake-induced landslides, and tsunamis) and four related to weather (flooding, landslides, wildfires, and drought). Maps of these hazards and risks are shown on the ABAG website at <http://quake.abag.ca.gov/mitigation/>.

The Town of Portola Valley has reviewed the hazards identified and ranked the hazards based on past disasters and expected future impacts. The conclusion is that earthquakes (particularly shaking), localized stream flooding, landslides (including unstable earth) and wildfire pose significant risks for potential loss.

The Town of Portola Valley does not face any natural disasters not listed in the ABAG multi-jurisdictional plan and no new hazards have been identified by the Town since the original development of this plan in 2005.

The Town has recently completed new geologic hazard mapping activities, and has adopted maps that provide more detail and are more current than those shown on the ABAG website at <http://quake.abag.ca.gov/mitigation/>. The information contained in this Annex primarily relies upon the information provided through the ABAG website. It is believed the Town of Portola Valley's recently adopted maps provide more specific detail concerning location of hazards, such as fault lines, flammability



of vegetation, etc. These maps were not readily available at the time this Annex document was being developed. ABAG and the Town of Portola Valley will work together to integrate and refine maps to ensure the most up-to-date, accurate information is being utilized in future mitigation efforts.

The following recently updated maps have been adopted by the Town Council and are attached as Exhibit C:

Fire Hazard Map (Incorporated into Safety Element adopted 7/28/10)

Geologic Map (Res. 2506-2010 - 9/22/10)

Ground Movement Potential Map (Res. 2506-2010 - 9/22/10)

(Note: These maps will be uploaded to the Town website prior to adoption of this document)

## Past Occurrences of Disasters (natural and human-induced)

The Town of Portola Valley has experienced only one notable disaster since its incorporation in 1964.

While the San Andreas Fault runs through the Town, there has been little or no damage to Town owned and operated infrastructure, nor to commercial or residential property. It is believed the rural characteristics of the Town will be of tremendous benefit in the event of an earthquake, as development is typically not concentrated, and a great deal of open space is found throughout the Town.

One incident that did affect the Town occurred in 1998 and involved a landslide across a portion of Alpine Road, blocking access between the Town of Portola Valley and the unincorporated area of San Mateo County to the southwest. The cost to repair damage and reopen the road was \$10 Million.

## Risk Assessment

### *Urban Land Exposure*

The Town of Portola Valley examined the hazard exposure of the Town's urban land based on information included in ABAG's website at <http://quake.abag.ca.gov/mitigation/pickdbh2.html>. The "2005 Existing Land Use with 2009 Mapping" file was used for this evaluation (in the existing plan, the file used was Existing Land Use in 2000")

In general, the hazard exposure of the Town of Portola Valley is increasing very slightly over time as the amount of urban land increases (In the past five years, 59 acres of land has become urban, based on data found through ABAG's website. The Town has actually reduced the acres of urban land in the 100 year flood zone over the

last five years due to changes in the new FEMA flood maps. The following table describes the exposure of land within the Town to the various hazards.

Exposure (acres of urban land)			
Hazard	Plan Year 2005	Plan Year 2010	Change
<i>Total Acres of Urban Land</i>	3244	3303	59
Earthquake Faulting (within CGS zone)	469	528	59
Earthquake Shaking (within highest two shaking categories) <sup>1</sup>	3185	3303	118
Earthquake-Induced Landslides (within CGS study zone) <sup>2</sup>	0	937	937
Liquefaction (within moderate, high, or very high liquefaction susceptibility)	344	395	51
Flooding (within 100 year floodplain) <sup>3</sup>	87	77	10
Flooding (within 500 year floodplain)	6	5	1
Landslides (within areas of existing landslides)	2762	2840	78
Wildfire (subject to high, very high, or extreme wildfire threat)	639	740	101
Wildland-Urban Interface Fire Threat <sup>4</sup>	2973	3062	89
Dam Inundation (within inundation zone)	Not applicable		
Sea Level Rise	Not applicable		
Tsunamis (within inundation area)	Not applicable		
Drought <sup>5</sup>	3389	3303	86

<sup>1</sup> Exposure is high in large part because the San Andreas Fault runs through the Town.

<sup>2</sup> Area had not been evaluated for inclusion in 2005 data.

<sup>3</sup> Urban land exposure to flooding decreased due to better and more accurate mapping.

<sup>4</sup> The Town has adopted a Fire Hazard Map, together with mitigation strategies for high hazard areas.

<sup>5</sup> The entire Town of Portola Valley is subject to drought.

### *Infrastructure Exposure*

The Town of Portola Valley also examined the hazard exposure of infrastructure within the jurisdiction based on the information on ABAG's website at <http://quake.abag.ca.gov/mitigation/pickdbh2.html>. Of the 36 miles of public roadway in the Town, the following are exposed to the various hazards analyzed:

Exposure (miles of infrastructure)						
Hazard	Roadway		Transit		Rail	
	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010
<i>Total Miles of Infrastructure</i> <sup>1</sup>	64	59	Not applicable		Not applicable	
Earthquake Shaking (within highest two shaking categories)	61	59	"		"	
Liquefaction Susceptibility (within moderate, high, or very high liquefaction susceptibility)	4	0	"		"	
Liquefaction Hazard (within CGS study zone)	0	7	"		"	
Earthquake-Induced Landslides (within CGS study zone)	0	12	"		"	
Earthquake Faulting (within CGS zone)	13	13	"		"	
Flooding (within 100 year floodplain)	1	1	"		"	
Flooding (within 500 year floodplain)	0	0	"		"	
Landslides (within areas of existing landslides)	54	52	"		"	
Wildfires (subject to high, very high, or extreme wildfire threat)	15	10	"		"	
Wildland-Urban Interface Fire Threat <sup>2</sup>	55	54	"		"	
Dam Inundation (within inundation zone)	Not applicable					
Sea Level Rise	"					
Tsunamis	"					
Drought <sup>3</sup>	"					

<sup>1</sup> The Town has approximately 36 miles of publically owned roadway. The additional 23 miles of roadway indicated may be located in Ladera and/or Los Trancos Woods; both are unincorporated areas of San Mateo County. Better mapping and data are needed to reflect only infrastructure located within the Town of Portola Valley Limits.

<sup>2</sup> The Town has adopted a Fire Hazard Map together with mitigation strategies for high fire areas.

<sup>3</sup> Drought is not a hazard for roadways.

### *Exposure of Town-Owned Buildings, Plus Critical Healthcare Facilities and Schools*

Finally, the Town examined the hazard exposure of critical health care facilities and schools located within the Town of Portola Valley, and Town-owned buildings based on the information on ABAG's website at

<http://quake.abag.ca.gov/mitigation/pickcrit2010.html>. The Town of Portola Valley provided a list of the critical facilities it owns to ABAG. ABAG has also obtained information relating to schools and hospitals through other sources. ABAG provided a detailed assessment of the hazard exposure of each of these facilities. The following number of facilities are exposed to the various hazards analyzed:

Exposure (number of facility types)								
Hazard	Hospitals		Schools		Locally owned critical facilities <sup>1</sup>		Locally owned bridges and interchanges	
	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010	Plan Year 2005	Plan Year 2010
<i>Total Number of Facilities</i>	1	1	3	3	8	7	5	5
Earthquake Shaking (within highest two shaking categories)	1	1	3	3	8	7	5	5
Liquefaction Susceptibility (within moderate, high, or very high liquefaction susceptibility)	1	0	1	1	0	0	4	2
Liquefaction Hazard (within CGS study zone)	Not Yet Studied							
Earthquake-Induced Landslides (within CGS study zone)	Outside Study Zone							
Earthquake Faulting (within CGS zone)	1	1	0	2	8	7	2	1
Flooding (within 100 year floodplain)	0	0	0	0	0	1	2	2
Flooding (within 500 year floodplain)	0	0	0	0	0	0	0	0
Landslides (within	1	1	1	2	0	0	5	5

<sup>1</sup> ABAG is updating its website to reflect accurate information relating to the buildings located at the recently constructed Town Center, school and bridge information. Information within the table is believed by the Town to be accurate.

areas of existing landslides)								
Wildfires (subject to high, very high, or extreme wildfire threat)	0	0	0	0	0	0	1	0
Wildland-Urban Interface Fire Threat <sup>2</sup>	1	1	3	3	8	7	5	5
Dam Inundation	Not Applicable							
Sea Level Rise (exposed to 16in sea level rise)	Not Applicable							
Sea Level Rise (exposed to 55in sea level rise)	Not Applicable							
Tsunamis (within inundation area)	Not Applicable							
Drought <sup>3</sup>	Not Applicable							

<sup>2</sup> The Town has adopted a Fire Hazard map as part of the update to the Safety Element that was adopted in 2010.

<sup>3</sup> Drought will not affect locally owned facilities directly.

### *Repetitive Loss Properties*

There are two repetitive loss properties in the Town of Portola Valley based on the information at <http://quake.abag.ca.gov/mitigation/pickflood.html>, as well as information obtained through the National Flood Insurance Plan (NFIP). Both properties are residential. In 2004 the Town had one repetitive loss property that was outside the flood plain. The second repetitive loss property is within the flood plain.

### *Other risks*

The entire San Francisco Bay Area has the potential to suffer damage from earthquakes. With the San Andreas Fault running through the Town of Portola Valley, the Town may have greater risk than other areas of the region.

The Town plans to continue to work with ABAG to improve the risk assessment information being compiled by ABAG, and will make available new hazard maps for the Town that have been adopted by the Town Council.

## **National Flood Insurance Program**

The Town of Portola Valley has participated in the NFIP since October 17, 1978, but does not participate in the Community Rating System, and there have been no changes made since approval of the previous Plan. The Town uses only maps and data provided to it by FEMA in connection with regulating flood hazards within the Town.

The Town has also adopted a flood plain ordinance consistent with FEMA and state requirements. (Ord. 1978-164)

The Town is unaware of any issues relating to community participation in the NFIP program, and has not identified any hurdles to effective implementation of the NFIP. The Town has been audited by FEMA through the Community Assistance Program and is compliant.

## Mitigation Goals and Objectives

The goal of the ABAG MJ-LHMP is to maintain and enhance a disaster-resistant region by reducing the potential for loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters. This goal is unchanged from the 2005 plan and continues to be the goal of Portola Valley in implementing its mitigation program.

A critical aspect of the Town's mitigation strategies is the establishment as a high priority the objective of educating residents about the importance of maintaining emergency supplies, such as food, water, flashlights, radio, etc. for use in an emergency to allow residents to "shelter in place" in the hours immediately following a disaster. Significant effort will be made in this area during the 5-year life of this plan update.

## Mitigation Activities and Priorities

### *Evaluation of Progress from 2005 Plan*

In 2005, mitigation actions and priorities were identified. The attached list indicates each of the strategies identified, along with responsible party, action taken, and current status of progress.

- Assess the vulnerability of critical facilities owned by infrastructure operators subject to damage in natural disasters or security threats... (INFR-a-1)

While not identified as a priority within the 2005 Plan, the Town had identified the location of the prior Town Hall, Public Library and Multi-Use Facility as a significant hazard because the buildings straddled the San Andreas Fault. In 2008 the new Town Center was completed, with all buildings constructed to current seismic standards and located away from the fault line.

- Develop a plan for speeding the repair and functional restoration of water and wastewater systems... (INFR-a-6)

The Town is storing 800 feet of hose for Cal Water to use as bypass in the event pipes in the vicinity rupture. Hose is also stored at the PV Ranch for this purpose.

- Engage in, support, and/or encourage research by others on measures to further strengthen transportation, water, sewer, and power systems...(INFR-a-7)

Discussions with the Town's water service are ongoing. The Town has also recently adopted a water conservation ordinance to encourage residents to conserve in developing landscaping and other plans, as well as an indoor water efficiency ordinance, with the objective of heightening resident awareness of the need to conserve.

- Minimize the likelihood that power interruptions will adversely impact lifeline utility systems or critical facilities by ensuring that they have adequate back-up power. (INFR-a-11)

The Town does not have any lifeline facilities; it was determined this strategy should be deleted.

- Encourage replacing above ground electric and phone wires and other structures underground... (INFR-a-12)

This is an ongoing program for the Town and is being accomplished over time. The Town recently adopted a resolution establishing an area along Alpine Road as an additional utility undergrounding district and is working with PG&E to accomplish the undergrounding in this area.

- Install portable facilities (such as hoses, pumps, emergency generators, or other equipment to allow pipelines to bypass failure zones... (INFR-b-6)

The Town is storing 800 feet of hose to use as bypass in the event pipes in the vicinity rupture. Hose is also stored at the Portola Valley Ranch for this purpose.

- Ensure a reliable source of water for fire suppression for existing & new development. (INFR-c-1)

Cal Water & Woodside Fire Protection District are engaged in ongoing discussions.

- Ensure all dead-end segments of public roads in high hazard areas have a least a "T" intersection turn-around... (INFR-c-4)

This is an ongoing program for new development.

- Ensure that critical buildings owned or leased by special districts or private utility companies participate in a program similar to San Francisco's Building Occupancy Resumption Program (BORP). (INFR-f-1)

It has been determined that Cal Water and West Bay Sanitary Sewer District are the responsible parties to implement this strategy; however, there are no critical buildings within the Town under their control.

- Designate locations for the distribution of antibiotics to large numbers of people should the need arise... (HEAL-c-1)

The Town has an ongoing relationship with the Sequoias (a retirement housing Development) that can be used as a safe and appropriate distribution center. The Community Hall within the newly constructed Town Center is also suitable for this purpose.

- Create discussion forums for food and health personnel to develop safety, security, and response strategies for food supply contamination. (HEAL-c-5)

This appears to be a County health department function. The Town will cooperate in this effort by making the Community Hall available to county officials for purposes of information dissemination.

- Require engineered plan sets for voluntary or mandatory soft-story seismic retrofits by private owners... (HSNG-c-1)

The Town has determined there are no soft-story structures within the community.

- Tie public education on defensible space and a comprehensive defensible space ordinance to a field program of enforcement. (HSNG-g-2)

The Woodside Fire Protection District has jurisdiction over this issue and has, with the Towns of Portola Valley and Woodside, undertaken a comprehensive and ongoing public education effort. Two public workshops have been held this year alone, resulting in an increase in the number of requests for “friendly” inspections conducted by the Fire District.

- Create or identify “model” properties showing defensible space and structural survivability in neighborhoods that are wildland-urban-interface fire-threatened... (HSNG-g-4)

The Woodside Fire Protection District has identified some properties that can serve as a model for purposes of public education. Participants in the public education program described in HSNG-g-2 above tour these properties to learn effective strategies of reducing wildfire hazards on private property. In addition the Town has planned unit developments constructed with defensible space, fire resistant plant material and fire resistant building materials incorporated as project standards.

Finally, the Town has adopted a Fire Hazard Map indicating the areas of high fire hazard, as well as relevant mitigation measures to address the hazard.

- Work to ensure a reliable source of water for fire suppression in rural-residential areas through cooperative efforts of water districts, fire districts and residents. (HSNG-g-8)



Cal Water & Woodside Fire Protection District are engaged in ongoing discussions.

- Expand vegetation management programs in wildland-urban-interface fire-threatened communities... to effectively manage fuel load. (HSNG-g-9)

In addition to the public education efforts described in HSNGg-2 above, the Town and Woodside Fire Protection District have made a free chipping program available to residents. Further, the Town's Conservation Committee encourages residents to remove highly flammable non-native plant/trees, particularly Eucalyptus and Monterey Pine. These species are also being removed from Town-owned property as funding becomes available.

- Identify and undertake cost-effective retrofit measures related to security on critical facilities (such as moving and redesigning air intake vents and installing blast-resistant features) when these building undergo major renovations... (GOVT-a-7)

Construction of the new Town Center corrected a number of deficiencies.

- Prepare a basic Recovery Plan that outlines the major issues and tasks that are likely to be the key elements of community recovery, as well as integrate this planning into response planning. (GOVT-b-2)

The Town's Emergency Preparedness Committee is working to identify and address tasks related to this strategy.

- Develop a continuity of operations plan that includes back-up storage of vital records, such as plans and back-up procedures to pay employees and vendors if normal finance and other operations are disrupted. (GOVT-b-4)

A daily computer back up of Town data is made and stored off site to preserve vital information. The Town is continuing in its efforts to identify and address tasks related to this strategy.

- Work cooperatively to ensure that school district personnel and relevant staff understand and are trained that being designated by the American Red Cross or others as a potential emergency shelter does not mean that the school has had a hazard or structural evaluation to ensure it can be used as a shelter following any specific disaster. (EDUC-b-2)

It has been determined this is a strategy to be carried out by the Portola Valley School District.

- Work cooperatively to ensure that school district personnel understand and are trained that they are designated as disaster service workers and must remain at the school until released. (EDUC-b-3)

It has been determined this is a strategy to be carried out by the Portola Valley School District.

- Develop and maintain the capacity for schools to take care of the students for the first 48 hours after a disaster, and notify parents that this capacity exists. (EDUC-c-6)

It has been determined this is a strategy to be carried out primarily by the Portola Valley School District, with cooperation by the Town.

- Monitor the science associated with global warming to be able to act promptly when data becomes available to warrant special design and engineering of government-owned facilities... (ENVR-a-7)

While not identified as a priority within the 2005 Plan, the Town utilized Green Building standards in the 2007/2008 construction of the new Town Center. Those efforts resulted in award of platinum LEED certification of the new campus. Additionally, the Town has adopted a Sustainability Element for inclusion in its General Plan.

- For new development, require a buffer zone between residential properties and landslide or wildfire hazards. (LAND-e-1)

The Town has existing ordinances to require appropriate buffer zones.

### *Future Mitigation Actions and Priorities*

As a participant in the 2010 ABAG multi-jurisdictional planning process, the staff of the Town of Portola Valley assisted in the development and review of the comprehensive list of mitigation strategies in the overall multi-jurisdictional plan. The decision on priority was made based on a variety of criteria, not simply on an economic cost-benefit analysis. These criteria include being technically and administratively feasible, politically acceptable, socially appropriate, legal, economically sound, and not harmful to the environment or our heritage. Senior Town staff then met to review progress on the Town's 2005 strategies, and to identify and prioritize additional mitigation strategies in order to update the list.

These draft priorities were submitted to the Town Manager, Town Planner, and the Fire Chief for the Woodside Fire Protection District for review, and were later considered by the Town Council as part of a public hearing process conducting in September, 2009. The draft priorities will be provided to the Portola Valley Town Council for formal adoption pending approval of this LHMP by FEMA.

The Town's senior staff, comprised of the Planning Manager, Public Works Director, Building Official, and Assistant Town Manager, also prioritized specific mitigation

tasks relating only to the Town for the next 5 years. In completing this prioritization, staff considered which actions would likely result in preventing loss of life, then preservation of Town and local agency infrastructure and finally, preservation of property. Availability of resources to implement the strategies was also considered. This list includes the implementation process, funding strategy, responsible agency, and approximate time frame.

It should be noted that while earthquake, flood and landslides are all hazards to which the Town is susceptible, the mitigation strategies identified for implementation within the next five year period relate primarily to climate change and wildfire. The Town has also identified some additional strategies to increase the public's awareness of the need for residents to take proactive measures themselves to be prepared to shelter in place, should the need arise.

The absence of identified mitigation strategies to address the hazards of earthquake, flood and landslides during the upcoming five year reporting period should not be construed as a lack of planning for the potential for these significant disasters. Since the Town's incorporation in 1964, it has been extremely proactive in working with geologists, planners, engineers and other experts to develop and implement ordinances that strictly regulate development along creeks, earthquake fault traces, and sloped areas. Many of these measures have been in place for decades and were implemented long before the Town began participating in the Local Hazard Mitigation process.

After careful review of the mitigation strategies that have been identified by and for the Town, the following strategies are of the highest priority and will be the focus of the Town's efforts to mitigate disasters during the next five-year period:

- The Town will work with members of its Emergency Preparedness Committee and the Citizens Emergency Response & Preparedness Program (CERPP) to inform residents of the need to develop a family disaster plan and to maintain food, water and other supplies to enable them to shelter in place in the days immediately following a disaster. (HSNG-k-2)

Hazard addressed: all

The Town may consider partial funding of a position to be shared with the Town of Woodside and the Woodside Fire Protection District, whose charge will be to coordinate emergency preparedness programs among CERPP, various committees and others involved in disaster preparedness planning. It is anticipated significant progress will be made over the 5-year life of this plan, with approximately \$100,000 of general fund money to be recommended for program funding.

- Continue to work diligently with the Woodside Fire Protection District and the Town of Woodside to educate and encourage the public to create and maintain defensible space around their homes and other buildings. (ECON-e-2)

Hazard addressed: wildfire

The Town will host events, such as the recent “Firewise” workshop designed to heighten awareness of attendees who will then share information with their neighbors. The annual budget for such events will be \$2,500, coming from the Town’s general fund. Additionally, the Town’s Emergency Preparedness and Conservation Committees will continue to develop appropriate content for posting on the Town’s very active website, at no cost to the Town, utilizing volunteer resources. This is ongoing and will be enhanced through the entire five-year reporting period.

- The Town will continue to promote its philosophy of “leading by example” through enhancement of its Environmental Purchasing Policy and practices, sponsoring educational opportunities, such as the “Green Speaker Series”, and through adoption of ordinances designed to reduce greenhouse gas emissions wherever possible. Funding for the public education/outreach effort will come from the Town’s general fund or private donors, when possible, with \$5,000 to \$10,000 to be included in the budget annually during the next five-year reporting period, assuming availability of funds. (ENVR-b-2)

Hazard addressed: climate change

- The Town is currently working closely with the Portola Valley School District to increase the use of carpools to school, and to improve current conditions on pedestrian paths to encourage children to walk or bike to school. In addition, the Town will continue to coordinate with SamTrans, the region’s transit provider, to coordinate public transit schedules with identified local needs. These efforts can be accomplished at no additional cost, using existing Town staff resources throughout the five-year reporting period (ENVR-b-4)

Hazard addressed: climate change

- The Town is currently working with The Sequoias, a senior residential complex centrally located within the Town, to develop a mutual aid agreement that will allow that facility to be incorporated into the Town’s emergency response efforts. The complex facilities include dining halls, conference rooms, patient exam rooms, and various rooms and residential units that can be pressed into service to provide for housing and other immediate needs of Town residents, thereby utilizing any excess capacity available during an emergency.

Hazard addressed: all

### *On-Going Mitigation Strategy Programs*

Through the ABAG Local Hazard Mitigation Plan update process, the Town of Portola Valley has identified 175 mitigation programs that are ongoing. Of these, the following are particularly worthy of note:

2010 Local Hazard Mitigation Plan

16

May 4, 2011

Town of Portola Valley Annex

N:\ABAG\Hazard Mitigation Plan\PortolaValley-Annex-2011 (3)FINAL.doc

- The Town has adopted ordinances establishing both indoor and outdoor water conservation standards requirements in connection with new construction and substantial remodels. (Ord. 2010-383 & 2010-384) (INFR-c-1)
- The Town has adopted an ordinance establishing creek setback standards designed to protect the creek environment and flows as well as protect the property owner from potential damage to improvements due to flooding. (Ord. 2009-369)(INFR-d-9)
- The Town has adopted an ordinance setting forth standards relating to use of fire resistant materials and strategies in construction of new homes as well as significant remodels. These standards exceed those found in the Uniform Fire Code and other related codes. (Ord. 2009-377) (HSNG-g-3)
- The Town has adopted an ordinance requiring sprinklers in all new or substantially remodeled structures of more than 1,000 square feet. (Ord. 2009-377) (HSNG-g-13)
- Portola Valley has adopted a Geologic Map and Ground Movement Potential Map. These maps are in a GIS format and are referred to when projects come before the Town for approval. Coupled with these maps is a Resolution that correlates acceptable land uses with respect to the geologic conditions on a site. Further, the zoning ordinance establishes required setbacks from earthquake faults that are shown on the Ground Movement Potential Map. The town geologist and town planner assist the Town in the ongoing administration of these items. This system of maps, regulations and policies are fundamental to helping mitigate geologic hazards on sites within the Town. (Res. 2506-2010) (HSNG-i-1)
- The Town, together with Woodside Fire Protection District, continue to fund, and encourage residents to take advantage of, a chipping program offered each year. (ECON-e-5)
- The Town has adopted ordinances regulating ground-slope density, which have served as models for other communities. (Ord.1995-285) (ECON-g-1)
- The Town has as one of its core values the preservation of open space, as evidenced by the approximately 1,500 acres of open space that has been preserved to date. In addition, the Town has an Open Space Committee charged with actively seeking opportunities to acquire additional property for open space purposes. (ENVR-b-3)
- The Town's recently constructed Town Center, including the Town Hall, Community Hall, and library, were constructed using the latest Green Building standards. The project received LEED certification at the Platinum (highest level).

Through one-time grant funds offered by a donor, the Town has hired a Sustainability and Resource Efficiency Coordinator to examine, monitor and reduce global warming emissions. The Sustainability Program also serves to educate the public and further overall objectives on myriad issues relating to sustainability. Despite the exhaustion of the grant funding, the Town has continued to fund the position through its general fund. (ENVR-b-6)

- All new Town-owned appliances are Energy Star certified. (ENVR-b-7)
- The Town has chosen to adopt a Sustainability Element for inclusion in the Town's General Plan. This is not a required element; however, the Town considers sustainability a core value of the community and has chosen to establish various goals, objectives and strategies to address the need for sustainable practices. (Res. 2429-2009) (ENVR-b-8)

## Incorporation into Existing Planning Mechanisms

The Town of Portola Valley has a Safety Element in its General Plan that includes a discussion of fire, earthquake, flooding, and landslide hazards. The Safety Element was updated in July, 2010. This mitigation plan was adopted as an implementation appendix to the Safety Element. In addition, the Town enforces the requirements of the California Environmental Quality Act (CEQA), which, since 1988, requires mitigation for identified natural hazards. The Town has used these pre-existing programs as a basis for identifying gaps that may lead to disaster vulnerabilities in order to work on ways to address these risks through mitigation.

In addition, the Town has adopted a Sustainability Element of the General Plan which sets forth a number of strategies to achieve a reduction in green house gas emissions. The Town is also currently developing a Climate Action Plan; it is anticipated the plan will be adopted by the Town Council in 2012.

## Plan Update Process

As required by the Disaster Mitigation Act of 2000, the Town of Portola Valley will update this plan annex at least once every five years, by participating in a multi-agency effort with ABAG and other agencies to develop a multi-jurisdictional plan.

Town Administration will ensure that monitoring of this Annex and its implementation will occur on an on-going basis. The Annex will be a discussion item on the agenda of the meeting of department leaders at least once a year in April. At that meeting, the department heads will focus on evaluating the Annex in light of technological and political changes during the past year or other significant events. The department leaders will be responsible for determining if the plan should be updated. Finally, the major disasters affecting the Town, legal changes, notices from ABAG as the lead agency in this process, and other triggers will also be used.

The Town is committed to reviewing and updating this plan annex at least once every five years, as required by the Disaster Mitigation Act of 2000. The Assistant Town Manager will contact ABAG four years after this plan is approved to ensure that ABAG plans to undertake the plan update process. If so, the Town again plans to participate in the multi-jurisdictional plan. If ABAG is unwilling or unable to act as the lead agency in the multi-jurisdictional effort, other agencies will be contacted, including the San Mateo City/County Managers Association. Cities should then work together to identify another regional forum for developing a multi-jurisdictional plan.

The public will continue to be involved whenever the plan is updated and as appropriate during the monitoring and evaluation process. Prior to adoption of updates, the Town will provide the opportunity for the public to comment on the updates. A public notice will be posted prior to the meeting to announce the comment period and meeting logistics.

#### Incorporation into Existing Planning Mechanisms

This document will become an annex to the Safety Element of the Town's General Plan. The Town has also adopted Sustainability, Open Space, Conservation and Land Use Elements of its General Plan. Upon adoption, the annex will be referenced in the Safety Element text and will also be incorporated into the General Plan as an Appendix, creating two formal reference points within the Town's General Plan.

### Mitigation Plan Point of Contact

Name: Janet McDougall  
 Title: Assistant Town Manager  
 Mailing Address: 765 Portola Road, Portola Valley, CA 94028  
 Telephone: (650) 851-1700 ext. 218  
 Email: [jmcdougall@portolavalley.net](mailto:jmcdougall@portolavalley.net)

#### Alternate Point of Contact:

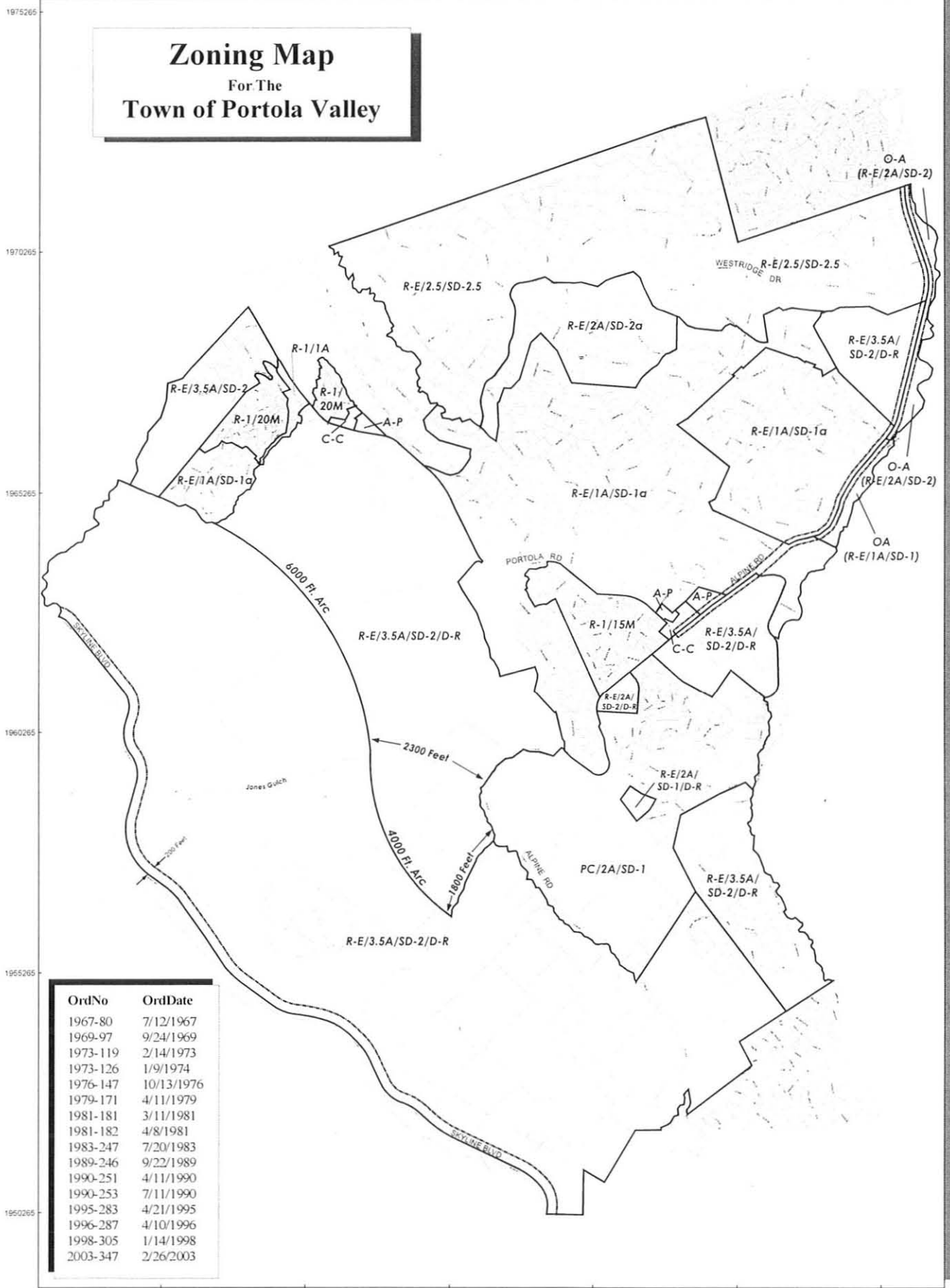
Name: Leslie Lambert  
 Title: Planning Manager  
 Mailing Address: 765 Portola Road, Portola Valley, CA 94028  
 Telephone: (650) 851-1700 ext. 212  
 Email: [llambert@portolavalley.net](mailto:llambert@portolavalley.net)

**Exhibit A**  
**Jurisdiction Boundary**  
**(Zoning) Map**



# Zoning Map

## For The Town of Portola Valley

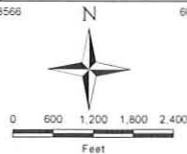


OrdNo	OrdDate
1967-80	7/12/1967
1969-97	9/24/1969
1973-119	2/14/1973
1973-126	1/9/1974
1976-147	10/13/1976
1979-171	4/11/1979
1981-181	3/11/1981
1981-182	4/8/1981
1983-247	7/20/1983
1989-246	9/22/1989
1990-251	4/11/1990
1990-253	7/11/1990
1995-283	4/21/1995
1996-287	4/10/1996
1998-305	1/14/1998
2003-347	2/26/2003



### Legend

- RE/SD Zoning Boundary & Designation
- Special Building Setback Lines



PROJECTION: CALIFORNIA STATE PLANE COORDINATES  
 ZONE 10; NAD83 DATUM; UNITS IN FEET  
 PUBLISHED: OCTOBER, 2004

**Exhibit B  
Public Meeting  
Announcements**



## TOWN OF PORTOLA VALLEY PUBLIC MEETING NOTICE

The Town Council of the Town of Portola Valley will conduct a public meeting to consider updates to the Local Hazard Mitigation Plan that are being proposed through a coordinated effort with the Association of Bay Area Governments (ABAG). The public is invited to attend and comment on elements included in the proposed Plan. The meeting will be held:

Wednesday, September 23, 2009  
7:30 p.m.  
The Historic Schoolhouse  
765 Portola Road  
Portola Valley, CA

In addition to this public meeting, the proposed updated Plan will be available on-line at the Town's website at [www.portolavalley.net](http://www.portolavalley.net) beginning September 18, 2009 through September 25, 2009, and residents may e-mail comments to [jmcdougall@portolavalley.net](mailto:jmcdougall@portolavalley.net).

For more information, please contact Janet McDougall at (650) 851-1700, ext. 218 or through e-mail at [jmcdougall@portolavalley.net](mailto:jmcdougall@portolavalley.net).

# Janet McDougall

**From:** Stacie Nerdaahl  
**Sent:** Tuesday, September 29, 2009 8:42 AM  
**To:** Janet McDougall  
**Subject:** Mitigation Article

https://www.portofvalley.net/ Portola Valley, CA: Advanced Components: News - Microsoft Internet Explorer

Back Home Search Favorites

Google

Department:  Administrative  Planning  Planning Commission  
 Sustainability  Public Works  Town Council  
 Other Council

News Item: Proposed Migration Strategies

News Subtitle:

News Date: 01/20/09

News Publish Date: [dropdown]

News Update Date: 03/20/09


News Update User: [dropdown]

Display on Homepage:

Notify:

News Item Text: Council to discuss update of local migration plan on September 22.

App Store | Microsoft | A | A | A

 Portola Valley Council Members will discuss the Town's proposed Migration Strategy at the upcoming meeting on Wednesday, September 23. Residents are encouraged to review and comment on these proposed updates. Residents may also call the Planning Commission to discuss their comments at 650-947-1100 by Tuesday.

Portola Valley Council Members will discuss the Town's proposed Migration Strategy at the upcoming meeting on Wednesday, September 23. Residents are encouraged to review and comment on these proposed updates. Residents may also call the Planning Commission to discuss their comments at 650-947-1100 by Tuesday.

Home

**Janet McDougall**

**From:** PVForum@yahoogroups.com on behalf of janetmcdougall75 [jmcDougall@portolavalley.net]  
**Sent:** Friday, September 18, 2009 12:30 PM  
**To:** PVForum@yahoogroups.com  
**Subject:** [PVForum] Comments to the Town's Local Hazard Mitigation Plan Are Invited

The Federal Emergency Management Agency (FEMA) requires that every city, county and special district adopt a Local Hazard Mitigation Plan in order to be eligible for certain federal funding.

This plan is designed to identify various measures the Town can take now and during the next five years to minimize the potential for damage, should we experience a major natural disaster.

The Town is currently in the process of updating its existing plan, and residents are invited to take advantage of two different opportunities to review and provide comments on the proposed plan.

The first will be at the Town Council meeting set for 7:30 p.m. on Wednesday, September 23, 2009. You may also visit the Town's website at [www.portolavalley.net](http://www.portolavalley.net) to review the plan and provide the Town with your comments. The document will be posted through September 25, 2009. Please note, the plan has not yet been posted, but will be available no later than 5:00 p.m. today.

In viewing the plan, please note that it is in the form of an Excel spreadsheet with eight separate sections; infrastructure, government, health, housing, economy, education, environment, and land use. There is an accompanying staff report that explains in more detail what the plan is designed to accomplish.

If you have any questions or comments, please contact Janet McDougall at (650) 851-1700, ext. 218 or via e-mail at [jmcDougall@portolavalley.net](mailto:jmcDougall@portolavalley.net)

Janet McDougall  
Assistant Town Manager

Messages in this topic (1)      [Reply \(via web post\)](#) | [Start a new topic](#)

[Messages](#) | [Files](#) | [Photos](#) | [Links](#) | [Members](#) | [Calendar](#)

MARKETPLACE

**Mom Power: Discover the community of moms doing more for their families, for the world and for each other**

**YAHOO!** GROUPS

Change settings via the Web (Yahoo! ID required)  
Change settings via email: [Switch delivery to Daily Digest](#) | [Switch format to Traditional](#)  
[Visit Your Group](#) | [Yahoo! Groups Terms of Use](#) | [Unsubscribe](#)

**RECENT ACTIVITY**  
**New Members**      15  
[Visit Your Group](#)

**Yahoo! Finance**  
It's Now Personal  
Guides, news,  
advice & more.

**Get in Shape**  
on Yahoo! Groups  
Find a buddy  
and lose weight.

**Celebrity kids**  
and families  
Surviving in  
the spotlight

**Exhibit C**  
**Recently Updated Maps**

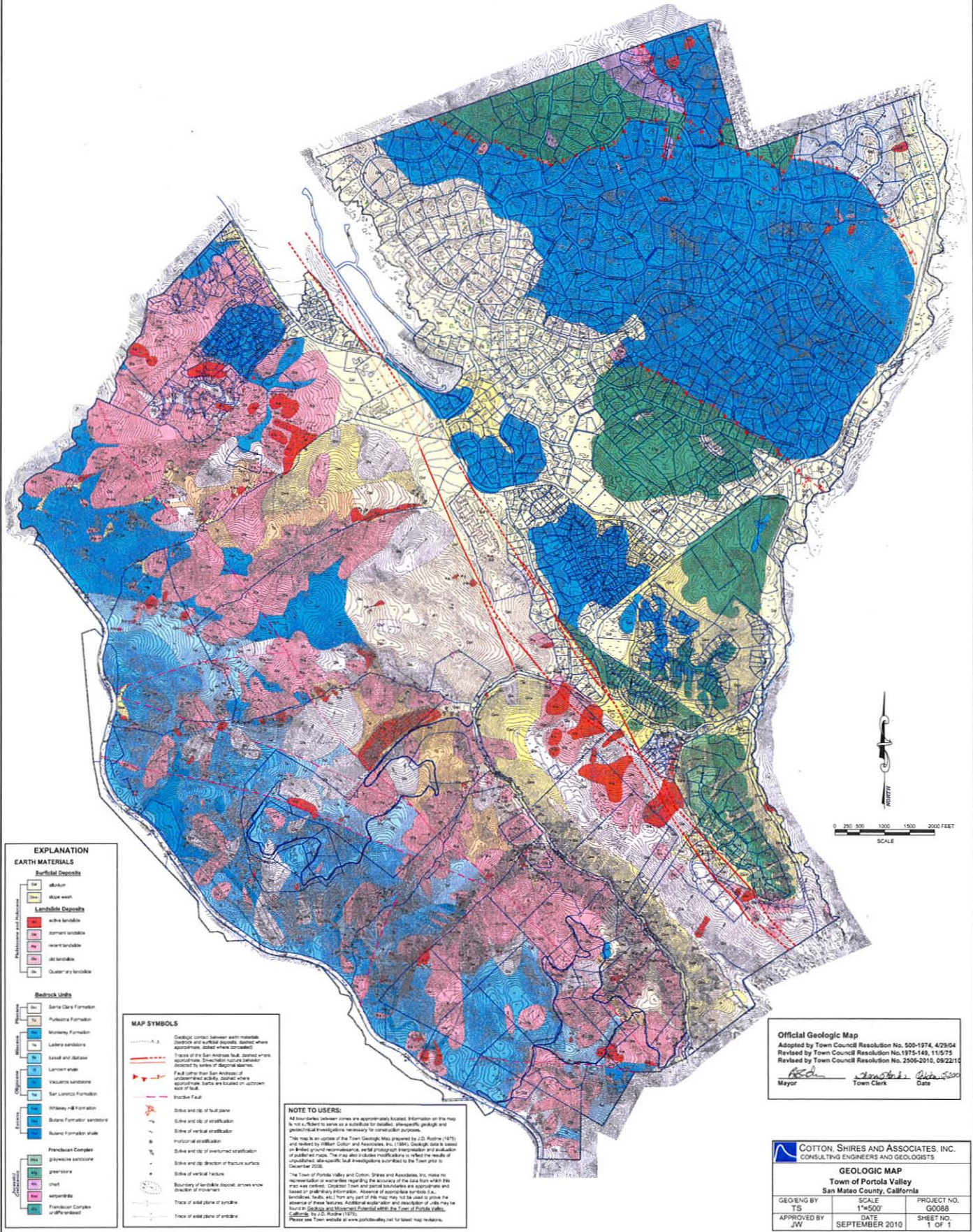
**Fire Hazard Map**  
**Geologic Map**  
**Ground movement Potential Map**





# GEOLOGIC MAP

## Town of Portola Valley, California



**EXPLANATION**

**EARTH MATERIALS**

**Surficial Deposits**

alluvium
clay wash

**Landslide Deposits**

active landslide
recent landslide
old landslide
Quaternary landslide

**Bedrock Units**

San Jose Formation
Pulchra Formation
Milroy Formation
Ladera Formation
Santa Rita and related
Loma Vista
Volcanic sandstone
San Lorenzo Formation
Whiskey Hill Formation
Diablo Formation sandstone
Diablo Formation shale
Franciscan Complex
graywacke sandstone
gneiss
quartz
metapelite
Franciscan Complex (unclassified)

**MAP SYMBOLS**

Geologic contact between earth materials
Geologic contact between surficial deposits
Traces of the San Andreas fault, defined where appropriate, dotted where concealed
Traces of the San Andreas fault, defined where appropriate by series of diagonal dashes
Fault zones from San Andreas of uncertain activity status; where uncertain, faults are located on opposite side of fault
Inactive fault
Strike and dip of fault plane
Strike and dip of stratification
Strike of vertical stratification
Horizontal stratification
Strike and dip of presumed stratification
Strike and dip direction of fracture surface
Strike of vertical fracture
Boundary of favorable deposit; arrows show direction of flow
Trace of wild plane of syncline
Trace of wild plane of anticline

**NOTE TO USERS:**

All boundaries between zones are approximately located. Information on this map is to be used as a guide for location, size, shape, and general characteristics necessary for construction purposes.

