



TOWN OF PORTOLA VALLEY

6:45 PM – Special Town Council Meeting
 Wednesday, November 14, 2012
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

SPECIAL MEETING AGENDA

6:45 PM – CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Mayor Derwin, Councilmember Driscoll, Vice Mayor Richards, 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 today on items not on the agenda.

6:45 PM CLOSED SESSION

(1) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (3)

Government Code Section 54957
 Title - Town Attorney

(2) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (4)

Government Code Section 54957
 Title – Town Manager

REPORT OUT OF CLOSED SESSION

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.

(3) Approval of Minutes – Special Town Council Meeting of October 24, 2012 (5)

(4) Approval of Warrant List – November 14, 2012 (23)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(5) Recommendation by Cultural Arts Committee – Relocation of the Historic Schoolhouse Quilts (36)

(6) Report from Town Planner and Consideration of Town Council review of November 7, 2012 Planning Commission approval of amendments to Blue Oaks PUD X7D-137 and Lot Line Adjustment X6D-214, Lots 23-26, 3 and 5 Buck Meadow Drive (38)

(7) Reports from Commission and Committee Liaisons (76)

There are no written materials for this item.

WRITTEN COMMUNICATIONS

(8) Town Council Weekly Digest – October 26, 2012 (77)

(9) Town Council Weekly Digest – November 2, 2012 (97)

(10) Town Council Weekly Digest – November 9, 2012 (135)

ADJOURN TO CLOSED SESSION

CLOSED SESSION

(11) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (158)

Government Code Section 54956.8
 Properties: Town-owned lots in Blue Oaks subdivision
 Town negotiators: Town Attorney and Councilmember Wengert
 Under negotiation: price and terms of payment

- (12) **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** (159)
Government Code Section 54956.9(b)
Significant Exposure to Litigation (one case)

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

#1

There are no written materials for this agenda item.

#2

There are no written materials for this agenda item.

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 849 OCTOBER 24, 2012

Mayor Derwin called the meeting to order at 7:00 p.m. in Hanson Hall at The Sequoias and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs (arrived 7:35 p.m.) and Ann Wengert; Vice Mayor John Richards, Mayor Maryann Derwin

Absent: Councilmember Ted Driscoll

Others: Sharon Hanlon, Town Clerk
Brandi de Garneau, Sustainability & Resource Efficiency (SURE) Coordinator
Leigh Prince, Town Attorney Representative
Nick Pegueros, Town Manager

Mayor Derwin welcomed audience members to the Council's annual meeting at The Sequoias, thanking Resident Council President Pat Skillman and the Resident Council Board for making the arrangements, as well as The Sequoias Executive Director, Jay Zimmer, and the entire Sequoias community for their hospitality. She said many members of that community have worked in the Portola Valley School District, and on Town committees, commissions and even the Council, so it is upon their shoulders that the current Council stands. "For that," she said, "we are humbled and very grateful."

ORAL COMMUNICATIONS [7:07 p.m.]

Eleanor Cray, a resident of The Sequoias, welcomed the Council on behalf of The Sequoias community and Mr. Zimmer, who was not sure whether he would be able to make the meeting. She said the Council's yearly meeting there is a great tradition, and tonight she looked forward to Mr. Pegueros's discussion about volunteers, because The Sequoias also relies heavily on volunteers. Mr. Cray said she's deeply impressed by Portola Valley, and when she moved to Portola Valley one of the first things that struck her about the Town – a community of 4,500 people with a lot of high-powered committees – is that it's well-staffed. "The results are apparent," she stated, adding that the beauty of Town Center and the Library stunned her.

Mayor Derwin said she has two more meetings as Mayor after tonight, and has packed in as many presentations as possible in part because they offer "feel good" moments. She introduced Community Events Committee Co-Chairs Karen Mobley and Diana Raines.

(1) Presentation: Community Events Committee Report on Blues & BBQ [7:09 p.m.]

Ms. Mobley said that up until about two weeks prior to the September 16, 2012 event, she told Mr. Pegueros that she'd be happy if it was a breakeven event, because at that time there weren't too many RSVPs and turnout was uncertain after a two-year hiatus. (Blues & BBQ 2011 was canceled in favor of the Portola Valley School District's 150th Anniversary gala). In fact, Ms. Mobley said, turnout was "fabulous," and the Committee had to pull the plug on meal ticket sales because Bianchini's Market in Ladera, which did the BBQ, had food enough for only 600 meals.

With picnickers and others without meal tickets included, attendance reached at least 700, she estimated, and the weather was perfect. At their wrap-up meeting a month after the event, volunteers made it clear that they want to keep Blues & BBQ an annual event, and not alternate years with the School District gala.

Ms. Raines said the community "really jumps in" to make Blues & BBQ successful. She described Kevin Bianchini as "our savior" that day; "we just love that man," she said. She also said that everyone enjoyed Amigos Grill's appetizers and Webb Ranch did "a phenomenal job" with the corn (in addition to donating

auction items). “So much of the community came together,” Ms. Raines said. “It was great to see everyone there, especially since we hadn’t had it in two years.”

It may not be easy to measure fun in terms of dollars, but as Ms. Raines put it, “The bottom line for all of this is what the Community Events Committee can give the Council for Portola Valley the Open Space Acquisition Fund. That’s what this is all about. \$25,288.”

About 30 volunteers stepped up to help them with Blues & BBQ this year, but the co-chairs indicated a need for more people on the committee to ensure the event continues next year, and asked for the Mayor’s help in putting in a plug to help recruitment.

Mayor Derwin said Blues & BBQ came back with a big bang only because Ms. Mobley and Ms. Raines and their fantastic team were willing to do months and months of heavy lifting to make it happen. She mentioned others on the team: *Alison Alston*, Karen Askey, Michael Bray, Sue Chaput, Wendi Haskell, Elizabeth Holmes, Todd Johnson, Jane Lewis, Nancy Lund, Nancy Katz, Jane Mackey, Judy Mendelsohn, Vivien Moyer, Kris Schmidt, Laura Stec, Meghan Sweet, Sandra Welch and Jason Schmidt.

To illustrate the group’s commitment, Mayor Derwin said their wrap-up meeting was held on October 16, 2012, the night of the second presidential debate. Watching the debate made Mayor Derwin arrive 40 minutes late to the meeting, when she walked into a “beehive of activity,” with a dedicated core of eight or nine volunteers intently analyzing what worked, what didn’t, and what to do next year to make it better. “It was really moving to see such a beautiful demonstration on selfless commitment, particularly on a night that most people would have stayed home,” Mayor Derwin said.

Noting that the “Zen-like” Ms. Mobley and the “fiery” Ms. Raines have more energy than most women half their age, Mayor Derwin said that Blues & BBQ 2012 “absolutely wouldn’t have happened without their steady leadership.” On behalf of the Town Council and the 700-plus Blues & BBQ attendees, she thanked them “for reminding us in the highest and finest way that the gritty, roll-up-your-sleeves and get-to-work ethic and volunteer spirit that has defined the people of Portola Valley since incorporation, more than four decades ago, lives within the two of you.” Telling them to proudly take their places in the annals of Town history, Mayor Derwin presented each of them with a orchid plant.

In her thanks, Ms. Mobley said, “This is icing on the cake.” The cake: a real community getting together and doing something like this for something as wonderful as open space. She noted that work on Blues & BBQ 2013 would begin in January 2013; “it’s a long and difficult thing to see that many folks have that much fun.”

(2) Presentation: Report on SamTrans Service Plan [7:18 p.m.]

Mayor Derwin introduced Jim Famolare, a scheduler at SamTrans, to report on its proposed Service Plan.

Emphasizing that the SamTrans Service Proposal (SSP) is in draft form and still needs a lot of tweaking, Mr. Famolare said he came to explain the proposal and solicit feedback. He said his presentation would provide a snapshot of the proposal, highlighting findings from data collected and SSP team recommendations.

It’s been more than a decade since SamTrans last made a major change to the system, Mr. Famolare indicated, adding that San Mateo County is changing, with demographic trends showing an aging and expanding population and employment projections showing more jobs coming. The percentage of residents over age 65 has more than doubled in the past decade, he said, during which time the County population has grown by more than 20,000 residents. Over the next decade, job growth is projected to be more than 13%, he continued, particularly in the fastest-growing areas in the northern part of the County.

Commute habits also have changed, Mr. Famolare continued. At this point, 60% of all passenger trips on SamTrans begin and end within San Mateo County and fewer people travel to and from San Francisco

than in the past. There's a greater need now to provide trips up and down the El Camino Real (ECR) corridor.

In summary, he said, proposal is driven by a need to:

- Make the service better.
- Meet changing needs.
- Give riders more of what works (e.g., more effective service where the riders need it most).
- Do less of what doesn't work (e.g., discontinuing routes that aren't performing up to snuff)
- Try new and exciting things (e.g., delivering transportation services)

Essentially, the objectives include streamlining service, improving frequency of service and providing provide alternative types of services -- all of which should add up to increasing ridership.

Increasing ridership and rider satisfaction aren't the only issues, Mr. Famolare explained. The San Mateo County Transit District's financial health is another key consideration. He said SamTrans is in a budget-balancing act; the economy presents a challenging situation. Transportation funding from local, state and federal sources has continued to decrease, although SamTrans bus ridership also is trending downward. The rise in costs of providing SamTrans bus, transit and shuttle services – coupled with the District's commitment to meeting debt obligations and providing contributions to support CalTrain are significantly affecting the budget and the District's long-term financial condition. Although the new SSP does not address a structural-deficit issue, Mr. Famolare said it would enable SamTrans to do more with resources available and do it better. The District is not aiming to cut service to save money while losing riders, because it is not only a difficult task but also a difficult cycle to break. The key is to avoid launching the cycle in the first place. As Mr. Famolare put it, "We don't want to cut service and cause reductions in ridership that require cutting more service."

Still, he added, the current model for providing service is outdated; it doesn't give riders what they need and is costing SamTrans too much money. Doing what's good for the riders also will be good for SamTrans in the long run, because it will strengthen service and grow ridership and connect more to the community's needs.

The first step toward making the system healthier, Mr. Famolare equated to the SSP to a "wellness" program that would:

- Create a strong foundation for continual improvement.
- Lay out a path toward greater adaptability as riders needs grow and change over time and greater ability to reinvest in growing services and trying alternative services.
- Result in a model that develops and maintains services that are relevant and efficient.
- Address financial issues in a healthy way – by growing ridership.

He also showed the Council a slide showing weekday ridership route by route, which is one measure used to look at overall performance of the bus system. On the left side (marked "green") is the El Camino Real corridor, the San Mateo County spine, with robust ridership. Next (marked "red") are the El Camino Real local routes, The tall line that comes next (labeled "black") is the KX Express route, which runs up and down the corridor to San Francisco. Community routes – including Route 85, the one serving Portola

280 Candidate for discontinuation; as an alternative, Route 296 would provide 15-minute service within 1/4 to 1/2 mile of 280, with East Palo Alto shuttles operating along Pulgas Avenue where coverage is lost.

281 Minor route adjustments including terminating the route at Palo Alto Transit Center and straightening the alignment along Newbridge Street in East Palo Alto. Weekday frequency increased to 15 minutes.

296 Improve service to every 15 minutes during weekdays and 30 minutes on Saturday.

Mr. Famolare said no changes are recommended for Routes 72, 73, 83, 85. Regarding he reported that ridership on Route 85, which primarily serves school children, has increased 24% since the introduction of service to Woodside High School.

A new service, called Route ECR, was recently implemented on the El Camino Real corridor on weekends is a trial that consolidates Routes 390 and 391, he continued, noting that SamTrans wants to improve that route – simplify the service, make it easy to understand, increase frequency and improve reliability. Before the weekend consolidation, he explained SamTrans was roughly 64% on time on weekends, and now they're achieving 85%-95% on-time performance. Reliable service also attracts riders, he pointed out, to the extent that buses show up when riders expect them.

SamTrans also has been looking to modify the KX Route and Route 292, which go into San Francisco. According to Mr. Famolare, ridership patterns show that it's very inefficient for SamTrans run routes to San Francisco except at peak times (6:00-9:00 a.m. and 3:00-6:00 p.m.). For that reason, the District has contemplated discontinuing midday, late night and early morning service to San Francisco – but Mr. Famolare said that community meetings have SamTrans now thinking about retaining Route 292 for most of the day. At this time the proposal would discontinue Route 391 service to San Francisco but leave the late-night service on Route 397 intact.

Mr. Famolare also showed a chart illustrating various transit options that are available from some routes:

Route	Connection Point	Available Transit Options
KX (from Stanford Shopping Center in Palo Alto)	SFO (off-peak and weekends)	BART
292 (from Hillsdale Shopping Center In San Mateo)	San Bruno/Arleta Avenue (off-peak)	Muni 8X, 8AX/BX, 9, 9L Muni Metro T Line Caltrain
391 (from Redwood City – weekdays)	BART (Daly City)	BART Muni 14, 14L, 14X

Mr. Famolare described the District's public outreach efforts this fall as including presentations to City Councils and Town Councils, rider forums, public workshops, sessions at community colleges and (coming up in November 2012) a public hearing. In addition, he said a public event on the proposal will be held on October 25, 2012 at the SamTrans Administrative Office in San Carlos. For the rider forums, he explained, SamTrans partnered with local community organizations such as senior centers to target specific audiences to provide them with in-depth reviews of the service proposal changes and to get feedback. Feedback can be:

- emailed to the SSP team – SSP@SamTrans.com
- phoned in: 650-508-6338

Information about the SSP is available on the SamTrans website – SamTrans.com/SSP

Mayor Derwin invited questions and comments.

Virginia Bacon, Golden Oak Drive, said that while it's wonderful to learn SamTrans is doing something to provide better service along the El Camino Real backbone, Portola Valley's needs are different. The Town has no public transportation except for schoolchildren, she said, and they represent only a small segment of the population. She said that many service people come from the El Camino Real backbone into Portola Valley to work, and the only way to do that now is for them to get in their cars. In the long run, she said some sort of feeder or shuttle system, or a park-and-ride program or something similar, is needed, not only for those coming to Portola Valley to work, but for residents who want keep an appointment or go shopping, or go into San Francisco. "We need a better way of doing things," Ms Bacon stated, and said it would be hard for Portola Valley residents as citizens to support some of the things SamTrans is planning "if nothing is done for us to help us get our traffic back and forth to the backbone." She also said she supports the idea of better service to San Francisco.

Mayor Derwin said she's been in conversations with Woodside Councilmember Deborah Gordon and Redwood City Councilmember Barbara Pierce about the possibility of combining communities to pilot a shuttle. Mayor Derwin also said that funding for such a pilot probably would be available from the City/County Association of Governments (C/CAG).

An unidentified resident of Los Trancos Woods/Vista Verde said the area has no SamTrans service, but does have a growing community of schoolchildren who attend Portola Valley schools. Already, well over 30 children from there go to Ormondale and Corte Madera schools, and it's just going to keep climbing, she said. She and many others in the community feel that SamTrans service would significantly reduce school-related traffic. A few months ago, they petitioned SamTrans, and 26 schoolchildren were committed to ride if they had bus service, she said, adding that many others have been waiting on the sidelines to see what would happen. To date, there has been no response to the petition. She asked, "What will it take to get SamTrans service there?"

Mr. Famolare said he couldn't speak specifically to the request, but said he's heard it discussed in the office. In the Woodside High School situation, he explained that SamTrans was able to implement service simply by converting out-of-service bus trips, so the additional service didn't incur any additional cost. He said he would follow up but because the District is in a "no growth" state, the status quo is being unable to provide more buses. Mr. Famolare said there's no money to expand – which is why the District is exploring how to "shuffle around the deck chairs" and provide better service.

Mayor Derwin pointed out that Mr. Famolare has demonstrated concern for Portola Valley's issues. She recounted a problem in August 2012 with the new bus service to Woodside, which affected the old bus service to Menlo-Atherton High School. The M-A students had to transfer at Ladera, but their connections didn't work and they were getting stuck there. Mayor Derwin said that Mr. Famolare drove out in the afternoon to make sure the connections were made. In fact, she added, he and others – including Mark Simon (Executive Officer for Public Affairs), Rita Haskin (Executive Officer for Customer Service and Marketing), Eric Harris (Manager of Operations Planning) and even the Vice Chair of the SamTrans Board, San Mateo County Board of Supervisors member Carole Groom – "dug down and really helped out with a lot of the issues. "So they do pay attention and help," Mayor Derwin said. "Even though PV ridership is just a blip in SamTrans ridership, in that instance we were treated like we were on the El Camino Real corridor."

(Note: Later in the meeting, Frances King, a 20-year resident of Portola Valley, said that she wants to go law school but can't do anything without a car, and wanted to know what was happening on the transportation front that might help her. She said a bus once came to The Sequoias, but no one rode it and the service stopped. Mayor Derwin said she would take Ms. King's contact information and get in touch with her later.)

- (3) Presentation: Nicole Pasini, Branch Manager for Portola Valley and Woodside Libraries; San Mateo County Library's 2011-12 Annual Report [7:40 p.m.]

Ms. Pasini said the San Mateo County Library's 2011-12 Annual Report shows numerous great achievements by the Portola Valley Library:

- More than 91,000 patrons visited, a 12% increase over the previous year.
- They checked out about 95,000 books, movies and other items, almost 22 per resident.
- They had great experiences at the PV Library: 93% of those responding to the library's Customer Satisfaction Survey reported being either "very satisfied" or "satisfied" with library services.
- About 7,600 people attended library programs, a 24% increase over the previous year. The programs build literacy skills, encourage lifelong learning and help develop community. These programs are supported by the Friends of the Portola Valley Library – including Board Member Bunny Dawson, who was present in the audience.

For the younger set, Ms. Pasini said programs range from a series of storytimes – Babies & Books (including a bilingual version), Toddler, Preschool, Bilingual Storytimes), to puppet shows to performances (Boswick the Clown and magician Brian Scott, to name two), to tutoring (for school-age children) and now, even a college essay class (for high schoolers). Other programs, including the Non-Fiction Book Club, documentaries and docent programs, are geared more toward adults.

The annual report also highlights the PV Library's Poetry Contest, which drew 300-plus participants, significantly more than ever before in its 13-year history.

Staff also makes an effort to take library services offsite, including appearances at local schools and monthly visits to The Sequoias. This past year, Ms. Pasini noted, the Library conducted an e-book class with residents of The Sequoias.

In general, she continued, members of the San Mateo County Library Joint Powers Authority (JPA) are always on the lookout for new and innovative ways to serve their communities. In Portola Valley, an example from the past year she cited is a new "Discover and Go" collection that Library patrons can use. Just logging in at an online portal with their library cards, they can check out free passes to some of the Bay Area's finest museums.

For the year ahead, Ms. Pasini outlined some provocative plans, including a digital storytelling project being undertaken with the support of the Friends of the Portola Valley Library. Through this project, she explained, the Library will encourage residents to share stories that are important to their lives in the context of California history. Library staff will assist community members of all ages in planning and preserving their unique memories, with two- to three-minute digitally recorded stories that weave together voice, video, personal photographs, documents and music., which will then be archived at the Library and remain online.

Councilmember Wengert, applauding Ms. Pasini for the great value she brings to the community, asked how the Council could be of more support, in addition to Mayor Derwin's years of service on the Library JPA (currently as Chair). Councilmember Wengert said she thought the Council would be receptive to considering how the Town might assist with some library programs. In response, Ms. Pasini said Library staff has begun partnering with various Town committees on programming, and she would follow up on other potential opportunities. She also said that the Library would reach out to Nancy Lund and the Historic Resources Committee as the digital history program gets underway.

Quipping that she doesn't often use "joy" and "elected official" in the same sentence, Mayor Derwin said one of the joys of her life as an elected official is as Chair the JPA, the consortium of libraries throughout San Mateo County that share services. In that capacity, she said, she glimpses many programs she wouldn't know about otherwise. For instance, that's how she learned that Ms. Pasini obtained a grant to do outreach to foster children, an often-ignored segment of the population. She helped them get Library cards, ran book groups and conducted book readings. Ms. Pasini said there was an author event with foster youth at a group home, too, plus numerous book clubs and book talks – just getting kids excited about reading. The Library also helped in terms of offering computer classes to foster children, and as Mayor Derwin noted, most of them are unlikely to have computers of their own.

Mayor Derwin described Ms. Pasini as a really good example of how people behind San Mateo County's libraries are changing – sometimes saving – lives, book by book, and said she's proud to have her in Portola Valley.

CONSENT AGENDA [7:47 p.m.]

(4) Approval of Minutes: Regular Town Council Meeting of October 10, 2012 [*removed from Consent Agenda*]

(5) Ratification of Warrant List: October 24, 2012 in the amount of \$75,953.22

By motion of Vice Mayor Richards, seconded by Councilmember Aalfs, the Council approved Item 5 on the Consent Agenda with the following roll call vote:

Aye: Councilmember Aalfs, Wengert, Vice Mayor Richards, Mayor Derwin

No: None

(4) Approval of Minutes: Regular Town Council Meeting of October 10, 2012 [7:48 p.m.]

Vice Mayor Richards moved to approve the minutes, as amended, of the Regular Town Council Meeting of October 10, 2012. Seconded by Councilmember Aalfs, the motion carried 4-0.

REGULAR AGENDA

(6) Discussion by Town Manager: Options to Improve Committee Volunteer Experience [7:49 p.m.]

Mr. Pegueros said his presentation would continue a discussion that began in September 2012, when he and Vice Mayor Richards met with committee chairs to talk about the challenges they face in managing their committees and recruiting new volunteers. Some quick committee facts:

- 16 appointed advisory committees, some of which are more active than others:
 - Bicycle, Pedestrian and Traffic Safety
 - Cable and Utilities Undergrounding
 - Community Events
 - Conservation
 - Cultural Arts
 - Emergency Preparedness
 - Finance
 - Geologic Safety
 - Historic Resources
 - Nature and Science
 - Open Space Acquisition
 - Parks & Recreation
 - Public Works
 - Sustainability
 - Teen
 - Trails and Paths

(Later in the meeting, Mr. Pegueros pointed that Portola Valley is unusual in its committee organization and has more committees than other town or city in the area.)

- 133 seats on those committees, 117 of which are appointed.
- 96 regularly scheduled meetings per year (excluding special meetings).
- 25 committee-sponsored events.
- 18,000-plus volunteer hours per year; Mr. Pegueros said his “quick math” multiplies the number of volunteers times number of meetings times length of meetings. That equals a tremendous amount of time and effort that volunteers provide to the Town. They make possible programs that otherwise wouldn’t exist unless the Town staff nearly doubled in size, he said – pointing out that the estimated 18,000-plus volunteer hours would equate to nine full-time staff members.

During their September meeting, according to Mr. Pegueros, committee chairs raised some concerns many of them share:

- Recruitment and retention of committee members.
- Dissatisfaction with the cumbersome processes involved in complying with the Brown Act (which requires meetings to be open to the public).
- The busy lives of volunteers, which sometimes makes it difficult to gather a quorum, and they can’t discuss business without a quorum. Mr. Pegueros said that the Emergency Preparedness Committee, for example, went two months without a meeting for that reason.
- Lack of staff support at the meetings. Mr. Pegueros explained that staff (14 people) covering 16 committee meetings would be “quite an undertaking,” that regular attendance would have a significant impact on workflow, that some meetings start as late as 7:45 p.m., and that many of the meetings also run late.

