

TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting
 Wednesday, May 25, 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 May 11, 2011 (3)
- (2) **Approval of Warrant List** – May 25, 2011 (10)
- (3) **Recommendation by Assistant Town Manager** – 2011/2012 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments (23)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Woodside Highlands Road Maintenance District to the 2011-12 Tax Roll and to Collect the Tax at the same time as General County Taxes (Resolution No. __)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing the San Mateo County Controller to Apply the Special Tax for the Wayside II Road Maintenance District to the 2011-12 Tax Roll and to Collect the Tax at the same time as the General County Taxes (Resolution No. __)

REGULAR AGENDA

PUBLIC HEARING

- (4) **PUBLIC HEARING** – General Plan Amendments to the Open Space Element, Recreation Element, Conservation Element and Related CEQA Findings (26)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Amendments to the Conservation, Open Space and Recreation Elements of the General Plan and Findings Under CEQA (Resolution No. ____)
- (5) **Recommendation by Public Works Director** – Authorization for Town Manager to Execute a Letter Agreement with Nichols Consulting for the FY 2011 / 2012 Street Resurfacing Project (135)
- (6) **Recommendation by Town Attorney and Town Manager** – Approval of the Third Amendment for Animal Control and Shelter Services with the County of San Mateo (136)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the Third Amendment to the Agreement with the County of San Mateo for the Provision of Animal Control and Shelter Services (Resolution No. ____)
- (7) **Recommendation by Town Manager** - Not-for-Profit Agency Funding Requests (164)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Recommendation by the Cultural Arts Committee** – Proposed change to Committee Charter (177)
- (9) **Reports from Commission and Committee Liaisons** (179)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(10) **Town Council Weekly Digest** – May 13, 2011 (180)

(11) **Town Council Weekly Digest** – May 20, 2011 (190)

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. 813, MAY 11, 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; Mayor Ted Driscoll

Absent: Vice Mayor Maryann Derwin

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

ORAL COMMUNICATIONS

None

CONSENT AGENDA [7:31 p.m.]

- (1) Approval of Minutes of Town Council Meeting of April 27, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of May 11, 2011 in the amount of \$158,710.63

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, Mayor Driscoll

No: None

REGULAR AGENDA

- (1) Approval of Minutes of Town Council Meeting of April 27, 2011

Councilmember Toben moved to approve minutes of Town Council meeting of April 27, 2011 as amended. Seconded by Councilmember Wengert, the motion passed 4-0.

- (3) Recommendation by Town Clerk – 2011 Election [7:35 p.m.]
 - (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 to the Town Council (Resolution No. __)

Referring to Town Clerk Sharon Hanlon's memorandum of May 2, 2011, to the Mayor and members of the Town Council, Ms. Howard requested a motion to approve calling for the election and asking the County to hold the election.

Councilmember Richards moved to approve Resolution No. 2518-2011. Councilmember Wengert seconded, and the motion carried 4-0.

- (4) Recommendation by Assistant Town Manager – Adoption of the Local Hazard Mitigation Plan [7:36 p.m.]

- (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. __)

Ms. McDougall said that all of the communities within the Bay Area are working with ABAG to adopt a regional approach to hazard mitigation, and that the Council reviewed the strategies in 2009. The new element is the "Annex to 2010 Association of Bay Area Governments Local Hazard Mitigation Plan, *Taming Natural Disasters*" document for Portola Valley.

Referring to the *Exposure (miles of infrastructure)* table on page 7 of the document, Councilmember Toben asked what reduced Portola Valley's miles of infrastructure from 64 in 2005 to 59 in 2010. Ms. McDougall said this project was challenging in that she had to use ABAG-provided data, and as it turned out, one source ABAG uses is the U.S. Postal Service. The USPS data for Portola Valley also includes Ladera and some other areas, she said, because they're within the same ZIP Code as the Town. She discussed the issue with ABAG, and once the project concludes, they will get together to ensure that data concerning Portola Valley is corrected. In response to Councilmember Richards, she said the same type of situation threw off the numbers in the *Exposure (acres of urban land)* table on page 6.

Considering Ms. McDougall's clarification, Mayor Driscoll asked who would be responsible for Ladera's hazard mitigation plan. When she explained that it would be included in the County's figures, he suggested that perhaps Portola Valley would have a better idea than the County of what sorts of hazards need to be mitigated in Ladera. Ms. McDougall said that she would raise that point in her conversations with ABAG.

Councilmember Toben called attention to a bullet point on page 10 of the document, under the heading "Mitigation Activities and Priorities - Evaluation of Progress from 2005 Plan." It says, "Develop a plan for speeding the repair and functional restoration of water and wastewater systems... (INFR-a-6)." Councilmember Toben said that he's concerned about how responsive the West Bay Sanitary District would be in the aftermath of a major event. Although the document doesn't directly reference West Bay, he said he doesn't have a sense that West Bay has a contingency plan to minimize vulnerabilities. Ms. McDougall said that she'd ask West Bay about its contingency plans.

In terms of the "Mitigation Strategies" in Exhibit C, Councilmember Richards pointed out that a number of the items checked off in the "Not Yet Considered" column will have to be addressed in the General Plan. He also said that it was impressive to see the number of items in the "Existing Program" and "Existing Program, Underfunded" columns. Ms. McDougall said it underscores how proactive Portola Valley has been. As a point of information, she added, after the document was submitted to the Federal Emergency Management Agency, FEMA came back to point out a number of suggestions about what the Town could do to improve hazard mitigation, such as identifying fault lines, creating setbacks and so on. She informed FEMA that such items aren't in the document because the Town dealt with them so long ago, long before this process began, and she told the Council that she's added language to the document to clarify that.

Noting that the document's complexity is such that one questions its usefulness, Councilmember Wengert asked about the etiology. Ms. McDougall explained that ABAG took the "one size fits all" approach so that the document would apply regionally. As a result, one has to cut through a lot of irrelevant material because so much doesn't even remotely apply to Portola Valley, Ms. McDougall said, but on the other hand, taking a regional approach is meaningful. She also indicated that the format was pretty much dictated by FEMA.

Councilmember Toben moved to adopt Resolution No. 2519-2011. Councilmember Richards seconded, and the motion carried 4-0.

- (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 [7:49 p.m.]

- (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. ____)

Ms. McDougall said this item is to renew an agreement that's been in place for some time, with changes called out in Exhibit B, attached to her memorandum of May 11, 2011. In addition to a few minor changes, Sections 24 and 25 were added, she said, to reflect new legislated programs:

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 Program*: 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 provides programs as necessary for climate protection.

Councilmember Richards moved to adopt Resolution No. 2520-2011. Councilmember Wengert seconded, and the motion carried 4-0.

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 [7:51 p.m.]

Mr. Vlastic referred to his memorandum of May 5, 2011, which provides background on what the Wireless Task Force has been doing since the Town's experience last year with T-Mobile and some other applications. The Task Force has taken a hard look at options in its mandate to develop new polices, guidelines and regulations for control of placement of wireless facilities, he said, and with the guidance of the Town Attorney's office, has come up with a draft ordinance to consolidate policies, guidelines and regulations within a single new chapter in the Town's Zoning Ordinance.

With the modified ordinance, he said, the Town hopes to direct new wireless facilities to land use locations that have the least potential for aesthetic and intrusive impacts. Once the Task Force's efforts made it clear that it would not be possible to carve out specific zoning areas for wireless facilities, the next step was to examine the kinds of stipulations that could be placed on an application as it worked its way through, within the limits of the Federal Telecommunications Act (TCA). The Task Force intended the resulting draft ordinance to lay out what the community and wireless carriers might expect when new applications come in. Mr. Vlastic added that one of the Task Force members wanted to highlight the fact that the proposal calls for not only periodic monitoring by the Planning Commission, but relatively frequent inspections of landscaping as well.

According to Mr. Vlastic, the draft ordinance has come to a point that it can be set for discussion with the Planning Commission as the focus for further community involvement, and engage the Architectural and Site Control Commission (ASCC). He said that at this time, the Task Force is seeking the Town Council's concurrence to begin the outreach process.

Councilmember Wengert said that she recognized a tremendous amount of work, and considered the document a terrific, thoughtful and extremely comprehensive effort that addresses many of the issues encountered with the T-Mobile application. In terms of the application completeness (under 18.41.070, Permit approval process, permit life and application requirements, Section B – on page 8 of the proposed ordinance), she asked whether any federal requirement dictates responding to an application within a

specific timeframe, in the event that an application runs afoul of the more stringent process defined by the proposed zoning ordinance. In response, Mr. Vlasic said that the timeframe set forth is directly linked to federal and state requirements. The Town has the authority to say whether an application is complete.

For an example, he cited a T-Mobile application that's been submitted within the last three months – which he said was not only incomplete (even without having this proposed ordinance in place) but also erroneous in many aspects. In this instance, he said, it wasn't difficult to advise T-Mobile that the application was flawed, but he also noted that T-Mobile had indicated an expectation of being advised within a specified time period of any problems with the application. Mr. Vlasic said that he's comfortable with the way the process has been defined in the proposal, and so is the Town Attorney's office, provided that the Town is clear in setting forth what is considered a complete application.

In terms of the provision for the removal of cell towers, Councilmember Wengert said there's no doubt that some of these towers will become obsolete as technology advances. She wanted to know about the Town's ability to enforce timely removal of towers that are either obsolete or, in the case of an acquisition, redundant. The situation might be further complicated, she added, if multiple carriers share a tower. Mr. Vlasic said the standard conditions and the enforcement provisions at the end of the proposed ordinance address that issue. He explained that these set forth requirements to not only remove obsolete towers, but to impose penalties if the carrier fails to inform the Town within a certain period of time of towers that are no longer in use.

If a tower's been inactive, Councilmember Wengert asked whether the Town has the ability to terminate the carrier's conditional use permit (CUP) and remove the tower. Mayor Driscoll said that the underlying property owner would be responsible first if the carrier doesn't remove an inactive tower, after which the Town could declare it a nuisance and take whatever actions are necessary.

Councilmember Richards, echoing Councilmember Wengert's compliments on the proposal, said he wished the Town would have had this six months ago. He said that having all of this information codified will make life much easier. The discussion about obsolescence, he said, reminded him of when he and Mayor Driscoll were on the Planning Commission, grappling with 10- and 12-foot satellite dishes that have now disappeared entirely. Mr. Vlasic said that the hard part is being burdened by a 10-year timeframe from the start, and the difficulty of reasonably being able to argue for two- to three-year amortization considering the cost of these facilities. Thus, it's in the Town's best interests to work with carriers not only toward the least intrusive facilities but at the lowest capital costs possible.

Councilmember Toben, too, commented about what an impressive piece of work the proposed ordinance is. He said that it sets forth in very strong terms the levels of completeness and rigor that are required – everything from the peer-review requirement, to the need to upgrade equipment when radio-frequency (RF) restrictions change, and the fact that no residential site can be considered unless all other options are exhausted. He said that he likes that the Portola Valley proposal “feels awfully tough,” but asked how it's situated in terms of practices in other jurisdictions. If the Town is leading a trend, he added, he's comfortable, but he doesn't want to be perceived as being “too nasty.” Mayor Driscoll added that as a smaller municipality with a weaker budget, Portola Valley might be relatively easy to attack.

In response, Mr. Vlasic said they've looked at what other communities have done, and in some cases, they've acted very arbitrarily on applications. Some of them, too, have attempted to specifically define a particular gap geographically, an approach that invites trouble. Although the Town's experience with T-Mobile last year was difficult, he said, the Town did what it could do rationally and thoughtfully, and he's very comfortable with the proposal for the ordinance.

Ms. Prince said that case law has been growing with respect to the theory on the law, so that while other communities may not have something as comprehensive, the Town's proposal takes into account the current state of the law and ways to address the various issues that arise.

Mayor Driscoll, noting that he believes the Task Force met four times, with members often listening while Ms. Prince and Mr. Vlasic shared the results of their research. He wanted to give the two of them most of the credit for developing the proposal.

With no vote necessary and the consensus clear, Mayor Driscoll suggested moving on to the next item.

- (7) Discussion – Proposed Naming of the Central Pathway or Drive between the Schoolhouse Bill and Jean “Lane” [8:07 p.m.]

Mayor Driscoll said that the proposal to honor “our Town father and mother” by identifying an area in their names involves an option to designate as “The Bill and Jean ‘Lane’” either the center path that runs through the Town Center campus or the drive that runs from the schoolhouse to the stop sign.

Councilmembers Toben, Wengert and Richards favored the central path option. As an “old English major,” Councilmember Toben advised against having “Lane” in quotations.

The hitching rack also will have an 8-foot-long plaque dedicated to Bill Lane. Ms. Howard said the new central path sign will be consistent with the Town’s standards.

- (8) Reports from Commission and Committee Liaisons [8:09 p.m.]

(a) Community Events Committee

Councilmember Richards reported that the Community Events Committee discussed the upcoming picnic at its May 3, 2011 meeting, including members’ delight in having the Mayor emcee the awards ceremony, their anticipation of the Vice Mayor helping with the baking contest, and where the Zots to Tots race should end. They ultimately decided upon the parking lot. Also discussed were issues concerning a yogurt machine.

(b) Architectural and Site Control Commission (ASCC)

At its meeting on May 9, 2011, according to Councilmember Richards, the ASCC continued its review of a residential remodel at 255 Golden Oak Drive, where the applicant wants to add boulders and keep existing fencing within the right-of-way. The ASCC also continued the review of a new residence proposed at 15 Sausal Drive, which includes extensive exterior lighting. Whether it’s conforming or nonconforming, he said, it’s inconsistent with what the Town has been encouraging.

Councilmember Richards said that the ASCC also discussed the Ford Field refurbishment plans, including the location of the bleachers and the issue of creek health.

(c) Planning Commission

Councilmember Wengert indicated that the May 4, 2011 Planning Commission meeting was cancelled.

(d) Neely/Myers Sub-Committee

Councilmember Wengert said that the discussions with the applicants and/or their representatives on the Neely/Myers property proposals will begin on May 12, 2011, and in preparation, that she and Mayor Driscoll had a very productive session with Jon Silver, Bev Lipman and two others. She found it helpful to understand the history from their perspective and their major concerns.

(e) Emergency Preparedness Committee

Councilmember Toben said that he, as well as Ms. Howard, attended a meeting related to the Emergency Preparedness Committee, to talk about the future of CERPP (Citizens Emergency Response

Preparedness Program) and the possibility of engaging paid staff to augment and support volunteers. Also present was Woodside Fire Protection District Chief Dan Ghiorso, who acknowledged the critical functions that CERPP plays but was initially skeptical about the idea of hiring a part-time coordinator. Gaylyne Mann (Emergency Preparedness Coordinator for the Fire Protection District) was going to talk to Woodside Town Manager Susan George about Woodside participation, Councilmember Toben said, and interestingly, Ms. Mann herself suggested that the towns haven't been doing enough to support CERPP. He said that Emergency Preparedness Committee member Dave Howes has been asked to explore the potential costs of hiring a part-time coordinator. He pointed out that a former firefighter serves as paid, part-time coordinator for the Los Altos/Los Altos Hills Community Emergency Response Team (CERT) program. Councilmember Toben also said that the all-volunteer structure just isn't working; CERPP volunteer Bill Tagg (Operations and Publicity Committee), for one, was very clear about no longer being able to keep it up. Another volunteer, John Carnes, was quite vociferous and Councilmember Toben said, he too is "fried." A powerful testimony about the importance of CERPP came from Betty Carlson, who said that over the last 10 years, CERPP's been responsible for everything she's come to understand about emergency preparedness at The Ranch.

(f) SFO Airport/Community Roundtable

Councilmember Toben reported that nothing of substance was discussed at the SFO Airport/Community Roundtable meeting on May 4, 2011.

(g) Firewise Advisory Committee

On May 2, 2011, a fire ecologist from UC-Berkeley addressed the Firewise Advisory Committee in the Woodside school gymnasium. Sitting in the bleachers along the wall, Councilmember Toben said, the audience had a difficult time hearing the presentation. The turnout also was disappointing, he said, with about half of the 30 people attending coming from either the Woodside Fire Protection District or Cal Fire.

(h) Traffic Committee

Mayor Driscoll said that he attended the Traffic Committee meeting on May 5, 2011, where discussion centered on broadening the Committee's scope to include bicycle-related issues. Mayor Driscoll said that including bicycles as well as motor vehicles would generate a lot of interest, because some people already have informed him that they would join the Committee if it also addressed bicycle issues. Committee members also talked about generating an independent charter, because the Committee is currently chartered by an ordinance that's obsolete in many ways.

The Committee's next meeting agenda will have items related to bicycles, including further discussion about expanding Committee scope, assessment of safety provisions for bicyclists, and the potential for improvements in the Portola Road/Alpine Road corridor as part of the Town's regular maintenance. The Police Commissioner and a Sheriff's Office representative will be invited to this meeting.

WRITTEN COMMUNICATIONS [8:21 p.m.]

(9) Town Council April 29, 2011 Weekly Digest

- a) #1 – Letter to Council from Chip McIntosh resigning from the Finance Committee – April 22, 2011

Mayor Driscoll said that he's sorry to see Mr. McIntosh leave the Finance Committee, and he will be sent a note of thanks that recognizes his significant contributions.

- b) #5 – Mailer to contractors who work in Portola Valley regarding a Workshop & Networking Event on Thursday, May 5, 2011

Ms. Howard reported that the Energy Upgrade Portola Valley Contractor Workshop & Networking Event turned out very well, and a lot of contractors are anxious to partner with Portola Valley to help their businesses and help the Town. It was a full house, she said, noting that she was surprised by the number of people who participated and that everyone stayed for the duration. The day began with networking and refreshments, followed by a two-hour workshop. Afterward, participants enjoyed lunch from a taco truck that Sustainability & Resource Efficiency Coordinator (SURE) Brandi de Garneau had arranged to be in the parking lot.

(10) Town Council May 6, 2011 Weekly Digest

- a) #1 – Mailer sent to all Portola Valley residents regarding Energy Upgrade Portola Valley on Tuesday, May 10, 2011

Mayor Driscoll said that he and Councilmember Toben went to this fairly well-attended event – the premiere of Energy Upgrade Portola Valley. Most attendees, including contractors as well as residents, stayed throughout the program. Mayor Driscoll said that Ms. de Garneau did a very nice job organizing an impressive, informative program. Councilmember Toben agreed that it was extremely well-done.

- b) #3 – San Mateo County Sheriff's Office Town of Portola Valley Crime Report for October-December 2010

Councilmember Wengert said that she noted the number of citations for bicyclists, which would be quite relevant to the Traffic Committee as it looks to expand its focus. Mayor Driscoll indicated interest in learning more about the type of citations issued and where the safety issues are. He said he's already had discussions about the subject with Lt. Larry Schumaker in the Sheriff's Office – who's also a bicyclist – in an effort to promote cooperation and defuse the antagonism between the bicyclists and the Sheriff's Office. He also noted that law enforcement is trying to do outreach, indicating that over the past weekend, they were stopping bicyclists and issuing warnings, and trying to talk about the problems rather than just writing citations.

ADJOURNMENT [8:25 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 25, 2011

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	11919	05/25/2011	
			05/25/2011	
2341 KEHOE AVENUE	0016		05/25/2011	
SAN MATEO	BOA	44935	05/25/2011	0.00
CA 94403				264.00

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

Check No.	44935	Total:	264.00
Total for	MIKE & PATTI AGOFF		264.00

KENDRA ANDERSON	Spring Instructor Fee	11920	05/25/2011	
			05/25/2011	
302 PORTOLA ROAD	2016		05/25/2011	
PORTOLA VALLEY	BOA	44936	05/25/2011	0.00
CA 94028				140.00

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

Check No.	44936	Total:	140.00
Total for	KENDRA ANDERSON		140.00

ARC	Blueprints, Resurfacing Proj	11921	05/25/2011	
		5927	05/25/2011	
DEPT #34408	0112		05/25/2011	
SAN FRANCISCO	BOA	44937	05/25/2011	0.00
CA 94139-0001	8333881			1,529.28

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4411	CIP10/11 Street Resurfacing	1,529.28	0.00	

ARC	Blueprints	11922	05/25/2011	
			05/25/2011	
DEPT #34408	0112		05/25/2011	
SAN FRANCISCO	BOA	44937	05/25/2011	0.00
CA 94139-0001	210285,211488			132.55

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	132.55	0.00	

Check No.	44937	Total:	1,661.83
Total for	ARC		1,661.83

AT&T	April Statements	11923	05/25/2011	
			05/25/2011	
PO BOX 989048	441		05/25/2011	
WEST SACRAMENTO	BOA	44938	05/25/2011	0.00
CA 95798-9048				256.01

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	256.01	0.00	

Check No.	44938	Total:	256.01
Total for	AT&T		256.01

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST
MAY 25, 2011

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

BACKYARD CARNIVALS	Games for Picnic	11924	05/25/2011	
		5939	05/25/2011	
3381 VINCENT ROAD	834		05/25/2011	
PLEASANT HILL	BOA	44939	05/25/2011	0.00
CA 94523	2985			1,912.50

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	1,912.50	0.00

BACKYARD CARNIVALS	Picnic Snack Machines	11956	05/25/2011	
			05/25/2011	
3381 VINCENT ROAD	834		05/25/2011	
PLEASANT HILL	BOA	44939	05/25/2011	0.00
CA 94523	3041			255.81

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	255.81	0.00

Check No.	44939	Total:	2,168.31
Total for	BACKYARD CARNIVALS		2,168.31

BRAD BELDNER	Spring Instructor Fee	11925	05/25/2011	
			05/25/2011	
425 STANFORD AVENUE	581		05/25/2011	
PALO ALTO	BOA	44940	05/25/2011	0.00
CA 94306				940.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	940.00	0.00

Check No.	44940	Total:	940.00
Total for	BRAD BELDNER		940.00

MARLON BISHOP	Spring Instructor Fee	11926	05/25/2011	
			05/25/2011	
48 CLINTON STREET	2035		05/25/2011	
REDWOOD CITY	BOA	44941	05/25/2011	0.00
CA 94062				132.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	132.00	0.00

Check No.	44941	Total:	132.00
Total for	MARLON BISHOP		132.00

WILLIAM CADIZ	DJ Services, Town Picnic	11927	05/25/2011	
			05/25/2011	
416 PESTANA AVENUE	0349		05/25/2011	
MANTECA	BOA	44942	05/25/2011	0.00
CA 95336				300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	300.00	0.00

Check No.	44942	Total:	300.00
Total for	WILLIAM CADIZ		300.00

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TOWN OF PORTOLA VALLEY

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

CALBIG	Membership Renew, Gary Fitzer	11928	05/25/2011	
c/o Michael Gorman			05/25/2011	
COUNTY OF SAN MATEO	462		05/25/2011	
REDWOOD CITY	BOA	44943	05/25/2011	0.00
CA 94063				25.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	25.00	0.00

Check No.	44943	Total:	25.00
Total for	CALBIG		25.00

CASEY CONSTRUCTION INC	HDPE Slip Line, Portola/Alpine	11967	05/25/2011	
			05/25/2011	
620 HANDLEY TRAIL	2021		05/25/2011	
EMERALD HILLS	BOA	44944	05/25/2011	0.00
CA 94062	05-421			21,010.00

GL Number	Description	Invoice Amount	Amount Relieved
20-68-4413	CIP Storm Drain Project	21,010.00	0.00

Check No.	44944	Total:	21,010.00
Total for	CASEY CONSTRUCTION INC		21,010.00

CITY OF BRISBANE	Dinner Meeting, Derwin	11929	05/25/2011	
			05/25/2011	
50 PARK PLACE	0330		05/25/2011	
BRISBANE	BOA	44945	05/25/2011	0.00
CA 94005-1310				40.00

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

Check No.	44945	Total:	40.00
Total for	CITY OF BRISBANE		40.00

CITY OF REDWOOD CITY	April IT Services	11930	05/25/2011	
			05/25/2011	
P.O. BOX 3629	586		05/25/2011	
REDWOOD CITY	BOA	44946	05/25/2011	0.00
CA 94064-3629	BR25762			1,799.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,799.50	0.00

Check No.	44946	Total:	1,799.50
Total for	CITY OF REDWOOD CITY		1,799.50

CLEANSTREET	May Street/Litter Clean Up	11968	05/25/2011	
			05/25/2011	
1937 W. 169TH STREET	0034		05/25/2011	
GARDENA	BOA	44947	05/25/2011	0.00
CA 90247-5254	63710			1,425.55

GL Number	Description	Invoice Amount	Amount Relieved
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State/Province Zip/Postal	Invoice Number			Check Amount

20-60-4262	Street Sweeping & ROW Mowing	614.65	0.00	
20-60-4266	Litter Clean Up Program	810.90	0.00	

Check No.	44947	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

COAST LANDSCAPE MGMT, INC	Ford Field Irrig Repairs	11931	05/25/2011	
		5942	05/25/2011	
1474 BERGER DRIVE	949		05/25/2011	
SAN JOSE	BOA	44948	05/25/2011	0.00
CA 95112	383426			1,972.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,972.00	0.00

COAST LANDSCAPE MGMT, INC	Triangle Park Irrig Repairs	11932	05/25/2011	
			05/25/2011	
1474 BERGER DRIVE	949		05/25/2011	
SAN JOSE	BOA	44948	05/25/2011	0.00
CA 95112	383593			457.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	457.00	0.00

Check No.	44948	Total:	2,429.00
Total for	COAST LANDSCAPE MGMT, INC		2,429.00

COPYMAT	Postcard for Emerg Prep	11965	05/25/2011	
			05/25/2011	
1918 EL CAMINO REAL	0046		05/25/2011	
REDWOOD CITY	BOA	44949	05/25/2011	0.00
CA 94063-2113	62925			221.78

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	221.78	0.00

Check No.	44949	Total:	221.78
Total for	COPYMAT		221.78

COTTON SHIRES & ASSOC. INC.	April Applicant Charges	11933	05/25/2011	
			05/25/2011	
330 VILLAGE LANE	0047		05/25/2011	
LOS GATOS	BOA	44950	05/25/2011	0.00
CA 95030-7218				7,084.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	7,084.50	0.00

COTTON SHIRES & ASSOC. INC.	GIS Mapping Data	11957	05/25/2011	
		5940	05/25/2011	
330 VILLAGE LANE	0047		05/25/2011	
LOS GATOS	BOA	44950	05/25/2011	0.00
CA 95030-7218	54113			1,283.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4189	Town Geologist	1,283.25	0.00

Check No.	44950	Total:	8,367.75
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for COTTON SHIRES & ASSOC. INC. 8,367.75

SHARON DRISCOLL	Reimb for Teen Dance	11958	05/25/2011	
			05/25/2011	
11 SKYLINE DRIVE	0125		05/25/2011	
WOODSIDE	BOA	44951	05/25/2011	0.00
CA 94062				275.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4166	Teen Committee	275.00	0.00

Check No. 44951 Total: 275.00

Total for SHARON DRISCOLL 275.00

FEDEX	Shipping Charges	11959	05/25/2011	
			05/25/2011	
P.O. BOX 7221	0066		05/25/2011	
PASADENA	BOA	44952	05/25/2011	0.00
CA 91109-7321	5-907-82629			58.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	58.04	0.00

Check No. 44952 Total: 58.04

Total for FEDEX 58.04

GARY FITZER	Reimb for Certifications (2)	11934	05/25/2011	
	Resid/Comm Bldg Inspector		05/25/2011	
765 PORTOLA ROAD	447		05/25/2011	
PORTOLA VALLEY	BOA	44953	05/25/2011	0.00
CA 94028				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	60.00	0.00

Check No. 44953 Total: 60.00

Total for GARY FITZER 60.00

CHRISTIANE FOWLER	C&D Refund	11935	05/25/2011	
			05/25/2011	
6 HAWK VIEW	572		05/25/2011	
PORTOLA VALLEY	BOA	44954	05/25/2011	0.00
CA 94028				1,000.00

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

Check No. 44954 Total: 1,000.00

Total for CHRISTIANE FOWLER 1,000.00

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

GIRL SCOUTS	Community Hall Deposit Refund	11936	05/25/2011	
			05/25/2011	
177 BROOKSIDE DRIVE	559		05/25/2011	
PORTOLA VALLEY	BOA	44955	05/25/2011	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	1,000.00	0.00

Check No.	44955	Total:	1,000.00
Total for	GIRL SCOUTS		1,000.00

GO NATIVE INC	TC Weed Maint., April 2011	11970	05/25/2011	
			05/25/2011	
P.O. BOX 370103	632		05/25/2011	
MONTARA	BOA	44956	05/25/2011	0.00
CA 94037	2195			4,488.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	4,488.00	0.00

Check No.	44956	Total:	4,488.00
Total for	GO NATIVE INC		4,488.00

HALF MOON BAY GRADING & PAVING	2010-11 Resurfacing Project	11937	05/25/2011	
	Progress Payment #1 & 2		05/25/2011	
1780 HIGGINS CANYON ROAD	0350		05/25/2011	
HALF MOON BAY	BOA	44957	05/25/2011	0.00
CA 94019	1			272,937.65

GL Number	Description	Invoice Amount	Amount Relieved
60-68-4411	CIP10/11 Street Resurfacing	198,590.00	0.00
65-68-4411	CIP10/11 Street Resurfacing	74,347.65	0.00

Check No.	44957	Total:	272,937.65
Total for	HALF MOON BAY GRADING & PAV		272,937.65

HORIZON	Line Trimmer Feed	11938	05/25/2011	
			05/25/2011	
P.O. BOX 52758	0289		05/25/2011	
PHOENIX	BOA	44958	05/25/2011	0.00
AZ 85072-2758	1N045860			438.96

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	438.96	0.00

Check No.	44958	Total:	438.96
Total for	HORIZON		438.96

IZMIRIAN ROOFING	C&D Refund, 15 Hillbrook	11964	05/25/2011	
			05/25/2011	
229 S. RAILROAD AVE	768		05/25/2011	
SAN MATEO	BOA	44959	05/25/2011	0.00
CA 94401				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Address	Vendor Number		Due Date	
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

96-54-4205	C&D Deposit			1,000.00	0.00
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Check No.	44959	Total:	1,000.00
Total for	IZMIRIAN ROOFING		1,000.00

JENSEN LANDSCAPE SERVICES INC	Tine/Slit Seed Russ Miller Fld	11939	05/25/2011	
			05/25/2011	
1983 CONCOURSE DRIVE	849		05/25/2011	
SAN JOSE	BOA	44960	05/25/2011	0.00
CA 95131	087195			3,470.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	3,470.00	0.00

JENSEN LANDSCAPE SERVICES INC	Compost Tea, TC Perf Lawn	11940	05/25/2011	
			05/25/2011	
1983 CONCOURSE DRIVE	849		05/25/2011	
SAN JOSE	BOA	44960	05/25/2011	0.00
CA 95131	092351			1,864.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,864.00	0.00

Check No.	44960	Total:	5,334.00
Total for	JENSEN LANDSCAPE SERVICES I		5,334.00

JORGENSON SIEGEL MCCLURE & FLEGEL	April Statement	11941	05/25/2011	
			05/25/2011	
1100 ALMA STREET	0089		05/25/2011	
MENLO PARK	BOA	44961	05/25/2011	0.00
CA 94025				10,456.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	8,906.00	0.00
96-00-4528	C-1 Trail	1,325.00	0.00
96-54-4186	Attorney - Charges to Appls	225.00	0.00

Check No.	44961	Total:	10,456.00
Total for	JORGENSON SIEGEL MCCLURE &		10,456.00

DONNA M KISSINGER	Bal Due, Ponies for Picnic	11942	05/25/2011	
dba My Pony Party & Petting Zo			05/25/2011	
P.O. BOX 2189	451		05/25/2011	
GILROY	BOA	44962	05/25/2011	0.00
CA 95021-2189	2011114			287.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	287.00	0.00

Check No.	44962	Total:	287.00
Total for	DONNA M KISSINGER		287.00

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

KUTZMANN & ASSOCIATES	April Plan Check	11943	05/25/2011	
			05/25/2011	
39355 CALIFORNIA STREET	0090		05/25/2011	
FREMONT	BOA	44963	05/25/2011	0.00
CA 94538				7,063.34

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,063.34	0.00

Check No.	44963	Total:	7,063.34
Total for	KUTZMANN & ASSOCIATES		7,063.34

RICHARD G LANDI	Storm Drain Evaluation	11969	05/25/2011	
dba COLLECTION SYST MAINT SVCE			05/25/2011	
178 SOUTH PALOMAR DRIVE	0340		05/25/2011	
REDWOOD CITY	BOA	44964	05/25/2011	0.00
CA 94062	11-3588			10,510.00

GL Number	Description	Invoice Amount	Amount Relieved
20-68-4413	CIP Storm Drain Project	10,510.00	0.00

Check No.	44964	Total:	10,510.00
Total for	RICHARD G LANDI		10,510.00

LYNX TECHNOLOGIES, INC	GIS System Update	11944	05/25/2011	
		5941	05/25/2011	
1350 41ST AVENUE	0294		05/25/2011	
CAPITOLA	BOA	44965	05/25/2011	0.00
CA 95010	6602			520.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	520.00	0.00

Check No.	44965	Total:	520.00
Total for	LYNX TECHNOLOGIES, INC		520.00

JON MYERS	Reimb for Soccer Exps	11960	05/25/2011	
			05/25/2011	
4540 ALPINE ROAD	900		05/25/2011	
PORTOLA VALLEY	BOA	44966	05/25/2011	0.00
CA 94028				2,834.07

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4160	Parks & Rec Adult Sports	2,834.07	0.00

Check No.	44966	Total:	2,834.07
Total for	JON MYERS		2,834.07

PAW PRINTS	Date Changes to Banner	11945	05/25/2011	
			05/25/2011	
3166 BAY ROAD	857		05/25/2011	
REDWOOD CITY	BOA	44967	05/25/2011	0.00
CA 94063	24090			98.33

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	98.33	0.00

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Check No.	44967	Total:	98.33
Total for	PAW PRINTS		98.33

AMY E PAYNE	Spring Instructor Fee	11946	05/25/2011	
367 OLD LA HONDA ROAD	686		05/25/2011	
WOODSIDE	BOA	44968	05/25/2011	0.00
CA 94062				1,550.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,550.00	0.00

Check No.	44968	Total:	1,550.00
Total for	AMY E PAYNE		1,550.00

PERS HEALTH	June Health Premium	11961	05/25/2011	
VIA EFT	0108		05/25/2011	
	BOA	44969	05/25/2011	0.00
				14,644.59

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	14,644.59	0.00

Check No.	44969	Total:	14,644.59
Total for	PERS HEALTH		14,644.59

PETTY CASH	Reimbursement	11966	05/25/2011	
765 PORTOLA ROAD	993		05/25/2011	
PORTOLA VALLEY	BOA	44970	05/25/2011	0.00
CA 94028				942.08

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	180.25	0.00
05-64-4308	Office Supplies	28.42	0.00
05-64-4328	Mileage Reimbursement	472.77	0.00
05-64-4335	Sustainability	20.10	0.00
05-64-4336	Miscellaneous	240.54	0.00

Check No.	44970	Total:	942.08
Total for	PETTY CASH		942.08

PRINTER ASSIST	Repairs to Printer	11947	05/25/2011	
P.O. BOX 1533	944		05/25/2011	
PALO ALTO	BOA	44971	05/25/2011	0.00
CA 94302-1533	5349			170.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	170.00	0.00

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Vendor Address	Vendor Number		Due Date	
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PRINTER ASSIST	Printhead for Copier	11962	05/25/2011	
			05/25/2011	
P.O. BOX 1533	944		05/25/2011	
PALO ALTO	BOA	44971	05/25/2011	0.00
CA 94302-1533	5410			234.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	234.89	0.00

Check No.	44971	Total:	404.89
Total for	PRINTER ASSIST		404.89

REPUBLIC ELECTRIC	Repairs to Lighted XWalk	11971	05/25/2011	
		5935	05/25/2011	
P.O. BOX 3283	743		05/25/2011	
CAROL STREAM	BOA	44972	05/25/2011	0.00
IL 60132-3283	109843			984.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	984.00	0.00