This map is an update of the Town Geologic Map prepared by J.D. Riddle (1975) and revised by William Collier and Associates, Inc. (1984). Geologic data is based on field ground reconnaissance, aerial photograph interpretation and evaluation of published maps. The map also includes modifications to reflect the results of geotechnical site-specific soil investigations submitted to the Town prior to December 2008.

The Town of Portola Valley and Cotton Shires and Associates, Inc. make no representation or warranty regarding the accuracy of the data from which this map was derived. District Town and parcel boundaries are approximate and based on available information. Absence of boundaries for landslides, faults, etc. from any part of this map may not be used to prove the absence of these features. Additional exploration and investigation of any area may be found in Geologic and Movement Potential within the Town of Portola Valley, California, by J.D. Riddle (1975).

Please see Town website at [www.portolavalley.net](http://www.portolavalley.net) for latest map revisions.

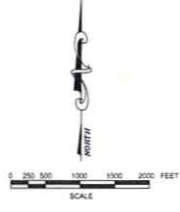
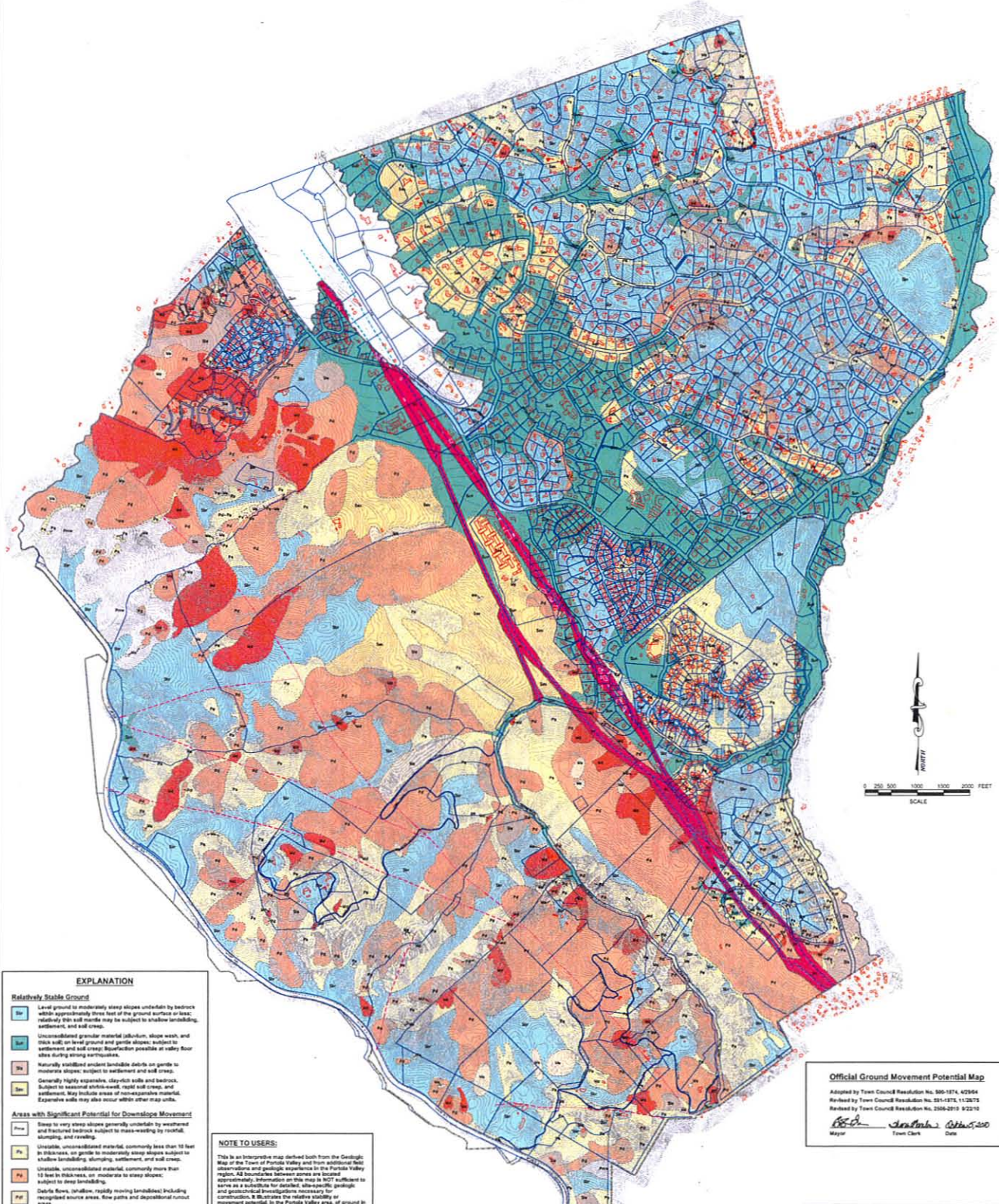
**Official Geologic Map**  
 Adopted by Town Council Resolution No. 500-1974, 4/28/04  
 Revised by Town Council Resolution No. 1975-149, 11/5/75  
 Revised by Town Council Resolution No. 2506-2016, 09/22/16

*[Signature]* Mayor  
*[Signature]* Town Clerk  
 Date

<b>COTTON SHIRES AND ASSOCIATES, INC.</b> CONSULTING ENGINEERS AND GEOLOGISTS		
<b>GEOLOGIC MAP</b> Town of Portola Valley San Mateo County, California		
GEOTECH BY TS	SCALE 1"=500'	PROJECT NO. G0088
APPROVED BY JW	DATE SEPTEMBER 2010	SHEET NO. 1 OF 1

# GROUND MOVEMENT POTENTIAL MAP

## Town of Portola Valley, California



EXPLANATION	
<b>Relatively Stable Ground</b>	
Stable	Level ground to moderately steep slopes underlain by bedrock within approximately three feet of the ground surface or less; relatively thin soil mantle may be subject to shallow landsliding, settlement, and soil creep.
Unstable	Unconsolidated granular material (alluvium, slope wash, and thick soil) on level ground and gentle slopes; subject to settlement and soil creep; Bouffordia possible at valley floor sites during strong earthquakes.
Stable	Naturally stabilized ancient landslide debris on gentle to moderate slopes; subject to settlement and soil creep.
Unstable	Generally highly erodible, clay-rich soils and bedrock. Subject to seasonal shrink-swell, rapid soil creep, and settlement. May include areas of nonexpansive material. Excessive soils may also occur within other map units.
<b>Areas with Significant Potential for Downslope Movement</b>	
Stable	Slope to very steep slopes generally underlain by weathered and fractured bedrock subject to mass-wasting by raveling, slumping, and eroding.
Unstable	Unstable, unconsolidated material, commonly less than 10 feet in thickness, on gentle to moderately steep slopes subject to shallow landsliding, slumping, settlement, and soil creep.
Unstable	Unstable, unconsolidated material, commonly more than 10 feet in thickness, on moderate to steep slopes; subject to deep landsliding.
Unstable	Debris flows, (shallow, rapidly moving landslides) including recognized source areas, flow paths and depositional runoff areas.
<b>Areas with Potential for Primary Ground Rupture from Active Faults</b>	
Zone	Zone of potential primary surface fault rupture.
<b>Unstable Ground Characterized by Seasonally Active Downslope Movement</b>	
Shallow	Moving shallow landslides, commonly less than 10 feet in thickness.
Deep	Moving deep landslides, commonly more than 10 feet in thickness.

**NOTE TO USERS:**

This is an interpretive map derived both from the Geologic Map of the Town of Portola Valley and from additional field observations and geologic experience in the Portola Valley region. All boundaries between zones are located approximately. Information on this map is NOT sufficient to serve as a substitute for detailed, site-specific, geologic and geotechnical investigations necessary for construction. It is strongly recommended that the relative stability of movement potential in the Portola Valley area of ground in its natural undisturbed state. Works of man may seriously alter the natural stability of the ground. Potential impacts of global out and SE slopes are not addressed movement potential interpretations.

This map is an update of the Initial Movement Potential of Undisturbed Ground Map prepared by J.D. Rutledge (1975) and revised by William Cotton and Associates, Inc. (1984). For additional information about this map and the Geologic Map of the Town of Portola Valley, see Geology and Movement Potential within the Town of Portola Valley, California, February 1975, by J.D. Rutledge.

Please see Town website at [www.portolavalley.net](http://www.portolavalley.net) for latest map revisions.

MAP SYMBOLS	
—	Traces of the San Andreas fault, dashed where approximate. Excision not to be used for design purposes.
—	Fault (other than San Andreas) of uncontrolled activity. Dashed where approximate. Dots are located on up-slope side of fault.
—	Inactive Fault

**Official Ground Movement Potential Map**

Adopted by Town Council Resolution No. 995-1974, 4/29/94  
 Revised by Town Council Resolution No. 991-1975, 11/28/75  
 Revised by Town Council Resolution No. 2366-2010, 9/22/10

*[Signatures]*  
 Mayor      Town Clerk      Date

<b>COTTON, SHIRES AND ASSOCIATES, INC.</b> CONSULTING ENGINEERS AND GEOLOGISTS		
<b>GROUND MOVEMENT POTENTIAL MAP</b> Town of Portola Valley San Mateo County, California		
GE/ENG BY TS	SCALE 1"=500'	PROJ. SECT NO. G0088
APPROVED BY JW	DATE SEPTEMBER, 2010	SHEET NO. 1 OF 1

Exhibit "C"

# Mitigation Strategies

Finalized Following the Public Hearing at the  
September 23, 2009  
Portola Valley Town Council Meeting

### Infrastructure Mitigation Strategies

		Priority (CHECK ONLY ONE)											
2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>INFR - a - Multi-Hazard (owned by the infrastructure provider filling out this form, including a city, county, or special district)</b>													
a-1	a-1	Assess the vulnerability of critical facilities <b>owned</b> by <b>infrastructure</b> operators subject to damage in natural disasters or security threats, including <b>fuel tanks and</b> facilities owned outside of the Bay Area that can impact service delivery within the region. <b>Note - Infrastructure</b> agencies, departments, and districts are those that operate transportation and utility facilities and networks.	EQ LS WF FL SEC							X			
a-2	a-2	<b>If a dam owner</b> , comply with State of California and federal requirements to assess the vulnerability of dams to damage from earthquakes, seiches, landslides, liquefaction, or security threats.	EQ LS WF FL SEC							X		The Town does not own any dams	
a-3	a-3	Encourage the cooperation of utility system providers and cities, counties, and special districts, <b>and PG&amp;E</b> to develop strong and effective mitigation strategies for infrastructure systems and facilities.	EQ LS WF FL DR SEC							X		The Town agrees with this strategy, however, it is not the lead for implementation.	
a-4	a-4	Retrofit or replace critical lifeline <b>infrastructure</b> facilities and/or their backup facilities that are shown to be vulnerable to damage in natural disasters.	EQ LS WF FL SEC							X		The Town does not have any lifeline infrastructure facilities.	
a-5	a-5	Support and encourage efforts of <b>other</b> (lifeline <b>infrastructure</b> ) agencies as they plan for and arrange financing for seismic retrofits and other disaster mitigation strategies. (For example, a city might pass a resolution in support of a transit agency's retrofit program.)	EQ LS WF FL DR SEC							X		The Town is in agreement with this strategy, however, it is not in the lead on its implementation.	

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
a-6	a-6	Develop a plan for speeding the repair and functional restoration of <b>water and wastewater</b> systems through stockpiling of shoring materials, temporary pumps, surface pipelines, portable hydrants, and other supplies, such as those available through the Water /Wastewater Agency Response Network (WARN). <b>Communicate that plan to local governments and critical facility operators.</b>	EQ LS WF FL DR SEC			X						Cal Water	The Town is storing 800 feet of hose for Cal Water to use as bypass in the event pipes in the vicinity rupture.
a-7	a-7	Engage in, support, and/or encourage research by others ( <b>such as USGS, universities, or Pacific Earthquake Engineering Research Center- PEER</b> ) on measures to further strengthen transportation, water, sewer, and power systems so that they are less vulnerable to damage in disasters	EQ LS WF FL DR SEC							X			
a-8	a-8	Pre-position emergency power generation capacity (or have rental/lease agreements for these generators) in critical buildings of cities, counties, and special districts to maintain continuity of government and services.	EQ LS WF FL SEC	X									The Town has an emergency generator that powers Town Hall and the EOC in the event of an outage.
a-9	a-9	(REWORDED) <b>Ensure that critical intersection traffic lights function following loss of power by installing battery back-ups, emergency generators, or lights powered by alternative energy sources such as solar. Proper functioning of these lights is essential for rapid evacuation, such as with hazmat releases resulting from natural disasters.</b>	EQ LS WF FL SEC							X			The Town does not have any traffic lights.
a-10	a-10	Develop unused or new pedestrian rights-of-way as walkways to serve as additional evacuation routes (such as fire roads in park lands).	EQ LS WF FL SEC	X									The Town has an extensive system of trails already developed for this use.
a-11	a-11	Minimize the likelihood that power interruptions <b>will adversely impact lifeline utility systems or critical facilities by ensuring that they have adequate back-up power.</b>	EQ LS WF FL SEC							X		PG&E	The Town does not have any lifeline facilities.

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
a-12	a-12	Encourage replacing above ground electric and phone wires and other structures with underground facilities, and use the planning-approval process to ensure that all new phone and electrical utility lines are installed underground.	EQ LS WF FL SEC	X									Ordinances 1990-256 & 1967-80
a-13	a-13	<b>If you own a dam</b> , coordinate with the State Division of Safety of Dams to ensure an adequate timeline for the maintenance and inspection of dams, as required of dam owners by State law, <b>and communicate this information to local governments and the public.</b>	EQ LS WF FL SEC							X			The Town does not own any dams.
a-14	a-14	Encourage communication between State <b>Emergency Management Agency (CalEMA)</b> , FEMA, and utilities related to emergencies occurring outside of the Bay Area that can affect service delivery in the region.	EQ LS WF FL DR SEC							X			The Town is in agreement with this strategy, however, it is not in the lead on its implementation.
a-15	a-15	Ensure that transit operators, private ambulance companies, cities, and/or counties have mechanisms in place for medical transport during and after disasters that take into consideration the potential for reduced capabilities of roads following these same disasters.	EQ LS WF FL SEC							X			The Town is in agreement with this strategy, however, it is not in the lead on its implementation.
a-16	new	<b>Recognize that heat emergencies produce the need for non-medical transport of people to cooling centers by ensuring that (1) transit operators have plans for non-medical transport of people during and after such emergencies including the use of paratransit and (2) cities, counties, and transit agencies have developed ways to communicate the plan to the public.</b>	Heat							X			The Town is in agreement with this strategy, however, it is not in the lead on its implementation.
a-17	a-16	Effectively utilize the <b>Regional</b> Transportation Management Center (TMC) <b>in Oakland</b> , the staffing of which is provided by Caltrans, the CHP and MTC. The TMC is designed to maximize safety and efficiency throughout the highway system. It includes the Emergency Resource Center (ERC) which was created specifically for primary planning and procedural disaster management. <b>RESPONSIBLE AGENCY: MTC only.</b>	EQ LS WF FL SEC							X			

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
a-18	new	Develop (with the participation of paratransit providers, emergency responders, and public health professionals) plans and procedures for parasit system response and recovery from disasters.	EQ LS WF FL Heat SEC								X		
a-19	new	Coordinate with other critical infrastructure facilities to establish plans for delivery of water and wastewater treatment chemicals.	EQ LS WF FL SEC							X		Cal Water & West Bay Sanitation	The Town is in agreement with this strategy, however, it is not in the lead on its implementation.
a-20	new	Establish plans for delivery of fuel to critical infrastructure providers.	EQ LS WF FL SEC			X						Administration & Emergency Preparedness Committee	The Town is researching fuel pumps/storage.
a-21	new	As an infrastructure operator, designate a back-up Emergency Operations Center with redundant communications systems.	EQ LS WF FL SEC		X							Administration & Emergency Preparedness Committee	The Town needs to look at possible upgrades to radios to offer redundancy in communication.
a-22	new	Monitor scientific studies of the Sacramento-San Joaquin Delta and policy decisions related to the long-term disaster resistance of that Delta system to ensure that decisions are made based on comprehensive analysis and in a scientifically-defensible manner. Levee failure due to earthquakes, flooding, and climate change (including sea level rise and more frequent and more severe flooding) are all of concern. The long-term health of the Delta area is critical to the Bay Area's water supply, is essential for the San Francisco Bay and estuary's environmental health, provides recreation opportunities for Bay Area residents, and provides the long-term sustainability of Delta communities. While only part of the Delta is within the nine Bay Area counties covered by this multi-jurisdictional LHMP, the Delta is tied to the infrastructure, water supply, and economy of the Bay Area.	EQ FL							X			
INFR - b - Earthquakes													

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
b-1	b-1	Expedite the funding and retrofit of seismically-deficient city- and county-owned bridges and road structures by working with Caltrans and other appropriate governmental agencies.	EQ								X		
b-2	b-2	Establish a higher priority for funding seismic retrofit of existing transportation and infrastructure systems (such as BART) than for expansion of those systems.	EQ							X			The Town is in agreement with this strategy, however, it is not the lead for its implementation
b-3	b-3	Include "areas subject to high ground shaking, earthquake-induced ground failure, and surface fault rupture" in the list of criteria used for determining a replacement schedule for pipelines (along with importance, age, type of construction material, size, condition, and maintenance or repair history).	EQ							X		Cal Water & PG&E	The Town does not own nor operate any pipelines.
b-4	b-4	Install specially-engineered pipelines in areas subject to faulting, liquefaction, earthquake-induced landsliding, or other earthquake hazard.	EQ							X		Cal Water & PG&E	The Town does not own nor operate any pipelines.
b-5	b-5	Replace or retrofit water-retention structures that are determined to be structurally deficient, <b>including levees, dams, reservoirs and tanks.</b>	EQ							X		Cal Water & PG&E	The Town does not own nor operate any water retention structures.
b-6	b-6	Install portable facilities (such as hoses, pumps, emergency generators, or other equipment) to allow pipelines to bypass failure zones such as fault rupture areas, areas of liquefaction, and other ground failure areas (using a priority scheme if funds are not available for installation at all needed locations).	EQ	X									The Town is storing 800 feet of hose to use as bypass in the event pipes in the vicinity rupture & hose is also stored at the PV Ranch for the same purpose.
b-7	b-7	Install earthquake-resistant connections when pipes enter and exit bridges <b>and work with bridge owners to encourage retrofit of these structures.</b>	EQ							X		PG&E & West Bay Sanitary Sewer	
b-8	b-8	Comply with all applicable building and fire codes, as well as other regulations (such as state requirements for fault, landslide, and liquefaction investigations in particular mapped areas) when constructing or significantly remodeling infrastructure facilities.	EQ	X								Planning & Building Dept.	Ordinances 2008-373, 2003-348, 1999-321, 1995-285 & 1979-166
b-9	b-9	Clarify to workers in critical facilities and emergency personnel, as well as to elected officials and the public, the extent to which the facilities are expected to perform only at a life safety level (allowing for the safe evacuation of personnel) or are expected to remain functional following an earthquake.	EQ	X								Administration	



Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
b-10	b-10	<p><b>Develop</b> a water-based transportation “system” across the Bay for use in the event of major earthquakes. Implementation of such a system could prove extremely useful in the event of structural failure of either the road-bridge systems or BART and might serve as an adjunct to existing transportation system elements in the movement of large numbers of people and/or goods.</p>	EQ							X			

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>INFR - c - Wildfire</b>													
c-1	c-1	Ensure a reliable source of water for fire suppression (meeting acceptable standards for minimum volume and duration of flow) for existing and new development.	WF					X				Cal Water & Woodside Fire Protection District	Ordinances 1979-168 & 1967-71 (public facilities); need to develop for private system.
c-2	c-2	Develop a coordinated approach between fire jurisdictions and water supply agencies to identify needed improvements to the water distribution system, initially focusing on areas of highest wildfire hazard ( <b>including wildfire threat areas and in wildland-urban-interface areas</b> ).	WF	X								Cal Water & Woodside Fire Protection District	
c-3	c-3	Develop a defensible space vegetation program that includes the clearing or thinning of (a) non-fire resistive vegetation within 30 feet of access and evacuation roads and routes to critical facilities, or (b) all non-native species (such as eucalyptus and pine, but not necessarily oaks) within 30 feet of access and evacuation roads and routes to critical facilities.	WF	X								Building & Planning Dept., Woodside Fire Protection District	
c-4	c-4	<b>For new development</b> , ensure all dead-end segments of public roads in high hazard areas have at least a "T" intersection turn-around sufficient for typical wildland fire equipment.	WF	X								Building & Planning Dept.	Ordinances 1979-168 & 1967-71; some areas would require high-cost land acquisition.
c-5	c-5	<b>For new development</b> , enforce minimum road width of 20 feet with an additional 10-foot clearance on each shoulder on all driveways and road segments greater than 50 feet in length in wildfire hazard areas.	WF							X			
c-6	c-6	Require that development in high fire hazard areas provide adequate access roads (with width and vertical clearance that meet the minimum standards of the <i>Fire Code</i> or relevant local ordinance), onsite fire protection systems, evacuation signage, and fire breaks.	WF	X								Building & Planning Dept. & Woodside Fire Protection District	Ordinances 2001-338, 1984-201, 1979-168 & 1967-71
c-7	c-7	Ensure adequate fire equipment road or fire road access to developed and open space areas.	WF	X								Public Works Dept.	
c-8	c-8	Maintain fire roads and/or public right-of-way roads and keep them passable at all times.	WF	X								Public Works Dept.	
<b>INFR - d - Flooding</b>													
d-1	d-1	Conduct a watershed analysis of runoff and drainage systems to predict areas of insufficient capacity in the storm drain and natural creek system.	FL	X								San Francisquito Creek JPA & NPDES Program	
d-2	d-2	Develop procedures for performing a watershed analysis to <b>examine</b> the impact of development on flooding potential downstream, including communities outside of the jurisdiction of proposed projects.	FL	X								San Francisquito Creek JPA & NPDES Program	

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
d-3	d-3	Conduct a watershed analysis at least once every <b>ten years unless there is a major development in the watershed or a major change in the Land Use Element of the General Plan of the cities or counties within the watershed.</b>	FL	X								San Francisquito Creek JPA & NPDES Program	
d-4	d-4	Assist, support, and/or encourage the U.S. Army Corp of Engineers, various Flood Control and Water Conservation Districts, and other responsible agencies to locate and maintain funding for the development of flood control projects that have high cost-benefit ratios (such as through the writing of letters of support and/or passing resolutions in support of these efforts).	FL							X			The Town is in agreement with this strategy, and will take action if requested.
d-5	d-5	Pursue funding for the design and construction of storm drainage projects to protect vulnerable properties, including property acquisitions, upstream storage such as detention basins, and channel widening with the associated right-of-way acquisitions, relocations, and environmental mitigations.	FL							X			
d-6	d-6	Continue to repair and make structural improvements to storm drains, pipelines, and/or channels to enable them to perform to their design capacity in handling water flows as part of regular maintenance activities. <b>(This strategy has the secondary benefit of addressing fuel, chemical, and cleaning product issues.)</b>	FL	X								Public Works Dept.	
d-7	d-7	Continue maintenance efforts to keep storm drains and creeks free of obstructions, while retaining vegetation in the channel (as appropriate) to allow for the free flow of water.	FL	X								Public Works Dept.	Ordinances 1970-108 & 1967-71
d-8	d-8	Enforce provisions under creek protection, stormwater management, and discharge control ordinances designed to keep watercourses free of obstructions and to protect drainage facilities to <b>conform</b> with the Regional Water Quality Control Board's Best Management Practices.	FL	X								Building & Planning & Public Works Depts.	Ordinance 1998-308
d-9	d-9	Develop an approach and locations for various watercourse bank protection strategies, including for example, (1) an assessment of banks to inventory areas that appear prone to failure, (2) bank stabilization, including installation of rip rap, <b>or whatever regulatory agencies allow</b> (3) stream bed depth management using dredging, and (4) removal of out-of-date coffer dams in rivers and tributary streams.	FL	X								San Francisquito Creek JPA	Ordinance 1984-201

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
d-10	d-10	Use <b>reservoir</b> sediment <b>or reed</b> removal as one way to increase storage for both flood control and water supply.	FL							X			The Town does not have any reservoirs.
d-11	d-11	<b>Identify</b> critical <b>locally-owned</b> bridges affected by flooding and either <b>elevate them</b> to increase stream flow and maintain critical <b>ingress</b> and egress routes <b>or modify the channel to achieve equivalent objectives.</b>	FL							X			
d-12	d-12	Provide <b>or support the</b> mechanism to expedite the repair or replacement of levees that are vulnerable to collapse from earthquake-induced shaking or liquefaction, rodents, and other concerns, particularly those protecting critical infrastructure.	FL							X			The Town does not have any levees.
d-13	d-13	Ensure that utility systems in new developments are constructed in ways that reduce or eliminate flood damage.	FL	X								Building & Planning Dept.	Ordinance 2005-358
d-14	d-14	Determine whether or not wastewater treatment plants are protected from floods, and if not, investigate the use of flood-control berms to not only protect from stream or river flooding, but also <b>increase</b> plant security.	FL							X			The Town does not have a wastewater treatment plant.
d-15	d-15	Work cooperatively with water agencies, flood control districts, Caltrans, and local transportation agencies to determine appropriate performance criteria for watershed analysis.	FL	X								San Francisquito Creek JPA	Ordinance 2005-358
d-16	d-16	Work for better cooperation among the patchwork of agencies managing flood control issues.	FL							X			The Town is in agreement with this strategy, however, it does not have a lead in its implementation.
d-17	d-17	<b>Improve monitoring of</b> creek and watercourse flows to predict potential for flooding downstream <b>by working cooperatively with land owners and the cities and counties in the watershed.</b>	FL	X								San Francisquito Creek JPA	
d-18	new	<b>Using criteria developed by EPA for asset management, inventory existing assets, the condition of those assets, and improvements needed to protect and maintain those assets. Capture this information in a Geographic Information System (GIS) and use it to select locations for creek monitoring gauges.</b>	FL	X									

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>INFR - e - Landslides</b>													
e-1	e-1	Include "areas subject to ground failure" in the list of criteria used for determining a replacement schedule (along with importance, age, type of construction material, size, condition, and maintenance or repair history) for pipelines.	LS							X		Cal Water	
e-2	e-2	Establish requirements in zoning ordinances to address hillside development constraints in areas of steep slopes that are likely to lead to excessive road maintenance or where roads will be difficult to maintain during winter storms due to landsliding.	LS	X								Building & Planning Dept.	Ordinances 1979-166 & 1967-80
<b>INFR - f - Building Reoccupancy</b>													
f-1	f-1	Ensure that critical buildings owned or leased by special districts or private utility companies participate in a program similar to San Francisco's Building Occupancy Resumption Program (BORP). The BORP program permits owners of buildings to hire qualified <b>engineers</b> to create facility-specific post-disaster inspection plans and allows these engineers to become automatically deputized as City/County inspectors for these buildings in the event of an earthquake or other disaster. This program allows rapid reoccupancy of the buildings. <b>Note</b> - A qualified ( <b>deleted structural</b> ) engineer is a California licensed <b>engineer</b> with relevant experience.	EQ LS WF FL SEC							X		Cal Water & West Bay Sanitary Sewer District	
<b>INFR - g - Public Education</b>													
g-1	g-1	Provide materials to the public related to planning for power outages.	EQ LS WF FL SEC	X								PG&E	
g-2	g-2	Provide materials to the public related to family and personal planning for delays due to traffic or road closures, <b>or due to transit system disruption caused by disasters.</b>	EQ LS WF FL SEC						X			Public Works Dept., Administration & Emergency Preparedness Committee	A map should be developed to identify alternative routes that can be used. This should be posted to the website and provided to residents.

Infrastructure Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
g-3	g-3	Provide materials to the public related to coping with reductions in water supply or contamination of that supply <b>BEYOND regulatory notification requirements.</b>	EQ LS WF FL DR SEC	X								Cal Water	
g-4	g-4	Provide materials to the public related to coping with disrupted storm drains, sewage lines, and wastewater treatment <b>(such as that developed by ABAG's Sewer Smart Program).</b>	EQ LS WF FL DR SEC	X								Cal Water & West Bay Sanitary Sewer District	
g-5	g-5	Facilitate and/or coordinate the distribution of <b>emergency preparedness or mitigation</b> materials that are prepared by others, such as by <b>making the use of the internet or other electronic means</b> , or placing materials on community access channels or in city or utility newsletters, as appropriate.	EQ LS WF FL DR SEC	X								Administration & Emergency Prep. Committee	
g-6	new	Sponsor the formation <b>and training</b> of Community Emergency Response Teams (CERT) <b>for the employees of your agency.</b> [Note – these programs go by a variety of names in various cities and areas.]	EQ LS WF FL DR SEC		X								The Town helps to fund CERT and employees will be encouraged to participate in training, as time permits.
g-7	new	Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the <a href="http://www.preparenow.org">http://www.preparenow.org</a> website <b>related to infrastructure issues.</b>	EQ LS WF FL DR SEC							X			

### Health Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Priority (CHECK ONLY ONE)										Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments	
			Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, or Not Appropriate, or Not Cost Effective	Not Yet Considered				
HEAL - a - Hospitals and Other Critical Health Care Facilities (including those facilities licensed by OSHPD, as well as water agencies, public & private hospitals as noted).															
To be filled out by cities, counties, and county health departments.															
a-1	a-1	<b>Work to ensure that cities, counties,</b> county health departments, and hospital operators <b>coordinate with each other (and that hospitals cooperate with the California Office of Statewide Health Planning and Development - OSHPD) to comply with current state law</b> that mandates that critical facilities are structurally sound and have nonstructural systems designed to remain functional following disasters <b>by 2013. In particular, this coordination should include understanding any problems with obtaining needed funding.</b> <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ WF FL SEC									X		OSHPD	The Town is in agreement with this strategy, however, we are not the lead for implementation.
a-2	a-2	Encourage hospitals in your community to work with OSHPD to formalize arrangements with structural engineers to report to the hospital, assess damage, and determine if the buildings can be reoccupied. The program should be similar to San Francisco's Building Occupancy Resumption Program (BORP) that permits owners of buildings to hire qualified structural engineers to create building-specific post-disaster inspection plans and allows these engineers to become automatically deputized as inspectors for these buildings in the event of an earthquake or other disaster. OSHPD, rather than city/county building departments, has the authority and responsibility for the structural integrity of hospital structures. <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ WF FL SEC									X		OSHPD	The Town is in agreement with this strategy, however, we are not the lead for implementation.
a-3	a-3	Ensure health care facilities are adequately prepared to care for victims with respiratory problems related to smoke and/or particulate matter inhalation. <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ WF SEC									X			The Town does not have any hospitals or clinics.
a-4	a-4	Ensure these health care facilities have the capacity to shut off outside air and be self-contained. <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ WF SEC									X			The Town does not have any hospitals or clinics.

### Health Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, or Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
a-5	a-5	Ensure that hospitals and other major health care facilities have auxiliary water and power sources. <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, water suppliers, and hospitals</b>	EQ LS WF FL SEC							X			The Town does not have any hospitals or clinics.
a-6	a-6	Work to ensure that county health departments work with health care facilities to institute isolation capacity should a need for them arise following a communicable disease epidemic. <b>Isolation capacity varies from a section of the hospital for most communicable diseases to the entire hospital for a major pandemic flu.</b> <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ WF FL SEC							X			The Town does not have any hospitals or clinics.
a-7	a-7	Develop printed materials, utilize existing materials (such as developed by FEMA, the American Red Cross, <b>and others, including non-profit organizations</b> ), conduct workshops, and/or provide outreach encouraging employees of these critical health care facilities to have family disaster plans and conduct mitigation activities in their own homes. <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ LS WF FL SEC							X			The Town does not have any hospitals or clinics.
<b>HEAL - b - Ancillary Health-Related Facilities (including medical offices, pharmacies, free-standing or specialty clinics, etc.)</b>													
b-1	b-1	Identify these ancillary facilities in your community. <b>These facilities are not regulated by OSHPD in the same way as hospitals.</b> <b>RESPONSIBLE AGENCIES: Cities, counties, and county health departments</b>	EQ LS WF FL SEC							X		The Sequoias & OSHPD	
b-2	b-2	Encourage these facility operators to develop disaster mitigation plans. <b>RESPONSIBLE AGENCIES: Cities, counties, and county health departments</b>	EQ LS WF FL SEC							X		The Sequoias & OSHPD	
b-3	b-3	Encourage these facility operators to create, maintain, and/or continue partnerships with local governments to develop response and <b>business continuity</b> plans for recovery. <b>RESPONSIBLE AGENCIES: Cities, counties, and county health departments</b>	EQ LS WF FL SEC							X		The Sequoias & OSHPD	
<b>HEAL - c - Coordination Initiatives</b>													



### Health Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
c-1	c-1	Designate locations for the distribution of antibiotics to large numbers of people should the need arise, as required to be included in each county's Strategic National Stockpile Plan. <b>RESPONSIBLE AGENCIES: County Health Departments</b>	FLU SEC	X								Administration	The Town has an existing agreement with the Sequoias; the Town will meet with them to ensure adequate supplies are maintained.
c-2	c-2	Ensure that you know the Metropolitan Medical Response System (MMRS) cities in your area. Fremont, Oakland, <b>San Francisco, and San Jose (plus Sacramento and Stockton)</b> are the MMRS cities <b>in or near the Bay Area</b> . MMRS cities are provided with additional federal funds for organizing, equipping, and training groups of local fire, rescue, medical, and other emergency management personnel <b>to respond to a mass casualty event. (The coordination among public health, medical, emergency management, coroner, EMS, fire, and law enforcement is a model for all cities and counties.)</b> <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ LS WF FL SEC								X		The Town is aware of these resources through its connections with the County OES and the JPA with the Emergency Services Council.
c-3	c-3	Know <b>that</b> National Disaster Medical System (NDMS) uniformed or non-uniformed personnel are within one-to-four hours of your community. These federal resources include veterinary, mortuary, and medical personnel. <b>Teams in or near the Bay Area are headquartered in the cities of Santa Clara and Sacramento.</b> <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals</b>	EQ LS WF FL SEC			X						Administration & Emergency Preparedness Committee	The Town is aware of these resources through its connections with the County OES and the JPA with the Emergency Services Council.
c-4	c-4	<b>Plan for hazmat related-issues due to a natural or technological disaster. Hazmat teams should</b> utilize the State of California Department of Health Services laboratory in Richmond for confirmation of biological agents and Lawrence Livermore National Laboratory or Sandia (both in Livermore) for confirmation of radiological agents. <b>RESPONSIBLE AGENCIES: Cities, counties, county health departments, and hospitals.</b>	EQ WF FL SEC							X		San Mateo County	The Town is aware of these resources through its connections with the County OES and the JPA with the Emergency Services Council.
c-5	d-1	Create discussion forums for food and health personnel (including, for example, medical professionals, veterinarians, and plant pathologists) to develop safety, security, and response strategies for food supply contamination <b>(at the source, in processing facilities, in distribution centers, and in grocery stores).</b> <b>RESPONSIBLE AGENCIES: County environmental health departments</b>	FL SEC							X			The Town is aware of these resources through its connections with the County OES and the JPA with the Emergency Services Council.