Committee chairs asked Mr. Pegueros to check out some options to address these issues: first, the possibility of voluntary mergers of certain committees, and second, reducing red tape associated with volunteering on a committee.

The Public Works Committee Chair suggested a combination with the Emergency Preparedness Committee (EPC), which is logical because the former relies heavily on volunteers to address Town issues when staff is not available, particularly after hours – downed trees, a backup in the septic at Town Center, etc. By the same token, the Public Works Committee’s services and knowledge also would be helpful to the EPC. The Community Events Committee Chair, likewise, suggested a possible merger with the Parks and Recreation Committee, which seemed logical from perspective that both are committed to developing social activities within the community.

As another way to look at the merger option, Mr. Pegueros suggested that committees might come together in some logically linked service areas, such as “Environment & Sustainability” as an umbrella group incorporating Sustainability, Conservation, Nature and Science, and Open Space Acquisition. Similarly, “Infrastructure” might embrace Bicycle, Pedestrian and Traffic Safety (BP&TS), Geologic Safety, Trails and Paths, and Cable and Utilities Undergrounding.

In terms of “Recreation & Culture,” he said we could see whether Culture and Arts might be interested in merging with Parks and Recreation, or the Teen Committee joining Parks and Recreation. Emphasizing that he isn’t necessarily recommending mergers as depicted, Mr. Pegueros said he thought perhaps these are the committees to focus on to explore the possibility of merging. He pointed out, too, that this approach could potentially create a whole new set of challenges with respect to Brown Act compliance. This was really a conceptual plan, he said, not intended to reduce the committees significantly, although if there was support for this, Town staff would be able to attend more meetings.

Other options he presented include:

- Decreasing committee size to five. As Mr. Pegueros noted, it's generally easier to get three people together to address the quorum issue.
- Establish a Community Events Volunteer Corps. Staff would guide the processes and handle issues related to Brown Act compliance, get volunteers together and help pull off events, such as the Community Events Committee did this year with its Blues & BBQ volunteers.
- Change requirements pertaining to agendas and meeting minutes. Mr. Pegueros indicated receiving feedback that some committees don't find minutes useful, and checking with the Town Attorney, learned that meeting minutes aren't required by law.
- Allow committees to meet only as needed, with no set schedule as to day and time. Mr. Pegueros said that some committees are frustrated that a set schedule forces them to meet even when there's nothing to discuss. Rather than rounding everyone up for no good reason, he said perhaps committees could be encouraged to feel free to cancel a meeting if that's the case.
- A focused volunteer recruitment effort. Mr. Pegueros acknowledged being uncertain about this option, because active recruitment is already an ongoing effort on the part of both the Council and the committees. He said that people seem to shy away from committee commitments because they're busy and volunteer committees require a significant amount of time.

Mr. Pegueros also identified some committee-related challenges Town staff faces:

- Difficulty coordinating events among all committees. Considering the number of committees and the popularity of Community Hall, he said it's difficult to schedule committee-organized events that aren't clumped too close together, creating overload or even conflicts for space. He suggested that staff could work more closely with committees on scheduling and preparing for the events they sponsor.
- Time and frequency of meetings. This has been a longstanding challenge, Mr. Pegueros said, and attending committee meetings pulls the small staff away from other duties they're expected to perform. As the situation exists now, he said the Town doesn't have the in-house resources to attend all committee meetings.
- Maintaining control over committee revenues and expenditures. Mr. Pegueros indicated that particularly on the revenue side, when a committee event raises money, the money must get to Town Hall and into the bank promptly so the Town can keep its accounts in order.

Having presented some of the concerns voiced by committee chairs, Mr. Pegueros said he would be happy to answer questions and take Council direction as to additional efforts staff should undertake.

Councilmember Wengert said there seems to be a huge variation among the committees on the robustness-to-morbidity scale. She asked whether from their perspective, Mr. Pegueros and Vice Mayor Richards have a sense of which committees are most active, functioning at the highest level and moving forward, versus those that have perhaps fallen by the wayside and have trouble attracting volunteers. She also asked whether mergers and/or major restructuring make sense for committees that are clearly doing very well now. She said she wanted to make sure that anything that's combined is done in a way that adds to those that need support. BP&TS seems to have the opposite challenge – lots of energy, lots of volunteers and they want to do a lot of things.

Councilmember Aalfs said there also might be organizational possibilities terms of Council liaisons and even staff interaction. Liaisons and staff may not attend every single meeting, but perhaps a Councilmember could liaise with Infrastructure-related committees along with a staff member such as Public Works Director Howard Young. From the support side, he said that could help, and each party would know who to contact if they couldn't attend a meeting.

In response to Councilmember Aalfs comments, Mr. Pegueros said that in some cases, an issue involves more than one committee. Bike lanes, for example, affect both BP&TS Committee and Trails and Paths Committees. Pointing out the frequent joint committee meetings and the fact that the same issue gets circulated to more than one committee, he said there might be a more efficient way of doing that.

Councilmember Wengert said she completely agrees about the linkage between BP&TS and Trails and Paths, but as she sees it, in addition to "infrastructure" roles, they have "user" roles that put them closer to Parks and Recreation. She suggested grouping committees in terms of various characteristics, identifying the points of overlap versus the points of divergence, and then looking at activity level. As she pointed out, some committees deal with issues that are much more robust than others. She cited the Geologic Safety Committee as a very important resource that's used relatively infrequently, when the Town needs the expertise of members who are available when they're really needed. She put with EPC and the Public Works Committee in the same category. Councilmember Wengert said that if we looked at committees based on different characteristics, we'd probably have a pretty robust series of overlaps that may make combinations even more logical as to how they might either work together or potentially combine.

In some cases, Councilmember Wengert continued, long-established committees continue to play very active roles and have pretty robust agendas. She said they're very healthy and active enough on their own that she wouldn't necessarily recommend combining them – such as Nature and Science, Conservation, and Trails and Paths. And a series of others, she said, would fall into a slightly different category.

Looking at the various groupings Mr. Pegueros had presented, Mayor Derwin asked whether he envisioned one committee for each and subcommittees within them. Mr. Pegueros said it started out that way, but became unmanageable as the workflow was sketched out. He emphasized that by no means is he recommending merging, for example, Community Events, Cultural Arts, Historic Resources, Parks and Recreation and Teen Committees – all five of those – into a single "Recreation & Culture" Committee. Rather, the thought process focused on looking at committees that may have similar missions, goals or objectives.

Councilmember Aalfs said that the groupings Mr. Pegueros identified appear to make a template for a better organizational methodology for parceling out issues from the standpoint of staff coverage. From that standpoint, he said, even if nothing else is done with those particular committees, it would give staff better direction in terms of distributing that work "right from the get-go."

Councilmember Aalfs said that he generally finds the action agendas from the commissions and certain committees meetings very helpful, in lieu of minutes.

Ms. Bacon suggested that maybe it would be a good idea to make three spheres of influence for the categories Mr. Pegueros started with, and work top-down from there. How would we draft the charters and missions for these spheres of influence? If that's done on a group level first, she said, we could then see what functionalities of the current committees fit within those spheres. She said it would be simpler, and result in fewer groups within each different sphere. "I think you have to start with a mission and agenda, and if you have that, the rest might start to make sense," Ms. Bacon said, adding that it would help to also ask they committees how they might do it. The result would be a win-win situation for everybody, she said.

Mayor Derwin agreed with Ms. Bacon's point, nothing that's how the Sustainability Committee – one of the most productive in the Town – was created.

Ms. de Garmeaux suggested the Council consider having an Events Committee to serve as a clearinghouse for events submitted by various committees. She said it would serve the community better to have a group looking at the calendar as a whole and spreading events out.

Councilmember Wengert said that's exactly what she had in mind with her earlier comment, thinking of a "master scheduler" at staff level. Even if it added slightly to the workload, she said it could be made much easier if all committees agreed run potential event dates through a clearinghouse of some sort. That could be done even if the committees stay the same as they are today, she added. She also reiterated a point she made earlier about the importance of understanding which committees are least and most active, for whatever reasons. For example, she said, the Finance Committee is typically active only when it comes time to review the budget, and the Geologic Safety Committee is active when the Town Council needs its expert advice. The idea of the less-active committees merging into others is worth pursuing, she suggested.

Councilmember Wengert said she also liked Ms Bacon's idea about the spheres of influence; it may be a new way to organize even some of the bigger, more robust committees. She again mentioned the heavy involvement with users of the BP&TS and Trails and Paths Committees, which were among those in the "Infrastructure" group that Mr. Pegueros used in his illustration. In the other categories, she said she sees potential for shifting around, depending on those committees' strategy and focus. In summary, Councilmember Wengert said she'd like to see consideration given to organizing committees into potentially larger spheres and reorienting the spheres.

In response to Mayor Derwin, Mr. Pegueros said he'd work on the master scheduler idea and discuss ideas with committee chairs to get their input, and then return to the Town Council at a future meeting with an analysis of committees' charters and activities, plus data on meeting frequency, membership count, number of events, etc., as well as recommendations about potential combinations based on further input and a top-down analysis of the information including number of meeting, number of members, number of events, etc.

Councilmember Wengert said the Community Events Volunteer Corps – a group of core volunteers – is a good idea, one that worked very well with Blues & BBQ. The same group might also work on the Volunteer Appreciation Party, which is coming up next (November 30, 2012) and always needs extra help, as does the Town Picnic in June – and maybe even some of the smaller events. It may be a way to involve residents in the volunteer system who haven't engaged in the past, Councilmember Wengert said.

Mayor Derwin said that Councilmember Wengert's point made her think about Mr. Schmidt, a great resource who won't join a committee because he doesn't like to go to meetings.

Councilmember Aalfs, observing that a lot of people complain about meetings, said current technology offers opportunities to have "serial" meetings. They might raise Brown Act issues, he said, but potentially online discussions could take the place in lieu of meetings in some respects and minimize the burden of actually attending meetings. He said that even on a committee's page on the Town website, it might be possible to set up a comment board with threads related to different topics

Ms. Prince said there may be a creative way to organize such meetings, but legally required notices would still have to be provided. Under provisions of the Brown Act, whenever members of a public body might develop a so-called "collective concurrence" about a particular issue, the public must be notified in advance and given an opportunity to weigh in.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:22 p.m.]

(7) Report from Town Manager: Update on Staffing Plan [8:22 p.m.]

After five months on the job, Mr. Pegueros said it's time to update the Council about where things stand and where he'd like to go. Early in his tenure (in May 2012), he identified two areas that required

reorganization. The first was the administration side of the house, specifically the offices of the Town Manager and Town Clerk – “all two of us.” Historically, the Town has had an Assistant Town Manager, but the position was vacant so he examined whether it should be filled or if some other type of staffing would address the Town’s needs.

In the proposed budget, Mr. Pegueros said he started with a goal of building staff capacity, providing redundancy for coverage in the event of an individual’s absence, and reducing personnel costs. As a result, he eliminated the Assistant Town Manager position and use the funds saved to upgrade the Administrative Services Officer (Stacie Nerdahl) and the Office Assistant (Cindy Rodas) and create a new position, Office Specialist. In total, those changes saved the Town about \$24,000 on an annual basis, he said.

He also planned on the projects managed by the Assistant Town Manager being picked up by the Administrative Services Officer and the more routine tasks that Ms. Nerdahl had performed – including payroll and accounts payable – shifting to a lower-level employee. Ms. Nerdahl’s subsequently was named Acting Administrative Services Director. Considering her other duties, Mr. Pegueros said that shifting the Assistant Town Manager’s project load to her proved unrealistic. Thus he turned part of that load over to the Sustainability and Resource Efficiency (SURE) Coordinator (Ms. de Garreaux). Going forward, he said he wants to upgrade both positions, making Ms. Nerdahl as Administrative Services Manager and Ms. de Garreaux as Sustainability and Special Projects Manager.

Ms. Rodas is thriving in her new role, Mr. Pegueros said. She’s stepped up to the plate and is learning good skills that will serve the Town well in the future. The temporary employee hired to staff the front counter also is working out well. With the Assistant Town Manager position gone, Mr. Pegueros said he’s leaned on Mr. Young to assume the role of “go to” person in his (Pegueros’s) absence. (In the Town’s staff-level command structure, the Public Works Director position comes second, after Town Manager.)

Mr. Pegueros said that he’d come back to the Council with job specifications that outline duties for the Administrative Services Manager and Sustainability and Special Projects Manager positions. He would like to begin recruiting for the Office Specialist position in January 2013.

Turning to the Planning Department, he said that approved budget accounted for eliminating the Planning Coordinator position and adding a Planning Department Manager. Bringing an Interim Planning Department Manager in as a contractor has given Mr. Pegueros a better sense of how the department operates, and to him the biggest surprise has been the challenge related to code enforcement. He’s learned that it’s extremely resource-intensive work, and takes a great deal of time. The procedures that have been set up for code enforcement may seem bureaucratic, he said, but they establish a routine that should help prevent issues from “falling between the cracks.”

Mr. Pegueros said that in addition to needing someone to deal with code-enforcement issues, the Town also needs a professional planner to be able to draw projects back from Spangle & Associates (which provides Town Planner services) and handle them in-house. The presence of the Interim Planning Department Manager also has given Mr. Pegueros the opportunity to assess the talents of the in-house staff. “We really do have a very, very talented team,” he stated, adding that he’s “very impressed with their skills, dedication and commitment.”

As for next steps, he said he wants to formalize the transition of projects from Spangle & Associates. Already, two new homes that have gone through the pre-application process will be managed in-house. In terms of costs, he said that when a new home application goes to Spangle & Associates, the Town generally allows about \$6,000 for planning fees, so this new transition would facilitate lower costs to the applicant and allow a greater level of in-house cost recovery. The Building and Planning staff – Carol Borck and CheyAnne Brown – will also take in and review certain ASCC applications, such as fences and driveway entry gates, which otherwise would have been forwarded to Spangle & Associates. Mr. Pegueros said in this effort, his focus is to start small, and although transitioning a lot of the work from Spangle & Associates will be difficult, he’s confident that in-house processing of more applications is doable.

He wants to start recruiting for the Planning Department Manager in January 2013. The interim candidate has expressed an interest, he noted, but it's important to do a competitive recruitment.

Councilmember Aalfs said he's been very impressed with Mr. Pegueros's work so far, and the organization he (Pegueros) described already feels and looks much more robust than when he (Aalfs) joined the Council.

Councilmember Wengert agreed that Mr. Pegueros has done a fantastic job during a difficult and tumultuous time, which the Council had not foreseen. She said she's concerned that Ms. Nerdahl and Ms. de Garneau aren't absolutely overloaded and enough bandwidth remains to bring in relief as needed. She said she's afraid of burnout, because staff is extremely dedicated, including working on evenings and weekends as required. In response, Mr. Pegueros said Ms. de Garneau told him she would take on the new duties only if he authorized an intern to assist. He agreed to that – he said it's where government needs to be. The private sector has long focused the skill of high-skilled employees on hard work and handing off more routine duties to other employees, he said, and government has been slow to adopt that approach. Councilmember Wengert said that's important, because the staff is wonderful and she wouldn't want to do anything to hurt staff's high morale.

Vice Mayor Richards echoed Councilmember Aalfs's and Wengert's comments, that Mr. Pegueros has been doing a great job, and he's glad he came to Portola Valley.

Also in hearty concurrence, Mayor Derwin said she didn't know how the Town could have been so fortunate as to hire Mr. Pegueros. (I couldn't understand her question to Brandi nor Brandi's response.)

(8) Reports from Commission and Committee Liaisons [8:37 p.m.]

Councilmember Aalfs:

(a) Nature and Science Committee

Councilmember Aalfs didn't attend the Committee meeting on October 11, 2012, but he said he did take part in its Geology Day event at Community Hall on October 14, 2012. It was very well-attended, he said, and although he missed the Committee's Star Party on October 12, 2012, he heard that it was well-attended also.

(b) Architectural and Site Control Commission (ASCC)

At a special field meeting to evaluate the building envelopes and site conditions, and at its regular meeting that evening, on October 22, 2012, the ASCC focused on the Town's proposed Planned Unit Development (PUD) amendment and Lot Line Adjustment (LLA) application at the Blue Oaks Subdivision. Councilmember Aalfs said the ASCC members made useful comments to forward to the Planning Commission.

(c) Finance Committee

In between ASCC sessions on October 22, 2012, Councilmember Aalfs attended the Finance Committee meeting. An interesting fact that came out in Ms Nerdahl's review of the Town's fiscal year ending June 30, 2012, he said, was lower-than-expected business license activity, which probably reflects less construction activity.

(d) Hawthorns/Woods Property

Councilmember Aalfs said he and Vice Mayor Richards toured the Hawthorns/Woods Property, now part of the Midpeninsula Regional Open Space District (MROSD) on October 18, 2012, along with representatives of MROSD and Windmill School. He said

that MROSD doesn't want to deal with structures any more than absolutely necessary, so it's open to working with the Town regarding the future of the buildings there.

In terms of procedural hurdles for Windmill's relocation, Councilmember Aalfs said they were difficult but surmountable. However, he said the upshot of the visit was insurmountable the financial hurdles. The school might refurbish one of the buildings on the property as a school, but it would be in the middle of a "ghost town." What would have to be done with everything around the potential site that interested Windmill has subdued its enthusiasm. Some \$10 million would be needed to make the area feel safe for children to wander around, Councilmember Aalfs said.

Councilmember Aalfs said he and Vice Mayor Richards also discussed the possibility of extending the Alpine Trail onto MROSD land, and found MROSD receptive to the idea – provided motorized vehicles would be excluded. Thus, if the Town can come up with a workable alignment and the money to do the trail improvements, he said it could work.

Councilmember Wengert:

(e) Planning Commission

The October 17, 2012 Planning Commission meeting had a "hefty" agenda, including:

- Continued preliminary review of 260 Mapache Drive's site development permit application. The main issue was the significant amount of cut-and-fill that would be created, but Councilmember Wengert indicated that Planning Commissioners seemed comfortable in moving forward with the steps the applicants have taken to minimize off-hauling and use more of the material for fill since the Commission's first preliminary review session.
- In interesting LLA proposal. Councilmember Wengert said neighbors came up with an unusual lot-line configuration to correct an encroachment of one neighbor onto the other's property. She described it as a very creative solution that both neighbors favored, and great example of neighbors working with neighbors, because they came to a resolution whereby the encroaching neighbors were able to keep their improvements.
- The Portola Road Corridor Plan. The Task Force report covered such goals as removing invasive species whenever possible, maximizing views of the western hillsides and the meadow, dealing with nonconforming structures over time, and looking at longer-term linkage of trails and a multi-use path along Portola Road. The Planning Commission talked about the entire length of Portola Road as a valuable Town asset, and emphasized the importance of maximizing the value of that asset.
- Guidelines on Redwoods. As Councilmember Wengert observed, there's a growing ethos that redwood trees aren't necessarily good except in their most natural habitat, and the Conservation Committee's proposed guidelines on planting and removing them reflects it. The primary natural habitats are parts of the western hillsides and areas in the "fog zone." The guidelines would help residents – and prospective residents – better understand places that are most and least suitable for redwoods.
- A study session on the Zoning Ordinance update project.

Vice Mayor Richards:

(f) Cultural Arts Committee

The Committee did not actually meet on October 11, 2012, because as Vice Mayor Richards put it, it was a “classic case” of not having a quorum. Those who showed up talked a bit about the Holiday Faire on December 1, 2012, and about the need for a better outdoor sound system (to avoid problems such as those that interfered with the band’s performance at Blues & BBQ).

(g) Conservation Committee

Meeting on October 23, 2012, Committee members discussed:

- Planning Commission input on the guidelines for redwoods. Vice Mayor Richards reported that there’s some interest in making the guidelines “more robust . . . a little more instructive . . . and more flexible” than in the initial draft.
- The native plant garden around the Historic Schoolhouse. Volunteers are needed to help pull weeds and otherwise spruce up the native plant garden – adding mulch and new plantings, with labels that they hope won’t go missing this time. Brad Peyton is helping on this project, as well as a subcommittee.
- Native plants around Town Center. Planning Commission Chair Alexandra Von Feldt talked refurbish native plantings all around the Town Center. She produced a great list and quantities for Mr. Young to use.
- Water conservation. This will be next year’s big push for the Conservation Committee, Vice Mayor Richards reported.
- A number of tree removal applications.
- Wildlife Incentive Garden Program. Marge DeStaebler is working on this program, which should launch next year. Modeled on a Woodside program, the goal is to encourage people to increase native plantings to attract wildlife and expand wildlife corridors.

Mayor Derwin:

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

Among items on the agenda at the C/CAG Board Meeting on October 11, 2012:

- A presentation by Bay Area Water Supply and Conservation Agency (BAWSCA) CEO Art Jensen, who talked about the Hetch Hetchy Reservoir item on the San Francisco ballot. The issue is whether to drain the reservoir and restore Hetch Hetchy Valley in Yosemite National Park. Mr. Jensen recapped the reservoir’s history and talked about what it would entail to capture that amount of water somewhere else. He also addressed the fact that although BAWSCA member communities needs account for two-thirds of the water from Hetch Hetchy, versus San Francisco’s one-third, only San Francisco gets to vote on the issue. (The regional water system provides water to 2.4 million people in San Francisco, Santa Clara, Alameda and San Mateo counties. BAWSCA represent the interests of 24 cities and water districts, and two private utilities, in Alameda, Santa Clara and San Mateo counties that purchase water on a wholesale basis from the San Francisco regional water system.)

- Review of a resolution to authorize acceptance of \$2 million for a High-Occupancy Vehicle (HOV) Lane Hybrid study on Highway 101 from Whipple Avenue to south of the I-380 interchange. Many people had an issue with spending that much on a study, Mayor Derwin reported, although the study also includes substantial design work. Many others take exception to the idea that the HOV lane would not be an additional lane, but would use one of the existing lanes. At the end of the discussion, the resolution was approved by a 12-5 vote.

Although she couldn't say much about it, Mayor Derwin said the closed session item was interesting. The Board was discussing how to replace C/CAG Executive Director Richard Napier, who is stepping down after 17 years. The position is being advertised now, and the Board hopes to be interviewing candidates in December 2012.

(i) Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee

With neither Councilmembers Driscoll nor Wengert able to go to the BP&TS special meeting called for October 15, 2012, Mayor Derwin attended. It was her first time with the Committee, which she characterized as "a fierce group." The special meeting was called to discuss the report the Town had requested to address the feasibility of bike lanes in Portola Valley.

The large public turnout the Committee hoped did not materialize, but members discussed bike lanes versus bike routes and how bike lanes fare in other jurisdictions. In Los Altos Hills, Mayor Derwin reported, there's apparently talk about posting horse signs along the striped bike lanes to slow the bicyclists down. One of the Committee members, who came to the U.S. from the U.K., talked about signage there, such as "Please drive safely in our village." Another member reported a sign reading, "Don't bump into each other."