Check No.	44972	Total:	984.00
Total for	REPUBLIC ELECTRIC		984.00

RON RAMIES AUTOMOTIVE, INC.	April Fuel Statement	11948	05/25/2011	
			05/25/2011	
115 PORTOLA ROAD	422		05/25/2011	
PORTOLA VALLEY	BOA	44973	05/25/2011	0.00
CA 94028				388.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	388.89	0.00

Check No.	44973	Total:	388.89
Total for	RON RAMIES AUTOMOTIVE, INC.		388.89

SAN MATEO CO INF SERVICES	April Microwave Admin	11949	05/25/2011	
			05/25/2011	
455 COUNTY CENTER, 3RD FLOOR	0307		05/25/2011	
REDWOOD CITY	BOA	44974	05/25/2011	0.00
CA 94063	1YPV11104			76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	76.00	0.00

Check No.	44974	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

MARTA SOLSONA	Redwood Grove Deposit Refund	11950	05/25/2011	
			05/25/2011	
155 MORANDI LANE	575		05/25/2011	
MENLO PARK	BOA	44975	05/25/2011	0.00
CA 94025				100.00

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

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Check No.	44975	Total:	100.00
Total for	MARTA SOLSONA		100.00

STAPLES	April Statement	11963	05/25/2011	
STAPLES CREDIT PLAN	430		05/25/2011	
DES MOINES	BOA	44976	05/25/2011	0.00
IA 50368-9020				1,285.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	1,285.33	0.00

Check No.	44976	Total:	1,285.33
Total for	STAPLES		1,285.33

BARBARA TEMPLETON	April Transcription	11974	05/25/2011	
304 MELVEN COURT	369		05/25/2011	
SAN LEANDRO	BOA	44977	05/25/2011	0.00
CA 94577-2011	640			1,732.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,732.50	0.00

Check No.	44977	Total:	1,732.50
Total for	BARBARA TEMPLETON		1,732.50

THE GROWTH COACH	Marketing Presentation, 5/5/11	11951	05/25/2011	
Mike Neuendorff	Energy Upgrade PV		05/25/2011	
533 AIRPORT BOULEVARD	0351		05/25/2011	
BURLINGAME	BOA	44978	05/25/2011	0.00
CA 94010	2517			300.00

GL Number	Description	Invoice Amount	Amount Relieved
08-10-3027	Misc Grants	300.00	0.00

Check No.	44978	Total:	300.00
Total for	THE GROWTH COACH		300.00

TREE SPECIALIST	ROW Tree Trimming	11972	05/25/2011	
	Westridge, Cervantes		05/25/2011	
1198 NEVADA AVE	839		05/25/2011	
SAN JOSE	BOA	44979	05/25/2011	0.00
CA 95125				7,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming Program	7,000.00	0.00

Check No.	44979	Total:	7,000.00
Total for	TREE SPECIALIST		7,000.00

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Vendor Address	Vendor Number		Due Date	
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State/Province Zip/Postal	Invoice Number			Check Amount

YVONNE TRYCE	Spring Instructor Fee	11952	05/25/2011	
			05/25/2011	
90 JOAQUIN ROAD	512		05/25/2011	
PORTOLA VALLEY	BOA	44980	05/25/2011	0.00
CA 94028				550.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	550.00	0.00

Check No.	44980	Total:	550.00
Total for	YVONNE TRYCE		550.00

TURF & INDUSTRIAL EQUIPMENT CO	Repairs to Mower	11953	05/25/2011	
			05/25/2011	
2715 LAFAYETTE STREET	513		05/25/2011	
SANTA CLARA	BOA	44981	05/25/2011	0.00
CA 95050				194.39

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	194.39	0.00

Check No.	44981	Total:	194.39
Total for	TURF & INDUSTRIAL EQUIPMENT		194.39

U.S. BANCORP EQUIPMENT FIN INC	May Copier Lease	11954	05/25/2011	
			05/25/2011	
P.O. BOX 790448	472		05/25/2011	
ST. LOUIS	BOA	44982	05/25/2011	0.00
MO 63179-0448	176605335			408.92

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	408.92	0.00

Check No.	44982	Total:	408.92
Total for	U.S. BANCORP EQUIPMENT FIN IN		408.92

WOLFPACK INSURANCE	June Vision/Dental Premium	11955	05/25/2011	
			05/25/2011	
SMALL BUSINESS BENEFIT PLAN	0132		05/25/2011	
BELMONT	BOA	44983	05/25/2011	0.00
CA 94402				2,256.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,256.20	0.00

Check No.	44983	Total:	2,256.20
Total for	WOLFPACK INSURANCE		2,256.20

WOODSIDE FIRE PROTECTION DISTR	2011 Chipper Program	11973	05/25/2011	
			05/25/2011	
3111 WOODSIDE ROAD	886		05/25/2011	
WOODSIDE	BOA	44984	05/25/2011	0.00
CA 94062				15,777.33

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	15,777.33	0.00

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.	44984	Total:	15,777.33
Total for	WOODSIDE FIRE PROTECTION DI		15,777.33

Total Invoices: 56

Grand Total:	408,136.24
Less Credit Memos:	0.00
Net Total:	408,136.24
Less Hand Check Total:	0.00
Outstanding Invoice Total:	408,136.24

Town of Portola Valley

Warrant Disbursement Journal

May 25, 2011

Claims totalling \$408,136.24 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: _____

Angela Howard, Treasurer

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

Signed and sealed this (date): _____

Sharon Hanlon, Town Clerk

Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Janet McDougall, Assistant Town Manager

DATE: May 25, 2011

RE: **2011/2012 Woodside Highlands and Wayside II Road Maintenance District Tax Assessments**

Recommendation: It is recommended that the Town Council adopt the attached resolutions authorizing the Controller to apply charges to the 2011-2012 tax roll for the two road maintenance districts, and authorizing the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

Discussion: In July 1997, the Town Council, acting as the Governing Boards for the Woodside Highlands and Wayside II Road Maintenance Districts, adopted Ordinances 1997-300 and 1997-301 respectively, imposing special taxes for private road maintenance on each improved parcel in the Districts. In November 1997, more than two-thirds of the voters within each district approved Measure C (Woodside Highlands) and Measure D (Wayside II), enacting the taxes.

On an annual basis, the San Mateo County Controller's Office requires the submittal of updated assessment information and resolutions authorizing the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected. The attached resolutions authorize this tax collection.

Approved:


Angela Howard, Town Manager

Attachments

RESOLUTION NO. _____ 2011

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
AUTHORIZING THE SAN MATEO COUNTY CONTROLLER
TO APPLY THE SPECIAL TAX FOR THE
WOODSIDE HIGHLANDS ROAD MAINTENANCE DISTRICT TO THE
2011-2012 TAX ROLL AND TO COLLECT THE
TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

WHEREAS, at its July 25, 1997 meeting, the Portola Valley Town Council, acting as the Governing Board for the Woodside Highlands Road Maintenance District (District), adopted Ordinance No. 1997-300, imposing a special tax for private road maintenance; and

WHEREAS, in November 1997, more than two-thirds of the voters within the District approved Measure C on the ballot enacting the tax; and

WHEREAS, each improved parcel within the district is required to remit \$250.00 annually; and

WHEREAS, Ordinance No. 1997-300 has not been amended nor have any of the parcels been modified over the past year.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Portola Valley that:

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2011-2012 tax roll in accordance with documents supplied by the District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

PASSED AND ADOPTED this 25th day of May, 2011.

By: _____
Mayor

ATTEST:

Town Clerk

RESOLUTION NO. _____-2011

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
AUTHORIZING THE SAN MATEO COUNTY CONTROLLER
TO APPLY THE SPECIAL TAX FOR THE
WAYSIDE II ROAD MAINTENANCE DISTRICT TO THE 2011/2012 TAX ROLL
AND TO COLLECT THE TAX AT THE SAME TIME AS GENERAL COUNTY TAXES**

WHEREAS, at its July 9, 1997 meeting, the Portola Valley Town Council, acting as the Governing Board for the Wayside II Road Maintenance District (District), adopted Ordinance No. 1997-301, imposing a special tax for private road maintenance; and

WHEREAS, in November 1997, more than two-thirds of the voters within the District approved Measure D on the ballot enacting the tax; and

WHEREAS, each improved parcel within the district is required to remit \$625.00 annually; and

WHEREAS, Ordinance No. 1997-301 has not been amended nor have any of the parcels been modified over the past year.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Portola Valley that:

1. The Town of Portola Valley authorizes the San Mateo County Controller to apply the charges to the 2011-2012 tax roll in accordance with documents supplied by the District; and
2. The Town of Portola Valley authorizes the tax collector to collect the taxes at the same time and in the same manner as the general county taxes are collected.

PASSED AND ADOPTED this 25th day of May, 2011.

By: _____
Mayor

ATTEST:

Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO : Town Council

FROM : George Mader, Town Planning Consultant

DATE : April 18, 2011

RE : May 25, 2011 Public Hearing on General Plan Amendments: Open Space Element, Recreation Element, Conservation Element and Related CEQA Findings

Recommendation

The town council should conduct its public hearing on the proposed amendments to the general plan and CEQA findings. If the council concludes it's hearing on that date it can adopt the enclosed resolution with respect to the amendments to the general plan and related CEQA findings.

Background

The planning commission considered the proposed amendments to the general plan at public meetings on February 2, 16 and April 6. The commission recommended approval of the amendments and negative declaration to the town council at it's April 6 meeting.

The planning program for FY 10/11 includes reviews of the open space and conservation elements. The reason for reviewing these elements is the need to bring the general plan into compliance with state law that requires at least five of the seven mandated elements of the general plan to have been revised within the last 8 years. With the anticipated adoption of revisions to the conservation and open space elements in 2011, the general plan will be in compliance with state requirements until 2016. Following are the seven mandated elements followed by the most recent amendments or, in the case of the conservation and open space elements, anticipated amendments. While the recreation element is also being amended, it is not listed below because it is not one of the seven mandated elements.

Land Use	1998
Circulation	1998

Housing	2009
Conservation	2011
Open Space	2011
Safety	2010
Noise	2009

The purpose of the review is to update the elements. Major rewriting of the elements was not anticipated. On the other hand, there are several changes that are particularly important which are reviewed below. Copies of each of the elements are enclosed.

Organization of this Report

This report includes a number of enclosures. For ease of reference, the pages are numbered sequentially from 1 to 82. Below is a list of the documents that are enclosed along with the relevant page numbers.

Page 6	Open Space Element
Page 21	Recreation Element
Page 26	Conservation Element
Page 35	Table 1 of Section 2136a
Page 36	Appendix 1
Page 47	Appendix 5
Page 48	Appendix 6
Page 57	Appendix 7
Page 58	General Policies: Major Community Goals
Page 61	Initial Study: Environmental Evaluation Checklist
Page 64	Initial Study: Evaluation Checklist Attachment
Page 83	Negative Declaration
Page 85	Resolution for Adoption and Amendments and Approval of the Negative Declaration
Page 86	Existing Open Space Element
Page 94	Existing Recreation Element
Page 102	Existing Conservation Element

Open Space and Recreation Elements

The town council adopted a new definition of “open space preserve” in May of 2010. Upon review, it appeared that the definition would require changes to the open space and recreation elements. The definition does not, however, affect the conservation element. The central issue between the open space and recreation elements is that with the rather precise definition of open space preserve, the town has better defined what open space is intended to be, that is, land kept in a natural condition with very few exceptions. This has been the impetus to moving some open space material from the recreation element to the open space element. The changes in organization and some proposals are so extensive that it is not feasible to provide tracked versions of the elements that could be easily read. Instead, we are enclosing the proposed version of each of the three elements and, at the end of the report, copies of the existing adopted elements so that council members can make direct comparisons when desired. Council

members may want to review the proposed language first and then refer to the current language if particular questions arise or to gain a general sense of the changes.

The existing recreation element includes references to “community preserve,” “neighborhood preserve,” and other uses that are primarily intended to enhance the feeling of open space including “scenic corridors,” and “greenways.” The recreation element refers the reader to the open space element with respect to definitions for “open space preserve” and “residential open space preserve.” Since the goal of the open space element is to focus on open spaces and not recreation, it appeared appropriate to move all provisions for open space to the open space element and reserve to the recreation element places intended primarily for intensive recreation.

The open space element, as proposed, includes community open space preserves, neighborhood open space reserves, residential open space preserves, and large open space preserves (named). Other categories of open space include: scenic corridors, greenways, open space – limited development, agricultural lands and historic sites.

The proposed concentration of open space provisions in the open space element with reservation of intense recreation uses to the recreation element provides the proper emphasis in each element and removes some of the existing confusion caused by addressing some open space preserves in the recreation element and others in the open space element. Also, the changes emphasize the great importance to the town of open space.

Conservation Element

Major changes to the conservation element include adding references to the newly required setbacks from creeks and the recently completed report “Portola Valley Sensitive Biological Resources Assessment and Fuel Hazard Assessment.” Guidelines implementing the biological and fuel hazard assessments are being developed in concert with town staff. Also, references to the recently adopted geologic and ground movement potential maps and their implementation have been added. Some additional attention has been given to the need to minimize flooding problems and some policies from the sustainability element have been added. Finally, shifting some material between the open space and recreation elements has required some changes to Table 1 of Section 2135, a copy of which is enclosed.

Changes to Appendices

In addition to changes to the text of the general plan, changes have been made to appendices 1, 5, 6 and 7 in order to provide internal consistency. Changes to these appendices, which are enclosed, are summarized below:

Appendix 1, “Chronology of Amendments of the General Plan, Summary of Major Revision Programs and CEQA Compliance” has been updated.

Appendix 5, “State Requirements for Open Space Planning” has an updated table of how the categories of open space and recreation meet the state requirements for open space elements.

Appendix 6, “Implementation of the Open Space Element” has some minor modifications. It is also included here as a reminder of the many ways to preserve open space.

Appendix 7, “Implementation of the Recreation Element” has two minor changes.

Major Community Goals in the General Plan

The General Plan Major Community Goals, included in Section 1010 under General Policy, so well describe the overriding interest in the town of preserving the natural environment that the section is enclosed for information. Of particular interest are goals: 1, 2, 3, 4, 5, 9 and 16.

CEQA

An Initial Study has been prepared and a negative declaration is recommended. Copies of the Initial Study and Negative Declaration are enclosed.

Recommended Action

For clarity, enumerated items below include the pages in this report where they are found.

After public testimony, the council can move to:

1. Recommend approval of the Negative Declaration as shown on the following enclosures:
 - Initial Study: Environmental Evaluation Checklist
 - Initial Study: Evaluation Checklist Attachment
 - Negative Declaration

2. Recommend approval of the following amendments to the general plan:
 - Open Space Element
 - Recreation Element
 - Conservation Element
 - Table 1 of Section 2136a
 - Appendix 1 (pages 41 – 46)
 - Appendix 5
 - Appendix 6
 - Appendix 7

Alternatively, if council believes that more time is needed, the public hearing can be continued to a specific meeting.

cc. Tom Vlastic, Town Planner
Sandy Sloan, Town Attorney
Leslie Lambert, Planning Manager

Angela Howard, Town Manager

Enclosures:

Open Space Element

Recreation Element

Conservation Element

Table 1 of Section 2136a

Appendices 1, 5, 6 and 7

General Policies: Major Community Goals

Initial Study: Environmental Evaluation Checklist

Initial Study: Evaluation Checklist Attachment

Negative Declaration

Resolution

Open Space Element (existing)

Recreation Element (existing)

Conservation Element (existing)

RESOLUTION NO. - 2011

RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
ADOPTING AMDMENDMENTS TO THE CONSERVATION, OPEN SPACE
AND RECEPTION ELEMENTS THE GENERAL PLAN
AND FINDINGS UNDER CEQA

WHEREAS, the Planning Commission by unanimous vote at its meeting on April 6, 2011, recommended approval of a Negative Declaration pursuant to the California Environmental Quality Act ("CEQA") and adoption of the amended Conservation, Open Space and Recreation Elements to the Town Council, and

WHEREAS, the Town Council held a duly noticed public hearing on May 25, 2011, and considered the proposed amendments to the Conservation, Open Space and Recreation Elements, and

WHEREAS, the Town Council considered the minutes of the Planning Commission meetings February 2 and 16, and May 6, 2011, and

WHEREAS, a proposed Negative Declaration evaluating the potential impacts of the proposed General Plan Amendments was prepared, circulated and reviewed by the Town Council, and

WHEREAS, the Town Council found that the proposed amendments to the General Plan further the "Major Community Goals" as set forth under "General Policies" of the General Plan.

NOW, THEREFORE, be it resolved that the Town Council adopts a Negative Declaration for the proposed General Plan Amendments and adopts said Amendments to the General Plan contained in the following document: "Public Hearing on General Plan Amendments: Conservation Element, Open Space Element and Recreation Element, and Related CEQA Findings" dated April 13, 2011 and makes the following findings:

1. The changes and new policies are intended to affect decisions made in the future to will help sustain the environmental qualities of the town.
2. The changes are in the town's best interest.

PASSED AND ADOPTED at the regular meeting of the Town Council of the Town of Portola Valley on January May 25, 2011.

By: _____
Ted Driscoll, Mayor

Attest: _____
Sharon Hanlon, Town Clerk

Open Space Element

Introduction

- 2200 The open space element provides a framework for the preservation of open space within the planning area. Open space includes all open areas, large and small, public and private. The element, however, is most concerned with those open space lands that are of major significance for protection of natural resources, public health and safety, aesthetics and recreation and that require special actions to ensure their preservation. The open space land uses described herein are primarily the macro- and intermediate-scale open spaces but this does not imply that the micro-scale is not important.
- 2201 Open spaces intended primarily for intensive recreation, such as parks and playfields, are addressed in the recreation element.
- 2202 Scenic corridors and greenways are described in this element; however, their use by motorists, cyclists, those on foot and equestrians are addressed in the circulation and trails and paths elements.

Definitions

- 2203 The several types of open space included in this element are defined below; however, more complete descriptions can be found in section 2214.

Neighborhood Open Space Preserves serve local neighborhoods and are generally two to ten acres in size.

Community Open Space Preserves are scenic areas kept essentially in a natural state for the benefit of the residents of the town. Such preserves provide visual pleasure and accommodate very limited access and use, such as by trails and paths. They serve major parts of the town and generally are up to 50 acres in size.

Large Open Space Preserves are large areas that have important natural qualities and that are preserved by public or institutional ownership. Because these large open spaces can serve as recreational resources, they are also discussed in the recreation element.

Scenic Corridors are broad linear bands of open space along major roads in which recreational uses are acceptable when compatible with the open character of the corridor.

Greenways are corridors of natural beauty often enhanced by landscaping. They provide pleasant traveled ways for motorists, cyclists, those on foot and equestrians that link portions of the planning area. A number of greenways are proposed in the plan along roads and natural features such as canyons, streams and woods.

Open Space - Limited Development is the term assigned to those areas outside of the town that because of hazardous natural conditions, scenic beauty, limited access, remoteness, inadequate utilities or similar reasons are not appropriate for other than open space with very limited development. These areas should be kept essentially in their natural state with only minimal disturbance. These areas are shown on the General Plan Diagram, Part 5, of the General Plan.

Agricultural Lands occupy a large portion of the Stanford-owned Webb Ranch. These lands consist of alluvial soils and are well suited for agriculture. In addition, most of the area is within the flood plain of the Searsville Lake dam. Uses occupying this area include cultivated agriculture and boarding stables.

Residential Open Space Preserves are parts of residential developments that are kept as open space because of environmental constraints such as steep terrain, unstable land, and sensitive habitat. Also, these areas are visual assets for residents of the development in which they are located as well as the town. Where appropriate, access to portions of these areas by local residents can be an ancillary use by means of public trails and paths and thereby serve in part as a recreation function. (See also Section 2109 of the residential areas section in the land use element.)

2204 The Portola Valley town council, after much consideration, adopted the following definition of “open space preserve” by resolution No. 2490 on May 12, 2010. Consequently, whenever an area is described as an open space preserve in this element, it must comply with the following definition.

Open Space Preserves are areas to be kept largely in a “natural” condition with limited permitted uses as described below:

1. Open Space Preserves are areas where the character and intended use of the land warrant retaining the land in a natural condition. Such preserves provide visual pleasure and accommodate very limited access and use.
2. Open Space Preserves are named, located and described in the General Plan. The descriptions include permitted uses consistent with the provisions of this definition.

3. Permitted outdoor uses are those that do not require structures, other than those provided for elsewhere in this definition, and do not result in modification of the site. Typical uses include nature study, congregation of residents in time of emergencies, and unorganized activities such as tossing Frisbees and kite flying.
4. Permitted structures include occasional benches, trail and path signs, temporary scientific instruments, and bridges and board walkways in marshy areas for the purpose of viewing natural aspects of the site.
5. Permitted access is on permeable trails and, where appropriate, paths designed for disabled persons.
6. Consideration may be given to allowing existing structures to remain if they are consistent with and enhance the open space character of the land and/or are of historic value.
7. Activities to care for the land, such as controlling invasive plants and reducing fire hazards, are permitted provided they are undertaken in a manner that balances preservation of the natural vegetation and the need for reduction of fire hazard potential and are reviewed with input from town committees and staff.
8. Activities that seek to return the land to a prior more natural state are permitted provided such activities are reviewed with input from Town committees and staff.
9. Uses in addition to those above specified subsections 1. – 8. may be permitted by the town council provided such uses are consistent with the purposes of open space preserves as described in section 2204 and contribute to a person's enjoyment of, and do not detract, from a natural and tranquil setting.

(When considering residential open space preserves, see also Section 2109 of the general plan.)

2205 Open space land is defined in state law [Government Code, Section 65560 (b)]. The definition is intended as a guide to cities and counties, but does not preclude expansion of the list by jurisdictions. Section 65560 (b) states:

“Open space land is any parcel or area of land or water that is essentially unimproved and devoted to an open-space use as defined in this section, and that is designated on a local, regional or state open-space plan as any of the following:

1. Open space for the preservation of natural resources, including but not limited to areas required for the preservation of plant and animal life, including habitat for fish and wildlife species; areas required for

ecologic and other scientific study purposes; rivers, streams, bays and estuaries; and coastal beaches, lake-shores, banks of rivers and streams, and watershed lands.

2. Open space used for the managed production of resources, including but not limited to, forest lands, rangeland, agricultural lands and areas of economic importance for the production of food or fiber; areas required for recharge of groundwater basins; bays, estuaries, marshes, rivers and streams which are important for the management of commercial fisheries; and areas containing major mineral deposits, including those in short supply.
3. Open space for outdoor recreation, including but not limited to areas of outstanding scenic, historic and cultural value; areas particularly suited for park and recreation purposes, including access to lakeshores, beaches and rivers and streams; and areas which serve as links between major recreation and open-space reservations, including utility easements, banks of rivers and streams, trails, and scenic highway corridors.
4. Open space for public health and safety, including, but not limited to areas which require special management or regulation because of hazardous or special conditions such as earthquake fault zones, unstable soil areas, flood plains, watersheds, areas presenting high fire risks, areas required for the protection of water quality and water reservoirs, and areas required for the protection and enhancement of air quality."
5. (Pertains to military installations and therefore is not listed here.)

2206 Open space lands can be grouped under the following scales of open space by their size and character. These descriptions are of assistance when considering the functions of different types of open space:

1. *Macro-Scale Open Space* – Lands where the sense of openness is extensive. Views of such space include large expanses of water, undeveloped or primarily undeveloped lands, or rural lands with minor development. Micro-environments may exist within such a space, such as a clearing in the woods, or a small wooded valley or a cluster of trees in the otherwise grass covered rolling hills; but continuity and large size give macro-scale open spaces their dominant character. Categories of open space that are usually of this type include: residential open space preserves, scenic corridors, greenways, open space-limited development areas and large open space preserves.
2. *Intermediate-Scale Open Space* – Lands of intermediate scale include areas generally ranging in size from 5 to 50 acres. The unifying element is the sense of openness in the middle ground with

a definite background limit to one's view. Categories of open space that are usually of this type include community open space preserves and neighborhood open space preserves.

3. ***Micro-Scale Open Space*** – Spaces that are of a small or intimate nature. Generally, the observer intimately confronts objects in this size of open space.

2207 Size is not a limiting factor for open space, nor is public ownership necessary. In Portola Valley, concern for the preservation of open space should include all scales of open space from hillside watershed areas of large expanse to natural and landscaped areas on residential and other developed properties.

2208 Preservation for the public interest does not necessarily mean public access to open space lands. For example, public access might be incompatible with other open space uses, such as wildlife habitat, flood control, maintenance of the natural drainage system, or establishing or maintaining fragile plant growth. It may also be incompatible with individual property owner's rights to privacy.

2209 Many open spaces are best preserved and managed if the town or another public agency has responsibility or regulatory authority through fee title, easement or special zoning. This is especially true of public parks, flood plains, natural areas along travel corridors, creeks and riparian lands, wilderness areas or other wildlife habitat of shy or endangered species, and areas that represent a potential danger to health and safety.

2210 Implementation of the open space proposals was largely covered in the adopted Open Space Program, Town of Portola Valley, 1971, but is now addressed in Appendix 6, Implementation of the Open Space Element. The major open spaces are shown on the comprehensive plan diagram, Part 5.

2211 The open space element includes: objectives, principles and standards; and a description of an action program.

Objectives

- 2212
 1. To preserve open space in order to maintain the natural environmental qualities that make Portola Valley an unusual and special place in which to live.
 2. To provide visual enjoyment by means of a continuous flow of open space and natural ground contours throughout the entire planning area.
 3. To retain the wooded outlines of the skyline ridge and lesser ridges.

4. To retain and enhance important vistas, including the view of the skyline ridge as seen from below and the view of the valley as seen from the hillsides.
5. To protect and enhance more intimate views for the enjoyment of local residents.
6. To protect and maintain those areas necessary to the integrity of the natural processes with special emphasis on, but not limited to, the watershed.
7. To preserve and, where appropriate, enhance and restore streams, and lesser drainage courses and their corridors, unique resources in the area, in a manner that will assure maximum retention of their value as wildlife habitat and provide for their use and enjoyment by local residents.
8. To provide scenic corridors along routes of major movement.
9. To provide greenways along local corridors of movement.
10. To provide for the retention of vegetative forms that contribute to the public safety and help maintain the natural processes and aesthetic qualities of the town.
11. To preserve as open space, insofar as necessary, those areas subject to inherent natural hazards in order to ensure the public safety and welfare.
12. To preserve and protect areas vital as wildlife habitat or of a fragile ecological nature.
13. To preserve those areas of cultural and historic significance to the town, the Midpeninsula, and the Bay Area.
14. To provide open space to shape and guide development and to enhance community identity.
15. To ensure connectivity between open spaces to provide for wildlife movement.
16. To preserve those lands with high agricultural capabilities for agricultural and open space purposes where appropriate.

Principles

- 2213 1. In any land development project, the basic visual character of the planning area should be conserved through regulation or through public acquisition of less than fee title.

2. All major visual features should be preserved through public acquisition of fee title or lesser interest.
3. Structures and land uses should be subordinate to the dominant natural land forms and vegetation of the planning area. Only in the confines of individual sites should structures be allowed to be dominant. To preserve open space in the residential open space preserve areas, clustering of housing units outside these areas should be required to the maximum extent possible.
4. Roads and other public works should incorporate beauty as well as utility, safety and economy.
5. The scale and type of materials used in developments should be harmonious with the surrounding natural scenery.
6. Open spaces should be linked together visually and physically to form a system of open spaces.
7. Common open spaces intended to serve the immediate residents should be owned by the residents through a homeowners' association, condominium association, or other similar legal instrument.
8. A variety of vistas should be provided and preserved, ranging from the small enclosed private views to the more distant views shared by many people.
9. Open space along creeks, streams and scenic trails should be protected from encroachment through flood plain zoning, development setbacks, conservation easements, public acquisition of streambanks and other appropriate devices which will help preserve them in an essentially natural state.
10. A qualified biologist should delineate those areas rich in wildlife, or of a fragile ecological nature. These areas should be preserved through land use regulation or through dedication or acquisition where necessary.
11. Environmental impact studies should take into consideration the impact of development proposals on wildlife habitats.
12. Land use regulations should be used to prevent damage to vegetative ground cover.
13. The contribution of vegetation and water areas in maintaining air quality should be considered in any major land use proposals.
14. Areas hazardous to the public safety and welfare should be retained as open space. Areas that fall into this category include:

- a. Slopes generally over 30 percent.
 - b. Fault zones - bands on either side of known fault traces sufficient to include lands of probable ground rupture.
 - c. Areas of geologic instability.
 - d. Streams and their flood plains.
15. Streams, stream sides, ponds and trails should be preserved as scenic open spaces through regulation, dedication and, where necessary, by public acquisition.
16. Scenic corridors should be protected so as to maximize their scenic quality.
17. Scenic corridors and greenways
- a. Scenic corridors and greenways should be of a width suitable to preserve the natural quality of the area through which the corridor passes and provide space for appropriate uses.
 - b. Development within scenic corridors and greenways should not detract from the essential qualities of the corridor or greenway.
 - c. Scenic corridors and greenways should be designed to insulate residential areas from noise and activity on trafficways and to provide buffers between other incompatible uses.
18. New residential developments should provide for the clustering of residences so as to leave larger natural areas (residential open space preserves and other open space preserves) as undisturbed open space with limited local use by trails and paths. (When considering residential open space preserves, see also Section 2109 of the general plan.)

Standards

- 2214 Specific standards are and will be included within the zoning, subdivision and site development ordinances.

Description

- 2215 Extensive open lands presently exist within Portola Valley, much of which is in private ownership. The open space proposals in this element define those lands that enhance the character of the town. The primary open space function of these lands is for one or more of the following uses: preserving

natural resources, managing production of resources, providing outdoor recreation, or protecting the public health and safety.

2216 The land use categories that are of major importance in assuring a continued quality of open space and make up the open space classification system for Portola Valley are:

1. ***Neighborhood Open Space Preserves*** - A number of neighborhood preserves are shown on the plan diagram. The specific sites for two of the preserves, Ridge Rest Open Space Preserve and Frog Pond Open Space Preserve, are defined through the general development plan for the Portola Valley Ranch “planned community” zoning. A third preserve, Coalmine Ridge Open Space Preserve, includes a small lake and is located at the edge of the town adjoining Los Trancos Woods.

The exact locations of the remaining preserves shown on the plan diagram for the undeveloped lands of the town’s western hillsides, should they ever be developed, should be determined by the town when more precise plans are made for this area. The distribution indicated on the plan diagram generally provides a neighborhood preserve within a radius of from 1/4 to 1/2 miles of all potential residential sites. Steep grades and canyons have necessitated modifications of required standards in a few instances.

2. ***Community Open Space Preserves***- The Orchard Preserve is an existing apple ranch known as the Jelich Ranch. It contains three historic structures included in the historic element: the Jelich house, the tank house and the Chilean Woodchopper’s house. The property and structures help identify the rural nature of the town. If they ever cease to be in private ownership, the town should attempt to retain them as historic resources and open space for limited recreation and perhaps agricultural use.

The Meadow Preserve, the large field adjoining Portola Road and north of The Sequoias, lies astride the San Andreas Fault and is visually important to the entire quality of the valley. This preserve should be kept in a natural condition and the existing character preserved. A southern portion of the preserve is owned by the Midpeninsula Regional Open Space District and is a part of the Windy Hill Open Space Preserve. The parking lot serving the preserve should be maintained so as to cause minimum conflicts with the meadow and remain compatible with the natural setting to the maximum extent possible.

The Morshead Community Preserve should capitalize on the natural and man-made lake of the property. It is shown by symbol on the plan diagram without specific recommendations with regard to size or shape of the preserve.

The Stables Preserve is between the town center and the Orchard Preserve. The front part of the property is owned by the town and forms part of the open space corridor along Portola Road. This area should be kept as a natural resource with very limited access by individuals. Distant views from this part of the Stables Preserve are to be preserved.

The boarding stable buildings are on the rear of the preserve and set back approximately 700 feet from Portola Road. The boarding stable is one of the recreation facilities in the town. Should the boarding stable ever cease, the town should attempt to see that this part of the property is retained as open space.

3. *Large Open Space Preserves* –A number of large open space preserves are shown on the plan diagram. Each of these preserves is briefly described below.

The Jasper Ridge Biological Preserve includes Jasper Ridge, Searsville Lake and the marsh area at the south end of Searsville Lake. The Preserve is owned by Stanford University and is used by the university for biological studies. This is a unique resource in the planning area and should continue as a wildlife preserve and a scenic location. Increased use by the general public is encouraged provided it is handled in a manner so as to not interfere with the basic purposes of the preserve for biological studies. It is also important as an entry to Portola Valley along Portola Road.

Several properties owned by the Midpeninsula Regional Open Space District are shown as open space preserves on the comprehensive plan diagram. These lands are to be kept primarily as undeveloped open areas while allowing low intensity recreational uses that do not conflict with the essential open space character. Impact on the town from the use of these preserves should be minimal, and most vehicular access should be from roads on or near the boundaries of the town. These properties include:

Coal Creek Open Space Preserve

Los Trancos Open Space Preserve

Montebello Open Space Preserve

Russian Ridge Open Space Preserve

Windy Hill Open Space Preserve

The Windy Hill Open Space Preserve, owned by the Midpeninsula Regional Open Space District, consists of a major portion of the

eastern side of Windy Hill and is the only one of these preserves located within the town boundaries. Windy Hill is a visually dominant element for much of the town and the South Bay Area. The preserve serves as an adjunct to the balance of Windy Hill which is shown as a part of the Skyline Corridor. The natural character of the open ridge leading up to Windy Hill should be maintained. The lower part of the preserve, west of the Willowbrook Subdivision, includes a beautiful stretch of Corte Madera Creek, adjacent oak covered slopes and higher wooded knolls which open on to oak studded grassland. The preserve provides an extensive open space and trail system with opportunities for nature study as well as hiking and scenic enjoyment. The preserve is strategically located at the intersection of several main trails and paths where it can be an important destination for users of the trail and path system. The area should remain largely in its natural state. Besides use as a preserve, this land provides an important visual backdrop for the Willowbrook subdivision.

Because large open space preserves also serve as recreational resources, they are also discussed as regional parks or private recreational facilities in the recreation element.

4. **Scenic Corridors** –Scenic corridors are broad linear bands of open space along major roads in which recreational type uses are compatible with the open character of the scenic corridor.
 - a. **Alpine Scenic Corridor** - The Alpine Scenic Corridor includes Alpine Road and those portions of Los Trancos and San Francisquito creeks adjacent to the road. This corridor is of a smaller scale than the Skyline Scenic Corridor and will be primarily for the use of the residents of the planning area. A variety of uses would be compatible within the corridor, such as the existing tennis and swim clubs, equestrians, cyclists, runners and walkers. (See the Alpine Scenic Corridor Sub-Area Plan.)
 - b. **Portola Road Scenic Corridor** – The Portola Road Scenic Corridor extends from the intersection with Alpine Road to the northerly town limits. The corridor runs through the “valley” in the town and to a large extent does and should continue to reflect the open space values of the town. In order to achieve this objective, attention should be given to the entire corridor including the road, trails and paths, buildings and other structures, and plantings. While the corridor will be addressed in detail in a future overall plan for the corridor, attention is given in the open space element to the critical views to the western hillsides and nearby meadows. These views are of major

open space importance and policies are needed to ensure their preservation. It is appropriate to address the views in the open space element since it is these views that help express the open space character of the valley.

Unfortunately, native and planted vegetation as well as landforms largely obscure some important views. In particular, plantings between the Sequoias and the road form a hedge that blocks important views to the west. Also, in the future, new plantings along the western side of the corridor could lead to increased blockage of views. Furthermore, landforms in at least two locations significantly block views. One is the berm between the town owned land between Spring Down Equestrian Center and Portola Road. The other is the remnant of the hill that was created when grading was done many years ago for Portola Road in front of the Meadow Preserve. Were some of these visual impediments removed, vast views to the western hillsides would be opened up for users of the trail as well as motorists. Dealing with vegetation should be rather easily accomplished whereas modifying landforms would be much more difficult.