### Health Mitigation Strategies

2009-2010 Strat. Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
c-6	new	Ensure mental health continuity of operations and disaster planning is coordinated among county departments, (including Public Health and Emergency Services), private sector mental health organizations, professional associations, and national and community-based non-profit agencies involved in supporting community mental health programs. <b>First</b> , such planning should ensure that the capability exists to provide both immediate on-site mental health support at facilities such as evacuation centers, emergency shelters, and local assistance centers, as well as to coordinate on-going mental health support during the long-term recovery process. <b>Second</b> , this planning should ensure that mental health providers, in collaboration with the county agencies responsible for providing public information, are prepared to provide consistent post-disaster stress and other mental health guidance to the public impacted by the disaster.	EQ LS WF FL SEC							X			The Town is aware of these resources through its connections with the County OES and the JPA with the Emergency Services Council.
deleted	d-2	(duplicate information to c-2)											
deleted	d-3	(duplicate information to c-3)											
deleted	d-4	(duplicate information to c-4)											

Housing Mitigation Strategies

			Priority (CHECK ONLY ONE)											
2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments	
HSNG - a - Multi-Hazard														
a-1	a-1	Assist in ensuring adequate hazard disclosure by working with real estate agents to improve enforcement of real estate disclosure requirements <b>for residential properties</b> with regard to seven official natural hazard zones: <b>1) Special Flood Hazard Areas (designated by FEMA), 2) Areas of Potential Flooding from dam failure inundation, 3) Very High Fire Hazard Severity Zones, 4) Wildland Fire Zones, 5) Earthquake Fault Zones (designated under the Alquist-Priolo Earthquake Fault Zoning Act), and the 6) Liquefaction and Landslide Hazard Zones (designated under the Seismic Hazard Mapping Act).</b>	EQ LS WF FL SEC	X									Ordinances 2009-377, 2008-374, 2007-369, 2005-358, 1995-285, 1979-166 & 1970-100	
a-2	a-2	Create incentives for <b>private</b> owners of historic or architecturally significant residential buildings to undertake mitigation to levels that will minimize the likelihood that these buildings will need to be demolished after a disaster, particularly if those alterations conform to the federal Secretary of the Interior's <i>Guidelines for Rehabilitation</i> .	EQ LS WF FL SEC								X			
a-3	NEW Was GOV T b-4	Develop a plan for short-term sheltering of residents <b>of your community in conjunction with the American Red Cross.</b>	EQ LS WF FL SEC	X								Planning Dept.	Required by General Plan Housing Element	
a-4	NEW Was GOV T b-4	<b>Develop a plan for interim housing for those displaced by working with the Regional Catastrophic Planning Grant Program (CPGP) that funded this effort in 2009. (Estimated completion is 2011.)</b>	EQ LS WF FL SEC					X				Administration & Emergency Prep. Committee		

Housing Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>HSNG - b - Single-Family Homes Vulnerable to Earthquakes</b>													
b-1	b-1	Utilize or recommend adoption of a retrofit standard that includes standard plan sets and construction details for voluntary bolting of homes to their foundations and bracing of outside walls of crawl spaces ("cripple" walls), such as <b>Plan Set A</b> developed by a committee representing the East Bay-Peninsula-Monterey Chapters of the International Code Council (ICC), California Building Officials (CALBO), the Structural Engineers Association of Northern California (SEAONC), the Northern California Chapter of the Earthquake Engineering Research Institute (EERI-NC), and ABAG's Earthquake Program.	EQ	X								Building & Planning Dept.	Ordinance 2008-373
b-2	b-2	Require engineered plan sets for <b>seismic</b> retrofitting of heavy two-story homes with living areas over garages, as well as for split level homes ( <b>that is, homes not covered by Plan Set A</b> ), until standard plan sets and construction details become available.	EQ	X								Building & Planning Dept.	Ordinances 2008-373 & 1984-201
b-3	b-3	Require engineered plan sets for <b>seismic</b> retrofitting of homes on steep hillsides ( <b>because these homes are not covered by Plan Set A</b> ).	EQ	X								Building & Planning Dept.	Ordinance 2008-373
b-4	b-4	Encourage local government building inspectors to take classes on a periodic basis (such as the FEMA-developed training classes offered by ABAG) on retrofitting of single-family homes, <b>including application of Plan Set A</b> .	EQ	X								Building & Planning Dept.	
b-5	b-5	Encourage private retrofit contractors and home inspectors doing work in your area to take retrofit classes on a periodic basis (such as the FEMA-developed training classes offered by ABAG <b>or additional classes that might be offered by the CALBO Training Institute</b> ) on retrofitting of single-family homes.	EQ	X								Building & Planning Dept.	
b-6	b-6	Conduct demonstration projects on common existing housing types demonstrating structural and nonstructural mitigation techniques as community models for earthquake mitigation.	EQ								X		
b-7	b-7	Provide retrofit classes or workshops for homeowners in your community, <b>or help promote utilization of subregional workshops in the South Bay, East Bay, Peninsula, and North Bay as such workshops become available through outreach using existing community education programs</b> .	EQ								X		

Housing Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
b-8	b-8	Establish tool-lending libraries with common tools needed for retrofiting for use by homeowners with appropriate training.	EQ								X		
b-9	b-9	<b>(reworded) Provide financial incentives to owners of single-family homes to retrofit if those retrofits comply with Plan Set A or IEBC 2006 in addition to that provided by existing state law State law that makes such retrofits exempt from increases in property taxes.</b>	EQ								X		
<b>HSNG - c - Soft-Story Multifamily Residential Structures Vulnerable to Earthquakes</b>													
c-1	c-1	Require engineered plan sets for voluntary or mandatory soft-story seismic retrofits by private owners until a standard plan set and construction details become available.	EQ							X			
c-2	c-2	Adopt the 2009 (changed date) International Existing Building Code or the latest applicable standard for the design of voluntary or mandatory soft-story building retrofits for use in city/county building department regulations. In addition, allow use of changes to that standard recommended by SEAOC for the 2012 IEBC.	EQ							X			
c-3	c-3	Work to educate building owners, local government staff, engineers, and contractors on privately-owned soft-story retrofit procedures and incentives using materials such as those developed by ABAG and the City of San Jose (see <a href="http://quake.abag.ca.gov/eqhouse.html">http://quake.abag.ca.gov/eqhouse.html</a> .)	EQ							X			
c-4	c-4	Conduct an inventory of privately-owned existing or suspected soft-story residential structures as a first step in establishing voluntary or mandatory programs for retrofitting these buildings.	EQ							X			
c-5	c-5	Use the soft-story inventory to require private owners to inform all existing tenants (and prospective tenants prior to signing a lease agreement) that they may live in this type of building.	EQ							X			
c-6	c-6	Use the soft-story inventory to require private owners to inform all existing and prospective tenants that they may need to be prepared to live elsewhere following an earthquake if the building has not been retrofitted.	EQ							X			

Housing Mitigation Strategies

2009-2010 Strat. Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program- Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
c-7	c-7	Investigate and adopt appropriate financial, procedural, and land use incentives (such as parking waivers) for private owners of soft-story buildings to facilitate retrofit such as those described by ABAG (see <a href="http://quake.abag.ca.gov/fixit">http://quake.abag.ca.gov/fixit</a> ).	EQ							X			
c-8	c-8	(reworded) Explore development of State regulations or legislation to require or encourage private owners of soft-story structures to strengthen them.	EQ							X			
c-9	c-9	Provide technical assistance in seismically strengthening privately-owned soft-story structures.	EQ							X			
HSNG - d - Unreinforced Masonry Housing Stock													
d-1	d-1	Continue to actively implement existing State law that requires cities and counties to maintain lists of the addresses of unreinforced masonry buildings and inform private property owners that they own this type of hazardous structure.	EQ	X									
d-2	d-2	Accelerate retrofitting of privately-owned unreinforced masonry structures that have not been retrofitted, for example, by (a) actively working with owners to obtain structural analyses of their buildings, (b) helping owners obtain retrofit funding, (c) adopting a mandatory versus voluntary, retrofit program, and/or (d) applying penalties to owners who show inadequate efforts to upgrade these buildings.	EQ	X									
d-3	d-3	Require private owners to inform all existing tenants (and prospective tenants prior to signing a lease agreement) that they live in an unreinforced masonry building and the standard to which it may have been retrofitted.	EQ							X			
d-4	d-4	As required by State law, require private owners to inform all existing tenants that they may need to be prepared to live elsewhere following an earthquake even if the building has been retrofitted, because it has probably been retrofitted to a life-safety standard, not to a standard that will allow occupancy following major earthquakes.	EQ							X			

## Housing Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program- Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>HSNG - e - Other Privately-Owned Structurally Vulnerable Residential Buildings and Earthquakes</b>													
e-1	e-1	Identify and work toward tying down mobile homes used as year-round permanent residences using an appropriate cost-sharing basis (for example, 75% grant, 25% owner).	EQ							X			None existing.
e-2	e-2	Inventory non-ductile concrete, tilt-up concrete (such as converted lofts), and other privately-owned potentially structurally vulnerable residential buildings.	EQ							X			None existing.
e-3	e-3	Adopt the 2009 International Existing Building Code or the latest applicable standard for the design of voluntary or mandatory retrofit of privately-owned seismically vulnerable buildings.	EQ	X									The Town is using the existing standards; the 2009 Code will be adopted following approval by the State.
e-4	e-4	Adopt one or more of the following strategies as incentives to encourage retrofitting of privately-owned seismically vulnerable residential buildings: (a) waivers or reductions of permit fees, (b) below-market loans, (c) local tax breaks, (d) grants to cover the cost of retrofitting or of a structural analysis, (e) land use (such as parking requirement waivers) and procedural incentives, or (f) technical assistance.	EQ								X		
<b>HSNG - f - New Construction and Earthquakes</b>													
f-1	f-1	Continue to require that all new housing be constructed in compliance with (deleted "structural") requirements of the most recently adopted version of the <i>California Building Code</i> .	EQ	X								Building & Planning Dept.	Ordinances 2003-348 & 1984-201
f-2	f-2	Conduct appropriate employee training and support continued education to ensure enforcement of building codes and construction standards, as well as identification of typical design inadequacies of housing and recommended improvements.	EQ	X								Building & Planning Dept.	
<b>HSNG - g - Wildfire and Structural Fires</b>													
g-1	g-1	Increase efforts to reduce hazards in existing private development in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat through improving engineering design and vegetation management for mitigation, appropriate code enforcement, and public education on defensible space mitigation strategies.	WF	X								Building & Planning Dept. & Woodside Fire Protection District	2009-377
g-2	g-2	Tie public education on defensible space and a comprehensive defensible space ordinance to a field program of enforcement.	WF							X		Woodside Fire Protection District	The Town is in agreement with this strategy, however, it is not the lead in its implementation.

Housing Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
g-3	g-3	Require that new homes in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat be constructed of fire-resistant building materials (including roofing and exterior walls) and incorporate fire-resistant design features (such as minimal use of eaves, internal corners, and open first floors) to increase structural survivability and reduce ignitability. <b>Note</b> - See Structural Fire Prevention Field Guide for Mitigation of Wildfires at <a href="http://osfm.fire.ca.gov/structural.html">http://osfm.fire.ca.gov/structural.html</a> .	WF	X								Building & Planning Dept.	2009-377
g-4	g-4	Create or identify "model" <b>properties showing defensible space and structural survivability</b> in neighborhoods that are wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.	WF								X	Woodside Fire Protection District	
g-5	g-5	Consider fire safety, evacuation, and emergency vehicle access when reviewing proposals to add secondary units or additional residential units in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.	WF	X								Building & Planning Dept. & Woodside Fire Protection District	
g-6	g-6	Adopt and amend as needed updated versions of the <i>California Building and Fire Codes</i> so that optimal fire-protection standards are used in construction and renovation projects <b>of private buildings</b> .	WF	X								Building & Planning Dept. & Woodside Fire Protection District	Ordinances 2009-377 & 2008-373
g-7	g-7	Create a mechanism to enforce provisions of the <i>California Building and Fire Codes</i> and other local codes that require the installation of smoke detectors and fire-extinguishing systems <b>on existing residential buildings</b> by making installation a condition of (a) finalizing a permit for any work valued at over a fixed amount and/or (b) on any building over 75 feet in height, and/or (b) as a condition for the transfer of property.	WF	X								Building & Planning Dept. & Woodside Fire Protection District	Ordinances 2009-377 & 2008-373
g-8	g-8	Work to ensure a reliable source of water for fire suppression in rural-residential areas through the cooperative efforts of water districts, fire districts, and residents.	WF	X								Cal Water & Woodside Fire Protection District	



Housing Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program- Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
g-9	g-9	Expand vegetation management programs in wildland-urban- interface fire-threatened communities or in areas exposed to high-to-extreme fire threat to more effectively manage the fuel load through roadside collection and chipping, mechanical fuel reduction equipment, selected harvesting, use of goats or other organic methods of fuel reduction, and selected use of controlled burning.	WF	X								Public Works & Woodside Fire Protection District	An effective chipping program has been implemented.
g-10	g-11	Establish <b>special funding mechanisms</b> (such as Fire Hazard Abatement Districts <b>or regional bond funding</b> ) to fund reduction in fire risk of existing properties through vegetation management that includes reduction of fuel loads, use of defensible space, and fuel breaks.	WF							X		Woodside Fire Protection District	The Town is in agreement with this strategy, however, it is not the lead in its implementation.
g-11	g-12	Work with residents in rural-residential areas to ensure adequate <b>plans are developed for appropriate</b> access and evacuation in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat. <b>For example, in some areas, additional roads can be created, and in other areas, the communities will need to focus on early warning and evacuation because additional roads are not feasible.</b>	WF	X								Woodside Fire Protection District	
g-12	g-13	Require fire sprinklers in new homes located more than 1.5 miles or a 5-minute response time from a fire station or in an identified high hazard wildland-urban-interface wildfire area.	WF	X								Building & Planning Dept. & Woodside Fire Protection District	Ordinance 2009-377 (Requires sprinklers in all structures of more than 1,000 s.f.)
g-13	g-14	Require fire sprinklers in all new or substantially remodeled multifamily housing, regardless of distance from a fire station.	WF	X								Building & Planning Dept. & Woodside Fire Protection District	Ordinance 2009-377 (Requires sprinklers in all structures of more than 1,000 s.f.)
g-14	g-15	Require sprinklers in all mixed use development to protect residential uses from fires started in non-residential areas.	WF	X								Building & Planning Dept. & Woodside Fire Protection District	Ordinance 2003-349
g-15	g-16	Compile a list of <b>privately-owned</b> high-rise and high-occupancy buildings which are deemed, due to their age or construction materials, to be particularly susceptible to fire hazards, and determine an expeditious timeline for the fire-safety inspection of all such structures.	WF							X			None existing.
g-16	g-17	Conduct periodic fire-safety inspections of all multi-family buildings, as required by State law.	WF	X								Woodside Fire Protection District	

Housing Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
g-17	g-18	Ensure that <b>city/county-initiated</b> fire-preventive vegetation-management techniques and practices for creek sides and high-slope areas do not contribute to the landslide and erosion hazard. <b>For example, vegetation in these sensitive areas could be thinned, rather than removed, or replanted with less flammable materials. When thinning, the non-native species should be removed first. Other options would be to use structural mitigation, rather than vegetation management in the most sensitive areas.</b>	WF LS	X								Public Works Dept.	Ordinance 1984-201
g-18	g-19	Create a mechanism to require the bracing of water heaters and flexible couplings on gas appliances, and/or (as specified under "b. Single-family homes vulnerable to earthquakes" above) the bolting of homes to their foundations and strengthening of cripple walls to reduce fire ignitions due to earthquakes.	EQ WF	X								Building & Planning Dept.	Ordinance 2008-373 (Required upon replacement)
g-19	g-20	Work with the State Fire Marshall, the California Seismic Safety <b>Commission, Pacific Earthquake Engineering Research Center</b> (PEER), and other experts to identify and manage gas-related fire risks of soft-story residential or mixed use buildings that are prone to collapse and occupant entrapment consistent with the natural gas safety recommendations of Seismic Safety Commission Report SSC-02-03. <b>Note</b> - See <a href="http://www.seismic.ca.gov/pub/CSSC_2002-03_Natural%20Gas%20Safety.pdf">http://www.seismic.ca.gov/pub/CSSC_2002-03_Natural%20Gas%20Safety.pdf</a> . <b>Also note</b> - any valves that are installed may need to have both excess flow and seismic triggers ("hybrid" valves).	EQ WF							X			None existing.
g-20	new	<b>Work with insurance companies to create a public/private partnership to give a discount on fire insurance premiums to "Forester Certified" Fire Wise landscaping and fire-resistant building materials on private property.</b>	WF						X			Administration & Woodside Fire Protection District	The Town is exploring a partnership with the Fire District and the Town of Woodside to determine if a preferred rate program can be established with certain criteria
g-21	new	<b>Work with insurance companies to create a public/private partnership to give a discount on fire insurance premiums to "Forester Certified" Fire Wise landscaping and fire-resistant building materials on private property.</b>	WF								X	Administration & Woodside Fire Protection District	The Town is exploring a partnership with the Fire District and the Town of Woodside to determine if a preferred rate program can be established with certain criteria
HSNG - h - Flooding													

## Housing Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program- Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
h-1	h-1	To reduce flood risk, thereby reducing the cost of flood insurance to <b>private</b> property owners, work to qualify for the highest-feasible rating under the Community Rating System of the National Flood Insurance Program.	FL								X		
h-2	h-2	Balance the housing needs of residents against the risk from potential flood-related hazards.	FL	X								Building & Planning Dept.	
h-3	h-3	Ensure that new <b>private</b> development pays its fair share of improvements to the storm drainage system necessary to accommodate increased flows from the development, <b>or</b> does not increase runoff by draining water to pervious areas or detention facilities.	FL	X								Building & Planning Dept.	
h-4	h-4	Provide sandbags and plastic sheeting to residents in anticipation of rainstorms, and deliver those materials to <b>vulnerable populations</b> upon request.	FL	X								Public Works Dept.	
h-5	h-5	Provide public information on locations for obtaining sandbags and/or deliver those sandbags to those various locations throughout a city and/or county prior to and/or during the rainy season.	FL	X								Public Works Dept.	
h-6	h-6	Apply floodplain management regulations for <b>private</b> development in the floodplain and floodway.	FL	X								Building & Planning Dept.	Ordinance 2005-358
h-7	h-7	Ensure that new subdivisions are designed to reduce or eliminate flood damage by requiring lots and rights-of-way <b>be</b> laid out for the provision of approved sewer and drainage facilities, providing on site detention facilities whenever practicable.	FL	X								Building & Planning Dept.	Ordinances 2005-358, 1979-168 & 1967-71
h-8	h-8	Encourage home and apartment owners to participate in home elevation programs <b>within flood hazard areas</b> .	FL	X								Building & Planning Dept.	Ordinance 2005-358
h-9	h-9	As funding opportunities become available, encourage home and apartment owners to participate in acquisition and relocation programs for areas within floodways.	FL							X			
h-10	h-10	Encourage owners of properties in a floodplain to consider purchasing flood insurance. For example, point out that most homeowners' insurance policies do not cover a property for flood damage.	FL	X								Building & Planning Dept.	Ordinance 2005-358

Housing Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program- Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>HSNG - i - Landslides and Erosion</b>													
i-1	i-1	Increase efforts to reduce landslides and erosion in existing and future development by improving appropriate code enforcement and use of applicable standards <b>for private property</b> , such as those appearing in the <i>California Building Code</i> , <i>California Geological Survey Special Report 117 – Guidelines for Evaluating and Mitigating Seismic Hazards in California</i> , <i>American Society of Civil Engineers (ASCE) report Recommended Procedures for Implementation of DMG Special Publication 117: Guidelines for Analyzing and Mitigating Landslide Hazards in California</i> , and the <i>California Board for Geologists and Geophysicists Guidelines for Engineering Geologic Reports</i> . Such standards should cover excavation, fill placement, cut-fill transitions, slope stability, drainage and erosion control, slope setbacks, expansive soils, collapsible soils, environmental issues, geological and geotechnical investigations, grading plans and specifications, protection of adjacent properties, and review and permit issuance.	LS	X								Building & Planning Dept.	Ordinances 2008-374, 2008-373, 200-330, 1995-285 & 1979-166
i-2	i-2	Increase efforts to reduce landslides and erosion in existing and future <b>private</b> development through continuing education of design professionals on mitigation strategies.	LS	X								Building & Planning Dept.	

### Housing Mitigation Strategies

2009-2010 Strat. Number 2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>HSNG - j - Building Reoccupancy</b>												
j-1	j-1 same as economy-5 Develop and enforce a <b>repair and reconstruction</b> ordinance to ensure that <b>damaged</b> buildings are repaired in an appropriate and timely manner and retrofitted concurrently. <b>This repair and reconstruction ordinance should apply to all public and private buildings, and also apply to repair of all damage, regardless of cause. See <a href="http://quake.abag.ca.gov/recovery/info-repair-ord.html">http://quake.abag.ca.gov/recovery/info-repair-ord.html</a>.</b>	EQ LS WF FL SEC	X								Building & Planning Dept.	Ordinance 1999-317
j-2	NE same as economy-6 Establish preservation-sensitive measures for the repair and reoccupancy of historically significant <b>privately-owned</b> structures, including requirements for temporary shoring or stabilization where needed, arrangements for consulting with preservationists, and expedited permit procedures for suitable repair or rebuilding of historically or architecturally valuable structures.	EQ LS WF FL SEC	X								Building & Planning Dept.	General Plan Historic Element
<b>HSNG - k - Public Education</b>												
k-1	k-1 Provide information to residents of your community on the availability of interactive hazard maps showing your community on ABAG's web site.	EQ LS WF FL SEC			X						Administration & Emergency Prep. Committee	
k-2	k-2 Develop printed materials, utilize existing materials (such as developed by FEMA and the American Red Cross), conduct workshops, and/or provide outreach encouraging residents to have family disaster plans that include drop-cover-hold earthquake drills, fire and storm evacuation procedures, and shelter-in-place emergency guidelines.	EQ LS WF FL SEC			X						Administration, Emergency Prep. Committee, CERPP & Woodside Fire Protection District	
k-3	k-3 Inform residents of comprehensive mitigation activities, including elevation of appliances above expected flood levels, use of fire-resistant roofing and defensible space in high wildfire threat and wildfire-urban-interface areas, structural retrofitting techniques for older homes, and use of intelligent grading practices through workshops, publications, and media announcements and events.	EQ LS WF FL SEC	X								Building & Planning Dept. & Woodside Fire Protection District	
k-4	k-4 Develop a public education campaign on the cost, risk, and benefits of earthquake, flood, and other hazard insurance <b>as compared to mitigation.</b>	EQ LS FL SEC								X		

## Housing Mitigation Strategies

2009-2010 Strat#	2005 Original Strat#	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program- Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
k-5	k-5	Use disaster anniversaries, such as April (the 1906 earthquake), September (9/11), and October (Loma Prieta earthquake and Oakland Hills fire), to remind the public of safety and security mitigation activities.	EQ LS WF FL SEC	X								Administration & Emergency Prep. Committee	
k-6	k-6	Sponsor the formation and training of Community Emergency Response Teams (CERT) <b>for residents in your community.</b> [Note – these programs go by a variety of names in various cities and areas.]	EQ LS WF FL SEC	X								Administration, Emergency Prep. Committee, CERPP & Woodside Fire Protection District	
k-7	k-7	Include flood fighting technique session based on California Department of Water Resources training to the list of available public training classes offered by CERT.	FL								X		
k-8	k-8	Institute the neighborhood watch block captain and team programs outlined in the Citizen Corps program guide.	EQ LS WF FL SEC	X								CERPP	
k-9	k-9	Assist residents in the development of defensible space through the use of, for example, "tool libraries" for weed abatement tools, roadside collection and/or chipping services (for brush, weeds, and tree branches) in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.	WF	X								Public Works Dept. & Woodside Fire Protection District	
k-10	k-10	Train homeowners to locate and shut off gas valves if they smell or hear gas leaking.	EQ LS WF FL SEC	X								CERPP	
k-11	k-12	Develop a program to provide at-cost NOAA weather radios to residents of flood hazard areas <b>that request them, with priority to neighborhood watch captains and others trained in their use.</b>	FL							X			
k-12	k-13	Make use of the materials on the ABAG web site at <a href="http://quake.abag.ca.gov/fixit">http://quake.abag.ca.gov/fixit</a> and other web sites to increase residential mitigation activities related to earthquakes. (ABAG plans to continue to improve the quality of those materials over time.)	EQ			X						Administration & Emergency Prep. Committee	
k-13	k-14	Develop a "Maintain-a-Drain" campaign, similar to that of the City of Oakland, encouraging <b>private</b> businesses and residents to keep storm drains in their neighborhood free of debris.	FL						X			Public Works Dept. & Public Works Committee	6/30/2010

Housing Mitigation Strategies

2009-2010 Strat. Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program- Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
k-14	k-15	Encourage the formation of a community- and neighborhood-based approach to wildfire education and action through local Fire Safe Councils and the <i>Fire Wise Program</i> . <b>This effort is important because grant funds are currently available to offset costs of specific council-supported projects.</b>	WF	X								Administration, Planning Dept., Emergency Prep. Committee, CERPP & Woodside Fire Protection District	
k-15	k-16	Inform shoreline-property owners of the possible long-term economic threat posed by rising sea levels.	FL							X			
k-16	k-17	Distribute appropriate materials related to disaster mitigation and preparedness <b>to residents. Appropriate materials are (1) culturally appropriate and (2) suitable for special needs populations. For example, such materials are available on the <a href="http://www.preparenow.org">http://www.preparenow.org</a> website and from non-governmental organizations that work with these communities on an on-going basis.</b>	EQ LS WF FL SEC			X						Administration, Emergency Prep. Committee, CERPP & Woodside Fire Protection District	
<del>g-10</del>		DELETED - REPLACED BY DISCUSSION OF REVERSE 911 in GOVT c-14.											
<del>k-11</del>													

Economy Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Priority (CHECK ONLY ONE)							Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
				Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, or Not Cost Effective		
<b>ECON - a - Multi-Hazard</b>												
a-1	a-1	Assist in ensuring adequate hazard disclosure by working with real estate agents to improve enforcement of real estate disclosure requirements <b>for commercial and industrial properties</b> with regard to seven official natural hazard zones: <b>1) Special Flood Hazard Areas (designated by FEMA), 2) Areas of Potential Flooding from dam failure inundation, 3) Very High Fire Hazard Severity Zones, 4) Wildland Fire Zones, 5) Earthquake Fault Zones (designated under the Alquist-Priolo Earthquake Fault Zoning Act), and the 6) Liquefaction and Landslide Hazard Zones (designated under the Seismic Hazard Mapping Act).</b>	EQ LS WF FL SEC	X								Ordinance 1970-100
a-2	a-2	Create incentives for <b>private</b> owners of historic or architecturally significant <b>commercial and industrial</b> buildings to undertake mitigation to levels that will minimize the likelihood that these buildings will need to be demolished after a disaster, particularly if those alterations conform to the federal Secretary of the Interior's <i>Guidelines for Rehabilitation</i> .	EQ LS WF FL SEC							X		
<b>ECON - b - Soft-Story Commercial Buildings Vulnerable to Earthquakes</b>												
b-1	b-1	Require engineered plan sets for voluntary or mandatory soft-story <b>seismic</b> retrofits <b>by private owners</b> until a standard plan set and construction details become available.	EQ							X		
b-2	b-2	Adopt the 2009 ( <b>changed date</b> ) International Existing Building Code or the latest applicable standard for the design of voluntary or mandatory soft-story building retrofits <b>for use in city/county building department regulations. In addition, allow use of changes to that standard recommended by SEAOC for the 2012 IEBC.</b>	EQ							X		
b-3	b-3	Work to educate building owners, local government staff, engineers, and contractors on <b>privately-owned</b> soft-story retrofit procedures and incentives using materials such as those developed by ABAG and the City of San Jose (see <a href="http://quake.abag.ca.gov/eqhouse.html">http://quake.abag.ca.gov/eqhouse.html</a> .)	EQ							X		
b-4	b-4	Conduct an inventory of <b>privately-owned</b> existing or suspected soft-story commercial or industrial structures <b>as a first step in establishing voluntary or mandatory programs for retrofitting these buildings.</b>	EQ							X		The Town does not have any soft story commercial



Economy Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
b-5	b-5	Use the soft-story inventory to require <b>private</b> owners to inform all existing tenants (and <b>prospective</b> tenants prior to signing a lease agreement) that they <b>may</b> work in this type of building.	EQ										
b-6	b-6	Use the soft-story inventory to require <b>private</b> owners to inform all existing <b>and prospective</b> tenants that they <b>may</b> need to be prepared to work elsewhere following an earthquake if the building has not been retrofitted.	EQ										
b-7	b-7	Investigate and adopt appropriate financial, procedural, and land use incentives ( <b>such as parking waivers</b> ) for <b>private</b> owners of soft-story buildings to facilitate retrofit such as those <b>described</b> by ABAG (see <a href="http://quake.abag.ca.gov/fixit">http://quake.abag.ca.gov/fixit</a> ).	EQ										
b-8	b-8	(reworded) Explore development of State regulations or legislation to require or encourage <b>private</b> owners of soft-story structures to strengthen them.	EQ										
b-9	b-9	Provide technical assistance in seismically strengthening <b>privately-owned</b> soft-story structures.	EQ										

Economy Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>ECON - c - Unreinforced Masonry Buildings in Older Downtown Areas</b>													
c-1	c-1	Continue to actively implement existing State law that requires cities and counties to maintain lists of the addresses of unreinforced masonry buildings and inform <b>private</b> property owners that they own this type of hazardous structure.	EQ									X	
c-2	c-2	Accelerate retrofitting of <b>privately-owned</b> unreinforced masonry structures that have not been retrofitted, for example, by (a) actively working with owners to obtain structural analyses of their buildings, (b) helping owners obtain retrofit funding, (c) adopting a mandatory ( <b>rather than</b> voluntary) retrofit program, and/or (d) applying penalties to owners who show inadequate efforts to upgrade these buildings.	EQ									X	
c-3	c-3	Require <b>private</b> owners to inform all existing <b>tenants (and prospective tenants prior to signing a lease agreement)</b> that they work in <b>an unreinforced masonry</b> building and the standard to which it may have been retrofitted.	EQ									X	
c-4	c-4	As required by State law, require <b>private</b> owners to inform all existing tenants that they may need to be prepared to work elsewhere following an earthquake even if the building has been retrofitted, <b>because</b> it has probably been retrofitted to a life-safety standard, not to a standard that will allow occupancy following major earthquakes.	EQ									X	
<b>ECON - d - Privately-Owned Structurally Vulnerable Buildings</b>													
d-1	d-1	Inventory non-ductile concrete, tilt-up concrete, and other privately-owned structurally <b>vulnerable</b> buildings.	EQ									X	
d-2	d-2	Adopt the <b>2009</b> International Existing Building Code or the latest applicable standard for the design of voluntary or mandatory retrofit of <b>privately-owned</b> seismically vulnerable buildings.	EQ									X	
d-3	d-3	Adopt one or more of the following strategies as incentives to encourage retrofitting of privately-owned <b>seismically vulnerable</b> commercial and industrial buildings: (a) waivers or reductions of permit fees, (b) below-market loans, (c) local tax breaks, (d) grants to cover the cost of retrofitting or of a structural analysis, (e) land use ( <b>such as parking requirement waivers</b> ) and procedural incentives, or (f) technical assistance.	EQ									X	
<b>ECON - e - Wildfire and Structural Fires</b>													

Economy Mitigation Strategies

2009-2010 Strategic 2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
e-1	e-1	Increase efforts to reduce hazards in existing <b>private</b> development in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat through improving engineering design and vegetation management for mitigation, appropriate code enforcement, and public education on defensible space mitigation strategies.	WF	X							Building & Planning Dept. & Woodside Fire Protection District	
e-2	new	<b>Tie public education on defensible space and a comprehensive defensible space ordinance to a field program of enforcement.</b>	WF						X		Woodside Fire Protection District	The Town is in agreement with this strategy, however, it does not have a lead role in implementation.
e-3	e-2	Require that new <b>privately-owned</b> business and office buildings in high fire hazard areas be constructed of fire-resistant building materials and incorporate fire-resistant design features (such as minimal use of eaves, internal corners, and open first floors) to increase structural survivability and reduce ignitability.	WF	X							Building & Planning Dept.	Ordinances 2009-377 & 2003-349
e-4	e-3	Adopt and amend as needed updated versions of the <i>California Building and Fire Codes</i> so that optimal fire-protection standards are used in construction and renovation projects <b>of private buildings.</b>	WF	X							Building & Planning Dept. & Woodside Fire Protection District	Ordinances 2009-377, 2003-349
e-5	e-4	Create a mechanism to enforce provisions of the <i>California Building and Fire Codes</i> and other local codes that require the installation of smoke detectors and fire-extinguishing systems <b>on existing privately-owned buildings</b> by making installation a condition of (a) finalizing a permit for any work valued at over a fixed amount and/or (b) on any building over 75 feet in height, and/or (b) as a condition for the transfer of property.	WF	X							Building & Planning Dept. & Woodside Fire Protection District	Ordinances 2008-373, 2003-349
e-6	e-5	(reworded to more closely match the HSNG strategy) Expand vegetation management programs in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat to more effectively manage the fuel load through roadside collection and chipping, mechanical fuel reduction equipment, selected harvesting, use of goats or other organic methods of fuel reduction, and selected use of controlled burning.	WF	X							Public Works Dept. & Woodside Fire Protection District	

Economy Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, or Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
e-7	e-6	Establish <b>special funding mechanisms (such as Fire Hazard Abatement Districts or regional bond funding)</b> to fund reduction in fire risk of existing properties through vegetation management that includes reduction of fuel loads, use of defensible space, and fuel breaks.	WF	X								Woodside Fire Protection District	
e-8	e-7	Establish <b>special funding mechanisms (such as Fire Hazard Abatement Districts or regional bond funding)</b> to fund fire-safety inspections of private properties, roving firefighter patrols on high fire-hazard days, and public education efforts.	WF	X								Woodside Fire Protection District	
e-9	e-8	Compile a list of <b>privately-owned</b> high-rise and high-occupancy buildings that are deemed, due to their age or construction materials, to be particularly susceptible to fire hazards, and determine an expeditious timeline for the fire-safety inspection of all such structures.	WF	X								Woodside Fire Protection District	
e-10	e-9	Conduct periodic fire-safety inspections of all <b>privately-owned</b> commercial and <b>industrial</b> buildings.	WF	X								Woodside Fire Protection District	
e-11	e-10	Work with the State Fire Marshall, the California Seismic Safety <b>Commission, Pacific Earthquake Engineering Research Center (PEER)</b> , and other experts to identify and manage gas-related fire risks of <b>privately-owned</b> soft-story mixed use buildings that are prone to collapse and occupant entrapment consistent with the natural gas safety recommendations of Seismic Safety Commission Report SSC-02-03. <b>Note</b> - See <a href="http://www.seismic.ca.gov/pub/CSSC_2002-03_Natural%20Gas%20Safety.pdf">http://www.seismic.ca.gov/pub/CSSC_2002-03_Natural%20Gas%20Safety.pdf</a> . <b>Also note</b> - any values that are installed may need to have both	EQ WF					X		X			
e-12	e-11	Ensure that <b>city/county-initiated</b> fire-preventive vegetation-management techniques and practices for creek sides and high-slope areas do not contribute to the landslide and erosion hazard.	WF	X								Public Works Dept.	
e-13	e-12	Work with insurance companies to create a public/private partnership to give a discount on fire insurance premiums to "Forester Certified" <i>Fire Wise</i> landscaping and fire-resistant building materials <b>on private property</b> .	WF								X		
<b>ECON - f - Flooding</b>													
f-1	f-1	To reduce flood risk, thereby reducing the cost of flood insurance to <b>private</b> property owners, work to qualify for the highest-feasible rating under the Community Rating System of the National Flood Insurance Program.	FL								X		

Economy Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
f-2	f-2	Balance the needs for <b>private</b> commercial and industrial development against the risk from potential flood-related hazards.	FL	X								Building & Planning Dept.	
f-3	f-3	Ensure that new <b>private</b> development pays its fair share of improvements to the storm drainage system necessary to accommodate increased flows from the development, <b>or</b> does not increase runoff by draining water to pervious areas or detention facilities.	FL	X									Ordinances 1979-168 & 1967-71
f-4	f-4	Provide sandbags and plastic sheeting to <b>private</b> businesses in anticipation of rainstorms, and deliver those materials to <b>vulnerable populations</b> upon request.	FL	X								Public Works Dept.	
f-5	f-5	Provide information to <b>private business</b> on locations for obtaining sandbags and deliver those sandbags to those various locations throughout a city and/or county.	FL	X								Public Works Dept.	
f-6	f-6	Apply floodplain management regulations for <b>private</b> development in the floodplain and floodway.	FL	X								Building & Planning Dept.	Ordinance 2005-358
f-7	f-7	Encourage <b>private</b> business owners to participate in building elevation programs <b>within flood hazard areas</b> .	FL	X								Building & Planning Dept.	Ordinance 2005-358
f-8	f-8	As funding becomes available, encourage <b>private</b> business owners to participate in acquisition and relocation programs for areas within floodways.	FL							X			
f-9	f-9	Require an annual inspection of approved flood-proofed <b>privately-owned</b> buildings to ensure that (a) all flood-proofing components will operate properly under flood conditions and (b) all responsible personnel are aware of their duties and responsibilities as described in their building's <i>Flood Emergency Operation Plan</i> and <i>Inspection &amp; Maintenance Plan</i> .	FL							X			

Economy Mitigation Strategies

2009-2010 Strategic Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>ECON - g - Landslides and Erosion</b>													
g-1	g-1	Increase efforts to reduce landslides and erosion in existing and future development by improving appropriate code enforcement and use of applicable standards <b>for private property</b> , such as those appearing in the <i>California Building Code</i> , <i>California Geological Survey Special Report 117 – Guidelines for Evaluating and Mitigating Seismic Hazards in California</i> , American Society of Civil Engineers (ASCE) report <i>Recommended Procedures for Implementation of DMG Special Publication 117: Guidelines for Analyzing and Mitigating Landslide Hazards in California</i> , and the California Board for Geologists and Geophysicists <i>Guidelines for Engineering Geologic Reports</i> . Such standards should cover excavation, fill placement, cut-fill transitions, slope stability, drainage and erosion control, slope setbacks, expansive soils, collapsible soils, environmental issues, geological and geotechnical investigations, grading plans and specifications, protection of adjacent properties, and review and permit issuance.	LS	X								Building & Planning Dept.	Ordinances 2000-330, 1988-227, 1984-201, 1973-119, 1967-71
g-2	g-2	Increase efforts to reduce landslides and erosion in existing and future <b>private</b> development through continuing education of design professionals on mitigation strategies.	LS	X								Building & Planning Dept.	
<b>ECON - h - New Construction and Earthquakes</b>													
h-1	h-1	Continue to require that all new <b>privately-owned</b> commercial and industrial buildings be constructed in compliance with <b>(deleted "structural")</b> requirements of the most recently adopted version of the <i>California Building Code</i> .	EQ	X								Building & Planning Dept.	
h-2	h-2	Conduct appropriate employee training and support continued education to ensure enforcement of construction standards <b>for private development</b> .	EQ	X								Building & Planning Dept.	
h-3	h-3	<b>Work with private building owners to help them</b> recognize that many strategies that increase earthquake resistance also decrease damage in an explosion. In addition, recognize that ventilation systems can be designed to contain airborne biological agents.	EQ SEC	X								Building & Planning Dept.	