Representing Town staff at the meeting, Mr. Young kept bringing committee members back to the bike lane topic. After all the input, Mayor Derwin said, Leslie Latham seemed the only Committee member favoring bike lanes. Most members didn't seem all that enthusiastic about bike lanes and didn't like the idea of striping, she said, but did want the shoulder widened. Perhaps the only one who favored bike lanes was.

The Committee will bring the item back to the next meeting, which is scheduled for November 7, 2012, and because members want community input, they've posted notice via the PVForum to encourage public participation.

(j) Community Events Committee

As Mayor Derwin reported earlier, the Community Events Committee met on October 16, 2012 to discuss data points and details as a follow-up to the Blues & BBQ event, and discussed the Volunteer Appreciation Party, which is scheduled for November 30, 2012. Mayor Derwin said she suggested the name of a person who would be good to honor this year. Both Ms Mobley and Ms Raines said they would step down from the Committee, which Mayor Derwin said would leave a huge void.

WRITTEN COMMUNICATIONS [8:56 p.m.]

(9) Town Council October 12, 2012 Weekly Digest

- (a) #1, Attached Separates – Invitation to the 11th Annual Housing Leadership Day, Friday, October 26, 2012

Mayor Derwin said she looks forward to attending this all-day event, and expects to see many housing advocacy groups there. She said she's most interested in a workshop called "What You Zone is What You Get," because to make affordable housing happen, most communities usually have to rezone.

(10) Town Council October 19, 2012 Weekly Digest

- (a) #2, Attached Separates – Email from Rebecca Romero, City Selection Committee Secretary: Clarification regarding nomination to the Speaker of the Assembly's Office for the California Coastal Commission and Request for nomination, City of Santa Cruz Councilmember Lynn Robinson and Monterey County Supervisor Jane Parker

Mayor Derwin, noting that she chairs the Council of Cities Board, explained that the Council comprises 20 cities and towns, each of which has a seat on the Council, as does the San Mateo County Board of Supervisors. The group meets monthly. At the next meeting, scheduled for October 26, 2012 in San Carlos, the City Selection Committee – a subgroup of the Council – will meet because there's an open seat on the California Coastal Commission, a highly coveted, powerful political position, Mayor Derwin said. The City Selection Committees in each county submit names of nominees and the Speaker's Office eventually appoints someone. To date, only one name has come from San Mateo County – Carole Groom, a member of the San Mateo County Board of Supervisors. It's been very interesting behind the scenes, Mayor Derwin said, because letters have come from Santa Cruz and Monterey County. The City Selection Committee is expected to submit nominations for at least one county supervisor and one council member.

ADJOURNMENT [9:00 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

11/14/12

Date: 11/09/2012

Time: 9:52 am

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

ANIMAL DAMAGE MGMT INC	October Pest Control	13642	11/14/2012	
			11/14/2012	
16170 VINEYARD BLVD. #150	804		11/14/2012	0.00
MORGAN HILL	BOA	47143	11/14/2012	0.00
CA 95037	62964			310.00

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

Check No.	47143	Total:	310.00
Total for	ANIMAL DAMAGE MGMT INC		310.00

BANK OF AMERICA	October Statement	13643	11/14/2012	
			11/14/2012	
Bank Card Center			11/14/2012	0.00
P.O. BOX 53155	0022		11/14/2012	0.00
PHOENIX	BOA	47144	11/14/2012	0.00
AZ 85072-3155				680.55

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4165	Sustainability Committee	2.97	0.00
05-58-4240	Parks & Fields Maintenance	161.70	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4336	Miscellaneous	505.89	0.00

Check No.	47144	Total:	680.55
Total for	BANK OF AMERICA		680.55

COLLEEN BARTON	Facility Deposit Refund	13644	11/14/2012	
			11/14/2012	
351 GROVE DRIVE	1130		11/14/2012	0.00
PORTOLA VALLEY	BOA	47145	11/14/2012	0.00
CA 94028				900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	900.00	0.00

Check No.	47145	Total:	900.00
Total for	COLLEEN BARTON		900.00

BAYSCAPE LANDSCAPE MGMT	Field Mainline Repairs, TC	13694	11/14/2012	
			11/14/2012	
P.O. BOX 880	949		11/14/2012	0.00
ALVISO	BOA	47146	11/14/2012	0.00
CA 95002	388504			376.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	376.00	0.00

Check No.	47146	Total:	376.00
Total for	BAYSCAPE LANDSCAPE MGMT		376.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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TOWN OF PORTOLA VALLEY

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

CALPERS	Oct Premium, July-Sept12 Retro	13645	11/14/2012	
FISCAL SERVICES DIVISION			11/14/2012	
ATTN: RETIREMENT PROG ACCTG	0107		11/14/2012	0.00
SACRAMENTO	BOA	47147	11/14/2012	0.00
CA 94229-2703				15,109.85

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	15,109.85	0.00

Check No.	47147	Total:	15,109.85
Total for	CALPERS		15,109.85

CITY OF PACIFICA	Dinner Meeting, Derwin	13646	11/14/2012	
			11/14/2012	
ATTN: KATHY O'CONNELL	764		11/14/2012	0.00
PACIFICA	BOA	47148	11/14/2012	0.00
CA 94044				45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00

Check No.	47148	Total:	45.00
Total for	CITY OF PACIFICA		45.00

COMCAST	Wifi, 10/21 - 11/20	13647	11/14/2012	
			11/14/2012	
P.O. BOX 34744	0045		11/14/2012	0.00
SEATTLE	BOA	47149	11/14/2012	0.00
WA 98124-1744				77.23

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	77.23	0.00

Check No.	47149	Total:	77.23
Total for	COMCAST		77.23

CONTEMPORARY ENGRAVING CO.	PC/ASCC Nameplates	13648	11/14/2012	
			11/14/2012	
425 LAMBERT AVE	0191		11/14/2012	0.00
PALO ALTO	BOA	47150	11/14/2012	0.00
CA 94306	30464			90.49

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	90.49	0.00

Check No.	47150	Total:	90.49
Total for	CONTEMPORARY ENGRAVING CC		90.49

COPYMAT	Design Guidelines/SOD Mailer	13685	11/14/2012	
			11/14/2012	
1918 EL CAMINO REAL	0046		11/14/2012	0.00
REDWOOD CITY	BOA	47151	11/14/2012	0.00
CA 94063-2113				318.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	113.66	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

11/14/12

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TOWN OF PORTOLA VALLEY

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

05-64-4310	Town Publications	204.59	0.00	
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Check No.	47151	Total:	318.25
Total for	COPYMAT		318.25

COTTON SHIRES & ASSOC. INC.	Applicant Charges, October	13692	11/14/2012	
330 VILLAGE LANE	0047		11/14/2012	0.00
LOS GATOS	BOA	47152	11/14/2012	0.00
CA 95030-7218				4,246.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	4,246.50	0.00

Check No.	47152	Total:	4,246.50
Total for	COTTON SHIRES & ASSOC. INC.		4,246.50

CULLIGAN	November Statement	13693	11/14/2012	
P. O. BOX 5277	0250		11/14/2012	0.00
CAROL STREAM	BOA	47153	11/14/2012	0.00
IL 60197-5277				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	50.00	0.00

Check No.	47153	Total:	50.00
Total for	CULLIGAN		50.00

AMY DEBENEDICTIS	Instructor Fees, Fall 2012	13690	11/14/2012	
819 LAUREL AVENUE	2130		11/14/2012	0.00
MENLO PARK	BOA	47154	11/14/2012	0.00
CA 94025				764.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	764.00	0.00

Check No.	47154	Total:	764.00
Total for	AMY DEBENEDICTIS		764.00

DEPT OF INDUSTRIAL RELATIONS (ACCOUNTING)	Annual Certificate, Dumbwaiter	13649	11/14/2012	
P.O. BOX 420603	377		11/14/2012	0.00
SAN FRANCISCO	BOA	47155	11/14/2012	0.00
CA 94142-0603	E1049157SJ			225.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	225.00	0.00

Check No.	47155	Total:	225.00
Total for	DEPT OF INDUSTRIAL RELATIONS		225.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
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FILCO EVENTS	Refund Litter Deposit	13650	11/14/2012	
ATTN: Sammarye Lewis			11/14/2012	
15651 LOMA VISTA	0231		11/14/2012	0.00
LOS GATOS	BOA	47156	11/14/2012	0.00
CA 95032				100.00

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

Check No.	47156	Total:	100.00
Total for	FILCO EVENTS		100.00

REBECCA GOODMAN	Facility Deposit Refund	13651	11/14/2012	
			11/14/2012	
111 E. FLORESTA WAY	1129		11/14/2012	0.00
PORTOLA VALLEY	BOA	47157	11/14/2012	0.00
CA 94028				100.00

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

Check No.	47157	Total:	100.00
Total for	REBECCA GOODMAN		100.00

GRAGG PAVING	Public Road, Drainage Maint	13652	11/14/2012	
			11/14/2012	
P.O. BOX 5246	730		11/14/2012	0.00
REDWOOD CITY	BOA	47158	11/14/2012	0.00
CA 94063	2126			1,300.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	1,300.00	0.00

Check No.	47158	Total:	1,300.00
Total for	GRAGG PAVING		1,300.00

HIGHWAY TECHNOLOGIES, INC	Town Center Signs	13653	11/14/2012	
			11/14/2012	
33946 TREASURY CENTER	0067		11/14/2012	0.00
CHICAGO	BOA	47159	11/14/2012	0.00
IL 60694-6300	65113230-001			80.57

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	80.57	0.00

Check No.	47159	Total:	80.57
Total for	HIGHWAY TECHNOLOGIES, INC		80.57

HONEY BEAR TREES	Trees, Holiday Party	13655	11/14/2012	
		00006079	11/14/2012	
PO BOX 5765	1131		11/14/2012	0.00
REDWOOD CITY	BOA	47160	11/14/2012	0.00
CA 94063	145			735.40

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	735.40	735.40

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

Check No.	47160	Total:	735.40
Total for	HONEY BEAR TREES		735.40

MICHAEL HOUSMAN	Refund Deposit	13657	11/14/2012	
			11/14/2012	
1 FREMONTIA	1127		11/14/2012	0.00
PORTOLA VALLEY	BOA	47161	11/14/2012	0.00
CA 94028				610.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	610.00	0.00

Check No.	47161	Total:	610.00
Total for	MICHAEL HOUSMAN		610.00

ICMA	October, Def Comp	13661	11/14/2012	
VANTAGE POINT TFER AGTS-304617			11/14/2012	
C/O M&T BANK	0084		11/14/2012	0.00
BALTIMORE	BOA	47162	11/14/2012	0.00
MD 21264-4553				650.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	650.00	0.00

Check No.	47162	Total:	650.00
Total for	ICMA		650.00

ICMA	Member Dues 2013, Pegueros	13691	11/14/2012	
Membership Renewals			11/14/2012	
PO BOX 79403	1123		11/14/2012	0.00
BALTIMORE	BOA	47163	11/14/2012	0.00
MD 21279-0403				1,296.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,296.00	0.00

Check No.	47163	Total:	1,296.00
Total for	ICMA		1,296.00

INFORMATION STATION SPECIALIST	Port Power for Emer Radio	13658	11/14/2012	
		00006082	11/14/2012	
P.O. BOX 51	1361		11/14/2012	0.00
ZEELAND	BOA	47164	11/14/2012	0.00
MI 49464	1021207-B			5,407.09

GL Number	Description	Invoice Amount	Amount Relieved
30-70-4478	CIP12/13 Equipment	5,407.09	5,407.09

Check No.	47164	Total:	5,407.09
Total for	INFORMATION STATION SPECIAL		5,407.09

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

IZMIRIAN ROOFING	Refund C&D Deposit	13686	11/14/2012	
			11/14/2012	
229 S. RAILROAD AVE	768		11/14/2012	0.00
SAN MATEO	BOA	47165	11/14/2012	0.00
CA 94401				1,000.00

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

Check No.	47165	Total:	1,000.00
Total for	IZMIRIAN ROOFING		1,000.00

J.W. ENTERPRISES	Portable Lavs, 11/1 - 11/28	13688	11/14/2012	
			11/14/2012	
1689 MORSE AVE	829		11/14/2012	0.00
VENTURA	BOA	47166	11/14/2012	0.00
CA 93003	165145			235.32

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	235.32	0.00

Check No.	47166	Total:	235.32
Total for	J.W. ENTERPRISES		235.32

KUTZMANN & ASSOCIATES	October Plan Check	13687	11/14/2012	
			11/14/2012	
39355 CALIFORNIA STREET	0090		11/14/2012	0.00
FREMONT	BOA	47167	11/14/2012	0.00
CA 94538				1,260.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	1,260.00	0.00

Check No.	47167	Total:	1,260.00
Total for	KUTZMANN & ASSOCIATES		1,260.00

TONY MACIAS	Reimbursement, work boots	13662	11/14/2012	
			11/14/2012	
	967		11/14/2012	0.00
	BOA	47168	11/14/2012	0.00
				173.38

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	173.38	0.00

Check No.	47168	Total:	173.38
Total for	TONY MACIAS		173.38

MAZE & ASSOCIATES	Audit Services	13663	11/14/2012	
			11/14/2012	
3478 BUSKIRK AVENUE	879		11/14/2012	0.00
PLEASANT HILL	BOA	47169	11/14/2012	0.00
CA 94523	3958			4,860.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	4,860.00	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	47169	Total:	4,860.00
Total for	MAZE & ASSOCIATES		4,860.00

MCCLLENAHAN CONSULTING, LLC	Tree Inspections	13664	11/14/2012	
			11/14/2012	
1 ARASTRADERO RD	832		11/14/2012	0.00
PORTOLA VALLEY	BOA	47170	11/14/2012	0.00
CA 94028	1843			350.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	350.00	0.00

Check No.	47170	Total:	350.00
Total for	MCCLLENAHAN CONSULTING, LLC		350.00

MUNICIPAL CODE CORPORATION	Codification of Muni Code	13665	11/14/2012	
		00006055	11/14/2012	
P.O. BOX 2235	788		11/14/2012	0.00
TALLAHASSEE	BOA	47171	11/14/2012	0.00
FL 32316	00223068			4,623.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4300	Codification	4,623.77	6,302.32

Check No.	47171	Total:	4,623.77
Total for	MUNICIPAL CODE CORPORATION		4,623.77

PG&E	October Statements	13667	11/14/2012	
			11/14/2012	
BOX 997300	0109		11/14/2012	0.00
SACRAMENTO	BOA	47172	11/14/2012	0.00
CA 95899-7300				326.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	326.02	0.00

Check No.	47172	Total:	326.02
Total for	PG&E		326.02

PORTOLA VALLEY HARDWARE	October Statement	13668	11/14/2012	
			11/14/2012	
112 PORTOLA VALLEY ROAD	0114		11/14/2012	0.00
PORTOLA VALLEY	BOA	47173	11/14/2012	0.00
CA 94028				454.72

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	407.14	0.00
05-66-4340	Building Maint Equip & Supp	47.58	0.00

Check No.	47173	Total:	454.72
Total for	PORTOLA VALLEY HARDWARE		454.72

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

R E ROOFING	Refund, C & D Deposit	13670	11/14/2012	
			11/14/2012	
15230 CLYDELLE AVENUE	1126		11/14/2012	0.00
SAN JOSE	BOA	47174	11/14/2012	0.00
CA 95124				1,000.00

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

Check No.	47174	Total:	1,000.00
Total for	R E ROOFING		1,000.00

REGIONAL GOVERNMENT SERVICES	Sept Svcs, Bowerman/Padovan	13669	11/14/2012	
			11/14/2012	
2511 GARDEN ROAD, SUITE A-180	1165		11/14/2012	0.00
MONTEREY	BOA	47175	11/14/2012	0.00
CA 93940	3016			14,547.36

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	14,547.36	0.00

Check No.	47175	Total:	14,547.36
Total for	REGIONAL GOVERNMENT SERVIK		14,547.36

RON RAMIES AUTOMOTIVE, INC.	Sept/Oct Statement	13695	11/14/2012	
			11/14/2012	
115 PORTOLA ROAD	422		11/14/2012	0.00
PORTOLA VALLEY	BOA	47176	11/14/2012	0.00
CA 94028	#39329 #39533 #39690			1,724.42

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	1,724.42	0.00

RON RAMIES AUTOMOTIVE, INC.	87' Ford E-150, maint/repairs	13696	11/14/2012	
		00006080	11/14/2012	
115 PORTOLA ROAD	422		11/14/2012	0.00
PORTOLA VALLEY	BOA	47176	11/14/2012	0.00
CA 94028	#39696			554.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	554.04	554.04

Check No.	47176	Total:	2,278.46
Total for	RON RAMIES AUTOMOTIVE, INC.		2,278.46

SEARS HOME IMPROVEMENT PROD	Refund Building Fee	13671	11/14/2012	
			11/14/2012	
283 E. AIRWAY BLVD	1125		11/14/2012	0.00
LIVERMORE	BOA	47177	11/14/2012	0.00
CA 94551				140.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	140.00	0.00

Check No.	47177	Total:	140.00
Total for	SEARS HOME IMPROVEMENT PR		140.00

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

TRACY SHEDROFF	Refund, Facility Deposit	13672	11/14/2012	
			11/14/2012	
101 ALMA STREET, #105	1124		11/14/2012	0.00
PALO ALTO	BOA	47178	11/14/2012	0.00
CA 94301				100.00

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

Check No.	47178	Total:	100.00
Total for	TRACY SHEDROFF		100.00

SHELTON ROOFING	Refund C&D Deposit	13673	11/14/2012	
			11/14/2012	
1988 LEGHORN	0309		11/14/2012	0.00
MOUNTAIN VIEW	BOA	47179	11/14/2012	0.00
CA 94043				1,000.00

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

Check No.	47179	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SPANGLE & ASSOCIATES	9/21 - 10/25 Statement	13674	11/14/2012	
			11/14/2012	
770 MENLO AVENUE	0121		11/14/2012	0.00
MENLO PARK	BOA	47180	11/14/2012	0.00
CA 94025-4736				49,168.90

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4140	ASCC	2,414.00	0.00
05-52-4162	Planning Committee	4,826.00	0.00
05-54-4196	Planner	23,009.10	0.00
96-54-4198	Planner - Charges to Appls	18,919.80	0.00

Check No.	47180	Total:	49,168.90
Total for	SPANGLE & ASSOCIATES		49,168.90

STATE COMP INSURANCE FUND	November Premium	13675	11/14/2012	
	Premium FY11-12		11/14/2012	
PO BOX 748170	0122		11/14/2012	0.00
LOS ANGELES	BOA	47181	11/14/2012	0.00
CA 90074-8170				3,816.01

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	3,816.01	0.00

Check No.	47181	Total:	3,816.01
Total for	STATE COMP INSURANCE FUND		3,816.01

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

SWRCB	Annual Permit Fees	13683	11/14/2012	
ACCOUNTING OFFICE			11/14/2012	
ATTN: AFRS	599		11/14/2012	0.00
SACRAMENTO	BOA	47182	11/14/2012	0.00
CA 95812-1888	WD-0078932			4,852.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4288	NPDES Stormwater Program	4,852.00	0.00

Check No.	47182	Total:	4,852.00
Total for	SWRCB		4,852.00

TOMARK SPORTS	Tennis/All Sports Ct Supplies	13676	11/14/2012	
			11/14/2012	
P.O. BOX 660176	615		11/14/2012	0.00
DALLAS	BOA	47183	11/14/2012	0.00
TX 75266	94948885			92.86

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	92.86	0.00

Check No.	47183	Total:	92.86
Total for	TOMARK SPORTS		92.86

TREE SPECIALIST	ROW Trimming	13689	11/14/2012	
			11/14/2012	
1198 NEVADA AVE	839		11/14/2012	0.00
SAN JOSE	BOA	47184	11/14/2012	0.00
CA 95125				4,500.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	4,500.00	0.00

Check No.	47184	Total:	4,500.00
Total for	TREE SPECIALIST		4,500.00

YVONNE TRYCE	Reimb, Banners-Geology Day	13677	11/14/2012	
			11/14/2012	
90 JOAQUIN ROAD	512		11/14/2012	0.00
PORTOLA VALLEY	BOA	47185	11/14/2012	0.00
CA 94028				226.52

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	226.52	0.00

Check No.	47185	Total:	226.52
Total for	YVONNE TRYCE		226.52

TURF & INDUSTRIAL EQUIPMENT CO	Front-End Steer, mower repair	13678	11/14/2012	
			11/14/2012	
2715 LAFAYETTE STREET	513		11/14/2012	0.00
SANTA CLARA	BOA	47186	11/14/2012	0.00
CA 95050				228.31

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	228.31	0.00

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

Check No.	47186	Total:	228.31
Total for	TURF & INDUSTRIAL EQUIPMENT		228.31

U.S. BANK EQUIPMENT FINANCE	November Copier Lease	13679	11/14/2012	
			11/14/2012	
P.O. BOX 790448	472		11/14/2012	0.00
ST. LOUIS	BOA	47187	11/14/2012	0.00
MO 63179-0448	215097320			435.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	435.21	0.00

Check No.	47187	Total:	435.21
Total for	U.S. BANK EQUIPMENT FINANCE		435.21

VERIZON WIRELESS	October Cellular	13684	11/14/2012	
			11/14/2012	
P.O. BOX 9622	0131		11/14/2012	0.00
MISSION HILLS	BOA	47188	11/14/2012	0.00
CA 91346-9622	1131976940			182.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	182.29	0.00

Check No.	47188	Total:	182.29
Total for	VERIZON WIRELESS		182.29

VISION INTERNET PROVIDERS INC	Aug-Oct Web Host/Tech Supp	13680	11/14/2012	
			11/14/2012	
P.O. BOX 251588	827		11/14/2012	0.00
LOS ANGELES	BOA	47189	11/14/2012	0.00
CA 90025	22913, 23022, 23219			687.15

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Community Events Committee	87.15	0.00
05-64-4311	Internet Service & Web Hosting	600.00	0.00

Check No.	47189	Total:	687.15
Total for	VISION INTERNET PROVIDERS IN		687.15

WOODSIDE DELIVERY SERVICE	Delivery Thru 12/24/12	13681	11/14/2012	
			11/14/2012	
PO BOX 784	0219		11/14/2012	0.00
RIVERBANK	BOA	47190	11/14/2012	0.00
CA 95367				123.36

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	123.36	0.00

Check No.	47190	Total:	123.36
Total for	WOODSIDE DELIVERY SERVICE		123.36

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

Total Invoices: 49

Grand Total:	130,133.57
Less Credit Memos:	0.00
Net Total:	<u>130,133.57</u>
Less Hand Check Total:	0.00
Outstanding Invoice Total:	<u>130,133.57</u>

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
November 14, 2012

Claims totaling \$130,133.57 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 _____

Nick Pegueros, 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

Nick Pegueros

From: Sue Chaput <suechaput@yahoo.com>
Sent: Tuesday, October 30, 2012 2:07 PM
To: Nick Pegueros
Subject: Schoolhouse quilt

the squares are very fragile! And cannot be put back in the windows nancy Goodrich has restored the color To the original squares She is awaiting town decision for placement then she will reconfigure the quilt. Either Vertical as it was. Or horizontal.