While the Portola Road corridor plan will comprehensively address plantings along the road, a first concern is with respect to existing and future plantings along the road that do and could further interfere with views. The town should consider establishing a special setback along the road for vegetation in which provisions could be included that would help ensure that in the future major views to the western hillsides and meadows would be preserved. Such a setback should, among other things, provide for a mixture of openings for major vistas and appropriate plantings.

- c. *Skyline Scenic Corridor* - The Skyline Scenic Corridor is one of two major regional facilities within the town, the other being the Windy Hill Open Space Preserve. The corridor is composed of a broad band of natural area and will require controls over adjacent lands to assure compatibility with the corridor. A variety of uses would be appropriate in the corridor including scenic lookouts, trails and paths, and special scenic and natural scientific attractions. In addition to its primary function it would provide some local recreation. (See also the scenic roads and highways element.)
5. *Greenways* – Greenways are corridors of natural beauty, often enhanced by landscaping. They are pleasant traveled ways for

motorists, cyclists, those on foot and equestrians linking portions of the planning area. A number of greenways are proposed in the plan along natural features such as canyons, streams and woods. The essential natural qualities of greenways should be maintained and enhanced by careful management of plant materials.

6. ***Open Space - Limited Development*** – These are areas which because of hazardous natural conditions, scenic beauty, limited access, remoteness, inadequate utilities or similar reasons are not appropriate for other than very limited development. These areas, which are outside of the town, should be kept essentially in their natural state with only minimal disturbance. Four areas are shown in this category on the comprehensive plan diagram: a portion of the town’s southern sphere of influence, land west of the Skyline Scenic corridor, and two areas in the hills of Palo Alto.
7. ***Agricultural Lands*** – A substantial portion of the Stanford-owned “Webb Ranch” is shown as agricultural land. This area lies predominantly between Ladera and the Junipero Serra Freeway. Most of the lands are currently used for cultivated agriculture and boarding stables. The lands are basically on alluvial soils and well-suited to agriculture. In addition, most of the area is within the flood plain of the Searsville Lake dam. This area should be retained primarily for agriculture with a limited amount of compatible recreational uses of low intensity such as the existing boarding stables.
8. ***Residential Open Space Preserves***- Residential open space preserves serve developments in which they are located. In addition they are important open space assets since they provide undisturbed natural areas for visual enjoyment by all town residents. Some of the preserves will be accessible for use by other than local residents by means of public trails and paths. (See the Residential Areas section of the land use element.)

2217 Historic sites include areas and trails of historic significance and open space potential that may be lost if not protected from development. Such areas and trails are limited in quantity in the planning area, but should be preserved whenever possible. (See the historic element.)

2218 Areas of particular biotic importance should be kept in their natural state because they play a vital role in natural processes and are of importance to the welfare of the town. These include wildlife, riparian corridors, wetlands, and vegetative and biotic communities. The protection of these areas is to be achieved by land use policies and by the open space proposals previously listed which include the biotically important steep canyons, streams, forests, wetlands and similar areas.

- 2219 Areas of importance for public health and safety purposes should by and large be kept in their natural state because they present potential hazards due to earth shaking, earth movement, fire, flooding, erosion and siltation. These areas are not shown separately on the comprehensive plan diagram, but are included in the open space proposals previously listed in this element and are described in the safety element.
- 2220 Appendices: Appendix 5 indicates the responsiveness of the Portola Valley open space proposals to state law requirements. Appendix 6 discusses the implementation of the open space element to ensure the systematic preservation of the open space character of Portola Valley.

Action Program

- 2221 The zoning, subdivision and site development ordinances have been prepared and administered to preserve and protect major open spaces in the town through a variety of provisions. These include:

- planned community zoning districts,
- slope-density combining zoning districts,
- open area zoning districts,
- special building setbacks along the Alpine Scenic Corridor and Skyline Parkway,
- planned unit development provisions permitting cluster development,
- dedication requirements for park areas,
- requirements for open space easements,
- trail and path dedication requirements,
- limitations on grading and tree removal,
- wide rights-of-way to provide open space along roads,
- required building setbacks along major town creeks, and
- setbacks and controls on planting along major roads.

These provisions have secured many of the open space proposals in the general plan and will continue to be used to secure additional open spaces. The tools are in place and need only to be administered as development projects come before the town.

- 2222 While most of the open space proposals in the plan can be achieved through regulation, there may be instances where the town may wish to purchase land or rights in land in order to secure open spaces. It is not possible at this time to determine which parcels would require such treatment. In order for the town to be in a position to purchase land if needed, the town should maintain an open space fund and an acquisition process plan.
- 2223 Several large parcels have been purchased by the Midpeninsula Regional Open Space District to form the Windy Hill Open Space Preserve. In the future, MROSD may purchase some additional parcels which are now indicated for residential development. Such purchases cannot be anticipated in this general plan but would be reviewed by the town at that time.

General Plan Diagram

2224 Modify the general plan diagram legend as follows:

Change the heading "Preserve" with respect to "Neighborhood" and "Community" to read "Open Space Preserve."

Change "OPEN SPACE PRESERVE" to read "LARGE OPEN SPACE PRESERVE."

Change "AGRICULTURE" to read "AGRICULTURAL LANDS."

Recreation Element

Introduction

2300 The recreation element provides guidelines for meeting the recreational needs of the town. In the most comprehensive sense, recreation starts within the home and extends through community facilities and on to wider areas. This recreation element is concerned with lands within the town that can provide recreation opportunities for use and enjoyment by town residents.

2301 Recreation areas include parks, athletic fields and the town center. Scenic corridors, greenways and open space preserves provide for limited recreation and are addressed in the Open Space Element. Schools and the town library are referenced here because of their importance as recreational facilities, although they are already mentioned for their primary uses in the land use element of the general plan.

2302 Trails and paths are major recreation facilities and are described in detail in the trails and paths element.

2303 Those portions of the recreation element that can be represented graphically are shown on the comprehensive plan diagram, Part 5. The recreation proposals shown on the diagram are general and are not meant to portray precise locations. They are intended, however, to provide a guide for future specific actions in carrying out the plan.

2304 Definitions

Neighborhood Parks are local parks developed to meet the recreation needs of the local neighborhood.

Community Parks provide space for specialized activities which attract residents from the entire town. The size of the park depends upon the activities to be accommodated and the desired character of the park. Small sites are appropriate in intensively developed areas, particularly where the park functions as a part of a larger complex of community serving recreation facilities. Appropriate facilities include such items as community buildings, tennis courts, tot lots and athletic fields.

Regional Parks and Private Regional Facilities are scenic areas of sufficient size to serve at least the Midpeninsula Area and are served by major

circulation facilities. They are also on or near the boundaries of the planning area and thus can be reached without the necessity of traveling through the town of Portola Valley, although, where necessary, additional access points in the town are appropriate under suitable conditions. These areas are important regional resources because of their intrinsic natural qualities.

Institutions include public and private schools that provide fields and other recreation facilities.

Objectives

- 2305
1. To provide appropriate park, recreation and open space areas serving major parts of the planning area, and neighborhoods and designed so as to minimize the impact of excessive use upon the valley.
 2. To allow for regional use of scenic resources that are unique in the Midpeninsula and so located as to not conflict with the primary residential function of the town.

Principles

- 2306
1. Parks should be designed and located to enhance the quality of living for local residents.
 2. Public school recreation facilities should be available for neighborhood use. For those areas not conveniently served by a neighborhood school, a neighborhood park, or neighborhood open space preserve should be provided.
 3. Community recreation needs should be met in park and recreation areas specifically adapted to local needs and interests.
 4. (For principles relating to building scale, size and landscaping see the general principles section for the land use element.)
 5. If automobile access is necessary to a park, recreation area or open space preserve, the location and design of the parking area should minimize the impact of traffic and parking on nearby residences.
 6. Link recreation areas by trails whenever feasible.

Standards

- 2307
1. All residential areas should be served by a public park within a distance of 1/4 to 1/2 mile.
 2. The requirement of 1. above may be met by a park, open space preserve, a portion of a greenway or scenic corridor, a public school

with playground, or a combination of these. In established areas where this requirement cannot be met, efforts should be made to provide public trails leading to at least one of these areas.

3. Where possible, the acreage in parks, open space preserves and portions of greenways or scenic corridors serving residential areas should be not less than five percent of the total acreage of the residential areas served. For example, a 400 acre residential development should be served by no less than 20 acres of public park of the classes enumerated above.

Description

- 2308 Extensive parks and open space preserves are proposed. Each proposal is based upon the natural resources of the planning area and related to the needs of residents. Specific recommendations are made for community parks, community open space preserves, neighborhood parks, neighborhood open space preserves, the Alpine Scenic Corridor, greenways, the Skyline Scenic Corridor, regional parks and private regional facilities. Also, institutions, local shopping and service centers, the town center, trails and paths and residential open space preserves are referenced because of their role in meeting recreation needs of the town. (For more information regarding open space preserves and scenic corridors see the open space element. For more information on trails and paths see the trails and paths element.)
- 2309 Major parks and recreation areas for the planning area are shown on the comprehensive plan diagram.
- 2310 Each park or recreation area is located so that its normal use will not interfere with adjoining uses or disturb the tranquillity of neighboring areas. Recreation areas within the town are served by access routes designed to minimize infringement of privacy of town residents.

Neighborhood Parks

- 2311 Two neighborhood parks are shown, one is in Ladera and the other is on Sand Hill Road.

Community Parks

- 2312 The town center is shown as including a community park (see "Other Institutional Uses" in the land use element). A variety of outdoor recreation uses exist and should continue, including but not limited to tennis, playing fields, and the little people's park. The location and size of the site makes it appropriate for community use.

- 2313 The Triangle Green Park at the intersection of Alpine and Portola Roads serves the community as a gathering spot, a place to stop and rest and as a visual entrance feature to the valley.
- 2314 Ford Park, across from Westridge Drive and within the Alpine Scenic Corridor, includes a little league baseball diamond, parking, trails and paths, and extensive natural areas for non-intensive recreation. The natural quality of much of this park is important in providing a natural setting when entering Portola Valley from the north.
- 2315 Rossotti Field, south of Arastradero Road and within the Alpine Scenic Corridor, is developed for soccer with ancillary parking. Planting and development should enhance the natural environment between Alpine Road and Los Trancos Creek.

Regional Parks and Private Regional Facilities

- 2316 Existing facilities serving largely the Midpeninsula Area include the Stanford Golf Course.
- 2317 The Palo Alto Foothill Park is presently reserved by the City of Palo Alto for the use of residents of the city only. For the Portola Valley area, however, the park provides an important open space. The town should work with Palo Alto to facilitate expanded public access.
- 2318 The existing Family Farm private club provides a regional resource for a relatively few people and infrequent use, but is an important open space.
- 2319 The Windy Hill Open Space Preserve, owned by the Midpeninsula Regional Open Space District, provides an extensive open space and trail system with opportunities for nature study as well as cycling, equestrians, hikers and scenic enjoyment. (See also Section 2212 of the open space element.)
- 2320 The Alpine Tennis and Swim Club and local equestrian centers provide recreation for many town residents, residents in the town's sphere of influence as well as some living at a greater distance.

Institutions

- 2321 The elementary and intermediate schools in the town have important recreation facilities and should be fully utilized in recreation programs. Similarly, the athletic facilities of the Priory school are of great importance to the town and should be scheduled for use by town groups without creating adverse impact on the surrounding residential areas. If additional elementary or intermediate schools are needed to serve the town, they should be developed to serve community recreation needs and might include some features that could be jointly financed by the town and the school district.

- 2322 The existing three churches and any additional churches that might locate in the town should be encouraged to make facilities available to community groups for meetings. It is assumed, however, that the major activities at the churches will continue to be for the members of the church.
- 2323 The library provides for recreational reading and includes space for small meetings and displays.

Local Shopping and Service Centers

- 2324 The commercial centers provide some recreation potential. The uses in the centers and the designs should consider the possibility of providing acceptable recreation for youths. Shopping centers, if properly designed, can be attractive places for walking about and for special events of various sorts.

Trails and Paths

- 2325 The trails and paths are in themselves important recreation facilities. A very extensive system is proposed which provides access from residential areas to recreation facilities at schools, parks, etc., and between residential areas. The system provides pleasant routes for recreational travel through particularly scenic portions of the town. (See the trails and paths element.)

General Plan Diagram

- 2326 Delete from the legend "OTHER COMMUNITY."

Conservation Element

Introduction

4200 The lands and waters of Portola Valley and its planning area comprise nearly one-half of the headwaters of the San Francisquito Creek watershed and a substantial amount of the natural foothills and hillsides remaining on the Midpeninsula. The town and its residents are the stewards of these natural resources and should cooperate with surrounding jurisdictions on watershed management and regional conservation.

Runoff from many tributaries in the watershed become concentrated in the San Francisquito Creek as it passes through Palo Alto and discharges into the San Francisco Bay. Flooding of these lower lands is an ongoing concern of Palo Alto and neighboring communities. Efforts to minimize flooding problems and preserve the health of the system will continue through actions of federal, state and local agencies. Portola Valley is and will continue to be a participant in these endeavors.

The conservation element concerns four basic categories: water--creeks, ponds, ground water, and imported water; vegetation--both native and exotic; soils and geology; and wildlife. This division is for convenience only; the interrelationships of these resources should be recognized and cherished.

4201 The conservation element provides a programmatic approach for the conservation, restoration, development and utilization of natural resources. Some aspects of conservation programs can be accomplished solely through public efforts while others can only be effectuated by identifying self interests or appealing to the community spirit of the owners of private property within the town. This element is concerned with programs, requiring both public and private action, that will conserve and enhance the natural qualities of the planning area.

4202 The effective conservation, restoration, development and utilization of natural resources cannot be accomplished without professional study and evaluation of critical areas or needs. The conservation element generally describes those fragile areas of the ecosystem that must be protected. It provides, in addition, policies that will help ensure that in planning and development of specific land use proposals environmental impact is not overlooked, that conservation actions are considered, and that such evaluations and actions are sufficiently comprehensive in accordance with professionally established guidelines.

Definitions

- 4203 **Public Conservation Programs** are largely carried out by local governments such as cities and counties. The town of Portola Valley can implement conservation measures through its regulatory powers including its zoning, subdivision and site development ordinances. Special districts as well as non-profit organizations also play roles. The Midpeninsula Regional Open Space District addresses conservation issues on land it owns in and adjoining the town. In addition, the Peninsula Open Space Trust, a non-profit trust, acquires land that will ultimately be retained as open space and held in a natural condition. Also included are those educational, technical assistance, incentive, acquisition and protective work programs that can be pursued by public agencies.
- 4204 **Private Conservation Programs** include protective work programs sponsored by private organizations and individual efforts for the conservation of natural resources on private sites. Private groups can, through the dissemination of conservation information, educate those unaware of environmental problem areas and, more importantly, values to be conserved. In addition, private dedication of conservation easements and/or financial donations for the protection of the natural processes would enhance all conservation efforts.

Objectives

- 4205 The conservation element includes: objectives, principles and standards; and a description of programs.
- 4206 For the objectives of the conservation element to be implemented, public and private efforts cannot be carried out in isolation of each other. It is the purpose of this element to provide a unified framework for the achievement of the conservation objectives.
- 4207 Water—Creeks, Ponds, Ground Water, and Imported Water
1. To protect the area against excessive storm water runoff, flooding, erosion and other related damage.
 2. To protect natural ground water recharge areas.
 3. To maintain standards to insure a high water quality.
 4. To preserve the natural character of all watershed land.
 5. To prevent obstructions to the natural flow of water that would adversely affect natural processes.
 6. To maintain a healthy ecological system for plants and animals in and along all bodies of water.

7. To encourage the conservation of water resources.
8. To encourage the recycling of water, both domestic and imported.

4208 Vegetation—Both Native and Exotic

1. To minimize disturbance of the natural terrain and native vegetation.
2. To preserve and protect all native and naturalized plants with special attention to preservation of unique, rare or endangered species and plant communities such as oak woodland and serpentine grasslands.
3. To encourage the planting of native plant species as part of any site development for ecological, aesthetic and water conservation purposes.
4. To ensure that when changes in natural grades or removal of existing vegetation is required on any public or private project, remedial measures call for the restoration or introduction of native vegetative cover for ecological as well as erosion control purposes.
5. To ensure that all thoroughfares and local roads are designed and planned to preserve the natural beauty and character of the corridor to the maximum extent possible.
6. To encourage the planting of native trees and shrubs to provide a substantial buffer between roadways and adjoining properties in harmony with the general character of the town.
7. To encourage the removal and prevention of the spreading of aggressive exotics such as pampas grass, acacia, yellow star thistle, French broom, Scotch broom and eucalyptus.
8. To preserve and maintain an area of native vegetation along creek corridors in order to separate turf and impervious surfaces from the creeks.
9. To protect forests and other vegetation for their roles in helping maintain and improve air quality.

4209 Soils and Geology

1. To prohibit the quarrying of rock, sand and gravel, as such uses are incompatible with basic town objectives.
2. To prevent, control and correct the erosion of soil.
3. To prohibit the dumping of any waste material that may harm or destroy soil quality and character.

4. To encourage wise soil husbandry and soil enrichment with organic wastes and other soil building materials.
5. To limit, and where determined necessary for public safety, prohibit development in hazardous geologic areas.
6. To encourage agricultural uses on soils suited for agricultural purposes when appropriate.

4210 Wildlife

1. To ensure that in the design and construction of public and private developments, the habitat of all wildlife will be protected to the maximum extent feasible, with special emphasis on protecting the habitat of any endangered species.
2. To maintain and protect creek corridors for wildlife who use this resource for food, shelter, migration and breeding.
3. To protect large and small natural systems for the purpose of supporting wildlife.

Principles

4211 Water—Creeks, Ponds and Ground Water

1. Recognizing that we live in a semi-arid area with increasing demand on limited water supplies, water conservation methods must be a guiding principle in all land use planning.
2. Environmental impact reports or studies, prepared professionally, should be required of public and private projects that propose extensive grading or vegetation removal on watershed lands.
3. Dumping of waste materials into creeks or streams or within their established undeveloped drainage basins should be prohibited.
4. Use of agricultural fertilizers and chemicals in areas along creeks should be tightly controlled so as to avoid adverse impacts.
5. The town shall require that there be no significant alterations of stream channels or obstructions to the natural flow of water. Creeks should be maintained in their naturally meandering channels consistent with geomorphic processes. Where channels are damaged or property threatened, bank stabilization by biotechnical methods are preferable to engineered solutions such as concrete walls and similar structures.
6. The natural flow of streams should be maintained and not diverted for other uses.

7. To protect water quality, the town shall encourage development to maintain an undisturbed or enhanced protective buffer between all cut and fill slopes, non-native turf or areas under chemical management or impermeable surfaces, and any creek corridors.
8. To require management practices that will reduce the amount of pollution entering water bodies.
9. Development should be restricted in areas subject to flooding.

4212 Vegetation

1. Removal of native vegetation should be minimized, and replanting required where necessary to maintain soil stability, prevent erosion and maximize reoxygenation.
2. Forest resources should be protected from harvesting.
3. Mature native trees and shrubs should be conserved.
4. Plantings in public trail easements or public road rights of way shall be of native plants and trees and shall not interfere with the use of the easements for public purposes such as equestrians, hikers, pedestrians, bicyclists, runners and vehicles.
5. The town should encourage restoration of unique or rare vegetation and habitats.
6. Along creeks, indigenous vegetation should be protected and, where necessary, restored and enhanced.
7. Management of native vegetation for the purpose of fire safe management practices should be done only to the extent necessary to meet reasonable fire safety objectives while still seeking to protect the biological resources of the environment.

4213 Soils and Geology

1. Zoning and other land use regulations should be used to limit, and in some cases prohibit, development in geologically hazardous areas. The degree of development limitation provided for in such regulations should be commensurate with the degree of hazard involved and the public costs likely to be incurred if emergency or remedial public action becomes necessary in these areas.
2. Land use regulations should allow for and encourage using the best soils for agriculture when appropriate.

4214 Wildlife

1. An environmental impact report or study, prepared by a qualified biologist, should be required to determine if the habitat of wildlife is being impacted, particularly of endangered species, by any proposed public or private project where such encroachment appears likely.
2. All subdivision and site development proposals should be reviewed to ensure that they do not obstruct wildlife access to important water, food and breeding areas.
3. Designate creek corridors as sensitive areas which provide important aquatic and terrestrial wildlife habitat. Setback requirements should be established by zoning for all new development along creeks. All new subdivisions and site development proposals should contain setback area sufficient to buffer wildlife inhabiting the creek corridor from the impacts of development.
4. Protect lands and habitat that support endangered or protected species wherever possible and consistent with state and federal requirements.
5. Give attention to restoring native habitat for wildlife when reviewing development proposals and initiating town projects.

Standards

4215 Specific standards are and will be included within the zoning, subdivision and site development ordinances.

Description

4216 Several conservation program areas are proposed. Each program area is based on conservation of the natural processes or ensuring public health and safety. Specific recommendations made are directed at the objectives of the four categories of concern: water (creeks, ponds, groundwater and imported water); vegetation (native and exotic); soils, geology; and wildlife.

4217 The program areas proposed are not meant to be the basis for the establishment and implementation of specific conservation programs in isolation of one another as the entire ecosystem is closely interrelated. They provide, rather, a unified framework for inter-relating action programs, projects, and other actions to ensure that conservation efforts will be of maximum efficiency and effectiveness.

4218 Each program area proposed could be designated as the responsibility of either the public or private sector; however, it is necessary for program implementation that all programs are understood and supported by both sectors. Further, conservation is dependent upon each individual's realization of his or her intimate relationship with the environment. All the

public efforts are of limited value without citizen participation in protecting the environment.

Education

- 4219 Public education and information programs detailing conservation values and problem areas and providing guidance of protective actions should be organized and administered by town staff and elected and appointed officials in cooperation with schools at all levels. This would include, in addition, special public meetings and information sessions with established private clubs or groups. Private conservation groups can also play an important part in citizen education.

Regulation

- 4220 The natural character of Portola Valley can be conserved in large part by ensuring that new and existing development is controlled by suitable regulation – mainly zoning, subdivision and site development regulations. These regulations are applied by the town as part of its “police power,” the right of government to enact laws which are in the public interest and which are directly related to the health, safety and general welfare of the community. Ordinances adopted in 1967 and as subsequently amended seek to preserve the natural setting. The zoning, subdivision and site development regulations provide much of the framework within which the town will develop and are sufficient to achieve many of the objectives of the conservation element by ensuring that development projects are always considered in the context of conservation of the environment and that conservation easements are dictated when appropriate. The regulations should include control over development in areas where natural hazards exist. These regulations will only achieve the objectives with careful and imaginative guidance by town staff, elected representatives and citizens.
- 4221 The town has established special setbacks along the major creeks in the town, which are: Los Trancos Creek, Corte Madera Creek and Sausal Creek. The purposes of the setbacks are to improve the quality of creekbank protection measures, reduce risk to property improvements, protect scenic values and protect the riparian habitat important to wildlife. Administration of these provisions by town officials and staff will be a major factor in protection of these important habitats.
- 4222 The town is served by septic systems and sewers. The comparative merits of these two methods of sewage disposal should be studied further.
- 4223 The town’s report “Portola Valley Sensitive Biological Resources Assessment and Fuel Hazard Assessment” dated 2008 and 2010, includes GIS maps of vegetation, soils and fire hazard and also provides extensive technical information on native vegetation. Guidelines for protecting habitat are included and should be consulted regularly by planning staff and decision-making bodies in conjunction with the review of development proposals.

Furthermore, the report includes guidelines for protecting biological resources when undertaking vegetation management for the purpose of fire hazard mitigation.

- 4224 The implementation of this element with regard to water resources shall be coordinated with any countywide water agency and other agencies that have developed, served or conserved water for any purpose for the town.

Acquisition

- 4225 There are cases where regulation will not provide a basis for achieving conservation objectives. In these situations, a town program for acquisition may be needed. There are two basic types of land ownership – full or fee title, and partial title, such as through a conservation easement or ownership of development rights. For a discussion of acquisition, see Appendix 6: Implementation of the Open Space Element.

Incentives

- 4226 For effective conservation of natural resources, a program of public incentives should be considered. Incentives in the form of tax relief or some other financial form (e.g., Williamson Act, income tax allowance for gifts, etc.) could be used for the conservation of large areas critically important to natural processes. Changes in this type of incentive would require a higher level of public involvement (state and federal legislation) to increase flexibility at the local level. The town has already adopted policy in favor of such incentives now permitted at the local level. Incentives could also take the form of allowing modification of normal regulations for special conservation considerations by the property owner or developer.

Technical Advice

- 4227 Professional technical advice is essential for full understanding of the natural processes. As noted above, the town's report "Portola Valley Sensitive Biological Resources Assessment and Fuel Hazard Assessment" dated 2008 and 2010 provides detailed mapping of vegetation in the town along with lists of endangered and threatened species associated with such vegetation. A system for applying the information in the planning program and in particular when reviewing development proposals should be developed.
- 4228 The town has adopted a Geologic Map and Ground Movement Potential Map along with an implementing policy statement and zoning ordinance provisions. These documents provide significant guidance in helping ensure the safety of developments in areas subject to landslides and other geologic hazards and also in avoiding damage to the natural environment including erosion and flooding. This information will guide public decision makers and should be available to the private sector for both education and advice.

4229 Information on available professional services and sources of professional advice including county, state and federal agencies, professional societies, conservation groups, and appropriate local professionals (e.g., landscape architects, geologists, biologists and hydrologists) should be made available at the Portola Valley town hall and through the town library and public schools within the town as well as at the high school and community college levels.

Remedial Work Programs

4230 Remedial work programs directed at specific conservation problem areas can prevent irreversible damage to the environment. Also, programs requiring organized private group efforts, clean up campaigns, etc., can help to improve the environment and bring people together in a common effort. Town sponsored projects such as litter removal and removal of invasive vegetation, as well as other programs, can make a substantial contribution to the conservation of the environment.

Miscellaneous Private Efforts

4231 For the conservation program to be effective, individual, organized and unorganized private efforts are necessary. These efforts include individual lot maintenance to high standards based on the preservation of the natural character (e.g., care in controlling site drainage, use and control of exotic plants to prevent widespread weed growth, etc.), dedications of conservation easements and financial donations with the requirement that they be spent for the protection of the natural processes.

Table 1. Guide to Park, Recreation, and Open Space Proposals in the General Plan

Park, Recreation or Open Space	Park and Recreation Element	Open Space Element	Trail & Path Element	Scenic Roads and Highways Element	Land Use Element
Neighborhood Preserve	-	X			
Neighborhood Park	X				
Community Preserve	-	X			
Community Park	X				
Other Community Parks or Preserves	X	X			
Regional Park or Private Regional Facility	X	X			
Open Space Preserve		X			
Scenic Corridor	-	X			
Greenway	-	X			
Open Space Limited Development		X			
Agricultural Lands		X			
Secondarily Park, Recreation, or Open Space*					
Residential Open Space Preserves					X
Trails and Paths			X		
Scenic Roads and Highways				X	

* These land use categories serve primarily for residential or circulation purposes, but have secondary uses as parks, recreation areas, or open spaces.

Appendix 1 Current Text

Chronology of Amendments to the General Plan, Summary of Major Revision Programs and CEQA Compliance

The table on the following page lists all planning commission and town council resolutions which adopted (A) or amended (Am) elements of the general plan. The table indicates only those elements substantively affected by the resolutions. Brief historical summaries of the major revision programs are described below. All background reports and studies pertinent to the initial adoption and amendment of elements listed continue to constitute a part of the record for the general plan. The method of establishing compliance with the California Environmental Quality Act is also indicated on the table.

1969-1973 Amendments

Amendments during this period generally added elements which more fully developed general policies already in the general plan or added elements newly required by state law. The amendments did not greatly affect fundamental aspects of the plan.

1977 Amendments

The 1977 revision resulted in a major reorganization of the general plan and major substantive changes. The 1977 revisions commenced with the formation of a General Plan Review Committee (GPRC) at a joint planning commission-town council meeting on November 20, 1974. This committee met periodically and reviewed the general plan to determine what amendments and revisions were needed. On May 28, 1975, the town council received the GPRC's report, which had been reviewed by the planning commission, and declared its intention to proceed with certain revisions. The amendments subsequently carried out were the preparation of the safety element, noise element, and scenic roads and highways element, all of which were adopted in 1975. The committee then undertook a review of the existing general plan to determine those portions of the plan in need of modification. Based on the recommendation of the committee, a consultant proposal was submitted and approved by the town council on August 12, 1975.

The consultant worked with the GPRC through April of 1976. The meetings of the GPRC during this period as well as since its inception were open to the public and public input was solicited. The major changes considered by the GPRC during this period included land use modifications in response to data and policies contained in the safety element, changes in the circulation system to reflect changes in town policy over the years and modifications to better tailor the plan to the town's planning area since the plan had previously been prepared for a larger planning area. Of particular importance was the addition of a new residential land use category, "Conservation-Residential." The results of the GPRC were subsequently presented to the planning commission at its meeting of March 17, 1976. The Commission then recommended that the town council

authorize the consultant to undertake the next step, which was the preparation of the proposed revised general plan.

During the review and revision of the general plan, numerous background materials were used, most of which are mentioned elsewhere in the appendices. Several maps not mentioned elsewhere and which were important inputs in the revision of the land use element in particular were:

“Property Ownership 1975, Town of Portola Valley, Developable Areas as Delineated on Stability Map, 1” = 500’, 12/3/75, revised 12/5/75”

“Slope of the Land, Town of Portola Valley, 1” = 1,000’, June 1972”

“Major Property Ownership 1975, Town of Portola Valley, 1” = 1,000’ ”

1980 Amendments

On June 13, 1979, the town council established a General Plan Review Committee to undertake an annual review of the general plan. The committee, composed of members of town committees, held a number of meetings and concluded its deliberations on August 13, 1979 with recommendations to the planning commission. The planning commission and town council held numerous public hearings between August 1979 and May 28, 1980 at which time the council adopted a set of revisions to the general plan. A major change to the plan was to change the slope-density standard for the Conservation-Residential category from 1 ac. – 9 ac. to 2 ac. – 9 ac.

1996 Amendments

On August 24, 1994, the town council established a General Plan Review Committee to review the general plan to determine if it adequately reflects the current goals of the community, and to make general recommendations to the planning commission and town council as to the nature of the changes that should be considered by the town. The committee was composed of seven members plus several ad hoc members representing various town commissions, committees and neighboring communities. The town planner attended all meetings.

The committee found that in most respects the plan was as relevant and useful as when it was first written. The committee, did however, recommend reducing the development potential on the western hillsides because of heightened awareness of major problems including access, geologic instability, fire protection, traffic and the need to preserve natural vegetation and water resources. The purpose of the change was to result in a more logical location of future homes. In addition, the committee addressed concerns including: senior housing, fire protection, and the pressure for larger homes to accommodate today's family needs. Also of concern was the potential destruction of natural resources that accompanies a rapidly increasing usage of town roads and open space by visitors from all over the Bay Area. The committee proposed changes to better deal with these perceived problems.

The planning commission considered the committee's recommendations at ten meetings from May 1996 through April 1997. The commission agreed with many of the recommendations of the committee and, in addition, provided increased attention to protection of natural biological resource areas, including riparian corridors. The commission agreed with the committee's recommendation to help ensure that development is in the most logical areas. To this end, the commission recommended designation of specific residential cluster areas for the large undeveloped parcels in the town. The commission recommended reduction in densities in order to achieve this goal.

The town council then considered the proposed amendments at fourteen noticed public hearings from May 14, 1997 to April 22, 1998. The council decided to approve all proposed amendments except those relating to a reduction of residential densities on the western hillsides, the modification of cluster designs on tow properties on the western hillsides and the addition of two cluster designs in other locations. The council directed that additional study be given to proposed density reductions and cluster designs and that these matters be brought to the council at a future date. These matters would then have to be set for public hearing.

General Plan Elements

A = Adoption
Am = Amendment

Planning Commission		Town Council		Land Use	Circulation	Housing	Historic	Conservation	Open Space	Noise	Scenic Roads and Highways	Safety	Recreation	Alpine Scenic Corridor	Northern Sphere of Influence **	Nathorst Triangle Area	Trails and Paths	Town Center Area	CEQA Compliance *
Date	Resol. #	Date	Resol. #																
05/19/65	1965-17	07/08/65	1965-48	A	A				A										
08/20/69	1969-82	10/08/69	259-1969			A													
07/15/70	1970-93	09/09/70	302-1970										A						
07/15/70	1970-93	10/14/70	306-1970														A		
02/17/71	1971-97	05/12/71	329-1971											A					
04/21/71	1971-100	08/11/71	344-1971												A				
04/04/73	1973-126	05/23/73	422-1973													A			
05/16/73	1973-128	06/13/73	424-1973					A	Am										CE
07/30/75	1975-147	08/13/75	572-1975							A	A	A							ND
12/03/75	1975-152	01/14/76	602-1976													Am			ND
03/02/77	1977-169	08/24/77	701-1977	Am	Am	Am		Am	Am			Am	Am	Am	Am	Am	Am	Am	ND
03/05/80	1980-199	03/26/80	834-1980														Am		ND
02/06/80	1980-198	05/28/80	845-1980	Am		Am						Am		Am					ND
11/05/80	1980-212	11/02/80	867-1980	Am															ND
09/15/82	1982-241	10/13/82	1007-1982						Am				Am				Am		CE
09/15/82	1982-239	11/10/82	1009-1982			Am													ND
11/27/84	1984-263	03/27/85	1104-1985			Am													ND
11/28/88	1988-287	03/09/88	1239-1988	Am															ND
02/03/88	1988-289	03/23/88	1244-1988													Am			ND
03/07/90	1990-313	03/14/90	1324-1990	Am					Am				Am						ND
03/07/90	1990-314	03/28/90	1329-1990													Am			ND
12/05/90		12/19/90	1361-1990			Am													ND
11/04/92	1992-336	12/09/92	1421-1992													Am		A	ND
12/01/93	1993-340	1/12/94	***				A												ND
07/19/95	1995-359	6/12/96	1537-1996	Am															EIR
9/3/97	1997-369	3/26/98	1630-1998	Am															EIR
4/2/97		4/22/98	1638-1998	Am	Am		Am	Am	Am		Am	Am	Am	Am		Am	Am	Am	ND

* This column indicates how the adoption and/or amendment was reviewed with respect to the California Environmental Quality Act. The documents referred to are on file at Portola Valley Town Hall. (CE) – Categorical Exemption (ND) – Negative Declaration (EIR) - Environmental Impact Report

** In the 1977 revision, the material in the Northern Sphere of Influence Element was distributed to the other elements and the Element was deleted from the plan.

*** Recorded in minutes but no resolution number.

Appendix 1- Proposed

Chronology of Amendments to the General Plan, Summary of Major Revision Programs and CEQA Compliance

The table on the following page lists all planning commission and town council resolutions which adopted (A) or amended (Am) elements of the general plan. The table indicates only those elements substantively affected by the resolutions. All background reports and studies pertinent to the initial adoption and amendment of elements listed continue to constitute a part of the record for the general plan. The method of establishing compliance with the California Environmental Quality Act is also indicated on the table.

Brief summaries of the work leading up to the 1964 general plan and major general plan revision programs are described below. Also included are references to major zoning ordinance amendments that affected the permitted density of housing.