Economy Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments	
<b>ECON - i - Building Reoccupancy</b>														
i-1	i-1	Institute a program to encourage owners of private buildings to participate in a program similar to San Francisco's Building Occupancy Resumption Program (BORP). This program permits owners of private buildings to hire qualified structural engineers to create building-specific post-disaster inspection plans and allows these engineers to become automatically deputized as City/County inspectors for these buildings in the event of an earthquake or other disaster.	EQ LS WF FL SEC									X		
i-2	i-2	Actively notify private owners of historic or architecturally significant buildings of the availability of the local BORP-type program and encourage them to participate to ensure that appropriately qualified structural engineers are inspecting their buildings, thus reducing the likelihood that the buildings will be inappropriately evaluated following a disaster.	EQ LS WF FL SEC									X		
i-3	i-3	Actively notify owners of educational facility buildings of the availability of the local BORP-type program and encourage them to participate to ensure that appropriately qualified structural engineers are inspecting their buildings, thus reducing the likelihood that the buildings will be inappropriately evaluated following a disaster.	EQ LS WF FL SEC									X		
i-4	i-4	Allow private building owners to participate in a BORP-type program as described above, but not actively encourage them to do so.	EQ LS WF FL SEC									X		
i-5	i-5	Develop and enforce a repair and reconstruction ordinance to ensure that damaged buildings are repaired in an appropriate and timely manner and retrofitted concurrently. This repair and	EQ LS WF FL SEC	X									Building & Planning Dept.	Ordinance 1999-317
i-6	i-6	Establish preservation-sensitive measures for the repair and reoccupancy of historically significant privately-owned structures, including requirements for temporary shoring or stabilization where needed, arrangements for consulting with preservationists, and expedited permit procedures for suitable repair or rebuilding of historically or architecturally valuable structures.	EQ LS WF FL SEC										Building & Planning Dept.	
<b>ECON - j - Public Education</b>														
j-1	j-1	Provide information to private business owners and their employees on the availability of interactive hazard maps on ABAG's web site.	EQ LS WF FL SEC			X							Administration & Emergency Prep. Committee	

Economy Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, or Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
j-2	j-2	Develop printed materials, utilize existing materials (such as developed by FEMA and the American Red Cross), conduct workshops, and/or provide outreach encouraging <b>private</b> businesses' employees to have family disaster plans that include drop-cover-hold earthquake drills, fire and storm evacuation procedures, and shelter-in-place emergency guidelines.	EQ LS WF FL SEC	X								Administration, Emergency Prep. Committee, CERPP & Woodside Fire Protection District	
j-3	j-3	Develop <b>and</b> print materials, conduct workshops, and provide outreach to Bay Area <b>private</b> businesses focusing on business continuity planning.	EQ LS WF FL SEC							X			
j-4	j-4	Inform Bay Area <b>private</b> business owners of mitigation activities, including elevation of appliances above expected flood levels, use of fire-resistant roofing and defensible space in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat, structural retrofitting techniques for older buildings, and use of intelligent grading practices through workshops, publications, and media announcements and events.	WF FL	X								Building & Planning Dept.	
j-5	j-5	Sponsor the formation and training of Community Emergency Response Teams (CERT) training <b>for other than your own employees</b> through partnerships with local <b>private</b> businesses. [Note – these programs go by a variety of names in various cities and areas.]	EQ LS WF FL SEC								X	CERPP & Woodside Fire Protection District	
j-6	j-6	Assist <b>private</b> businesses in the development of defensible space through the use of, for example, "tool libraries" for weed abatement tools, roadside collection and/or chipping services (for brush, weeds, and tree branches) in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.	WF	X								Public Works Dept. & Woodside Fire Protection District	
j-7	j-7	Make use of the materials developed by others (such as found on ABAG's web site at <a href="http://quake.abag.ca.gov/business">http://quake.abag.ca.gov/business</a> ) to increase mitigation activities related to earthquakes <b>by groups other than your own agency</b> . ABAG plans to continue to improve the quality of those materials over time.	EQ			X						Administration, Emergency Prep. Committee, CERPP & Woodside Fire Protection District	
j-8	j-8	Develop a "Maintain-a-Drain" campaign, similar to that of the City of Oakland, encouraging <b>private</b> businesses and residents to keep storm drains in their neighborhood free of debris.	FL						X			Public Works Dept. & Public Works Committee	6/30/2010



Economy Mitigation Strategies

2009-2010 Strat. Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
j-9	j-9	Encourage the formation of a community- and neighborhood-based approach to wildfire education and action through local Fire Safe Councils and the <i>Fire Wise Program</i> . <b>This effort is important because grant funds are currently available to offset costs of specific council-supported projects.</b>	WF	X								Woodside Fire Protection District	
j-10	j-10	Encourage <b>private</b> businesses and laboratories handling hazardous materials or pathogens increase security to a level high enough to create a deterrent to crime and terrorism, including active implementation of "cradle-to-grave" tracking systems.	SEC EQ							X			
j-11	j-11	Encourage joint meetings of security and operations personnel at major <b>private</b> employers to develop innovative ways for these personnel to work together to increase safety and security.	SEC EQ							X			The Town agrees with this strategy, however, does not have a lead role in implementation
j-12	j-12	Inform <b>private</b> shoreline-property owners of the possible long-term economic threat posed by rising sea levels.	FL						X				The Town is located well inland from the Bay
j-13	j-13	Distribute appropriate materials related to disaster mitigation and preparedness <b>to private business owners. Appropriate materials are (1) culturally appropriate and (2) suitable for special needs populations. For example, such materials are available on the <a href="http://www.preparenow.org">http://www.preparenow.org</a> website and from non-governmental organizations that work with these communities on an on-going basis.</b>	EQ LS WF FL SEC	X								Administration, Emergency Prep. Committee, CERPP & Woodside Fire Protection District	

Government Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Priority (CHECK ONLY ONE)							Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
				Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective		
GOVT - a - Focus on Critical Facilities (...Owned by the Local Government Filling Out This Form)												
a-1	a-1	Assess the vulnerability of critical facilities (such as city halls, fire stations, <b>operations and communications headquarters</b> , community service centers, seaports, and airports) to damage in <b>natural disasters</b> and make recommendations for appropriate mitigation.	EQ LS WF FL	X							Administration & Town Geologist	All buildings at the Town Center were constructed in 2008 to meet or exceed current seismic/safety standards.
a-2	a-2	Retrofit or replace critical facilities that are shown to be vulnerable to damage in natural disasters.	EQ LS WF FL SEC	X							Administration	All buildings at the Town Center were constructed in 2008 to meet or exceed current seismic/safety standards.
a-3	a-3	Clarify to workers in critical facilities and emergency personnel, as well as to elected officials and the public, the extent to which the facilities are expected to perform only at a life safety level (allowing for the safe evacuation of personnel) or are expected to remain functional following an earthquake.	EQ	X							Administration	All buildings at the Town Center were constructed in 2008 to meet or exceed current seismic/safety standards.
a-4	a-4	Conduct comprehensive programs to identify and mitigate problems with facility contents, architectural components, and equipment that will prevent critical buildings from being functional after major natural disasters. <b>Such contents and equipment includes computers and servers, phones, files, and other tools used by staff to conduct daily business.</b>	EQ LS WF FL SEC						X		Administration & IT Consultant	6/30/2010
a-5	a-5	Encourage joint meetings of security and operations personnel at critical facilities to develop innovative ways for these personnel to work together to increase safety and security.	EQ LS WF FL SEC	X							Administration, Emergency Prep. Committee & Woodside Fire Protection District	
a-6	a-6	<b>When</b> Installing micro and/or surveillance cameras around critical public assets tied to web-based software, and develop a surveillance protocol to monitor these cameras, <b>investigate the possibility of using the cameras for the secondary purpose of post-disaster damage assessment.</b>	EQ LS WF FL SEC							X		
a-7	a-7	Identify and undertake cost-effective retrofit measures <b>related to security</b> on critical facilities (such as moving and redesigning air intake vents and installing blast-resistant features) when these buildings undergo major renovations <b>related to other natural hazards.</b>	EQ LS WF FL SEC	X								Construction of new Town Center corrected a number of deficiencies.

Government Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program underfunded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
a-8	a-8	Coordinate with the State Division of Safety of Dams to ensure that cities and counties are aware of the timeline for the maintenance and inspection of dams whose failure would impact their jurisdiction.	EQ LS WF FL SEC							X			
a-9	a-9	As a secondary focus, assess the vulnerability of non-critical facilities to damage in natural disasters based on occupancy and structural type, make recommendations on priorities for structural improvements or occupancy reductions, and identify potential funding mechanisms.	EQ LS WF FL SEC	X								Administration & Public works Dept.	
a-10	a-10	Ensure that <b>new</b> government-owned facilities <b>comply with and</b> are subject to the same or more stringent regulations as imposed on privately-owned development.	EQ LS WF FL SEC	X								Building & Planning Dept.	
a-11	a-11	<b>Comply</b> with all applicable building and fire codes, as well as other regulations (such as state requirements for fault, landslide, and liquefaction investigations in particular mapped areas) when constructing or significantly remodeling government-owned facilities.	EQ LS WF FL SEC	X								Building & Planning Dept.	
a-12	a-12	Prior to acquisition of property to be used as a critical facility, conduct a study to ensure the absence of significant <b>structural hazards and hazards associated with the building site.</b>	EQ LS WF FL SEC	X									
a-13	<b>new</b>	<b>Ensure that any regulations imposed on private-owned businesses related to repair and reconstruction (see "Economy Section") are enforced and imposed on local government's own buildings and structures.</b>	EQ LS WF FL SEC	X								Building & Planning Dept.	Ordinance 1999-317
<b>GOVT - b - Maintain and Enhance Local Government's Emergency Recovery Planning</b>													
b-1	b-1	Establish a framework and process for pre-event planning for post-event recovery that specifies roles, priorities, and responsibilities of various departments within the local government organization, and that outlines a structure and process for policy-making involving elected officials and appointed advisory committees.	EQ LS WF FL SEC	X								Administration & Emergency Prep. Committee	
b-2	b-2	Prepare a basic Recovery Plan that outlines the major issues and tasks that are likely to be the key elements of community recovery, as well as integrate this planning into response planning ( <b>such as with continuity of operations plans</b> ).	EQ LS WF FL SEC								X	Administration & Emergency Prep. Committee	

Government Mitigation Strategies

2009-2010 Strategy Number	Original 2005 Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program underfunded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
b-3	b-3	Establish a goal for the resumption of local government services that may vary from function to function.	EQ LS WF FL SEC									Administration & Emergency Prep. Committee	
b-4	b-25	Develop a <b>continuity of operations</b> plan that includes back-up storage of vital records, such as <b>plans and back-up procedures to pay employees and vendors if normal finance department operations are disrupted, as well as other essential electronic files.</b>	EQ LS WF FL SEC				X					Administration & IT	6/30/2010
b-5	new	<b>Plan for the emergency relocation of government-owned facilities critical to recovery, as well as any facilities with known structural deficiencies or in hazardous areas.</b>	EQ LS WF FL SEC								X		
<b>GOVT - c - Maintain and Enhance Local Government's Emergency Response Capacity</b>													
c-1	new (old b-4 moved to HSN a-3)	Develop a plan for short-term and intermediate-term sheltering of <b>your employees.</b>	EQ LS WF FL SEC	X								Administration	Employees are encouraged to maintain a change of clothing and toiletries at Town Hall. Guest cottages are available throughout the Town.
c-2	new	<b>Encourage your employees to have a family disaster plan.</b>	EQ LS WF FL SEC	X								Administration	
c-3	new	<b>Offer CERT/NERT-type training to your employees.</b>	EQ LS WF FL SEC		X							Administration	The Town helps to fund this program; staff is encouraged to participate as time permits.
c-4	b-5 (a)	Periodically assess the need for new or relocated fire or police stations and other emergency facilities.	EQ LS WF FL SEC							X		Woodside Fire Protection District & San Mateo County Sheriff	
c-5	b-5 (b)	Periodically assess the need for changes in staffing levels, <b>as well as for</b> additional or updated supplies, equipment, technologies, and in-service training classes.	EQ LS WF FL SEC				X						
c-6	b-6	Ensure that <b>fire, police, and other emergency</b> personnel have adequate radios, breathing apparatuses, protective gear, and other equipment to respond to a major disaster.	EQ LS WF FL SEC								X	Woodside Fire Protection District & San Mateo Co. Sheriff's Dept.	

Government Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
c-7	b-7	<b>Participate in</b> developing and maintaining a system of interoperable communications for first responders from cities, counties, special districts, state, and federal agencies.	EQ LS WF FL SEC	X								Administration, Emergency Prep. Committee, CERPP & San Mateo County	
c-8	b-8	Harden emergency response communications, including, for example, building redundant capacity into public safety alerting and/or answering points, replacing or hardening microwave and simulcast systems, adding digital encryption for programmable radios, and ensuring a plug-and-play capability for amateur radio.	EQ LS WF FL SEC	X								San Mateo County Office of Emergency Services	
c-9	b-9	Purchase command vehicles for use as mobile command/EOC vehicles if current vehicles are unsuitable or inadequate.	EQ LS WF FL SEC							X		Woodside Fire Protection District & San Mateo Co. Sheriff's Dept.	
c-10	b-10	Maintain the local government's emergency operations center in a fully functional state of readiness.	EQ LS WF FL SEC		X							Administration, Emergency Prep. Committee	A fully functional EOC has been established; additional equipment is being researched.
c-11	b-11	Expand or participate in expanding traditional disaster exercises involving city and county emergency personnel to include airport and port personnel, transit and infrastructure providers, hospitals, schools, park districts, and major employers.	EQ LS WF FL SEC		X							Administration, Emergency Prep. Committee, San Mateo County OES & Woodside Fire Protection District	
c-12	b-12	Maintain and update as necessary the local government's Standardized Emergency Management System (SEMS) Plan <b>and the National Incident Management System (NIMS) Plan, and submit an appropriate NIMSCAST report.</b>	EQ LS WF FL SEC	X								Administration & Emergency Prep. Committee	
c-13	b-13	Continue to participate not only in general mutual-aid agreements, but also in agreements with adjoining jurisdictions for cooperative response to fires, floods, earthquakes, and other disasters.	EQ LS WF FL SEC	X								Administration & Emergency Prep. Committee	
c-14	b-14 & b-22	Install alert and warning systems for <b>rapid evacuation or shelter-in-place. Such systems include outdoor sirens and/or reverse-911 calling systems.</b>	EQ LS WF FL SEC							X		San Mateo County Office of Emergency Services	
c-15	b-15	Conduct periodic tests of the alerting and warning system. <b>(deleted some wording)</b>	EQ LS WF FL SEC							X			

Government Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program underfunded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
c-16	b-16	Regulate and enforce the location and design of street-address numbers on buildings and minimize the naming of short streets (that are actually driveways) to single homes.	EQ LS WF FL SEC	X								Building & Planning Dept. & Woodside Fire Protection District	
c-17	b-17	Monitor weather during times of high fire risk using, for example, weather stations tied into police and fire dispatch centers.	WF	X								Administration & Public Works Dept.	
c-18	b-18	Establish regional protocols on how to respond to the NOAA Monterey weather forecasts, such as the identifying types of closures, limits on work that could cause ignitions, and repositioning of suppression forces. A multi-agency coordination of response also helps provide unified messages to the public about how they should respond to these periods of increased fire danger. <b>Response should also be modified based on knowledge of local micro-climates. Local agencies with less risk then may be available for mutual aid.</b>	WF								X	San Mateo County Office of Emergency Services & Woodside Fire Protection District	
c-19	b-19	Increase local patrolling during periods of high fire weather.	WF	X								San Mateo County Sheriff & Woodside Fire Protection District	
c-20	b-20	Create and maintain an automated system of rain and flood gauges that is web enabled and publicly-accessible. <b>Work toward creating a coordinated regional system.</b>	FL LS								X		The Town does have a rain gauge, however, flood gauges have not yet been considered.
c-21	b-21	Place remote sensors in strategic locations for early warning of hazmat releases or use of weapons of mass destruction, <b>understanding that the appropriate early warning strategy depends on the type of problem.</b>	EQ LS WF FL SEC							X			
c-22	b-23	Review and update, as necessary, procedures pursuant to the <i>State Dam Safety Act</i> for the emergency evacuation of areas located below major water-storage facilities.	EQ LS FL SEC							X			
c-23	a-8	<b>Improve coordination among cities, counties, and dam owners so that cities and counties can better plan for evacuation of areas the could be inundated if a dam failed, impacting their jurisdiction.</b>	EQ LS FL SEC							X			The Town has no dams.
c-24	b-24	Develop procedures for the emergency evacuation of areas identified on tsunami evacuation maps as these maps become available.	EQ (TS)							X			The Town is located well inland from the Bay.

Government Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
c-25	new	<b>Support and encourage planning and identification of facilities for the coordination of distribution of water, food, blankets, and other supplies, coordinating this effort with the American Red Cross.</b>	EQ LS WF FL SEC	X									
<b>GOVT - d - Participate in National, State, Multi-Jurisdictional and Professional Society Efforts to Identify and Mitigate Hazards</b>													
d-1	c-1	Promote information sharing among overlapping and neighboring local governments, including cities, counties, and special districts, as well as utilities.	EQ LS WF FL SEC	X								Administration, Woodside Fire Protection District, Town of Woodside, San Mateo County	
d-2	c-2	Recognize that emergency services is more than the coordination of police and fire response; it also includes planning activities with providers of water, food, energy, transportation, financial, information, and public health services.	EQ LS WF FL SEC	X								Administration & Emergency Prep. Committee	
d-3	c-3	Recognize that a multi-agency approach is needed to mitigate flooding by having flood control districts, cities, counties, and utilities meet at least annually to jointly discuss their capital improvement programs for most effectively reducing the threat of flooding. <b>Work toward making this process more formal to insure that flooding is considered at existing joint-agency meetings.</b>	FL			X						Administration, Emergency Prep. Committee, Public Works Dept. & San Francisquito Creek JPA	
d-4	c-4	As new flood-control projects are completed, request that FEMA revise its flood-insurance rate maps and digital Geographic Information System (GIS) data to reflect flood risks as accurately as possible.	FL	X								Public Works Dept.	
d-5	c-5	Participate in FEMA's National Flood Insurance Program.	FL	X									
d-6	c-6	Participate in multi-agency efforts to mitigate fire threat, such as the Hills Emergency Forum (in the East Bay), various <i>FireSafe</i> Council programs, and city-utility task forces. <b>Such participation increases a jurisdiction's competitiveness in obtaining grants.</b>	WF	X								Woodside Fire Protection District	
d-7	c-7	Work with major employers and agencies that handle hazardous materials to coordinate mitigation efforts for the possible release of these materials due to a natural disaster such as an earthquake, flood, fire, or landslide.	EQ LS WF FL SEC							X			

Government Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Very High - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program underfunded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
d-8	c-8	Encourage staff to participate in efforts by professional organizations to mitigate earthquake and landslide disaster losses, such as the efforts of the Northern California Chapter of the Earthquake Engineering Research Institute, the East Bay-Peninsula Chapter of the International Code Council, the Structural Engineers Association of Northern California, and the American Society of Grading Officials.	EQ LS	X								Administration, Emergency Prep. Committee, Public Works Dept.	
d-9	c-9	Conduct and/or promote attendance at local or regional hazard conferences and workshops for elected officials <b>and staff</b> to educate <b>them</b> on the critical need for programs in mitigating earthquake, wildfire, flood, and landslide hazards.	EQ LS WF FL SEC		X								
d-10	c-10	Cooperate with researchers working on government-funded projects to refine information on hazards, for example, by expediting the permit and approval process for installation of seismic arrays, gravity survey instruments, borehole drilling, fault trenching, landslide mapping, flood modeling, and/or damage data collection.	EQ LS WF FL SEC							X			The Town is in agreement with this strategy, and will cooperate and assist if needed.
<b>GOVT - d - Take a Lead in Loss and Risk Assessment Activities</b>													
e-1	e-1	Work with the cities, counties, and special districts in the Bay Area to encourage them to adopt a Local Hazard Mitigation Plan and to assist them in integrating it into their overall planning process. <b>RESPONSIBILITY: ABAG only; all others are "not applicable."</b>	EQ LS WF FL DR TS SEC Flu Ag Heat							X			
e-2	e-2	Improve the risk assessment and loss estimation work in the <i>Taming Natural Disasters</i> report and multi-jurisdictional plan related to natural disasters. <b>RESPONSIBILITY: ABAG only; all others are "not applicable."</b>	EQ LS WF FL DR TS Flu Ag Heat							X			



Education Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Priority (CHECK ONLY ONE)							Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments	
				Existing Program	Existing Program, underfunded	Very High - Unofficial Program-Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective			Not Yet Considered
<b>EDUC - a - Focus on Critical Facilities (...Owned by School Districts)</b>													
a-1	a-1	Assess the vulnerability of critical <b>public</b> education facilities to damage in natural disasters and make recommendations for appropriate mitigation.	EQ LS WF FL SEC								X	Portola Valley School District	
a-2	a-2	Retrofit or replace critical <b>public</b> education facilities that are shown to be vulnerable to damage in natural disasters.	EQ LS WF FL SEC								X	Portola Valley School District	
a-3	a-3	Conduct comprehensive programs to identify and mitigate problems with facility contents, architectural components, and equipment that will prevent critical <b>public education</b> buildings from being functional after major disasters.	EQ LS WF FL SEC								X	Portola Valley School District	
a-4	a-4	As a secondary focus, assess the vulnerability of non-critical educational facilities ( <b>that is, those that do not house students</b> ) to damage in natural disasters based on occupancy and structural type, make recommendations on priorities for structural improvements or occupancy reductions, and identify potential funding mechanisms.	EQ LS WF FL SEC								X	Portola Valley School District	
a-5	new	Assess the vulnerability of critical private education, pre-school, and day care facilities to damage in natural disasters and make recommendations for appropriate mitigation.	EQ LS WF FL SEC								X		
a-6	a-5	(Major Rewording) <b>Work with CalEMA and the Division of the State Architect to ensure that there will be an adequate group of Safety Assessment Program (SAP) inspectors trained and deployed by CalEMA to schools for post-disaster inspection. In addition, if a school district is uncomfortable with delays in inspection due to too few SAP inspectors available in catastrophic disasters, formalized arrangements can also be created with those inspectors certified by the Division of the State Architect as construction inspectors to report to the district, assess damage, and determine if the buildings can be reoccupied.</b>	EQ LS WF FL SEC								X	Portola Valley School District	
<b>EDUC - b - Use of Educational Facilities as Emergency Shelters</b>													

Education Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Mitigation Status							Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	(if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments		
				Existing Program	Existing Program, underfunded	Very High - Unofficial Program-Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective			Not Yet Considered	
b-1	b-1	Work cooperatively with the American Red Cross, <b>cities, counties, and non-profits</b> to set up memoranda of understanding for use of education facilities as emergency shelters following disasters.	EQ LS WF FL SEC	X									Administration	
b-2	b-2	Work cooperatively to ensure that school district personnel and relevant staff understand and are trained that being designated by the American Red Cross or others as a potential emergency shelter does NOT mean that the school has had a hazard or structural evaluation to ensure that it can be used as a shelter following any specific disaster.	EQ LS WF FL SEC								X			Not applicable for a city
b-3	b-3	Work cooperatively to ensure that school district personnel understand and are trained that they are designated as disaster service workers and must remain at the school until released.	EQ LS WF FL SEC								X			Not applicable for a city
EDUC - c - Actions Related to Disaster Preparedness and Recovery Planning														
c-1	new	Encourage employees of schools to have family disaster plans and conduct mitigation activities in their own homes.	EQ LS WF FL SEC								X		Portola Valley School District	
c-2	c-2	Develop plans, in conjunction with fire jurisdictions, for evacuation or sheltering in place of school children during periods of high fire danger, thereby recognizing that overloading of streets near schools by parents attempting to pick up their children during these periods can restrict access by fire personnel and equipment.	EQ LS WF FL SEC	X									Portola Valley School District	
c-3	c-3	Offer the 20-hour basic CERT training to teachers and after-school personnel.	EQ LS WF FL SEC								X		Portola Valley School District	
c-4	c-4	Offer the 20-hour basic <b>Student Emergency Response Training (SERT, rather than CERT)</b> training to middle school and/or high school students as a part of the basic science or civics curriculum, as an after school club, or as a way to earn public service hours.	EQ LS WF FL SEC								X		Portola Valley School District	
c-5	c-5	Offer the 20-hour basic CERT training course through the Adult School system and/or through the Community College system ( <b>either using instructors with teaching credentials or by making facilities available for classes not run by school personnel themselves</b> ).	EQ LS WF FL SEC								X		Portola Valley School District	

Education Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Funding Status							Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	(if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments			
				Existing Program	Existing Program, underfunded	Very High - Unofficial Program-Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective			Not Yet Considered		
c-6	c-6	Develop and maintain the capacity for schools to take care of the students for the first 48 hours after a disaster, and notify parents that this capacity exists.	EQ WF FL SEC									X		Portola Valley School District	The Town agrees with the strategy, however, it does not have an active role in its implementation but will assist if needed.
c-7	new	<b>Develop a continuity of operations and disaster recovery plan using models such as that developed by the University of California Berkeley. (The American Red Cross has a role in promoting this activity, as well, in schools that they plan to use as shelters.)</b>	EQ WF FL SEC									X		Portola Valley School District	
<b>EDUC - d- Actions Related to Schools as Conduits for Information to Families About Emergencies</b>															
d-1	c-1	Utilize the unique ability of schools to reach families through educational materials on hazards, mitigation, and preparedness, particularly after disasters and at the beginning of the school year. These efforts will not only make the entire community more disaster-resistant, but speed the return of schools from use as shelters to use as teaching facilities, <b>particularly if coordinated with cities, counties, the American Red Cross and others.</b>	EQ WF FL SEC									X		Portola Valley School District	
d-2	c-7	Develop and distribute culturally appropriate materials related to disaster mitigation and preparedness, such as those on the <a href="http://www.preparenow.org">http://www.preparenow.org</a> website.	EQ WF FL SEC									X		Administration & Portola Valley School District	Town should encourage School District to provide a link to the Town's website & Emergency Prep. Committee info.

Environment Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Priority (CHECK ONLY ONE)							Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments	
				Existing Program	Existing Program, underfunded very high -	Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective			Not Yet Considered
ENV1 - a - Environmental Sustainability and Pollution Reduction													
a-1	a-1	Continue to enforce State-mandated requirements, such as the <i>California Environmental Quality Act</i> , to ensure that mitigation activities for hazards, such as seismic retrofits and vegetation clearance programs for fire threat, are conducted in a way that reduces environmental degradation such as air quality impacts, noise during construction, and loss of sensitive habitats and species, while respecting the community value of historic preservation.	EQ LS WF FL DR SEC	X								Building & Planning Dept.	
a-2	a-2	Encourage regulatory agencies to work collaboratively with safety professionals to develop creative mitigation strategies that effectively balance environmental and safety needs, particularly to meet critical wildfire, flood, and earthquake safety levels.	EQ WF FL SEC							X			The Town agrees with the strategy, however, we do not have a lead in implementation.
a-3	a-3	Continue to enforce and/or comply with State-mandated requirements, such as the <i>California Environmental Quality Act</i> and environmental regulations to ensure that urban development is conducted in a way to minimize air pollution. For example, air pollution levels can lead to global warming, and then to drought, increased vegetation susceptibility to disease (such as pine bark beetle infestations), and associated increased fire hazard.	LS WF FL DR SEC	X								Building & Planning Dept.	
a-4	a-4	Develop and implement a comprehensive program for watershed <b>management</b> optimizing <b>ecosystem</b> health with water yield to balance water supply, flooding, fire, and erosion concerns.	LS WF FL DR SEC	X								San Francisquito Creek JPA	
a-5	a-5	Balance the need for the smooth flow of storm waters versus the need to maintain wildlife habitat by developing and implementing a comprehensive Streambed Vegetation Management Plan that ensures the efficacy of flood control efforts, <b>mitigates wildfires</b> and maintains the viability of living rivers.	LS WF FL DR	X								San Francisquito Creek JPA	
a-6	a-8	Comply with applicable performance standards of any <i>National Pollutant Discharge Elimination System</i> municipal stormwater permit that seeks to manage increases in stormwater run-off flows from new development and redevelopment construction projects.	FL	X								Public Works Dept.	

Environment Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded very high -	Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
a-7	a-9	Enforce and/or comply with the grading, erosion, and sedimentation requirements by prohibiting the discharge of concentrated stormwater flows by other than approved methods that seek to minimize associated pollution.	LS FL	X								Public Works Dept.	
a-8	a-10	Explore ways to require that hazardous materials stored in the flood zone be elevated or otherwise protected from flood waters.	FL							X			
a-9	a-11	Enforce and/or comply with the hazardous materials requirements of the State of California Certified Unified Program Agency (CUPA).	EQ LS WF FL SEC							X			
a-10	a-12	Provide information on hazardous waste disposal and/or drop off locations.	EQ LS WF FL SEC	X								Administration	
a-11	new	<b>When remodeling existing government and infrastructure buildings and facilities, remove asbestos to speed up clean up of buildings so that they can be reoccupied more quickly.</b>	EQ LS WF FL SEC										
a-12	a-13	Develop and implement a program to control invasive and exotic species that contribute to fire and flooding hazards (such as eucalyptus, cattails, and cordgrass). <b>This program could include vegetation removal, thinning, or replacement in hazard areas where there is a direct threat to structures.</b>	WF FL	X								Public Works & Conservation Committee	
a-13	a-14	Enforce provisions under creek protection, stormwater management, and discharge control ordinances designed to keep watercourses free of obstructions and to protect drainage facilities to conform with the Regional Water Quality Control Board's Best Management Practices.	FL	X								Building & Planning & Public Works Depts.	
<b>ENVI - b - Climate Change</b>													
b-1	a-6 + a-7	<b>Stay informed of scientific information compiled by regional and state sources on the subject of rising sea levels and global warming, especially on additional actions that local governments can take to mitigate this hazard including special design and engineering of government-owned facilities in low-lying areas, such as wastewater treatment plants, ports, and airports.</b>	LS WF FL DR	X									
b-2	new	<b>Inventory global warming emissions in your own local government's operations and in the community, set reduction targets and create an action plan.</b>	LS WF FL DR				X						\$100,000

Environment Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, undervalued very high - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
b-3	new	Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities.	LS WF FL DR	X								Ordinance 1967-80
b-4	new	Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit.	LS WF FL DR			X						\$25,000
b-5	new	Increase the use of clean, alternative energy by, for example, investing in "green tags", advocating for the development of renewable energy resources, recovering landfill methane for energy production, and supporting the use of waste to energy technology.	LS WF FL DR	X								
b-6	new	Make energy efficiency a priority through building code improvements, retrofitting city facilities with energy efficient lighting and urging employees to conserve energy and save money.	LS WF FL DR	X								Construction of new Town Center used highest level LEED standards.
b-7	new	Purchase only Energy Star equipment and appliances for local government use.	LS WF FL DR	X								All new Town Center appliances are Energy Star certified.
b-8	new	Practice and promote sustainable building practices using the U.S. Green Building Council's LEED program or a similar system.	LS WF FL DR	X								
b-9	new	Increase the average fuel efficiency of municipal fleet vehicles; reduce the number of vehicles; launch an employee education program including anti-idling messages; convert diesel vehicles to bio-diesel.	LS WF FL DR	X								
b-10	new	Evaluate opportunities to increase pump efficiency in water and wastewater systems; recover wastewater treatment methane for energy production.	LS WF FL DR						X		Cal Water & West Bay Sanitary Sewer District	The Town agrees with this strategy, however, it does not have a lead role in implementation.
b-11	new	Increase recycling rates in local government operations and in the community.	LS WF FL DR	X								
b-12	new	Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO2.	LS WF FL DR	X								
b-13	new	Help educate the public, schools, other jurisdictions, professional associations, business and industry about reducing global warming pollution.	LS WF FL DR	X								The Town is a recognized leader in the area of sustainability & sponsors a Green Speaker Series.

Environment Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded very high - Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
<b>ENV1 - c - Agricultural and Aquaculture Resilience</b>												
c-1	b-1	Maintain a variety of crops in rural areas of the region to increase agricultural diversity and crop resiliency. <b>RESPONSIBLE AGENCIES: County Offices of the Agricultural Commissioner.</b>	Ag DR SEC									
c-2	b-2	Promote and maintain the public-private partnerships dedicated to preventing the introduction of agricultural pests into regionally-significant crops, such as the glassy-winged sharpshooter into vineyards. <b>RESPONSIBLE AGENCIES: County Offices of the Agricultural Commissioner.</b>	Ag DR SEC								X	
c-3	b-4	Encourage livestock operators to develop an early-warning system to detect animals with communicable diseases (due to natural causes or bioterrorism). <b>RESPONSIBLE AGENCIES: County Health Department and Office of the County Agricultural Commissioner.</b>	Ag Flu SEC								X	
deleted	b-3	(deleted since not a disaster-related strategy)										

Land Use Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Priority (CHECK ONLY ONE)							Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments	
				Existing Program	Existing Program, underfunded	Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective			Not Yet Considered
LAND - a - Earthquake Hazard Studies for New Private Developments													
a-1	a-1	Enforce and/or comply with the State-mandated requirement that site-specific geologic reports be prepared for development proposals within Alquist-Priolo Earthquake Fault Zones, and restrict the placement of structures for human occupancy. (This Act is intended to deal with the <b>specific</b> hazard of active faults that extend to the earth's surface, creating a surface rupture hazard.)	EQ	X								Building & Planning Dept. & Town Geologist	Ordinances 1988-227, 1973-119 & 1967-80
a-2	a-2	Require preparation of site-specific geologic or geotechnical reports for development and redevelopment proposals in areas subject to earthquake-induced landslides or liquefaction as mandated by the State Seismic Hazard Mapping Act in selected portions of the Bay Area where these maps have been completed, and condition project approval on the incorporation of necessary mitigation measures related to site remediation, structure and foundation design, and/or avoidance.	EQ	X								Building & Planning Dept. & Town Geologist	Ordinances 1988-227, 1984-201, 1973-119 & 1967-80
a-3	a-3	Recognizing that some faults may be a hazard for surface rupture, even though they do not meet the strict criteria imposed by the Alquist-Priolo Earthquake Fault Zoning Act, identify and require geologic reports in areas adjacent to locally-significant faults.	EQ	X								Building & Planning Dept. & Town Geologist	Ordinances 1988-227, 1973-119 & 1967-80
a-4	new	<b>Ensure that development proposed near faults with a history of complex surface rupture (multiple traces, warping, thrusting, etc.) has larger setbacks than the minimum fifty feet.</b>	EQ	X									Ordinance 2008-374
a-5	new	<b>Consider imposing requirements similar to the Alquist-Priolo Earthquake Fault Zoning Act for structures without human occupancy if these buildings are still essential for the economic recovery of the community or region.</b>	EQ	X									Ordinance 2008-374
a-6	a-4	Recognizing that the California Geological Survey has not completed earthquake-induced landslide and liquefaction mapping for much of the Bay Area, identify and require geologic reports in areas mapped by others as having significant liquefaction or landslide hazards.	EQ	X								Building & Planning Dept. & Town Geologist	Ordinances 1988-227, 1973-119 & 1967-80
a-7	a-5	Support and/or facilitate efforts by the California Geological Survey to complete the earthquake-induced landslide and liquefaction mapping for the Bay Area.	EQ	X								Building & Planning Dept. & Town Geologist	



Land Use Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
a-8	a-6	Require that local government reviews of geologic and engineering studies are conducted by appropriately trained and credentialed personnel.	EQ	X								Building & Planning Dept. & Town Geologist	
<b>LAND - b - Wildland and Structural Fires</b>													
b-1	b-1	Review <b>new</b> development proposals to ensure that they incorporate required and appropriate fire-mitigation measures, including adequate provisions for occupant evacuation and access by emergency response personnel and equipment.	WF	X								Building & Planning Dept.	Ordinance 2009-377
b-2	b-2	Develop a clear legislative and regulatory framework at both the state and local levels to manage the wildland-urban-interface consistent with <i>Fire Wise</i> and sustainable community principles.	WF	X								Administration & Building & Planning Dept.	Ordinance 2009-377
<b>LAND - c - Flooding</b>													
c-1	c-1	Establish and enforce requirements for new development so that site-specific designs and source-control techniques are used to manage peak stormwater runoff flows and impacts from increased runoff volumes.	FL	X								Building & Planning Dept.	Ordinance 1984-201
c-2	c-2	Incorporate FEMA guidelines and suggested activities into local government plans and procedures for managing flood hazards.	FL	X								Public Works Dept.	Ordinance 2005-358
c-3	c-3	Provide an institutional mechanism to ensure that development proposals adjacent to floodways and in floodplains are referred to flood control districts and wastewater agencies for review and comment (consistent with the NPDES program).	FL	X								Building & Planning and Public Works Depts.	Ordinance 1998-308
c-4	c-4	Establish and enforce regulations concerning new construction (and major improvements to existing structures) within flood zones in order to be in compliance with federal requirements and, thus, be a participant in the Community Rating System of the <i>National Flood Insurance Program</i> .	FL	X								Public Works Dept.	Ordinance 2005-358
c-5	new	<b>Encourage new development near floodways to incorporate a buffer zone or setback from that floodway to allow for changes in stormwater flows in the watershed over time.</b>	FL			X				X			
c-6	new	<b>For purposes of creating an improved hazard mitigation plan for the region as a whole, ABAG, and Bay Area cities and counties, jointly request geographically defined repetitive flooding loss data from FEMA for their own jurisdictions.</b>	FL			X							
<b>LAND - d - Landslides and Erosion</b>													

Land Use Mitigation Strategies

2009-2010 Strategy Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded	Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
d-1	d-1	Establish and enforce provisions (under subdivision ordinances or other means) that geotechnical and soil-hazard investigations be conducted and filed to prevent grading from creating unstable slopes, and that any necessary corrective actions be taken prior to development approval.	LS	X								Building & Planning Dept. & Town Geologist	Ordinance 1984-201
d-2	d-2	Require that local government reviews of these investigations are conducted by appropriately trained and credentialed personnel.	LS	X								Building & Planning Dept. & Town Geologist	
d-3	d-3	Establish and enforce grading, erosion, and sedimentation ordinances by requiring, under certain conditions, grading permits and plans to control erosion and sedimentation prior to development approval.	LS	X								Building & Planning & Public Works Depts.	Ordinances 1998-308 & 1984-201
d-4	d-4	Establish and enforce provisions under the creek protection, storm water management, and discharge control ordinances designed to control erosion and sedimentation.	LS	X								Building & Planning & Public Works Depts.	Ordinances 1998-308 & 1984-201
d-5	d-5	Establish requirements in zoning ordinances to address hillside development constraints, especially in areas of existing landslides.	LS	X								Building & Planning Dept.	Ordinances 1995-285, 1979-166 & 1967-80
LAND - e - Hillside - Multi-Hazard													
e-1	e-1	For new development, require a buffer zone between residential properties and landslide or wildfire hazard areas.	LS WF	X								Building & Planning Dept.	Ordinances 1995-285 & 1979-166
e-2	e-2	Discourage, add additional mitigation strategies, or prevent <b>new</b> construction <b>or major remodels</b> on slopes greater than a set percentage, such as 15%, due to landslide or wildfire hazard concerns.	LS WF	X								Building & Planning Dept.	Ordinances 1995-285 & 1979-166
LAND - f - Smart Growth to Revitalize Urban Areas and Promote Sustainability													
f-1	f-1	Prioritize retrofit of infrastructure that serves urban areas ( <b>or urban services areas</b> ) over constructing new infrastructure to serve outlying areas.	EQ LS WF FL DR SEC	X						X			The Town is a rural, residential community.
f-2	f-2	Work to retrofit homes in older <b>urban neighborhoods</b> to provide safe housing close to job centers.	EQ LS WF FL DR SEC	X						X			
f-3	f-3	Work to retrofit older downtown areas <b>and redevelopment districts</b> to protect architectural diversity and promote disaster-resistance.	EQ LS WF FL SEC	X						X			

Land Use Mitigation Strategies

2009-2010 Strat. Number	2005 Original Strategy Number	Specific Mitigation Strategy	Applicable Hazards	Existing Program	Existing Program, underfunded by ...	Unofficial Program - Becomes Official on Plan Adoption, no funding needed	High - Actively Looking for Funding	Moderate	Under Study	Not Applicable, Not Appropriate, or Not Cost Effective	Not Yet Considered	Responsible Agency or Department (Required if Existing Program, Existing Program under funded, Very High, High, or Under Study)	Ordinance or Resolution # (if existing program), Estimated Cost and Possible Funding Agency (if high priority), Estimated Date of Completion (if study), WHY if not same as regional priority, OR Other Comments
f-4	f-4	Work with non-profits and through other mechanisms to protect as open space <b>those</b> areas susceptible to extreme hazards <b>(such as through land acquisition, zoning, and designation as priority conservation areas)</b> .	EQ LS WF FL SEC		X							Building & Planning Dept.	Ordinance 1967-71
f-5	f-5	Strive to preserve existing buffers between development and existing users of large amounts of hazardous materials, such as major industry, due to the potential for catastrophic releases <b>or fires</b> due to an earthquake, <b>accident</b> , or terrorism. (Flooding might also result in release or spread of these materials; however, it is unlikely.) <b>In areas where buffers do not exist or cannot be created, provide alternative mitigation.</b>	EQ LS WF FL SEC							X			
<b>LAND - g - Hazard Abatement Districts</b>													
g-1	new	<b>Use hazard abatement districts as a funding mechanism to ensure that mitigation strategies are implemented and enforced over time.</b>	EQ LS WF FL							X			



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Council

FROM: Janet McDougall, Assistant Town Manager

DATE: May 11, 2011

RE: **A Resolution Authorizing Continued Participation in the City/County Association of Governments of San Mateo County (C/CAG) and Approval of the Joint Powers Agreement and Authorizing the Mayor to Execute the Joint Powers Agreement**

### **Recommended Action:**

Adopt resolution attached as Exhibit "A", authorizing the Mayor to execute the Joint Powers Agreement

### **Issue Statement and Discussion:**

The existing Joint Powers Agreement establishing the Town of Portola Valley as a participant in the City/County Association of Governments of San Mateo County (C/CAG) carries a term of four years and is set to expire June 30, 2011.

Richard Napier, Executive Director of C/CAG, has provided a renewal agreement for Council consideration that will allow the Town to continue as a participant in C/CAG through 2015. The agreement features a few minor changes, all of which are outlined in a summary of changes set forth in Exhibit "B". The most substantive changes relate to C/CAG's management of new programs in the area of Measure M, the Local Transportation Improvement Program, and San Mateo County Energy Watch and Climate Protection.

The agreement the Town Council is being asked to consider is attached as Exhibit "C".

Approved:

A handwritten signature in blue ink that reads "Angela Howard".

Angela Howard, Town Manager

Exhibits: "A" Resolution  
"B" Summary of Changes  
"C" Joint Powers Agreement

Exhibit "A"

**RESOLUTION No. \_\_\_\_\_-2011**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AUTHORIZING CONTINUED PARTICIPATION IN THE CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AND APPROVAL OF THE JOINT POWERS AGREEMENT AND AUTHORIZING THE MAYOR TO EXECUTE THE JOINT POWERS AGREEMENT**

**WHEREAS** the Town of Portola Valley is currently a member of the City/County Association of Governments of San Mateo County (C/CAG); and

**WHEREAS** the Town of Portola Valley approved and executed the Joint Powers Agreement in 2007 continuing C/CAG for four years; and

**WHEREAS** C/CAG has achieved significant accomplishments including the passage of the Measure M Fee which will provide \$165M over 25 years of which \$82.5M goes to the cities and County; and

**WHEREAS** C/CAG has received numerous County, Regional, State and National awards for its programs; and

**WHEREAS** C/CAG provides programs to address State Mandates in a cost effective manner; and

**WHEREAS** participation in C/CAG provides the Town of Portola Valley a voice in the programming of over \$40-60M in transportation funds; and

**WHEREAS**, the Town of Portola Valley desires to continue participation in C/CAG; and

**WHEREAS** the Town of Portola Valley desires to execute the Joint Powers Agreement;

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Portola Valley that the Mayor is hereby authorized and directed to execute the Joint Powers Agreement for and on behalf of the Town of Portola Valley.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of May, 2011.