As the council is seated looking toward street entrance, there are 2 closet doors that might work perfectly. In vertical format #1 There are two places to hang the quilts HORIZONTALLY. Above the blackboards in that area2 and3

Although we did not measure.... The exit door (to ramp and playground). May be possible the other quilt may fit in that corner. 4 We could do. One in front one in back. On doors. #5

Then. Behind the council dais One quilt in each corner? 6

We can take photos of the squares and put them in the windows. (Replacing the photos as they fade). I personally would like to see some classic era osneberg curtains. Covering part of windows

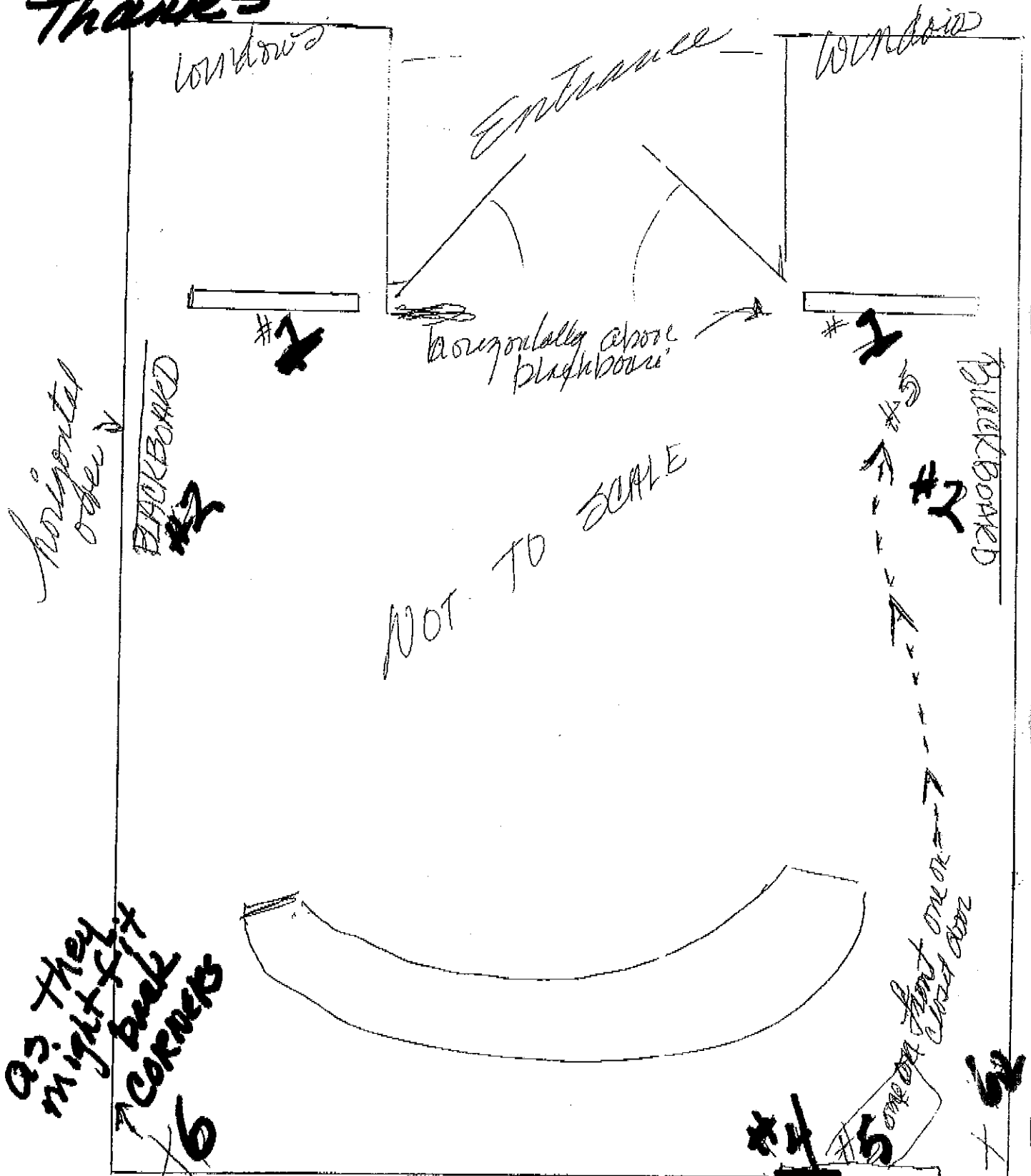
As in a cafe curtain. Spring rod. No hardware. Allowing more light in. But preventing the view of the storage in the closets

have fun trying to decide! Will send a fax with map

Sent from my iPad. Thank you Sue Chaput

To Nick
Thanks

Stairs



Schoolhouse
Quilts



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council

FROM: Tom Vlastic, Town Planner

DATE: November 14, 2012

RE: **Report on November 7, 2012 Planning Commission Approval of Amendments to Blue Oaks PUD X7D-137 and Lot Line Adjustment X6D-214, and Consideration of Town Council Review of Planning Commission Action**

RECOMMENDATION

It is recommended that the council receive the report from the town planner on the subject planning commission approvals and then determine if the council desires to review the approvals pursuant to section 18.78.120 of the zoning ordinance. It is noted that a number of comments provided during the planning commission hearing were related to council actions and decisions and not the specific applications before the commission or matters the commission could comment on. These matters are more appropriate for council consideration.

BACKGROUND AND REPORT OF PLANNING COMMISSION ACTIONS

The subject PUD amendment and Lot Line Adjustment applications were initiated by town staff at the direction of the town council to assist in implementing provisions of the town's State certified housing element. The planning commission conducted a preliminary public review of the proposals on October 3, 2012 and completed the required public hearing and approvals on November 7, 2012. The applications were also considered by the ASCC at public meetings on October 8 & 22, 2012 and the 10/22 review included a site meeting.

At the November 7th Commission hearing, the commission considered the attached November 1, 2012 report from the town planner and new information including public testimony, the attached November 7, 2012 letter from Keep PV Rural, and the October 31, 2012 letter from Jerry Secrest, 250 Willowbrook Drive. The town planner and town attorney addressed the comments in the 11/7/12 letter from Keep PV Rural and answered questions presented during the public hearing.

Based on the staff report and information presented at the public hearing, the planning commission acted 4-0 (Gilbert absent) to approve the applications as follows:

Proposed PUD Amendments

Move to make the required PUD approval findings under Section 18.72.130 of the zoning ordinance as evaluated in the staff report, to find the proposed PUD

amendments categorically exempt from the CEQA pursuant to Section 15305, minor alternations to land use limitations, and to approve Alternatives 1 and 2 with the alternative actually to be implemented based on the final purchase agreement for sale of the lots as needed to allow the town council to complete actions consistent with the provisions of the state certified housing element. This approval is subject to the condition that if Alternative 2 is implemented and the Blue Oaks HOA acquires both lots, the PUD provisions shall be as provided for in the October 19, 2012 "*Single Lot Alternative Plan*" and "*Single Lot Configuration Notes for Lots 23-26*." If, however, the HOA is only able to acquire Lot A for open space, the PUD provisions for Lot B shall be generally consistent with the "*Single Lot Configuration Notes*," but shall be subject to final adjustment by the ASCC prior to recording. Such adjustment would be relative to the building envelope and height provisions so that they are similar to what is provided for with Alternative 1 for Lot B.

Proposed Lot Line Adjustment

Move to find that the proposed lot line adjustment is consistent with the provisions of Section 17.12.020 of the subdivision ordinance as evaluated in the staff report, to find the proposed lot line adjustment categorically exempt from the CEQA pursuant to Section 15305, minor alternations to land use limitations, and approve the lot line adjustments with the condition that the actual adjustment would correspond to the final form of the PUD amendments as completed with the purchase agreement for the sale of the Blue Oaks lots.

During the course of the public hearing, the planning commission received considerable testimony relative to the town council decision to pursue the purchase of 900 Portola Road for affordable housing. Staff and commissioners advised the public that the subject applications were separate from any future proposals that might be considered for use of the funds from the sale of the Blue Oaks lots for affordable housing. It was also stressed that any future proposals would be considered on their own merits pursuant to normal town planning project review requirements.

DISCUSSION AND CONSIDERATION OF COUNCIL REVIEW OF PLANNING COMMISSION ACTION

Planning commission action on PUD (use permit) applications or lot line adjustments are final within 15 days of the action unless appealed pursuant to the provisions of Section 18.78 of the zoning ordinance. The town council may, however, elect to review a commission action and the council review is to take place within 10 days of the planning commission action or at the next regular council meeting. Given the scope of comments offered at the planning commission meeting, it is recommended that the council briefly review the matter at the November 14, 2012 meeting and also act to set the matter for public hearing and give formal notice for the hearing. It is further recommended that the hearing be set for the December 12, 2012 regular council meeting.

Additional background from the town planner and town attorney on the planning commission public hearing and action will be provided at the November 14, 2012 council meeting.

FISCAL IMPACT

There will be staff costs, including those from the town planner and town attorney, associated with preparation of materials for the public hearing or in response to hearing input. The scope of these would be dependent on the issues that would need to be addressed based on written and oral testimony that is presented in association with any public hearing.

ATTACHMENTS

- November 1, 2012 report to the Planning Commission with attachments
- November 7, 2012 letter from Keep PV Rural
- October 31, 2012 letter from Jerry Secret, 250 Willowbrook Drive

Minutes from the October 3, 2012 planning commission meeting are available online as are the minutes from the October 8 and 22, 2012 ASCC meetings. Minutes from the November 7, 2012 planning commission hearing have yet to be prepared.

APPROVED – Nick Pegueros, Town Manager *N.P.*

cc. Sandy Sloan, Town Attorney
Alex Von Feldt, Planning Commission Chair
Steve Padavon, Interim Planning Manager



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: Tom Vlastic, Town Planner
DATE: November 1, 2012
RE: Proposed Amendment to Blue Oaks PUD X7D-137,
Lots 23-26, 3 & 5 Buck Meadow Drive, and
Lot Line Adjustment X6D-214, Town of Portola Valley

Request, Background, Alternatives for PUD Amendment

On November 7, 2012 the planning commission will conduct a public hearing on the subject proposed applications for amendments to the Blue Oaks Planned Unit Development (PUD) and Lot Line Adjustment (LLA) to confirm PUD amendments. The applications are being processed at the direction of the town council to assist in implementing the provisions of the town's State certified housing element of the general plan.

The requests are presented in detail in the attached September 27, 2012 town planner report prepared for the October 3, 2012 planning commission meeting. At the 10/3 meeting the commission conducted a preliminary review of the applications and, following the preliminary review, the proposals were considered at the October 8 and October 22, 2012 ASCC meetings. The October 22nd meeting included an afternoon site session. Based on this consideration and interaction with representatives of the Blue Oaks homeowner association, as committed to at the 10/3 commission meeting, possible alternatives to the applications have been identified and found acceptable by town representatives with the understanding that certain actions would be completed before the PUD amendments would become effective or the lot line adjustment recorded.

Based on the foregoing, and as further discussed under the evaluation section of this report, at the conclusion of the November 7th public hearing, the planning commission is being asked to approve two alternative PUD amendments. Only one would become effective and the alternative that would be implemented would be based on the contract(s) between the Town and a buyer or buyers. The two alternatives are:

ALTERNATIVE 1. Two market rate lots with the PUD changes as presented on Exhibits A and B of the attached September 27, 2012 report to the planning commission. This alternative would become effective if Alternative 2 is not completed **and** then only upon close of escrow for the sale of both the two new Blue Oaks market rate lots.

ALTERNATIVE 2. This alternative is composed of an option that has been presented to the town by representatives of the Blue Oaks HOA. The option would include Lot A in open space and Lot B retained for market rate residential development. The option was presented with some understanding that the HOA intends to pursue purchase of one or both lots. With the HOA proposals, the lot lines and building envelope for Lot B would be modified pursuant to the HOA proposal and PUD development provisions as presented on the attached "**SINGLE LOT ALTERNATIVE**," Blue Oaks Homeowners Association, October 19, 2012, and described in the attached "*Single Lot Configuration Notes for Lots 23-26*," also dated October 19, 2012. The PUD options under this alternative and recording of the LLA would be effective only upon close of escrow for the sale of the Blue Oaks properties. (Note: The attached single market lot *Alternative 2* plan was prepared from HOA data by the town planner for ease of comparison to *Alternative 1*.)

The HOA proposals reflect the member concerns articulated in their attached October 3, 2012 letter to the planning commission and October 5, 2012 letter to the ASCC. The alternative proposals, including potential HOA purchase, were conceptually shared with town representatives at an October 19, 2012 site meeting and then presented to the ASCC at the October 22nd site and evening sessions. Both ASCC sessions were attended by a number of community members including Blue Oaks and other interested town residents.

Framework for Planning Commission Action

As explained in the materials for the October 3, 2012 preliminary review, to grant the PUD amendment, the planning commission must consider and make findings under the provisions of Section 18.72.130 of the zoning ordinance (copy attached). All of the findings were considered when the Blue Oaks project was evaluated and were made with the original PUD and subdivision approvals. The density allowed for under the zoning and PUD was higher than eventually approved and the parcel consolidation now planned would be less density and intensity of use than allowed for in the current PUD. The density and location of development, relative to physical impacts, including traffic, visual impacts, etc., were all considered in the certified EIR for the Blue Oaks development.

Pursuant to Section 17.12.020 of the subdivision ordinance and State law, a lot line adjustment can be processed as an exception to the normal subdivision procedures. The main elements of processing are that the planning commission hold a noticed public hearing and that review and actions be confined to the commission's determination that the adjustment is in compliance with the zoning and building regulations, no easements or utilities are adversely impacted, and that the change would not result in a greater number of parcels than originally existed. Further, when approved by the commission, the adjustment must be reflected in a recorded deed or record of survey.

Evaluation

The attached September 27, 2012 report to the planning commission evaluates Alternative 1 and the October 18, 2012 report to the ASCC provides responses and evaluations relative to the one lot option and other concerns of the HOA and ASCC as discussed at the 10/8 evening ASCC meeting. The 10/18 report to the ASCC includes background on the existing PUD provisions, including EIR alternative considerations, and compares the proposed two-

lot alternative to the PUD standards as they apply to all other lots in the PUD. (*Minutes from the October 3^d planning commission meeting and October 8, 2012 ASCC meeting are available online at the town's web site. Minutes from the 10/22 ASCC meeting are not yet available, but ASCC input from that meeting is summarized below.*)

Based on the above referenced evaluations, it is demonstrated that two lots in the area of the four subject lots were considered with the EIR alternatives for the original project and that whether the land is developed for four lots with 8 affordable housing units, two lots with two market rate units, one open space lot and one market rate lot, or the lots retained for all open space there would not be a density issue or other environmental constraints. Further, the subject lots do have significant presence on open space areas including Buck Meadow Preserve and the town owned Redberry Preserve. Clearly, the sites contain a number of trees and any development would likely impact some, but this would occur also with current PUD provisions for four lots and eight units with associated driveways, parking areas and accessory uses.

The site was originally found acceptable for development as it conforms to general plan land use designations and zoning provisions for residential development and is not constrained by geologic limitations like those that exist on the slopes of Coal Mine Ridge and within the Los Trancos Road corridor. Access to the site is readily provided by both Buck Meadow Drive and Redberry Ridge, and utilities are also present to serve the properties.

In summary, we conclude that a two market rate lot adjustment (*Alternative 1*), or a two lot plan with one lot in open space (*Alternative 2*), would be consistent with the established PUD framework and town general plan and zoning provisions. Also, as noted above and in the materials for the ASCC meetings, an open space option for the entire 2.47-acre area would be consistent with the PUD framework and evaluations.

The lot line adjustment would not increase the potential number of lots or density, as both would be reduced under either of the alternatives. Further, the scope of permitted development, i.e., number units, floor area and impervious surface area, off street parking, etc., would all be reduced from current conditions that were found acceptable with original PUD and subdivision approvals.

The lot line adjustment would not adversely impact easements, and the only easement in question, i.e., the joint access easement from Buck Meadow Drive, would be eliminated with the recording of the lot line adjustment. It is noted that if Alternative 2 is pursued the existing dividing line between 3 and 5 Buck Meadow Drive would be shifted 20 feet to the north and this would be part of the final, recorded LLA.

At the October 22, 2012 ASCC meeting, ASCC members found Alternative 1 acceptable and discussed the one lot alternative suggested by the HOA. Members noted that if the HOA could only purchase proposed Lot A for open space, that the building envelope on proposed Lot B may need to be changed from what is shown on the HOA plan to meet the Town's marketing requirements for sale of the lot. Further, the ASCC suggested that if the town were left to market Lot B and not the HOA, then driveway access to the building envelope would likely be preferred from Redberry Ridge and not Buck Meadow Drive. These variations are, however, not being pursued or proposed at this time.

Environmental Impact Review, CEQA compliance

The development of the area of Lots 23 through 26 was confirmed with the certified Blue Oaks EIR. As explained above and in the attached referenced materials, the changes reduce the scope of possible development but allow for residential uses of the parcels within the standards required for all Blue Oaks lots based on EIR findings. Thus, and given the provisions of the general plan's State certified housing element, and discussions with the town attorney, we have concluded that the subject PUD amendments are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15305, minor alternations to land use limitations. In this case, the density and intensity of land use is being reduced, but would be fully within the findings made for the Blue Oaks PUD.

A lot line adjustment project is also categorically exempt from CEQA. Section 15305 of the CEQA guidelines specifically states a lot line adjustment is exempt when it does not result in creating any new additional parcels.

Recommendations for Action

Based on the foregoing and unless information at the public hearing leads to other determinations, the following actions are recommended:

Proposed PUD Amendments

Move to find the proposed PUD amendments categorically exempt from the CEQA pursuant to Section 15305, minor alternations to land use limitations, and to approve Alternatives 1 and 2 with the alternative actually to be implemented based on the final purchase agreement for sale of the lots as needed to allow the town council to complete actions consistent with the provisions of the state certified housing element.

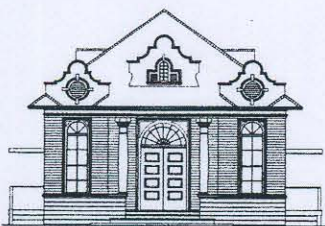
Proposed Lot Line Adjustment

Move to find the proposed lot line adjustment categorically exempt from the CEQA pursuant to Section 15305, minor alternations to land use limitations, and approve the lot line adjustments with the condition that the actual adjustment would correspond to the final form of the PUD amendments as completed with the purchase agreement for the sale of the Blue Oaks lots.

TCV

Attach:

cc. Nick Pegueros, Town Manager
Sandy Sloan, Town Attorney
Steve Padovan, Interim Planning Manager
Maryann Derwin, Mayor
John Richards, Town Council Liaison
Blue Oaks Homeowners Association



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: Tom Vlastic, Town Planner
DATE: September 27, 2012
RE: Preliminary Review, Amendment to Blue Oaks PUD X7D-137,
Lots 23-26, 3 & 5 Buck Meadow Drive, and
Lot Line Adjustment X6D-214

Request and Background

This is a preliminary review of the subject conditional use permit/planned unit development (PUD) amendment and Lot Line Adjustment (LLA) applications for Lots 23 through 26 of the Blue Oaks development (refer to attached vicinity map). The applications are being processed at the direction of the town council to assist in implementing the provisions of the town's State certified housing element. The attached vicinity map shows the locations of the four lots that would be subject to the PUD amendment and LLA. The lots have the following addresses, assessor's parcels numbers and areas:

3 Buck Meadow Drive (combined area of 1.34 Acres):

Lot 23 – 26,627 sf
Lot 24 – 31,640 sf
(APNs: 080-241-230 & 240)

5 Buck Meadow Drive (Combined area of 1.13 Acres):

Lot 25 – 22,607 sf
Lot 26 – 26,760 sf
(APNs: 080-241-250 & 260)

The purpose of the PUD amendment and LLA is to merge the four lots identified in the existing Blue Oaks PUD for below market rate housing into two parcels to be sold for market rate housing development. The new parcels would be Lot A (5 Buck Meadow Drive) and Lot B (3 Buck Meadow Drive) as shown on the attached PUD amendment Exhibit A, dated September 2012, prepared by NV5 Engineering. The proposed PUD statement changes to support the modified lots are identified in attached Exhibit B.

Background to the request is presented on the town's website which includes a question and answer section explaining the problems the town has had in attempting to identify an entity to construct affordable housing in Blue Oaks on the subject four parcels. The matter is further considered in the town's State certified housing element where programs now

support town efforts to find an alternative site to accommodate the eight (8) moderate rate, affordable housing units that were to be built on the four Blue Oaks lots. The town council is now pursuing an alternative site and the proceeds from the sale of the two modified Blue Oaks parcels would be used to fund acquisition and, to the extent possible, development of affordable housing on the alternative site, as provided for in the town's housing element. Again, much of the background to this effort is set forth on the town's website under the link: <http://www.portolavalley.net/index.aspx?page=492>.

Preliminary Evaluation

To grant the PUD amendment, the planning commission must consider and make findings under the provisions of Section 18.22.030 C. of the zoning ordinance (copy attached). All of the findings were considered when the Blue Oaks project was evaluated and were made with the original PUD and subdivision approvals. The density allowed for under the zoning and PUD was higher than eventually approved and the parcel consolidation now planned would be less density and intensity of use than allowed for in the current PUD. The density and location of development, relative to physical impacts, including traffic, visual impacts, etc., were all considered in the certified EIR for the Blue Oaks development.

Pursuant to Section 17.12.020 of the subdivision ordinance and State law, a lot line adjustment can be processed as an exception to the normal subdivision procedures. The main elements of processing are that the planning commission hold a noticed public hearing and that review and actions be confined to the commission's determination that the adjustment is in compliance with the zoning and building regulations, no easements or utilities are adversely impacted, and that the change would not result in a greater number of parcels than originally existed. Further, when approved by the commission, the adjustment must be reflected in a recorded deed or record of survey.

The following preliminary review comments are offered for planning commission consideration:

- The proposed changes would modify the four existing Blue Oaks lots identified for affordable housing to two lots that would then be sold and available for development for market rate use. The number of total residential lots in Blue Oaks would be reduced from 36 to 34 and the number of potential housing units from 40 to 34.
- The four subject parcels are located roughly in the center of the developable area identified for Blue Oaks, just to the southeast of the intersection of Buck Meadow Drive and Redberry Ridge. Currently, the total development potential on the four lots is 15,200 sf of floor area (FA) and 24,000 sf of impervious surface (IS) area. The proposed modifications would reduce the potential FA by 3,800 sf and IS area by 4,000 sf (reductions of 25% and 20% respectively). The proposed FA and IS for the two modified parcels would be the same for each parcel as follows and these numbers are consistent with the minimum FA and IS standards set for lots in Blue Oaks:

Maximum FA = 5,700 sf per lot
Maximum IS = 10,000 sf per lot

- The proposed building envelopes for the modified parcels are shown on attached Exhibit A. The building envelopes reduce the possible building area for the lots from what was shown for the four affordable parcels. The existing building envelope configuration is

shown on the attached vicinity map. The building envelopes for the two modified lots as shown on Exhibit A are:

Lot A (5 Buck Meadow Drive) = 16,841 sf

Lot B (3 Buck Meadow Drive) = 18,639 sf

The total existing building envelope area is 55,100 sf. The proposed area for the two lots is 35,480 sf. This is a reduction of 19,620 sf, i.e., 36%.