1964 General Plan

The 1964 general plan was prepared prior to incorporation of the town. Upon incorporation, the town then adopted this new general plan. The plan had been prepared by William Spangle and Associates under contract with San Mateo. The consultants worked with the "Portola Valley Advisory Planning Committee" which was appointed by the San Mateo County Planning Commission. Since the original plan covered all of what became Portola Valley as well as part of Woodside and unincorporated areas in San Mateo County, including Ladera, Los Trancos Woods and Vista Verde and Woodside High, the committee included representatives from these areas as follows:

- L.W. Lane, Portola Valley
- Horton Whipple, Portola Valley
- S.H. Halsted, Portola Valley
- Myron Alexander, Portola Valley
- R.L. Boothroyd, Woodside
- D.S. Bushnell, Ladera
- Mrs. Richard Hayes, Ladera
- Robert W. Gates, Los Trancos Woods
- Ryland Kelly, Hare, Brewer and Kelly, developer
- Guilford Snyder, Portola Valley
- Mrs. Morgan Stedman, Woodside

The committee and consultants worked on the plan during parts of 1963 and 1964. The current plan still includes the fundamental objectives of the originally adopted plan. One of the major tasks of the committee was to establish zoning density standards that represented the opinions of the committee. Thus, the original general plan included to

slope-density standards, a relatively new concept at the time. The standards included: a “low” intensity standard to be applied to relatively accessible lands ranging from 1 acre per housing unit to 9 acres per housing unit for lands with slopes 50% or greater and an “open-residential” category to be assigned to relatively inaccessible lands ranging from 2 acres per housing unit to 9 acres per housing unit on slopes in excess of 50%.

1969-1973 General Plan Amendments

Amendments during this period generally added elements which more fully developed general policies already in the general plan or added elements newly required by state law. The amendments did not greatly affect fundamental aspects of the plan.

1977 General Plan Amendments

The 1977 revision resulted in a major reorganization of the general plan and major substantive changes. The 1977 revisions commenced with the formation of a General Plan Review Committee (GPRC) at a joint planning commission-town council meeting on November 20, 1974. The committee consisted of no more than two persons from each of the following: town council, planning commission, architectural and site control commission, conservation committee, and parks and recreation committee. This committee met periodically and reviewed the general plan to determine what amendments and revisions were needed. On May 28, 1975, the town council received the GPRC's report, which had been reviewed by the planning commission, and declared its intention to proceed with certain revisions. The amendments subsequently carried out were the preparation of the safety element, noise element, and scenic roads and highways element, all of which were adopted in 1975. The committee then undertook a review of the existing general plan to determine those portions of the plan in need of modification. Based on the recommendation of the committee, a consultant proposal was submitted and approved by the town council on August 12, 1975.

The consultant worked with the GPRC through April of 1976. The meetings of the GPRC during this period as well as since its inception were open to the public and public input was solicited. The major changes considered by the GPRC during this period included land use modifications in response to data and policies contained in the safety element, changes in the circulation system to reflect changes in town policy over the years and modifications to better tailor the plan to the town's planning area since the plan had previously been prepared for a larger planning area. Of particular importance was the addition of a new residential land use category, “Conservation-Residential.” The results of the GPRC were subsequently presented to the planning commission at its meeting of March 17, 1976. The Commission then recommended that the town council authorize the consultant to undertake the next step, which was the preparation of the proposed revised general plan.

During the review and revision of the general plan, numerous background materials were used, most of which are mentioned elsewhere in the appendices. Several maps not mentioned elsewhere and which were important inputs in the revision of the land use element in particular were:

“Property Ownership 1975, Town of Portola Valley, Developable Areas as Delineated on Stability Map, 1” = 500’, 12/3/75, revised 12/5/75”

“Slope of the Land, Town of Portola Valley, 1” = 1,000’, June 1972”

“Major Property Ownership 1975, Town of Portola Valley, 1” = 1,000’ ”

1980 General Plan and Zoning Ordinance Amendments

On June 13, 1979, the town council decided that with the experience to date, it was time to review the general plan. The council established a General Plan Review Committee composed of members of town committees as follows:

Jane Ames
John Ames
Sue Crane
Jay Foss
Betty Hone
Don Moore
Kent Mitchell

The committee held a number of meetings and concluded its deliberations on August 13, 1979 with recommendations to the planning commission. The planning commission and town council held numerous public hearings between August 1979 and May 28, 1980 at which time the council adopted a set of revisions to the general plan. A major change to the plan was to change the slope-density standard for the Conservation-Residential category from 1 ac. – 9 ac. to 2 ac. – 9 ac.

Subsequently, the town council amended the zoning ordinance by establishing a new SD-2 zoning district with parcel area requirements starting at 2 acres on level land up to 9 acres on slopes over 50%. This combining district was applied to the Stanford Wedge and the land between Alpine Road and Los Trancos Creek from Arastradero Road to the northerly town limits. In addition, the then existing SD-2 category which starts at 3 acres and extends to 18 acres was renamed as SD – 3. (Ord. 1981-181)

In addition, a new slope-density combining district, SD-1a, was established that starts at 1 acre at 15% slope and increases to 9 acres at 50% slope. This new combining district was applied to the Alpine Hills Subdivision. (Ord. 1981-182)

These amendments set forth specific requirements as follows: SD – 1 where land area per dwelling unit ranges from 1 acre on level land to 9 acres on slopes in excess of 50% slope and SD-2 where land area per dwelling unit ranges from 3 acres on level land to 18 acres on slopes in excess of 50%. (Ord. 1979-166)

1989 Zoning Amendments

On September 6, 1989, the town council, based on recommendations from the planning commission, established new slope-density standards in the zoning ordinance and applied them to existing subdivisions. While the subdivisions existed, the new regulations established standards that would limit the potential for resubdivisions of existing parcels or the combination of parcels to form additional parcels. The intent was to discourage overdevelopment of existing subdivisions. The added standards were SD-1a and SD-2.5. Recognizing the pattern of existing subdivided areas, the standards start at 15% slope rather than 1% slope that is the beginning standard applied to unsubdivided areas. The following subdivisions had the SD-1a standard applied: Arrowhead Meadows, Coombsville, Corte Madera Acres, Nathhorst, Oak Hills, Pine Ridge, Stonegate, and Willowbrook. The SD-2.5 standard was applied to the Westridge subdivision. (Ord. 1989-246)

1998 General Plan Amendments

On August 24, 1994, the town council established a General Plan Review Committee to review the general plan to determine if it adequately reflected the current goals of the community and to make general recommendations to the planning commission and town council as to the nature of the changes that should be considered by the town. The committee included the following:

Kathleen Bennett
Jonathan C. Dickey
Jean Y. Eastman
Steve Harrison
Marcia E. Keimer
Jon Silver
Marilyn Walter

Non-voting Members

Bud Eisberg, ASCC Liaison
Annaloy Nickum, President, Los Trancos Woods Community Association
Robert Zimmerman, Vista Verde Homeowners' Association
Town Council and Planning Commission members were also invited

The town planner attended all meetings.

The committee found that in most respects the plan was as relevant and useful as when it was first written. The committee did, however, recommend reducing the development potential on the western hillsides because of heightened awareness of major problems including access, geologic instability, fire protection, traffic and the need to preserve natural vegetation and water resources. The purpose of the change was to result in a more logical location of future homes. In addition, the committee addressed concerns including: senior housing, fire protection, and the pressure for larger homes to accommodate today's family needs. Also of concern was the potential destruction of natural resources that accompanies a rapidly increasing usage of town roads and open space by visitors from all over the Bay Area. The committee proposed changes to better deal with these perceived problems.

The planning commission considered the committee's recommendations at ten meetings from May 1996 through April 1997. The commission agreed with many of the recommendations of the committee and, in addition, provided increased attention to protection of natural biological resource areas, including riparian corridors. The commission agreed with the committee's recommendation to help ensure that development is in the most logical areas. To this end, the commission recommended designation of specific residential cluster areas for the large undeveloped parcels in the town. The commission recommended reduction in densities in order to achieve this goal.

The town council then considered the proposed amendments at fourteen noticed public hearings from May 14, 1997 to April 22, 1998. The council decided to approve all proposed amendments except those relating to a reduction of residential densities on the western hillsides, the modification of cluster designs on two properties on the western hillsides and the addition of two cluster designs in other locations. The council directed that additional study be given to proposed density reductions and cluster designs and that these matters be brought to the council at a future date. These matters would then have to be set for public hearing.

Chronology of Adoption and Amendments to the General Plan and Index to CEQA Compliance

General Plan Elements

A = Adoption
Am = Amendment

Planning Commission		Town Council		Land Use	Circulation	Housing	Historic	Conservation	Open Space	Noise	Scenic Roads and Highways	Safety	Recreation	Alpine Scenic Corridor	Northern Sphere of Influence (1)	Nathorst Triangle Area	Trails and Paths	Town Center Area	Sustainability	CEQA Compliance (2)
Date	Resol. #	Date	Resol. #																	
05/19/65	1965-17	07/08/65	1965-48	A	A				A											
08/20/69	1969-82	10/08/69	259-1969			A														
07/15/70	1970-93	09/09/70	302-1970										A							
07/15/70	1970-93	10/14/70	306-1970														A			
02/17/71	1971-97	05/12/71	329-1971											A						
04/21/71	1971-100	08/11/71	344-1971												A					
04/04/73	1973-126	05/23/73	422-1973													A				
05/16/73	1973-128	06/13/73	424-1973					A	Am											CE
07/30/75	1975-147	08/13/75	572-1975							A	A	A								ND
12/03/75	1975-152	01/14/76	602-1976													Am				ND
03/02/77	1977-169	08/24/77	701-1977	Am	Am	Am		Am	Am			Am	Am	Am	Am	Am	Am			ND
03/05/80	1980-199	03/26/80	834-1980														Am			ND
02/06/80	1980-198	05/28/80	845-1980	Am		Am						Am		Am						ND
11/05/80	1980-212	11/02/80	867-1980	Am																ND
09/15/82	1982-241	10/13/82	1007-1982						Am				Am				Am			CE
09/15/82	1982-239	11/10/82	1009-1982			Am														ND
11/27/84	1984-263	03/27/85	1104-1985			Am														ND
11/28/88	1988-287	03/09/88	1239-1988	Am																ND
02/03/88	1988-289	03/23/88	1244-1988													Am				ND
03/07/90	1990-313	03/14/90	1324-1990	Am					Am				Am							ND
03/07/90	1990-314	03/28/90	1329-1990													Am				ND
12/05/90		12/19/90	1361-1990			Am														ND
11/04/92	1992-336	12/09/92	1421-1992													Am		A		ND
12/01/93	1993-340	1/12/94	(3)				A													ND
07/19/95	1995-359	6/12/96	1537-1996	Am																EIR
9/3/97	1997-369	3/26/98	1630-1998	Am																EIR
4/2/97		4/22/98	1638-1998	Am	Am		Am	Am	Am		Am	Am	Am	Am		Am	Am	Am		ND
11/5/97		12/10/97	1618-1997													Am				ND
5/6/98	1998-383	6/10/98	1642-1998	Am																ND

A = Adoption
Am = Amendment

Planning Commission		Town Council		Land Use	Circulation	Housing	Historic	Conservation	Open Space	Noise	Scenic Roads and Highways	Safety	Recreation	Alpine Scenic Corridor	Northern Sphere of Influence (1)	Nathorst Triangle Area	Trails and Paths	Town Center Area	Sustainability	CEQA Compliance (2)
Date	Resol. #	Date	Resol. #																	
3/21/01	2001-399	4/25/01	1891-2001											Am						
11/5/02		1/8/03	2035-2003														Am			ND
12/17/08		1/28/09	2429-2009																A	ND
1/21/09		3/25/09	2441-2009							Am										ND
11/18/09		12/9/09	2469-2009			Am														ND
		1/27/10	2472-2010	(4)	(4)		(4)							(4)		(4)	(4)	(4)		CE
6/2/10		7/28/10	2501-2010									Am								ND

- (1) In the 1977 revision (Ordinance 701-1977), the material in the Northern Sphere of Influence Element was distributed to the other elements and the Element was deleted from the plan.
- (2) This column indicates how the adoption and/or amendment was reviewed with respect to the California Environmental Quality Act. The documents referred to are on file at Portola Valley Town Hall. (CE) – Categorical Exemption (ND) – Negative Declaration (EIR) - Environmental Impact Report
- (3) Recorded in minutes but no resolution number.
- (4) In the 2010 revision (Ordinance 2472-2010), all general plan diagrams were converted to a Geographic Information System (GIS).

Appendix 5

State Requirements for Open Space Planning

California state law (Section 65560 et seq.) requires each municipality to prepare a local plan “for the comprehensive and long-range preservation and conservation of open space land within its jurisdiction.” (§ 65563) The open space element of the general plan is meant to satisfy this state requirement.

In the legislation, “open space land” is defined as “any parcel or area of land or water which is essentially unimproved and devoted to an open space used as defined in this section, and which is designated on a local, regional or state open-space plan as any of the following:

- (1) Open space for the preservation of natural resources
- (2) Open space for the managed production of resources
- (3) Open space for outdoor recreation
- (4) Open space for public health and safety (§ 65560).

The table below illustrates how the various open space categories in the Portola Valley open space element relate to the purposes of open space land as defined by the State of California.

Portola Valley Open Space and Recreation Categories	Purpose of Open Space			
	Preservation of Natural Resource	Managed Production of Resources	Outdoor Recreation	Public Health and Safety
Residential Open Space Preserve	P		s	P
Scenic Corridors	P		s	s
Greenways	P		s	s
Open Space-Limited Development	P		s	P
Open Space Preserve	P		s	s
Agriculture		P		
Community Park	s		P	s
Community Preserve	P		s	s
Neighborhood Park	s		P	s
Neighborhood Preserve	P		s	s
Trails and Paths			P	s
Historic Sites	s		P	

Key:

P - indicates the primary purpose of the category of open space

s - indicates the secondary purpose of the category of open space

Appendix 6

Implementation of the Open Space Element

Actions to date:

1. The town has acquired a number of easements that preserve the open space quality of land while retaining it in private ownership. Notable open space, scenic or conservation easements occur in the following subdivisions: Portola Valley Ranch, Westridge Unit #10, Sausal Vista, The Hayfields, Applewood, Rossotti, Portola Glen Estates, Meadow Creek Estates, Blue Oaks and the Woodside Priory.
2. The Midpeninsula Regional Open Space District has acquired extensive open spaces as a part of the Windy Hill Open Space Preserve. This preserve provides for major hiking and nature study opportunities.
3. See also list of actions in Appendix 7: Implementation of the Recreation Element.

Future actions:

1. Studies should be made of the major riparian corridors in the town and recommendations made for protecting wildlife habitats and also protecting development from flooding.
2. Studies should be made of any other fragile biotic habitats in the town and recommendations made for their protection.
3. Recommendations should be made for any necessary amendments to the zoning, subdivision and site development regulations to help implement the general plan provisions relating to topics 1. and 2. above.
4. The Open Space Action Program should be implemented in order to further protect open space in the town. This program is described below.

Open Space Action Program

The preservation and enhancement of the natural beauty of Portola Valley can be achieved through a variety of methods, ranging from individual efforts of concerned property owners to various forms of public control of open space lands, including outright purchase. This program is based on officially adopted policy of the town as expressed in the general plan. While there may be interest from time to time in open space acquisitions beyond those recommended in the general plan, such acquisitions are not included in this program.

In the text below, methods of preserving open space are described under two headings—regulatory and non-regulatory approaches. Each type of open space is then matched with applicable methods of implementation in a summary table.

Regulatory Approaches

The natural character of Portola Valley can be preserved in large part by ensuring that new and existing development is controlled by suitable regulation—mainly zoning, subdivision and site development regulations. These regulations are applied by the town as part of its “police power,” which is the right of government to enact laws which are in the public interest and which are directly related to the health, safety and general welfare of the community. In the case of Portola Valley, it is clear that a major objective of the community is the preservation and enhancement of its natural setting. However, these regulations will only achieve town objectives with careful and imaginative guidance by town staff, elected representatives and citizens. In other words, these regulations are tools which need to be properly utilized.

Zoning

The zoning ordinance has been tailored to carry out the open space provisions of the general plan. Control of lot sizes, permitted land uses, and building bulk, height and coverage requirements limit the type and intensity of activities or intrusiveness of buildings. Review of new buildings and remodels by the Architectural and Site Control Commission provides close control of the compatibility of development with the natural setting. Following are brief descriptions of those provisions of the zoning ordinance that work most directly to preserve open space:

Planned Community District

Provisions in the ordinance permit the phased development of parcels of land larger than 60 acres according to an agreed-upon plan tailored to the specific land involved. This provision encourages orderly development of major tracts and benefits both the town and the subdivider. Cluster development is encouraged so as to leave substantial areas in a natural state.

Planned Unit Development

Parcels of 10 acres or more, or in some cases of smaller sizes, may be developed in specified zoning districts upon approval of a conditional use permit. Planned unit development allows flexibility in site design beyond that allowed in conventional subdivisions. This provision, as well as the planned community district, encourages cluster development and the resulting preservation of open space. Through careful design, development can be disposed on the land so as to minimize disturbance to the natural terrain and sited to preserve special features.

Slope-Density Districts

Slope-density combining districts limit the density of development based on the average steepness of terrain. This provision in the zoning ordinance does much to help relate the amount of development to the ability of the terrain to accommodate such development.

Open Area District

The purpose of this district is “to protect the open quality and preserve the natural characteristics and scenic qualities of lands in visually important locations.” The district permits agricultural and low intensity recreation uses. Residential planned unit developments are also permitted. For non-residential uses, stringent building coverage and grading regulations are included.

Special Building Setbacks – S (Scenic)

Special building setbacks of 75 feet and 200 feet are in force along portions of Alpine Road and Skyline Boulevard, respectively. These setbacks are designed to help achieve an open quality along the corridors. Projects are subject to architectural and site plan review with the objective of conserving the existing terrain and vegetation.

Subdivision Control

Because a subdivider is in effect creating a new part of a community, the state enabling legislation governing local subdivision ordinances gives to local communities considerable latitude in requiring a subdivider to provide a range of amenities. The town can make provisions to ensure that future residents of new subdivisions are assured a desirable environment. Also, the town can assure that development is compatible with the rest of the community.

The subdivision, zoning and site development ordinances are highly interrelated and in combination form a powerful set of tools for carrying out the general plan. Many provisions of the subdivision ordinance are relevant to the open space program and as each subdivision is reviewed, all pertinent aspects of the ordinance must be brought to bear on each application. Some of the most important provisions are briefly described below.

Cluster Subdivisions

Deviations from certain subdivision standards are permitted as a part of a cluster subdivision pursuant to the planned unit development procedures of the zoning ordinance. Common open areas must be covered by appropriate maintenance agreements.

Open Space Easements

Dedication of open space easements may be required for the purposes of protecting natural vegetation, terrain, water courses, waters and wildlife and for preventing or limiting drainage and erosion problems. This provision when linked to another requirement of the subdivision ordinance—that the subdivision comply

with the general plan—provides a basis for securing open space easements over major undeveloped canyons designated as “residential open space preserves” on the comprehensive plan diagram.

Park and Recreation Lands

To provide park and recreation areas, the subdivision ordinance requires payment of a fee or dedication of land according to two formulas. For subdivisions of less than 50 lots, a fee must be paid that is equal to the formula: $.005 \times \text{land value per acre} \times \text{number of residents}$. For subdivisions of 50 or more lots, a dedication of land must be made that is equal to the formula: $.005 \text{ acres} \times \text{number of residents in the subdivision}$. A combination of fees and land dedication is also possible.

If proposed park and recreation areas in the subdivision exceed the amount required for dedication, the town could enter into a binding agreement to purchase the property within a two year period. This provision, permitted by state law, would need to be added to the subdivision ordinance at least 30 days prior to imposing such a requirement.

Pedestrian Pathways, Hiking, Cycling and Equestrian Trails

Public easements for paths and trails and the construction of trails and paths may be required as a part of the subdivision process.

Grading and Tree Clearance

These are controlled through the site development ordinance, which is incorporated by reference in the subdivision ordinance.

Road Standards

The subdivision ordinance requires generous rights-of-way from 60 feet to 100 feet to provide open corridors for roads. These corridors are considered important because they are the traveled ways from which most persons, resident and visitor, perceive the town.

Landscaping

The subdivision and site development ordinances require protection of existing vegetation and the planting of additional vegetation if necessary. New plantings are required to conform to the adopted town native plant list.

Site Development

The site development ordinance sets standards for grading and controls removal of vegetation with the intent of creating “a superior community environment,” and “maximum preservation of the natural scenic character” of the town. Site development permits are necessary for work that exceeds certain minimum quantities. Provisions include the following:

Grading

Final contours of excavations and fills must be shown to be compatible with the terrain and not cause erosion.

Driveways

Standards are set for suitable grades and widths, to require adjustment to the terrain and to allow only a single driveway access to each residential lot.

Vegetation

Approval is needed for removal of vegetation in excess of 5,000 square feet from any vacant parcel or any parcel of land in excess of 10 acres. Suitable planting is required to return graded land to a natural condition and to prevent erosion.

Non-regulatory Approaches

As described in the preceding section on regulation, the preservation of many open spaces and the careful siting of development can be obtained through the regulation of private development. The town can go only so far, however, in conserving open space through regulation. There will be instances where regulations will not provide a basis for achieving open space goals and other approaches will be needed.

Types of Ownership

There are two basic types of land ownership—full or fee title, and partial title such as through an easement or ownership of development rights. Each of these types of title is implicit in the regulations previously discussed. For example, dedication of a park to the town would consist of dedication of the fee title. On the other hand, dedication of limited rights to implement a residential open space preserve would consist of an easement. Under such an easement the property owner would still own the land but would make a dedication to the town limiting the uses she or he could make of the property.

Such differences in title are particularly pertinent in considering nonregulatory open space implementation. For example, if the town is going to be required to purchase some open space, the amount of interest purchased in the land should be the minimum consistent with the purpose for which the open space is intended. Thus, if the objective is to merely protect a view, then a view easement may be all that is required. A park needed for active use, on the other hand would probably require obtaining full title to the land. Purchase of partial rights can be used to permit access, prohibit altering of natural features, or control development. The appropriateness of purchase of partial interests needs to be questioned in each instance where its use is contemplated. Where development is imminent, the cost of partial interests in the land may be very close to the cost of obtaining a fee title.

Donation of Property

Where open space or interests in open space are to be acquired by donation, the differences in types of ownership perhaps become most important. Donations of land or interests in land must be tailored to the needs of the individual making the donation. The types of arrangements can be many and varied. There are many source materials which probe this subject area in some depth. It is a specialized area requiring an understanding of human nature, estate planning, assessment procedures, tax laws, etc. For the purposes of this program, a few examples will suffice. Land may be donated to preserve an area or building which has particular sentimental value to the donor. Easements may be appropriate when an individual wants to preserve a low intensity use such as a farm or large estate and is willing to donate development rights and thereby receive a reduction in assessed value and taxes. Others may want to donate money for the purchase of property or development of a project as a memorial to a member of the family. These are but a few of the many situations possible.

Citizen Support

Citizen attitude and effort toward the open space program in Portola Valley is perhaps the most important part of the implementation work. Citizen support of official actions of the town and grass roots citizen programs, as well as the continued maintenance of private property, are all needed. Residents should be encouraged to continue to maintain and improve their properties so as to preserve and enhance the natural qualities of the town. This message should be given to residents through many means including official actions and the actions of local groups. Official town recognition should be given to outstanding actions by citizens.

Public Information

The town should also pursue an active public information program to assure that citizens are informed of and understand the underlying reasons for public policies and actions. Periodic reports should be issued to the residents indicating the accomplishments and programs of the town. Intergovernmental arrangements should play a large role in the ultimate realization of the open space program. Several of the open space proposals for Portola Valley, and indeed the framework of open space outside the town, require cooperation with other jurisdictions. The town should initiate programs as necessary and continue those in effect toward achieving interjurisdictional open space proposals. Major proposals include the Alpine and Skyline Scenic Corridors, a trail and path system for the mid-peninsula, and the maintenance of open areas such as the Stanford Biological Preserve.

Sources of Funds

While most of the open space proposals can be achieved through regulatory means, there may be instances where some purchases of property or rights in property may be necessary to carry out the plan. Although such purchases cannot be determined with accuracy at this time, it would be advisable for the town to have in mind approaches to securing funding if the need arises. In addition, approaches to voluntary contributions of land or rights in land may be appropriate. Some sources of funding or contributions are listed below.

Town Sources

The town can draw on its own bonding and tax powers to meet open space acquisition needs. The town-imposed utility users tax is one source of open space funds.

Fund Raising

The town can sponsor special events that would bring the community together for fun and recreation and for the purpose of raising funds to assist in open space acquisition.

Midpeninsula Regional Open Space District

MROSD has made major purchases of open space in the town. The district could be the source for additional purchases.

Peninsula Open Space Trust

POST, a private non-profit corporation, has purchased open space in the town and could be a source for additional purchases.

Contributions from Private Sources

Private contributions can assist in many ways. There are many incentives toward helping the community through donations. These include the ability to make a direct contribution to the continued quality of the town, the creation of a memorial which present and future town residents will use and enjoy, substantial tax benefits and increased property values.

Relationship of Implementation Devices to Open Space Proposals

The following table relates implementation devices to the several types of open space in this program. In the following examples, emphasis is given to achieving the maximum results through regulation. Acquisition is cited where regulation may be inadequate to accomplish the open space purposes. While not stated below, it is recommended that if regulation is not sufficient, donations should always be sought before moving to acquire by purchase.

Open Space Proposal	Implementation
Neighborhood Open Space Preserve	<p>Regulation: Most of these are so located that it is likely that they will be retained as open space as a part of subdivisions.</p> <p>Acquisition: In those instances where regulation will not achieve the objective, purchase by the town may be necessary.</p>
Community Open Space Preserve	<p>Regulation: As these lands come before the town for development permits, the town should work with the property owners to assure the retention of these important open space preserves.</p> <p>Acquisition: There may be instances where the town will decide to use some of its open space funds to in order to achieve its objectives.</p>
Large Open Space Preserve	<p>Several open space preserves, both within and outside of the town are owned by the Midpeninsula Regional Open Space District. Stanford University owns the biological preserve adjoining the town. The town should support the continuation of these preserves.</p>
Skyline Scenic Corridor	<p>Regulation: Zoning and site development regulations provide considerable protection.</p> <p>Acquisition: Purchase, such as by MROSD, is necessary to make lands available for general public use.</p>
Alpine Scenic Corridor	<p>Regulation: Zoning can be useful in controlling the form of development on the edges of the corridor.</p> <p>Acquisition: All of the parcels between the Alpine Road and Los Trancos Creek from the town boundary south to Arastradero Road should be acquired, or kept in private ownership, but retained as open space with compatible uses.</p>
Greenways	<p>Regulation: A combination of land in fee title and conservation easements should be obtained at the time of subdivision. Special building setbacks might also be established in already subdivided areas.</p> <p>Acquisition: Purchase should only be used where there is little or no likelihood of protecting the greenway through regulation.</p>
Open Space-Limited Development	<p>Extensive areas in unincorporated San Mateo and Santa Clara Counties are shown in this category. The town should support the continuation of this designation and as well as its application to a small area in Palo Alto.</p>
Agricultural Lands	<p>The agricultural areas lie outside of the town limits. The town should, however, cooperate with San Mateo County and Stanford University to retain these areas in agricultural use for the foreseeable future.</p>
Residential Open Space Preserve	<p>Regulation: Open space easements to be dedicated at time property is subdivided.</p> <p>Acquisition: To be used only in rare cases where an open space preserve covers such a large portion of a parcel that no reasonable use would remain for the owner if the open space is preserved.</p>

Recreation Proposal	Implementation
Neighborhood Park	<p>Regulation: Dedication at time of subdivision.</p> <p>Acquisition: Purchase will be necessary if the park is not included in a subdivision. Purchase will also be needed when a park will serve a substantially different area from the subdivision or the land area exceeds the amount the town can require through dedication.</p>
Community Park	<p>Regulation: Dedication if part of large subdivision and substantially related thereto.</p> <p>Acquisition: Purchase will be necessary if the park is not included in a subdivision. Also needed when a park will serve a substantially different area from the subdivision or the area exceeds the amount the town can require through dedication.</p>
Regional Parks and Private Regional Facilities	<p>These facilities already exist and include such as Foothill Park, the Stanford Golf course, Windy Hill Open Space Preserve, the Alpine Tennis and Swim Club and local boarding stables</p>
Trails and Paths	<p>Regulation: Many needed trails and paths can be obtained by dedication at time of subdivision. Improvements can also be obtained at the same time.</p> <p>Acquisition: Purchases should be made only when acquisition by regulations or voluntary contribution appears unlikely.</p>
Historic Resources	<p>Regulation: The Historic Resources Combining District in the zoning regulations requires review of historic resources when part of an application before the town to help ensure compliance with provisions of the Historic Element of the general plan. Also, review of changes to structures that may meet historic criteria is required pursuant to CEQA.</p>

Appendix 7

Implementation of the Recreation Element

Actions to date:

1. The subdivision ordinance has been amended to require dedication of land for park and recreation purposes consistent with provisions of the State Subdivision Map Act.
2. The town has acquired the town center, Ford Field and the soccer field on Alpine Road. The latter two are community parks while the town center includes community park facilities.
3. The town has acquired two neighborhood preserves, both of which are in the Portola Valley Ranch development.
4. The Midpeninsula Regional Open Space District has acquired extensive open spaces as a part of the Windy Hill Open Space Preserve. This preserve provides for major hiking and nature study opportunities.

Future actions:

1. The town should continue to apply its subdivision requirements with respect to the dedication of park and recreation areas.
2. The town should continue to use the planned community and planned unit development provisions of the zoning ordinance to encourage the provision of additional park and recreation areas.
3. The town should cooperate with owners of private recreation facilities to encourage the retention of such uses. If retention of such uses is not possible, the town should consider means to preserve the uses as long as they are important to the town.
4. The town should consider an acquisition program for park, recreation and open spaces that may not be achieved through the approval of developments. Such a program should be included as a part of the open space program. (See Appendix 6: Implementation of the Open Space Element.)

General Policy

Major Community Goals

- 1010 The goals included below are general in nature and basic to the entire general plan. Goals related to specific aspects of the plan are stated in other appropriate sections. The plan is designed and intended to assist in achieving these major local goals:
1. To preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area.
 2. To allow use of the planning area by residents and others, but to limit that use so that the natural attributes of the planning area can be sustained over time.
 3. To conserve the rural quality of Portola Valley and maintain the town as an attractive, tranquil, family-oriented residential community for all generations compatible with the many physical constraints and natural features of the area. Rural quality as used in this plan includes the following attributes:
 - a. Minimal lighting so that the presence of development at night is difficult to determine, so that the subtle changes between day and night are easily discernible and so that the stars may be readily seen at night.
 - b. Minimal man-made noise so that the prevailing sense tends to be one of quiet except for the sounds of nature.
 - c. Man-made features which blend in with the natural environment in terms of scale, materials, form and color.
 - d. An overall impression of open space, natural terrain and vegetation, interrupted minimally by the works of people.
 - e. Narrow roads bordered by natural terrain and native vegetation.

- f. Unobtrusive entrances to properties, primarily designed to identify addresses and provide safe access.
 - g. Minimal use of fencing except when necessary to control animals and children on properties and then of a design which is minimally visible from off-site.
 - h. The ability to maintain horses on private properties and to enjoy a trail system throughout the town.
 - i. Paths and trails that allow for easy access throughout the town.
 - j. Agricultural pursuits in appropriate locations.
4. To guide the location, design and construction of all development so as to:
 - a. Minimize disturbances to natural surroundings and scenic vistas.
 - b. Reduce the exposure of people and improvements to physical hazards such as earthquakes, landslides, fire, floods, traffic accidents and to provide evacuation routes for emergencies.
 - c. Protect the watershed of the planning area.
 - d. Ensure that projects complement and are subordinate to their natural surroundings.
 - e. Minimize the use of non-renewable energy resources, conserve water, and encourage energy conservation and the use of renewable energy sources.
 5. To protect, encourage and extend the use of native plant communities, grasses and trees, especially oak woodlands, because they reduce water usage and preserve the natural habitats and biodiversity.
 6. To ensure that growth and development within the planning area is evaluated against required regional environmental standards.
 7. To subject new developments with potential for adverse fiscal and other effects on the delivery of essential public services to an impact analysis to avoid unreasonable financial burdens on the town and other affected local governmental agencies and ensure the continued availability of essential public services.
 8. To provide civic and recreation facilities and activities that are supported by the local citizenry and that encourage the interaction of residents in the pursuit of common interests and result in a strong sense of community identity.

9. To provide scenic roads, trails and paths to enhance enjoyment of the planning area and to increase convenience and safety.
10. To encourage the increased availability and use of public transportation and shared private transportation in connecting the town to regional shopping, employment and recreational areas and to the regional transportation network.
11. To provide for those commercial and institutional uses which are needed by the residents of Portola Valley and its spheres of influence on a frequently recurring basis and which are scaled to meeting primarily the needs of such residents. Commercial and institutional uses that meet the frequently recurring needs ranging from those that most residents of the town and its spheres of influence could be expected to use frequently, typically daily or weekly, to those that, while not frequented so often by most residents, still could be expected to be used primarily by residents of the town and its spheres of influence. Those uses that meet the more frequently recurring rather than occasional needs of the residents are preferred.
12. To limit growth in order to minimize the need for additional governmental services and thereby maintain and preserve the town's predominately volunteer local government, a government which fosters a sense of community.
13. To work with neighboring communities, when appropriate, to identify and develop solutions to interjurisdictional problems.
14. To ensure that development will produce a maximum of order, convenience and economy for local residents consistent with other stated goals and objectives.
15. To foster appreciation of the heritage of the planning area by encouraging the recognition and preservation of important historic resources.
16. To control the size, siting and design of buildings so that they, individually and collectively, tend to be subservient to the natural setting and serve to retain and enhance the rural qualities of the town.

Town of Portola Valley

Initial Study: Environmental Evaluation Checklist

I. Background

Project title: General Plan Amendments: Conservation Element, Open Space Element and Recreation Element

Lead agency name and address: Town of Portola Valley
765 Portola Road, Portola Valley, CA 94028

Contact person: Leslie Lambert, Planning Manager Phone number: (650) 851-1700

Project location: Elements apply to many parcels in the town. Refer to the general plan diagram as a key to locations where the amendments apply.

Project sponsor's name and address: Town of Portola Valley 765 Portola Road, Portola Valley, CA 94028

General plan designation: The amendments apply mainly to lands shown on the general plan diagram as parks, recreation areas and open spaces.

Zoning: Lands are primarily zoned for residential use, but also allow for parks, recreation areas and open spaces.

Description of project (Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support or off-site features necessary for its implementation. Attach additional sheets if necessary.):

A major change is to reorganize text material between the open space element and the recreation element to transfer open space descriptions from the recreation element to the open space element while reserving descriptions of recreation facilities to the recreation element.

Another major change is to add a description of open space preserve in the open space element based on Resolution 2489-2010 adopted by the town council on 5/12/10 establishing a definition for open space preserve. Most areas in the town that are to remain as permanent open space will now be classified as an open space preserve and be named.

In the open space element, new text emphasizes the need to control the growth of vegetation and to evaluate existing landforms on the west side of Portola Road in order open up views from Portola Road to the western hillsides.

References have been added to the conservation element that provide for implementation of the new “Portola Valley Sensitive Biological Resources Assessment and Fire Hazard Assessment” study.

References have been added to the conservation element that provide for the implementation of revised Geologic and Ground Movement Potential maps.

References have been added to the conservation element to the newly adopted creek setbacks that call for maintaining the riparian corridors along creeks in the town. The conservation element has a new provision that suggests studying the relative merits of sanitary sewers and septic tanks and drainfields with respect to environmental impacts.

Surrounding land uses and setting (Briefly describe the project’s surroundings.):
The land uses are distributed throughout the town. They are primarily lands that are undeveloped or lands with limited development.

Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement): None.

II. Environmental Factors Potentially Affected

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a “potentially significant impact” as indicated by the checklist on the following pages.