By: \_\_\_\_\_  
Ted Driscoll, Mayor

ATTEST:

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

## Exhibit "B"

**JOINT POWERS AGREEMENT**

Identical to current adopted Joint Powers Agreement

Only significant changes would be to Sections 3, 12, 23, and the addition of Sections 25 and 26.

**Joint Powers Agreement:**

- 1- Section 3 (f). Purpose and Activities modified to update Committee list:
  - (2) Congestion Management and *Environmental* Quality Committee
  - (11) *Resource Management and Climate Protection Committee*
  - (12) *C/CAG Investment Committee*
  
- 2- Section 12. dates changed to reflect reauthorization:
 

“Effective Date/ Termination Date. This agreement shall be effective on July 1, 2011, or upon its execution by the County and by at least eleven (11) cities representing the majority of the population of the County, whichever is later. *This agreement shall continue at least until December 15, 2015, and thereafter shall continue until terminated pursuant to Section 11 of this agreement.*
  
- 3- Section 21 added a sentence.
 

21. Storm Water Discharge Plan and Permit *To the extent permitted by law and regulation; and recognized by the applicable government agency;* the City/ County Association of Governments shall assume responsibility for the following activities under the National Pollutant Discharge Elimination System (NPDES) Program (40 CFR 122):
  
- 4- Section 23. Programming State and Federal Transportation Funds. C/CAG acting as the Congestion Management Agency shall be responsible for programming State and Federal Transportation Funds allocated to San Mateo County. These funds include but are not limited to State Transportation Improvement Program (*STIP*), *Surface Transportation Program (STP)*, *Congestion Management and Air Quality (CMAQ)*, and Transportation Development Act Article 3.
  
- 5- Section 25 and 26. Added to reflect new legislated program.
 

25. Measure M - Local Transportation Improvement Program. *C/CAG shall serve as the overall program manager for the Local Transportation Improvement Program which programs up to a \$10 motor vehicle fee in accordance with Section 65089.20 of the Government Code and Section 9250.4 of the Vehicle Code.*

26. San Mateo County Energy Watch and Climate Protection. *C/CAG shall serve as the overall program manager for the San Mateo County Energy Watch Program that coordinates and provides energy conservation incentives, and Coordinates, Supports, and provide programs as necessary for Climate Protection.*

- 6- Miscellaneous Sections Change Subcommittee to Committee, adjust reference numbers as necessary, and execution language.

**IN WITNESS WHEREOF**, the parties hereto by their duly authorized representative, have affixed their hands on this *Joint Powers Agreement effective as of the first day of July, 2011*.

Exhibit "C"

## **JOINT POWERS AGREEMENT**

### **Continuing Establishment of the City/County Association of Governments**

THIS AGREEMENT, by and between the COUNTY OF SAN MATEO (hereinafter referred to as "County") and those cities within the County of San Mateo who become signatories to this agreement (hereinafter referred to as "Cities" or "City" as the context requires), is made in light of the following recitals:

A. The County and the Cities have authority to perform a variety of functions in their respective communities and desire to establish a City/County Association of Governments (C/CAG) within the County of San Mateo whereby the parties will prepare, review, adopt, monitor and facilitate implementation by the member agencies county-wide state mandated plans as specified in 3(c) below. Local land-use decisions, except as they are affected by state-mandated county-wide plans, will remain solely within the cognizant local jurisdiction.

B. The parties are authorized to contract with each other for the joint exercise of any common power pursuant to Government Code Sections 6500 through 6518.

**NOW, THEREFORE**, the County and the Cities, in consideration of the mutual promises and agreements contained herein, **AGREE AS FOLLOWS**:

1. **Establishment of City/County Association of Governments of San Mateo County.** The parties hereby create an entity to be known as the City/County Association of Governments of San Mateo County (hereinafter referred to as "C/CAG") for the preparation, review,



adoption, monitoring and facilitation of implementation by the member agencies of county-wide state mandated plans. C/CAG shall be an entity which is separate from the parties to this agreement and shall be responsible for the administration of this agreement. Except as provided herein, the debts, liabilities, and obligations of C/CAG shall be the debts, liabilities, and obligations of the entity and not the debts, liabilities, and/or obligations of the parties to this agreement.

C/CAG shall have the power and is authorized to do any or all of the following:

- (a) To make and enter contracts;
- (b) To employ agents and employees;
- (c) To lease, maintain, manage, acquire, construct or operate any building, works or improvements;
- (d) To acquire, hold, or dispose of property;
- (e) To incur debts, liabilities, or obligations;
- (f) To sue and be sued in its own name;

2. **Board of Directors.** The Board of the City/County Association of Governments of San Mateo County (C/CAG) shall consist of a member of the City Council of each participating City to be selected by that City and one (1) member of the Board of Supervisors to be selected by the Board of Supervisors. Each City Council and the Board of Supervisors may select one (1) alternate member from its body who shall participate when the regular member is absent. In addition, there shall be two (2) non-voting ex-officio members: a representative of the San Mateo County Transit District Board of Directors selected by the Board of Directors and a representative of the San Mateo County Transportation Authority selected by the Authority. Additional Ex-Officio members may be established by Board action in accordance with the special voting procedures identified in 4 (c).

Regular attendance by the designated representative or alternate at the C/CAG Board and *Committee* meetings shall be encouraged by the C/CAG Board and member agencies.

3. **Purposes and Activities.** C/CAG is established to fulfill the following purposes operating through the Board of Directors for control, direction, and administration:

- (a) Plan, organize, and maintain the work of C/CAG and be responsible for its overall operation.
- (b) Advise City Councils and the Board of Supervisors of all significant activities of C/CAG.
- (c) Prepare, review, adopt, monitor and facilitate implementation by the member agencies the following state-mandated county-wide plans:
  - (1) Congestion Management Plan (as the designated Congestion Management Agency including enforcing compliance with the Congestion Management Plan);
  - (2) Integrated Solid Waste Management Plan (as the designated Local Task Force);
  - (3) Airport Land Use Plan (as the designated Airport Land Use Commission);
  - (4) Hazardous Waste Management Plan;
  - (5) NPDES - Stormwater Management Plan.
- (d) Perform such additional county-wide planning activities as approved by or directed by two-thirds (2/3) of the members representing two-thirds (2/3) of the population of the County. Final

adoption of any such plans shall only be after the plan has been introduced at a prior meeting held at least twenty-five (25) days earlier.

- (e) Perform any additional County-Wide activities as set forth in this agreement (Sections **20, 21, 22, 23, 24, 25, and 26**).
- (f) Utilize and establish advisory committees wherever necessary, including but not limited to:
  - (1) Airport Land Use Committee
  - (2) Congestion Management and ***Environmental*** Quality Committee
  - (3) Congestion Management Plan (CMP) Technical Advisory Committee
  - (4) Solid Waste Advisory Committee (Local Task Force)
  - (5) Hazardous Waste Management Plan Advisory Committee
  - (6) Bikeways and Pedestrian Advisory Committee
  - (7) Finance Committee
  - (8) NPDES Committee
  - (9) NPDES Technical Advisory Committee
  - (10) Legislative Committee
  - (11) *Resource Management and Climate Protection Committee***
  - (12) *C/CAG Investment Committee***

***Committees*** may be established by Board action in accordance with the special voting procedures identified in 4 (c). ***Committee*** membership may include persons who are not members of the Board of Directors, including other elected officials or public members.

- (g) Adopt By-laws and such other rules of procedure as may be deemed necessary.

The duties, responsibilities or obligations of C/CAG, as set forth in this Agreement, are not intended, and shall not be interpreted, to expand or diminish any legal duties, responsibilities or obligations that any city or county member of C/CAG has, or may in the future have, under any provision of State or Federal law.

Notwithstanding anything to the contrary in any other provision of this Agreement, C/CAG shall have no authority and/ or obligation to implement or enforce the provisions of any County-wide plan except when C/CAG is functioning as an agency specifically designated by state or federal law as having the authority and/ or obligation to implement or enforce such County-wide plan.

4. **Voting Procedures**. The parties intend to strive for consensus following full discussion but in the event consensus cannot be reached the following voting procedures shall be utilized.

- (a) A quorum shall consist of at least a majority of the voting members and shall be required for all meetings of C/CAG.
- (b) All decisions and actions shall be by majority vote of those present unless the decision involves the adoption of a county-wide plan or any one (1) member requests the use of the special voting procedures hereinafter set forth.
- (c) The special voting procedures shall be utilized upon the request of any one (1) member. Addition of Ex-Officio members to the Board, the establishment of ***Committees***, and the final adoption of county-wide plans shall require the special voting procedures. Special voting procedures shall be as follows: for a

motion to be successful it must receive the votes of a majority of the members representing a majority of the population of the County. In determining the population of local governments, the population shall be utilized as set forth in a resolution adopted by the Board of Directors pursuant to Section 19.

5. **Budget.** The Board annually shall adopt, by a date C/CAG designates by resolution, an operating budget for C/CAG setting forth anticipated expenses, financing sources and proposed service levels necessary to carry out the purposes of this agreement. C/CAG shall establish its fiscal year by resolution. Immediately after approving the annual budget, the Board shall recommend the budget to the governing bodies of the members for the purpose of securing from each of them contributions and/or appropriations in accordance with each party's obligations as set forth in Section 6 below. It is expressly agreed and understood that the Board has no authority to bind any governing board to make the recommended contribution and/or appropriation and that this decision rests solely with each governing body. Each party shall deposit its monetary contribution to the budget with the C/CAG Treasurer on or before the date C/CAG designates by resolution.

6. **Contribution of Parties.** In consideration of the mutual promises contained herein, the parties agree that they shall make the following annual contributions towards maintaining the program of C/CAG.

Each member's contribution shall be its pro-rata share of the revenue needed for the annual budget as adopted by the Board of Directors. The pro-rata share of each agency shall be based upon its population as set forth in a resolution adopted by the Board of Directors pursuant to Section 19. By use of the special voting procedures under special circumstances the Board of

Directors may waive contributions. If a member fails to pay its annual contribution, it shall forfeit its voting rights as provided in Paragraph 10 and there shall be no further recourse against it for nonpayment.

7. **Treasurer.** The Board of Directors shall select a Treasurer from one of its member entities who shall be the depository and have custody of all the money and property of C/CAG from whatever source. The duties of the C/CAG Treasurer shall include those set forth in the Government Code Section 6500 et seq., Joint Exercise of Powers.

8. **Controller.** The Board of Directors shall select a Controller from one of its member entities who shall perform the functions of auditor and/or controller for C/CAG. The duties of the C/CAG Controller shall include those set forth in Government Code Section 6500 et seq., Joint Exercise of Powers.

9. **Staffing.** It is understood that C/CAG may require the support of its own administrative staff. When deemed necessary, the Board of Directors may employ an Executive Director. The Board shall have responsibility for all employment decisions regarding said Executive Director who shall serve at the pleasure of the Board of Directors.

The Executive Director shall be responsible for the day-to-day administration of C/CAG under the direction of the Board of Directors. The Executive Director shall seek advice and assistance from the Administrators' Advisory Committee. The Executive Director shall have the authority to employ administrative staff consistent with the approved budget of C/CAG.

There shall be an Administrators' Advisory Committee. The Committee will be

advisory to the C/CAG Board of Directors and Executive Director to assist them to most effectively accomplish the objectives of C/CAG by giving advice on agenda matters, monitoring outcomes of activities, assisting with identifying and allocating resources, and communicating with all members.

The Committee members shall be: the City Managers from cities that contract staff to C/CAG, the County Manager, the General Manager of SamTrans, one (1) City Manager appointed by the City Managers' Association, and, the Chair and Vice-Chair(s) and Legal Counsel of C/CAG as ex-officio members. Committee Chairs and staff who have items for discussion at the Committee will be invited to participate. The definition and membership of this Committee may be revised by Board action in accordance with the special voting procedures identified in 4 (c).

It is understood that C/CAG may employ personnel, utilize existing County, SamTrans or City staff, or retain professional consultants to perform any necessary staff work in meeting its goals and objectives. It is further understood that no County, SamTrans or City staff will be utilized without the consent of the employing agency.

10. **Withdrawal**. Any party may withdraw from this agreement by filing written notice of intention to do so with the Chair of the governing board by September 30th of each year, or by another date C/CAG designates by resolution. The rights and obligations of such party shall terminate at the end of the first full fiscal year for which the withdrawing party has made its contribution following such notice having been given. The withdrawal of any party from this agreement shall in no way affect the rights and obligations of the remaining parties. If a party withdraws from this agreement, such party shall not be entitled to the return of any funds contributed to C/CAG nor to the return in cash or in kind of any materials or supplies until termination of this agreement. If a party fails to make its contribution in accordance with Section 6 of this agreement,

that agency shall forfeit its voting rights during the period of such non-payment. However, if one of the Cities or the County wishes to rejoin after forfeiting its membership by non-payment of its contribution, it may do so by paying the designated amount.

11. **Termination and Disposition of Property.** This agreement shall be deemed terminated when the number of Cities participating in this agreement contain less than a majority of the population of the County, or are fewer than eleven (11) in number. Upon termination, equipment and all other assets shall be distributed to the parties hereto in proportion to the contributions of the parties during the life of C/CAG including distribution to parties which may have withdrawn at an earlier date. Upon termination, any surplus money on hand shall be returned to the parties in proportion to the contributions of the parties during the life of C/CAG including distribution to parties which may have withdrawn at an earlier date.

12. **Effective Date/Termination Date.** This agreement shall be effective on July 1, *2011*, or upon its execution by the County and by at least eleven (11) cities representing the majority of the population of the County, whichever is later. This agreement *shall continue at least until December 1, 2015, and thereafter shall continue until terminated pursuant to Section 11 of this agreement.*

13. **Meetings.** Monthly meetings of the C/CAG Board of Directors shall be held in accordance with the Brown Act, Government Code Section 54950 et seq. The Board of Directors shall establish a regular time and place for the required meetings. In addition, the Board of Directors shall have such other meetings as are deemed necessary.



14. **Notice of Agreement.** Pursuant to Government Code Section 6503.5, C/CAG shall, within thirty (30) days after the effective date of this agreement, cause a notice of the agreement to be prepared and filed with the Office of the Secretary of State.

15. **Other Associations.** Participation in C/CAG is not intended to preclude member entities from entering into similar agreements with other jurisdictions.

16. **Legal Counsel.** Unless the Board of Directors determines otherwise, the County Counsel shall serve as legal counsel to C/CAG and provide all routine legal advice and service necessary including attendance at Board of Directors meetings.

17. **Insurance.** The County shall add C/CAG to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of this agreement. Said excess liability insurance coverage includes a self-insured retention by the County. Unless the Board of Directors decides otherwise, County shall provide for the defense of any claims or litigation within the amount of the self-insured retention. Legal representation by the County will ordinarily be provided by the Office of the County Counsel.

Any out-of-pocket expenses or loss, by way of judgment or settlement, arising out of the operation of this agreement, within the limits of the County's self-insured retention shall be shared by the parties in accordance with the formula set forth in Section 6. Expenses shall not include salaries or office expenses of any county employees, including any attorneys from the Office of the County Counsel.

18. **Amendments.** This Joint Powers Agreement may be amended at any time with the agreement of the majority of the members representing a majority of the population of the County, except as provided in 3(d).

19. **Adjustment of Population Figures.** The Board of Directors shall establish by resolution the population figures to be utilized in determining the population of local governments under this agreement based on the results of the decennial federal census or population figures provided by the State Department of Finance, and may revise the population figures at any time by resolution.

20. **Clean Air Vehicle Registration Fee Program.** C/CAG shall serve as the overall program manager for the San Mateo County under Health and Safety Code Section 44241 for funds made available by the increase in motor vehicle registration fees that the Bay Area Air Quality Management District is authorized to levy under A.B. 434, (1991 Statutes, Chapter 807.)

21. **Storm Water Discharge Plan and Permit.** *To the extent permitted by law and regulation; and recognized by the applicable government agency; the City/County Association of Governments shall assume responsibility for the following activities under the National Pollutant Discharge Elimination System (NPDES) Program (40 CFR 122):*

- (a) Ratify submission of a county-wide storm water discharge permit application and accept permit on behalf of the County and Cities in the County, as co-permittees.

- (b) Prepare preliminary draft and final draft storm water management plan describing existing activities the County and Cities are conducting to help minimize the discharge of pollutants to storm water, describing new pollution measures that will be undertaken during the initial five year period of the NPDES permit, and containing other matters C/CAG determines are necessary or desirable.
- (c) Identify and recommend alternatives for implementation of a revenue program.
- (d) Enter into contracts with the County, the Cities, the County Flood Control District, and other entities to implement the revenue program and the storm water management plan.
- (e) Perform additional county-wide activities in connection with the NPDES program as set forth in the storm water management plan approved by, or as directed, by the Board of Directors.
- (f) Provide coordination and overall management of the NPDES program and advice to the County and the Cities on implementation.

The County and each City shall be solely responsible for complying with NPDES permit conditions and all federal, state, and local laws and regulations, relating to discharges from the storm sewers in its jurisdiction and under its control. The County and each City shall defend, indemnify, and hold harmless every other party to this agreement, and its officers and employees, from all claims, suits, actions, fines, penalties, damages, or liability of every name, kind, and description arising in any way out of the negligent or intentional acts of that County or City in complying or failing to comply with NPDES permit conditions, and all federal, state, and local regulations applicable to that County or City.

22. **Service Authority for Abatement of Abandoned Vehicles.** C/CAG shall be the service authority for the abatement of abandoned vehicles under Vehicle Code Section 22710. C/CAG shall impose a service fee of one dollar (\$1) on vehicles registered to an owner with an address in San Mateo County as authorized by Vehicle Code Sections 9250.7 and 22710. As provided in Vehicle Code Section 22710(b), C/CAG may contract and undertake any act convenient or necessary to carry out any law relating to its duties as the service authority.

23. **Programming State and Federal Transportation Funds.** C/CAG acting as the Congestion Management Agency shall be responsible for programming State and Federal Transportation Funds allocated to San Mateo County. These funds include but are not limited to State Transportation Improvement Program (*STIP*), *Surface* Transportation *Program* (*STP*), *Congestion Management and Air Quality* (*CMAQ*), and Transportation Development Act Article 3.

24. **AB 1546 Transportation/ Environmental Vehicle Registration Fee Program.** C/CAG shall serve as the overall program manager for the San Mateo County Transportation/Environmental Program which programs up to a \$4 motor vehicle fee in accordance with Chapter 2.65 (commencing with Section 65089.11) to Division 1 of Title 7 of the Government Code and Section 9250.5 of the Vehicle Code.

25. **Measure M - Local Transportation Improvement Program.** *C/CAG shall serve as the overall program manager for the Local Transportation Improvement Program which programs up to a \$10 motor vehicle fee in accordance with Section 65089.20 of the Government*

*Code and Section 9250.4 of the Vehicle Code.*

**26. San Mateo County Energy Watch and Climate Protection. C/CAG shall serve as the overall program manager for the San Mateo County Energy Watch Program that coordinates and provides energy conservation incentives. C/CAG tasks also includes coordinate, support, and provide programs as necessary for Climate Protection.**

**IN WITNESS WHEREOF**, the parties hereto by their duly authorized representative, have affixed their hands on this *Joint Powers Agreement effective as of the first day of July, 2011.*

**COUNTY OF SAN MATEO**

ATTEST:

\_\_\_\_\_  
*Clerk of the Board*

by \_\_\_\_\_  
*President of the Board of Supervisors*

**TOWN OF ATHERTON**

ATTEST:

\_\_\_\_\_  
*Clerk of Town Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF BELMONT**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF BRISBANE**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF BURLINGAME**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**TOWN OF COLMA**

ATTEST:

\_\_\_\_\_  
*Clerk of Town Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF DALY CITY**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF EAST PALO ALTO**

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_

by \_\_\_\_\_  
\_\_\_\_\_

*Clerk of City Council*

*Mayor*

**CITY OF FOSTER CITY**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF HALF MOON BAY**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**TOWN OF HILLSBOROUGH**

ATTEST:

\_\_\_\_\_  
*Clerk of Town Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF MENLO PARK**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF MILLBRAE**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF PACIFICA**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**TOWN OF PORTOLA VALLEY**

ATTEST:

\_\_\_\_\_  
*Clerk of Town Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF REDWOOD CITY**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF SAN BRUNO**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF SAN CARLOS**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*



**CITY OF SAN MATEO**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**CITY OF SOUTH SAN FRANCISCO**

ATTEST:

\_\_\_\_\_  
*Clerk of City Council*

by \_\_\_\_\_  
*Mayor*

**TOWN OF WOODSIDE**

ATTEST:

\_\_\_\_\_  
*Clerk of Town Council*

by \_\_\_\_\_  
*Mayor*

F:\USERS\CCAG\WPDATA\JPA\2011\JPA Final 2011



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Town Council  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** May 5, 2011  
**RE:** Wireless Taskforce Recommendations for Revisions to Zoning Ordinance  
New Chapter 18.41, Wireless Communication Facilities

### **Draft Ordinance and Request for Council Concurrence with Taskforce Suggestions**

As council members are aware, over the past several months we have been working with the Wireless Taskforce to develop new polices, guidelines and regulations for control of placement of wireless facilities in the town. Taskforce members are:

Ted Driscoll, Mayor  
Denise Gilbert, Planning Commission  
Jeff Aalfs, Chair ASCC  
Ken Levine, Cable & Undergrounding Committee  
Marty Tenenbaum, Community Representative

Leslie Lambert is also a member of the taskforce, but has not been able to participate. Leigh Prince of the town attorney's office has also been directly involved with the process.

Based on the work of the taskforce, and review and input by the town attorney, a draft ordinance has been prepared to bring together town wireless policies, guidelines and regulations in one place, and this would be a new Chapter in the zoning ordinance. The draft ordinance is attached. The Taskforce suggests that the town council direct staff to work with the planning commission and ASCC to begin the public hearing process on the ordinance with the full understanding and appreciation that the planning commission meetings will provide the opportunity for public outreach and involvement on the draft ordinance. If the council concurs, we would intend to proceed with this effort, starting with a joint meeting of the planning commission and ASCC in early June.

### **Background**

Based on the experience with the T-Mobile application for the antenna at the water tank site on Peak Lane (CUP X7D-170), the town was made clearly aware of the limits placed on local governments relative to regulation and control of new wireless facilities. Nonetheless, the taskforce, working with our assistance and input from the town attorney, considered

conditions in town and actions being taken by other jurisdictions to control the impacts of new wireless antenna facilities and changes to existing wireless facilities. Over the course of the past several months, the taskforce considered data and information summarized in our attached February 4, 2011 report and the October 6, 2010 report from the town attorney. Other documents were also considered and a presentation to the taskforce was made by Leigh Prince to further explain the regulatory environment impacting town efforts on this matter.

Based on directions provided at the February 8, 2011 task force meeting, we proceeded to prepare the attached draft ordinance. It was concluded that this level of detail was needed as much of the thrust of the possible guidelines and regulations focus on process and procedures and set a more comprehensive basis for application review and conditional use permit findings. Given the nature of the community, it is difficult to prohibit facilities in residential areas without facing conflict with FCC constraints. Nonetheless, efforts are included in the draft to direct new wireless facilities to locations and settings with the minimum potential for aesthetic impacts and intrusiveness. Further, we have pushed for technologies that would have the least potential for visual impacts, again within the limits of the FCC provisions as clarified by the town attorney.

An early draft of the ordinance was shared with the taskforce at its March 29, 2011 meeting (see attached report for the March 29, 2011 meeting). Based on input received at that meeting, the draft ordinance was revised and re-circulated to taskforce members. The attached draft ordinance includes additional input, mostly minor edits, offered based on this circulation.

The more significant changes made to the draft after the March 29<sup>th</sup> meeting, i.e., to address specific taskforce comments, are highlighted below. Again, after the changes were made, the revised draft was circulated to taskforce members for concurrence. The more significant changes were:

- Addition of a detailed table of contents to facilitate review.
- Elimination of duplicative provisions. This was based on good input from Denise Gilbert provided in an email after the 3/29 meeting. There is still some apparent overlap as, for example, some provisions listed under development requirements (page 10-11) are also addressed under standard conditions (page 12), but in a somewhat different manner. While we considered further modifications, we concluded that the apparent overlap was not a problem given the location and intent of the specific provisions.
- Elimination of any relief from RF monitoring requirements for DAS or similar systems (page 5). Now the only real incentive for such systems is the "preference" and a shorter processing period. The "preference" is not insignificant in terms of the review process, and this is underscored by factors that allow for making findings on the "least intrusive" alternative.
- Addition of Section 18.41.070.E.2. (page 7) to require both the applicant/carrier and property owner to confirm and acknowledge responsibility for the application and facility. This is covered also in standard condition 11 (page 13), but it was suggested that it be highlighted in the application requirements, too.

- Revised Section 18.41.070.E.7. (page 8) to reflect modifications to the provisions for "coverage analysis" that were requested by the taskforce. Two original provisions were combined and the wording modified to clarify the requirements.
- Relative to co-location, we had discussed clarifying standard condition 15 (page 14) as to how many carriers might co-locate on a facility. It now provides for up to two additional, if analysis of the specific proposal supports such additional future facilities.

### **Next Steps**

As noted above, the taskforce recommends that the draft ordinance be forwarded to the planning commission so that the public outreach/hearing effort can proceed. This will provide a framework for publicly presenting the background on the draft, the constraints faced by the town and the efforts that have been made to not only limit impacts of wireless facilities, but also meet local wireless needs in as appropriate manner as possible. As is normal for such public review, it is anticipated that proposed changes to the draft will be identified and that these will have to be carefully considered before the ordinance would be ready for any final adoption. We would look forward to working with the taskforce, planning commission, ASCC and public on this effort.

TCV

attach.

cc. Angela Howard, Town Manager  
Nate McKittrick, Planning Commission Chair  
Sandy Sloan and Leigh Prince, Town Attorney  
Wireless Task Force members

## Proposed Amendments to Portola Valley Zoning Ordinance Personal Wireless Communication Facilities

*It is recommended that the zoning ordinance be amended to add a new Chapter 18.41 Wireless Communication Facilities. This will place all town standards and objectives relative to such facilities in one place. In doing so, some existing zoning provisions would also need to be amended to eliminate those that would be superseded by the new section. The proposed new Chapter is presented below with notes identifying the existing provisions that would need to be eliminated and/or modified.*

### CHAPTER 18.41 WIRELESS COMMUNICATON FACILITIES

March 29, 2011

*(Revised Pursuant to Wireless Taskforce direction at March 29,2011 meeting. Additional edits made May 5, 2011 based on task force input.)*

### CONTENTS

<b>Sections:</b>	<b><u>Page No.</u></b>
<b>18.41.010 Purpose.</b>	3
<b>18.41.020 Definitions</b>	3
A. Antenna	3
B. Antenna structure	3
C. Camouflaged Facility	3
D. Certification	3
E. Co-location	4
F. Distributed Antenna Systems (DAC)	4
G. Equipment Enclosure	4
H. Personal Wireless Services	4
I. Personal Wireless Service Provider (Provider)	4
J. Radio Frequency Emission Evaluation	4
K. Radio Frequency Emission	4
L. Radio Frequency Expert	4
M. Significant Gap	4
N. Wireless Communication Facility	4
O. Wireless Communication tower (Tower)	5
<b>18.41.030 Location</b>	5
<b>18.41.040 Exempt facilities</b>	5
A. Video receive-only antenna	5
B. Satellite dish antenna	5
C. Citizens band or amateur radio antenna	5

	D. Town antennas	5
<b>18.41.050</b>	<b>Preference for certain wireless communication facilities</b>	5
	A. Distributed Antenna Systems (DAS), small cell or “cube” systems	5
	B. Camouflaged facility	6
<b>18.41.060</b>	<b>Conditional use permit required and required findings</b>	6
	A. Conditional use permit required	6
	B. Additional conditional use permit findings	6
<b>18.41.070</b>	<b>Permit approval process, permit life and application requirements</b>	6
	A. Basic application requirements	6
	B. Application completeness	7
	C. Time period for action	7
	D. Permit life	7
	E. Additional application requirements for Wireless communication facilities	7
	F. Specific submittal requirements for towers	9
	G. Technical review	9
<b>18.41.080</b>	<b>Development requirements and standards, approval conditions</b>	10
	A. Basic requirements	10
	B. Development standards	11
	C. Standard conditions of approval	12
<b>18.41.090</b>	<b>Operation and maintenance standards</b>	15
<b>18.41.100</b>	<b>Certification of facilities</b>	15
<b>18.41.110</b>	<b>Duration, revocation and discontinuance</b>	17
	A. Duration of permits and approvals	17
	B. Discontinuance of use	17
	C. Existing uses	18



## *Proposed*

### CHAPTER 18.41 WIRELESS COMMUNICATON FACILITIES

#### Sections:

18.41.010	Purpose
18.41.020	Definitions
18.41.030	Location
18.41.040	Exempt Facilities
18.41.050	Preference for Certain Facilities
18.41.060	Conditional Use Permit Required and Required Findings
18.41.070	Permit Approval Process, Permit Life and Application Requirements
18.41.080	Development Requirements and Standards, Approval Conditions
18.41.090	Operation and Maintenance Standards
18.41.100	Certification of Facilities
18.41.110	Duration, Revocation and Discontinuance

**18.41.010 Purpose.** The purpose of this Chapter is to establish standards, regulations and procedures to ensure that personal wireless communication facilities in Portola Valley are provided to the benefit of the community while limiting, to the maximum extent feasible, the potential for aesthetic and other impacts of such facilities on town residents. These provisions have been enacted to be consistent with the Telecommunications Act of 1996.

**18.41.020 Definitions.** As used in this Chapter and this Title, certain terms are defined as set forth herein.

A. **Antenna.** “Antenna” is any system of wires, panels, rods, reflecting discs or similar devices used for the transmission or reception of electromagnetic signals. Does not include any support structure upon which the antenna is mounted. *(Replaces existing section 18.04.057.)*

B. **Antenna Structure.** “Antenna Structure” is any structure including a pole, mast, or tower, whether freestanding or mounted on another structure, that supports an antenna or an array of antennas. The height of an antenna structure is measured to the highest point of any antenna mounted thereon, or the antenna structure supporting the antenna, whichever is higher.

C. **Camouflaged Facility.** “Camouflaged Facility” is a wireless communication facility located or designed so as to be of minimal visibility, such as being incorporated within an architectural feature, fore example a steeple or parapet, or disguised as a tree or other natural feature.

D. **Certification.** “Certification” is a certificate by an approved radio frequency expert that a facility will be designed, and at all times operated, in full compliance with current



United States Government Federal Communication Commission (FCC) guidelines for human exposure to radio frequency emissions.

E. **Co-location.** “Co-location” is the use of a wireless communications facility by more than one (1) personal wireless service provider.

F. **Distributed Antenna Systems (DAS).** “Distributed Antenna Systems” is a wireless communication facility system, licensed by the FCC, that consists of small antennas mounted on utility poles or buildings, all connected with fiber optic cable, either buried or strung between the utility poles.

G. **Equipment Enclosure.** “Equipment Enclosure” is a structure or fenced enclosure designed to enclose equipment used in connection with a wireless communications facility.

H. **Personal Wireless Services.** “Personal Wireless Services” means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services. The services include cellular services, Personal Communication Services (PCS), specialized mobile radio services and paging services.

I. **Personal Wireless Service Provider (Provider).** “Personal Wireless Service Provider” is an entity licensed by the FCC to provide personal wireless services to individuals or institutions.

J. **Radio Frequency Emission Evaluation.** “Radio Frequency Emission Evaluation” is the calculation of radio-frequency emission levels utilizing FCC standards.

K. **Radio Frequency Emission.** “Radio Frequency Emission” is electromagnetic emissions from wireless communication facilities as regulated by the FCC.

L. **Radio Frequency Expert.** “Radio Frequency Expert” is a person or firm specializing in radio frequency telecommunications technology, including wireless site design, retained by the town at the applicant’s sole expense to perform work as provided for in this Chapter or as may be requested by the town in consideration of any conditional use permit application for a wireless communication facility.

M. **Significant Gap.** “Significant Gap” is a geographic area of the town in which the existing radio frequency signal level of a particular wireless service provider applying for a permit under the provisions of this Chapter is less than the minimum levels established by the FCC. A gap must be significant pursuant to specific factors supported by substantial evidence and not merely individual dead spots within a greater service area. All applications for permits under this Chapter shall include a report defining the significant gap with specific supporting technical data addressing factors that make the gap significant. This report shall be subject to radio frequency expert review on behalf of the town and the any application shall not be deemed complete until such review has been completed.

N. **Wireless Communication Facility.** “Wireless Communication Facility” is any device or system for the transmitting and/or receiving of electromagnetic signals, including but not limited to radio waves and microwaves, for cellular technology, personal wireless services, mobile services, paging systems and related technologies. Facilities include antennas, microwave dishes, parabolic antennas and all other types of equipment used in the transmission and reception of such signals; structure for the support of such facilities,

associated buildings and cabinets to house support equipment and other accessory improvements. A television or radio antenna, when accessory to a principal or conditional use, shall not be considered a wireless communication facility. (*Replaces existing section 18.04.545.*)

O. **Wireless Communication Tower (Tower).** “Wireless Communication Tower” is any structure intended to support one or more antennas used to transmit and/or receive electromagnetic communications signals, including but not limited to poles and camouflaged facilities.

**18.41.030 Location.** Wireless communication facilities that serve primarily the town and its spheres of influence are permitted in all zoning districts when a conditional use permit is granted as provided for in Chapter 18.72 of this title and pursuant to the provisions set forth in this Chapter.

**18.41.040 Exempt Facilities.** The following facilities shall be exempt from the conditional use permit requirements of this Chapter.

A. **Video receive-only antenna.** A television antenna, whether ground or building mounted, for the sole use of occupants of the parcel on which such antenna is located, with a height that conforms to the limits of this Title.

B. **Satellite dish antenna.** A receive-only radio or satellite dish antenna, whether ground or building mounted, not exceeding one (1) meter (39.37 inches) in diameter for the sole use of occupants of the parcel on which such antenna is located.

C. **Citizens band or amateur radio antenna.** A ground or building mounted citizen band or federally licensed amateur radio operator antenna that conforms to the height limits of this Title and any building code provisions relative to the antenna support system.

D. **Town antennas.** Receive and/or transmit station antennas and antenna supports owned and operated by the Town of Portola Valley. The design and placement of such antennas shall, however, be subject to architectural review pursuant to the provisions of Chapter 18.64 of this Title.

**18.41.050 Preference for certain wireless communication facilities.** In adopting the wireless communication facilities regulations, standards and procedures set forth in this Chapter, the town recognizes that technological advances in the wireless communication industry will continue and there are significant data suggesting smaller cell systems, not requiring towers, may become commercially feasible in the foreseeable future. Therefore, both in application data and permit processing requirements, preferences and incentives are provided for systems that do not require the installation of new towers.

A. **Distributed Antenna Systems (DAS), small cell or “cube” systems.** DAS and any similar small cell systems that make use of antennas mounted on existing utility poles, or other very small cell or “cube” type systems that only require electrical power and connection to a telephone line, and with flexible location needs, shall comply with the conditional use permit requirements for such facilities, but the time for application

processing shall be 90 days from the time the application is deemed complete. Further, the planning commission may, during the preliminary review of the application, determine other permit streamlining actions that would be appropriate in light of the specific characteristics of the proposal.

**B. Camouflaged facility.** If a new tower is proposed, the location should be such that the tower and antenna can be camouflaged in a faux tree that is in general harmony with the setting. Further, landscaping shall be provided to ensure all aspects of the facility blend with the vegetative setting of the site.

#### **18.41.060 Conditional use permit required and required findings.**

**A Conditional use permit required.** A conditional use permit shall be required for any wireless communication facility that does not meet the exemption requirements set forth in Section 18.41.040. The application requirements, review and action procedures for the conditional use permit shall be as provided for in Chapter 18.72 of this Title and subject to the additional requirements set forth herein.

**B. Additional conditional use permit findings.** In granting a conditional use permit for a wireless communication facility, the planning commission shall make the following findings in addition to those set forth in Section 18.72.130 of this Title:

1. The placement, construction, or modification of the facility in the proposed location is necessary for the provision of wireless communication services to close a significant gap in coverage in the town.

2. The proposed site location and facility design have the least potential for adverse impacts and are the least intrusive means to close the service gap when compared to other feasible locations and system designs. (Modify existing Section 18.72.130 8. To reference the findings in the section for wireless communication facilities.)

3. When a proposed wireless communication facility is not co-located with other existing or proposed facilities or a new freestanding pole or tower is proposed, at least one of the following findings shall be made:

- a. Co-location is not reasonably feasible;
- b. Co-location would have greater adverse effects on views, noise, or aesthetics as compared to stand-alone installation;
- c. Co-location would materially and unreasonably impair the quality of service to the existing or to the proposed facility.

#### **18.41.070 Permit approval process, permit life and application requirements.**

**A. Basic application requirements.** The basic application submittal requirements and approval process shall be as provided for in Chapter 18.72 of this Title. In addition, the following shall pertain to applications for conditional use permits or permit amendments for wireless communication facilities.

**B. Application completeness.** An application shall not be deemed complete and no time period for reaching a decision regarding the application shall begin to run until the applicant has provided all of the project information and plans required by this Title or by forms and checklists established by the planning department and all required application fees and deposits have been paid by the applicant. Further, any required study or report, preformed at the request of the town by a radio frequency expert or other expert retained by the town, shall be at the expense of the applicant and funds shall be deposited in advance to cover the cost of any such study or report.

**C. Time period for action.** Unless modified by other provisions of this Chapter or Title, action on a use permit for a new wireless communication facility shall be within 150 days of the application being found complete. For amendment to a permit for an existing facility, or co-location of a new antenna on an existing facility, the time period for action shall be 90 days. These time periods may be waived with the concurrence of the applicant.

**D. Permit life.** If a conditional use permit is granted, the minimum permit life shall be ten (10) years unless a shorter life is allowed for under controlling Federal or State of California standards and regulations. In particular, use permits for wireless facilities in any utility undergrounding district established by the town shall be limited to an initial life of five (5) years. In any case, the intent is to limit the initial life of the permit to the minimum so that if less intrusive technologies become available they can be considered and, where found appropriate through the use permit process implemented to minimize potential impacts on the community.

**E. Additional application requirements for wireless communication facilities.** The following additional application information shall be required for all wireless communication facility proposals unless waived by the planning commission based on or data provided by the applicant or upon recommendation by the Town Planner:

1. Identification of the proposed provider of the facility, if a different entity from the applicant, and the identification of and contact information for the person to whom communications from the town should be delivered. If the applicant and/or service provider has more than one facility in the town or has or is seeking multiple permits the applicant's contact person shall be someone who has full knowledge of all of the service providers wireless communication facilities within the town.

2. Statement signed by the applicant, service provider if different from the applicant, and property owner if different from the applicant. The statement shall confirm that the owner of the proposed facilities and the owner of the property upon which the facilities are to be located, if not the owner of the facilities, both acknowledge responsibility for maintenance and removal of the facilities according to the provisions of set forth herein or any specific conditions of a use permit granted by the town for the facilities.

3. A map depicting coverage at maximum power and design capacity identifying any significant gaps in coverage. The map shall include all existing and proposed facilities of the service provider within the town and its spheres of influence that have relevance to service in the town and the significant gap analysis. The scale of the map shall be as determined by the Town Planner.

4. Site plan for the location of the facility showing all existing and proposed features, in compliance with any checklist submittal requirements, and at a level of detail and scale as

established by the Town Planner. At a minimum, the site plan shall include all material elements of the proposed facility including equipment, cabinets, cable, antenna, and antenna support layout, as well as camouflage elements (if provided); colors, setbacks, grading, dimensions, and utilities and utility connections. Any work or improvements necessary within the public right of way shall clearly be identified.

5. Plans and elevations, drawn to scale, for the antennas, support structures, equipment enclosure, and/or towers, including plans and elevations of any existing buildings on the site that would be used for the facility.

6. Description of proposed approach for screening all facilities from public view including plans for installation and maintenance of landscaping, and sample exterior materials and colors. Where applicable, a plan showing existing surrounding landscaping, proposed landscaping, a landscape protection plan for construction, a maintenance plan and irrigation plan.