In addition to reducing permitted FA and IS and the size of the building envelope area, the proposed changes also include more generous setbacks, particularly for Lot A for more separation from the residentially developed parcel to the east and from Buck Meadow Drive and Redberry Ridge. The setbacks also ensure protection of the significant grove of Blue Oaks to the southeast of the intersection of Buck Meadow Drive and Redberry Ridge. The modifications, however, preserve the Private Open Space (POSE) and storm drainage easement on the southeast side of Lot B and the slope easement along the street frontages of both parcels.

- The existing PUD assigns a two-story height limit for the four affordable lots and this height limit would also apply to the two proposed lots, with reduced building area. The other design provisions of the PUD would apply to the parcels as they apply to all other market rate lots in Blue Oaks. As a reminder, while pools are permitted on the parcels, the permitted floor area is reduced when a pool is included with a project.
- The four affordable housing parcels were not included with the Blue Oaks Homeowners Association (HOA) with the PUD and acquisition of the lots by the town. If the modifications are approved and recorded, the lots could be annexed to the HOA and the HOA CC&Rs modified to accommodate the added parcels. According to information provided by the town attorney, this would be a town council decision.
- The only easements potentially impacted by the project would be the recorded "proposed" 20 foot joint access and utility easements that extend from Buck Meadow Drive along the common boundary between the proposed two modified lots as shown on Exhibit A. The existing east to west dividing line would not be changed, but there no longer would be the need for the easements, as they were to serve development of the two existing lots that don't currently have frontage on Buck Meadow Drive. These easements would be removed with the lot line adjustment application.
- Driveway access to Lot B would be from Buck Meadow Drive as anticipated with the existing PUD provisions. Some utility boxes may have to be moved to accommodate access, but this would be the case with either the proposed modified or existing PUD. Driveway access to Lot A would preferably be from Redberry Ridge, but if a design with access from Buck Meadow Drive were found to allow a plan with less overall site a tree impacts, this would also be possible with the proposed PUD modifications.
- The proposed modified lots, as indicated by the comments offered above, would be developable within the zoning provisions set forth in the Blue Oaks PUD. The zoning standards would ensure conformity with the development permitted on the other market rate parcels in Blue Oaks. All utilities are available to the parcels, and normal requirements for final utility connections would be as for any other residential lot in Blue Oaks.

Environmental Impact Review, CEQA compliance

The development of the area of Lots 23 through 26 was confirmed with the certified Blue Oaks EIR. As explained above, the changes reduce the scope of possible development but allow for residential uses of the parcels within the standards required for all Blue Oaks lots based on EIR findings. Thus, and given the provisions of the general plan's State certified housing element, and discussions with the town attorney, we have concluded that the subject PUD amendments are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15305, minor alternations to land use limitations. In this case, the density and intensity of land use is being reduced, but would be fully within the findings made for the Blue Oaks PUD.

A lot line adjustment project is also categorically exempt from CEQA. Section 15305 of the CEQA guidelines specifically states a lot line adjustment is exempt when it does not result in creating any new additional parcels.

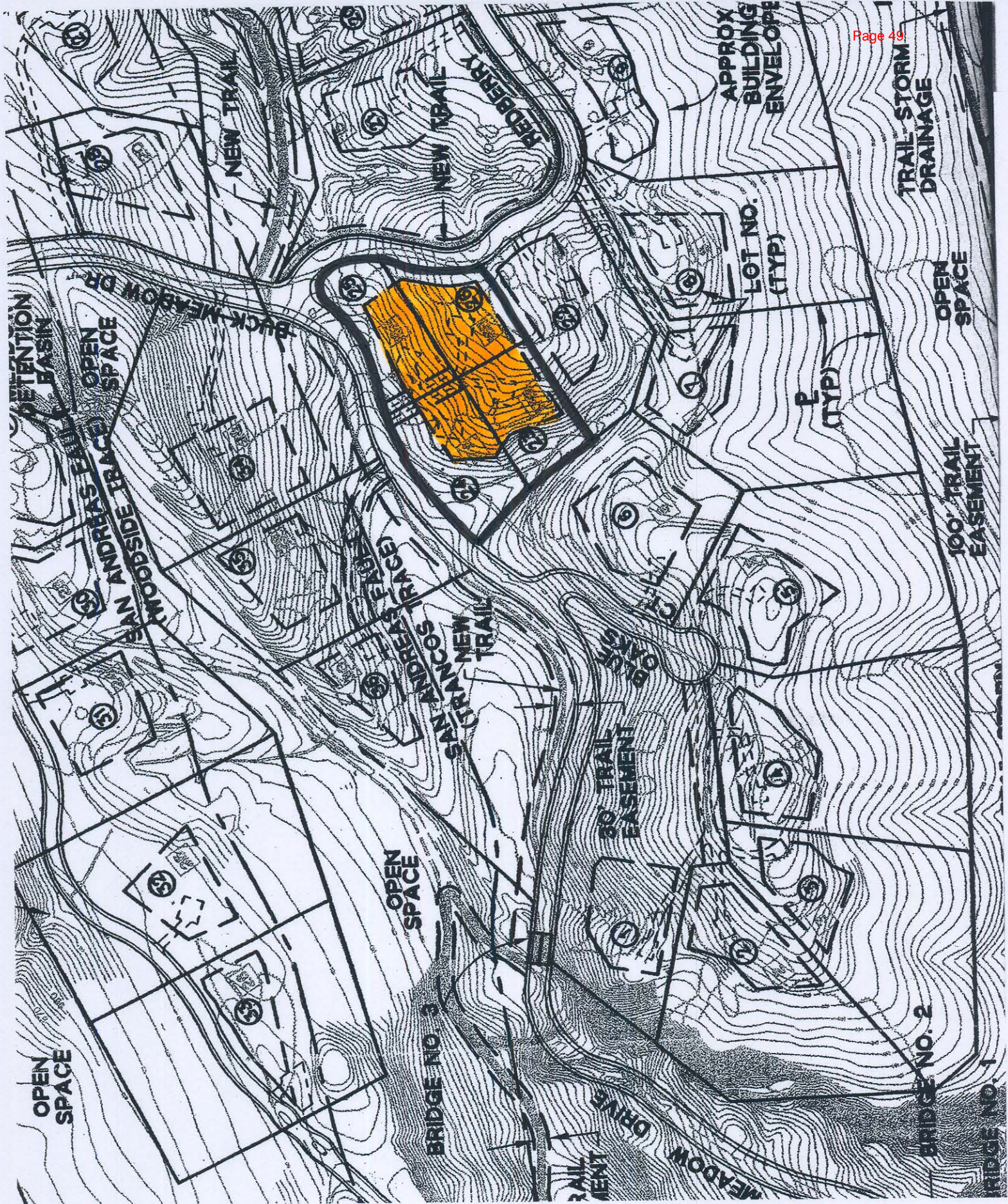
Next Steps

The planning commission should conduct the October 3 preliminary review and offer any comments and reactions for consideration by staff in process of the normal use permit/PUD and LLA application review. Thereafter, the application would be circulated for consideration by the ASCC, now scheduled for the 10/8 regular ASCC meeting, and other staff members and committees. Depending on the preliminary planning commission review, and further consideration by town staff and committees, it appears that the formal commission hearing on the request would likely be set for the first planning commission meeting in November.

TCV 

Attach:

cc. Nick Pegueros, Town Manager
Sandy Sloan, Town Attorney
Steve Padovan, Interim Planning Manager
Maryann Derwin, Mayor
John Richards, Town Council Liaison
Blue Oaks Homeowners Association



Vicinity Map

Scale: 1" = 200 feet

Blue Oaks PUD Amendment – LLA X6D-214

Lots 23 through 26, Blue Oaks, Town of Portola Valley
September 2012

PROPOSED LOT LINE ADJUSTMENT
BLUE OAKS LOTS 23, 24, 25, & 26
 VOLUME 128 OF MAPS, PAGE 64
 TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

DATE SUBMITTED: SEPT. 2012

PREPARED FOR: TOWN OF PORTOLA VALLEY

DRAWN BY: J. M. ...

SCALE: 1" = 40'

SHEET NUMBER: 1

PROJECT NUMBER: S100711-018-21



Exhibit A

PRELIMINARY

BASE OF BEARINGS FOR THIS MAP IS THE MAP RECORDED IN VOLUME 128 OF MAPS, AT PAGE 64.

- NOTES:
1. DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
 2. ELEVATIONS SHOWN BASED ON AERIAL SURVEY FLOWN IN 2000 PROVIDED BY THE TOWN OF PORTOLA VALLEY. EXISTING CONTOURS OF PORTOLA VALLEY AND IS NOT INTENDED FOR USE BY OTHERS FOR DESIGN OR OTHER PURPOSES.
 3. DIMENSIONS MAY VARY SLIGHTLY FROM AS SHOWN ON THIS MAP.
 4. EASEMENTS MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.
 5. EASEMENTS MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.

Exhibit B
Proposed Amendments to CUP/PUD X7D-137
Blue Oaks Planned Unit Development Statement
Lots 23, 24, 25 and 26
(3 and 5 Buck Meadow Drive)

September 27, 2012

The following changes to the Blue Oaks PUD Statement, as approved January 14, 1998, are proposed to merge existing lots 23, 24, 25 and 26 to create two market rate lots. The background to the proposed changes is as set forth in the September 27, 2012 report to the planning commission from the town planner.

Only those PUD sections where changes are proposed are identified below. Anyone wishing to review the full PUD statement may do so in the Planning Department at Portola Valley town hall, 765 Portola Road.

The following changes are proposed with wording to be added in *italics with underlining* and wording to be deleted shown with ~~strikethrough~~:

Section I. Definitions

- C. Members of the Association. All lot owners in the development including the ~~Below Market Rate (BMR) Lots~~.
- L. BE. Building Envelope as conceptually shown on the Amended PUD Plan, including the September 2012 plan for combined Lots 25&26 (Lot A) and Lots 23&24 (Lot B) and described in Appendix C of this PUD Statement.

Section II. Development Requirements

- B. **General Description of Development.** The parcels of land to be established pursuant to this permit are identified on the PUD plan which is Sheet T12, Amended Conceptual Subdivision Map Enlargement, as modified by the September 2012 plan for combined Lots 25&26 (Lot A) and Lots 23&24 (Lot B). The residential PUD includes ~~32~~ 34 "market rate parcels" to accommodate conventional single family housing development, ~~and 4 BMR parcels to accommodate below market rate housing in conformity with the Housing Element of the Portola Valley General Plan.~~

	Acres
Residential Lots:	
Building Envelopes	47.96 <u>17.51</u>

- B2. **Private Open Space and Common & Public Open Space Areas.** These areas will be preserved in essentially their natural condition. . . . Such open space easements will be placed over all areas on residential parcels that are generally beyond the limits of the building envelopes as shown on the PUD Plan Map T 12, the September 2012 plan for combined Lots 25&26 (Lot A) and Lots 23&24 (Lot B), and in Appendix C . . .

Section II. Development Requirements

- C. **Tentative Map and Planned Unit Development.** The Tentative Subdivision Map for Blue Oaks is composed of . . . The planned unit development (conditional use permit) pertains to all land in the subdivision boundaries as well as the lands known as Upper Portola Glen Estates and shown on the PUD Plan, . . . However, ~~a separate PUD plan may be established for the BMR parcels 23, 24, 25, and 26 under the authority and direction of the Town of Portola Valley. The Developer may or may not participate in any separate PUD and/or development process for the BMR parcels. However, prior to recording of the final subdivision map, or such other time schedule allowed by the town Council, the develop shall submit to the Town Council a comprehensive evaluation of the requirements for construction and sales of the BMR units with an indication of whether or not the developer believes he can construct the BMR units. The town shall take title to the BMR parcels at the time of recording of the final map.~~
- D. **Subdivision Units.** Only one final map will be prepared for the Blue Oaks properties . . . ~~Phasing of the project, however, may be allowed by the Town Council but only if determined necessary to accommodate development of the BMR parcels.~~
- E. Streets and Emergency Access easements.
1. **Private Streets and Common Driveway.** All streets will be held in common by all residents of the Blue Oaks project, ~~including the owners of the BMR parcels. . . .~~
All common driveways will be pursuant to private easements and agreements for maintenance affecting all the parcels that are served by the common driveway. . . . As part of the subdivision improvements, the developer will be responsible for installation of all common driveways serving more than two lots, ~~except for the BMR parcels,~~ in conformity with the final map and subdivision agreement.
- I. Zoning and Site Development Standards.
1. **Designation of Homesites, and Summary of Development Criteria.** The primary homesites and Building Envelopes (BE) for all residential parcels are shown on the PUD Plan Map Not. T 12, and the September 2012 plan for combined Lots 25&26 (Lot A) and Lots 23&24 (Lot B).
. . . .
All lots can be developed for single family ~~or BMR~~ use subject to Town zoning restrictions as modified by the PUD Statement. Single family dwellings ~~or BMR~~ structures, pools, and other accessory structures as provided for herein can be built only within that portion of the lot which is defined as a BE.

Table 1. Blue Oaks Site Development Criteria (a) for Individual Home Sites

Make the following changes to Table 1 and Table notes:

Modify Table 1. to combine Lots 23&24 and Lots 25&26 for conformity with the September 2012 plan for combined Lots 25&26 (Lot A) and Lots 23&24 (Lot B) with the development criteria:

Lots 23&24 (Lot B):Area = 1.34 AcresMaximum Floor Area = 5,700 sfMaximum Impervious Surface Area = 10,000 sf**Lots 25&26 (Lot A):**Area = 1.13 AcresMaximum Floor Area = 5,700 sfMaximum Impervious Surface Area = 10,000 sfIdentify Pools as "conditional"Delete Table 1. Note (p) relative to swimming pool provisions for the BMR parcels.

K. Lot Description by "Architectural Zone of Habitation."

4. **Combination.**Lots 23, 24, 25 and 26. Replace the existing provisions for BMR use with the following:**Lot 23&24 (Lot B as shown on the September 2012 plan for combined Lot 25&26-Lot A, and Lots 23&24 - Lot B).** This lot is east of Buck Meadow Drive and bordered on the south by a POSE and drainage easement. The BE would be accessed by a driveway off of Buck Meadow Drive and some grading, and possibly utility box adjustment would be needed for driveway construction. The BE has a number of oaks and some will need to be removed to accommodate residential development. Primary views are to the south and southeast and the residence should be located lower in the BE to minimize the apparent height when viewed from below and also relative to views from Lot 22.**Lot 25&26 (Lot A as shown on the September 2012 plan for combined Lots 25&26-Lot A, and Lots 23&24 - Lot B).** This lot is located immediately east of the intersection of Buck Meadow Drive and Redberry Ridge. The BE has been identified to ensure protection of the Blue Oak trees that separate it from the street intersection. While BE access can easily be achieved from Redberry Ridge, and this would be the preferred access, if a driveway from Buck Meadow Drive allows for a development more in keeping with the design objectives for Blue Oaks, such access can be considered. As with Lot 23&24, the BE has a number of oaks and some will need to be removed to accommodate residential development. Primary views would be to the northwest, where there are some openings to the Spring Ridge portion of Windy Hill. As with Lot 23&24, any residence should be located mainly in the lower portion of the BE to minimize the apparent height when viewed from below and also relative to views from Lot 22. It is recognized, however, that to capture views to the northwest, a portion of the residence would likely be sited somewhat higher in the BE, but the profile should be kept low, perhaps using a stepped design in concert with site slopes.

Ordinance Requirements

In order to grant the requested Conditional Use Permit, the planning commission must make findings in support of the following requirements of Section 18.72.130 (zoning) of the Municipal Code:

1. The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.
2. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.
3. The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.
4. The proposed use will not adversely affect the abutting property or the permitted use thereof.
5. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.
6. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.
7. When this title or the town general plan specifies that a proposed use shall serve primarily the town and its spheres of influence, the applicant shall have demonstrated that a majority of business of the proposed use will come from the area immediately or within a reasonable period of time. In making such a demonstration, all similar uses in the town and its spheres of influence shall explicitly be taken into consideration by the applicant.

Blue Oaks Homeowners' Association



October 5, 2012

Via E-Mail: ascc@portolavalley.net

Town of Portola Valley
Architectural & Site Control Commission
765 Portola Road
Portola Valley, CA 94028
Attn: Craig Hughes, Chair

Re: Amendment to Blue Oaks PUD X7D-137 Lots 23-26, and Lot Line Adjustment S6D-214

Dear Chairperson Hughes and Members of the ASCC:

The Blue Oaks Homeowners Association appreciates the opportunity to voice the concerns expressed by the members of the Association about the two lot design proposed by the Town for the re-configuration of the BMR lots in the Blue Oaks subdivision.

The Association wants to work cooperatively with the Town to achieve a common objective, which results in the development of the land previously designated for affordable housing in a manner which is consistent with the principles, policies and procedures applicable to the market rate housing within the Blue Oaks subdivision.

The property enclosing lots 23-26 is unique in the Blue Oaks community. Not only is it almost completely covered by a large grove of blue oaks, it occupies a prime position along the Buck Meadow view corridor through which all residents pass to enter or exit the community. It is estimated that a minimum of 60 blue oak trees are potentially impacted by the current two lot proposal. The southern portion of this property which does not contain oaks is currently zoned POSE due to the steep ravine area.

We feel the appropriate market rate definition and development of this site should consider the actual constraints inherent in this site which is why we are proposing a one lot solution. Public comments from the Town and its developers concerning the difficulties of development of this site as 4 BMR units also apply to the development of this site for two lots. We acknowledge and support the sale of this property, however, a poorly defined configuration simply passes the burden from the Town to the new homeowners and the architectural review processes of the Blue Oaks Community and the ASCC. We would very much like to get ahead of this issue before the

Town of Portola Valley
Architectural & Site Control Commission
Page 2
October 5, 2012

architectural review process becomes too difficult or cumbersome for the new homeowners. We look forward to the opportunity to work with the Town Planner to address these issues prior to sale of the lots.

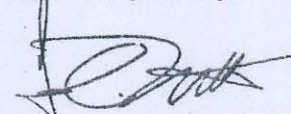
The Blue Oaks Homeowners Association Board of Directors, with the support of the membership of the Association, believes that we can provide within a reasonable period of time, a single lot configuration using the same criteria that were used in establishing the building envelopes for the market rate lots in the initial project approvals.

The concerns we have and the issues on which we would like to work with the town include, but are not limited to, the following::

1. The two lot configuration as currently proposed is problematic in:
 - a. The density of home sites
 - b. The impact on or removal of Blue Oaks signature trees
 - c. The ratio of Building Envelope / Lot size
2. The configuration of the additional driveway adds a public safety issue due to the steepness of the street and creation of a blind access.
3. The 2 lot configuration is inconsistent with other home sites along the Buck Meadow view corridors.
4. The reconfiguration of the property resulting from the lot line adjustment, and the configuration of the building envelope should be consistent with the PUD Statement, and consistent with other market rate lots in the subdivision.

The Planning Commission has authorized Town Planner, Tom Vlastic, to meet on site with representatives of the Association in order to come up with a single lot plan as a viable alternative to the Town's two (2) lot plan, and we look forward to this opportunity. We respectfully request that the ASCC defer its recommendations until the one (1) lot plan has been presented to and reviewed by the ASCC.

Signed respectfully,



Tim Mills
Blue Oaks Homeowners Association President

Patricia Murray
Blue Oaks Homeowners Association Vice President

Joy Elliott
Blue Oaks Homeowners Association Secretary

Blue Oaks Homeowners Association



October 3, 2012

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

Re: Amendment to Blue Oaks PUD X7D-137 Lots 23-26, and Lot Line Adjustment S6D-214

Dear Chairperson and Members of the Planning Commission:

The Blue Oaks Homeowners Association appreciates the opportunity to address the Planning Commission and to voice the concerns expressed by the members of the Association about the proposed amendment to the Blue Oaks PUD.

The original PUD Statement which was approved by the Planning Commission on November 10th, 1995 and by the Town Council on June 12th, 1996, and subsequently revised by the Town Planning Commission on November 5th, 1997 and by the Town Council on January 14th, 1998, contained within the PUD a significant affordable housing element. The general description of the Blue Oaks project contained within the PUD Statement included "32 market rate parcels to accommodate conventional single-family housing development, and 4 BMR parcels to accommodate 8 below market rate housing units in conformity with the Housing Element of the Portola Valley general plan." The Planned Unit Development Statement provided in Article I (Definitions) subparagraph D (Lot) that "all lots are subject to the Blue Oaks CC&Rs." The PUD Statement also included a statement that "all streets will be held in common by all residents of the Blue Oaks project, including the owners of the BMR parcels..." It appears that the original intent of the developer of the Blue Oaks project and the intent of the Town of Portola Valley was to have all of the property described in the Subdivision Map subject to the CC&Rs and under the jurisdiction of the Blue Oaks Homeowners Association. The original plan and intention of the Town was to meet the Town's obligations to provide the Town's share of affordable housing on a regional basis by developing eight below market rate homes within the subdivision. For many reasons it became obvious to all concerned that this was not a good choice for location of below market rate housing. The Town has implemented a plan to provide affordable housing at a more suitable location, and wants to be in a position to sell the below market rate lots so as to be able to use the sale proceeds to create affordable housing at a preferable location within the Town.

The Association wants to work cooperatively with the Town to achieve a common objective, which includes the implementation of the Town's plan to create affordable housing within its borders, and at the same time results in the development of the land previously designated for affordable housing in a manner which is consistent with the principles, policies and procedures applicable to the market rate housing within the Blue Oaks subdivision.

The problems that have arisen and will arise as a result of attempting to market the property prior to annexation need to be resolved, and the only effective way to do that is to annex the property so that the purpose and intent of the PUD Statement can be fulfilled, and so that marketing efforts with respect to the property can continue without the misleading and inaccurate statements that result from attempting to market lots which do not yet exist, and which are not yet subject to the CC&Rs.

While the Association and its members appreciate the fact that the Town is facing some time constraints in acquiring the ultimate site for location of the below market rate housing, there is also a great deal of concern about the lack of notice and the lack of time for consideration of the alternatives. The membership of the Association has had but a very short time to review the proposed amendment to the Blue Oaks PUD and the proposed lot line adjustment. A general membership meeting was held on Tuesday, October 2nd, to review the report from the Town Planner to the Planning Commission. The opposition expressed to the proposed 2 lot plan at that membership meeting was unanimous. The Board of Directors, with the support of the membership of the Association, believes that we can provide within a reasonable period of time a single lot configuration using the same criteria that were used in establishing the building envelopes for the market rate lots in the initial project approvals. We ask, therefore, that the Planning Commission continue the hearing for a month to allow time for the Association to work with the staff to come up with an acceptable single lot proposal.