<input type="checkbox"/> Aesthetics	<input type="checkbox"/> Mineral Resources
<input type="checkbox"/> Agricultural Resources	<input type="checkbox"/> Noise
<input type="checkbox"/> Air Quality	<input type="checkbox"/> Population/Housing
<input type="checkbox"/> Biological Resources	<input type="checkbox"/> Public Services
<input type="checkbox"/> Cultural Resources	<input type="checkbox"/> Recreation
<input type="checkbox"/> Geology/Soils	<input type="checkbox"/> Transportation/Traffic
<input type="checkbox"/> Hazards and Hazardous Materials	<input type="checkbox"/> Utilities/Service Systems
<input type="checkbox"/> Hydrology/Water Quality	<input type="checkbox"/> Mandatory Findings of Significance
<input type="checkbox"/> Land Use/Planning	

III. Determination (To be completed by the Lead Agency)

On the basis of this initial evaluation:

I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

I find that the proposed project MAY have a “potentially significant impact” or “potentially significant unless mitigated” impact on the environment, but at least one effect

- 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and
- 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets.

An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects

- 1) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and
- 2) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature

Title

Date

Town of Portola Valley Initial Study: Environmental Evaluation Checklist Attachment

Evaluation of Environmental Impacts:

1. A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A “No Impact” answer should be explained where it is based on project specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project specific screening analysis).
2. All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
3. Once the lead agency has determined that a particular impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect may be significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
4. “Negative Declaration: Less Than Significant With Mitigation Incorporated” applied where the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less Than Significant Impact.” The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section XVII, “Earlier Analyses,” may be cross-referenced).
5. Earlier analyses may be used where, pursuant to the tiering, program EIR or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063 (c)(3)(D). In this case, a brief discussion should identify the following.
 - a. Earlier Analysis Used. Identify and state where they are available for review.
 - b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measured based on earlier analyses.
 - c. Mitigation Measures. For effects that are “Less than Significant with Mitigation Measures Incorporated,” describe the mitigation measures which were

incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.

6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
7. Supporting Information Sources. A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.
8. This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.
9. The explanation of each issue should identify:
 - a. the significance criteria or threshold, if any, used to evaluate each question; and
 - b. the mitigation measure identified, if any, to reduce the impact to less than significance.

Town of Portola Valley Initial Study: Environmental Evaluation Checklist Attachment

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
1.	AESTHETICS Would the project:					
1a.	Have a substantial adverse effect on a scenic vista?			x		The Section 2216, 2.b. recommends a study of vegetation and landforms on the west side of Portola Road with the objective of opening up views to the western hillsides. This is a recommendation and any specific proposal will be evaluated under CEQA. 46
1b.	Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a scenic highway?			x		Same as above.
1c.	Substantially degrade the existing visual character or quality of the site and its surroundings?			x		Same as above.
1d.	Create a new source of substantial light or glare which would affect day or nighttime views in the area?				x	46
2.	AGRICULTURAL RESOURCES In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to					

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	use in assessing impacts on agriculture and farmland. Would the project:					
2a.	Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non agricultural use?				x	46
2b.	Conflict with exiting zoning for agricultural use, or a Williamson Act contract?				x	46
2c.	Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to nonagricultural use?				x	46
3.	AIR QUALITY Where available, the significant criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:					
3a.	Conflict with or obstruct implementation of the applicable air quality plan?				x	46
3b.	Violate any air quality standard or contribute substantially to an existing or projected air quality violation?				x	46
3c.	Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	(including releasing emissions which exceed quantitative thresholds for ozone precursors)?					
3d.	Expose sensitive receptors to substantial pollutant concentrations?				x	46
3e.	Create objectionable odors affecting a substantial number of people?				x	46
4.	BIOLOGICAL RESOURCES Would the project:					
4a.	Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?				x	Implementation of the report "Sensitive Biological Resources Assessment and Fuel Hazards Assessment" calls for careful review of development. Proper administration of this document will preclude significant adverse impacts. This is addressed in Sections 4221c. and 4224. 46
4b.	Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?				x	Same as above
4c.	Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean				x	Same as above.

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?					
4d.	Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?				x	Same as above.
4e.	Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?				x	Same as above.
4f.	Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?				x	46
5.	CULTURAL RESOURCES Would the project:					
5a.	Cause a substantial adverse change in the significance of a historical resource as defined in '15064.5?				x	46
5b.	Cause a substantial adverse change in the significance of an archaeological resource pursuant to '15064.5?				x	46
5c.	Directly or indirectly destroy a unique paleontological				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	resource or site or unique geologic feature?					
5d.	Disturb any human remains, including those interred outside of formal cemeteries?				x	46
6.	GEOLOGY AND SOILS Would the project:					
6a.	Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:				x	The Geology and Ground Movement Potential Maps referred to in Section 4224a provide major safeguards against geologic hazards. 46
i.	Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.				x	Same as above.
ii.	Strong seismic ground shaking?				x	Same as above
iii.	Seismic-related ground failure, including liquefaction?				x	Same as above
iv.	Landslides?				x	Same as above
6b.	Result in substantial soil erosion or the loss of topsoil?				x	Same as above
6c.	Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and				x	Same as above

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?					
6d.	Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?				x	Same as above
6e.	Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?				x	Same as above
7.	HAZARDS AND HAZARDOUS MATERIALS Would the project:					
7a.	Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?				x	46
7b.	Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?				x	46
7c.	Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?				x	46
7d.	Be located on a site which is				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?					
7e.	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?				x	46
7f.	For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?				x	46
7g.	Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				x	46
7h.	Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?				x	The new geologic and ground movement potential maps maps and the fire hazard map are to be professionally administered and thereby will preclude major losses. 46
8.	HYDROLOGY AND WATER QUALITY Would the project:					
8a.	Violate any water quality				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	standards or waste discharge requirements?					
8b.	Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?				x	46
8c.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?				x	46
8d.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?				x	46
8e.	Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	substantial additional sources of polluted runoff?					
8f.	Otherwise substantially degrade water quality?				x	46
8g.	Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?				x	Setbacks from creeks are required as provided in Sections 4214, 3. and 4211, 9. to protect against flooding. 46
8h.	Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				x	Same as above. 46
8i.	Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?				x	Same as above. 46
8j.	Inundation by seiche, tsunami, or mudflow?				x	Only mudflows are a potential threat in the town and they are addressed in item 6a. above. 46
9.	LAND USE AND PLANNING Would the project:					
9a.	Physically divide the physical community?				x	46
9b.	Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	environmental effect?					
9c.	Conflict with any applicable habitat conservation plan or natural community conservation plan?				x	See 4a. above 46
10.	MINERAL RESOURCES Would the project:					
10a.	Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?				x	46
10b.	Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?				x	46
11.	NOISE Would the project result in:					
11a.	Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?				x	46
11b.	Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?				x	46
11c.	A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?				x	46
11d.	A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	without the project?					
11e.	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				x	46
11f.	For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?				x	46
12.	POPULATION AND HOUSING					
	Would the project:					
12a.	Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?				x	46
12b.	Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				x	46
12c.	Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?				x	46
13.	PUBLIC SERVICES					
	Would the project result in substantial adverse physical impacts associated with the provision					

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:					
13a.	Fire protection?				x	Section 4223 provides for reducing fire protection needs. 46
13b.	Police protection?				x	46
13c.	Schools?				x	46
13d.	Parks?				x	46
13e.	Other public facilities?				x	46
14.	RECREATION					
14a.	Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?				x	46
14b.	Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				x	46
15.	TRANSPORTATION/TRAFFIC					
	Would the project:					
15a.	Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?			x		Enhancement of open space and parks could increase some traffic from visitors coming to the area, but since most of these facilities already exist, any increase is anticipated to minor.

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
						46
15b.	Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?				x	46
15c.	Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?				x	46
15d.	Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?				x	46
15e.	Result in inadequate emergency access?				x	46
15f.	Result in inadequate parking capacity?			x		Pressure could increase at some parking lots for parks and open space, but since these facilities already exist, any increase is expected to be minor. 46
15g.	Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?				x	46
16.	UTILITIES AND SERVICE SYSTEMS Would the project:					
16a.	Exceed wastewater treatment requirements of the applicable Regional				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	Water Quality Control Board?					
16b.	Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				x	46
16c.	Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				x	46
16d.	Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?				x	46
16e.	Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				x	46
16f.	Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?				x	46
16g.	Comply with federal, state, and local statutes and regulations related to solid				x	46

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	waste?					
17.	MANDATORY FINDINGS OF SIGNIFICANCE					
17a.	Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?			x		Impacts of Section 2216, 2.b. proposals would be subject to CEQA review if and when designs are proposed. 46
17b.	Does the project have impacts that are individually limited, but cumulatively considerable ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?				x	46
17c.	Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?				x	46

Sources

- | | |
|--|--|
| 1. Town Base Map, 1996, as updated | 24 Building Inspector |
| 2. USGS Maps, 1973 | 25 Health Officer |
| 3. Aerial photos: 1992, 1991, 1980, 1970, 1968, 1965 | 26 Town Historian |
| 4. Slope Map, 1972 | 27 Stable Inspector |
| 5. Soils Map, 1970 | 28 Town Police Commissioner |
| 6. Geologic Map, 1975, as updated | 29 San Mateo County Sheriff |
| 7. Movement Potential of Undisturbed Land Map, 1975 as updated | 30 Woodside Fire Protection District |
| 8. Flood Hazard Boundary Map, 1979 | 31 West Bay Sanitary District |
| 9. Master Storm Drainage Report, 1970 | 32 Mosquito Abatement District |
| 10. General Plan, amended June 12, 1996 | 33 Architectural and Site Control Commission |
| 11. Comprehensive Plan Diagram, amended June 12, 1996 | 34 Cable TV Committee |
| 12. Historic Element Diagram, adopted December 19, 1994 | 35 Conservation Committee |
| 13. Trails and Paths Diagram, amended October 13, 1982 | 36 Emergency Preparedness Committee |
| 14. Nathhorst Triangle Area Plan, amended December 9, 1992 | 37 Finance Committee |
| 15. Alpine Parkway Diagram, amended May 28, 1980 | 38 Geologic Safety Committee |
| 16. Village Square Area Diagram, adopted December 9, 1992 | 39 Historic Resources Committee |
| 17. Fire Hazards Map, adopted August 13, 1975 | 40 Parks and Recreation Committee |
| 18. Zoning Map, current | 41 Public Works Committee |
| 19. Town Planner | 42 Traffic Committee |
| 20. Town Engineer | 43 Bicycle Subcommittee |
| 21. Town Traffic Engineer | 44 Trails Committee |

22. Town Geologist

23. Town Attorney

45 Applicant's Consultant's
. Professional Opinion

46 Town Planning Consultant George
. Mader

Town of Portola Valley Negative Declaration

A notice pursuant to the California Environmental Quality Act of 1970, as amended (Public Resources Code 21,000 et seq.) that the following project:

General Plan Amendments: Conservation Element, Open Space Element and Recreation Element when implemented will not have a significant impact on the environment.

File Number: General Plan Amendments: Conservation Element, Open Space Element and Recreation Element

Owner: The general plan is adopted by the town council of the Town of Portola Valley

Applicant: Town of Portola Valley

Assessor's Parcel Number: Elements apply to many parcels in the town. Refer to general plan diagram as a key to locations where the element amendments apply.

Project Description and Location:

A major change is to reorganize text material between the open space element and the recreation element to transfer open space descriptions from the recreation element to the open space element while reserving descriptions of recreation facilities to the recreation element.

Another major change is to add a description of open space preserve in the open space element based on Resolution 2489-2010 adopted by the town council on 5/12/10 establishing a definition for open space preserve. Most areas in the town that are to remain as permanent open space will now be classified as an open space preserve and be named.

In the open space element, new text emphasizes the need to control the growth of vegetation and to evaluate existing landforms on the west side of Portola Road in order open up views from Portola Road to the western hillsides.

References have been added to the conservation element that provide for implementation of the new "Portola Valley Sensitive Biological Resources Assessment and Fire Hazard Assessment" study.

References have been added to the conservation element that provide for the implementation of revised Geologic and Ground Movement Potential maps.

References have been added to the conservation element to the newly adopted creek setbacks that call for maintaining the riparian corridors along creeks in the town.

The conservation element has a new provision that suggests studying the relative merits of sanitary sewers and septic tanks and drainfields with respect to environmental impacts.

Findings and Basis for a Negative Declaration:

Town staff has reviewed the initial study for the project and, based upon substantial evidence in the record, finds that:

1. The project will not adversely affect water or air quality or increase noise levels substantially;
2. The project will not have adverse impacts on the flora or fauna of the area;
3. The project will not degrade the aesthetic quality of the area;
4. The project will not have adverse impacts on traffic or land use;
5. In addition, the project will not:
 - a. Create impacts which have the potential to degrade the quality of the environment.
 - b. Create impacts which achieve short-term to the disadvantage of long-term environmental goals.
 - c. Create impacts for a project which are individually limited, but cumulatively considerable.
 - d. Create environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly.

The Town of Portola Valley has, therefore, determined that the environmental impact of the project is insignificant.

The following mitigation measures are included in the project to avoid significant, unless mitigated, environmental impacts:

None

The following responsible agencies were consulted when preparing the initial study:

None

Initial Study

Town staff has reviewed the environmental evaluation of this project and has found that the probable environmental impacts are insignificant. A copy of the initial study is attached.

Initial Study Review Period: March 10, 2011 to April 1, 2011

All comments regarding the correctness, completeness, or adequacy of this Negative Declaration must be received by the Town of Portola Valley, 765 Portola Road, Portola Valley, CA 94028, no later than 5:00 p.m. on March 30, 2011.

Open Space Element

Introduction

- 2200 The open space element provides a framework for the preservation of open space within the planning area. Open space includes all open areas, large and small, public and private. The element, however, is concerned with those open space lands that are of major significance for public recreation and aesthetics, public health and safety, and protection of natural processes and which require special actions to ensure their preservation. The open space land uses proposed herein are primarily the macro- and intermediate- scale open spaces but this does not imply that the micro-scale is not important.
- 2201 The open space element includes objectives, principles and a description. Appendix 5 indicates the responsiveness of the Portola Valley open space proposals to state law requirements. Appendix 6 discusses the implementation of the open space element to ensure the systematic preservation of the open space character of Portola Valley.
- 2202 A number of open space proposals have been given detailed consideration in other elements of the general plan and will only be referenced here. The primary concern here is with open space proposals not described elsewhere in the plan and which are responsive to state legislative requirements for protection and preservation of natural processes and protection of the public health and safety.
- 2203 “Open space land” is any parcel or area of land or water which is essentially unimproved and devoted to an open space use which is designated on a local, regional or state open space plan as any of the following:

1. Open space for the preservation of natural resources, including but not limited to areas required for the preservation of plant and animal life, including habitat for fish and wildlife species; areas required for ecological and other scientific study purposes; rivers, wetlands, streams, lake shores, banks of rivers and streams, and watershed lands.
2. Open space used for the managed production of resources, including but not limited to forest lands, rangeland, agricultural lands and areas of economic importance for the production of food or fiber; areas required for recharge of ground-water basins; and marshes, rivers and streams which are important for the management of commercial fisheries.
3. Open space for outdoor recreation, including but not limited to areas of outstanding scenic, historic and cultural value; areas particularly suited for park and recreation purposes, including access to lake shores, rivers and streams; and areas which serve as links between major recreation and open space reservations, including utility easements, banks of rivers and streams, trails, and scenic highway corridors.
4. Open space for public health and safety, including, but not limited to areas which require special management or regulation because of hazardous or special conditions such as earthquake fault zones, unstable soil areas, flood plains, watersheds, areas presenting high fire risks, areas required for the protection of water quality and water reservoirs, and areas required for the protection and enhancement of air quality.

2204 Open space lands can be grouped under the following scales of open space by their size and character:

1. ***Macro-Scale Open Space*** – Lands where the sense of openness is extensive. Views of such space include large expanses of water, undeveloped or primarily undeveloped lands, or rural lands with minor development. Micro-environments may exist within such a space, such as a clearing in the woods, or a small wooded valley or cluster of trees in the otherwise grass covered rolling hills; but continuity and large size give macro-scale open spaces their dominant character. Categories of open space which are usually of this type include:
 - a. Residential open space preserves
 - b. Scenic corridors
 - c. Greenways
 - d. Open space-Limited development areas
 - e. Open Space Preserves
2. ***Intermediate-Scale Open Space*** – Lands of intermediate scale include areas generally ranging in size from 5 to 50 acres. The unifying element is the sense of

openness in the middle ground with a definite background limit to one's view. Categories of open space which are usually of this type include:

- a. Community parks
- b. Community preserves
- c. Neighborhood parks
- d. Neighborhood preserves

3. ***Micro-Scale Open Space*** – Spaces that are of a small or intimate nature. Generally, the observer intimately confronts objects in this size open space and is relatively unaware of or prevented from viewing beyond two or three hundred feet at the most. Attention is usually focused on the detail of forms, textures and the color of foreground objects. Categories of open space which are usually of this type include:

- a. Trails and paths
- b. Historic sites

- 2205 Size is not a limiting factor for inclusion as open space, nor is public ownership necessary. In Portola Valley, concern for the preservation of open space should include all scales of open space from hillside watershed areas of large expanse to natural and landscaped areas on residential and other developed properties.
- 2206 Preservation for the public interest does not necessarily mean public access to open space lands. For example, public access might be incompatible with other open space uses, such as wildlife habitat, flood control, maintenance of the natural drainage system, or establishing or maintaining fragile plant growth. It might also be incompatible with individual property owner's rights to privacy.
- 2207 Many open spaces are best preserved and managed if the town or another public agency has responsibility or regulatory authority through fee title, easement or special zoning. This is especially true of public parks, flood plains, natural areas along travel corridors, creeks and riparian lands, wilderness areas or other wildlife habitat of shy or endangered species, and areas that represent a potential danger to health and safety. Implementation of the open space proposals was largely covered in the adopted Open Space Program, Town of Portola Valley, 1971, but is now addressed in Appendix 6 of this plan.
- 2208 The major open spaces are shown on the comprehensive plan diagram, Part 5.

Objectives

- 2209 1. To preserve open space in order to maintain the special residential qualities of Portola Valley.

2. To provide for a continuous flow of open space throughout the entire planning area.
3. To retain and enhance the important vistas, including the view of the skyline ridge as seen from below and the view of the valley as seen from the hillsides.
4. To protect and maintain those areas necessary to the integrity of the natural processes with special emphasis on but not limited to the watershed.
5. To provide for the retention of vegetative forms that contribute to the public safety and help maintain the natural processes and aesthetic quality of the town.
6. To preserve as open space, insofar as necessary, those areas subject to inherent natural hazards in order to ensure the public safety and welfare.
7. To preserve and protect areas vital as wildlife habitat or of a fragile ecological nature.
8. To preserve those areas of cultural and historic significance to the town, the Midpeninsula, and the Bay Area.
9. To provide open space to shape and guide development and to enhance community identity.
10. To preserve those lands with high agricultural capabilities for agricultural purposes.

Principles

- 2210
1. In any land development project, the basic visual character of the planning area should be conserved through regulation or through public acquisition of less than fee title.
 2. All major visual features should be preserved through public acquisition of fee title or lesser interest.
 3. Because the dominant features of the planning area are the natural land forms and vegetation, structures and land uses should be subordinated thereto. Only in the confines of individual sites should structures be allowed to be dominant. To preserve open space in the residential open space preserve areas, clustering of housing units outside these areas should be required to the maximum extent possible.
 4. Highways and other public works should incorporate beauty as well as utility, safety and economy.
 5. The scale and type of materials used in developments should be harmonious with the surrounding natural scenery.

6. Open spaces should be linked together visually and physically to form a system of open spaces.
7. Small common open spaces intended to serve the immediate residents should be owned by the residents through a homeowners' association, condominium association, or other similar legal instrument.
8. A variety of vistas should be provided and preserved, ranging from the small enclosed private views to the more distant views shared by many people.
9. Open space along creeks, streams and scenic trails should be protected from encroachment through flood plain zoning, development setbacks, conservation easements, public acquisition of streambanks and other appropriate devices which will help preserve them in an essentially natural state.
10. A qualified biologist should delineate those areas rich in wildlife, or of a fragile ecological nature. These areas should be preserved through land use regulation or through dedication or acquisition where necessary.
11. Environmental impact studies should take into consideration the impact of development proposals on wildlife habitats.
12. Land use regulations should be used to prevent damage to vegetative ground cover in Portola Valley.
13. The contribution of vegetation and water areas in maintaining the air quality should not be overlooked in any major land use proposals.
14. Areas hazardous to the public safety and welfare should be retained as open space. Areas that fall into this category include:
 - a. Slopes generally over 30 percent.
 - b. Fault zones - bands on either side of known fault traces sufficient to include lands of probable ground rupture.
 - c. Areas of geologic instability.
 - d. Streams and their flood plains.

Description

- 2211 Extensive open land presently exists within Portola Valley, most of which is in private ownership. The open space proposals in this element define those lands that enhance the character of the town. The primary open space function of these lands is for one or more of the following uses: preserving natural resources, managing production of resources, providing outdoor recreation, or protecting the public health and safety.

2212 The land use categories that are of major importance in assuring a continued quality of open space and make up the open space classification system for Portola Valley are:

1. *Residential Open Space Preserves* – (See “Residential Areas” in the land use element.)
2. (Not used.)
3. *Scenic Corridors* – (See the recreation element.)
4. *Greenways* – (See the recreation element.)
5. *Open Space - Limited Development* – These are areas which because of hazardous natural conditions, scenic beauty, limited access, remoteness, inadequate utilities or similar reasons are not appropriate for other than very limited development. These areas should be kept essentially in their natural state with only minimal disturbance. Four areas are shown in this category on the comprehensive plan diagram: a portion of the town’s southern sphere of influence, land west of the Skyline Scenic corridor, and two areas in the hills of Palo Alto.
6. *Open Space Preserves* – Large undeveloped areas where the character and intended use of the land warrant retaining the land in a natural condition. A number of open space preserves are shown on the plan diagram. This plan recognizes that additional open space preserves may be established in order to help achieve the purposes of Section 2203 of this plan as long as they are consistent with the balance of the plan.

The Jasper Ridge Biological Preserve includes Jasper Ridge, Searsville Lake and the marsh area at the south end of Searsville Lake. The Preserve is owned by Stanford University and is used by the university for biological studies. This is a unique resource in the planning area and should continue as a wildlife preserve and a scenic location. It is also important as an entry to Portola Valley along Portola Road.

Several properties owned by the Midpeninsula Regional Open Space District are generally shown as open space preserves on the comprehensive plan diagram. These lands are to be kept primarily as undeveloped open areas while allowing low intensity recreation uses which do not conflict with the essential open space character. Impact on the town from the use of these preserves should be minimal, and most vehicular access should be from roads on or near the boundaries of the town. These properties include:

- Coal Creek Open Space Preserve
- Los Trancos Open Space Preserve
- Montebello Open Space Preserve
- Russian Ridge Open Space Preserve
- Windy Hill Open Space Preserve

The Windy Hill Open Space Preserve, which consists of a major portion of the eastern side of Windy Hill, is the only one of these preserves located within the town boundaries. Windy Hill is a visually dominant element for much of the town and the South Bay Area. The preserve serves as an adjunct to the balance of Windy Hill which is shown as a part of the Skyline Corridor. It is also desirable that the natural character of the open ridge leading up to Windy Hill be maintained. The lower part of the preserve, west of the Willowbrook Subdivision, includes a beautiful stretch of Corte Madera Creek, adjacent oak covered slopes and higher wooded knolls which open on to oak studded grassland. This area is strategically located at the intersection of several main trails and paths where it can be an important destination for users of the trail and path system. The area should remain largely in its natural state. Besides use as a preserve, this land provides an important visual backdrop for the Willowbrook subdivision.

An individual parcel of approximately 20 acres exists within the Windy Hill Open Space Preserve and may be developed for residential purposes, but this parcel is too small to show on the comprehensive plan diagram.

7. *Agriculture* – A substantial portion of the Stanford-owned “Webb Ranch” is shown for agricultural use. This area lies predominantly between Ladera and the Junipero Serra Freeway. Most of the lands are currently used for cultivated agricultural use and boarding stables. The lands are basically on alluvial soils and well-suited to agriculture. In addition, most of the area is within the flood plain of the Searsville Lake dam. This area should be retained primarily for agriculture with a limited amount of compatible recreational uses of low intensity such as the existing boarding stables.
8. *Community Parks* – (See the recreation element.)
9. *Community Preserves* – (See the recreation element.)
10. *Neighborhood Park* – (See the recreation element.)
11. *Neighborhood Preserves* – (See the recreation element.)
12. *Trails and Paths* – (See the trails and paths element.)

2213 Historic sites are areas and trails of historic significance and open space potential that may be lost if they are not protected from development. Such areas and trails are limited in quantity in the planning area, but should be preserved whenever possible.

2214 Areas of particular biotic importance should be kept in their natural state because they play a vital role in the natural processes and are of importance for the welfare of the town. These include wildlife, riparian, wetland, vegetative and biotic communities. The protection of these areas is achieved by land use policies and by the open space proposals previously listed which include the biotically important steep canyons, streams, forests, wetlands and similar areas.

- 2215 Areas of importance for public health and safety purposes should by and large be kept in their natural state because they present potential hazards due to earth shaking, earth movement, fire, flooding, erosion and siltation. These areas are not shown separately on the comprehensive plan diagram, but are included in the open space proposals previously listed in this element and are described in the safety element.

Action Program

- 2216 The zoning, subdivision and site development ordinances have been prepared and administered to preserve and protect major open spaces in the town through a variety of provisions. These include:

- a planned community zoning district,
- slope-density combining zoning districts,
- an open area zoning district,
- a scenic corridor combining district,
- planned unit development provisions permitting cluster development,
- dedication requirements for park areas,
- requirements for open space easements,
- special building setbacks along Skyline Boulevard and Alpine Road,
- trail and path dedication requirements,
- limitations on grading and tree removal, and
- wide rights-of-way to provide open space along roads.

These provisions have secured many of the open space proposals in the general plan and will continue to be used to secure additional open spaces. The tools are in place and need only be administered as development projects come before the town.

- 2217 While most of the open space proposals in the plan can be achieved through regulation, there may be instances where the town may wish to purchase land or rights in land in order to secure open spaces. It is not possible at this time to determine which parcels would require such treatment. In order for the town to be in a position to purchase land if needed, the town should maintain an open space fund and an acquisition process plan.
- 2218 Several large parcels have been purchased by the Midpeninsula Regional Open Space District to form the Windy Hill Open Space Preserve. In the future, MROSD may purchase some additional parcels which are now indicated for residential development. Such purchases cannot be anticipated in this general plan but would be reviewed by the town at that time.
- 2219 Appendix 6 provides additional information regarding the components of the open space action program.

Recreation Element

Introduction

2300 The recreation element provides guidelines for meeting the recreational needs of the town. In the most comprehensive sense, recreation starts within the home and extends through community facilities and on to wider areas. This recreation element is concerned with lands within the town that can provide recreation opportunities for use and enjoyment by town residents.

2301 The recreation areas proposed are parks, scenic corridors, greenways and several categories of preserves. In addition, schools and the library are referenced here because of their importance as recreational facilities, although they are already mentioned for their primary uses in other elements of the general plan. Also included are trails and paths which are treated in more detail in the trails and paths element.

2302 Definitions

Community parks provide space for specialized activities which attract residents from the entire town. The size of the park depends upon the activities to be accommodated and the desired character of the park. Small sites are appropriate in intensively developed areas, particularly where the park functions as a part of a larger complex of community serving recreation facilities. Appropriate facilities include such items as community buildings, tennis courts, tot lots, swimming pools and athletic fields.

Community preserves are scenic areas kept essentially in a natural state for the benefit of the residents of the town. Such preserves provide visual pleasure and accommodate very limited access and use, such as trails and paths.

Other community designated areas include areas which have unique importance for community recreation, park or open space uses.

Neighborhood parks are local parks developed to meet the recreation needs of the local neighborhood.

Neighborhood preserves are local parks kept in their natural state, generally two to ten acres in size.

Scenic Corridors are broad linear bands of open space in which recreational type uses are compatible with the open space character and a thoroughfare is located.

Greenways are corridors of beauty, natural or enhanced by landscaping, through which riding and hiking trails, cycling and walking paths, or roads pass linking portions of the planning area.

Open space preserves (see open space element).

Residential open space preserves (see open space element).

Regional parks or private regional facilities are scenic areas of sufficient size to serve at least the Midpeninsula Area and are served by major circulation facilities. They are also on or near the boundaries of the planning area and thus can be reached without the necessity of traveling through the Town of Portola Valley, although, where necessary, additional access points in the town are appropriate under suitable conditions. These areas are important regional resources because of their intrinsic natural qualities.

2303 Those portions of the recreation element which can be represented graphically are shown on the comprehensive plan diagram, Part 5. The recreation proposals shown on the diagram are general and are not meant to portray precise locations. They are intended, however, to provide a guide for future specific actions in carrying out the plan.

Objectives

- 2304
1. To provide appropriate park, recreation and open space areas for community and neighborhood use in a manner designed to minimize the impact of excessive use upon the valley.
 2. To retain for visual enjoyment the uninterrupted flow of contour and wooded outlines of the skyline ridge.
 3. To protect and enhance more intimate views for the enjoyment of local residents.
 4. To preserve and, where appropriate, enhance and restore streams and streamsides, unique resources in the area, in a manner that will assure maximum retention of their value as wildlife habitat and provide for their use and enjoyment by local residents

5. To provide greenways along local corridors of movement.
6. To provide scenic corridors along routes of major movement.
7. To allow for regional use of scenic resources which are unique in the Midpeninsula and so located as to not conflict with the primary residential function of the town.

Principles

- 2305
1. Streams, streamsides, ponds and trails should be preserved as scenic open spaces through regulation, dedication and, where necessary, acquisition by the town.
 2. Parks and preserves should be designed and located to enhance the quality of living for local residents.
 3. Public school recreation facilities should be available for neighborhood use. For those areas not conveniently served by a neighborhood school, separate neighborhood preserves for limited local use should be provided.
 4. Community recreation needs should be met in park and recreation areas specifically adapted to local needs and interests.
 5. Scenic corridors should be developed so as to maximize scenic quality.
 6. Scenic corridors should be of a width suitable to preserve the natural quality of the area through which the corridor passes and provide space for appropriate uses.
 7. Scenic corridors and greenways should be developed in a manner affording a natural environment for those using them.
 8. Scenic corridors and greenways should also be designed to insulate residential areas from noise and activity on trafficways and to provide buffers between other incompatible uses.
 9. (For principles relating to building scale, size and landscaping see the general principles section for the land use element.)
 10. New residential subdivisions should provide for the clustering of residences so as to leave larger natural areas (residential open space preserves) undisturbed for visual enjoyment and limited local use. (See also the residential areas section in the land use element.)
 11. If automobile access is necessary to a park, recreation area or open space, the location and design of the parking area should minimize the impact of traffic and parking on nearby residences.

Standards

- 2306
1. All residential areas should be served by a public park within a distance of 1/4 to 1/2 mile.
 2. The requirement of 1. above may be met by a neighborhood preserve or park, a portion of a greenway or scenic corridor, a public school with playground, a community preserve or park, an open space preserve, or a combination of these. In established areas where this requirement cannot be met, efforts should be made to provide public trails leading to at least one of these areas.
 3. Where possible, the acreage in public parks (community parks, community preserves, neighborhood preserves and portions of scenic corridors or greenways) serving residential areas should be not less than five percent of the total acreage of the residential areas served. For example, a 400 acre residential development should be served by no less than 20 acres of public park of the classes enumerated above.

Description

- 2307 Extensive parks, preserves, recreation areas and open spaces are proposed. Each proposal is based upon the natural resources of the planning area and related to the needs of residents. Specific recommendations are made for community parks, community preserves, neighborhood preserves, neighborhood parks, the Alpine Scenic Corridor, greenways, the Skyline Scenic Corridor, regional parks and private regional facilities. Also, institutions, local shopping and service centers, trails and paths and residential open space preserves are referenced because of their role in meeting recreation needs of the town.
- 2308 Major parks, recreation areas and open spaces for the planning area are shown on the comprehensive plan diagram, Part 5.
- 2309 Each park or recreation area is located so that its normal use will not interfere with adjoining uses or disturb the tranquillity of neighboring areas. Recreation areas and preserves within the town are served by access routes designed to minimize infringement of privacy of town residents.

Community Parks

- 2310 The town center is shown as including a community park (see "Other Institutional Uses" in the land use element). A variety of outdoor recreation uses exist and should continue, including but not limited to tennis, playing fields, and a little people's park. The location and size of the site makes it appropriate for community use.

- 2311 The Triangle Green Park at the intersection of Alpine and Portola Roads serves the community as a gathering spot, a place to stop and rest and as a visual entrance feature to the valley.
- 2311a Ford Park, across from Westridge Drive and within the Alpine Scenic Corridor, includes a little league baseball diamond, parking, trails and paths, and extensive natural areas for non-intensive recreation. The natural quality of much of this park is important in providing a natural setting when entering Portola Valley from the north.
- 2311b Rossotti Field, south of Arastradero Road and within the Alpine Scenic Corridor, is developed for soccer with ancillary parking. Planting and development should enhance the natural environment between Alpine Road and Los Trancos Creek.

Community Preserves

- 2312 The Orchard Preserve is an existing apple ranch known as the Jelich Ranch. It contains three historic structures included in the historic element: the Jelich house, the tank house and the Chilean Woodchopper's house. The property and structures help identify the rural nature of the town. If they ever cease to be in private ownership, the town should attempt to retain them as historic resources and open space for limited recreation and perhaps agricultural use.
- 2313 Meadow Preserve, proposed for the large field adjoining Portola Road and north of The Sequoias, lies astride the San Andreas Fault and is visually important to the entire quality of the valley. This preserve should be kept largely open, the existing character preserved, and present agricultural uses maintained. A southern portion of the preserve is owned by the Midpeninsula Regional Open Space District and is a part of the Windy Hill Open Space Preserve. A parking lot serving the preserve is planned in this area and should be designed to cause minimum conflicts with the meadow and developed to be compatible with the natural setting to the maximum extent possible.
- 2314 The Morshead Preserve should capitalize on the natural and man-made features of the property. It is shown by symbol on the plan diagram without specific recommendations with regard to size or shape of the preserve.
- 2314a The Stables Preserve occupies a parcel between the town center and the Orchard Preserve. The boarding stable buildings are set back approximately 700 feet from Portola Road. The front part of the property is used for the training of horses and forms part of the open space corridor along Portola Road. The boarding stable is part of the recreation facilities in the town. Should the boarding stable ever cease, the town should attempt to see that the front part of the property along Portola Road be retained as open space.

Neighborhood Preserves

- 2315 A number of neighborhood preserves are shown on the plan diagram. The specific sites for two of the preserves, Ridge Rest and Frog Pond Park, are defined through the general development plan for the Portola Valley Ranch “planned community” zoning. A third preserve is proposed for an area that includes two existing lakes at the edge of Los Trancos Woods. The exact locations of the remaining preserves shown on the plan diagram for the as yet undeveloped lands of the town’s western hillsides should be determined by the town when more precise plans are made for this area. The distribution indicated on the plan diagram generally provides a neighborhood preserve within a radius of from 1/4 to 1/2 miles of all potential residential sites. Steep grades and canyons have necessitated some modifications of required standards in a few instances. The preserves are intended to be largely natural.

Neighborhood Parks

- 2316 The existing Ladera neighborhood park, owned and operated by the Ladera Recreation District on land leased from Stanford University, functions jointly with the adjoining school owned by the Las Lomas School District.

Alpine Scenic Corridor

- 2317 The Alpine Scenic Corridor includes Alpine Road and those portions of Los Trancos and San Francisquito creeks adjacent to the road. This corridor is of a different scale than the Skyline Scenic Corridor and will be primarily for the use of the residents of the planning area. A variety of uses would be compatible within the corridor, such as the existing tennis and swim clubs, and riding and hiking trails. (See the Alpine Scenic Corridor Sub-area Plan.)

Greenways

- 2318 A number of greenways are proposed in the plan along natural features such as canyons, streams and woods. Roads, trails and paths can be located within these greenways, providing pleasant traveled ways.