7. A narrative description of the service providers existing coverage area and of the proposed coverage area of the specific site that is the subject of the application. Technical information shall be included explaining the reasons that a permit is being sought, the reasons that the subject site is necessary to accomplish the provider's coverage objectives; and the reasons that the proposed site is the most appropriate location under existing circumstances. This narrative and technical data shall include a detailed analysis of the service gap that is to be filled and evaluation of the factors that the applicant finds make the gap significant. Factors to be evaluated shall include, but not be limited to:

- (a) The nature and character of the area to be served, including the number of potential users in the area;
- (b) If the facilities are needed to improve coverage and/or services in an existing service area or to fill a complete void in coverage;
- (c) Drive tests results demonstrating lack of coverage;
- (d) Lack of coverage on well-traveled road
- (e) Impact of the gap in coverage on public safety.

8. Copies of all submittals and showings pertaining to: FCC licensing, a complete initial environmental study on forms provided by the town; FAA notice of construction or alteration; and all data, assumptions, and calculations relating to service coverage and power levels, regardless of whether categorical exemption from routine environmental evaluation under any FCC rule is claimed.

9. A visual analysis to assess the effects on views and aesthetics from public areas and from private residences, and to address cumulative impacts of the proposed facility and other existing and foreseeable wireless communications facilities, including foreseeable co-location facilities. As required by the Town Planner, the analysis may utilize a photomontage, field mock-up or other techniques. The analysis shall include feasible mitigations for any effects identified. If a proposed tower or structure is visible from a public right-of-way, then the applicant shall submit either a photo simulation of the proposed tower or structure from one or more locations along the public right-of-way, the locations of which shall be indicated on a map of suitable scale.

10. A report by an approved radio frequency expert estimating the cumulative radio frequency emissions and compliance with FCC OET Bulletin 65 that would result if the

proposed facility is approved. The report shall include data on existing levels of radio frequency levels at the site prior to facility development and any additional locations requested by the Town Planner.

11. An alternative site analysis, submitted by the applicant and subject to independent expert review by the town, that shall at a minimum:

(a) Identify and indicate on a map two (2) viable and technically feasible alternative locations for the facility that have similar or less intrusive impacts to the subject proposal. Radio frequency plots of the alternative locations shall be provided as part of the alternatives analysis. For each alternative location so identified, the applicant shall describe the type of facility and design measures that could be used at that location so as to minimize negative visual, noise and aesthetic impacts.

(b) Evaluate the potential for co-location with existing wireless communications facilities as an alternative to the proposed facility.

(c) Compare, across the same set of evaluation criteria and to similar levels of description and detail, the relative merits of the proposed wireless communications facility site with those of each of the identified technically feasible alternative locations and facility designs, and all technically feasible inter-carrier roaming agreements. Such comparison analysis shall rank each of the alternatives (i.e., the proposed location/facility and each of the technically feasible location/design alternatives) in terms of impacts (i.e., from least to most impacts on visual, noise and aesthetic concerns), and shall support such ranking with appropriate analysis.

(d) Include photo-simulations of each of the alternatives (i.e., the proposed location/facility and each of the technically feasible location/design alternatives).

**F. Specific submittal requirements for towers.** All applications for new tower construction, or modification of an existing tower shall include:

1. An analysis of alternative technologies to the tower system for providing service to fill the identified gap. The analysis shall demonstrate that the tower is the least intrusive means to fill the significant gap, within the FCC limitations placed on the service provider and that within the reasonably foreseeable future, alternative technologies will not be commercially available to fill the identified gap.

2. A professional structural engineer's certification of the tower structure's capacity to safely sustain all projected loads as well as such structure's compliance with the Telecommunication Industry Association Structural Standard for Antenna Supporting Structures and Antennas and all federal, state and local laws, rules, and regulations. The analysis shall specifically address the tower's ability to withstand the maximum anticipated wind loads and the "maximum creditable earthquake" for the site as determined by the Town Geologist.

3. A description of available space on the tower, providing illustrations of the wireless communications facilities that will be mounted on the structure now or in the future as shown on the project plans.

**G. Technical review.** The Town Planner shall employ, on behalf of the town, an approved radio frequency expert to review the application submittal and provide

determinations and recommendations on such issues as project design, radio frequency coverage, significant gap analysis, compliance with radio frequency emissions standards, the identification of alternative locations and technologies. The costs of said review and any administrative costs, to be determined by the Town Planner, shall be deposited with the town in advance by the applicant. Any unexpended deposited funds shall be promptly returned to the applicant after the conclusion of the final appeal period for action taken by the planning commission, or after an appeal to the Town Council, or upon withdrawal of the application by the applicant. The applicant shall promptly reimburse the town for such costs paid by town that exceed the deposited amount. No applicant shall be issued a permit while still owing the town reimbursement pursuant to this Section.

**18.41.080 Development requirements and standards, approval conditions.**

A. **Basic requirements.** All new or modified wireless communications facilities shall comply with all of the following basic requirements:

1. California Environmental Quality Act and California Building Standards Code, as the same may be amended.

2. Applicable FCC rules, regulations, and standards, as the same may be amended.

3. All providers shall cooperate in the locating of equipment and antennas to accommodate the maximum number of providers at a given site where feasible and aesthetically desirable, as determined by the town. This will facilitate the co-location of wireless communications facilities. The applicant and provider shall agree to allow future co-location of additional antennas and shall not enter into an exclusive lease for the use of the wireless communications facility site.

4. All equipment shall be situated or sufficiently buffered to minimize interference with the quiet enjoyment, including adverse visual, noise and aesthetic impacts, of adjacent properties.

5. All equipment, antennas, poles, cables, hardware, and towers shall have a non-reflective finish and shall be painted or otherwise treated to minimize visual and aesthetic impacts.

6. Faux tree structures shall include appropriate antenna camouflaging elements, as well as three-dimensional bark cladding from the base to the top of the 'trunk' and along all portions of each branch, and branch coverage shall be dense and natural, and no portion of any antennas shall protrude beyond the branches.

7. All wireless communications facilities shall provide sufficient security measures and anti-climbing measures in the design of the facility to reduce the potential for damage, theft, trespass, and injury.

8. All wireless communication facilities shall have battery or generator back-up for use in the time of an emergency when normal power sources are not available. The back-up power system shall be capable of running the facility for at least 48 hours.

9. All wireless communication facilities permit applications shall be subject to

design review by the Architectural and Site Control Commission (ASCC) as provided for in Chapter 18.64 of this title.

**B. Development standards.** The following development standards shall be met by all new wireless communications facilities:

1. Antenna and the support structure (tower, pole, etc.) may not exceed a height of 50 feet unless it is determined, based on technical review, that the additional height is necessary to fill the identified gap and/or the added height will allow for co-location of facilities for more than one carrier. Provided, however, that the added height shall only be permitted if aesthetic mitigations, as determined necessary, are included in the design.

2. The base of the tower or antenna support structure shall be at least 50 feet from any adjacent property boundary unless the planning commission determines that a closer distance to a boundary would result in less overall aesthetic impacts.

3. In residential zoning districts, antenna and necessary equipment enclosures and support structures shall be only be located on properties not in residential use. Specifically, sites with other utility installations are preferred including sites with water tanks. Residentially zoned properties beyond those currently used only for utilities, e.g., water tanks, pump stations, etc., may be considered only if they are not residentially developed.

4. Wireless communication facilities may be installed on existing or new joint utility poles within the public rights of way. No new pole, however, shall be permitted in an area designated as a utility undergrounding district. Any facility in a public right of way shall be subject to encroachment permit requirements of the public works director.

5. Any wireless communication facilities shall at all times comply with the most current applicable federal and state laws relative to electromagnetic radiation. If, after facility installation, the applicable provisions are modified to be more restrictive, the facility operator shall have 120 days from the effective date of the change to be in compliance with the more restrictive standards.

6. Wireless communication facilities shall be designed to blend into the environment of the site to the maximum extent feasible. Specifically, the design, scale, form and colors of all aspects of the facility should ensure that the facility does not stand out from its surroundings or otherwise call visual attention to itself. If, for example, a faux tree is to be considered, the tree design and materials should be selected to ensure they integrate into the site and area in a visually unobtrusive manner. Further, additional landscaping shall be provided as necessary to ensure such integration.

7. Siting of any new personal wireless communication facility shall conform to the "utility" provisions of town's geologic map and land movement potential map policies as set forth in Town Council Resolution 2506-2010, or as it may be amended.

8. New proposed facilities shall be designed and built, to the extent feasible, to facilitate co-location by all the providers that might reasonably be expected to desire to be located at the proposed site.

9. All radio frequency data, telephone, fiber optics, and power lines to, from, and



within a wireless communications facility, where feasible, shall be installed under ground within conduits of size large enough to accommodate at least one additional provider.

10. All camouflaged facilities including, but not limited to, "faux trees" that emit radio frequency emissions shall be posted with warning signs to the public as legally required by the FCC on and around antennas and equipment shelters, and at all access points to the property upon which such facility is located. If such signs are required, they shall be clearly defined on the conditional use permit application plans.

11. All wireless communications facilities shall be designed, screened and/or camouflaged to the greatest extent possible in one or more of the following ways:

a. Substantially screened from the view of surrounding properties and the public view or co-located with existing facilities or structures so as not to create substantial visual, noise, or aesthetic impacts;

b. Sited within areas with substantial screening by existing vegetation;

c. Designed to appear as natural features found in the immediate area, such as trees, so as to be unnoticeable (camouflaged facilities); or

d. Screened with additional trees and other native or adapted vegetation which shall be planted and maintained around the wireless communications facility, in the vicinity of the project site, and along access roads, where such vegetation is appropriate and deemed necessary to screen the facilities. Such landscaping, including irrigation, shall be installed and maintained by the applicant, as long as the permit is in effect.

12. Where the Town Planner finds that proposed wireless communications facilities have the potential to create a significant interference with the quiet enjoyment of the surrounding area or neighborhood, including adverse visual, noise and aesthetic impacts, the Town Planner may require an independent, third-party review, at the expense of the applicant, to identify such considerations as potential impacts on the surrounding area or neighborhood and to identify potential alternative solutions, and to identify any lesser intrusive means of providing coverage by the project applicant. Further, all facilities shall be designed and operated to conform to the minimum noise standards contained in Chapter 9.10 (Noise Control) of the Portola Valley Municipal Code. Failure to comply with the town's adopted noise standard after written notice and opportunity to cure have been given shall be grounds for the town to conduct a revocation hearing regarding the permit granted pursuant to this Section.

13. Any equipment enclosure shall be designed to be architecturally compatible with existing structures on the site or found in the immediate area. Such equipment shelters shall be limited to the housing of radio, electronic, and related power equipment. Any fencing shall conform to the provisions of Chapter 18.43 of this Title.

**C. Standard conditions of approval.** In addition to any other conditions the approving body deems necessary to preserve the public health, safety and welfare, all permits issued pursuant to this Chapter shall be subject to the following conditions unless modified by the action of the approving authority:

1. The permittee shall obtain all other permits and agreements necessary to install and operate the wireless communications facilities in conformance with federal, state, and local laws, rules and regulations.

2. Wireless communications facilities and related equipment, including lighting, fences, shields, cabinets, and poles, shall be maintained in good condition and repair, free from trash, debris, litter and graffiti and other forms of vandalism, and any damage from any cause shall be repaired as soon as practicable, and in no instance more than forty-eight (48) hours from the time of notification by the town or after discovery by the permittee.

3. When no longer in service for a continuous period of ninety (90) days, the facility shall be subject to discontinuance of use provisions and procedures set forth in Section 18.41.110.B of this Chapter.

4. The permittee shall reimburse the town on demand for all costs incurred for work the applicant has failed to perform within thirty (30) days upon notice that the work is required to comply with conditions of permit approval.

5. The town reserves the right of its employees and agents to inspect permitted facilities upon reasonable notice to the permittee during normal business hours. In case of an emergency or risk of imminent harm to persons or property in the vicinity of permitted facilities, the town reserves the right to enter upon the site of such facilities and to support, disable, or remove those elements of the facilities posing a public nuisance as necessary to preserve the public health or safety.

6. The permit issued hereunder shall expire within one (1) year of the effective date of issuance if the applicant fails to commence construction within that period; provided, however the planning commission may renew any such permit for a single one-year period if a request to renew is received by the town at least sixty (60) calendar days before the approvals lapse.

7. Permits issued pursuant to this Section shall expire at 12:00 p.m. local time ten (10) years from the effective date of the permit issuance unless otherwise specified in the permit.

8. Any permit shall be shall be reviewed, unless otherwise noted, every two (2) years by the planning commission for conformity with the conditions of the permit. The permittee or any future owner of the facilities shall be responsible for any town costs associated with the periodic review of the permit or any other town reviews required by permit conditions.

9. The permittee or any future owner may request an extension of the 10-year life (or five-year life for permits in undergrounding districts) of the permit if the request is made at least six (6) months before the expiration date. The planning commission shall consider the request at a duly noticed public hearing and shall consider changes in technology that would permit alternative means of providing comparable wireless services with less aesthetic impacts. The commission reserves the right to require replacement of facilities, if less intrusive service alternatives are available, as a condition of extending the life of the use permit.

10. If the wireless facilities are transferred to another owner, the town shall be notified as soon as possible after the transfer has been recorded.

11. Prior to installation of any wireless facilities, the permittee and property owner (if a separate entity) shall enter into an agreement with the town guaranteeing maintenance of

the site and facilities, including required landscaping, and removal of the facilities if they are no longer used. This agreement shall be to the satisfaction of the town attorney and shall be binding on all future owners of the property and wireless facilities. Further, the agreement shall provide for removal of the facilities at the end of the use permit life unless the permit has been extended by the planning commission as provided for herein. Bonds or other sureties shall be provided to cover the guarantees to the satisfaction of town staff.

12. The landscape maintenance agreement shall specifically provide for timely replacement of any screen planting that has not survived and addition of new landscaping if installed materials are not achieving the screening anticipated with permit approval.

13. Within 45 days of the installation of the wireless facilities and thereafter on an annual basis, the permittee shall furnish data to the satisfaction of Town Planner verifying compliance with town noise ordinance standards and all FCC requirements including radio frequency emission standards. The carrier shall submit, upon site commissioning, site modification affecting the radio frequency system, and annually thereafter, a radio frequency radiation emission test report based on field measurements taken at the site and the immediate surroundings, to demonstrate compliance with FCC standards.

14. In the event radio frequency emissions tests required by the permit indicate non-compliance with FCC adopted standards, the carrier shall immediately inform the town of the non-compliance and the steps needed to bring the facilities into compliance. The carrier shall commence corrective action as soon as town approval has been received and shall notify the town when compliance has been achieved. Unless compliance is achieved within 60 days of town approval, the town may take steps to revoke or modify the conditions of this permit.

15. The permittee or any future owner of the a tower facility shall allow for co-location of up to two (2) additional wireless carriers on the facility, if so required by the planning commission based on the specific site conditions and application analyses.

16. As new technology becomes available, the permittee shall upgrade the facility as feasible to minimize impacts upon the community, including aesthetic impacts. If the facility is not upgraded, as feasible, within a reasonable amount of time, the town may take steps to revoke or modify the conditional use permit. At the time of each required two-year review, the applicant shall provide a report to the planning commission on the state-of-the art as to wireless service and less intrusive technology that is available. If the information demonstrates that less intrusive technology is readily available or becoming available, and feasible to employ at the site, the report shall set forth a time frame for site conversion. The framework for determining feasibility of conversion shall be as determined by the town attorney.

17. The permit holder shall notify the town in writing of any work to be completed at the facility at least two weeks prior to the start of work. The written notification shall include the intended start and finish dates of the work, a description of the type of work, and contact information for a person who can provide additional information or answer questions. The carrier shall not make any system modifications that may affect the radio frequency radiation emissions without prior approval from the Town. The permittee shall submit a radio frequency emissions study reflecting any proposed changes to the site and consider the radio frequency emissions of all co-located entities. Work needed to bring the facility into

compliance with FCC standards for radio frequency emissions shall not require a two-week notification period but shall commence as soon as the Town has approved the work.

18. The permittee shall defend, indemnify and hold harmless the town, its agents and officers and employees from any claim, action, or proceeding related to the town's approval of this use permit.

**18.41.090 Operation and maintenance standards.** All wireless communications facilities shall at all times comply with the operation and maintenance standards provided for in and unique conditions of use permit approval and the Basic Standards, Development Standards and Standard Conditions of Approval set forth in Sections 18.41.080.A.,B., and C. of this Chapter. Failure to comply shall be considered a violation of conditions of approval subject to enforcement pursuant to provisions of this Title, revocation or modification pursuant to Chapter 18.72 of this Title, or any other applicable provision of law. Further, subject to these same enforcement provisions, all wireless communications facilities shall at all times comply with the following standards:

A. Any physical modification of a facility permitted pursuant to this Chapter, shall require the applicant to apply for a conditional use permit amendment for such modification unless the Town Planner determines that the modification is minor and in substantial compliance with the general framework of the approved use permit.

B. Each owner or operator of a wireless communications facility shall provide signage identifying the name, site number or other unique identifier, and local or toll-free phone number of a party to contact at any time regarding the facility. Such signage shall be placed at a location where it can be readily viewed without entering any fenced or secured area of the facility and shall be subject to review and approval by the ASCC.

C. Except for emergency repairs, testing and maintenance activities that will be audible beyond the property line shall only occur between the hours of 8:00 a.m. and 5:30 p.m. on Monday through Friday, excluding legal holidays. Backup power generators shall only be operated during periods of power outages or for testing. At no time shall equipment noise from any source exceed the standards specified in Chapter 9.10 (Noise Control) of the Portola Valley Municipal Code,.

**18.41.100 Certification of facilities.** A. Every wireless communications facility shall at any and all times comply with the FCC's Office of Engineering and Technology Bulletin 65, and all other FCC rules. In order to ensure continuing compliance with the conditions of permit approval, all wireless communications facilities shall be reviewed by a town approved radio frequency expert in accord with the schedule and procedures set forth below. All costs of such inspections and expert review shall be borne by the permittee. The permittee shall provide a deposit for such reviews and promptly reimburse the town for the cost of such expert inspection and review that exceeds the deposit amount. The town may require, at the permittee's expense, independent verification of the results of any analysis. If a permittee fails to supply the required reports or fails to correct a violation of any condition of permit approval following notification, the conditional use permit is subject to modification or revocation by the planning commission pursuant to Section 18.72.240 of this Title.

1. Within forty-five (45) days of initial operation, and all modifications thereafter, of a

wireless communications facility, the permittee shall submit written certification of compliance with the approved application, any applicable FCC radio-frequency requirements, and all conditions of permit approval to the Town Planner.

2. For every wireless communication facility site authorized by a conditional use permit, once each year the Town shall retain, at the permittee's expense, a town approved radio frequency expert to conduct an unannounced radio frequency emissions evaluation of the wireless communications facility's compliance with the approved application, any required radio frequency emissions conditions and all conditions of permit approval.

3. The Town may reasonably require inspection of a tower (including all facilities attached to the tower) by a licensed structural engineer following significant storms, seismic events, or other events, which may jeopardize the structural integrity of the towers (or the facilities attached to the towers). Such inspections shall be at the applicant's cost, and the original "wet stamped" engineer's written report shall be provided to the town within the time specified by the Town Planner.

4. If the Town Planner at any time finds that there is good cause to believe that a wireless communications facility is not in compliance with applicable FCC radio-frequency standards, the Town Planner may require the provider to submit written certification that the facility is in compliance with such FCC standards, supported by technically adequate documentation.

B. The provider of any wireless communications facility that was approved by the town before the effective date of this Chapter, shall submit within six (6) months from the date of notification, to the Town Planner, written certification that the facility is in compliance with the approved application, any required conditions of permit approval and applicable FCC radio-frequency requirements, to be reviewed by the town's approved radio frequency expert. Permittee shall promptly reimburse the town for the cost of such expert review. If the facility does not comply with the conditions of permit approval or applicable FCC requirements, the provider shall cease operation of the facility until the facility is brought into compliance. In order to assure the objectivity of the analysis, the town may require, at the applicant's expense, independent verification of the results of the analysis.

C. Any wireless communications facility that was approved by the town prior to the effective date of this Section, and continues to operate within the conditions of the approved permit, and which does not comply with this Section on the date of its adoption shall be considered a lawful non-conforming use provided that the provider of such facility submits the information required in subsection B of this Section. Upon application for any permit extension or modification, however, the lawful non-conforming use shall be subject to the provisions of this Chapter.

D. Failure to submit the information required in this Section will be considered a violation of the Zoning Ordinance. Any facility found in violation is subject to revocation or modification pursuant to Chapter 18.72 of this Title.

E. Radio frequency emissions evaluations filed by wireless service providers shall be retained by the Town and shall be available to the public upon request.

### **18.41.110 Duration, revocation and discontinuance.**

#### **A. Duration of permits and approvals.**

1. Actual construction of a wireless communications facility pursuant to an approved conditional use permit must be initiated within one (1) year from the date of final approval. If actual construction has not begun within one (1) year from the date of final approval, the permit shall be deemed expired, and all rights granted pursuant to the permit shall be revoked; provided, however the planning commission may renew any such permit for a single one-year period if a request to renew is received by the town at least sixty (60) calendar days before the approvals lapse.

2. An approved wireless communications facility must be fully constructed and activated within two (2) years from the date of final approval. If not fully constructed and activated within two (2) years from the date of final approval, the permit shall be deemed expired, and all rights granted pursuant to the permit shall be revoked.

3. In the event that the Town Planner finds that the applicant has not maintained the facility in compliance with all applicable federal, state or Portola Valley Municipal Code requirements and conditions of approval, the Town Planner may recommend that the Planning Commission initiate a revocation procedure as provided by Chapter 18.72.240 of this Title.

4. Costs associated with the process of monitoring compliance, reevaluation of a conditional use permit, and extension, revocation or modification of approval shall be borne by the permittee.

**B. Discontinuance of use.** All equipment and improvements associated with a wireless communications facility shall be removed within ninety (90) days of the discontinuation of the use and the site shall be restored to its original, preconstruction condition, or as approved by the Town Planner upon review and recommendation of the ASCC. Written verification of the removal of wireless communications facilities on private property shall be provided to the Town Planner within ninety (90) days of the discontinuation of the use.

1. If the provider fails to remove the wireless communications facilities from the site as required herein, the property owner shall be responsible for removal. If such facilities are not removed, the site shall be deemed to be a public nuisance and the town may take such action as is it deems appropriate to abate the public nuisance in accordance with provisions of this Code and any other applicable provision of law.

2. Failure to inform the Town Planner of cessation of operations of any existing facility shall constitute a violation of the Zoning Ordinance and be grounds for:

- a. Civil prosecution;
- b. Revocation or modification of the permit pursuant to Section 18.72.240 of this Title; and/or
- c. Removal of the facilities by the town at the property owner's expense, which may result in a lien on the property.

C. **Existing uses.** All equipment and improvements associated with a wireless communications facility permitted as of the date of passage of this Chapter shall be allowed to continue as they presently exist, but will be considered legal nonconforming uses insofar as they do not comply with standards stated in this Section. Routine maintenance shall be permitted on existing, operational equipment and facilities. However, all alterations or new construction, other than routine maintenance on existing towers, antennas, buildings, or other facilities shall comply with the requirements of this Chapter.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:**            **Wireless Taskforce:**  
                   *Ted Driscoll, Mayor*  
                   *Denise Gilbert, Planning Commission*  
                   *Jeff Aalfs, Chair ASCC*  
                   *Ken Levine, Cable & Utilities Undergrounding Committee*  
                   *Marty Tenenbaum, Community Representative*  
                   *Leslie Lambert, Planning Manager*

**FROM:**        Tom Vlastic, Town Planner

**DATE:**        March 25, 2011

**RE:**            Wireless Taskforce Meeting No. 4, March 29, 2011

### **Background, Objectives for the March 29, 2011 Meeting**

At our last meeting on February 8, 2011, the taskforce considered the attached February 4, 2011 report and provided direction for ordinance amendments to be drafted generally as recommended in the report. The direction, however, stressed that the amendments should encourage and, if possible, provide incentives for applications that make use of less intrusive technologies than cell towers. Specifically, it was concluded that the town should make clear its preference for proposals that make use of technologies like Distributed Antenna Systems (DAS) or other evolving "small cell technologies" systems.

Based on this direction, we have drafted the attached proposed zoning ordinance changes. The changes incorporate and expand upon the existing ordinance and policy statement provisions that are included with the attached February 4, 2011 report. The proposed amendment would add a new Chapter 18.41 to the zoning ordinance that sets forth the provisions for Wireless Communication Facilities.

The proposed ordinance reflects the input from the taskforce, experience with the T-Mobile application and also provisions developed by other jurisdictions in recent ordinance efforts to address wireless communication applications. As requested by the taskforce, the draft ordinance in addition to stating preferences for systems other than Towers, directs facilities to non-residentially developed parcels. It also includes substantial new application requirements and radio frequency monitoring provisions. At the same time, it has been drafted to be within the limitations of the Telecommunications Act as defined by the communications from the town attorney previously shared with the taskforce.



At Tuesday's meeting we will review the proposed ordinance and provide clarifications as needed. The taskforce should review and provide comments for changes or additions to the proposal. We will also have documents, including the faux tree examples, recently approved by the ASCC for T-Mobile available for reference as the draft ordinance is discussed.

### **Next Steps**

The ordinance proposals should be forwarded to the town council including any changes or additions desired by the taskforce. The town council would be asked to direct staff to present the changes to the ASCC for review and comment at a publicly noticed meeting. After ASCC review and comment, the changes would be set for public hearing before the planning commission. Following planning commission hearing and approval, with any appropriate modifications based on public input, the amendments would be considered by the town council at a formal public hearing. After the town council hearing the amendments would be adopted by the council with any changes or additions found appropriate during the public hearing process.

We believe that the public hearing process would provide for the appropriate public outreach on this proposed ordinance, but taskforce members should also comment on the public outreach process.

TCV  
Attach.

cc. Angela Howard, Town Manager  
Sandy Sloan and Leigh Prince, Town Attorney  
Carol Borck, Planning Technician



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:**            **Wireless Taskforce:**  
                   *Ted Driscoll, Mayor*  
                   *Denise Gilbert, Planning Commission*  
                   *Jeff Aalfs, Chair ASCC*  
                   *Ken Levine, Cable & Utilities Undergrounding Committee*  
                   *Marty Tenenbaum, Community Representative*  
                   *Leslie Lambert, Planning Manager*

**FROM:**        Tom Vlastic, Town Planner

**DATE:**        February 4, 2011

**RE:**            Wireless Taskforce Meeting No. 3, February 8, 2011

### **Objectives for the February 8, 2011 Meeting and Next Steps**

Based on our review of the data provided by the town attorney, experiences with the T-Mobile conditional use permit (CUP) application and other recent wireless CUP applications in the town and ongoing research, we have outlined possible changes to the town's existing wireless policy and zoning provisions for discussion at the February 8, 2011 taskforce meeting. These are set forth in this memo. The objective is to get reactions from taskforce members so that these can be refined as specific proposals for policy and ordinance modifications. The **next steps** would be to draft the specific changes based on taskforce reactions and for the taskforce to also determine how best to present these to the community.

It should be noted that, based on our review of contemporary model ordinances relative to personal wireless communication facilities, much of the existing policy statement is still generally relevant. It should, however, be refined to reflect, in particular, the wording developed with input from the town attorney and used in conditions of approval for T-Mobile and the other applications recently acted on by the town. We also are still debating whether the provisions of the policy statement should simply be moved to a new section in the zoning ordinance rather than having ordinance provisions and a separate policy document. At this point, we are leaning toward placing the provisions all in the zoning ordinance to minimize confusion and are interested in taskforce reactions.

We have also considered whether or not the town should attempt to specifically define what is a "significant gap" in Portola Valley. We've considered the experiences of the very limited number of other attempts to do this and discussed it with the town attorney. We feel it would

be complicate and costly and likely face immediate legal challenges by the industry. We have concluded such an approach, at least at this time, would not be in the best interests of the town. The matter should, however, be evaluated on a case by case basis with the full burden placed on the applicant, including costs for peer review as suggested in the comments that follow.

### **Existing Zoning and Policies and Basic Assumptions**

Provided herewith are the existing zoning ordinance provisions and February 26, 1997 town policy statement for personal wireless communication facilities. At the past taskforce meetings we have considered the recent CUP applications, current town wireless communication facilities and the legal framework associated with town regulation of wireless communication facilities. Based on particularly the input from the town attorney relative to the Telecommunications Act (TCA) and lawsuits concluded relative to act provisions, it is clear that while the town has authority to exercise considerable control over the aesthetics of a proposal, its ability to prohibit is severely limited. Nonetheless, the town can be demanding as to critical application data and peer review of the data and, to a certain extent, direct the applicants to locations with the least potential for aesthetic impacts as long as such locations don't effectively prohibit installation or filling of identified "significant gaps."

It is also recognized that the existing facilities at the Woodside Priory will continue to be important and there will continue to be pressure to improve them as new levels and types of wireless services evolve. Given the wireless facilities location at the Priory and ability to minimize visual impacts associated with it, the school site remains a good location for facilities to serve at least the southern portions of the town. The Priory site, however, can't serve all of the town's wireless facility needs due to topography and a variety of other factors. Thus, existing facilities along Alpine and Portola Road will continue to be important as will other locations in the northeast quadrant of the town.

Recent CUP approvals for facilities at the Priory and those along Portola and Alpine Roads, as well as T-Mobile at the Peak Lane site, have included many of the "conditions" discussed below relative to design, including landscaping, maintenance, monitoring of emissions and noise, and also for agreements with financial guarantees for maintenance, monitoring and removal of facilities if they are no longer used. Further, the conditions now require the underlying property owner, e.g., the Priory or CalWater, to be a responsible party to the agreements.

The primary pressure for new facilities to serve the town will likely continue to be in the more developed areas like the one to be served by the T-Mobile facility. These are residentially zoned areas (i.e., Westridge, Oak Hills, Alpine Hills, Arrowhead Meadows, etc) and, due to topography, tree cover and other conditions, options for placement of new facilities away from residences are limited. The comments and suggestions that follow are intended to direct new facilities to collocate and also to minimize potential for impacts on residential properties.

In addition to the above perspectives, the key factors or assumptions that would appear to influence any actions to modify town policies and zoning provisions are listed below with some current reactions to them:

1. Within limitations, local governments retain authority over decisions regarding the placement, construction, and modification of personal wireless facilities. No local

government may, however, regulate the placement, construction, and modification of personal wireless service facilities on the basis of environmental effects of radio frequency emissions to the extent that such facilities comply with the FCC regulations. Further, the regulations relative to placement, construction, or modification cannot be so restrictive that they effectively prohibit placement of local personal wireless communication facilities in a community. For example, a regulation calling for a 500-foot, or in the town's case even 200-foot, setback from any property boundary would effectively prohibit antenna from being placed in the areas in town where the majority of potential wireless service subscribers are located.

2. A local government must consider "significant gaps" for a particular carrier and can't, essentially, give preference to any one carrier over another. The TCA is designed to promote competition among telecommunications providers and reduce regulation that would restrict competition. Further, local jurisdictions are not permitted to tell a carrier which technology to use to fill its service gap. Nonetheless, the town can seek significant analysis to demonstrate that other technological approaches that are feasible, available and "less intrusive" aesthetically can or cannot meet the needs to fill the gap and require peer review of the analysis. The burden for such analysis should be squarely on the carrier and not the town and the carrier should also carry the burden for town peer review.
3. The town is largely a low density, residential community located within a recognized metropolitan area, and, under current state and federal definitions, it is not possible to conclude the town is a sparsely populated rural area, where "significant gap" evaluations might readily allow a conclusion that such "gaps" do not exist.
4. "Significant gaps" are defined by fact specific data that is related to a carrier's own service parameters. Therefore, a carrier should be required to provide, with their initial application submittal, a detailed technical analysis of their "significant gap" addressing at least the factors that were considered during the recent T-Mobile significant gap evaluation. This analysis should be subjected to a standard peer review process. If nothing else, this process will provide the data upfront relative to the "significant gap" and will ensure that a carrier understands that it must demonstrate, in a fact specific way, that a significant service gap in fact exists and that the technology proposed to fill the gap is directly linked to the "gap" analysis.
5. The town can require that any proposed installation be the "least intrusive" aesthetically. Each application should include sufficient data to demonstrate that the proposed facility/technology is the "least intrusive manner," to fill the defined gap. An application should not be deemed complete, i.e., relative to starting of the 150-day action period clock, until data has been provided on alternative technologies reasonably available for providing the "gap" coverage within the frequencies assigned to the carrier by the FCC. Again, the analysis should be subjected to peer review and this should be a standard requirement, with necessary deposit, that is pursued at the start of application processing. The analysis should specifically include evaluation of the alternatives like the distributed antenna system (DAS), where smaller antenna on utility poles in the town's right of way could be used instead of one taller antenna on a specific site. While this might not necessarily be the "less intrusive" option it should at least be fully evaluated for a proposal to install a new facility like T-Mobile.

6. Any aesthetic review, and related conditional use permit (CUP) conditions, must also be based upon substantial evidence. Clearly, for T-Mobile, the aesthetic factors were considerable and the imposed landscaping and other CUP requirements significant. An application should not be deemed complete until an analysis of site conditions, including existing tree and other vegetative cover, has been provided and the analysis should include a detailed visual evaluation, with improvement simulations, from surrounding properties. If landscape mitigation is proposed/necessary it should be modeled in the visual simulations.
7. Under town policies associated with its geologic map and land movement potential map (as amended by Town Council Resolution 2506-2010), utilities are not permitted in Ms, Pd, Md and Pdf areas and only may, with special studies, be permitted in Pmw and Pf areas. They are permitted in Sbr, Sun, and Sex areas and conditionally permitted in Sls and Ps areas. Town policies should be clarified to state that any cell tower facilities are considered utilities for the purposes of the conformity to land movement potential limitations.
8. For consistency with the provisions of the TCA, all references to wireless communication facilities should be changed to "personal wireless communication facilities."
9. The TCA severely limits any local consideration of potential harmful effects of radio frequency emissions and this limitation is not specific to humans. Basically, all that can be required is demonstration that a facility continues to conform to the FCC exposure limits. A community can, however, require frequent monitoring and certification of conformity to FCC standards. Further, it appears that a provision can be added to any CUP to clarify that if FCC standards change, i.e., set more restrictive limits, from those that existed at the time of permit approval, a facility can, within a reasonable time period, be required to meet the new standards.
10. Under California law, a new or modified CUP for a personal wireless facility must be authorized for a minimum period of 10 years, unless there is a significant aesthetic conflict with a local plan. This has been clarified to mean a conflict with a specific plan like those for a designated redevelopment area or a utility undergrounding district. Thus, for virtually all locations in the town, any new or amended permit must be for a minimum of 10 years. We have, however, limited CUPs granted for the area encumbered by the Alpine Road undergrounding district to a period of five years and this more restrictive time period has been deemed consistent with state law by the town attorney.
11. In granting the most recent T-Mobile and other CUPs, specific conditions have been included to require collocation efforts, site and facility maintenance, and removal of facilities when they are no longer used. Further, agreements with the town, that include burdens on the actual property owner receiving the financial benefit from the lease to the carriers, and sureties (bonds, etc.) have been required by the CUP conditions to ensure the maintenance and removal requirements.

### **Suggestions for Zoning Ordinance and Policy Changes**

Based on the foregoing, we suggest that consideration be given to at least the following ordinance and/or policy changes in addition to changing references to "personal wireless communication facilities" for conformity to the TCA. The suggestions have been assembled as possible zoning ordinance changes for the reasons cited above, mainly for ease of

reference and because they are all specifically linked to the CUP provisions of the zoning ordinance. In developing any final proposals we would, in any case, ensure that the key existing policy provisions are updated and included as appropriate.

1. Section 18.72.070. Application – Filing – Data Required. Amend this section to include additional application information for a wireless communication facility. Specifically, the list should include the data to address “significant gap” and the “least intrusive” manner to fill the gap, with consideration of alternative available technologies including the distributed antenna system (DAS), as discussed above, as well as the comprehensive site and visual analyses. Also add that the town will require, unless waived by the planning commission based on substantial data in the record, an independent peer review of the “significant gap” and “least intrusive” alternatives analyses. The amendment should also provide that an applicant must place a minimum deposit (e.g., \$10,000 based on the T-Mobile experience) to cover the cost of the peer review process and this would be above and beyond the normal town CUP processing fees and deposits.
2. Section 18.36.020.D. Modify this section or add a new section specific to personal wireless communication facilities relative to allowed locations and design characteristics. The amended or new section would further qualify that while personal wireless communication facilities may be located in all districts with a CUP, they shall also be subject to the following additional siting standards unless the standards are modified by the planning commission when the commission determines that a modification would result in less intrusive impacts.
  - a. Antenna and the support structure (tower, pole, etc.) may not exceed a height of 50 feet unless it is determined, based on peer review, that the additional height is necessary to fill the identified gap and/or the added height will allow for collocation of facilities for more than one carrier. Provided, however, that the added height shall only be permitted if aesthetic mitigations, as determined necessary, are included in the design.
  - b. The base of the tower or antenna support structure shall be at least 50 feet from any adjacent property boundary unless the planning commission determines that a closer distance to a boundary would result in less overall aesthetic impacts. (This would avoid some of the questions debated relative to the siting of the T-Mobile facility, specifically what boundary is the front parcel line.)
  - c. Antenna and support structures shall be located on non-residential properties. Specifically, sites with other utility installations are preferred including sites with water tanks. Residentially zoned properties beyond those currently used only for utilities, e.g., water tanks, pump stations, etc., may be considered if they are not residentially developed. A residentially developed property may only be considered if no other non-residential property is capable of filling the demonstrated significant gap within the standards of this ordinance and a site on the parcel can be identified that is at least 50 feet from any adjoining parcel boundary and 100 feet away from a street right of way and 50 feet from any living structures on the property.
  - d. Personal wireless communication facilities may be installed on existing or new joint utility poles within the public rights of way. No new pole, however, shall be permitted in an area designated as a utility undergrounding district. (*Note: the public works*

*director has significant concerns when any new facilities are located in a public right of way. Further, it would be difficult to landscape or otherwise make a right-of-way pole installation completely invisible. The only benefit is that by locating on a pole in the right of way, particularly if a DAS type of system were used, the perceived visual change and neighbor reaction may be less than with a new 50-foot-tall or taller "tower" antenna on a separate site. In any case, the taskforce should react to the concept of encouraging locations in the right of way as an option, as town policy to date has been to try and reduce the visual clutter along roadways.)*

- e. Any personal wireless communication facilities shall at all times comply with the most current applicable federal and state laws relative to electromagnetic radiation. If, after facility installation, the applicable provisions are modified to be more restrictive, the facility operator shall have 120 days from the effective date of the change to be in compliance with the more restrictive standards.
- f. The proposed personal wireless communication facility shall be designed to blend into the environment of the site to the maximum extent feasible. Specifically, the design, scale, form and colors of all aspects of the facility should ensure that the facility does not stand out from its surroundings or otherwise call visual attention to itself. If, for example, a faux tree is to be considered, the tree design and materials should be selected to ensure they integrate into the site and area in a visually unobtrusive manner. Further, additional landscaping shall be provided as necessary to ensure such integration.
- g. Siting of any new personal wireless communication facility shall conform to the "utility" provisions of town's geologic map and land movement potential map policies as set forth in Town Council Resolution 2506-2010, or as it may be amended.

In addition to the above, the zoning ordinance could be amended to allow for expedited processing for new proposals that are for collocation on existing wireless facilities.

- 3. Section 18.782.140.12. This section pertaining to the scope of CUP conditions should be modified to include the agreement and surety provisions that have been added to recent personal wireless facility CUPs as discussed above. Specifically, these mandate efforts for collocation to minimize the number of new facilities and to guarantee site and facility maintenance as well as timely removal of facilities when they are no longer needed. In addition, they should include the conditions that have been crafted relative to frequent reporting relative to FCC emission standards and noise levels, and modifications to the facility in a reasonable time period as new technology allowing for less intrusive installations come on-line.
- 4. 75% Service standard. In addition to the above, we also recommend eliminating item B. (3) of the existing policy statement, which specifically calls for an evaluation as to the facilities needed for the carrier to provide coverage to 75% of the town's population. This is not required by the TCA and implies that the town is mandating 75% coverage by every carrier. This is not consistent with the public input received during the T-Mobile review process. We believe it would be more appropriate to require that the application information include data showing all existing carrier facilities in the town's sphere of influence and any that are now being planned for expansion during the 10-year life for the proposed installation.