The Staff Report to the Planning Commission appears to be based on the concept that the criteria which were applied to the 4 below market rate lots can and should be applied to the 2 proposed market rate lots. We believe this is an inappropriate approach. Once it is recognized and accepted that the plan to incorporate below market rate housing in the subdivision was a mistake, the policies, guidelines, and concepts that were applied to the market rate lots should be the same ones applied to the reconfiguration of the subdivision after the lot line adjustment. In order to be compatible with the other market rate lots in the subdivision, the reconfigured land should be subject to the same rules, concepts and guidelines as were applied to the other market rate lots. The Association strongly objects to the concept that because the area set aside for below market rate housing was subject to its own design and development, guidelines and requirements, that it is therefore appropriate to continue to apply design and development criteria which differ from the criteria applied to the other market rate lots.

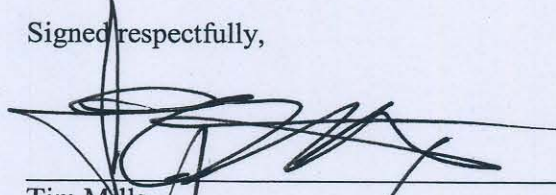
The Association is mindful of the admonition contained within the agenda for tonight's hearing which limits the Association and its members in the event of a legal challenge to the action which is proposed, to raising only those issues that were raised at the public hearing or in written correspondence delivered to the Planning Commission at or prior to the public hearing. In order to be as complete as possible in establishing a record of those issues raised, the Association submits the following:

1. The proposed 2 lot configuration results in the application of different standards with respect to lot configuration, architectural review and tree preservation. We understand that as many as 60 oak trees would be adversely impacted by the proposed 2 lot configuration.
2. We object to the inadequacy of time to study and to react to and comment upon the 2 lot proposal set forth in the September 27th report to the Planning Commission. We understand the Town is anxious to be able to sell the land in order to meet its requirements for purchase of the alternate site upon which to develop below market rate housing, but in pursuing that agenda, the Town is shortchanging the residents of the Blue Oaks community as well as other residents of the Town by not allowing sufficient time for public discussion and for detailed consideration of the proposed 2 lot plan.
3. There is of course an inherent conflict of interest due to the fact that the Town owns the property which it proposes to reconfigure by a lot line adjustment which the Town in turn will approve, and by the Town's proposal to modify the PUD Statement in a way which benefits the Town's immediate objective of selling the land as quickly as possible.

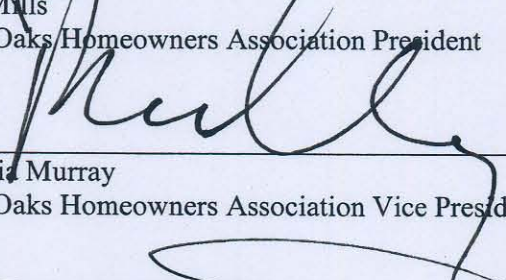
4. Presumably with the consent of the Town, the realtors with whom the land has been listed are already advertising 2 lots for sale, lots which do not at this time exist. Furthermore the sales materials represent that the "community amenities include an Olympic size pool..." Unless and until the property is annexed by recordation of a Declaration of Annexation, it is misleading, inaccurate, and in violation of the law to make such premature assertions.
5. The proposed 2 lot configuration and the Staff Report to the Planning Commission fails to completely address the elements contained within the PUD Statement in a manner consistent with the criteria applied to the other market rate lots in the subdivision.
6. The ratio of building envelope to lot size contained within the 2 lot proposal is inconsistent with the other market rate lots.
7. The 2 lot proposal does not adequately address the preservation of trees, particularly the blue oaks for which the subdivision is named. The number of trees proposed to be removed under the 2 lot proposal greatly exceeds the number of trees permitted to be removed from the other market rate lots.
8. The configuration of driveways and access points with respect to the lots is inconsistent with public safety and with criteria applied to other market rate lots.
9. The 2 lot configuration is inconsistent with other lots in similar Blue Oaks view corridors.
10. The reconfiguration of the property resulting from the lot line adjustment, and the configuration of the building envelope should be consistent with the PUD Statement, and consistent with other market rate lots in the subdivision.

In summary, we respectfully request that this matter be continued, and that staff be directed to work with representatives of the Association to come up with a mutually acceptable single lot alternative, and that pending the outcome of such discussions, the realtors be directed to temporarily discontinue their marketing efforts which at this point are misleading and inaccurate.

Signed respectfully,



Tim Mills
Blue Oaks Homeowners Association President



Patricia Murray
Blue Oaks Homeowners Association Vice President



Joy Elliott
Blue Oaks Homeowners Association Secretary

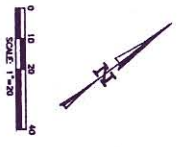
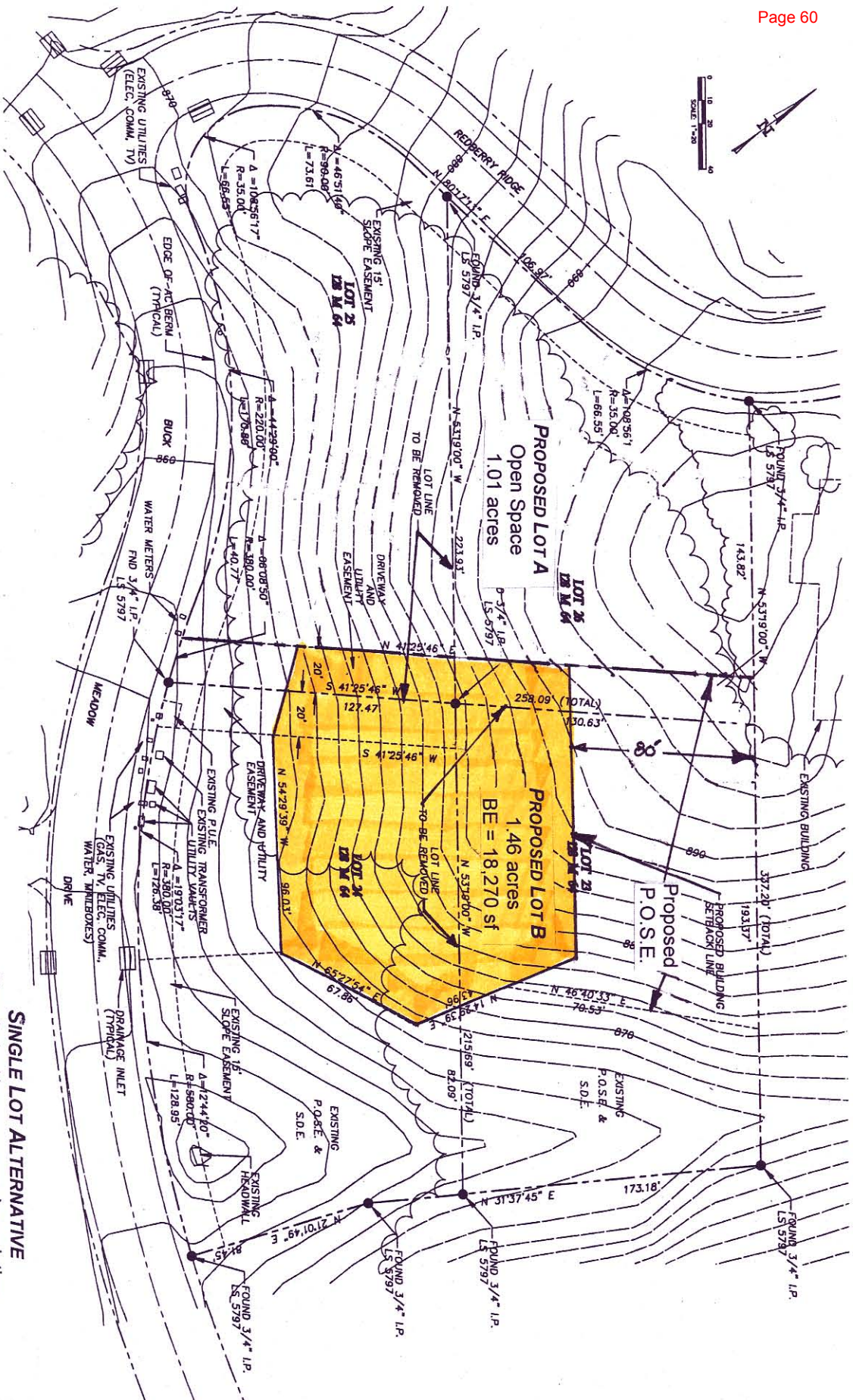
- 1. THIS MAP WAS CHECKED FOR THE SIZE USE OF THE TOWN OF PORTOLA
- 2. UTILITIES MAY EXIST THAT ARE NOT SHOWN ON THIS MAP
- 3. EXISTING UTILITIES (ELEC., COMM., TV)
- 4. EXISTING 15' SLOPE EASEMENT
- 5. EXISTING DRIVEWAY AND UTILITY
- 6. EXISTING P.U.E. EXISTING TRANSFORMER
- 7. EXISTING UTILITY (GAS, TV, ELEC., COMM., WATER, TRENCHES)
- 8. EXISTING 15' SLOPE EASEMENT
- 9. EXISTING P.O.S.E. & S.O.E.
- 10. EXISTING HIKINGWALK
- 11. EXISTING TRANSFORMER
- 12. EXISTING UTILITY (GAS, TV, ELEC., COMM., WATER, TRENCHES)
- 13. EXISTING P.U.E. EXISTING TRANSFORMER
- 14. EXISTING UTILITY (GAS, TV, ELEC., COMM., WATER, TRENCHES)
- 15. EXISTING 15' SLOPE EASEMENT
- 16. EXISTING DRIVEWAY AND UTILITY
- 17. EXISTING P.U.E. EXISTING TRANSFORMER
- 18. EXISTING UTILITY (GAS, TV, ELEC., COMM., WATER, TRENCHES)
- 19. EXISTING 15' SLOPE EASEMENT
- 20. EXISTING DRIVEWAY AND UTILITY
- 21. EXISTING P.U.E. EXISTING TRANSFORMER
- 22. EXISTING UTILITY (GAS, TV, ELEC., COMM., WATER, TRENCHES)
- 23. EXISTING 15' SLOPE EASEMENT
- 24. EXISTING DRIVEWAY AND UTILITY
- 25. EXISTING P.U.E. EXISTING TRANSFORMER
- 26. EXISTING UTILITY (GAS, TV, ELEC., COMM., WATER, TRENCHES)

DATE OF REVISIONS:
 THE BASIS OF REVISIONS FOR THIS MAP IS THE MAP RECORDED
 IN VOLUME 128 OF MAPS, AT PAGE 84

T. Vlasic
 Town Planner
 10/23/12

SINGLE LOT ALTERNATIVE
 Blue Oaks Homeowners Association
 October 19, 2012

See also "Single Lot Configuration Notes for Lots 23-26"
 October 19, 2012



	<p>PROPOSED LOT LINE ADJUSTMENT BLUE OAKS LOTS 23, 24, 25, & 26 VOLUME 128 OF MAPS, PAGE 84</p>	<p>TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA</p> <p>PREPARED FOR: TOWN OF PORTOLA VALLEY DATE SUBMITTED: SEPT. 2012</p>
2880 BATHWAY PLACE, SUITE 100 408.966.7200 TEL. 408.966.6991 FAX	SAN JOSE, CA 95091 WWW.NVI5.COM	The engineer/property planner shall not be responsible for, or liable for, unauthorised changes to or use of these plans. All changes to the plans must be in writing and must be approved by the preparer of these plans.

Single lot configurations notes for lots 23-26

Recommend building envelope (BE) to be ~19K SF

- **Rationale:** consistent for Buck Meadows corridor lots (Lot 36 BE =13.3K, Lot 35 BE =19.3K, Lot 34 BE=23K, Lot 28 BE=18K, Lot 21 BE=17K, Lot 22 BE = 20K, Lot 6 BE=18.8K SF)

Recommend single story home

Rationale:

- **In keeping with stepping down concept.** Note adjacent homes on other side of Mills home are single story.
- **Tree canopy is lower here, single story would permit home to blend in more with trees.**

Recommend: 5700 square foot home

- **Rationale:** in keeping with other Buck Meadows view corridor homes.

BE: centrally located, tilted closer to Buck Meadows on northern end, further away on southern end

- **Rationale:** sensitive to proximity to lot 22 home on northern end as in comments made for two separate building sites by Tom Vlastic.

BE shape/width: Recommend: Rectangular in shape with horizontal major axis / BE width ~100 Ft. to allow elongated BE

- **Rationale:** midrange of BE envelopes for other elongated narrow lots
- **Rationale:** Allows placement of the home site in area of preferred construction topology
- **Rationale:** Sensitive to BM view corridor in a manner consistent with other homes placed along BM
- **Rationale:** Sensitive to preserving greater quantity of grove trees on southern and northern ends of property.

Access easement: placed close to current location, offset slightly to avoid conflict with utilities

Areas of agreement for Table one of PUD/Blue Oaks Site Development Criteria:

- **Max IS area: 10K**
- **Yard setback limitations: front, and rear—as before**
- **Pools “conditional”**
- **Accessory structures: yes**

Recommended verbiage for lot description: This lot is east of Buck Meadow Drive and bordered on south by a POSE and drainage easement. The BE would be access by a driveway off of Buck Meadow Drive and some grading would be needed for driveway construction. The BE has a number of oaks and some will need to be removed to accommodate residential development. Attention will need to be given to preserving as many trees as possible (lot 28 verbiage). Primary views are to

the south and southeast. The residential design solution will need to be sensitive to views from the main roadway on Buck Meadow. This will require roof lines to blend with the existing tree canopy and not project above it (lot 36 verbiage).

Single lot configuration comparisons (further comparisons)

Lot number	Lot size	Street Address	Owner	Building Envelope (approx K sq ft)	Pool	Yard setback restrictions			Floor area FA Sq ft	Impervious surface IS Sq ft	Height limit story
						Front	Rear	side			
Single lot	solution										
TBD	1.34/2.47	3BM		~19K		(g)		(g)	5700	10000	1
Town	Proposal										
23/24 (n)	1.34	3 BM		18.6 exact	conditional	(g)			5700	10000	2
25/26 (n)	1.13	5 BM		16.8 exact	“	(g)		(g)	5700	10000	2
Small lot											
17	1.1	14 RR	Owen	18.4	conditional				6210	12000	1
15	1.25	21? RR	Douglas	20	“				“	“	1
22	1.3	1 RR	Mills/Ant	22	“			(g)	5700	10000	2
14	1.33	19 RR	Salah	22	“				6210	12000	1
BM	Corridor										
1(n)	2.77		Minor	19.7	“	(g)		(g)	6175	10000	2(e)
36(n)	3.08	2BM	Toors	13.2	“	(g)	(j)		5700	10000	2(e)
28	1.74	BM	Stritter	17.2	“	(g)		(g)	5225	10000	1
35 (n)	1.98	4 BM	Torgeson/Kr	19	“	(g)	(j)		5225	10000	2 (e)
34(n)	2.97	6BM	Strick	20.4	“	(g)	(j)		5700	10000	1
Narrow	lots				Width						
9	2.53	7RR	Slanina	16	70’				6175	10000	1
10 (n)	2.19	9RR	Srinivasan	17.5	50’				6175	10000	1
36(n)	3.08	2 BM	Toors	13.2	32’ to 111’	(g)	(j)		5700	10000	2(e)
Descending	height				Pool						
7	2.62		Evans	17.8	“				5938	10000	1
8	2.19		McGraw	15.3 flag	“				5700	10000	1

(e) allowable second story maybe impacted if structure located within 125’ of fault per PV Munic Code section 18.58.030. height limit shall meet requirements of table. For definition of single and two story heights see PUD statement text.

(g) Building envelope at front rear or side yard adjacent to Buck Meadow Preserve

(j) Building envelope may be constrained by 50’ setback from center link of creek or edge of wetland

(p) Pool in common use for lots 23, 24, 25 and 26. Designated on lot 25 but may be relocate to another BMR parcel dependant on final building and site design solutions.

(n) Shares common driveway with maintenance agreement per PV Muni Code Section 17.32.060.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC
FROM: Tom Vlastic, Town Planner
DATE: October 18, 2012
RE: Agenda for October 22, 2012 ASCC Meeting

NOTE: The October 22nd meeting will include a special afternoon session for consideration the proposals for Blue Oaks PUD amendment and Lot Line adjustment as discussed in below under agenda item 4b. The site session will convene at 4:00 p.m. at the intersection of Buck Meadow Drive and Redberry Ridge in Blue Oaks.

The following comments are offered on the items listed on the October 22, 2012 ASCC agenda.

4b. PROPOSED AMENDMENT TO BLUE OAKS PUD X7D-137, LOT LINE ADJUSTMENT X6D-214, LOTS 23-26, 3 & 5 BUCK MEADOW DRIVE, TOWN OF PORTOLA VALLEY

The ASCC initiated review of these requests at the regular October 8, 2012 meeting. At the conclusion of discussion, it was agreed that a site meeting was appropriate and, as noted at the head of this memorandum, the site meeting has been set for 4:00 p.m. on Monday October 22, 2012. While the planning commission was informed of this meeting, a commission quorum was not possible, so the meeting will **not** be a joint planning commission and ASCC meeting.

Background to the issues to be considered at the October 22nd meeting is presented in the attached staff report prepared for the October 8th ASCC meeting and enclosed draft meeting minutes. Also, at the 10/8 meeting, the ASCC considered the issues presented in the attached October 3 and 5, 2012 letters from the Blue Oaks homeowners association (HOA). Since the last meeting, we have also received the attached October 15, 2012 email from John Toor, owner of Blue Oaks Lot 36 that is currently being developed with plans approved by the ASCC.

As noted in the materials prepared for the 10/8 ASCC meeting, the ASCC is to complete a report on the proposals to the planning commission and the commission is tentatively scheduled to conduct a public hearing on them at its November 7, 2012 meeting. The town council has asked that this scheduled hearing date be kept so that the process of lot sale and purchase of 900 Portola Road can proceed in a timely

manner. Thus, the objective would be for the ASCC to complete its report to the planning commission at the conclusion of the evening October 22nd meeting.

It is also noted that, as the ASCC was advised at the October 8th meeting, town staff and officials will be meeting with the Blue Oaks HOA representatives on October 19th to review their concerns and some of the history and background associated with the lots that are subject to the applications. That meeting will take place after the deadline for completion of this memorandum, thus we will report on the 10/19 meeting at Monday's ASCC meeting.

Comments provided below are offered to facilitate the 10/22 ASCC review. They provide responses to some of the concerns in the communications received from the HOA and Mr. Toor. They also provide information responding to ASCC comments offered at the October 8, 2012 ASCC meeting.

1. **Lot and Building Envelope (BE) sizes and ratios and comparisons.** The attached table dated October 16, 2012 provides the comparisons requested by the ASCC. It should be emphasized as discussed further below, there was no standard for a ratio of BE to lot size applied in setting lots or BEs. As can be seen from the table, the average lot size is 2.10 acres and the average BE size is 22,134 sf. The average BE to lot size ratio is 24.18%, but the lot sizes and ratios vary greatly, and if a ratio standard had been applied there would not be such a variation. Further, BEs and limitations for their use were set based on geology, including fault setbacks, slope, potential visual impacts relative to views from lands surrounding the Blue Oaks site, and modifications to zoning setbacks to reflect the unique site conditions. Further, lots and BEs are clustered in the development envelope identified on the town's General Plan Land Use Diagram, and this diagram had a significant influence on the form of the final project building area.

As can be seen from the attached table, Lot 22, immediately east of the subject parcels, has an area of 1.30 acres reflecting its location in the center of the general plan identified acceptable building envelope. It has a BE of over 21,000 sf. These numbers are very similar to the subject proposed two lots with similar characteristics. At the same time, care has been taken to reduce the proposed BE areas and increase setbacks to be sensitive to the site oaks and also the relationships to Lot 22.

The table also shows that the smallest lot in Blue Oaks, i.e., Lot 17, with an area of 1.10 acres, has a BE of over 23,000 sf, or 49% of the lot area. Lot 18 has an area of 2 acres and a BE of over 43,000 sf, i.e., roughly 50% of the lot area. The BE on this lot has some drainage restrictions, and the PUD requires drainage solutions to allow for full use of the BE area. Several lots have qualifications for BE use.

It is also noted that a number of lots have very large BE ratios and many have very small ratios. The lots with larger BEs have fewer constraints (e.g., Lot 19 with an area of 1.66 acres and a BE of over 31,000 sf - 43%) and those with smaller BE, even with large lots, have more constraints including slope, geology and emergency access easement right of way (e.g., Lot 33 with an area of 2.79 acres and a BE of only 13,600 sf – 9%). Also, some lots with larger area include portions of the Buck Meadow preserve open space area that extends over lots 1, 21, 22, 27, 34, 35 and 36. The open spaces on these lots are part of the open space easement areas that

help to balance the developed areas on parcels in Blue Oaks. Further, the common open space easement areas over Coal Mine Ridge and along the Los Trancos Road corridor are part of the open space or “backyard” area for each lot in Blue Oaks that balances the site density as stated on the table.

The table shows the overall site density for the project, which takes into account zoning and general plan designations and adjustments to project design made through the EIR process. Currently, for the entire 285-acre project site the density is 7.91 acres per lot and 7.125 acres per dwelling unit, including the undeveloped 8 affordable housing units. With the proposed 34 lots, the density would be modified to 8.38 acres per lot/dwelling unit.

2. **Criteria used for definition of lots and BEs.** The attached materials listed below set the framework for definition of the lots and BEs. These are from the certified project EIR and PUD statement as modified in 1998 to include the upper Portola Glen Estates lots that are at the end of Redberry Ridge.

- Land use Diagram (from EIR)
- Site Geologic map (from EIR)
- Ground Movement Potential Map (from EIR)
- Zoning and Development Standards (pages 10 and 11 from PUD)
- Original Proposed Development Diagram (from EIR)
- Revised Project Diagram (from EIR)
- Separate Cluster Alternative Map (from EIR)
- General Plan Cluster Alternative Map (from EIR)
- Building envelope exhibits for Lots 21, 22, 33, 34, 35, and 36 (from PUD)

Review of these materials show that the lots are located for conformity with the general plan diagram. The alternatives for lots outside of the general plan cluster area were not found acceptable. After full EIR consideration of the proposed project, revised project and project alternatives it was concluded that the development had to be concentrated in the general plan recognized development area with only minor modifications around the edges of this area. Further, the lots and BEs are a reflection of this concentration in the area most suitable for development, and the subject lots are impacted less by slopes, geology, and access than other lots, thus allowing for a smaller area. Review of the building envelope exhibits makes it clear that some of the larger lots include the identified fault zone and common access easements. The documents make it clear that there was not any standard for BE to lot size ratio. Further, if such a standard had been applied than the net lot areas for lots like 33, 34 and 36 would, for example, have been modified to deduct access easements, and unstable geologic and fault setback areas.

In any case, the various project alternatives seriously evaluated in the EIR show at least two lots in the area of the subject properties. Early in the draft EIR process, open space and very large lot alternatives were referenced, but these were not consistent with density allowances or other factors that the town, developer, and EIR recognized would practically influence the project and its implementation.

3. **Relationship to open space areas.** The comments in the email from Mr. Toor suggest that the lots have limited, if any, relationship to large open space areas.