Skyline Scenic Corridor

- 2319 The Skyline Scenic Corridor is one of two major regional facilities proposed within the town, the first being the Windy Hill Open Space Preserve. It would be composed of a broad band of natural area and would require controls over adjacent lands to assure compatibility with the corridor. A variety of uses would be appropriate in the corridor including scenic lookouts, trails and paths, and special scenic and natural scientific attractions. In addition to its primary function it would provide some local recreation. (See also the scenic roads and highways element.)

Regional Parks, Regional Open Spaces and Private Regional Facilities

- 2320 Existing facilities serving largely the Midpeninsula Area include the Stanford Golf Course.
- 2321 The Palo Alto Foothill Park is presently reserved by the City of Palo Alto for the use of residents of the city only. For the Portola Valley area, however, the park provides an important open space.
- 2322 The existing Family Farm private club provides a regional resource for a relatively few people and infrequent use, but is an important open space.
- 2323 The Windy Hill Open Space Preserve, owned by the Midpeninsula Regional Open Space District, provides an extensive open space and trail system with opportunities for nature study as well as hiking and scenic enjoyment.

Institutions

- 2324 The elementary and intermediate schools in the town are important recreation facilities and should be fully utilized in recreation programs. Similarly, the athletic facilities of the Priory school are of great importance to the town and should be scheduled for use by town groups without creating adverse impact on the surrounding residential areas. If additional elementary or intermediate schools are needed to serve the town, they should be developed to serve community recreation needs and might include some features that could be jointly financed by the town and the school district.
- 2325 The existing three churches and any additional churches that might locate in the town should be encouraged to make facilities available to community groups for meetings. It is assumed, however, that the major activities at the churches will continue to be for the members of the church.
- 2326 The library provides for recreational reading and could include space for small meetings and displays.

Local Shopping and Service Centers

- 2327 The commercial centers provide some recreation potential. The uses in the centers and the designs should consider the possibility of providing acceptable recreation for youths. Shopping centers, if properly designed, can be attractive places for walking about and for special events of various sorts.

Trails and Paths

- 2328 The trails and paths are in themselves important recreation facilities. A very extensive system is proposed which provides access from residential areas to recreation facilities at schools, parks, etc., and between residential areas. The system provides pleasant routes for recreational travel through particularly scenic portions of the town. (See the trails and paths element.)

Residential Open Space Preserves

- 2329 The residential open space preserves, while not acceptable for general town-wide use, are important recreation assets since they provide undisturbed natural areas for visual enjoyment by all town residents. In addition, some of the preserves will be accessible for use by local residents, and some may accommodate public trails and paths. (See the residential areas section of the land use element.)

Conservation Element

Introduction

- 4200 The lands and waters of Portola Valley and its planning area comprise nearly one-half of the headwaters of the San Francisquito Creek watershed and a substantial amount of the natural foothills and hillsides remaining on the Midpeninsula. The town and its residents are the stewards of these natural resources and should cooperate with surrounding jurisdictions on watershed management and regional conservation. The conservation element concerns four basic categories: water--creeks, ponds, ground water, and imported water; vegetation--both native and exotic; soils and geology; and wildlife. This division is for convenience only; the interrelationships of these resources should be recognized and cherished.
- 4201 The conservation element provides a programmatic approach for the conservation, restoration, development and utilization of natural resources. Some aspects of conservation programs can be accomplished solely through public efforts while others can only be effectuated by identifying self interests or appealing to the community spirit of the owners of private property within the town. This element is concerned with programs, requiring both public and private action, which will conserve and enhance the natural qualities of the planning area.
- 4202 The effective conservation, restoration, development and utilization of natural resources cannot be accomplished without professional study and evaluation of critical areas or needs. The conservation element generally describes those fragile areas of the ecosystem that must be protected. It provides, in addition, policies that will help ensure that in planning and development of specific land use proposals environmental impact is not overlooked, that conservation actions are considered, and that such evaluations and actions are sufficiently comprehensive in accordance with professionally established guidelines.

Definitions

- 4203 **Public Conservation Programs** include those programs that make use of the regulatory power available to the town and other public agencies, i.e., zoning, subdivision and site development ordinances. Also included are those educational, technical assistance, incentive, acquisition and protective work programs that can be pursued by public agencies.

- 4204 **Private Conservation Programs** include protective work programs sponsored by private organizations and individual efforts for the conservation of natural resources on private sites. Private groups can, through the dissemination of conservation information, educate those unaware of environmental problem areas and, more importantly, values to be conserved. In addition, private dedication of conservation easements and/or financial donations for the protection of the natural processes would enhance all conservation efforts.
- 4205 For the objectives of the conservation element to be implemented, public and private efforts cannot be carried out in isolation of each other. It is the purpose of this element to provide a unified framework for the achievement of the conservation objectives.
- 4206 The conservation element includes: objectives, principles and standards; and a description of programs.
- 4207 (Not used.)

Objectives

- 4208 1. Water—Creeks, Ponds, Ground Water, and Imported Water
- a. To protect the area against excessive storm water runoff, flooding, erosion and other related damage.
 - b. To protect natural ground water recharge areas.
 - c. To maintain standards to insure a high water quality.
 - d. To preserve the natural character of all watershed land.
 - e. To prevent obstructions to the natural flow of water that would adversely affect natural processes.
 - f. To encourage the conservation of water resources.
- 4209 2. Vegetation—Both Native and Exotic
- a. To minimize disturbance of the natural terrain and vegetation.
 - b. To preserve and protect all native and naturalized plants with special attention to preservation of unique, rare or endangered species and plant communities such as oak woodland and serpentine grasslands.
 - c. To encourage the planting of native plant species in any site development for ecological, aesthetic and water conservation purposes.
 - d. To ensure that when changes in natural grades or removal of existing vegetation is required on any public or private project, remedial measures call for the restoration or introduction of native vegetative cover.

- e. To ensure that all thoroughfares and local roads are ~~so~~ designed and planned to preserve the natural beauty and character to the maximum extent possible.
- f. To encourage the planting of native trees and shrubs to provide a substantial buffer between the roadways and adjoining properties in harmony with the general character of the town.
- g. To encourage the removal and prevention of the spreading of aggressive exotics such as pampas grass, acacia, yellow star thistle, French broom, Scotch broom and eucalyptus.
- h. To preserve and maintain an area of native vegetation in order to separate turf and residential or commercial development from the native vegetation along creek corridors.

4210 3. Soils and Geology

- a. To prohibit the quarrying of rock, sand and gravel, as such uses are incompatible with basic town objectives.
- b. To prevent, control and correct the erosion of soil.
- c. To prohibit the dumping of any waste material that may harm or destroy soil quality and character.
- d. To encourage wise soil husbandry and soil enrichment with organic wastes and other soil building materials.
- e. To limit, and where determined necessary for public safety, prohibit development in hazardous geologic areas.

4211 4. Wildlife

- a. To ensure that in the design and construction of public and private developments, the habitat of all wildlife will be protected to the maximum extent feasible, with special emphasis on protecting the habitat of any endangered species.
- b. To maintain and protect creek corridors for wildlife who use this resource for food, shelter, migration and breeding.

Principles

4212 1. Water—Creeks, Ponds and Ground Water

- a. Recognizing that we live in a semi-arid area with increasing demand on limited water supplies, water conservation methods must be a guiding principle in all land use planning.

- b. Environmental impact reports, prepared professionally, should be required of public and private projects that propose extensive grading or vegetation removal on important watershed lands.
- c. Dumping of waste materials into creeks or streams or within their established undeveloped drainage basins should be prohibited.
- d. Use of agricultural fertilizers and chemicals in areas along creeks should be controlled so as to avoid adverse impacts.
- e. The town shall require that there be no significant alterations of stream channels or obstructions to the natural flow of water. Creeks should be maintained in their naturally meandering channels consistent with geomorphic processes. Where channels are damaged or property threatened, bank stabilization by biotechnical methods are preferable.
- f. The natural flow of streams should be maintained and not diverted for other uses.
- g. To protect water quality, the town shall encourage development to maintain an undisturbed protective buffer between all cut and fill slopes, non-native turf or areas under chemical management or impermeable surfaces, and any creek corridors.
- h. To require management practices that will reduce the amount of pollution entering water bodies.

4213

2. Vegetation

- a. Removal of native vegetation should be minimized, and replanting required where necessary to maintain soil stability, prevent erosion and maximize reoxygenation.
- b. Forest resources should be protected from harvesting.
- c. Mature native trees and shrubs should be conserved.
- d. Plantings in public trail easements or public road rights of way shall be of native plants and trees and shall not interfere with the use of the easements for public purposes such as equestrians, hikers, pedestrians, bicyclists, runners and vehicles.
- e. The town should encourage restoration of unique or rare vegetation and habitats.
- f. Along creeks, indigenous vegetation should be protected and, where necessary, restored.
- g. Removal and clearing of native vegetation for the purpose of fire safe management practices should be done only to the extent necessary to meet reasonable fire safety objectives.

- 4214 3. Soils and Geology
- a. Zoning and other land use regulations should be used to limit, and in some cases prohibit, development in geologic hazard areas. The degree of development limitation provided for in such regulations should be commensurate with the degree of hazard involved and the public costs likely to be incurred if emergency or remedial public action becomes necessary in these areas.
- 4215 4. Wildlife
- a. An environmental impact study, prepared by a qualified biologist, should be required to determine if the habitat of wildlife is being encroached upon, particularly of endangered species, by any proposed public or private project where such encroachment appears likely.
 - b. All subdivision and site development proposals should be reviewed to ensure that they do not obstruct wildlife access to important water, food and breeding areas.
 - c. Designate creek corridors as sensitive areas which provide important aquatic and terrestrial wildlife habitat. All new subdivisions and site development proposals should contain setback area sufficient to buffer wildlife inhabiting the creek corridor from the impacts of development.
 - d. Encourage restoration and protection of lands and habitat to support endangered or protected species wherever possible.

Standards

- 4216 Specific standards are included within the zoning, subdivision and site development ordinances.

Description

- 4217 Several conservation program areas are proposed. Each program area is based on conservation of the natural processes or public health and safety considerations. Specific recommendations made are directed at the objectives of the four categories of concern: water – creeks, ponds, ground water and imported water; vegetation – both native and exotic; soils and geology; and wildlife.
- 4218 The program areas proposed are not meant to be the basis for the establishment and implementation of specific conservation programs in isolation of one another as the entire ecosystem is closely interrelated. They provide, rather, a unified framework for inter-relating action programs, projects, and other actions to ensure that conservation efforts will be of maximum efficiency and effectiveness.
- 4219 Each program area proposed could be designated as the responsibility of either the public or private sector; however, it is necessary for program implementation that all programs are understood and supported by both sectors. Further, conservation is dependent upon

each individual's realization of his or her intimate relationship with the environment. All the public efforts are of limited value without total citizen involvement in protecting the environment.

Education

- 4220 Public education and information programs detailing conservation values and problem areas and providing guidance of protective actions should be organized and administered by town staff and elected and appointed officials in cooperation with schools at all levels. This would include, in addition, special public meetings and information sessions with established private clubs or groups. Private conservation groups like the Sierra Club or the Audubon Society can also play an important part in citizen education.

Regulation

- 4221 The natural character of Portola Valley can be conserved in large part by ensuring that new and existing development is controlled by suitable regulation – mainly zoning, subdivision and site development regulations. These regulations are applied by the town as part of its “police power,” the right of government to enact laws which are in the public interest and which are directly related to the health, safety and general welfare of the community. Ordinances adopted in 1967 seek to preserve the natural setting. The zoning, subdivision and site development regulations provide much of the framework within which the town will develop and are sufficient to achieve many of the objectives of the conservation element by ensuring dedication of conservation easements and careful siting of development. The regulations should be broadened to include control over the use of natural hazard areas. These regulations will only achieve the objectives with careful and imaginative guidance by town staff, elected representatives and citizens.
- 4221a The implementation of this element with regard to water resources shall be coordinated with any countywide water agency and other agencies that have developed, served or conserved water for any purpose for the town.

Acquisition

- 4222 There are cases where regulation will not provide a basis for achieving conservation objectives. In these situations, a town program for acquisition may be needed. There are two basic types of land ownership – full or fee title, and partial title such as through a conservation easement or ownership of development rights. For a discussion of acquisition, see Appendix 6: Implementation of the Open Space Element.

Incentives

- 4223 Incentives, for the most part, have been mainly private – the concern of the conservationist, of the nature lover and of the sports enthusiast. For effective conservation of natural resources, a program of public incentives should be considered. Incentives in the form of tax relief or some other financial form (e.g., Williamson Act, income tax allowance for gifts, etc.) could be used for the conservation of large areas critically important to natural processes. Changes in this type of incentive would require a higher level of public involvement (state and federal legislation) to enable flexibility at the local level. The town has already adopted policy in favor of such incentives now permitted at

the local level. Incentives could also take the form of allowing modification of normal regulations for special conservation considerations by the property owner or developer.

Technical Advice

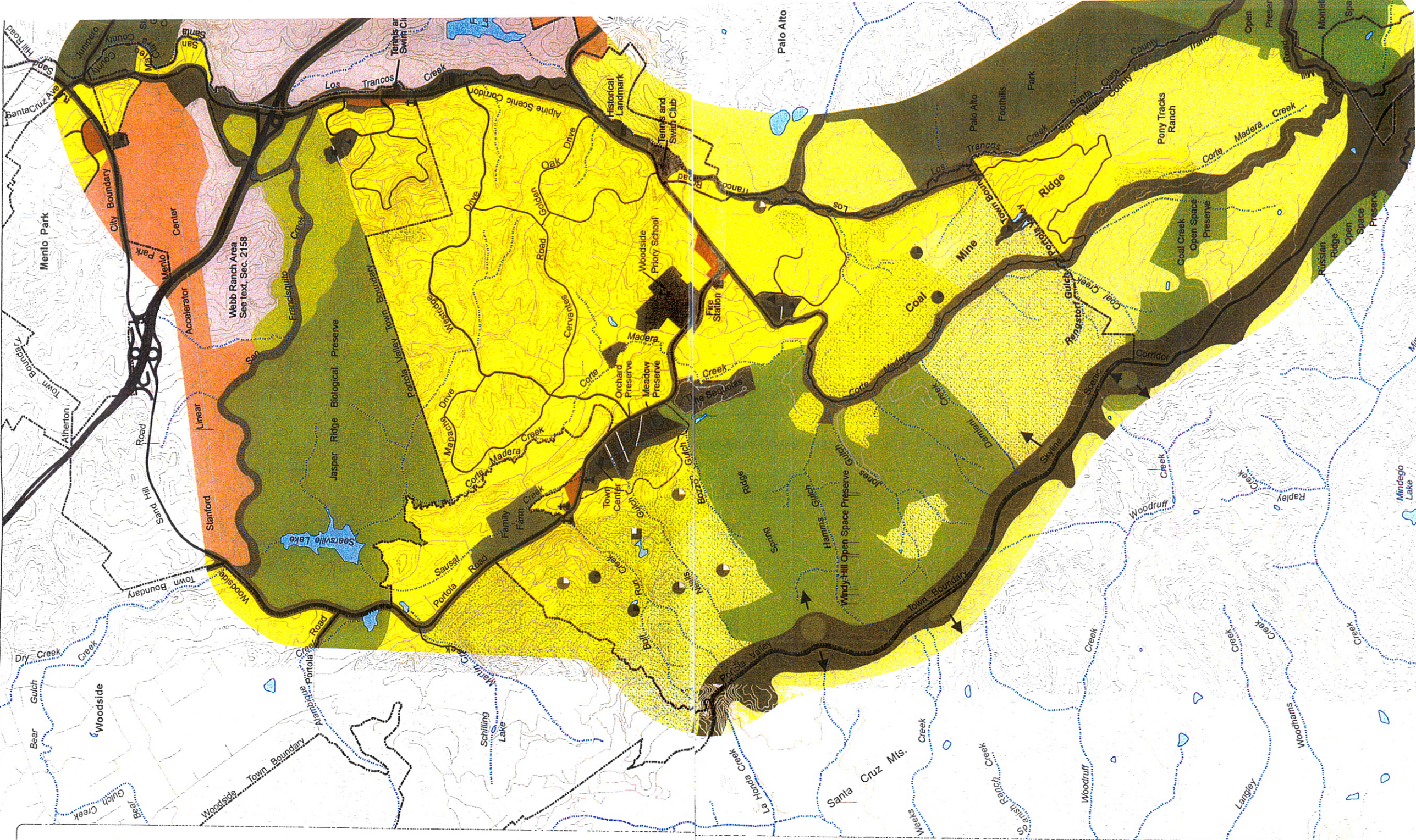
- 4224 Professional technical advice is essential for full understanding of the natural processes. A system for the accumulation of all relevant information and sources of advice is an essential part of the overall conservation program. This information will guide public decision makers and should be available to the private sector for both education and advice. Information on professional services available and sources of professional advice including county, state and federal agencies, professional societies, conservation groups, and appropriate local professionals (e.g., landscape architects, geologists, biologists and hydrologists) could be made available at the Portola Valley branch of the San Mateo County Library and through public schools within the town as well as at the high school and community college levels.

Remedial Work Programs

- 4225 Remedial work programs directed at specific conservation problem areas can prevent irreversible damage to the environment. Also, programs requiring organized private group efforts, clean up campaigns, etc., can help to improve the environment and bring people together in a common effort.

Miscellaneous Private Efforts

- 4226 For the conservation program to be effective, individual, unorganized private efforts are necessary. These efforts include individual lot maintenance to high standards based on the preservation of the natural character (e.g., care in controlling site drainage, use and control of exotic plants to prevent widespread weed growth, etc.), dedications of conservation easements and financial donations with the requirement that they be spent for the protection of the natural processes.



PARKS, RECREATION AREAS AND OPEN SPACES

- Preserve Park (Proposed)
 Existing Park
- NEIGHBORHOOD COMMUNITY (Labeled)
- OTHER COMMUNITY (Labeled)
- REGIONAL PARK (Labeled)
- PRIVATE REGIONAL FACILITY (Labeled)
- OPEN SPACE PRESERVE
- SCENIC CORRIDOR (Labeled) & GREENWAY
- SCENIC CORRIDOR CENTER
 - View
 - Lookout
 - Road
- OPEN SPACE - LIMITED DEVELOPMENT
- AGRICULTURE

RESIDENTIAL AREAS

LAND USE INTENSITY

- LOW - MEDIUM
- LOW
- CONSERVATION RESIDENTIAL
- OPEN RESIDENTIAL

Residential Open Space Preserve

Typical Land Area Per Dwelling Unit

- Low - Medium < 1 acre
- Low 1-2 acres
- Conservation - Residential 2-4 acres
- Open Residential > 4 acres

INSTITUTIONS

- SCHOOL
 - Building Area
 - Playfield
- Elementary
- CHURCH
- OTHER (Labeled)
- LOW INTENSITY ACADEMIC RESERVE

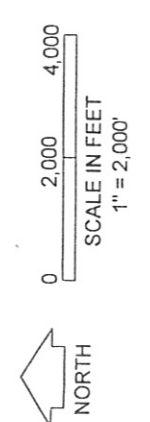
COMMERCIAL AND RESEARCH - ADMINISTRATIVE

- LOCAL SHOPPING & SERVICE
- RESEARCH - ADMINISTRATIVE

CIRCULATION

- FREEWAY
- ARTERIAL
- MAJOR COLLECTOR
- MINOR COLLECTOR
 - Proposed

Trails, paths, bicycle routes and bicycle lanes are shown on the Trails Paths Element of the General Plan. All scenic corridors and greenways are corridors for major trails and paths.





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Howard Young, Public Works Director
DATE: May 25, 2011
RE: **FY 2011/2012 Street Resurfacing Project**

Recommendation:

It is recommended that the Town Council authorize the Town Manager to execute a letter agreement between the Town of Portola Valley and Nichols Consulting Engineers for pavement design services in an amount not to exceed \$43,000.

Background:

Town staff is continuing its annual street repair and resurfacing program for 2011/12. The streets tentatively selected for treatment will consist of sections of Alpine Road, collector and residential streets within the Ranch and Corte Madera neighborhoods. The final sections of road to be treated will be identified by the Town staff, with information also coming from the Town's Pavement Management System (PMS). The final street list will be brought forth to the Town Council prior to advertising to bid.

The Town's most recent PMS program was created by Nichols Consulting Engineers in 2009 using the Metropolitan Transportation Commission's (MTC) standards. All public street surfaces were inspected and graded. The system is a method used by many municipalities to consistently prioritize maintenance work and select appropriate asphalt treatments.

The annual street repair and resurfacing process will involve field measurements, engineering design, preparation of construction documents, advertising the project for bid, and field markings. Storm drainage rehabilitation work will also be considered. There are sufficient funds in the current adopted budget for this project. The Town has an existing professional services agreement with Nichols Consulting.

Approved: _____
Angela Howard, Town Manager



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Leigh F. Prince, Town Attorney's Office

DATE: May 20, 2011

RE: Third Amendment to Agreement for Animal Control and Shelter Services

Recommended Action:

Approve the resolution authorizing the Mayor to enter into the Third Amendment to Agreement for Animal Control and Shelter Services ("Third Amendment") with the County of San Mateo ("County").

Discussion:

In 2003, the Town of Portola Valley ("Town"), along with the cities and towns of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco and Woodside entered into an agreement with the County for animal control services. The agreement was amended in 2004 and again in 2007. This Third Amendment would extend the agreement until 2015. It sets forth the costs for each fiscal year as follows:

2011-12	\$5,236,875
2012-13	\$5,417,797
2013-14	\$5,608,170
2014-15	\$5,944,135

In addition, the Third Amendment allows for additional funds of \$50,000 per year for each of the four (4) years for maintenance of the animal control services building. The Town would pay its percentage share of the costs (for 2011-2012 the Town's share is 0.79% and it is anticipated this will stay the same) and any surplus in the final year will be returned to the Town based on that same percentage share. The Third Amendment also provides for monitoring meetings to discuss issues related to animal control.

The County is requesting that all the towns and cities approve the Third Amendment prior to June 30.

Attachments:

1. Third Amendment To Agreement For Animal Control And Shelter Services Between The Cities Of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco And Woodside
2. FY 2011-12 ESTIMATED Animal Control Costs
3. Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of the Third Amendment to the Agreement with the County of San Mateo for the Provision of Animal Control and Shelter Services

cc: Town Manager

RESOLUTION NO. _____-2011

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING EXECUTION OF THE THIRD AMENDMENT TO THE AGREEMENT WITH THE COUNTY OF SAN MATEO FOR THE PROVISION OF ANIMAL CONTROL AND SHELTER SERVICES

WHEREAS, in 2003, the County of San Mateo contracted with the Peninsula Humane Society for animal control services and twenty cities in the County in turn contracted with the County for the provision of animal control and shelter services; and

WHEREAS, the agreement for animal control and shelter services between the County and the cities was amended in 2004 and in 2007;

WHEREAS, the County and cities wish to again amend the agreement for animal control and shelter services to extend the term through 2015, amend the annual costs for each fiscal year of the agreement, and allow for additional funds for each year of the four year term for the maintenance of the animal control services building; and

WHEREAS, the Town Council of the Town of Portola Valley has been presented with the Third Amendment to Agreement for Animal Control and Shelter Services and desires to enter into same.

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

1. The Town Council of the Town of Portola Valley has reviewed the Third Amendment to Agreement for Animal Control and Shelter Services.
2. Public interest and convenience require the Town of Portola Valley to enter into the Third Amendment to Agreement for Animal Control and Shelter Services.
3. The Town of Portola Valley hereby approves the Third Amendment to Agreement for Animal Control and Shelter Services and the Mayor is hereby authorized on behalf of the Town to execute the Third Amendment to Agreement for Animal Control and Shelter Services between the Town of Portola Valley and the County of San Mateo for the provision of animal control and shelter services.

PASSED AND ADOPTED this ____ day of _____, 2011.

By: _____
Mayor

ATTEST:

Town Clerk

**THIRD AMENDMENT TO AGREEMENT
FOR ANIMAL CONTROL AND SHELTER SERVICES
BETWEEN THE CITIES OF ATHERTON, BELMONT, BRISBANE,
BURLINGAME, COLMA, DALY CITY, EAST PALO ALTO, FOSTER CITY,
HALF MOON BAY, HILLSBOROUGH, MENLO PARK, MILLBRAE,
PACIFICA, PORTOLA VALLEY, REDWOOD CITY, SAN BRUNO, SAN
CARLOS, SAN MATEO, SOUTH SAN FRANCISCO, WOODSIDE AND THE
COUNTY OF SAN MATEO**

This Third Amendment to Agreement For Animal Control Services and Shelter Services, dated for convenience this 26th day of April, 2011 by and between the COUNTY OF SAN MATEO, a political subdivision of the State of California (hereinafter “County”), and the cities or towns of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside (hereinafter “City”);

WITNESSETH

WHEREAS, the City has passed and is responsible for enforcing local ordinances governing the regulation, licensing and impounding of certain animals within the territorial limits of the City; and

WHEREAS, on June 17, 2003, County and Peninsula Humane Society & SPCA (“hereinafter “Contractor” or “County Contractor”) entered into an Agreement For Animal Control Services and Shelter Services (hereinafter referred to as the “Agreement”); and

WHEREAS, County and City entered into an Agreement on or about July 1, 2003 for Animal Control Services (hereinafter, “City Agreement”); and

WHEREAS, County and City entered into an Amendment on or about December 14, 2004, extending the City Agreement to correspond with an extension of the Agreement and PHS land lease through June 30, 2008 and amending the PHS payment schedule; and

WHEREAS, County and City entered into a Second Amendment on or about April 24, 2007, extending the City Agreement to correspond with the Second Amendment of the Agreement and PHS land lease through June 30, 2011 and amending the PHS payment schedule; and

WHEREAS, County and County Contractor have entered into Third Amendment, extending the Agreement and Land Lease Agreement through June 30, 2015;

WHEREAS, City and County wish to again amend the City Agreement as set forth below to be consistent with the Third Amendment to the Agreement and PHS land lease, which Third Amendment is attached hereto as Exhibit A;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES PROVIDED HEREUNDER, THE PARTIES AGREE TO THE FOLLOWING:

1. Subparagraph 8 **Term and Effective Period** of Section D. **GENERAL PROVISIONS** of the City Agreement, previously deleted and replaced in its entirety in the First Amendment and Second Amendment, is hereby deleted and replaced in its entirety by the following:

“8. **Term and Effective Period.** This Agreement shall be effective the period from July 1, 2011 through June 30, 2015. All services are subject to the terms and conditions of this Agreement.”

2. Subparagraph 4 **Payments** of Section B. **CITY’S RESPONSIBILITIES** of the Services Agreement, previously deleted and replaced in its entirety in the First Amendment and Second Amendment, is hereby further deleted and the following substituted in lieu thereof:

“4. **Payments.**

- a. City shall pay to the County prior to January 1st of each fiscal year, and following the receipt of an invoice from County, the City’s percentage share of the net program cost of the Animal Control Program. This net program cost shall be determined by the County and shall be equal to the cost of the contract between the County and County Contractor plus the cost of the County administering licensing collection and Animal Control Services Program, minus any program revenue received by County or County Contractor as described in Section D, Paragraph 5. County and City’s percentage share shall be based on service costs. County will calculate a percentage breakdown annually, based on service reports provided by County Contractor. Percentage distribution for a given year will be based on an average of service costs over the three calendar years prior to the year in question. Exhibit “B”, attached and incorporated by this reference herein, details percentage distribution for FY 2003-04. Percentage distributions for each fiscal year will be distributed by County to City by March 31st.
- b. Base costs to be paid to County Contractor by the County and City are as follows, inclusive of the rabies investigation and quarantine services as described in the First Amendment as

“Quarantine Services”, for Fiscal Years 2011-2012, 2012-2013, 2013-2014, and 2014-2015:

<u>Fiscal Year</u>	<u>Amount</u>
2011-12	\$5,236,875
2012-13	\$5,417,797
2013-14	\$5,608,170
2014-15	\$5,944,135

c. City understands and agrees that over the term of the Third Amendment to the Agreement, County’s Contractor may become eligible, pursuant to the criteria set forth in subsection 7f of Section C of the Third Amendment to the Agreement, attached hereto as Exhibit A, for a maximum payment of an additional fifty thousand dollars (\$50,000) per fiscal year from County and City to complete necessary maintenance and repairs to the animal control services building. Therefore, in addition to the base amounts paid to Contractor as set forth above, the County and City will pay to the County Contractor, an additional amount of up to \$50,000 per year, for maintenance and repairs according to the terms of subsection 7 of Section C of the Agreement as set forth in the Third Amendment to the Agreement, attached and incorporated hereto as Exhibit A. The payments by County and City will be determined according to the same formula and percentage distribution as set forth herein in this section B.4.

d. City understands and agrees that County Dispatch will invoice the cost for after-hours/holidays calls for animal control and licensing. These costs will be charged to the program to be paid by County and City according to the same percentage distribution as set forth herein in this section B.4.”

3. Subparagraph 6. **Program Deficit or Surplus** of Section D. **GENERAL PROVISIONS** of the City Agreement is deleted in its entirety, and the following shall be substituted in lieu thereof:

“6. **Program Deficit or Surplus.** City and County shall share in covering any program deficit or receiving any program surplus as set forth herein. City understands and agrees that:

a. For the first three (3) fiscal years covered in this contract, FY 2011-2012, FY 2012-2013, and FY 2013-2014, the County Contractor shall retain one hundred percent (100%) of all unspent contract funds with the written approval of the County and exercise

full authority over the use of its share, if the County determines that the savings by Contractor have not impacted the quality of services detailed in the Agreement.

b. For the final fiscal year of this contract, FY 2014-15, twenty five percent (25%) of all unexpended contract monies, and all contract monies spent for a purpose other than the performance of the services herein contracted, shall be refunded to the County by January 31, 2016. Contractor shall retain seventy five percent (75%) of all unspent contract funds with the written approval of the County and exercise full authority over the use of its share, if the County determines that the savings by Contractor have not impacted the quality of services detailed in the Agreement;

c. Approval from County will follow within 90 days subsequent to County review of an Audit Report, as set forth in the Agreement.

d. County Contractor has agreed not to use these savings to provide services which will add on-going costs to services covered by the Agreement without written County approval.

e. No more than one percent (1%) of the funds paid by County pursuant to the Agreement shall be expended towards the salary and benefits of Contractor's President.

f. Subparagraphs a and b to this Paragraph shall not apply to cost savings resulting from decreased levels of service due to changes in County or State law as provided by paragraph C.6 of the Agreement.”

4. Subparagraph 4 **Monitoring Meetings** of Section D **GENERAL PROVISIONS** of the City Agreement, is hereby deleted and replaced with a new Subparagraph 4 to read as follows:

“4. **City/County Monitoring Meetings and City Designated Liaison.**

a. Upon the effective date of this Agreement, County shall form a monitoring committee that shall hereafter be referred to as the Animal Control Task Force, which shall consist of police representatives and/or City Manager representatives, and representation from the County. Cities without formal representation or appointment may attend and fully participate in all meetings. The Animal Control Task Force shall remain in effect throughout the term of this Agreement and may adopt its own rules of conduct. Responsibilities of the Animal Control Task Force shall include but not be limited to:

- i. Review existing local animal control ordinances and make recommendations for appropriate changes to the County and Cities.
- ii. Review licensing activities with County representative.
- iii. Review all citation activities.
- iv. Review programmatic complaints of any City and programmatic data provided by County Contractor.
- v. Review revenues and expenditures relating to Animal Control Services.
- vi. Review the Cities' cost sharing formula.
- vii. Review and develop performance measures, in conjunction with County Contractor staff, which will provide valid and reliable data by which to evaluate the level of service being provided by the County Contractor.

b. In addition to the above, three times a year representatives from City, County, and Contractor will meet to participate in discussions regarding long-term options and alternatives for the current animal shelter. The City, County, and Contractor shall set these meetings in advance in an effort to allow full participation.

c. City shall also designate a representative to provide liaison for any animal control and licensing administration or enforcement issues for which County or Contractor requests input from the City. If no contact person is designated, the City contact person shall be the City Manager.

5. Effectiveness of Amendment. Except as expressly and specifically set forth in this Third Amendment, all other provisions of the City Agreement, the First Amendment, and the Second Amendment, shall remain unchanged and in full force and effect.

6. Condition Precedent. If this amendment is not adopted by all twenty cities, it will become null and void in its entirety except that in such an event, the County and any of the cities which are in agreement with the terms and conditions of this Third Amendment may use it as the grounds for considering a revised Third Amendment which may be acceptable to those parties.

IN WITNESS WHEREOF, the Board of Supervisors of the County of San Mateo has authorized and directed the Health System Chief to execute said Agreement

for and on behalf of the County of San Mateo. The Cities of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside have caused this Agreement to be subscribed by its duly authorized officer and attested by its Clerk.

Dated: _____

COUNTY OF SAN MATEO

By: _____

Jean S. Fraser, Chief
Health System

ATTEST:

Dated: _____

TOWN OF ATHERTON

By: _____

Town of Atherton, Clerk

ATTEST:

Dated: _____

CITY OF BELMONT

By: _____

City of Belmont, Clerk

ATTEST:

Dated: _____

CITY OF BRISBANE

City of Brisbane, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF BURLINGAME

City of Burlingame, Clerk

By: _____

ATTEST:

Dated: _____

TOWN OF COLMA

Town of Colma, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF DALY CITY

City of Daly City, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF EAST PALO ALTO

City of East Palo Alto, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF FOSTER CITY

City of Foster City, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF HALF MOON BAY

By: _____

City of Half Moon Bay, Clerk

ATTEST:

Dated: _____

TOWN OF HILLSBOROUGH

By: _____

Town of Hillsborough, Clerk

ATTEST:

Dated: _____

CITY OF MENLO PARK

By: _____

City of Menlo Park, Clerk

ATTEST:

Dated: _____

CITY OF MILLBRAE

City of Millbrae, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF PACIFICA

City of Pacifica, Clerk

By: _____

ATTEST:

Dated: _____

TOWN OF PORTOLA VALLEY

Town of Portola Valley, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF REDWOOD CITY

City of Redwood City, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF SAN BRUNO

City of San Bruno, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF SAN CARLOS

City of San Carlos, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF SAN MATEO

City of San Mateo, Clerk

By: _____

ATTEST:

Dated: _____

CITY OF SOUTH SAN FRANCISCO

City of South San Francisco, Clerk

By: _____

ATTEST:

Dated: _____

TOWN OF WOODSIDE

Town of Woodside, Clerk

By: _____

**THIRD AMENDMENT TO AGREEMENT
FOR ANIMAL CONTROL SERVICES AND SHELTER SERVICES
BETWEEN THE PENINSULA HUMANE SOCIETY & SPCA
AND THE COUNTY OF SAN MATEO**

This Third Amendment to Agreement For Animal Control Services And Shelter Services Between The Peninsula Humane Society & SPCA And The County Of San Mateo, dated for reference purposes only this ____ of _____, 2011, between the Peninsula Humane Society & SPCA, a California nonprofit corporation for the prevention of cruelty to animals (hereinafter, “PHS/SPCA” or “Contractor”) and the County of San Mateo, a political subdivision of the State of California (hereinafter, “County”).