5. Different carrier representatives. Another matter that has been particularly irritating to staff and needs to be address at least in the processing procedures has to do with how carriers are represented. Currently each carrier with multiple facilities in town, make use of different consultants for any permits relative to each facility. In most cases the consultants have no knowledge of the consultants involved in the other facilities or related applications and may not even be aware of the scope of the other facilities in town. Thus, the town becomes in effect the “coordinator” for the carriers. This is frustrating, at a minimum and causes considerable confusion. Thus, it is strongly recommended that an applicant not be considered complete until a carrier has identified one person or entity within the carrier company, with the knowledge and authority to speak for all of the carriers facilities and plans in the town. We should also mandate that if there is any change in this person/entity, the town be notified within 72 hours.

Again, taskforce members should consider and react to the above comments and suggestions and provide directions for policy and ordinance changes. Discussion should also consider how to share information and proposals with the community.

TCV  
Attach.

- cc. Angela Howard, Town Manager  
Sandy Sloan and Leigh Prince, Town Attorney



## **Town of Portola Valley Policy Statement Regarding Wireless Communication Facilities**

*(adopted by the Portola Valley Town Council February 26, 1997)*

---

Section 18.36.020 of the Portola Valley Municipal Code allows wireless communication facilities in all zoning districts as conditional uses. As part of the conditional use permit application process, the planning commission and town council, as authorized by Section 18.72.070.D, may require the applicant to submit sufficient information for them to make their required findings. In addition, under Section 18.72.140.A.12 the planning commission may require conformance with conditions that "will make possible the development of the town in an orderly and efficient manner and in conformity with the interest and purposes set forth in this title and the general plan." This document sets forth the town's policies, pursuant to the aforementioned provisions, for use in granting conditional use permits for wireless communication facilities.

### **1. Above ground installation permitted**

Wireless communication facilities may be installed above ground when stipulated in a conditional use permit approved by the planning commission or as a part of improvement plans for a subdivision approved by the town council. This policy is established pursuant to authorization by Section 18.36.010.B.9 of the zoning ordinance and Section 17.48.010 of the subdivision ordinance.

### **2. Applying for a single permit for several facilities**

Multiple wireless communications facilities may be included in a single conditional use permit application with the permission of the town planner.

### **3. Application information**

The information listed below may be required as part of an application for installation or modification of a wireless communication facility.

- A. Written description of the type of technology to be used and the types of consumer services to be offered during the time period covered by the permit;
- B. Map of the Town of Portola Valley and the area within one-half mile of its boundaries showing, with respect to its facilities:
  - (1) the locations of existing and proposed facilities,
  - (2) the geographic areas served by these facilities, and
  - (3) approximate locations of other facilities that would be needed to provide service to at least 75% of the Town's population;
- C. Alternative site analysis demonstrating the advantages of the proposed site(s) and

- the necessity of locating a wireless communication facility there;
- D. Facility design alternatives to the proposal;
- E. Copy of the license granted by the Federal Communications Commission if required for operation of the facility.

#### 4. **Preference for Non-residential Property**

Wireless communication facilities shall be located on non-residential properties whenever technologically feasible and aesthetically acceptable.

#### 5. **Conditions for Granting a Conditional Use Permit**

The planning commission shall require each of the following conditions unless it finds that some or all of them are unnecessary for, or inappropriate to, the project:

- A. The applicant shall permit collocation of other wireless communication facilities; subject to technological constraints and town approval. "Collocation" refers to the location of two or more wireless communication facilities on a single support structure or otherwise sharing a common location.
- B. The permit holder and the permit holder's successors-in-interest shall properly maintain the exterior appearance of the facility and remove the facility within ninety days, should use of the facility be discontinued by the carrier. If the permit holder does not remove the facility, the property owner shall be responsible.
- C. The permit shall be granted for an initial period not to exceed five years. Renewal of the permit must be requested by the applicant no less than ninety days before the permit expires. At the time of renewal, the Planning Commission may grant a permit for any period of time deemed appropriate, considering the rate of change in the industry and other appropriate factors.
- D. Within six months after the issuance of a conditional use permit, the applicant shall submit a report stamped by a licensed electrical engineer that provides cumulative field measurements of electromagnetic radiation at the site. The report shall quantify this radiation and compare it with the maximum standards accepted by the Federal Communications Commission. If emissions from the project exceed these standards, the report shall set forth a plan for bringing it into compliance within the shortest time possible. This plan shall be subject to approval by the town planner. If the project does not comply within the accepted time frame or the town planner does not accept the compliance plan, the town may take steps to revoke or modify this conditional use permit.
- E. As new technology becomes available, the applicant shall upgrade the facility as feasible to minimize impacts upon the community, including aesthetic impacts. If the facility is not upgraded within a reasonable amount of time, the town may take steps to revoke or modify the conditional use permit.
- F. If the holder of a conditional use permit intends to make physical changes to approved facilities, such changes shall be submitted to the town planner for review.

- If the town planner finds the changes to be of a minor nature and consistent with the general provisions of the permit, he may approve them. If he considers the changes to be more significant, but not of a magnitude to require a conditional use permit amendment, he may refer them to the planning commission for review. If the planning commission determines the changes are consistent with the general provisions of the permit, it may approve the changes. Such determination is to ensure reasonable compliance with the terms of the permit and does not require a public hearing.
- G. The wireless communication facility shall be designed to be unobtrusive and compatible with the surrounding landscape. Facilities shall not be sited on exposed ridgelines, within important viewsheds, along public trails, or within public parks or other designated open space unless a finding is made that either such locations are not visually prominent or no other location is technically feasible.
  - H. All components of a wireless communication facility shall be painted or otherwise finished to blend in with their environment and screened by landscaping or other means when possible and appropriate.
  - I. Wireless communication facilities shall be designed to survive a natural disaster without interruption in service. To this end, the applicant shall submit a report stamped by a licensed structural engineer stating that the facility is designed to withstand the forces expected during the "maximum credible earthquake."
  - J. The design of the facility shall include adequate security to prevent unauthorized access and vandalism.
  - K. When a facility includes emergency generators, the generators shall be tested no more than necessary and only during daylight hours.
  - L. The permittee shall defend, indemnify and hold harmless the Town, its agents, officers and employees from any claim, action or proceeding related to the Town's approval of the permit.
  - M. The town may require a bond to guarantee compliance with items B, D, and E above.

#### **6. Requirement of Franchise Agreement or Lease**

When the wireless communication facility is located on land owned or controlled by the Town, a franchise agreement, lease, or other approval may be required in addition to the conditional use permit.

#### **7. Reimbursement for town review**

The applicant shall reimburse the town for the costs of town review of the proposed project as set forth in these regulations and/or pursuant to an approved conditional use permit.

## **Town of Portola Valley**

### **Existing Zoning Ordinance Provisions Regarding Wireless Communication Facilities**

*February 2011*

---

The following existing Portola Valley zoning ordinance provisions specifically relate to wireless communication facilities:

**Section 18.04.545. Wireless Communication Facility (Definition).** “Wireless Communication Facility” is a facility that transmits or receives electromagnetic signals without wires. A wireless communication facility includes antennas and other types of equipment for the transmission or reception of such signals, structures supporting antennas, equipment buildings, and other related or accessory improvements. A television or radio antenna, when accessory to a principal or conditional use, shall not be considered a wireless communication facility.

**Section 18.36.020. Conditional Uses (permitted in all districts).** When a conditional use permit is granted therefore as provided for in Chapter 18.72, the following uses and facilities are permitted in all districts as conditional uses:

D. Wireless communication facilities that serve primarily the town and its spheres of influence.

**Section 18.72.050. Requirements – Yard, height and area.** A. The provisions for required front, rear, and side yards and requirements for height and area applicable to the particular district in which any such use is proposed to be located shall prevail unless, in the findings and conditions recited in the resolution dealing with each such matter, specific additional requirements are made with respect thereto.

B. Specific exceptions may be made in the case of a conditional use permit for the following reasons:

2. A wireless communication facility, when the findings set forth in Section 18.52.120 are made.

**Section 18.52.120. Exceptions – Wireless Communication Facilities.** The planning commission may approve siting a wireless communication facility in a required front, side, or rear yard if it makes the following findings:

A. There is no reasonable alternative location on the site that conforms with required setbacks, is less visually obtrusive, and has at least equivalent access to necessary electromagnetic signals.

B. The siting will not impact emergency access.

C. If existing vegetation, relied upon for antenna screening, is removed, the antenna will not become highly visible.

**Section 18.72.130. Planning Commission – Findings – Action.** The planning commission may grant a conditional use permit if it finds that (*see specifically 8.*):

1. The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.

2. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.

3. The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

4. The proposed use will not adversely affect the abutting property or the permitted use thereof.

5. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.

6. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.

7. When this title or the town general plan specifies that a proposed use shall serve primarily the town and its spheres of influence, the approving authority must find that it is reasonable to conclude, based on the evidence before it, that the proposed use will meet a need in the town and that a majority of the clientele of the proposed use will come from the town and its spheres of influence within the near future, normally no more than two years. In general, in making such finding, the approving authority shall, in addition to other information, explicitly take into consideration all similar uses in the town and its spheres of influence.

8. For wireless communication facilities, that the proposed site location and facility design have the least adverse impact when compared with other feasible locations.

In addition to these provisions, the policy statement references zoning ordinance **Section 18.72.140.12**. In general, this section identifies several areas where the planning commission is granted specific authority to place conditions on the granting of a conditional use permit. Item 12 specifically states that the commission may require such other conditions to achieve the purposes of the zoning ordinance including:

12. And such other conditions as will make possible the development of the town in an orderly and efficient manner and in conformity with the interest and purposes set forth in this title and the general plan.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Councilmembers

**FROM:** Sandy Sloan, Town Attorney

**DATE:** November 10, 2010

**RE:** **T-Mobile Appeal**

T-Mobile has appealed the Planning Commission's denial of their application for a conditional use permit to locate a wireless communication facility at Golden Oak Drive and Peak Lane. A majority vote of all of the members of the Town Council is required to modify or reverse the Planning Commission's decision. Portola Valley Municipal Code Section 18.76.120. This memo will provide an overview of the legal framework associated with the appeal.

1. Telecommunications Act

The Telecommunications Act ("TCA") is a federal law designed to promote competition and reduce regulation among telecommunications providers. 47 USCA §253 et seq. As a federal law, the TCA preempts, restricts and outlines the authority local governments have in the consideration and approval of wireless communication facilities. With limitations, local governments retain authority over decisions regarding the placement, construction and modification of personal wireless service facilities. 47 USCA §332(c)(7).

2. Radio Frequency Emissions

One of the limitations on local authority is that "[n]o...local government...may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission's regulations concerning

such emissions.” 47 USCA §332(c)(7)(B)(iv).<sup>1</sup> A local agency may not deny an application for the installation of a wireless telecommunications facility based on concerns related to the effects of radio frequency (“RF”) emissions. SPRINTCOM, Inc. v. Puerto Rico Regulations and Permits Admin. (2008) 553 F.Supp.2d 87. Furthermore, a court may look at whether the decision was *implicitly* based on the environmental effects of RF emissions even though other concerns were expressed. In AT&T Wireless Services of California LLC v. City of Carlsbad (2003) 308 F.Supp.2d 1148, the court determined that “concern over the decrease in property values may not be considered as substantial evidence if the fear of property value depreciation is based on concern over the health effects caused by RF emissions.” Thus, the local agency may not deny an application using property values or aesthetics as a guise for denial based on RF concerns.

Even if some believe scientific studies conducted after the TCA went into effect show deleterious effects from RF emissions, the explicit language of the law cannot be ignored. As long as the RF emissions comply with the Federal Communications Commission (“FCC”) regulations, the application cannot be denied based on concerns regarding RF emissions. Nevertheless, a local government can require on-going monitoring of RF emissions to ensure that they do not exceed the levels established by the FCC.

### 3. Aesthetics

The TCA does not prohibit regulation based on aesthetics. However, any decision regarding aesthetics must be based upon substantial evidence (such relevant evidence as a reasonable mind might accept as adequate to support a conclusion). Sprint PCS Assets, LLC v. City of Palos Verdes Estates (2009) 583 F.3d 746. The law also requires more than generalized aesthetic concerns and the decision must be grounded in the specifics of the case. See Voice Stream PCS I, LLC v. City of Hillsboro (2004) 301 F.Supp.2d 1251, concluding that there was substantial specific evidence in the record related to the neighborhood’s prized natural setting, comprised of fir and evergreen trees, as well as a greenway. More specifically, there was no existing commercial development, towers or above ground power lines in the neighborhood. See also USOC of New Hampshire RSA No. 2 Inc. v. Town of BOW, New Hampshire (2007) 493 F.Supp.2d 199, concluding that a wireless antenna would impose an undue visual impact, which was contrary to the public interest and spirit of the zoning ordinance, which was to preserve the natural

---

<sup>1</sup>The language of the TCA is not specific to human health effects, but environmental effects generally. To the extent there is a claim that RF emissions affect birds, if the tower complies with FCC regulations concerning RF emissions, the town cannot regulate on that basis. In a recent unreported case, Richmond Residents for Responsible Antenna Placement v. City of Richmond, 2009 WL 5149855 the court concluded because the city could not regulate based on RF emissions, their action was ministerial and not a project for CEQA purposes. Because there was a report in the record indicating the facility would comply with applicable regulations, there was no need for CEQA review of RF effects.

beauty of the small New England community. In particular the land on which the WCF was proposed had historical significance and the Master Plan for the town listed the area in its “Natural, Cultural and Historical Resources Inventory” because of its scenic views of the White Mountains. As evidenced by the above cases, the law allows a local agency to deny a permit based upon aesthetics if the decision is supported by specific substantial evidence.

#### 4. Significant Gap

If a local agency wishes to deny an application for a wireless communication facility upon substantial evidence of an aesthetic impact, federal case law still requires an application be approved if the telecommunications company has demonstrated that there is a “significant gap” in coverage and the proposal is the least intrusive means to fill that gap. MetroPCS, Inc. v. City and County of San Francisco (9<sup>th</sup> Cir. 2004) 400 F.3d 715. Analysis of the significant gap is the first step in the analysis of whether the denial violates Section 332(c) of the TCA. Section 332(c) prevents unjust or unreasonable discrimination for the protection of consumers and the public interest and bars regulation that would prohibit or have the effect of prohibiting the provision of personal wireless services.

There are relatively few cases that have dealt with the issue of a “significant gap”. In MetroPCS, Inc. v. City and County of San Francisco (9<sup>th</sup> Cir. 2005) 400 F.3d 715, the court considered different standards other circuits had used to determine the definition of a “significant gap”. The 9<sup>th</sup> Circuit rejected the standard that there is a “significant gap” in service only if *no provider* is able to serve the “gap” area in question. Instead, the court concluded that a “significant gap in service (and thus an effective prohibition of service) exists when a service provider is prevented from filling a significant gap in *its own* coverage.” Metro PCS, Inc. at 733.

In the Metro PCS case, in its motion for summary judgment, the City of San Francisco argued the TCA did not assure every wireless carrier a right to seamless coverage and that the inability to cover a few blocks in a large city was not a “significant gap.” The court recognized that the TCA does not guarantee wireless service providers coverage free of small “dead spots” (small areas within a service area where the field strength is lower than the minimum level for reliable service). However, the court concluded that “significant gap” determinations are “extremely fact-specific inquiries that defy bright line legal rule.” Metro PCS, Inc. at 733-734. Thus, the determination of the existence of a “significant gap” is a factual inquiry.

In an unreported case<sup>2</sup>, MetroPCS, Inc. v. City and County of San Francisco (N.D. CA 2006) 2006 WL 1699580, the court considered the question of whether a lack of in-building coverage was sufficient to constitute a “significant gap”. Although there is a lack of controlling authority on the issue, the court concluded that any analysis of a significant gap should include consideration of a wireless carrier’s in-

---

<sup>2</sup> An unreported case cannot be relied on as precedent, but if a case is brought in the same court, it will give an indication of how that court will rule. San Mateo County cases are in the same federal district court as San Francisco cases.



building coverage. This conclusion was based on a case out of New York, Sprint Spectrum, L.P. v. Willoth (2<sup>nd</sup> Cir. 1999) 176 F.3d 630, where the court “embraced the notion that in-building coverage should be included in any significant gap analysis by stating that *de minimus* coverage holes are those that are limited in number and size, such as the interiors of buildings in a sparsely populated rural area<sup>3</sup>, or confined to a limited number of houses or spots as the area covered by buildings increases.” Accordingly, the court concluded “where coverage holes are large or frequent in number and size, and extend to the interior of buildings in urban areas or to a significant number of residences in well-populated areas, such coverage holes are actionable under the TCA.” MetroPCS, Inc. at 10. The court, reviewing the record consisting of propagation maps and drive tests, relied on the City’s consultant’s conclusion that an in-building coverage gap of two blocks with a 65% call failure rate in a densely populated area was significant.

The most recent 9<sup>th</sup> Circuit case discussing the issue of a “significant gap” is Sprint PCS Assets, L.L.C. v. City of Palos Verdes Estates (9<sup>th</sup> Cir. 2009) 583 F.3d 716. The court acknowledged that “significant gap” determinations are extremely fact-specific inquiries that defy any bright-line legal rule. In this case, the “bare-bones approach” taken by Sprint arguing that radio frequency propagation maps were sufficient to establish a “significant gap” was not enough for the court. “[T]hat there was a ‘gap’ in coverage is certainly not sufficient to establish that there was a ‘significant gap’ in coverage.” Sprint PCS at 727. The court did not specifically set out a test for determining what constituted a significant gap, but listed factors other federal Districts have considered in determining when a gap is more than a small dead spot: (1) whether the gap affected a significant commuter highway or railway, (2) the nature and character of the area or the number of potential users in the area who may be affected by the alleged lack of service, (3) whether facilities were needed to improve weak signals or to fill a complete void in coverage, (4) drive tests<sup>4</sup>, (5) whether the gap covers well traveled roads on which customers lack

---

<sup>3</sup> In the Sprint Spectrum case, the issue was the number of cell towers needed to serve the town. The only discussion of what constituted “rural” was a notation in the factual background that a consultant defined “a rural morphology as an area in which the population density is less than 250 people per square mile, and the recommended cell radius is set at 4 miles.”

<sup>4</sup> This factor comes from American Cellular Network Company, LLC v. Upper Dublin Township (2002) 203 F.Supp.2d 383, a case out of Pennsylvania where the wireless service provider demonstrated that the scope of the gap was significant and the court granted its motion for summary judgment. The test for significance was two-fold: (1) qualitative and (2) scope. The qualitative inquiry asked whether the service was sufficiently poor (i.e. number of dropped calls, instances of no service and signal strength). In this case, drive test data showed unreliable service—approximately 10% of the time the call could not go through or was interrupted, dropped or voices were unintelligible. This percentage (or even 5-7%) of unreliability was enough for the court to consider the gap significant. The scope inquiry asked how many users were affected and how large an area was in the gap. The court found 1/8 of a mile was not significant. However, the gap was significant based on the number of 911 calls that came from the area (approximately 1300).

roaming capabilities<sup>5</sup>, (6) whether the gap affects a commercial district, and (7) whether the gap poses public safety risk. These are factors that the Council should consider in making its decision on the T-Mobile appeal. It is not necessary that all or any particular one of these factors be present. These factors are simply a guide to the town in making its decision based on the facts presented.

#### 5. Least Intrusive

If there is a significant gap, the second step in the analysis of whether the denial violates Section 332(c) of the TCA is about the feasibility of alternatives to fill that gap. The provider must show that the manner in which it proposes to fill the significant gap in service is the “least intrusive” on the values that the denial sought to serve. MetroPCS, Inc. v. City and County of San Francisco (9<sup>th</sup> Cir. 2004) 400 F.3d 715. Cognizant of this standard, the provider in the T-Mobile USA, Inc. v. City of Anacortes (9<sup>th</sup> Cir. 2009) 572 F.3d 987, submitted an analysis of 18 alternative sites as a means to show that the proposal was the least intrusive. Nevertheless, the City of Anacortes denied the permit concluding the proposed site was not the least intrusive. The problem was the City failed to rebut T-Mobile’s showing of a lack of available and feasible alternative sites. The City’s own consultant concluded that T-Mobile had chosen the best possible location. Although some alternative sites may have been feasible, the City did not have any evidence in the record that the owners of those sites would be willing to allow a facility on their property. Because there was no alternative site available, denial of the application was an effective prohibition of wireless service in violation of Section 332(c) of the TCA. To summarize, a wireless provider must make the initial showing that the method it is proposing to fill a significant gap in its service is the least intrusive, but if the agency chooses to deny the permit on this basis it must provide evidence showing there are less intrusive means of filling the gap.

#### 6. Time for Processing Applications

Section 332(c)(7)(B)(ii) of the TCA requires a local government to act on any request to place, construct or modify personal wireless service facilities within a reasonable period of time after the request is filed, taking into account the nature and scope of the request. The FCC has ruled that a “reasonable period of time” to process an application for collocation (applications that do not involve a substantial increase in the size of a tower) of a personal wireless service facility is 90 days and is 150 days for all other wireless applications. The 90 and 150 day time periods take into account whether or not applications are complete. T-Mobile’s application was deemed complete by the town on February 22, 2010. Accordingly, the town would have needed to act on the application on before July 22, 2010, except that T-Mobile has waived these time periods for the purposes of this appeal.

---

<sup>5</sup> This factor may not be as relevant as other factors because the 9<sup>th</sup> Circuit test focuses on the gap in a provider’s own coverage. Roaming addresses whether other providers service the gap area.

cc: Town Manager  
Town Planner



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Angela Howard, Town Manager

**DATE:** May 11, 2011

**RE:** **Discussion – Proposed Naming of the Bill and Jean “Lane”**

It has been proposed to honor the many contributions to Portola Valley that Bill and Jean Lane have made (and continue to make) by naming either the center path that runs through the Town Center campus or the drive that runs from the schoolhouse to the stop sign *The Bill and Jean “Lane.”*

As both lanes are entirely within the Town’s property, no action other than the Council’s direction is needed (as opposed to naming or re-naming a public street).

If the Council is in support of this proposal, staff recommends the placement of two small wooden posts at either end of the “Lane.” Staff also recommends that because of Bill and Jean’s deep love and support of open space, a dedication ceremony for the new lane should be held at the next Blues & Barbeque.

### **Recommendation**

It is recommended that the Council discuss the proposal to name a path within the Town Center campus as *The Bill and Jean “Lane”* and then give direction to the staff.

#8

There are no written materials for this item.

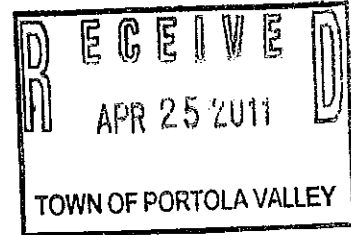
## **TOWN COUNCIL WEEKLY DIGEST**

Friday – April 29, 2011

- 
- ☐ 1. Letter to Council from Chip McIntosh resigning from the Finance Committee – April 22, 2011
  - ☐ 2. Memorandum to the San Mateo County Sheriff's Department regarding Town Center Reservations for May 2011 – April 29, 2011
  - ☐ 3. May 2011 Meeting Schedule
  - ☐ 4. Mailer sent to all Portola Valley residents regarding a meeting to discuss Sudden Oak Death on Saturday, May 14, 2011
  - ☐ 5. Mailer to contractors who work in Portola Valley regarding a Workshop & Networking Event on Thursday, May 5, 2011
  - ☐ 6. Agenda – Special Sustainability Committee Meeting – Monday, May 2, 2011
  - ☐ 7. Cancellation of Planning Commission Meeting scheduled for Wednesday, May 4, 2011
  - ☐ 8. Agenda – Traffic Committee Meeting – Thursday, May 5, 2011
  - ☐ 9. Agenda – Teen Committee Meeting – Friday, May 6, 2011
  - ☐ 10. Action Agenda – Special ASCC Field Meeting – Monday, April 25, 2011
  - ☐ 11. Action Agenda – Regular Town Council Meeting – Wednesday, April 27, 2011

McINTOSH PROPERTIES

April 22, 2011

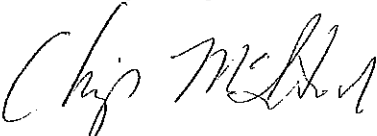


Portola Valley Town Council  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

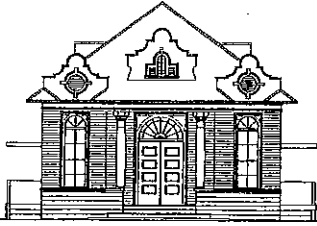
Dear Councilpersons,

I have decided to resign from the Portola Valley Finance Committee as of this date. I have appreciated my time serving on this committee.

Yours very truly,

  
Chip McIntosh

ATM:lmc



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** April 29, 2011  
**SUBJ:** Town Center Reservations for May 2011

Following is the current May 2011 schedule of events for the Town Center and surrounding area.

- May 3: Sheldon Breiner with Discovery of Olmec Monuments / Historic Schoolhouse / 7:30 – 9:00 pm
- May 7: Neighborhood Clean-Up & Prescription Drug Disposal / Ford Field / 8:00 – 11:00 am
- May 28: Canary Foundation Bike Event / Alpine & Portola / 5 am – 5 pm
- May 30: Memorial Day Observed / Town Hall Closed



# Town of Portola Valley

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

## MAY 2011 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, May 11, 2011

Wednesday, May 25, 2011

### PLANNING COMMISSION – 7:30 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Ann Wengert

Wednesday, May 4, 2011 – **CANCELLED**

Wednesday, May 18, 2011

### ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – John Richards

Monday, May 9, 2011

Monday, May 23, 2011

### CABLE TV COMMITTEE – 8:15 AM (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months

Council Liaison – John Richards

Thursday, May 12, 2011

### COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

### CONSERVATION COMMITTEE – 8:00 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, May 24, 2011

### CULTURAL ARTS COMMITTEE

Council Liaison – Maryann Derwin

Thursday, May 12, 2011 at 12:45 PM

### EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2<sup>nd</sup> Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – Steve Toben

Thursday, May 12, 2011

### FINANCE COMMITTEE

Council Liaison – Ann Wengert

Tuesday, May 31, 2011 at 5:30 PM in the Town Hall Conference Room

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll  
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – John Richards  
As announced

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

Council Liaison – Ann Wengert

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 – Steve Toben  
Monday, May 16, 2011

PUBLIC WORKS COMMITTEE

Council Liaison – Ann Wengert  
As announced

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

Council Liaison – Maryann Derwin  
Monday, May 2, 2011 – Special Meeting  
Monday, May 16, 2011 – Regular Meeting Cancelled

TEEN COMMITTEE

Council Liaison – Maryann Derwin  
Friday, May 6, 2011 – 5:00 PM

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

Council Liaison – Ted Driscoll  
Thursday, May 5, 2011

TRAILS & PATHS COMMITTEE – 8:15 AM (2<sup>nd</sup> Tuesday of each month, or as needed)

Council Liaison – Ted Driscoll  
Tuesday, May 10, 2011 – 8:15 AM

# Portola Valley & Woodside SOD-BLITZ

## SUDDEN OAK DEATH /PHYTOPHTHORA RAMORUM

### Community Meeting & Instruction

10:00 A.M., Saturday May 14, 2011

Woodside Town Hall, 2955 Woodside Road, Woodside  
Specimen Collection in the Field: May 14 and 15, 2011



**SUDDEN OAK DEATH (SOD) IS A MAJOR PROBLEM IN OUR AREA. YOU CAN BE A CITIZEN-SCIENTIST AND BE PART OF THE SOLUTION. ONLY A BIT OF YOUR TIME ON TWO DAYS IS REQUIRED.**

To aid in understanding SOD, residents are invited to collect specimens which will be used in producing detailed local maps of the disease distribution.

**A short organizational meeting will be held** on Saturday, May 14, at 10:00 A.M. at Woodside Town Hall. At this meeting volunteers will learn to:

- identify bay trees, which are frequent carriers of the disease
- collect samples of bay leaves
- record sample locations using addresses or GPS (samples may be collected anywhere in the Portola Valley and Woodside area, including areas that were sampled in previous years)
- use distributed materials for specimen collection and labeling

Matteo Garbelotto, Associate Adjunct Professor in the Department of Environmental Science, Policy and Management at U.C. Berkeley will answer questions about Sudden Oak Death and this study.

**Samples will be collected** by volunteers on Saturday, May 14 and/or Sunday, May 15 and returned to either Portola Valley Town Hall or Woodside Town Hall by 4 p.m. on Sunday (for pickup by lab).

**U.C. Berkeley diagnostic laboratory** will analyze each sample through microscopic and DNA analysis. After all samples have been tested, a map will be generated confirming the presence or absence of the pathogen in the area. This map will expand the mapping which was generated by the SOD-BLITZs held in 2008, 2009, and 2010. To see results from previous years, visit [www.matteolab.com](http://www.matteolab.com).

Next fall a U.C. Berkeley SOD expert may be available to visit local SOD hotspots discovered during the Blitz and give disease management recommendations.

**For more information, contact:**

Carol Borck, Town of Portola Valley, 851-1700 x211, [cborck@portolavalley.net](mailto:cborck@portolavalley.net)

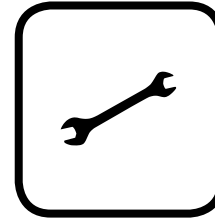
# Energy Upgrade Portola Valley CONTRACTOR WORKSHOP & NETWORKING EVENT

Thursday, May 5, 2011

9 am - 12 pm

Portola Valley Town Center

Community Hall  
765 Portola Road  
Portola Valley, CA 94028



GROW YOUR BUSINESS IN PORTOLA VALLEY, WOODSIDE, ATHERTON, AND LOS ALTOS HILLS!

---

**THIS FREE WORKSHOP** introduces two new programs  
– Acterra High Energy Homes and Energy Upgrade California  
– to local contractors interested in partnering with the Town  
of Portola Valley and surrounding communities.

## COME IF YOU'RE A...

- ◆ General, Plumbing, Insulation / HVAC Contractor
- ◆ Window, Solar and Thermal Solar Installer
- ◆ Swimming Pool and Landscaping Contractor / Service Provider
- ◆ Jack of all trades / handyman!

**SPACE  
IS LIMITED.  
REGISTER TODAY!**



<http://energyupgradecontractorworkshop.eventbrite.com>

## WHAT WILL YOU GET?


- ✓ **Learn Tips, resources, and marketing materials** on how to provide your customers with energy and water-efficiency solutions.
- ✓ **Come to the event and we'll hand out your business card** at our program's kick-off event for residents on May 10th, and plug you into our referral rewards program!
- ✓ **Gain credibility within the community** as a business who cares, and join a growing industry of contractors specialized in improved comfort, safety, and home energy performance.

**TURN OVER FOR WORKSHOP SCHEDULE. →**

# Energy Upgrade Portola Valley Contractor Workshop & Networking Event

## SCHEDULE OF EVENTS

9 – 9:30 AM  NETWORKING/REFRESHMENTS

9:30 – 11:30 AM  WORKSHOP

- Introduction to **Energy Upgrade Portola Valley**
- Overview of **Energy Upgrade California**
- Panel Discussion and Q&A with Energy Upgrade California-Qualified contractors
- Key strategies and techniques for marketing home performance improvements to your customers from marketing expert Michael Neuendorff

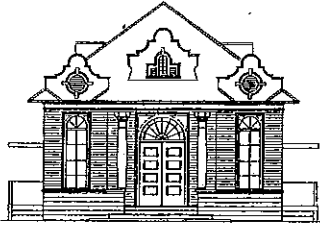
11:30 – 12 PM  NETWORKING/LUNCH  
**Pauline's Cuisine Taco Truck** on-site at 11:30 AM (no host)

### Questions?

Brandi de Garneau, Sustainability & Resource Efficiency Coordinator

Phone: 650.851.1700 ext. 222

Email: [bdegarmeaux@portolavalley.net](mailto:bdegarmeaux@portolavalley.net)

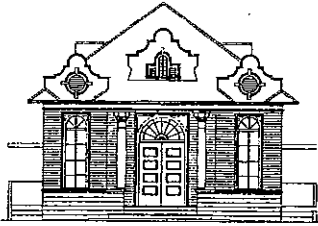


**TOWN OF PORTOLA VALLEY**  
***Special Sustainability Committee Meeting***  
**Monday, May 2, 2011 – 4:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

---

**AGENDA**

1. Call To Order
2. Oral Communications
3. Approval of Minutes from March 21, 2011 & April 11, 2011
4. Update on Programs
  - a. Acterra High Energy Home Program
  - b. Energy Upgrade Portola Valley
5. Review of Events
  - a. Earth Day Fair
  - b. Contractor Workshop – May 5<sup>th</sup> from 9:00 a.m. - Noon
  - c. Evening Kick-Off Event – May 10<sup>th</sup> @ 7:00 p.m.
  - d. Tuesday Series
6. Idea Exchange for Marketing Campaign
7. Next Steps, Next Meeting Date & Reminders
  - a. Next Meeting – Discuss Date (scheduled June 20, 2011)
8. Announcements
9. Adjournment by 5:30 p.m.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning & Building Assistant

**DATE:** April 29, 2011

**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, May 4, 2011 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, May 18, 2011 at 7:30 p.m.

cc: Town Manager  
Town Council  
Town Planner  
Country Almanac  
Barbara Templeton

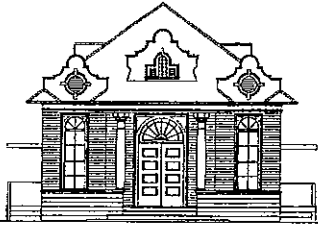
---

This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: April 29, 2011

CheyAnne Brown  
Planning & Building Assistant

---



TOWN OF PORTOLA VALLEY  
Traffic Committee Meeting  
Thursday, May 5, 2011 – 8:15 AM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

---

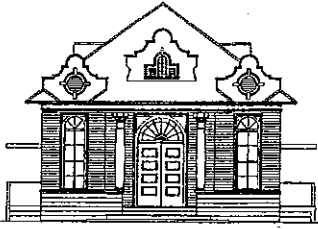
### AGENDA

1. Call meeting to Order
2. Introduction of Guests
3. Approval of March minutes
4. Oral Communications  
*Anyone is welcome to speak out on topics not on the agenda*
5. Old Business
  - a) Traffic Accident and Citation Report (February and March 2011)
6. New Business
  - a) Charter update from original founding resolution
  - b) Council discussion on bicycles and committee direction
  - c) Report from Safe Routes to School
7. Other Business
  - a) New Members
8. Written Communications
9. Adjournment

Next meeting: June 2, 2011 8:15 am (to be confirmed)

**PLEASE CALL CHRIS BUJA (851-8171) IF YOU ARE UNABLE TO ATTEND THE MEETING.**

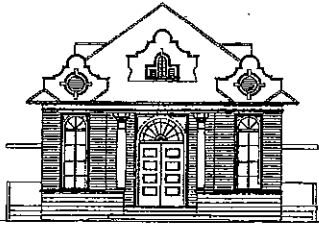




TOWN OF PORTOLA VALLEY  
*Teen Committee Meeting*  
Friday, May 6, 2011 - 5:00 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

### AGENDA

1. Call to Order. Welcome.
2. Oral Communications
3. Approval of minutes from April meetings (April 1 and April 8)
4. PV Town Picnic on Saturday, June 4
  - Face painting
  - Movie night
5. Sharing the Bounty
  - Plan to meet with Corte Madera faculty to firm up schedule and plans
  - Plan to meet with Brad Peyton and PV Garden Club for mentoring
  - How will this work? Scheduling challenges, etc.
6. Report on Dance for Japan
7. Adjournment



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, April 25, 2011  
Special Field Meeting (time and place as listed herein)  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

ACTION

SPECIAL JOINT PLANNING COMMISSION/ASCC FIELD MEETING\*

4:00 p.m., 15 Sausal Drive *Preliminary* Review for New Residence, Pool, and Site Development Permit X9H-626 PLEASE MEET AT OLD SCHOOLHOUSE AT 3:45PM TO CARPOOL TO THE SITE (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA\*

1. Call to Order: 7:32 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (**Warr absent. Also present: Tom Vlastic Town Planner; Carol Borck Planning Technician; John Richards Town Council Liaison; Leah Zaffaroni Planning Commission Liaison**)
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 Architectural Review for New Entry Gate and Fencing, 5 Possum Lane, Kjellesvig **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and Planning staff.**
5. New Business:
  - a. Preliminary Architectural Review for New Residence, Pool, and Site Development Permit X9H-626, 15 Sausal Drive, Quezada **Vlastic reviewed comments from field meeting, ASCC provided further input, project continued to 5/9/11 meeting.**
6. Other Business:
  - a. Proposed Refurbishment of Ford Field, Town of Portola Valley *Review continued to 5/9/11 meeting* **Continued to 5/9/11 meeting.**
7. Approval of Minutes: April 11, 2011 **Approved as submitted.**
8. Adjournment 8:26 p.m.

---

\*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.

---

**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.

---

#### **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).

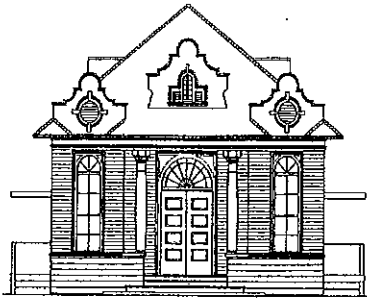
---

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

Date: April 22, 2011

CheyAnne Brown  
Planning & Building Assistant

---



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting  
Wednesday, April 27, 2011  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

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

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

All Present

### 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.

None

### 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** – Regular Town Council Meeting of April 13, 2011

Approved as amended 4-0-1, Mayor Driscoll abstained

- (2) **Approval of Warrant List** – April 27, 2011

Approved 5-0

### REGULAR AGENDA

- (3) **Discussion** – Town Manager with Review of Emergency Preparedness Goals (7:40 pm)

Following discussion and recommendations Council requested that an additional training session be scheduled for the August 31<sup>st</sup> Council special meeting

- (4) **Discussion and Council Action** – Report from Town Planner's Office with an update on the Sustainable Communities Strategy process and Town Efforts to meet Housing Element BMR requirements (8:15 pm)

- (a) Initial Vision Scenario for the Sustainable Communities Strategy

Councilmember Ann Wengert was appointed to participate in the county's Political Advisory Committee on Sustainable Communities Strategy (Vice Mayor Derwin is alternate)

- (b) Status of Blue Oaks BMR Lots and Next Steps

To accomplish the requirements of the certified housing element the town will establish a Blue Oaks BMR working Committee. Councilmember Ann Wengert was appointed as Council representative along with Planning Commissioner McIntosh, Town Manager, Town Attorney and a representative from the town planner's office.

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (5) **Discussion and Council Action** – Commercial Activity in Parks and Recreation Areas (8:50 pm)

Staff was directed to continue refinement on the proposed ordinance and bring back to the Council at a future meeting.

- (6) **Reports from Commission and Committee Liaisons** (9:03 pm)

There are no written materials for this item.

Councilmember Wengert – Public Works Committee discussed their budget and reviewed emergency procedures by walking the town center site. Nature & Science Committee discussed their budget, upcoming Flight Night, scheduled for May 19, a Star Party and possibly an Einstein Project. The Planning Commission held a preliminary

review for redevelopment of an Alpine Hills property and discussed the planning budget.

Councilmember Toben – The Emergency Preparedness Committee may possibly have two new candidates, both physicians. The Committee will have a presence at the Town Picnic displaying emergency kits for resident homes. The Committee will participate in a country wide field day contest of Ham Radio operators, scheduled for the performance lawn at town center on June 25. Parks and Recreation Committee discussed the renovation of Ford Field and are looking into the possibility of an in-house softball league. Firewise Committee met in March to discuss the chipper schedule by neighborhood and the idea of rotating every year so residents who may need to clear their property earlier have the chance. The district is concerned with water availability and access to properties vulnerable to fire. Announced at the meeting was speaker, Steve Quarles from UC Berkley, will speak at Woodside Elementary Theatre on May 3<sup>rd</sup> on “Protecting homes/buildings from wildfire”.

Councilmember Richards – HEART reviewed its accomplishments from the prior year and must recruit for a new director. The ASCC held a field trip for preliminary architectural review for new residence on Sausal, item continued to a future meeting. The San Mateo County Emergency Services Council must reduce its budget and therefore its services. The Belmont HazMat Team may likely disband which will leave San Mateo County to manage.

Vice Mayor Derwin – The Cultural Arts Committee is reviewing the committee's definition, reviewed their budget and has scheduled dates for the Summer Concert Series. The Earth Day Fair at town center was a success but not as well attended as expected. Councilmember Toben suggested holding the Earth Day Fair at the Town Picnic.

Mayor Driscoll – Conservation Committee discussed their concern of Firewise Council campaign and being consistent with habitat preservation. The committee will now take responsibility for the native garden at town center.