This is not the case. First, proposed lot 23&24 has a large POSE area on the south side similar to that over Lot 22, and this is not proposed to be changed. Also, the Buck Meadow Preserve over lots 21 and 34, and even over Lot 36, are open spaces that serve the lots as well as the entire central portion of Blue Oaks, and this is by PUD design. Also, immediately to the north of proposed Lot 25&26 is the town's Redberry open space neighborhood preserve. Further, as noted above, all lots share the open space over subdivision Lot A (169 acres) that includes Coal Mine Ridge and the Los Trancos Road corridor. Lastly, as noted above and in the materials for the 10/8 ASCC meeting, the proposed BEs have been reduced in size from the original four lot plan to protect more oaks, particularly around the intersection of Redberry Ridge and Buck Meadow Drive.

Other concerns noted in the attached communications can be considered at the 10/22 ASCC site and evening meetings. However, based on the above comments and attached reference materials, we conclude that the two-lot option is consistent with the criteria used to set the lot pattern density and BEs for Blue Oaks. As stated at previous meetings, if a buyer were willing to purchase "one lot" to meet the financial requirements the town council has concluded are necessary to help implement the provisions of the certified general plan housing element, then such an alternative could also be found consistent with the Blue Oaks project documents, including the PUD. This "lot" could be used for one BE, i.e., market rate residential use, or open space, with PUD adjustments/clarifications.

On Monday, ASCC members should consider the above comments and any new information developed at the site and evening ASCC meetings and complete comments that can be forwarded to the planning commission for consideration during the public hearing process on the subject applications.

Blue Oaks PUD Lot Comparisons

T. Vlastic 10/16/12

Lot No.	Lot Size (Acres)	Building Envelope (Sq. Ft.)	Ratio BE to Lot Size (%)	Floor Area Limit (Sq. Ft.)	Impervious Surface Area Limit (Sq. Ft.)
1	2.77	21,200	17.57%	6,175	10,000
2	2.17	17,480	18.49%	5,700	10,000
3	2.30	14,400	14.37%	5,938	10,000
4	2.61	20,920	18.40%	6,032	10,000
5	2.57	24,800	22.15%	6,318	10,000
6	1.82	24,280	30.63%	6,175	10,000
7	2.62	16,520	14.48%	5,938	10,000
8	2.19	17,720	18.58%	5,700	10,000
9	2.53	19,320	17.53%	6,175	10,000
10	2.52	19,200	17.49%	6,175	10,000
11	2.13	19,320	20.82%	6,175	10,000
12	2.34	35,600	34.93%	6,175	10,000
13	1.65	20,000	27.83%	6,210	12,000
14	1.33	25,320	43.70%	6,210	12,000
15	1.25	23,320	42.83%	6,210	12,000
16	2.05	26,000	29.12%	6,210	12,000
17	1.10	23,320	48.67%	6,210	12,000
18	2.00	43,320	49.72%	6,210	12,000
19	1.66	31,200	43.15%	5,700	10,000
20	1.59	33,080	47.76%	5,700	10,000
21	2.56	18,520	16.61%	5,700	10,000
22	1.30	21,440	37.86%	5,700	10,000
23&24	1.34	18,639	31.93%	5,700	10,000
25&26	1.13	16,841	34.21%	5,700	10,000
27	1.77	16,800	21.79%	5,700	10,000
28	1.74	17,600	23.22%	5,225	10,000
29	1.84	38,400	47.91%	5,180	10,000
30	2.19	22,120	23.19%	6,240	10,000
31	2.61	21,720	19.10%	6,490	10,000
32	2.97	15,480	11.97%	5,700	10,000
33	2.76	13,600	11.31%	5,700	10,000
34	2.97	24,400	18.86%	5,700	10,000
35	1.98	18,680	21.66%	5,225	10,000
36	3.08	12,000	8.94%	5,700	10,000
Averages	2.10	22,134	24.18%	5,912	10,353

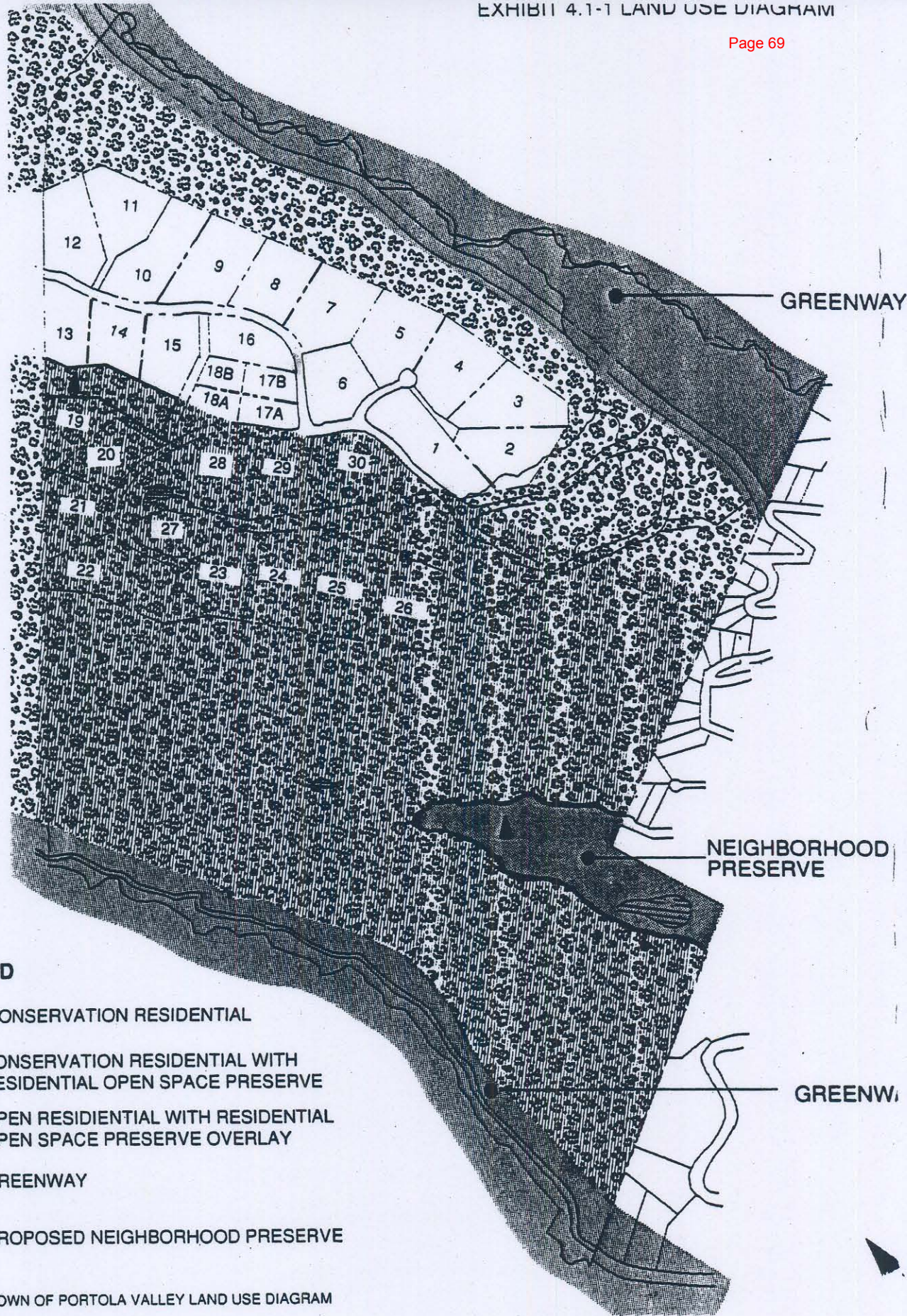
Note: Lot size data from Blue Oaks PUD statement. BE areas calculated from Blue Oaks subdivision map Sheet C-04, preped by BKF, dated 8/12/98. BE areas are only for comparison.

Total Blue Oaks site acreage = 285 acres






Average acreage per lot with 34 lots = 8.38 acres

Average acreage per lot with 36 lots = 7.91 acres

Average acreage per unit with 40 dwelling units = 7.125 acres

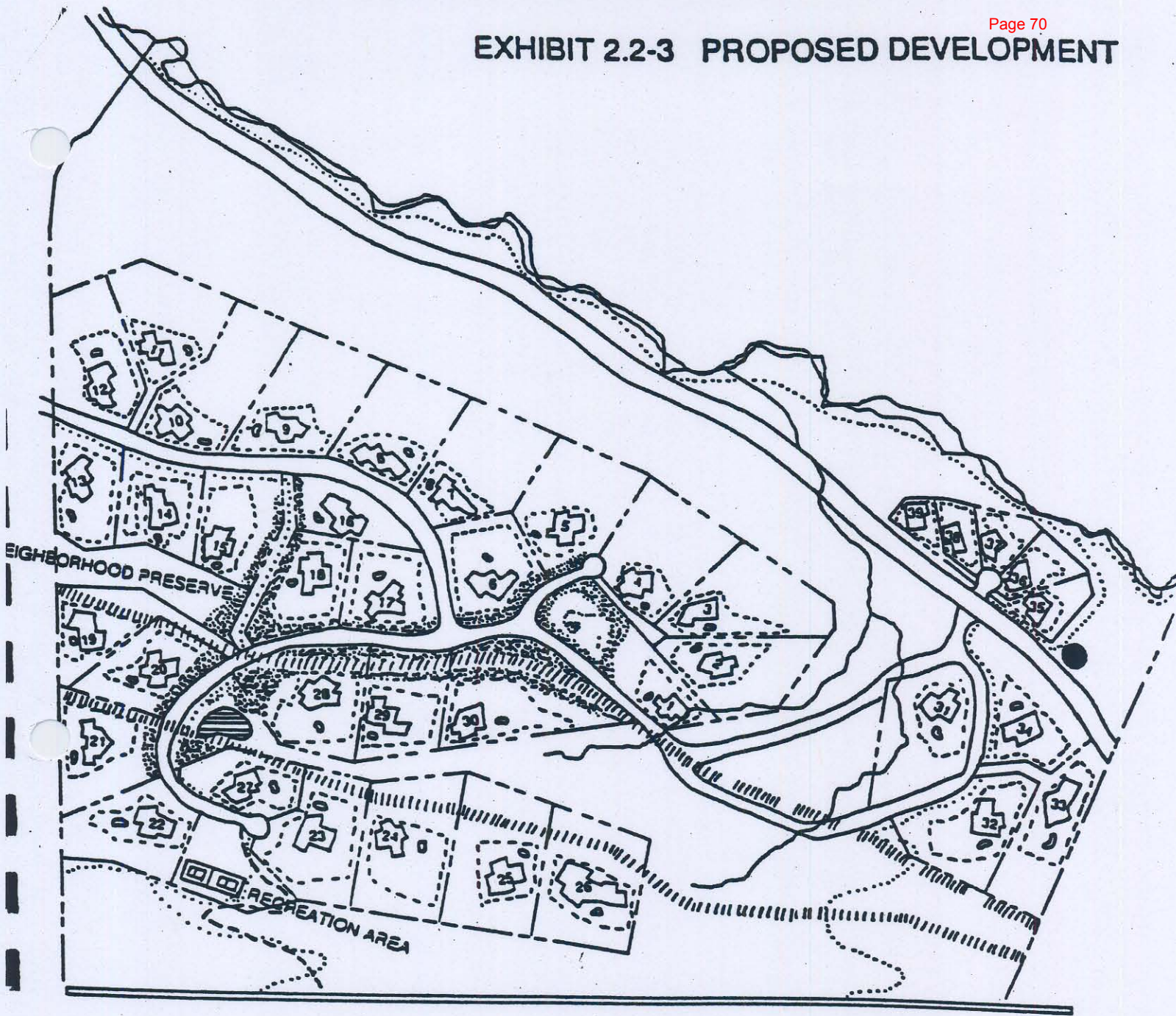


LEGEND










-  CONSERVATION RESIDENTIAL
-  CONSERVATION RESIDENTIAL WITH RESIDENTIAL OPEN SPACE PRESERVE
-  OPEN RESIDENTIAL WITH RESIDENTIAL OPEN SPACE PRESERVE OVERLAY
-  GREENWAY
-  PROPOSED NEIGHBORHOOD PRESERVE

SOURCE: TOWN OF PORTOLA VALLEY LAND USE DIAGRAM

EXHIBIT 2.2-3 PROPOSED DEVELOPMENT



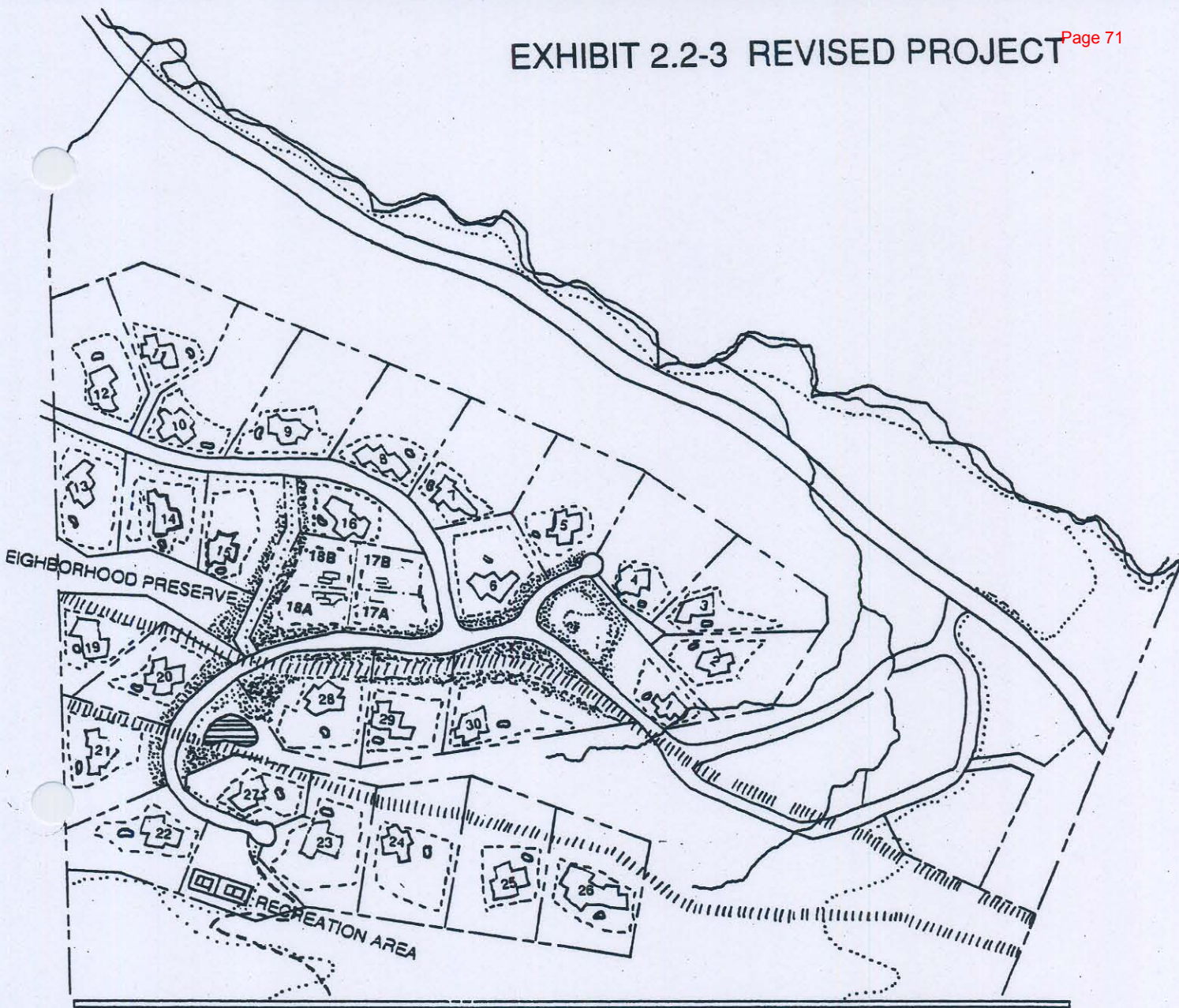
LEGEND

-  LOT LINE
-  BUILDING ENVELOPE
-  PROPOSED HOME LOCATION
-  PUBLIC TRAILS
-  EMERGENCY ACCESS
-  EXISTING POND
-  BUCK MEADOW
-  SAN ANDREAS FAULT ZONE
-  WATER TANK









800

1,600 FEET





LEGEND

-  LOT LINE
-  BUILDING ENVELOPE
-  PROPOSED HOME LOCATION
-  PUBLIC TRAILS
-  EMERGENCY ACCESS
-  EXISTING POND
-  BUCK MEADOW
-  SAN ANDREAS FAULT ZONE



November 7, 2012

Alexandra Von Feldt, Chair
Planning Commission
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Re: Comments on Planning Commission Agenda Item #3 - Public Hearing on Proposed Amendments to Blue Oaks Planned Unit Development and Lot Line Adjustment (November 7, 2012)

Dear Chair Von Feldt and Planning Commissioners:

Tonight the Planning Commission will take yet another step in the Town's efforts to relocate below market rate (BMR) units from the Blue Oaks Subdivision to 900 Portola Road by considering proposed amendments to the Blue Oaks Planned Unit Development (PUD) and making lot line adjustments to the Town's BMR lots. Keep PV Rural, a community organization that was founded by neighbors to ensure the Town's efforts to comply with affordable housing requirements do not jeopardize the rural nature of our Town, is submitting the following comments for consideration.

Keep PV Rural is concerned that the Town in its rush to show progress on affordable housing is failing to comply with the legal and regulatory requirements for the changes that it is proposing. As noted in the staff report for Agenda Item #3, the changes being proposed for the Blue Oaks PUD and the lot line adjustment require compliance with the California Environmental Quality Act ("CEQA"). CEQA, however, requires that the Town look at the "whole of the action" and not just pieces of a project. The Town in its previous discussions regarding the changes at Blue Oaks has repeatedly stated that discussions regarding the purchase of 900 Portola Road or the possibility of affordable housing on that site are outside the scope of what is being considered. We disagree.

Under CEQA, piecemealing or the segmenting of a project into smaller parts is not allowed, especially where the project when taken as a whole might have significant impacts. Here, the Town's effort at Blue Oaks is improper segmentation of a larger affordable housing project. It is segmentation because the PUD and lot line changes are required for the Town to sell the Blue Oaks lots. The Town must sell the Blue Oaks lots to purchase 900 Portola Road, which it intends to use as affordable housing. There is a lengthy paper trail to support a strong assertion that all these actions by the Town are for one "Project," the development of BMR at the former Al's Nursery site, and under CEQA the Town cannot split that "Project" into smaller pieces. Examples of that paper trail are as follows: the executed purchase/sale agreement for 900 Portola Road that is conditioned upon the sale of the Blue Oaks lots; public statements of its intent to develop affordable housing at 900 Portola Road; and, correspondence with affordable housing developers for the construction of BMR at 900 Portola Road.

The Town intends to purchase 900 Portola Road and build BMR on site but cannot do that until the Blue Oaks lots are sold. Clearly, all of these actions are interrelated and must be considered as one under CEQA, especially since once the Blue Oaks lots are sold the Town's ability to develop affordable housing on those lots is lost permanently. Simply put, the Town is starting down a path with the changes being considered tonight that once they being will set in motion a series of events that must be analyzed as one action under CEQA and cannot be segmented.

Blue Oaks is a beautiful part of Portola Valley and the environmental impact report ("EIR") prepared for the Blue Oaks PUD carefully placed building envelopes on each of the lots to ensure the natural environment was protected and to take into account unique characteristics of each site, including the view corridor and trees. The Town is now proposing changes without carefully analyzing how those changes interrelate with the existing environment on the site. Just because the Town needs to sell the Blue Oaks lots quickly does not justify approving changes to the PUD and adjusting lot lines that fail to adequately protect the environment and the existing Blue Oaks community.

We believe that further analysis is required as to the impact that development on the lots will have on the existing oak trees and view corridor. The Town is relying on the fact that the intensity of the development being proposed will be less and that the building envelopes will be smaller as justification for using an exemption. Simply because a project is smaller or less intense does not per se mean it will not have environmental impacts. The key to whether a project will have a potentially significant environmental impact is its setting, not its intensity. A 10,000 square foot house may have fewer impacts than a 2,500 square foot house if the larger house only removes 10 trees while the smaller house removes 30 trees and blocks a view corridor. To rely on the fact that there will be fewer homes, cars, etc. is not enough under CEQA and additional analysis is required.

Finally, we request that the Town Attorney clarify how the Town legally can sell the Blue Oaks lots and comply with its Subdivision Ordinance. Under Section 17.20.215 of the Town of Portola Valley Subdivision Code, each subdivision is required to construct affordable housing. Where a developer elects not to construct the affordable housing it can transfer lots to the Town for BMR development. The only opportunity to pay a fee for affordable housing is where there is a fraction of a lot and in that instance, and that instance only, a fee can be paid. The specific section of the Subdivision Code is as follows:

"17.20.215 - Inclusionary lot requirements.

Fifteen percent of the lot in a subdivision shall be developed for affordable housing, as defined in Section 18.04.055 of this code. The subdivider shall transfer these lots to the town and the town will seek an appropriate subdivider to construct the affordable housing. Alternatively, the subdivider, at the town council's discretion, may retain said lots and develop them for affordable housing subject to all provisions of this section. The subdivider shall provide to the inclusionary lots all subdivision improvements required by this section, and these lots shall be developed as a part of a PUD pursuant to Chapter 18.44 of this code. Deed restrictions approved by the town shall be placed on all inclusionary lots and/or units developed on these lots to ensure continued affordability of

the lots and/or units. In calculating the number of inclusionary lots to be provided, a fraction of a lot shall be rounded up to a whole lot; provided that the subdivider may, at the subdivider's option, provide to the town an in-lieu fee for any fractional lot. The amount of such in-lieu fees shall be set out in guidelines established by the town. The in-lieu fees shall be placed in a special housing fund for use solely for affordable housing. The town may waive an in-lieu fee if the subdivider agrees to build a number of affordable housing units acceptable to the town. Any subdivider subject to this section shall receive a density bonus of ten percent notwithstanding the provisions of Chapter 18.50. The procedures for calculating the density bonus shall be set out in guidelines established by the town.”

It is clear from the Town’s Subdivision Ordinance that its intent is to ensure that affordable housing is included throughout the community and specifically in new developments. The changes being proposed to the Blue Oaks PUD and the lifting of the BMR restrictions on those lots is a change in policy that is in direct conflict with the Town’s Subdivision Ordinance. If the Town wants to allow developers to pay a fee in lieu of dedicating lots for BMR that is something that Keep PV Rural can and will support. We see a benefit to the Town collecting fees that it can then use to construct affordable housing, contribute to affordable housing projects and/or support construction of more secondary housing units. We also agree in the Town providing flexibility to developers in meeting their affordable housing obligation so that the Town is not stuck with lots that it asserts it cannot develop. We are concerned, however, that the Town is making this policy change without adequately analyzing and studying the issue and the impact that this change might have on future projects. Again, just because the Town needs to sell the Blue Oaks lots does not mean it should circumvent the legal requirements for making such a significant policy change. We respectfully request an explanation as to how the Town can make this blanket change without revisions to its Subdivision Ordinance.