WITNESSETH

WHEREAS, County and PHS/SPCA (collectively hereinafter, “Parties”) entered into the written Agreement For Animal Control Services And Shelter Services Between The Peninsula Humane Society & SPCA And The County Of San Mateo, dated June 2003, in which PHS/SPCA agreed to perform and County agreed to compensate PHS/SPCA for performance of certain specified animal care, control and shelter services (hereinafter, “Services Agreement”);

WHEREAS, said Services Agreement was originally scheduled to terminate as of July 1, 2006;

WHEREAS, County and PHS/SPCA also entered into a written Lease Agreement dated October 12, 1971, as amended (hereinafter, “Lease Agreement”) in which County leased to PHS/SPCA and PHS/SPCA leased from County certain premises located at 12 Airport Boulevard in the City of San Mateo containing approximately 8.766 acres, more or less, at the rental rate of one dollar (\$1.00) per annum for an initial period of four (4) years, ending August 31, 1975, and renewable at the option of PHS/SPCA for three (3) successive periods of twenty-five (25) years each upon written notice to County, for use and occupation by PHS/SPCA in carrying out the animal care, control and shelter services specified in the Services Agreement and any other humane-related services provided in connection with the prevention of cruelty to

animals within the meaning of Section 501(c)(3) of the Internal Revenue Code and under laws of the State of California;

WHEREAS, on or about or about August 17, 1976, County and PHS/SPCA entered into an amendment of the October 12, 1971 Lease Agreement whereby PHS/SPCA relinquished a portion of the leased area (identified as Parcel B on Exhibit A) and the County added to the leased area a portion (identified as Parcel C on Exhibit A), such that the Amended Lease Agreement encompassed a lease of approximately six (6) acres of County real property;

WHEREAS, on or about August 12, 2003, County sent written notice to PHS/SPCA terminating Parties' Lease Agreement early as of August 12, 2006, pursuant to Section 18(b) of the Lease Agreement (hereinafter, "Lease Termination Notice");

WHEREAS, on or about December 14, 2004, Parties entered into a First Amendment To Agreement For Animal Control Services And Shelter Services Between Peninsula Humane Society & SPCA And The County of San Mateo (hereinafter, "First Amendment") for the purpose of amending and extending the term of the Services Agreement and extending the term of the Lease Agreement by a period of approximately two (2) additional years, ending June 30, 2008;

WHEREAS, on or about April 24, 2007, Parties entered into a Second Amendment To Agreement For Animal Control Services And Shelter Services Between Peninsula Humane Society & SPCA And The County of San Mateo (hereinafter, "Second Amendment") for the purpose of amending and extending the term of the Services Agreement and extending the term of the Lease Agreement by a period of approximately three (3) additional years, ending June 30, 2011;

WHEREAS, Parties desire to extend the term of the Services Agreement, as amended herein, as well as the Lease Agreement, by a period of approximately four (4) additional years, ending June 30, 2015;

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES PROVIDED HEREUNDER, THE PARTIES AGREE AS FOLLOWS:

1. **Four-Year Extension.** Section D.1 of the Services Agreement, previously deleted and replaced in its entirety in the First Amendment and Second Amendment, is hereby deleted and replaced in its entirety by the following:

“1. Term of the Agreement to Coincide with Property Lease Termination.

- a) This Agreement shall be effective the period from July 1, 2011 through June 30, 2015. All services are subject to the terms and conditions of this Agreement.
- b) To enable Contractor to perform the services contemplated by this Agreement for the entire term, Parties hereby agree that Contractor’s leasehold of the premises subject to Parties’ Lease Agreement and the Lease Termination Notice shall extend through June 30, 2015, at the rental rate of one dollar (\$1.00) per annum.”
2. **Payment Amounts and Schedule.** Section C.1. of the Services Agreement, as amended in the First Amendment and Second Amendment, shall be further amended to include the amounts as set forth below to cover all services, inclusive of the rabies investigation and quarantine services as described in the First Amendment as “Quarantine Services”, for Fiscal Years 2011-12, 2012-13, 2013-14, and 2014-15.

<u>Fiscal Year</u>	<u>Amount</u>
2011-12	\$5,236,875
2012-13	\$5,417,797
2013-14	\$5,608,170
2014-15	\$5,944,135

All other provisions of this Section shall remain in full force effective as amended in the First Amendment and Second Amendment.

3. **Use of Contract Revenue.** Section C.3 of the Services Agreement is deleted in its entirety, and the following shall be substituted in lieu thereof:

“Contractor agrees that all funds paid by County to Contractor pursuant to this Agreement will only be used by the Contractor to meet its obligations herein.

- a. For the first three (3) fiscal years covered in this contract, FY 2011-2012, FY 2012-2013, and FY 2013-2014, Contractor shall retain one hundred percent (100%) of all unspent contract funds with the written approval of the County and exercise full authority over the use of its share, if the County determines that the savings by Contractor have not impacted the quality of services detailed in this contract.
- b. For the final fiscal year of this contract, FY 2014-15, twenty five percent (25%) of all unexpended contract monies, and all contract monies spent for a purpose other than the performance of the services herein contracted, shall be refunded to the County by January 31, 2016. Contractor shall retain seventy five percent (75%) of all unspent contract funds with the written approval of the County and exercise full authority over the use of its share, if the County determines that the savings by Contractor have not impacted the quality of services detailed in this contract;
- c. Approval from County will follow within 90 days subsequent to County review of a mutually acceptable Audit Report, defined in Section C.4. of this Agreement.
- d. Contractor agrees not to use these savings to provide services which will add on-going costs to services covered by this Agreement without written County approval.
- e. No more than one percent (1%) of the funds paid by County pursuant to this Agreement shall be expended towards the salary and benefits of Contractor’s President.
- f. Subparagraphs a and b to this Paragraph 3 shall not apply to cost savings resulting from decreased levels of service due to changes in County or State law as provided by paragraph C.6 of this Agreement.”

4. **Audit Requirements and Records.** Section C.4. of the Services Agreement shall be amended by adding the following provision to the end of the paragraph:

“The completed audit covering the previous fiscal year will be provided to the County by December 31st of each calendar year.”

5. **Maintenance and Repairs.** Section C of the Services Agreement is amended to include a new subsection 7:

“7. **Maintenance and Repairs.**

- a. The Parties acknowledge that the County has prepared a Maintenance & Repair survey of conditions and deferred maintenance and repairs of the portion of the PHS/SPCA facilities used for contracted animal control services, located at 12 Airport Blvd. in San Mateo, which document is attached and incorporated herein as Attachment 1 (“Survey”).
- b. Upon the effective date of this Third Amendment to the Services Agreement, Contractor agrees to commit funds received by Contractor for services rendered under the Services Agreement as described in Section C.1 herein, in an amount of up to \$400,000, which amount shall be designated as the “Contractor’s Capital Repair Fund”. Contractor will expend, over the term of the Third Amendment to the Services Agreement, a part or all of this Contractor’s Capital Repair Fund to accomplish those Survey repairs, limited to the areas of the facility that are used for contracted animal control services, which it determines are necessary for the safe and effective operation of the PHS/SPCA facility located at 12 Airport Boulevard in the City of San Mateo. While the Capital Repair Fund is primarily to be used for Survey repairs, Contractor may use such funds for general maintenance of the buildings that are used to provide contracted animal control services. Expenditures on Survey work shall be the first priority. The Contractor’s Capital Repair Fund shall be noted as a separate line item in the annual audit. Any and all such repairs and maintenance for which the Contractor’s Capital Repair Fund is

used are limited to the portions of the building that are used to provide contracted animal control services to County and Cities.

- c. Except for the additional funds referenced in subsection f of this Section 7, which must be used as agreed by the parties, Contractor will not be required by this amendment to use any additional contract funds in excess of Contractor's Capital Repair Fund over the term of this Third Amendment to the Services Agreement, nor is Contractor committed to exhausting the entire fund; and any unexpended amounts left in the fund remain the Contractor's.
- d. Contractor shall have discretion regarding timing of the execution of Survey work, to insure that any such work does not impact its abilities to house and care for animals in a way Contractor finds acceptable.
- e. The funds expended by Contractor from the Contractor's Capital Repair Fund pursuant to this section shall be used to correct conditions described in the Survey which constitute health or safety hazards as determined by Contractor. Contractor may also use the funds to correct other deferred maintenance and repairs as described in the Survey, and additional repairs and maintenance as needed. Survey work shall take priority over additional repairs and maintenance.
- f. Over the term of the Third Amendment to the Services Agreement, Contractor may become eligible, pursuant to the criteria set forth in this Section 7f, for a maximum of an additional fifty thousand dollars (\$50,000) per fiscal year from County to complete additional necessary maintenance and repairs, in addition to those described by the Survey, in the portions of the facility used for contracted animal control services provided to County and Cities. These funds will be held by County in a fund designated as "County Repair/Maintenance Fund" and shall be noted as a separate line item in the annual audit. No such annual funds shall be paid to Contractor in the first fiscal year unless Contractor has expended a minimum of \$150,000 on deferred repairs and maintenance as described in the Survey or other repairs

and maintenance. Survey work shall be the first priority for use of the funds until such work is completed. In the second and third fiscal years, Contractor shall become eligible for an additional \$50,000 per fiscal year after Contractor has expended, in each fiscal year, at least \$100,000 on repairs and maintenance, making Survey work the first priority. In the fourth and final fiscal year, after Contractor has expended the remaining \$50,000 from the Contractor's Capital Repair Fund, Contractor shall become eligible for the remaining amount of up to \$50,000 from the County Repairs/Maintenance Fund. If Contractor expends funds in excess of its annual minimum in any one fiscal year, such excess amount shall be credited toward the minimum expenditures for the following fiscal year(s) during the term of the Third Amendment to the Services Agreement. Any unused County funds of up to \$50,000 per year will be held by County in the County Repair/Maintenance Fund until such time as Contractor meets the respective expenditure requirements. Any banked funds left over from prior fiscal year(s) may be used by Contractor for maintenance and repairs after minimum expenditure requirements have been met by Contractor. The parties understand that all unexpended funds in the County Repair/Maintenance Fund at the expiration of the term of this Amendment, will be redistributed by County to County and Cities as appropriate. Each repair or maintenance item contained in the annual report is to be submitted with documentation as to the amount of funds actually expended for such item. Once the allotment becomes available, County agrees not to deny any reasonable repair/maintenance projects and expenditures kept within the \$50,000 per year allotment. All repairs and maintenance performed or caused to be performed by Contractor pursuant to this Section 7 shall be completed in compliance with applicable building codes after obtaining any required permits.

- g. Any and all repairs and maintenance completed to the portions of the building that are used to provide contracted animal control services and for which either the Contractor's Capital Repair Fund or the County Repair/Maintenance Fund is used shall be itemized in an annual report to be submitted annually by

the Contractor to the County or to a group designated by the County and City Managers of the Cities.

- h. In the unlikely event of an emergency safety related repair needed to the portions of the PHS/SPCA facility located at 12 Airport Boulevard in the City of San Mateo that are used to provide contracted animal control services, in excess of the Contractor's Capital Repair Fund and the annual funds contained in the County's Repair/Maintenance Fund and which arises after all such funds have been expended, County and Contractor shall timely meet in good faith to jointly determine which maintenance or repairs are required and whether or not such repair work shall be undertaken.

6. **Options for Animal Control Shelter.** Section C of the Services Agreement is amended to include new subsection 8:

"8. Options for Animal Control Shelter.

"Three times a year, representatives from Parties and Cities will meet to participate in discussions regarding long-term options and alternatives for the current shelter. The Parties and Cities shall set these meetings in advance in an effort to allow full participation."

7. **Field enforcement Staffing and Services.** Exhibit B, Section 2a shall be amended to add a subsection 6:

"6) When there is a reasonable belief of a person's or an animal's exposure to rabies, Contractor will immediately notify Public Health personnel, 650.573.2346 Monday-Friday 8am-5pm and 650.363.4981 after-hours/holidays."

8. **Effectiveness of Amendment.** Except as expressly and specifically set forth in this Third Amendment, all other provisions of the Services Agreement, the First Amendment, and the Second Amendment, the Lease Agreement and the Lease Termination Notice shall remain unchanged and in full force and effect.
9. **Condition Precedent.** This Third Amendment will become effective only after the County and the 20 Cities within the County negotiate and adopt amendments to their

June 17, 2003 Agreement that are consistent with this Third Amendment. If such amendments are not adopted by all twenty Cities, this Amendment is null and void in its entirety except that in such an event, PHS/SPCA, the County and any of the Cities which are in agreement with the terms and conditions of this Third Amendment shall use it as the grounds for considering a revised Third Amendment which may be acceptable to those parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Third Amendment to Agreement For Animal Control Services And Shelter Services Between The Peninsula Humane Society & SPCA And The County Of San Mateo to be executed by their duly authorized representatives on the day and year first written above.

Dated: _____

COUNTY OF SAN MATEO

By _____

Jean Fraser
Chief, Health System

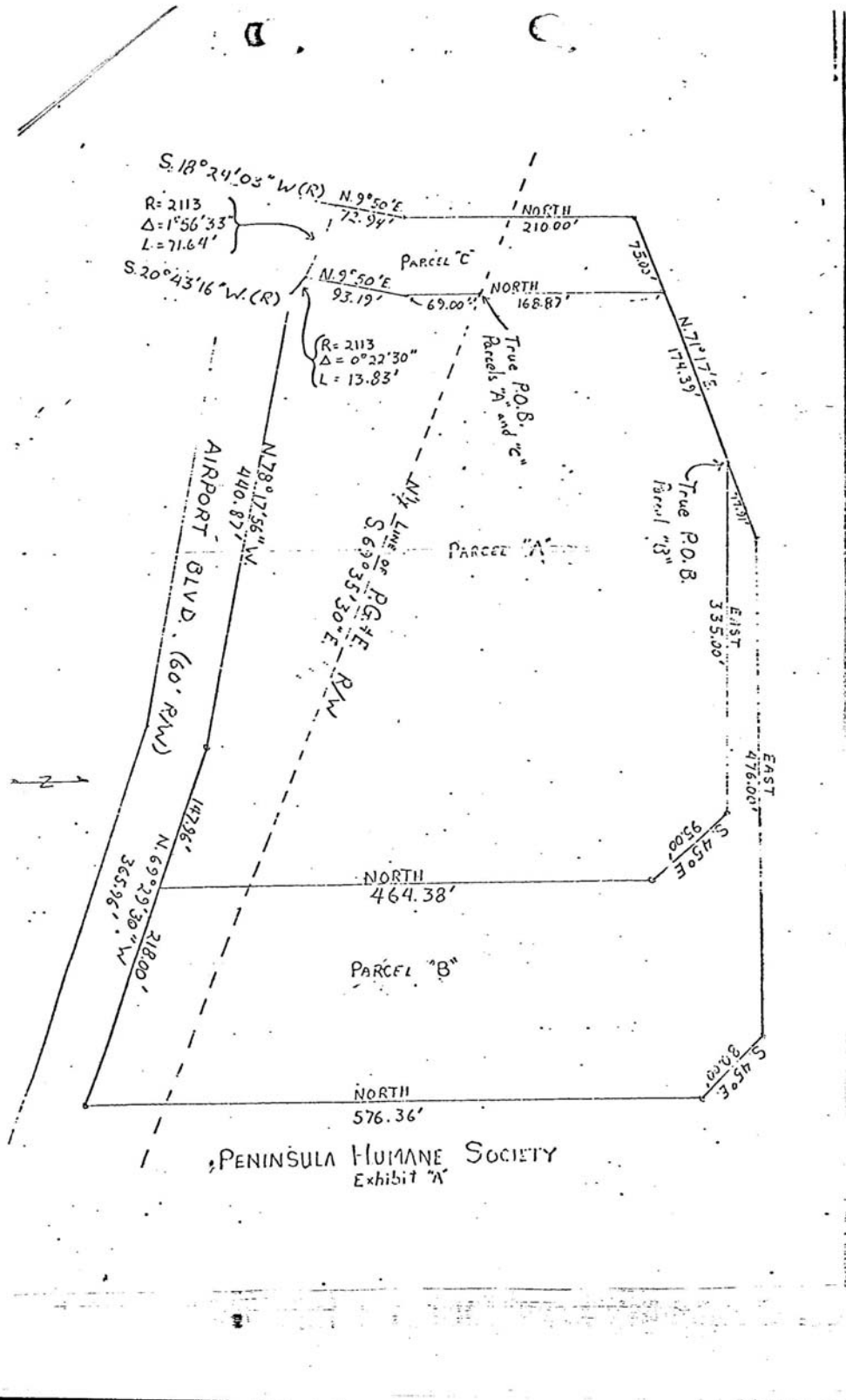
Dated: _____

PENINSULA HUMANE SOCIETY & SPCA

By _____

Ken White
President

EXHIBIT A



Attachment 1

Peninsula Humane Society Building Deficiencies Survey: April 8, 2011

Consideration taken into account for occupancy of 5 to 8 years maximum.

1. Outside Drainage:

Although it was not raining, nor, had it rained for several days prior to our walkthrough, large amounts of standing water were evident. I was informed that the parking lot and rear of the building flood frequently during storms, and, that the surface drains did not work. It was also noted that the County Parks Dept. would not allow clean out service to be performed where the storm drains 'Day Light' to the bay. During the outside inspection, it was also obvious that the grade sloped toward the building structure causing flooding into the facility.

2. Exterior Siding and Paint:

Structurally, the exterior siding of the building will hold up for the occupancy requirement with minimum repairs. Unfortunately, it would still remain cosmetically unappealing in some areas.

The exterior siding and trim will, however, need to be painted in order to last without failure for next 5 to 8 years.

3. Roof:

Approximately 70% of the flat roof areas appear to be original from when constructed. I would recommend a roofing consultant be contacted to inspect these areas to determine if the roof will last 5 to 8 years. The other 30% of the flat roof is new within the last 5 years and will not require replacement, particularly over the Spay/Neuter area. The pitch roof areas are composition shingles and appear to be satisfactory, however, there is a major leak under a pitch roof/clear story area that will need to be found and repaired.

4. Life Safety System:

I was advised by Ken White that the Fire Alarm system was compliant per the Fire Marshall, however, I would advise reconfirmation.

5. ADA:

Entire facility - Not Compliant i.e. Manual front doors, restrooms not sufficient size, etc.

6. Electrical Panels:

The electrical panels are old and not looking good. I was advised that there are major electrical circuit deficiencies. The last Preventative Maintenance service tag I could find was performed in 2000. NOTE: I am not qualified to inspect or determine the condition of electrical panels. This inspection should be performed by a qualified technician. At minimum, panel maintenance should be performed – clean, tighten and scan. Panel covers should also be checked for proper installation.

7. Exterior Trellis at South/West Corner of Facility:

The trellis is in a state of failure and poses a safety threat if not repaired. If trellis is to be saved, the trees must be cut back first to assess damage. Seismic hardware, rotted framing member's replacement and paint would be required. Removal of trellis is another option.

8. Exterior Doors:

There are approximately (15) doors throughout the facility that require replacement.

Building mechanical systems survey to be performed by our Engineering staff.

Patrick Oliver

Craft Maintenance Supervisor

County of San Mateo

Dept. of Public Works

Facilities Maintenance and Operations.

Office – 650-363-1877

poliver@co.sanmateo.ca.us

FY 2011-12 ESTIMATED Animal Control Costs

CITY	Service Level		Field		Animals		Service Level		Final		Estimated	
	Percentage	Distribution	Services	Percent	Received	Percent	Percentage	Distribution	2011-12	Distribution		2011-12
	Yr. 1 2008 Actual	Yr. 2 2009 Actual			Percent		Yr. 3 2010 Actual				City	Share
Atherton	1.19%	1.16%	1.28%	1.00%	1.00%	1.08%	1.14%	\$52,180				
Belmont	2.76%	3.38%	3.51%	3.54%	3.54%	3.53%	3.22%	\$147,327				
Brisbane	0.71%	1.03%	1.20%	0.99%	0.99%	1.05%	0.93%	\$42,448				
Burlingame	3.19%	3.50%	3.41%	3.48%	3.48%	3.46%	3.38%	\$154,626				
Colma	0.63%	0.66%	0.98%	0.98%	0.98%	0.98%	0.76%	\$34,578				
Daly City	11.17%	8.76%	9.73%	9.57%	9.57%	9.61%	9.85%	\$450,016				
East Palo Alto	9.35%	6.78%	7.39%	6.75%	6.75%	6.92%	7.68%	\$351,151				
Foster City	2.33%	2.82%	2.70%	2.39%	2.39%	2.47%	2.54%	\$116,128				
Half Moon Bay	2.24%	4.45%	1.91%	5.04%	5.04%	4.19%	3.63%	\$165,804				
Hillsborough	1.38%	1.59%	1.63%	1.29%	1.29%	1.38%	1.45%	\$66,289				
Menlo Park	4.85%	4.95%	5.87%	4.95%	4.95%	5.20%	5.00%	\$228,463				
Millbrae	2.13%	1.90%	1.98%	1.99%	1.99%	1.99%	2.01%	\$91,658				
Pacifica	5.60%	5.98%	6.55%	6.38%	6.38%	6.43%	6.00%	\$274,274				
Portola Valley	0.59%	0.93%	1.05%	0.76%	0.76%	0.84%	0.79%	\$35,923				
Redwood City	13.56%	13.02%	12.94%	13.24%	13.24%	13.16%	13.25%	\$605,323				
San Bruno	5.90%	5.10%	4.56%	5.19%	5.19%	5.02%	5.34%	\$244,023				
San Carlos	3.23%	3.49%	3.80%	3.45%	3.45%	3.54%	3.42%	\$156,354				
San Mateo	14.59%	14.86%	12.47%	14.67%	14.67%	14.08%	14.51%	\$663,008				
S. San Francisco	10.28%	9.13%	9.15%	9.34%	9.34%	9.29%	9.57%	\$437,152				
Woodside	1.04%	3.82%	1.93%	1.27%	1.27%	1.45%	2.10%	\$96,089				
County	3.28%	2.72%	5.96%	3.73%	3.73%	4.33%	3.44%	\$156,925				
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	\$4,569,739				



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Angela Howard, Town Manager

DATE: May 25, 2011

RE: **Not-for-Profit Agency Funding Requests**

In the past, the Town has funded various agencies providing community services benefiting the Town, its residents, or the community at large. In the past the Town has allocated approximately \$11,000 - \$13,000 for Community Services, but last year with less total revenues the council allocated only \$4,300. To date the following organizations have requested financial assistance for the **2011/2012** fiscal year:

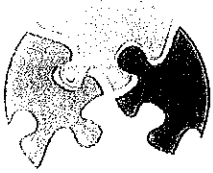
<i>Sustainable San Mateo County</i>	3,000
<i>Peninsula Conflict Resolution Center</i>	1,300
<i>HIP Housing (Human Investment Project)</i>	2,000
<i>Joint Venture Silicon Valley</i>	1,000
<i>San Francisco Watershed Project</i>	7,500
Total 2011/12 Requests	\$14,800

Although the above-mentioned agencies are requesting a specific amount, as in the past the Council may choose to fund only a portion of the requested amount. (Additional detailed information is available if you wish to review the funding requests.)

It has been previously requested that staff bring the funding requests to the Council prior to adopting the budget. Although last fiscal year the council greatly reduced its contributions and it continues to be a difficult time for many non-profit organizations, I question if under the current economic times it is prudent for the Town to include non-profit donations in the 2011/2012 budget. Below is a listing of the donations made in the **2010/2011** fiscal year:

<i>Sustainable San Mateo County</i>	3,000
<i>Peninsula Conflict Resolution Center</i>	1,300
Total Paid in 2010/11	\$4,300

After discussion, please let me know if you would like to include any of these agency requests, or others, in the proposed 2011/2012 budget.



Sustainable San Mateo County

Economy. Equity. Environment.

(650) 638-2323 • Fax: (650) 341-1395

177 Bovet Road, Sixth Floor, San Mateo, CA 94402

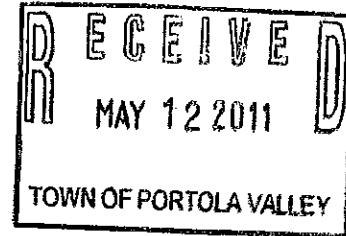
E-mail: advocate@sustainable-san-mateo.org

Web: www.sustainable-san-mateo.org

Dedicated to the long-term health and vitality of our region

May 11, 2011

Angela Howard
Town Manager
765 Portola Road
Portola Valley, CA 94028



Dear Angela,

Once again, we are asking the cities and the county to help us fund the annual Indicators for a Sustainable San Mateo County report.

Enclosed is the **15th anniversary edition** of this report which includes some **important new features**. In the Cities and County section of the Report, we have included a **basic profile of each municipality** in order to better understand some of the differences between them. We have also asked each jurisdiction about their latest efforts regarding water, energy conservation, and redevelopment.

Our **Key Indicator** this year is **Jobs and the Economy** - a hot topic if there ever was one. We have also expanded our coverage of **Land Use** knowing that the decisions made in this area have far reaching impacts on the long-term health of our community. **Regional Benchmarks** is also a new feature comparing San Mateo County to its Bay Area neighbors on a few select indicators.

Many of our political officials rely on this report for a "**one-stop snapshot**" of how San Mateo County is doing in 30 important areas such as childcare, housing, transportation, energy, water supply, etc.

SSMC believes that what is measured is what gets acted upon. Documenting how we are doing in these areas celebrates our successes and highlights areas of concern. This helps our local officials and citizens more efficiently allocate their resources toward improving problem areas and moving toward a more healthy, sustainable state.

We'd like to thank all the cities and the county who supported us for the 2011 Report. They are listed on the back cover of the report. Continuing financial support is essential for maintaining our proud tradition of publishing the Indicators Report annually as a service to our community.

We know that the economic downturn has affected us all, so we are asking you once again only for the **basic contribution of \$3,000**, an amount that has not changed over the past 3 years. Enclosed is a formal proposal for funding the Report.

We look forward to hearing from you.

Sincerely,

Kari Binley
Executive Director

cc: Ted Driscoll, Mayor

Founder
MARCIA PAGELS

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RUTH PETERSON

CHAIR
WILLIAM SCHULTE

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MARK MOULTON

Executive Director
KARI BINLEY

Project Coordinator
Energy Ambassador
Program

MICHAEL CARPOL

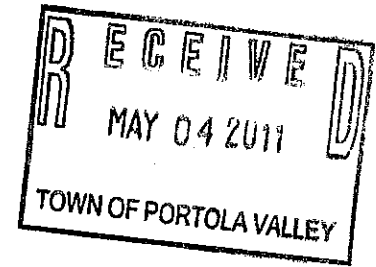
Project Coordinator
Indicators Report

ADAM LYNCH



May 2, 2011

Angela Howard, Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Dear Angie,

I know that you are in the thick of budgeting processes. The news is full of the tough budget choices that public agencies everywhere have to make. We hope that you continue to see the value of PCRC's services, and that you will make the choice to continue to contract with us. Because we know the financial constraints cities are facing, **we have not raised our contract fees for 3 years. We will not raise them again this year.**

When state, county and city services are being reduced or restructured, PCRC is needed in the community more than ever. **PCRC's services alleviate the costs of lawsuits, police responses, and many types of calls for city services** such as code enforcement and planning. We help relieve the burden on your already strained resources.

A few examples:

- A neighborhood dispute can lead to multiple complaints to city staff and elected officials. A referral to PCRC can help create resolution and no more calls to city hall.
- PCRC has trained over 100 public employees in facilitative leadership skills. 90% said that the information was applicable to their work. These staff will be more able to manage situations before they become HR problems.
- PCRC facilitators helped a city gather input about community priorities that will inform the City Council's budgeting process.

As you may know, I will leave my position with PCRC this summer in order to be a full-time mom to my two young children. Since 2000, I have been working with cities, the county, and other organizations to promote the use of community mediation in San Mateo County. I believe that PCRC's services truly make a difference in our community, and I've seen it first hand. Working hand-in-hand with local government, we are making our neighborhoods safer, stronger and more resilient. I hope you will continue to be PCRC's partner. **A 2011-2012 proposed contract is enclosed. Please let me know if you will renew by June 1, 2011.**

Please feel free to contact me with any questions.

Best regards,


Jennifer Bullock
Executive Director

P.S. I've enclosed some recent news articles about PCRC's work with local cities.



Peninsula Conflict Resolution Center
Empowering people. Building relationships. Reducing violence.

Agreement for the Provision of Community Mediation Services

The Peninsula Conflict Resolution Center (PCRC), a 501(c)(3) public benefit corporation, wishes to provide conflict resolution services for the **Town of Portola Valley(City)**.

The Peninsula Conflict Resolution Center is an independent contractor, organized in accordance with the laws of California and is capable of performing the conflict resolution services described in this agreement.

PCRC and Portola Valley agree as follows:

1. **SERVICES.** The PCRC shall provide the services described in Exhibit A, attached to and made a part of this agreement.
2. **FUNDING.** Funding by the City shall be in advance and shall be \$1300. PCRC shall provide documentation to specify how the funds requested shall be spent, including such details as the City deems appropriate. Additional documentation may be requested by the City.
3. **CONTRACT TERM.** This contract shall commence on July 1, 2011 and shall terminate on June 30, 2012 unless terminated before that time, as described in Paragraph 6 of this agreement.
4. **PROGRAM REPORTS.** A performance report shall be submitted to the City on a quarterly basis. This report shall include a description of all program activity related to this contract for the particular quarter.
5. **BREACH OF CONTRACT.** The City reserves the right to waive any and all breaches of this contract, any such waiver shall not be deemed a waiver of all previous or subsequent breaches. In the event the City chooses to waive a particular breach of this contract, it may condition said waiver on payment by PCRC of actual damages occasioned by such breach of contract. PCRC shall make every effort to resolve the breach quickly and amicably.
6. **TERMINATION.** In the event the PCRC is unable to fulfill its responsibilities under this contract for any reason whatsoever, including circumstances beyond its control, the City may terminate this contract. Either party to this agreement may terminate this contract without cause by giving 10 days written notice to the other party. If the contract is terminated, PCRC shall return a prorated amount of funding to the City.
7. **INTEREST OF PUBLIC OFFICIALS.** No members, officer or employee or agents of the City, no member of the City Council, and no other public official exercising any function or responsibility with respect to this program during his/her tenure, shall have any interest, direct or indirect, in this contract or a related subcontract or the proceeds thereof.

March 1, 2011

Ms. Angela Howard
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Ms. Howard,

HIP Housing (Human Investment Project) is a nonprofit organization with a mission to invest in human potential by improving the housing and lives of people in our community. Because the programs HIP Housing provides strengthen all the cities in San Mateo County, 16 cities in the County provide financial support for HIP Housing's programs.

To continue to provide programs that help residents of the Town of Portola Valley and the County of San Mateo, we request the Town of Portola Valley to join with the other cities that support our programs, by providing \$2,000 in support of our affordable housing programs.

This support from cities in San Mateo County helps HIP Housing to find a home for over 1,000 people annually, throughout the County, including the Town of Portola Valley. HIP Housing also provides housing referrals and information for an additional 1,500 individuals annually. The support of the Town of Portola Valley, along with other cities in the County, leverages HIP Housing's capacity to provide affordable housing programs.

HIP Housing offers effective housing solutions for low-income families, individuals, seniors, and persons with disabilities through its programs: Home Sharing, Self-Sufficiency and Property Development.

Portola Valley residents benefit from HIP Housing's housing programs, which are:

Home Sharing Program - provides affordable housing information and referral, and matches persons in home sharing arrangements. "Matches" link persons with housing to share (home providers) with persons seeking housing (home seekers), reducing costs for both parties. "Service exchanges" are also facilitated, where one housemate provides assistance to the less able-bodied housemate (often a senior or a person with disabilities) in exchange for no or reduced rent.

The Home Sharing process includes: application and assignment of housing coordinator, bi-lingual services; home visits to frail and disabled; “Living Together Agreements”, follow-up and mediation if needed.

Self-Sufficiency Program - assists low-income families with their transition to financial independence. There are two ways that this program is used - Stability through Housing and Resources for Empowerment (SHARE) and Housing Opportunities Program (HOP). SHARE, a 24 month program, provides subsidized rents in a HIP Housing-owned or managed property, while clients pursue education, job training, and find employment. HOP offers a one-year housing scholarship to participants. Both programs provide case management, connection to community resources, and monthly Life Skills Workshops.

Property Development Program - develops new housing or rehabilitates existing housing with the goal of expanding the pool of affordable housing for low-income residents. Currently, there are approximately 400 people living in HIP Housing owned or managed properties.

Portola Valley residents benefit from all of HIP Housing’s programs, especially the Home Sharing Program, because our programs strengthen communities throughout San Mateo County, making our communities better places to work and live.

The Home Sharing program aligns with the goals of the Town of Portola Valley’s General Plan, which is to move towards the adoption of Green Buildings, because the Home Sharing Program uses resources wisely. When people home share, no new housing needs to be built, as the extra rooms the home provider has are not just left empty, but efficiently used by the home seeker. In addition, home sharers can reduce energy use by sharing utilities, driving shorter distances to work if they are able to live closer to where they work, and by carpooling with their housemate when possible.

The Home Sharing Program provides a valuable resource for affordable housing that is readily available, cost effective and an example of sustainable, green housing. The program provides long-term stability for residents throughout San Mateo County, as the average home sharer that HIP Housing matches in housing remain together for over 2 years, and many home share for 5 years or longer.

In the 2009-2010 fiscal year, HIP Housing’s Home Sharing Program interviewed 1,347 households throughout San Mateo County, including Portola Valley, and matched 317 individuals in home sharing.

Over-all in 2009-2010, HIP Housing received over 2,600 calls asking for affordable housing information. In addition, the Self-Sufficiency Program worked with 98 families, providing housing support and connection to job training and education.

Many people coming to HIP Housing for assistance report they experienced financial difficulties through job loss, underemployment, increased mortgage or rent payments, and reduced benefits, which result in a need to lower their housing costs.

Senior residents often come to HIP Housing's Home Sharing Program for the security and companionship of having a housemate. Some seniors need a housemate to help with household chores, so that the senior can remain independent in their own home. Home Sharing assists individuals and families by providing a resource that helps them to maintain their current housing, or to locate housing they can afford.

With the downturn in the economy continuing, foreclosures and job losses have increased, with the result that more people are calling HIP Housing for assistance. To help meet this increased need for our programs, and continue the high level of the services HIP Housing provides, we respectfully request support from the Town of Portola Valley.

With the Town of Portola Valley's support, HIP Housing will be able to provide affordable housing opportunities through its Home Sharing Program and other HIP Housing programs, as well as provide connections to appropriate community resources for Portola Valley residents.

Enclosed is a list of cities that support HIP Housing, along with a flyer with information on the Home Sharing Program and a HIP Housing newsletter. Thank you for considering our request. Please call me at (650) 348-6660 if you have any questions.

Sincerely,

Bruce Hamilton
Executive Director

Lois Marshall-Ward
Development Director

OFFICERS

Chris DiGiorgio, Co-Chair
Accenture Inc.

Hon. Chuck Reed, Co-Chair
City of San Jose

Russell Hancock, President & CEO
Joint Venture: Silicon Valley Network

DIRECTORS

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Menlo College

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Con-way

Tom Klein
Greenberg Traurig LLP

Dave Knapp
City of Cupertino

Hon. Liz Knies
Santa Clara County Board of Supervisors

Chris Martin
UPS

Stacy McAfee
University of Phoenix

Tom McCalmont
McCalmont Engineering

James McCaughey
Lucile Salter Packard Children's Hospital

Jean McCown
Stanford University

Curtis Mo
Wilmer Cutler Pickering Hale & Dorr LLP

Mairini Ni Dhomhnaill
Accretive Solutions

Joseph Parisi
Therma

Lisa Portnoy
Ernst & Young

Bobby Ram
SunPower Corporation

Paul Roche
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Harry Sim
Cypress Envirosystems

Susan Smarr
Kaiser Permanente

John Sobrato, Sr.
Sobrato Development Companies

Neil Struthers
Building & Construction Trades Council

Linda Thor
Foot Hill De-Anza Community College District

Mark Walker
Applied Materials

Chuck Weiss
Santa Clara County Office of Education

Linda Williams
Planned Parenthood Mar Monte

Daniel Yost
Orrick, Herrington & Sutcliffe, LLP

5 May 2011

Ms. Angela Howard
City Manager
Town of Portola Valley
765 Portola Valley Road
Portola Valley, California 94028

Dear Ms. Howard:

Your support for *Joint Venture: Silicon Valley Network* is appreciated. Thirty Silicon Valley cities across four counties joined you as investors last year, demonstrating the region's commitment to *Joint Venture*. We are counting on your leadership and support again this year. Specifically, we are requesting \$1,000 for the July 2011—June 2012 fiscal year, the same amount request in the previous fiscal years.