#### WRITTEN COMMUNICATIONS (9:40 pm)

(7) Town Council Weekly Digest – April 15, 2011

#5 – Town Manager announced that the hitching rack will soon be installed

#1 – Mayor Driscoll noted the amount of work that is necessary to complete the Hasso-Plattner Audit

(8) Town Council Weekly Digest – April 22, 2011

#1 – Council requested staff ensure that vendors in town were not using polystyrene-based containers

#### ADJOURNMENT: 9:45 pm

**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).

## TOWN COUNCIL WEEKLY DIGEST

Friday – May 6, 2011

- 
- ☐ 1. Mailer sent to all Portola Valley residents regarding Energy Upgrade Portola Valley on Tuesday, May 10, 2011
  - ☐ 2. Month End Financial Report for the month of April, 2011
  - ☐ 3. San Mateo County Sheriff's Office Town of Portola Valley Crime Report for October – December 2010
  - ☐ 4. San Mateo County Sheriff's Office Town of Portola Valley Crime report for January – March, 2011
  - ☐ 5. Agenda – Regular ASCC Meeting – Monday, May 9, 2011
  - ☐ 6. Agenda – Trails and Paths Committee Meeting – Tuesday, May 10, 2011
  - ☐ 7. Agenda – Emergency Preparedness Committee Meeting – Thursday, May 12, 2011
  - ☐ 8. Agenda – Cable and Undergrounding Committee Meeting – Thursday, May 12, 2011
  - ☐ 9. Agenda – Cultural Arts Committee Meeting – Thursday, May 12, 2011

### Attached Separates (Council Only)

- ☐ 1. Invitation to attend Education Forum: State Budget Update on Tuesday, May 17, 2011
- ☐ 2. Invitation to attend InnVision's Garden Gala 2011 on Sunday, June 5, 2011
- ☐ 3. Invitation to attend The State of the San Francisco Estuary Conference on September 20 – 21, 2011
- ☐ 4. MTC's "Transactions" – Spring 2011
- ☐ 5. The Federal Technology Center's "GovLink Review" – May/June 2011
- ☐ 6. "Labor" – May 2011
- ☐ 7. League of California Cities "Western City" – May 2011

**You're invited.**

**THE PREMIERE OF**

**ENERGY UPGRADE  
PORTOLA VALLEY**

**Tuesday, May 10th**

**6:30 - 9:00 pm**

Portola Valley Town Center  
(Community Hall)

**LET'S TALK ENERGY.**

Find out how a home energy assessment can identify health, comfort, and energy-saving opportunities in your home. Bring your PG&E account information and we'll help you set up a tracking system for your home's energy health. Refreshments will be served.

Join us in this exciting **FREE** event for Portola Valley.  
**LISTEN, LEARN, DISCUSS, AND BE INSPIRED.**

**SPACE IS LIMITED.  
RSVP TODAY! ↓**

<http://portolavalleypremiere.eventbrite.com>



**EMPOWER YOUR HOME.  
EMPOWER YOUR COMMUNITY.**

Find out more at **empowerportolavalley.com**

**TAKE THE HOME ENERGY QUIZ:**

- WAS YOUR HOME BUILT OVER 20 YEARS AGO?
- DO YOU SPEND OVER \$500 / MONTH ON UTILITIES?
- ARE YOU PLANNING ANY HOME IMPROVEMENT PROJECTS?
- DO YOU HAVE ASTHMA / ALLERGY SYMPTOMS INDOORS, EVEN DURING WINTER?
- IS YOUR HOME'S HEAT PROVIDED BY A BIG, HULKING MACHINE?
- IF YOU ANSWERED **YES** TO ANY OF THE ABOVE, YOU'RE A GOOD CANDIDATE FOR A HOME ENERGY ASSESSMENT.



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

Presorted  
Standard  
**US POSTAGE  
PAID**  
Menlo Park, CA  
94025  
Permit No. 581

ECRWSS  
Postal Customer  
Portola Valley, CA 94028





## MONTH END FINANCIAL REPORT

### FOR THE MONTH OF: April 2011

C	Bank of America	\$	118,052.58
A	Local Agency Investment Fund (0.5%)	\$	7,903,310.55
S			
H	<b>Total Cash</b>	<b>\$</b>	<b>8,021,363.13</b>
<hr/>			
F	05 General Fund	\$	2,616,000.26
U	08 Grants	\$	11,982.00
N	10 Safety Tax	\$	103,992.51
D	15 Open Space	\$	3,006,547.71
S	20 Gas Tax	\$	56,598.08
	25 Library Fund	\$	397,960.42
	30 Public Safety/COPS	\$	25,373.05
	40 Park in Lieu	\$	6,191.75
	45 Inclusion In Lieu	\$	158,033.23
	60 Measure A	\$	183,197.78
	65 Road Fees	\$	779,835.79
	75 Crescent M.D.	\$	71,304.35
	80 PVR M.D.	\$	13,392.10
	85 Wayside I M.D.	\$	5,692.14
	86 Wayside II M.D.	\$	(92,771.75)
	90 Woodside Highlands M.D.	\$	184,458.93
	95 Arrowhead Mdws M.D.	\$	(1,799.67)
	96 Customer Deposits	\$	495,374.45
	<b>Total Fund Balance</b>	<b>\$</b>	<b>8,021,363.13</b>
<hr/>			
A	Revenues for Month:	\$	860,096.07
C	LAIF Interest Deposit (0.51%)	\$	8,000.80
T	<b>Total Revenues for Month:</b>	<b>\$</b>	<b>868,096.87</b>
I			
V	Warrant List 4/13/11	\$	(117,063.46)
I	Warrant List 4/27/11	\$	(74,329.31)
T	Payroll	\$	(124,954.30)
Y	<b>Total Expenses for Month:</b>	<b>\$</b>	<b>(316,347.07)</b>
	<b>Activity Balance</b>	<b>\$</b>	<b>551,749.80</b>
<hr/>			
S	Beginning Cash Balance:	\$	7,465,751.77
U	Total Revenues	\$	868,096.87
M	Total Expenses	\$	(316,347.07)
M	Void #44427,43546	\$	3,861.56
A			
R			
Y	<b>Ending Cash Balance</b>	<b>\$</b>	<b>8,021,363.13</b>

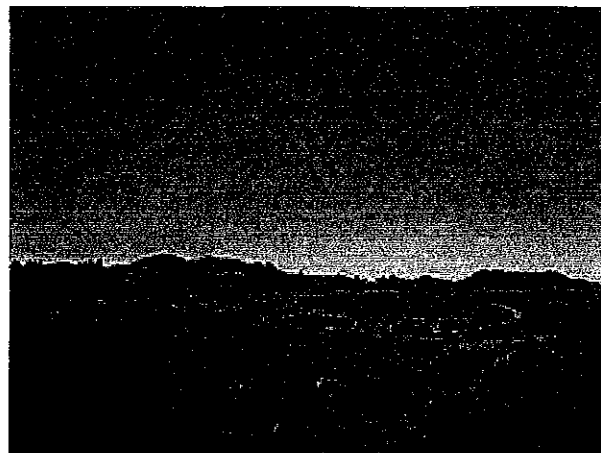
Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.

# San Mateo County Sheriff's Office



## Town of Portola Valley

### Crime Activity Report



*Quarterly Summary*

*October - December, 2010*

Greg Munks  
Sheriff

# San Mateo County Sheriff's Office

---

## Crime Activities Town of Portola Valley

*Quarterly Summary*  
*October - December, 2010*

### Table of Contents

#### Quarterly Comparisons

Total Activities.....	1
Crime Related Activities.....	1
Traffic Related Activities .....	2
Citations Issued.....	2
Summary of Quarterly Crime Statistics.....	3-8

# San Mateo County Sheriff's Office

## Crime Activities Town of Portola Valley

### Quarterly Comparison for Year of 2010

Total dispatched and self-initiated activities:

	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
<b>Activities</b>	986	702	432	544	2,664

Crime related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
<b>Homicide</b>	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0
<b>Assault</b>	0	1	0	1	2
<b>Burglary - Other*</b>	1	0	1	0	2
<b>Burglary - Auto</b>	0	2	1	2	5
<b>Theft</b>	2	0	2	1	5
<b>Auto Theft</b>	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0
<b>Kidnap</b>	0	0	0	0	0
<b>Missing Person or Runaway</b>	1	3	0	3	7
<b>Firearm Discharge</b>	0	3	3	0	6
<b>Suspicious Circumstance**</b>	49	37	24	31	141
<b>Disturbances (F/N)***</b>	6	7	9	3	25
<b>Drug Activities</b>	0	1	0	0	1
<b>Vandalism</b>	1	0	0	0	1
<b>Intoxicated Person</b>	0	0	0	0	0
<b>Alarm Commercial</b>	13	4	2	0	19
<b>Alarm Other</b>	88	100	46	75	309
<b>Emergency Medical</b>	7	3	3	7	20
<b>Domestic Violence</b>	1	1	0	0	2
<b>Total Crime Activities</b>	169	162	91	123	545

\* Commercial / Residential

\*\* Includes suspicious persons and vehicles

\*\*\* (F) Family / (N) Neighbor

# San Mateo County Sheriff's Office

## Crime Activities Town of Portola Valley

### Quarterly Comparison for Year of 2010

Traffic related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
<b>Enforcement Stops</b>	382	194	146	81	803
<b>Drunk Driving</b>	4	5	0	2	11
<b>Abandoned Vehicles</b>	0	0	0	1	1
<b>Vehicles Towed</b>	0	0	0	1	1
<b>Traffic Investigation*</b>	31	30	15	35	111
<b>Accidents -Total</b>	6	4	6	12	28
<b>Property</b>	5	4	3	7	19
<b>Injury</b>	1	0	3	5	9
<b>Total Traffic Activities</b>	423	233	167	132	955

\* Includes investigation of speeding vehicles, reckless drivers, parking violations, traffic hazards, traffic controls, etc.

Citations Issued:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
<b>Citations Issued - Moving</b>	356	201	203	73	833
<b>Citations Issued - Parking</b>	16	13	0	1	30
<b>Citations Issued - Bicycles</b>	55	51	93	24	223
<b>Total Traffic Citations</b>	427	265	296	98	1,086

# SUMMARY OF PORTOLA VALLEY CRIME STATISTICS

## October – December, 2010

---

<u>DATE</u>	<u>CRIME</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
10/03/10	ID Theft #10-5523	100 Blk. Palmer Lane	The victim advised that unknown subject(s) used his credit card to purchase approx. \$6000.00 in airline tickets back in March of 2010. The victim did not give anyone permission to use or possess his information.
10/07/10	Citations #10-5588	100 Blk. Portola Rd.	The driver was pulled over for not stopping at a stop sign and found to be driving on a suspended license. She was cited and was released at the scene.
10/10/10	Suspicious Circumstance #10-5667	400 Blk. Monoka Drive	The Reporting Party stated that he heard his dogs barking, which is very unusual because his neighborhood is usually very quiet. The R/P did not get up to see why his dogs were barking at that time. Later, the R/P took his dogs out for a morning walk and he found broken glass and some burnt material that was used as a wick on top of what appeared to be a twelve ounce glass beverage bottle, on the street in front of his residence. There was what appeared to be a burn mark caused by a flammable fluid approximately one foot in diameter on the pavement. Other than the burn mark on the pavement, there was no other damage. There are no suspects at this time.
10/25/10	ID Theft #10-5939	100 Blk. Alhambra Court	Suspect(s) attempt to cash a counterfeit check in Tracy, Ca. using the Victim's identity. The Victim requested to make a local report for identity theft. The deputy gave the victim information on how to protect herself against ID Theft.
11/02/10	Theft #10-6089	200 Blk Wyndham Dr.	The unknown suspect(s) removed two personal checks from the victim's Mail box. The victim was unaware her checks had been stolen until 11-1-10, when she was contacted by Wells Fargo Bank in Sacramento. Wells Fargo Bank

informed the victim that a female adult attempted to cash one of her personal checks. After being contacted by Wells Fargo the victim closed her checking account and placed a "stop payment" on both of the stolen checks. On 11-2-10, the victim was contacted by an officer from the Sacramento Police Department. The officer told the victim they had arrested the female adult at a Wells Fargo Bank in Sacramento. The officer informed the victim that the female adult attempted to cash one of her personal checks.

11/06/10 Auto Burglary 500 Blk. Portola Rd.  
#10-6170

Unknown suspect(s) entered the Victim locked vehicle by smashing the rear window. The victim's purse was taken. The loss was approximately \$740.00.

11/14/10 Theft 200 Blk. Canyon Drive  
#10-6298

Deputy was dispatched on the report of a theft from an unlocked vehicle. The victim stated that he parked his vehicle on 11/13/10 in his front driveway. The victim stated he did not lock the vehicle because of an electrical malfunction. When he returned out to his vehicle on 11/14/10 he found the passenger side door open and the interior contents rummaged through. The victim stated he was missing a set of Aviator sun glasses valued at approx. \$30.00.

11/14/10 Theft 200 Blk. Canyon Drive  
#10-6299

Deputy was dispatched on the report of a theft from an unlocked vehicle. The victim stated that he parked his vehicle on 11/13/10 in his front driveway. He stated he did not lock his vehicle. When he was notified by his neighbor about his vehicle being burglarized he went out to his vehicle and found that the inside of the interior contents had been rummaged through. The victim stated he was missing a set of sun glasses valued at approx. \$20.00, a bag of change from the glove box valued at approximately \$25.00 to \$30.00 and some keys to a rental property. The victim stated that he recovered several items he found lying on the ground.

11/14/10 Traffic Alpine Rd / Portola Rd.

A solo vehicle traffic collision was

#10-6306	Vandalism #10-6314	200 Blk. Shawnee Pass	reported at the intersection of Alpine Road at Portola Road in Portola Valley. The involved vehicle knocked down a pole and sign at the intersection. The vehicle backed off the pole and left the scene E/B on Alpine Road. This was reported by a witness.
11/15/10	Vandalism #10-6314	200 Blk. Shawnee Pass	Unknown suspect(s) vandalized two garden sheds located in the school garden. The doors were pulled open and the 1" by 6" boards were broken. Suspects also removed the wooden caps from three 4"x4" posts. In the court yard of the school, two of the picnic tables were stacked on top of each other. Unknown suspect(s) made entry through an unsecured gate. No items were reported missing from the sheds. The Reporting Party estimated the damage to be approximately \$200.00.
11/17/10	Theft #10-6336	200 Blk. Golden Oak Drive	The victim stated that he had been advised by his wife that her jewelry was stolen. The victim stated that his wife had noticed her jewelry missing as she was preparing to go to church. The victim stated his wife had last worn the jewelry for work on 11/10/10 and had put it away in her bathroom cabinet drawer, which is always locked. The R/P stated that the house cleaners came to clean on 11/11/10. The victim stated that his wife had forgotten to lock the bathroom cabinet drawer on 11/11/10 as she did not remember the house cleaners were coming. The victim stated that the house cleaner showed up at approximately at Noon and that both he and his wife were home while the house was being cleaned. The victim estimated the loss to be between \$3000.00 and \$5000.00.
11/20/10	Traffic #10-6381	Corte Madera Rd / Portola Rd.	Vehicle #1 entered the intersection intending to turn left and collided with Vehicle #2. The impact and the wet roadway spun Vehicle #1 approximately 90 degrees to a westward facing direction alongside and slightly behind of Vehicle #2. Both Vehicles remained on their wheels and in the westbound lane of



			Portola Road.
11/25/10	Incident Report #10-6454	Alpine Rd. / Los Trancos Rd.	Deputy was dispatched to contact the Reporting Party via telephone regarding a mountain lion sighting. The R/P stated he was driving on Los Trancos Rd. at Alpine Rd. when he saw the mountain lion on the side of the road. The mountain lion walked south on Los Trancos Rd. The R/P followed the mountain lion for approximately 50 feet when it left the roadway and walked into the brush. The R/P lost visual of the mountain lion at that point. He stated he was positive it was a mountain lion. An alert was sent to the surrounding community advising them of the mountain lion sighting.
11/27/10	Vandalism #10-6475	200 Blk. Wayside Rd.	The victim stated that on 11-21-2010 his wife noticed that one of the posts for a retaining wall that borders the front of his residence had been damaged. One of the posts was found sheared off and laying in the driveway. The victim estimates the damage to the retaining wall at approximately \$800.00.
11/30/10	Incident Report #10-6527	700 Blk. Portola Rd.	Deputy was dispatched to a report of a traffic accident. Upon arrival he was directed to the pedestrian pathway of the town hall, where a Portola Valley Town vehicle backed into a resident's vehicle. This accident caused moderate damage.
11/30/10	Auto Burglary #10-6538	300 Blk. Wyndham Drive	A vehicle burglary occurred in front of a residence on the 300 Blk. of Wyndham Drive. Entry was via the front passenger window, which was smashed. Stolen out of the vehicle were a blouse and a purse containing a wallet, driver's license, credit cards, and approximately \$200.00 in U.S. currency. There were no witnesses to this incident.
12/09/10	Theft #10-6672	900 Blk. Portola Rd.	Unknown suspect(s) enter the unlocked vehicle and remove a brief case containing a laptop computer and a gym bag containing gym clothes and make-up. The suspect(s) leave undetected in an unknown direction. The estimated loss is \$3,675.00.

12/09/10	Theft #10-6675	700 Blk. Portola Rd.	Unknown suspect(s) removed a shoulder bag containing miscellaneous small hand tools, miscellaneous paperwork and a camera from the front passenger side floor area of an unlocked vehicle. The values of the missing items were approximately \$350.00. There are no suspects, leads or evidence at this time.
12/17/10	Fraud #10-6801	200 Blk. Corte Madera Rd.	The victim lost her wallet in Oakland on 11-02-10 and reported the incident to her bank. The victim ordered new ATM cards from her bank but did not receive them. Later, Wells Fargo Bank called her about fraudulent charges made on her account. The victim thinks her new bank cards were stolen from her mail box and the unknown suspect(s) used them.
12/19/10	DUI #10-6834	Alpine Rd. / Willowbrook Dr.	Deputy responded to the report of a non-injury vehicle collision on Alpine Rd near Willowbrook Dr. Upon arrival, the deputy contacted who identified himself as the driver of an Audi which had crashed into a tree. The driver displayed the objective symptoms of alcohol intoxication and also admitted to drinking seven beers. David George Caron from Los Altos was arrested driving under the influence. Caron was also on DUI probation for previous DUI two years ago. Caron was booked into the county jail.
12/23/10	Theft #10-6882	200 Blk. Canyon Drive	Unknown suspect(s) break passenger side window by unknown means and remove a grey and black roadside emergency bag. Suspect(s) leave undetected in an unknown direction.
12/23/10	Theft #10-6883	100 Blk. Hayfields Rd.	Unknown suspect(s) entered an unlocked vehicle and removed a backpack containing an Apple laptop computer. Suspect(s) leave undetected in an unknown direction. Total loss is estimated at \$4,100.00.
12/23/10	Theft #10-6883	100 Blk. Tynan Way	Unknown suspects entered the victim's unlocked vehicle and stole power tools. The total loss is estimated at \$1000.00
12/23/10	Auto Burglary	100 Blk. Golden Oak Dr.	Unknown suspects smashed the rear

	#10-6884		driver's side window of the victim's vehicle and stole a "Magenta" colored business shoulder bag containing business papers.
12/23/10	Theft #10-6886	100 Blk. Hayfields Rd.	Unknown suspect(s) enter unlocked vehicle and removed victim's gym bag with an older silver Ipod Nano in it. Suspect(s) leave undetected in an unknown direction. Total loss is estimated at \$150.00.
12/26/10	DUI #10-6932	Canyon Dr. / Portola Rd.	Bradley Robertson from Atherton was arrested for drunk driving. He was transported to San Mateo County Jail.

# San Mateo County Sheriff's Office

---

## Town of Portola Valley

### Crime Activity Report



*Quarterly Summary*

*January - March, 2011*

Greg Munks  
Sheriff

# San Mateo County Sheriff's Office

---

## Crime Activities Town of Portola Valley

### *Quarterly Summary*

*January - March, 2011*

## Table of Contents

### Quarterly Comparisons

Total Activities.....	1
Crime Related Activities.....	1
Traffic Related Activities .....	2
Citations Issued.....	2
Summary of Quarterly Crime Statistics.....	3-10

# San Mateo County Sheriff's Office

## Crime Activities Town of Portola Valley

### Quarterly Comparison for Year of 2011

Total dispatched and self-initiated activities:

	<i>1st Quarter</i> <i>Jan. - March</i>	<i>2nd Quarter</i> <i>April - June</i>	<i>3rd Quarter</i> <i>July - Sept.</i>	<i>4th Quarter</i> <i>Oct. - Dec.</i>	<i>Total</i> <i>Year to Date</i>
<b>Activities</b>	776				776

Crime related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter</i> <i>Jan. - March</i>	<i>2nd Quarter</i> <i>April - June</i>	<i>3rd Quarter</i> <i>July - Sept.</i>	<i>4th Quarter</i> <i>Oct. - Dec.</i>	<i>Total</i> <i>Year to Date</i>
<b>Homicide</b>	0				0
<b>Rape</b>	0				0
<b>Robbery</b>	0				0
<b>Assault</b>	2				2
<b>Burglary - Other*</b>	0				0
<b>Burglary - Auto</b>	1				1
<b>Theft</b>	0				0
<b>Auto Theft</b>	0				0
<b>Arson</b>	0				0
<b>Kidnap</b>	0				0
<b>Missing Person or Runaway</b>	1				1
<b>Firearm Discharge</b>	2				2
<b>Suspicious Circumstance**</b>	46				46
<b>Disturbances (F/N)***</b>	0				0
<b>Drug Activities</b>	0				0
<b>Vandalism</b>	1				1
<b>Intoxicated Person</b>	1				1
<b>Alarm Commercial</b>	0				0
<b>Alarm Other</b>	86				86
<b>Emergency Medical</b>	4				4
<b>Domestic Violence</b>	1				1
<b>Total Crime Activities</b>	145				145

\* Commercial / Residential

\*\* Includes suspicious persons and vehicles

\*\*\* (F) Family / (N) Neighbor

# San Mateo County Sheriff's Office

## Crime Activities Town of Portola Valley

### Quarterly Comparison for Year of 2011

Traffic related - reported and self-initiated activities:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
<b>Enforcement Stops</b>	222				222
<b>Drunk Driving</b>	0				0
<b>Abandoned Vehicles</b>	0				0
<b>Vehicles Towed</b>	0				0
<b>Traffic Investigation*</b>	15				15
<b>Accidents -Total</b>	11				11
<b>Property</b>		8			8
<b>Injury</b>		3			3
<b>Total Traffic Activities</b>	248				248

\* Includes investigation of speeding vehicles, reckless drivers, parking violations, traffic hazards, traffic controls, etc.

Citations Issued:

<i>Type</i>	<i>1st Quarter Jan. - March</i>	<i>2nd Quarter April - June</i>	<i>3rd Quarter July - Sept.</i>	<i>4th Quarter Oct. - Dec.</i>	<i>Total Year to Date</i>
<b>Citations Issued - Moving</b>	170				170
<b>Citations Issued - Parking</b>	8				8
<b>Citations Issued - Bicycles</b>	32				32
<b>Total Traffic Citations</b>	210				210

# SUMMARY OF PORTOLA VALLEY CRIME STATISTICS

January - March, 2011

---

<u>DATE</u>	<u>CRIME</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
01/01/11	Drunk #11-0004	Alpine Rd. / Los Trancos Rd.	Deputy was driving E/B on Alpine Road just east of Los Trancos Road, when he saw two males staggering on the westbound roadway edge and stumbling into the traffic lane. The deputy made a u-turn to check on their welfare. As the deputy completed the u-turn, he saw one male had scrambled several feet up a steep, muddy embankment north of the north roadway edge and was standing on an equestrian trail trying to assist the second male, later identified as Suspect Hausman up onto the trail. Hausman was frantically trying to get up onto the trail, but fell down clumsily four times into a boggy mud puddle, losing a shoe. The other male disappeared on the trail. Hausman stood up, but was wind milling his arms to remain standing. The Deputy could smell a strong odor of alcoholic beverage emanating from his person. It was determined that Hausman was too intoxicated to care for his wellbeing. Samuel Katz Hausman from Atherton was arrested for being drunk in public. He was transported to First Chance South.
01/06/11	Other #11-0090	100 Blk. Meadowood Drive.	Deputies assisted in the delivery of a baby boy.
01/10/11	Incident Report #11-0160	900 Blk. Portola Rd.	Child Protective Services received a report that a mother had been observed under the influence of alcohol and later driving a vehicle with her five year old daughter, in the vehicle. CPS and the deputy met with the family. After the meeting, it was concluded that the case had no merit.
01/12/11	Theft #11-185	100 Blk. Deer Park Lane	The victim stated that on 01/11/11, she had parked her vehicle in the driveway and left it unlocked. On 01/12/11 she found her driver side door ajar. The victim



stated that she noticed that the interior of the vehicle had been gone through and \$5.00 in change had been removed.

01/12/11	Residential Burglary #11-192	200 Blk. Shawnee Pass	Unknown suspect(s) entered the victim's residence through an unlocked door and stole approximately \$50,000 worth of jewelry from the master bedroom.
01/13/11	Auto Burglary #11-203	300 Blk. Wyndham Dr.	Unknown suspect(s) smashed the rear tailgate window of the victim's 2006 Audi and removed two large workout bags and an empty computer bag from her car.
01/13/11	Theft #11-204	300 Blk. Wyndham Dr.	Unknown suspect(s) entered the victim's unlocked vehicle and stole a stereo amplifier from the trunk. The total loss was approximately \$50.
01/13/11	Vandalism #11-206	100 Blk. Wyndham Dr.	The victim stated that she had parked her vehicle in the driveway and locked it. Upon returning the victim found that the passenger side window had been smashed. She did not find anything missing from the vehicle. Estimated damage to the window is less than \$400.00.
01/15/11	Theft #11-259	200 Blk. Wyndham Dr.	Unknown suspect(s) entered the victim's unlocked Subaru via the passenger side door. The suspects attempted to steal a GPS device that was mounted to the control console dash board near the center console gear shift. The suspects were unable to steal the GPS; however they damaged the gray plastic trim around the center console. Nothing else was taken and the suspects fled in an unknown direction.
01/15/11	Incident Report #11-268	Applewood Lane / Nathhorst Ave.	Reporting Party saw a mountain lion on Nathhorst Avenue near Applewood Lane. The cat crossed in front of his car, turned its' head and look at the headlights, and then continued across the roadway. The cat disappeared into a small creek area behind the businesses.
01/19/11	Residential Burglary #11-327	500 Blk. Old La Honda Rd.	Unknown suspect(s) entered the victim's unlocked residence and stole two watches, two rings and a digital video camera with an estimated total value of \$5100.00.

01/21/11	Traffic #11-356	500 Blk. Portola Rd.	Deputy was dispatched to a hit and run traffic collision in the parking lot of 501 Portola Road in Portola Valley.
01/25/11	Traffic #11-418	Buck Meadow Dr. / Los Trancos Rd.	Deputy was dispatched to a report of a non-injury traffic collision at the intersection of Los Trancos Road and Buck Meadow Drive in Portola Valley.
01/28/11	Fraud #11-459	100 Blk. Alhambra Court	Unknown suspect(s) opened a Verizon cell phone account in the victim's name without his permission. The account was opened in February of 2007 and closed in June 2007. The victim was unaware of this account until recently when it showed up on his credit report while applying for a mortgage. The victim was advised that the total charges on the account were \$177.00. There are no suspects or witnesses to this crime at this time.
02/01/11	Traffic #11-496	Alpine Rd. / Portola Rd.	Deputy stopped the driver of a vehicle at the corner of Alpine and Portola for failing to stop at the stop sign. The deputy asked the driver for his driver license, registration, and proof of insurance. The driver advised that he did not have a license, nor proof of insurance and that he had just purchased the vehicle. The Deputy issued the driver a citation for being an unlicensed driver, no proof of insurance and failing to stop at the stop sign. The vehicle was towed.
02/02/11	Citations #11-520	Alpine Rd. / Portola Rd.	The driver was pulled over for a stop sign violation and found to be driving without a valid California driver's license. The driver also had a warrant out for his arrest out of Campbell for \$1,000.00. He was cited and released at the scene for driving unlicensed, for the warrant, and his vehicle was towed from the scene.
02/02/11	Mental #11-538	100 Blk. Meadowood Dr.	A patient stated he ingested over one hundred prescription pills and a suicide note was recovered. It was determined the patient was a danger to himself and was placed on a 72 Hour Mental Evaluation Hold. The patient was transported to Stanford Hospital for the overdose and would later be transported to

San Mateo County General Hospital for evaluation.

02/03/11	Incident Report #11-543	1000 Blk. Westridge Rd.	Deputies were dispatched to the report of a woman screaming. Upon arrival deputies knocked on the front door and were met by the reporting party/victim. The victim stated she had an argument with her husband. Her husband fled the residence prior to the deputies' arrival. The victim stated her husband did not hurt her in any way.
02/06/11	Theft #11-605	4000 Blk. Alpine Rd.	Victim's purse was stolen from her unlocked vehicle and credit cards were taken and used in San Leandro and Oakland. Multiple cars were broken into during the same time period and two black male adults were seen in the area.
02/09/11	Fraud #11-647	100 Blk. Hayfields Road	Unknown subject(s) gain access to the victim's "Macy's" credit card and make two unauthorized charges at the Macy's at Valley Fair Shopping Center. The victim reports the fraudulent use of her credit card to the fraud department at Macy's who advised that due to the minimal amount of loss they would not be conducting any follow up to the incident. The victim does not know where her credit card was intercepted however believes that she never received it in the mail.
02/10/11	Lost Property #11-663	100 Blk. Hillbrook Drive	The reporting party renewed her expired passport through an online service called "US Passport Now" (AKA: Rush Passport). She paid three hundred and fifty dollars for an expedited passport and an additional thirty-five dollars for a Passport Card. She tried to order the passport package with two credit cards but they were denied. She thought it was unusual that she could not pay for the service with her credit cards and had to provide the last six numbers of her social security card. She ended up paying for the passport with her husband's credit card. Two days passed and she received her passport. The access card was not with the package. She called the Sheriff's

			Office to report the missing passport card in case the card was used to steal her identification.
02/10/11	Traffic #11-674	800 Blk. Westridge Drive	Deputies were dispatched to a report of a traffic collision in the area of Westridge Drive and Goya Road. The reporting party reported that the subject involved in the collision had fled the area on foot. An area check was conducted and deputies were unable to locate the driver of the vehicle.
02/16/11	Incident Report #11-779	100 Blk. Willowbrook Dr.	The Reporting Party stated that at approximately 7:40 PM, she was driving on Willowbrook Drive between Portola Road and Alpine Road and observed a Mountain Lion standing in the middle of the road. She stated the cat stopped in her headlights for a few seconds and then ran off toward Portola Road. She described the cat as large with a long tail and larger than her full grown Labrador Retriever. Sheriff's OES was contacted and in return placed an alert out the public. California Fish and Game were also advised of the sighting.
02/18/11	Incident Report #11-805	Bolivar Lane / Westridge Drive	Sheriff's Deputies shut down Westridge Drive between Cervantes Road and the 300 Blk. of Westridge Drive due to the report of covered containers containing an unknown liquid. A resident reported the containers contained an unknown brown liquid had been dumped at the intersection. Fire units were unable to determine the type of substance inside the containers and were calling for hazardous material response. A sample of the liquid from each container was provided to the San Mateo County Environmental Health Services Division, who conducted preliminary tests of the liquid and determined that the substances were peanut oil.
02/18/11	Abandoned Vehicle #11-806	500 Blk. Old La Honda Rd.	Deputy observed a green Kia Spectra that had apparently driven off the roadway and over the embankment descending and landing approximately five to ten feet on the side of the hill. Upon examining the

inside of the vehicle, the Deputy found no signs of a victim or signs that a victim had been injured. However, the Deputy did find an alcoholic bottle lying on the passenger side floorboard. There was significant front driver side damage to the vehicle. The vehicle was towed and entered into the Stolen Vehicle System.

02/22/11 Theft  
#11-867 4000 Blk. Alpine Rd.

The victim stated he arrived at a Fitness Club at approximately 10:30 AM. He changed and placed his belongings in a locker but did not place a lock on it. He was unsure if any other persons were in the locker room at the same time but did not notice anyone suspicious. When he returned at approximately 11:15 AM he noticed his pants had been moved and his I-Phone was missing. After checking his vehicle, he concluded his I-Phone, along with \$500 in cash had been stolen. The money was taken from his wallet which was left in his pants pocket. He called his phone several times but the calls went to voicemail. He later deactivated his phone.

02/23/11 Incident Report  
#11-880 500 Blk. Westridge Drive

The Reporting Party stated that she was driving on the 500 block of Westridge Drive and she observed a Mountain Lion crossing Westridge heading east through adjacent properties. She described the cat as large with a long tail and approximately 100 pounds about the size of a large German Sheppard. Sheriff's OES Liaison was contacted and in return placed an alert out to the public. California Fish and Game were also advised on the sighting.

02/24/11 DUI  
#11-886 Los Trancos Rd. / Oak Forest Court

Vickie Thompson from Portola Valley was the driver of a solo involved vehicle accident. Prior to transporting the driver to Stanford Medical Center Woodside Fire personnel advised the Deputy that they believed the driver may be intoxicated due to the smell of an alcoholic beverage upon her breath. The Deputy went to the hospital where he took a statement from the driver and then determined the need for a "blood draw" to determine the driver's blood alcohol level. Vickie Thompson was cited and released for

## Driving Under The Influence.

02/25/11	ID Theft #11-901	400 Blk. Minoca Rd.	Unknown suspect(s) used victim's credit and debit cards to make two (2) gasoline purchases of an unknown amount, and a \$3.00 purchase of an unknown item. The identity and whereabouts of the suspect(s) are unknown as of this writing.
02/26/11	Vehicle Recovered #11-912	100 Blk. Iroquois Te	Deputy was dispatched on the report of a suspicious unoccupied vehicle parked at the dead end of Iroquois Trail, in the Town of Portola Valley. County Communications advised the deputy that the vehicle was a stolen vehicle reported to the Daly City Police on 02/23/11. The vehicle was towed and taken out of the Stolen Vehicle System.
02/28/11	Incident Report #11-945	100 Blk. Cherokee Court	Deputies responded to the report of threats. Dispatch advised the deputies that a friend of the Reporting Party called to report that the son of the Reporting Party was making threats to his mother. Upon arrival deputies contacted the son and the mother. The mother stated that her son had been annoying her, making threats and she did not want him staying with her. The son was told that his mother did not want him staying at the house and that deputies would stand by while he retrieved his belongings and left.
03/13/11	Incident Report #11-1154	100 Blk Bolivar Lane	The Reporting Party stated that recently her ex-boyfriend had been showing up at her home unannounced and she has observed him just standing in her driveway. The ex-boyfriend has also sent her numerous text messages. The deputy reviewed some of the text messages and it did not appear that the ex-boyfriend was threatening the R/P in any way. The deputy explained to the R/P that if she did not want to be involved with the ex-boyfriend she needed to have no more contact with him both in person and over the telephone. She was also advised on how to obtain a Restraining Order if she felt it was necessary.
03/16/11	Abandoned Vehicle	Corte Madera Road /	The driver was pulled over for making

#11-1190

Portola Road

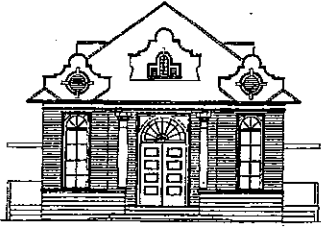
illegal right turn. A records check revealed the driver is unlicensed. The driver was cited and released and her vehicle was towed from the scene.

03/20/11

Battery  
#11-1248

200 Blk. Shawnee Pass

John Joseph Geyer from Portola Valley was arrested and booked into the county jail on Battery with Serious Injury charges and for preventing the use of a cell phone to call for assistance.



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, May 9, 2011  
 7:30 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

**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. Continued Architectural Review for Residential Additions and Remodeling, 255 Golden Oak Drive, Geenen
  - b. Continued Architectural Review for New Residence, Pool, and Site Development Permit X9H-626, 15 Sausal Drive, Quezada
  - c. Proposed Subdivision X6D-210, 1260 Westridge Drive, Shorestein *Review continued to 5/23/11 meeting.*
5. New Business:
  - a. Architectural Review for Residential Additions and Remodeling, 141 Santa Maria Avenue, Orchard *Review continued to 5/23/11*
6. Other Business:
  - a. Continued Consideration of Plans for Refurbishment of Ford Field, Town of Portola Valley
7. Approval of Minutes: April 25, 2011
8. 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.

---



**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.

---

#### **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).

---

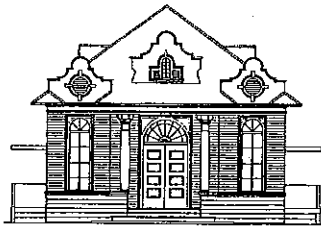
This Notice is Posted in Compliance with the Government Code of the State of California.

Date: May 6, 2011

CheyAnne Brown  
Planning & Building Assistant

---

6



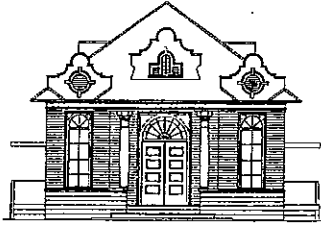
TOWN OF PORTOLA VALLEY  
Trails and Paths Committee  
Tuesday, May 10, 2011 - 8:15 AM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA

---

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – April 12 and April 28, 2011
4. Financial Review
5. Old Business
  - a) Alpine Rd. / C1 Path update
  - b) Eagle Scout Project - Bench on Toyon Trail
  - c) Hitching rack update
6. New Business
  - a) Trail Work
  - b) Town Picnic – June 4 – ideas and materials
  - c) Volunteer ideas – trails and projects
  - d) Signage – Discussion – Corrections and/or Additions
  - e) Eagle Scout project guidelines
7. Other Business
8. Adjournment

Enclosures:  
Minutes of April 12 and April 28, 2011  
Financial Review  
Trail Work and Map for April

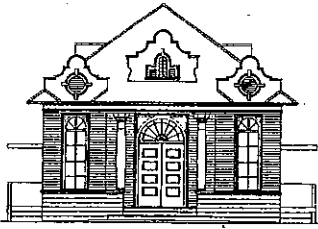


**TOWN OF PORTOLA VALLEY**  
***Meeting of the***  
***Emergency Preparedness Committee***  
Thursday, May 12, 2011 - 8:00 AM  
EOC / Town Hall Conference Room  
765 Portola Road, Portola Valley, CA 94028

---

**AGENDA**

1. Call to order
2. Oral communications
3. Review and approve minutes of regular April meeting
4. Meet potential new participants
5. Review outreach plans and materials
6. Review and approve expenditures
7. Discuss training exercise in light of CERPP cancellation of Spring wildfire exercise
8. Discuss new subcommittee
  - a. Radio/Communications
9. Other business
10. Adjourn promptly at 9AM



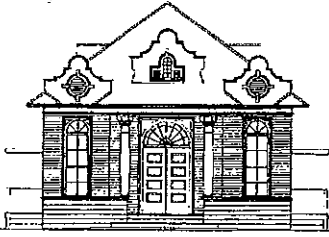
TOWN OF PORTOLA VALLEY  
*Cable & Undergrounding Committee*  
Thursday, May 12, 2011 – 8:15 AM  
Historic School House  
765 Portola Road, Portola Valley, CA

---

AGENDA

1. Call meeting to order
2. Minutes: Approval of March minutes
3. Communications from Members of the Public
  - a. Corley
  - b. Berghausen
4. Comcast:
  - a. Monthly outage report (none received)
5. Old Business
  - a. Undergrounding
    - Evaluation of other city's policy on undergrounding aerial drops to homes and businesses
  - b. Wireless taskforce update
  - c. New committee member update
6. New Business
7. Adjournment:

Next meeting on July 14, 2011 at 8:15 am



Town of Portola Valley  
*Cultural Arts Committee*  
Thursday, May 12, 2011 – 12:45 PM  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

---

## AGENDA

1. Call to Order
2. Oral Communications (including topics for future meetings)
3. Approval of Minutes from April 14, 2011
4. Music Night prep, Paige discuss
5. Town Picnic update: music, side walk art (chalk) and bike seminar
6. Marketing pieces what need to create/purchase (banners, sandwich boards...)
7. Alternative activities for the CAC i.e. fun, speakers, field trips
8. Rotation of officers, creation of secretary and treasurer office
9. Change our charter to state we hold our meetings the second Thursday of every month
10. Next meeting on June 9, 2011 at 12:45 pm
11. Adjournment

Enclosure: Minutes of April 14, 2011