We are mindful of the fiscal challenges faced by all local government partners. Please be assured that while we continue to strive to develop and implement high value programs on behalf of your city, we are keeping costs down at Joint Venture, and delivering our programs with an extremely lean apparatus.

Your support last year enabled Joint Venture to

- implement a collaborative public sector renewable energy procurement program which will generate over 14 megawatts of power at a cost savings of approximately 8% below expected utility pricing.
- sign an MOU between numerous companies, cities, and PG&E to develop what will become an advanced and integrated smart grid in the area surrounding Moffett Field.
- receive a strong commitment from top officials at the United States Department of Commerce to locate a satellite patent office in Silicon Valley, pending legislative approval.
- provide an award-winning suite of online resources and staff support for executives making location and expansion decisions.
- publish and disseminate the *Silicon Valley Index*, putting reliable data about the region at everybody's fingertips.
- publish "The Crisis in Local Government," a white paper highlighting the magnitude of the fiscal crisis in Silicon Valley's cities and counties.
- bring together cities and a consortium of wireless carriers to tackle dead zones together
- secure \$200,000 in seed funds from the California Endowment to explore the feasibility of locating a national disaster resiliency center in Silicon Valley.

Our work program continues to evolve, based on the needs of our members and reflects both the diversity and commonalities of Silicon Valley. Here are some highlights:

Climate Protection Task Force: Joint Venture provides our region’s governments with a venue to work together on strategies to reduce costs for alternative energy and collaborate on strategies to reduce greenhouse gas emissions.

Federal Funding: Through organizing special purpose consortia, Joint Venture is working hard to make the region’s case for federal funding in Washington.

Silicon Valley Economic Development Alliance: The Silicon Valley EDA is a unique regional partnership among cities which share a goal of retaining and attracting businesses to their jurisdiction while promoting Silicon Valley as a whole.

Grand Boulevard: Last year the project – improving El Camino Real from Daly City to San Jose - was able to leverage your support to generate more than \$1.2 million dollars in funding, to develop detailed housing opportunity assessments and to model future transportation options.

Through these and other projects we work to deliver genuine value to our member jurisdictions. We can and do raise most of our budget from the private sector, but your investment as a local government partner is essential to our success, making this a joint venture indeed. Our local government partners include:

- | | | |
|------------------------|-----------------------|-----------------------------|
| City of Belmont | City of Milpitas | City of Santa Cruz RDA |
| City of Brisbane | City of Monte Sereno | City of Saratoga |
| City of Burlingame | City of Morgan Hill | City of South San Francisco |
| City of Campbell | City of Mountain View | City of Sunnyvale |
| City of Cupertino | City of Newark | City of Watsonville |
| City of East Palo Alto | City of Palo Alto | County of Alameda |
| City of Fremont | City of Redwood City | County of San Mateo |
| City of Gilroy | City of San Carlos | County of Santa Clara |
| City of Los Altos | City of San Jose | County of Santa Cruz |
| City of Menlo Park | City of San Mateo | Town of Los Altos Hills |
| | City of Santa Clara | Town of Los Gatos |

We’re certain you’ll continue to find value in our collaboration, and that your investment in Joint Venture will bring measurable returns.

Sincerely,



Chuck Reed
Mayor, San Jose and Co-Chair, Joint Venture Board



David S. Boesch
San Mateo County Manager

David Knapp
City Manager, City of Cupertino

A handwritten signature in black ink, appearing to read "Russell Hancock". The signature is written in a cursive style with a vertical line at the beginning.

Russell Hancock
President & CEO, Joint Venture: Silicon Valley Network



San Francisquito Watershed Project

A Project of Acterra: Action for a Healthy Planet



April 18, 2011

Angela Howard
Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Ms. Howard,

Thank you for the Town's support of Acterra's San Francisquito Watershed Project in past years. We understand and appreciate Portola Valley's spirit of volunteerism and community involvement, which aligns well with our philosophy. In FY 2010-2011 we had another successful year working with the Portola Valley community to promote the health and diversity of the Town's rich watershed resources. Highlights include:

- Recruiting volunteers and promoting public volunteer workdays Sausal Creek at the Portola Valley Town Center.
- Planting native plants and removing invasive weeds at our revegetation sites along Corte Madera Creek and Sausal Creek.
- Hosting the Going Native Garden Tour at the Town Center, which gave town residents and the general public opportunities for guided tours of the restoration project and ideas about using native plants for their own gardens.

We look forward to building on these accomplishments in the coming year. In order to continue providing our services at current levels, I am writing to inquire whether the San Francisquito Watershed Project might be considered for funds to nonprofits under the community services section of the Town's budget for FY 2011 - 2012. We have supplied staff time and plants to the Town from our general watershed restoration budget for the last few years, yet many of our traditional funding sources are no longer available. Your support will help us to continue providing services to the Town and the greater San Francisquito watershed community.

Snapshots of Portola Valley Activities



Proposed Town Center Services

We propose to provide the following services to the Town at the Sausal Creek site:

- Re-vegetate bare areas with watershed-specific native plants.
- Reinstall native plants that were misidentified and removed by contractors.
- Remove invasive species via public volunteer workdays and periodic maintenance visits by Acterra staff members.
- Assist town staff and/or contractors with plant identification to assure better quality control.
- Install plant identification signs if desired by the town.

Education and Outreach

One of the Watershed Project's primary functions is to raise awareness about the contributions of a healthy San Francisquito watershed to the quality of life on the Peninsula. Our volunteer workdays and creek walks have provided inspiring perspectives on the watershed for many Portola Valley residents and

encouraged them to become active stewards. To increase native plant awareness for children and adults, we would like to add plant identification signs to the Town Center. We also strive to serve as a clearinghouse of information about watershed function, issues, and characteristics. Every year we field queries from the community about topics ranging from pollution prevention to native plant and animal identification. To support homeowners in taking on watershed-friendly projects, we share best practices from our on-the-ground demonstration projects. One way we do this is to produce practical outreach materials on such topics as storm water management, bank stabilization and erosion repair, and landscaping with native plants. We distribute these materials free of charge.

Watershed Maintenance, Monitoring, and Restoration

We currently have two demonstration sites in town showing how native plants can be used in the riparian corridor to decrease erosion and reduce water pollution by providing a buffer against runoff. The Watershed Project has contributed plants and hundreds of hours of staff and volunteer labor to ensure the long-term success of this work. In addition to improving the condition of the resource, our workdays provide a key benefit in educating the community about the importance of preserving riparian habitat.

Another important habitat improvement effort in Portola Valley is our work to remove barriers to prime spawning and rearing habitat for steelhead on Los Trancos creek. We are working in cooperation with Stanford and the San Francisquito Creek Joint Powers Authority on projects to improve fish passage. We recently completed a revegetation project at the remodeled Felt Lake diversion dam along Arastradero Road.

To help us continue serving Portola Valley, we are asking the Town for \$7,500 in financial assistance for FY 2011-12. Your support will also create significant leverage to attract federal, state, and private dollars for additional work.

Please let me know if you have questions or would like further information about our projects. I can be reached at (650) 962-9876 x310 or arniet@acterra.org. Thank you again for your partnership, and we look forward to working with the Town in the coming year.

Sincerely,



Arnie Thompson
Director, San Francisquito Watershed Project

May 14, 2011

Dear Portola Valley Town Council,

On 5/12 the Cultural Arts Committee approved a motion to change our charter to say we meet the 2nd Thursday of the month. Could you please approve of this change?

Thank you,

Deirdre Clark, CAC co-chair

CULTURAL ARTS COMMITTEE

OBJECTIVES

1. Bring together the various cultural interests in the community in order to facilitate communication, interaction and mutual support.
2. Increase cultural awareness among residents of Portola Valley by sponsoring and supporting local cultural activities in the areas of art, music, science and nature, history, horticulture, drama, literature, photography and dance and by providing improved communication about cultural affairs to residents.
3. Pursue a long-range goal of establishing a cultural center for Portola Valley.

DUTIES AND FUNCTIONS

1. Advise the Town Council on community cultural arts opportunities and activities needing support.
2. Advise the Town Council on existing and potential uses of the Town Center for cultural arts uses and events.
3. Set up sub-committees representing various cultural areas and provide support for them as needed.
4. Develop communications materials to foster public awareness of cultural activities within the Town.
5. Develop, sponsor and support cultural events and programs such as music recitals, art exhibits, speakers' evenings, book signings and theater performances with a local emphasis.
6. Develop docent programs to provide tours of the historic schoolhouse, artists' studios, etc.
7. Offer occasional workshops in the various areas.

RESPONSIBLE TO

Town Council

COORDINATION AND LIAISON

Parks and Recreation Committee
Teen Committee
Historic Resources Committee

MEMBERSHIP

12 members appointed to one-year terms by the Mayor with Council concurrence. Rotating Chair selected by Committee.

MEETINGS

~~As needed~~ **Meets 2nd Thursday of each month**

#9

There are no written materials for this item.

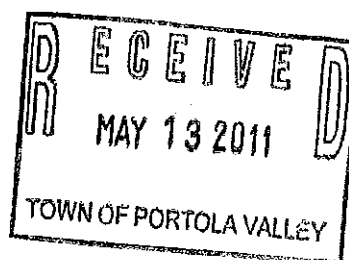
TOWN COUNCIL WEEKLY DIGEST

Friday – May 13, 2011

- ☐ 1. Memorandum to Town Council and various others from Ed Davis regarding Bicycle Committee – May 11, 2011
- ☐ 2. Letter to Mayor Driscoll from Richard Garbarino requesting support for re-appointment to the ABAG Executive Board – May 10, 2011
- ☐ 3. Issued Building Permit Activity – April, 2011
- ☐ 4. Agenda – Parks & Recreation Committee Meeting – Monday, May 16, 2011
- ☐ 5. Notice of Cancellation of the Planning Commission Meeting scheduled for Wednesday, May 18, 2011
- ☐ 6. Action Agenda – Regular ASCC Meeting – Monday, May 9, 2011
- ☐ 7. Action Agenda – Regular Town Council Meeting – Wednesday, May 11, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to attend the public memorial service for Mayor Omar Ahmad on Friday, May 13, 2011
- ☐ 2. Invitation to San Mateo County Council of Cities Dinner/Meeting on Friday, May 20, 2011
- ☐ 3. Invitation to attend ABAG's workshop "Do You Know Where Your Next Claim is Coming From?" on Thursday, May 12, 2011
- ☐ 4. Invitation to participate in "Take a Hike" on Saturday, May 14, 2011
- ☐ 5. Invitation to attend 2011 Peninsula Sports Hall of Fame on Tuesday, June 14, 2011
- ☐ 6. Invitation to attend Planned Parenthood's "Voices for Change" on Saturday, June 11, 2011
- ☐ 7. Invitation to attend a SLAC Public Lecture entitled "Particle Accelerator on a Chip" on Tuesday, May 24, 2011
- ☐ 8. San Mateo County Mosquito and Vector Control's "Entomology Report" – March, 2011
- ☐ 9. HIP Housing – Spring 2011



5/11/2011

TO: Town Council Members
 Angela Howard, Town Manager
 Christopher Buja, Chair Traffic Committee
 Susan Gold, Chair Trails & Paths Committee
 Lt. Larry Schumaker, San Mateo Sheriff Dept

Subject: Bicycle Committee

I understand that at the May 25th meeting the Town Council will be considering changing the Traffic Committee charter to include a greater emphasis on bicycles – i.e. combining the functions of a Bicycle Committee with those of the current Traffic Committee.

I endorse the formation of a bicycle committee. With the increased bicycle usage on our roads and paths by both residents and non-residents, a committee to recommend appropriate improvements to our path/street structures and policies would be very helpful.

I do not, however, agree that this committee function should be contained within the Traffic Committee (nor, in like manner, part of the Trails & Paths Committee). The combining of these committees' purposes could be very awkward and often in conflict. The bicycle committee will be, by its nature, an advocacy group whereas the Traffic Committee is focused on police services, total traffic safety, enforcement of ordinances, and usually issues other than bicycle traffic.

I suggest the following alternative:

Form a new stand-alone Bicycle Committee to focus on the best approaches for bicycle safety and services within our Town. This Committee would create proposals for the development, usage, and safety of our bikeways systems and related policy/practice changes and would be our principal public forum for bicycle issues. The Committee would also be the contact point for the numerous bicycle organizations that plan events that use our pathways.

Also, change the Traffic Committee structure. The Town is built-out and the time demands on this Committee are greatly reduced. The new Traffic Committee would be "on call" – similar to the Geological Safety Committee. I suggest it consist of 6 members:

- o 2 Residents
- o 1 member of the Town Council (I suggest the Vice Mayor)
- o Town Engineer
- o Town Manager
- o Police Commissioner

This alternative approach retains the clarity of our Committee missions; the Bicycle Committee would focus on the broad range of bicycle issues; the Traffic and the Trails & Paths committees would each review and comment on any Bicycle Committee proposals that impact their areas of responsibility.

Ed Davis
 Resident and Police Commissioner



OFFICE OF THE CITY COUNCIL

CITY COUNCIL 2011

KEVIN MULLIN, MAYOR
RICHARD A. GARBARINO, VICE MAYOR
MARK ADDIEGO, COUNCILMEMBER
PEDRO GONZALEZ, COUNCILMEMBER
KARYL MATSUMOTO, COUNCILMEMBER

BARRY M. NAGEL, CITY MANAGER

May 10, 2011

Honorable Edward C. Driscoll
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Mayor Driscoll:

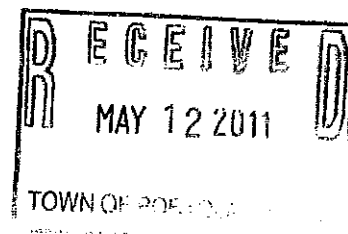
My term as member of the ABAG Executive Board ends in June 2011. I am seeking re-appointment to the Executive Board as one of San Mateo County's representative.

There are many challenges that face our cities in the months and years ahead. San Mateo County must have a strong leadership representative at ABAG to insure that our voice is heard and that we play an integral part in the decision making process on issues that effect our county and its cities. For the past two years, I believe that I have represented the interest of the cities of San Mateo County in an effective and satisfactory manner.

I am asking for your support for my re-appointment as your representative at ABAG. Thank you for your consideration of my request.

Respectfully,


Richard A. Garbarino, Vice Mayor
City of South San Francisco



Town of Portola Valley

Issued Building Permit Activity: April 2011

	Permits This Month	Permits FY 10-11 To Date	Total Valuation This Month	Total Valuation FY 10-11 To Date	Application Fees Collected This Month	Application Fees FY 10-11 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 10-11 To Date	Total Fees Collected FY 10-11	Total Fees Collected FY 09-10
New Residence	1	7	1,943,895	11,447,345	9,054.35	55,496.45	5,885.33	36,072.39	91,568.84	58,757.25
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	2	14	372,000	2,997,487	2,950.70	24,296.45	1,917.96	14,563.57	38,860.02	26,685.95
Second Units	0	5	0	1,012,000	0.00	7,835.95	0.00	5,093.38	12,929.33	4,212.62
Remodels	1	31	18,000	3,161,907	293.25	27,076.18	190.61	17,598.86	44,675.04	27,117.95
Pools	1	9	140,000	815,900	1,217.75	7,565.70	791.54	5,243.21	12,808.91	5,046.12
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	2	0	7,000	0.00	180.50	0.00	72.31	252.81	0.00
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	7	0	0	0.00	700.00	0.00	0.00	700.00	200.00
Other	13	134	240,161	4,536,163	3,079.95	41,882.45	1,085.96	14,989.40	56,871.85	54,056.96
	18	209	2,714,056	23,977,802	16,596.00	165,033.68	9,871.40	93,633.12	258,666.80	176,076.85
Electrical	8	91	0	0	798.44	6,773.05	0.00	0.00	6,773.05	5,484.45
Plumbing	7	72	0	0	754.70	6,470.80	0.00	0.00	6,470.80	4,978.75
Mechanical	4	52	0	0	679.70	4,976.60	0.00	0.00	4,976.60	3,835.30
Total Permits	37	424	2,714,056	23,977,802	18,828.84	183,254.13	9,871.40	93,633.12	276,887.25	190,375.35



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, May 16, 2011 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: April 18, 2011 (*5 minutes*)
4. Skateboard Ramp (*30 minutes*)
5. Discussion of Ford Field Design (*15 minutes*)
6. Zots to Tots Planning (15 minutes)
7. Adjournment

Next meeting: June 20, 2011



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: CheyAnne Brown, Planning & Building Assistant

DATE: May 13, 2011

RE: Cancellation of Planning Commission Meeting

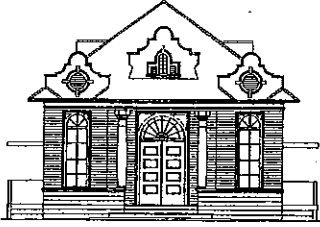
The Regular Meeting of the Planning Commission scheduled for Wednesday, May 18, 2011 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, June 1, 2011 at 7:30 p.m.

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: May 13, 2011

CheyAnne Brown
Planning & Building Assistant



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

ACTION

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:32 p.m.
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr (All present. Also present: Tom Vlasic Town Planner; Nate McKitterick Planning Commission Liaison; John Richards Town Council 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 Residential Additions and Remodeling, 255 Golden Oak Drive, Geenen **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and/or staff.**
 - b. Continued Architectural Review for New Residence, Pool, and Site Development Permit X9H-626, 15 Sausal Drive, Quezada **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member and/or Planning staff. Comments supporting the site development permit to be forwarded to the Planning Commission for 5/18/11 public hearing.**
 - c. Proposed Subdivision X6D-210, 1260 Westridge Drive, Shorenstein *Review continued to 5/23/11 meeting* **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* **Continued to 5/23/11 meeting.**
6. Other Business:
 - a. Continued Consideration of Plans for Refurbishment of Ford Field, Town of Portola Valley **ASCC considered the proposed plans and acted 4-0 to recommend Town Council approval with specific recommendations.**
7. Approval of Minutes: April 25, 2011 **Approved as submitted.**
8. Adjournment 8:35 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.

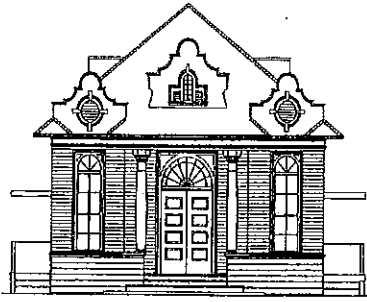
PUBLIC HEARINGS

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: May 6, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Town Council Meeting

Wednesday, May 11, 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

Absent – Councilmember Derwin

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 27, 2011

Approved as amended 4-0

- (2) **Approval of Warrant List** – May 11, 2011

Approved 4-0

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. __)

Resolution calling for election approved 4-0

- (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. __)

Resolution approving annexation to the ABAG Local Hazard Mitigation Plan approved 4-0

- (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. __)

Resolution authorizing Mayor to Execute Joint Powers Agreement approved 4-0

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

**Approval by consensus that proposed ordinance be forwarded to Planning Commission
For public hearing and outreach.**

(7) **Discussion** – Proposed Naming of the Central Pathway or Drive between the Schoolhouse Bill and Jean “Lane”

**Approval by consensus to name central pathway at Town Center Bill and Jean Lane,
with signage to be consistent with existing signage strategy**

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

There are no written materials for this item.

Councilmember Richards – Community Events Committee discussed the upcoming picnic, including the ending point for Zots to Tots race. The ASCC discussed remodel of a residence on Golden Oak requesting boulders/fencing within right-of-way, and a remodel with excessive exterior lighting inconsistent with Town guidelines. Ford Field was also discussed and approved with minor modifications.

Councilmember Wengert – Attended a meeting with the Mayor concerning the Neely property, with the discussion being very productive.

Councilmember Toben – Attended a meeting with Angela Howard and others to discuss the future of CERPP and the possibility of engaging paid staff to augment/support volunteers. Also attended an Airport Roundtable meeting. Attended a Firewise meeting in Woodside.

Mayor Driscoll – Attended the Traffic Committee meeting with discussion of possibility of broadening the Committee to include bicycle related issues along with traffic, with interest in this approach expressed.

WRITTEN COMMUNICATIONS

(9) **Town Council Weekly Digest – April 29, 2011**

#1 Council recognizes Chip McIntosh's significant contributions and letter of thanks will be sent pursuant to current protocol.

#5 Angela Howard reported the Contractor Workshop was successful.

(10) **Town Council Weekly Digest – May 6, 2011**

#1 Mayor Driscoll and Councilmember Toben attended the event and found it to be impressive and well attended.

#3 The number of bicycle citations issued was noted. Mayor Driscoll indicated interest in learning more about the type of citations issued and has had discussions with Larry Schumacher of the Sheriff's Dept. to gain insight.

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 WEEKLY DIGEST

Friday – May 20, 2011

- ☐ 1. E-mail to Town Council and others from Peter Drekmeier regarding the Cal Water Urban Water Management Plan – May 18, 2011
- ☐ 2. E-mail to Honorable Mayors & Mayors' Designee from Sepi Richardson requesting support for her re-appointment as a regular member of ABAG's Board of Directors – May 11, 2011
- ☐ 3. Email from Mary McMillan announcing that Assemblyman Gordon will hold a Town Hall Meeting on Saturday, May 21, 2011
- ☐ 4. Information from Malcolm Smith regarding the inclusion of the proposed Saltworks project on the agenda for the City Council of Redwood City's Monday, May 23, 2011 meeting
- ☐ 5. Results of Program Evaluation – "Underground Economy" from the San Mateo Council of Cities Meeting of April 29, 2010
- ☐ 6. Notice that Town Hall will be closed on Monday, May 30, 2011 in observance of Memorial Day
- ☐ 7. Mailer sent to all residents on May 17, 2011 regarding their responsibilities in an emergency
- ☐ 8. Agenda – Regular ASCC Meeting – Monday, May 23, 2011
- ☐ 9. Agenda – Conservation Committee Meeting – Tuesday, May 24, 2011

Attached Separates (Council Only)

- ☐ 1. Invitation to attend San Mateo County Central Labor Council's 32nd Annual COPE Banquet on Friday, July 15, 2011
- ☐ 2. Invitation to attend Creating Hope for the Future: Working Together to Prevent Teen Pregnancy on Thursday, September 29, 2011
- ☐ 3. Invitation to join in celebrating the election of Dave Pine to the Board of Supervisors on Tuesday, May 24, 2011
- ☐ 4. ABAG's "Service Matters" - May/June, 2011
- ☐ 5. The Sequoian – May, 2011

Brandi de Garneau

From: Peter Drekmeier [Peter@Tuolumne.org]
Sent: Wednesday, May 18, 2011 11:44 PM
To: Ted Driscoll; Maryann Derwin; John Richards; Steve Toben; Ann Wengert; CheyAnne Brown; Brandi de Garneau; Angela Howard; Leslie Lambert; Howard Young; charles.krenz@lctwd.org; tracy.sherman@lctwd.org; david.smernoff@lctwd.org; tom.uridel@lctwd.org; mike.ward@lctwd.org; mary.mcdonald@lctwd.org
Subject: Cal Water Urban Water Management Plan
Attachments: Cal Water UWMP - Bear Gulch.pdf; ATT00001..htm; image002.png; ATT00002..htm

Hello Portola Valley Folks,

I just wanted to make sure you were aware that Cal Water will be hosting a meeting tomorrow (Thursday) on their Urban Water Management Plan (attached). The meeting will be from 2:30-4:30 at the Bear Gulch Operation Center, 120 Reservoir Rd. in Atherton.

I was at the Cal Water Mid-Peninsula District meeting today, and very few people were in attendance, probably because the meeting wasn't well publicized. A senior staff member from San Mateo and the Chair of their Planning Commission were present, which was really good because some of Cal Water's assumptions (such as projected population growth) were very different from those of the City. The Planning Commissioner was concerned because they have approved a lot of infill development, assuming the water would be available, but after hearing Cal Water's plan, had some doubts. Cal Water has recently been given permission by the California Public Utilities Commission to apply tiered pricing and to collect more funds from its customers for conservation programs (which is very good), but there's still a lot more that could be done to promote conservation to make sure they stay within their Supply Guarantee (as agreed to under the Water Supply Agreement with the SFPUC).

There was a keen interest in better communication and collaboration between the City and Cal Water to make sure everyone is on the same page. For example, San Mateo has a much more aggressive water conservation goal than Cal Water. Also, there are some things the City can do (such as adopting water conservation ordinances and applying for grants) that Cal Water can't.

There are several factors that should be of interest to you:

- 1) The Water Supply Agreement between the San Francisco Public Utilities Commission (SFPUC) and the Bay Area Water Supply and Conservation Agency (BAWSCA), of which Cal Water is a member agency, caps water sales to the SFPUC's wholesale customers at 184 million gallons per day (mgd) until at least 2018. This is 10 mgd less than BAWSCA has predicted it will need, even with planned water conservation programs.
- 2) According to BAWSCA's Long-Term Water Supply Strategy Scoping Report, "BAWSCA members are faced with potentially significant water supply shortfalls under normal and drought conditions... Up to 25 million gallons per day (mgd) of additional water supply may be needed by 2035 to meet the needs of the current and future residents, businesses, and organizations in normal years. Even more water (i.e., up to 76 mgd) will be needed each year during extended drought conditions."
- 3) In FY 2008/2009, Cal Water purchased water from the SFPUC in excess of its Individual Supply Guarantee. Cal Water's supply guarantee is 35.68 mgd, but it used 35.99 mgd.
- 4) Instream fish flows for the Calaveras and Crystal Springs Reservoirs (the SFPUC's local storage facilities) will increase by 7.4 mgd in order to protect steelhead trout, potentially leaving less water available for human consumption. Cal Water depends on these local water sources because the Raker Act, which granted San Francisco the right to build and operate the Hetch Hetchy Water System, prevents the SFPUC from selling Tuolumne River (Hetch Hetchy) water to private companies.

I think it would be very beneficial to have at least one representative from Portola Valley at tomorrow's meeting. Urban Water Management Plans only have to be updated every five years, so this meeting is very important, especially given SBx7-7, which requires water agencies to reduce per capita water consumption by 20% by 2020.

**CITY OF BRISBANE**

50 Park Place
Brisbane, California 94005-1310
(415) 508-2100
Fax (415) 467-4989

May 11, 2011

Re: Council of Cities Selection Committee Appointments

Honorable Mayors & Mayors' Designee,

The purpose of this letter is to ask for your vote for my re-appointment as a Regular Member of the Association of the Bay Area Government (ABAG) Board of Directors. The Council of Cities Selection Committee will be appointing two regular and two alternate members. I would like to ask for one of your votes for me. This vote is planned to take place on **Friday, June 24, 2011 at 6:00 p.m. in Daly City.**


Currently, I serve as the Vice President of the ABAG Joint Regional Planning Committee as well as the Vice President of the Finance Committee. I should like to be able to continue my service on this Board and this can only be possible by your continued support and vote. Your past support and your votes have allowed me to attain these incredible privileges at ABAG. The ABAG board meetings are held in Oakland at the BART building anywhere from 11:30 a.m. to 10:00 p.m.

Transportation, housing, land use, emergency preparedness, as well as sustainability and environmental issues are critical in our communities. Not only must we make sure that we are informed and involved, but at the same time, we must be at the table and take leadership roles for the benefit of our communities.

I would like to continue my role in representing the interest of our cities, special districts and our County on this regional board. Therefore, I ask for your vote for my re-appointment to ABAG Board as a regular member.

I do hope to see all of you and/or your designated voting representatives at this meeting. Thank you for your consideration. Please feel free to contact me at (415) 999-9937 or e-mail to sepirichardson@sbcglobal.net.

Respectfully,


Sepi Richardson
Councilmember
City of Brisbane

Cc: Rebecca Romero, City Selection Committee
Chair, Council of Cities



Subject: Assemblyman Gordon to hold Town Hall Meeting, Saturday, May 21, 2011, 10:30 am to noon

From: Mary McMillan <MMcmillan@co.sanmateo.ca.us> [<mailto:MMcmillan@co.sanmateo.ca.us>]

Sent: Thursday, May 19, 2011 3:04 PM

To:

Cc: Jeremy Dennis

Subject: Assemblyman Gordon to hold Town Hall Meeting, Saturday, May 21, 2011, 10:30 am to noon

Good Afternoon:

This Saturday, May 21, 2011, Assembly member Richard Gordon will hold a Town Hall meeting, from 10:30 am to noon, in Room 101, 455 County Center, Redwood City. The event is open to the public. Ample parking is available at County Center.

With the protracted and significant budget challenge facing the State, the forum should provide an important opportunity to discuss the progress being made closing the gap, the potential for extending the taxes, impacts to local program and service partnership funding, as well as the immediate and future outlook for the State's economy. Hope you are able to attend.

For more information, contact Jeremy Dennis, District Director at (650) 691-2121 or Jeremy.Dennis@asm.ca.gov

Regards,

Mary McMillan
Deputy County Manager
(650) 363-4129

 Save Paper. Think Before You Print.

From: MGR-Malcolm Smith [malcolm.smith@REDWOODCITY.ORG]
Sent: Thursday, May 19, 2011 9:25 PM
To: MGR-SALTWORKS-EXTERNAL@LISTSERV.REDWOODCITY.ORG
Subject: Saltworks Item on Monday's agenda

Good evening –

You'll be interested to know that on the agenda for the City Council of Redwood City's Monday, May 23rd meeting will be items related to the proposed Saltworks project. They will include;

- Receive an informational briefing on the proposed Saltworks Project development review process, no action required.
- Consider approval of an Amended and Restated Reimbursement and Processing Agreement By and Between the City of Redwood City and DMB Redwood City Saltworks LLC, which relates to the environmental review and planning process for the proposed Saltworks Project, subject to minor revisions approved by the City Attorney.
- Consider approval of amendments to professional services agreements for the purpose of continuing the review and processing of applications for the Saltworks development process and the related environmental review for the fiscal year July 2011 to June 2012.

Please visit www.redwoodcity.org/government/council/meetings.html to view the staff report. Visit www.redwoodcity.org/Saltworks to see other important information about the proposed Saltworks project.


The processing of the development application and the City's provision of project information to the community do not indicate a position for or against the proposed project, nor should they be construed as an indication that the project will be approved. The information provided by the City is offered as a service to the community so that there is a greater awareness and understanding of the process and the decisions that must be made regarding this proposal, and so that the community may be more fully engaged as the process proceeds.

~ malcolm

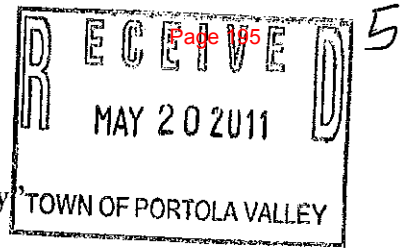
Malcolm Smith
Public Communications Manager
City of Redwood City, California

~
Office: 650.780.7305
Cell: 408.472.8536
Fax: 650.780.7225
Email: malcolm.smith@redwoodcity.org
Web: www.redwoodcity.org
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Redwood City, CA 94063

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San Mateo Council of Cities Meeting of April 29, 2010
Results of Program Evaluation ~ "Underground Economy"

Number of attendees responding: Only 16 (of 50 attendees) completed surveys
Rating points: 1=lowest, 3=highest

How relevant was the topic of program?

Total ratings of 3 = 12
Total ratings of 2 = 4
16

Was the content helpful to you as a Mayor/Councilmember?

Total ratings of 3 = 9
Total ratings of 2 = 7
16

Rate the caliber of speaker or panel.

Total ratings of 3 = 10
Total ratings of 2 = 6
16

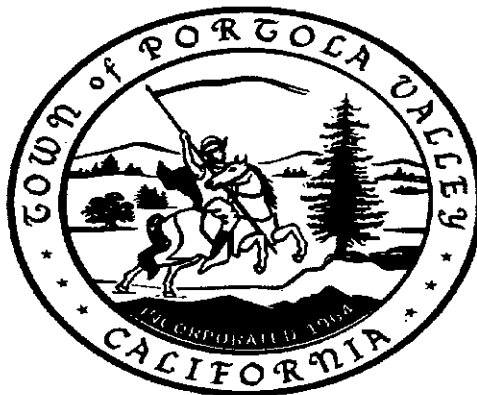
Specific Comments:

Good info; Great; Very good – speakers who inform, educate and teach do far better; Very interesting-both personally and as a Councilmember; Thanks; Presentation should have been shorter and more time for Q&A; Great stuff, well covered, good response to questions; Timely and pertinent; Great topic – would be better if more specific actions were proposed and would have been better if “financial” impact to towns/cities was quantified; Good topic; Interesting and informative. (5 did not comment.)

Suggestions for upcoming program topics and/or speakers:

- * We have great speakers among ourselves—maybe schedule some speakers from our own members.
- * Plight of constituents who have disabilities – developmental disabilities especially during economic hard times – they all are affected by discrimination or not at job-site, housing programs, transportation, schooling and recreation.
- * Topics like City Pensions, Shared Services, etc.
- * TOD (Transit Oriented Development) Pension challenges.
- * Best Practices for Reducing Union Pensions and OPEB Costs, Public Safety Disability Retirements, Have commercial Fire Dept. outsourcing company that bid on San Carlos present.
- * Attorney General Kamala Harris (Note: Ms. Harris is already scheduled for our 9/23 meeting in East Palo Alto – Mark your calendar!)
- * Instead of formal “presentation,” have SMC Supervisors come and join us at dinner tables for “give-and-take” discussions. (10 did not suggest.)

--Results compiled by Marge Colapietro, Chair, SMC Council of Cities & City Selection Committee and Vice Chair, City of Millbrae



PORTOLA VALLEY TOWN HALL

WILL BE CLOSED

Monday, May 30, 2011
In observance of Memorial Day



In Case of Emergency: Sheriff's Office: 911

**"I'm a Portola Valley resident.
Just what are my responsibilities
in an emergency?"**

Get prepared. Each resident is expected to store emergency supplies – including food and water to supply the household for at least 3 days.

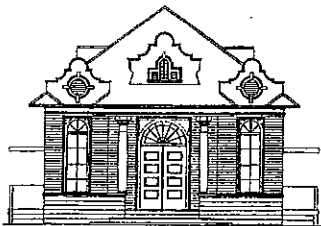
Need help?

Come to the Town Picnic on Saturday, June 4, 2011 from 9:00 am to 2:30 pm to:

**Purchase an emergency kit
Enter a drawing to win one**

**Meet volunteer members of the PV Emergency Preparedness
Committee (EPC) to learn more and to get involved.**

In widespread disasters, such as earthquakes, relief supplies and outside help can take days. The Town and EPC want households and neighborhoods to be prepared.



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 23, 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. Architectural Review for Residential Additions and New Detached Garage, 141 Santa Maria Avenue, Orchard
5. New Business:
 - a. Architectural Review for Residential Additions and Remodeling and Site Development Permit X9H-627, 220 Golden Hills Drive, Pidwell
6. Approval of Minutes: May 9, 2011
7. Adjournment

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

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.

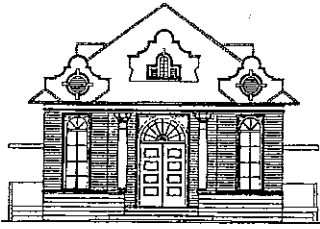
PUBLIC HEARINGS

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 20, 2011

CheyAnne Brown
Planning & Building Assistant



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, May 24, 2011 - 8:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – April 26, 2011**
4. **Old Business**
 - A. Update from website / doc subcommittee
 - Docs (oaks)
 - B. Update Town Open Space parcel management / owners
 - C. Tip of the month
 - D. Weeding checklist / Heiple
 - E. Clearing requirement subcommittee
 - Balancing need for fire clearing with need for habitat protection
 - Evening event / panel
 - F. Portola Road view shed
 - Mid Penn permission
 - G. Budget update, re-print of conservation guide
5. **New Business**
 - A. Town picnic / participation with table and sample plants
 - B. Stinkwort Girl Scout project
 - C. Site permit – 220 Golden Hills
 - D. Tree permit – 45 Prado
6. **Announcements**
7. **Adjournment**