In sum, Keep PV Rural urges the Town to consider the whole of its action and the impact that the changes being considered tonight will have not only on Blue Oaks but also on the entire Town and future developments. If you have any questions about any of the items in this letter or would like to discuss it in more detail please let us know.

Sincerely,

Keep PV Rural
3130 Alpine Rd., Suite #288-235
Portola Valley CA 94028-7521
keepvrrural@gmail.com

October 31, 2012

Portola Valley Town Council
Portola Valley Planning Department

Subject: Ideas around Affordable Housing in PV.

I have been following the progress on "Affordable Housing" for Portola Valley in the Almanac. The path to get to completion of low cost housing seems to be still clouded. The sites the Town has and being considered do not look really suitable to me. So, here are some ideas and comments for implementation to meet the States requirements.

The area between Spring Down Equestrian Center and Portola Road should be considered for the housing. The Town can swap some of the "open space" in front of Spring Down for the open area between the tennis courts/ball-field and Portola Road. This would retain approximately the same areas in designated "open space". The present open space is shield from Portola Road by a row of trees and a small berm. The site is also well situated for access to commercial services and the town center.

An issue with the "Open Space" in front of Spring Down is the two San Andreas fault traces. I have not measured the separation between the traces but it appears there may be enough distance between them that high density housing can be built.

There would be no reason for continue with the purchase of the AI's Nursery site. The AI's site is odd shaped making it more difficult to develop for housing. The lots in Blue Oaks can be sold. This nets the Town about \$2.5 million.

I also think the town should look to the end point of the "Affordable Housing" program in order to make decisions that lead to a satisfactory program. So I have put together some numbers. Taking the median income levels in San Mateo County of \$87,000 for a single person and \$123,000 for a family of four, the purchasers can afford a monthly payment of near \$1800 and \$2600 per month respectfully. This is at 25% of the income going to towards housing payments. I used a 5% interest and a 20-year loan to figure that a \$300,000 loan for a single person and a \$450,000 for a family loan are upper limits for the purchasers to support. The 5% is a guess at a mortgage interest rate in a couple years. Given a 20% down payment to purchase a unit, the purchase prices will be in \$360,000 for a single person unit and \$540,000 for a family unit.

The unit sales price needs to be considered when evaluating a piece of property and construction techniques for "Affordable Housing". My suggestion is that the Town look for pieces of property that are easily prepared and are compatible with high density housing units. It may be prudent to consider developers that are experienced in construction techniques for modular duplexes or other multifamily buildings. The Town could have a pro-forma analysis done so before selecting a site it would know that the end sales price can be achieved.

Jerry Secrest
250 Willowbrook Dr

#7

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – October 26, 2012

- ☐ 1. Action Agenda – ASCC – Monday, October 22, 2012
- ☐ 2. Memo from Sharon Hanlon, Town Clerk to Sheriff's Dept re: Town Center Reservations for November 2012
- ☐ 3. Memo from Sharon Hanlon, Town Clerk: Monthly Meeting Schedule, November 2012
- ☐ 4. Email from resident JP Miller, to the Town Council re: Below Market Rate Housing
- ☐ 5. Letter from former Planning Manager Leslie Lambert to the Town Council and Staff
- ☐ 6. Letter from Boy Scout Troop #64 to the Town Council re: Usage Limits and Key Retention
- ☐ 7. Letter to Boy Scout Troop #64 from Town Manager re: Usage Limits and Key Retention
- ☐ 8. Correspondence to Mayor from SMC Transit Authority re: Pending Term Expirations for Three Board Members
- ☐ 9. Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, October 26, 2012

Attached Separates (Council Only)

- ☐ 1. Colantuono & Levin's C & L Newsletter "Update on Public Law" – Fall 2012
- ☐ 2. Lucile Packard Children's Hospital at Stanford, recent publications – October 17, 2012
- ☐ 3. "Labor" – November 2012



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, October 22, 2012
 Special Field Meeting (time and place as listed herein)
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION
AGENDA

SPECIAL FIELD MEETING*

4:00 p.m., Blue Oaks (convene at the intersection of Buck Meadow Drive and Redberry Ridge) Afternoon session for consideration of proposals for Blue Oaks PUD amendment and Lot Line adjustment. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Warr (All present. Also present: Tom Vlasic Town Planner; Nick Pegueros Town Manager; Steve Padovan Interim Planning Manager; CheyAnne Brown Planning Technician; Jeff Aalfs Town Council Liaison; Chip McIntosh Planning Commission Liaison)

3. Oral Communications: None.

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

4. Old Business:
 - a. Continued Review – Architectural Review For Residential Redevelopment, And Site Development Permit X9H-640, 260 Mapache Drive, Davison **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
 - b. Proposed Amendment to Blue Oaks PUD X7D-137, Lot Line Adjustment X6D-214, Lots 23-26, 3 & 5 Buck Meadow Drive, Town of Portola Valley **ASCC discussed, received public comment and offered input to be forwarded to the Planning Commission.**
5. New Business:
 - a. Proposed Lot Line Adjustment X6D-213, 20 and 30 Granada Court, Nebrig-Hall **ASCC discussed and offered input to be forwarded to the Planning Commission.**
 - b. Architectural Review And Site Development Permit X9H-642, House Additions, Remodeling And Guest House, 55 Stonegate Road, Hughes **ASCC offered comment and received public comment. Review continued to November 12, 2012 meeting and will include an afternoon field meeting.**

- c. Architectural Review for House Additions, 35 Golden Oak Drive, Pedersen **Project approved as submitted.**
6. Review of Conservation Committee Guidelines on Redwoods
ASCC discussed, received public comment and offered input to be forwarded to the Town Council.
7. Approval of Minutes: October 8, 2012 **Approved as submitted.**
8. Adjournment: **9:12 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: October 19, 2012

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: October 26, 2012
SUBJ: Town Center Reservations for November 2012

Following is the current schedule of events for the Town Center and surrounding area for November 2012.

- November 6: California General Election / Historic Schoolhouse / 6:00 am to 8:00 pm
- November 8, 9 & 10: Sound System Installation / Historic Schoolhouse / 7:00 am to 5:00 pm
- November 17: Green Building Tour w/Larry Strain / Town Center / 11:00 am to 12:45 pm
- November 22 & 23: Town Hall closed / Thanksgiving Holiday / 8:00 am to 5:00 pm
- November 30: Volunteer Appreciation Party / Community Hall / 6:00 – 9:00 pm

Town of Portola Valley

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

NOVEMBER 2012 MEETING SCHEDULE

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

TOWN COUNCIL – 7:30 PM (Meets 2nd & 4th Wednesdays)

Wednesday, November 14, 2012

Wednesday, November 28, 2012

PLANNING COMMISSION – 7:30 PM (Meets 1st & 3rd Wednesdays)

Council Liaison – Ann Wengert (for months Oct, Nov & Dec)

Wednesday, November 7, 2012

Wednesday, November 21, 2012

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2nd & 4th Mondays)

Council Liaison – Jeff Aalfs

Monday, November 12, 2012

Monday, November 26, 2012

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE (Meets 1st Wednesday of every month)

Council Liaison – Ann Wengert

Wednesday, November 7, 2012

CABLE TV COMMITTEE – 8:15 AM (Meets 2nd Thursday) alternate odd numbered months

Council Liaison – Ted Driscoll

Thursday, November 8, 2012 (Special meeting location – Alder Room of Community Hall)

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 7:45 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, November 27, 2012

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, November 8, 2012 at 1:00 PM (Special meeting location – Alder Room of Community Hall)

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, November 8, 2012

FINANCE COMMITTEE

Council Liaison – Jeff Aalfs
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

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

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Jeff Aalfs

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3rd Monday)

Council Liaison – Ann Wengert
Monday, November 19, 2012

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll
As announced

SUSTAINABILITY COMMITTEE – 4:00 PM (Meets 3rd Monday)

Council Liaison – Maryann Derwin

CANCELLED

TEEN COMMITTEE

Council Liaison – Jeff Aalfs
As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)

Council Liaison – Ann Wengert
Tuesday, November 13, 2012 – 8:15 AM

From: JP Miller [jpmsf37@gmail.com]
Sent: Monday, October 22, 2012 3:52 AM
To: TownCenter; Maryann Derwin; John Richards; Jeff Aalfs; Ted Driscoll; Ann Wengert; Roseann Miller
Subject: Below Market Rate Housing

Dear Town Council Members,

I am a 20+ resident of Portola Valley, but have not been active in town affairs over those years. I am addressing this email to all of you because I am not sure if it should go to one particular person and, in any case, it would be good for all of you to understand the questions that I have.

Recently, as you may be aware, there have been some emails on PV Forum discussing the issue of below market rate housing, especially in light of the planned Blue Oaks/ Al's Nursery transactions.

Since this issue is of interest to me, I went to the Town website to see what I could learn but, while there is some useful information there, it does not answer some questions I have. I have a number of questions, but feel they would be best asked and answered in a public forum that would allow for dialogue, as my questions are not necessarily simple and self-contained. Answers to one question lead to others questions.

However, let me pose a few of the questions on my mind currently.

My first question is: When will there be an opportunity at Town Council for citizens to question the current situation/ plans in regards to Blue Oaks and Al's Nursery?

Second question(s), Why does PV have to own a property for it to be turned into below market rate housing? Why can't PV zone certain parcels appropriately to ensure such development? Ancilliary to this: On the PV Town website, it says that there's no guarantee appropriate below market rate housing can be built on the Al's Nursery site, yet PV is planning to purchase it. That seems like an unwise decision. Any developer would figure those things out before they bought a parcel for development, why wouldn't PV do the same? Yes, sometimes a developer buys a parcel and runs into unexpected impediments, but that's different from saying, essentially, "we have no idea until we buy it," which is what it sounds PV is saying on its website. I find that unacceptable, but maybe it is because I a, not well-enough informed on the matter.

Third question, Could PV use funds derived from a Blue Oaks sale to promote/ subsidize secondary dwellings to meet the below market rate housing requirement? If Al's would have 12 units, that would seem not a great number to be met through that alternative. If I understand correctly, Blue Oaks is likely to generate ~\$3M. That would be \$250K subsidy per secondary below market rate housing unit.

If the above questions/ issues have been publicly discussed and are available in the public record, could you point me to the appropriate Town Council Meeting minutes (or other sources)?

Finally, could you identify the Town Council Meeting minutes in the last 3-4 years that address the issue of below market rate housing? I would like to catch up on this issue to be better informed.

Thank you for your consideration.

JP Miller
94 Groveland Street

LESLIE LAMBERT

October 24, 2012

Dear Members of the Town Council and Town Staff,

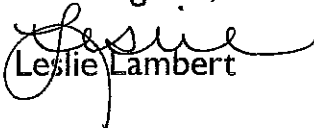
I wish to thank you all for the very amazing and lovely day at my retirement party. I don't even know how to tell you just how much that meant to me. Not only was the party delightfully decorated, the food was delicious, but mostly it was very touching to me to have so many wonderful people there to share the day. It was beautiful and I thank you for your heartwarming thoughts and support.

I know that I have said this before, but it needs to be said again. I cannot even tell you how much you have all meant to me over the last 20+ years. I have met so many wonderful people, I have learned so much from everyone. I thank you all for the incredible experience and the time that I have spent with the Town.

As you know, the past 21 months have been a challenge for me. This has been a lot for me to go through, I could not have done it without your support. You have given me strength to help me move forward. I will continue to pursue and I will move on. My next challenge and hope is that I can help others that have had Traumatic Brain Injuries, so that they too can move forward.

I will continue to keep an eye on what is happening in the Town and when I get a chance, I will come back to visit. Please stay in touch! Thank you all for everything. It truly has been a pleasure to get to know you all and work with you over the past years.

Best Regards,


Leslie Lambert

October 22, 2012

Boy Scout Troop 64
Kathryn Fitzgerald
15 Dos Loma Vista Street
Portola Valley CA 94208

Dear Mayor Derwin, Vice Mayor Richards, Council Members Mr. Aalfs, Mr. Driscoll and Ms. Wengert:

Boy Scout Troop 64 has been using the Alder Room at the Portola Valley Town Center since 2009. We generally meet on Thursdays from 7 to 9 p.m. when the Portola Valley School District is in session, which works out to one to four meetings per month. Sometimes we also reserve the adjacent Buckeye Room for small breakout meetings during the same time when the Scouts have Boards of Review, approximately once per month. We have really appreciated the use of this nice facility with the large adjacent grass fields for the boys to play on.

Stacie Nerdahl, our town's Acting Administrative Services Director, has done a thorough review of the Town's *Community Hall and Activity Rooms Use/Rental Policies and Procedures* and brought to the attention of Troop 64 that we are not in compliance with the policies, requesting us to reduce our usage to twice per month.

The Scoutmaster (Kirt Williams) has checked out a room key during the school year since 2009. This is the logical thing to do for regular users, saving them gas and saving everyone time. Ms. Nerdahl also asked that the key be returned this month. The key is now to be checked out on Thursdays and returned on Fridays.

We respectfully request that the Town Council consider a change in policy as written to (1) allow us to meet weekly and to (2) retain a key:

1. Change the current policy in the *Rental Application & Agreement* **from**
"Community neighborhood sponsored groups and local non-profit organizations are eligible to reserve space in the facilities up to *twice each month* at no charge"
to
"Community neighborhood sponsored groups and local non-profit organizations are eligible to reserve space in the facilities up to *once a week* at no charge."
2. Change the room key policy back to something along the lines of: "Regularly scheduled users of the Town's rooms may, with permission, retain a key during the year to be promptly returned to the town upon request of the Town Administrator."

There is apparently little demand for rooms when we are meeting, as the Buckeye Room and Community Hall (aka Coffeeberry Room) are rarely used when we are there, so competition for the room does not seem to be an issue.

Troop 64 is an important part of the Portola Valley community. While teaching our boys life skills, we have supported many of the town's activities, such as planting native plants along the creek at the remodeled town center, conservation projects and building projects at Corte Madera School, selling low-cost energy-efficient LED light bulbs, providing labor for flight night and astronomy night, and regularly barbecuing at town picnics. For the greater community, we have held a drive and provided bicycles and camping equipment to residents of a homeless shelter, built custom-made benches for local churches and parks, built cat houses for an animal shelter, collected supplies for disabled veterans, and built underwater wheelchairs. We would like to continue our mission of influencing boys to become strong productive members of Portola Valley's community through our weekly meetings.

Thank you for your consideration.

Signed,

Kirt Williams (Scoutmaster), Willowbrook Drive
 Erika Zipf-Williams (Scout parent), Willowbrook Drive
 Gordon Williams (Boy Scout), Willowbrook Drive
 Reed Williams (Boy Scout), Willowbrook Drive
 Brynn Williams (Girl Scout), Willowbrook Drive
 Carl Baier (former Scoutmaster), Crescent Avenue
 Tamara Suden (Scout parent), Crescent Avenue
 George Baier (Boy Scout), Crescent Avenue
 Kathryn Fitzgerald (Troop Committee member), Dos Loma Vista Street
 Peter Fitzgerald (Scout parent), Dos Loma Vista Street
 Mike Fitzgerald (Boy Scout), Dos Loma Vista Street
 Alison Krausz (past Membership Coordinator), Shawnee Pass
 Dave Duff (Assistant Scoutmaster), Cervantes Road
 Eleanor Duff (Scout parent), Cervantes Road
 Alex Duff (Boy Scout), Cervantes Road
 Megan Duff (honorary Troop Member), Cervantes Road
 Doug Morss (Scout parent), Grove Drive
 Ching Wu (Scout parent), Grove Drive
 Ben Morss, (Boy Scout), Grove Drive
 Sofie Vandeputte (Scout parent), Cervantes Road
 Ward Vercruysse (Scout parent), Cervantes Road
 Alec Vercruysse (Boy Scout), Cervantes Road
 Glen Howard, (Scout parent), Bow Way
 Jill Howard (Scout parent), Bow Way
 John Howard (Boy Scout), Bow Way

Emily Howard (Girl Scout), Bow Way
 Steve Humphreys (Scout parent), Piñon Drive
 Meredith McClintock (Scout parent), Piñon Drive
 Cameron Humphreys (Boy Scout), Piñon Drive
 Karen Jordan (Scout parent), Paso del Arroyo
 Jeff Jordan (Scout parent), Paso del Arroyo
 Connor Jordan (Boy Scout), Paso del Arroyo
 Sally S. Harris (Assistant Scoutmaster), Corte Madera Road
 Valerie E. Quarmby (Scout parent), Corte Madera Road
 Scott Q. Harris, Corte Madera Road
 Lucas Q. Harris (Boy Scout), Corte Madera Road
 Phil Barth (Assistant Scoutmaster), Wayside Road
 Leslie Field-Barth (Scout parent), Wayside Road
 Greg Barth (Boy Scout), Wayside Road
 Ron Dalman (Scout parent), Cervantes Road
 Jocelyn Dalman (Scout parent), Cervantes Road
 Randy Holthaus (Merit badge counselor), Naranja Way
 Lynn Holthaus (Scout parent), Naranja Way
 Wesley Holthaus (Boy Scout), Naranja Way
 William Holthaus (Cub Scout), Naranja Way
 Lance Vaughan (Assistant Scoutmaster), Groveland Street
 Gerald Sauer (Assistant Scoutmaster), Sandstone Street
 Karen Peterson (Scout parent), Sandstone Street
 Christopher Sauer (Boy Scout), Sandstone Street
 Connie Lin (Scout parent), Kiowa Court
 Benjamin Chang (Scout parent), Kiowa Court
 Terry Wang (Boy Scout), Kiowa Court
 Chuck Corley (former Scout parent), Golden Oak Drive
 Kristi Corley (former Scout parent), Golden Oak Drive
 Bruce Kubicka (Scout parent), Hillbrook Drive
 Jacqueline Kubicka (merit badge counselor), Hillbrook Drive
 Andrew Kubicka (Boy Scout), Hillbrook Drive
 Sam Schillace (Scout parent), Portola Green Circle
 Angela Schillace (Kiwanis liaison), Portola Green Circle

Kathy Hovsmith (Scout parent)
 Skip Hovsmith (Scout parent)
 Nick Hovsmith (Boy Scout)
 Denise Mohsenin (Scout parent)
 Darian Mohsenin (Boy Scout)
 Zarin Mohsenin
 Scott Paulsen (Assistant Scoutmaster)
 Sherlen Paulsen (Scout parent)
 Brandon Paulsen (Boy Scout)
 Justin Paulsen (Boy Scout)
 Saqib Jang (Merit badge counselor)

Shazia Jang (Scout parent)
Nadir Jang (Boy Scout)
Wayne Behrens (Assistant Scoutmaster)
Kim Hamrick (Scout parent)
Alex Behrens (Boy Scout)
Elianne Frenkel-Popell (Scout parent)
Jeffrey Frenkel-Popell (Boy Scout)
Natasha Humphries (Assistant Scoutmaster, Training Coordinator)
Rahm Humphries-Hodge (Boy Scout)
Martin Bronk (Assistant Scoutmaster)
Sallie DeGolia (Scout parent)
Theodore Bronk (Boy Scout)
Saqib Jang (merit badge counselor)
Shazia Jang (Scout parent)
Nadir Jang (Boy Scout)

Town of Portola Valley

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

October 25, 2012

Boy Scout Troop 64
Attn: Kathryn Fitzgerald
15 Dos Loma Vista Street
Portola Valley, CA 94028

Dear Kathryn and Members/Parents of the Troop:

Thank you for your letter requesting the Town Council to consider revisions to the current usage policies for the Community Hall. The Mayor has forwarded your request to me for response.

The current usage policy for the user category of *Community/Neighborhood Sponsored Local Groups* allows for free usage of the facility up to twice per month. While the Town appreciates your desire to increase the usage allowance for your user category to a weekly basis, the existing usage limits are in place to ensure access to the widest variety of potential users of the Town's facilities.

Please note that there actually is a high demand for the facility; however, both instructors and staff members have found it a challenge to use other areas of the facility on Thursday evenings due to significant levels of disruption from Troop 64's usage of the Alder Room and adjacent fields.

Finally, in regard to your request to change room key policy, please note that the Town does not have a written policy in effect for keys for the Community Hall. It is incumbent upon staff to take appropriate measures to ensure the safety and security of the facility during non-business hours. Therefore, keys are only checked out to instructors who offer classes which are open to the public during non-business hours. All other users of the facility must check in with the Town during normal business hours prior to their event to obtain a facility key if their event occurs outside normal business hours.

Sincerely,



Nick Pegueros
Town Manager

cc: Mayor and Members of the Town Council
Acting Administrative Services Director Stacie Nerdahl



CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
ROSANNE FOUST
DON HORSLEY
TERRY NAGEL
NAOMI PATRIDGE
SEPI RICHARDSON

MICHAEL J. SCANLON
EXECUTIVE DIRECTOR

October 23, 2012

Maryann Moise Derwin
Chair- City Selection Committee
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

Dear Ms. Derwin:

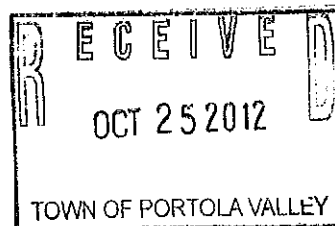
This letter is to inform you that the Southern County seat held by Rosanne Foust on the San Mateo County Transportation Authority (SMCTA) Board of Directors will expire on December 31, 2012 and that a re-appointment or an appointment by the City Selection Committee therefore should be made. The term for this seat is January 1, 2013 to December 31, 2014.

If you have questions or require any additional information, please feel free to contact me at 508-6242 or martinezm@samtrans.com.

Sincerely,


Martha A. Martinez
Authority Secretary

cc: SMCTA Board
M. Scanlon
D. Miller
R. Romero, City Selection Committee Secretary





CAROLE GROOM, CHAIR
KARYL MATSUMOTO, VICE CHAIR
ROSANNE FOUST
DON HORSLEY
TERRY NAGEL
NAOMI PATRIDGE
SEPI RICHARDSON

MICHAEL J. SCANLON
EXECUTIVE DIRECTOR

October 23, 2012

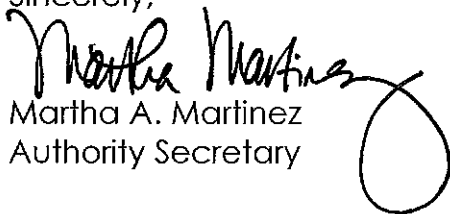
Maryann Moise Derwin
Chair- City Selection Committee
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

Dear Ms. Derwin:

This letter is to inform you that the Central County seat held by Terry Nagel on the San Mateo County Transportation Authority (SMCTA) Board of Directors will expire on December 31, 2012 and that a re-appointment or an appointment by the City Selection Committee therefore should be made. The term for this seat is January 1, 2013 to December 31, 2014.

If you have questions or require any additional information, please feel free to contact me at 508-6242 or martinezm@samtrans.com.

Sincerely,


Martha A. Martinez
Authority Secretary

cc: SMCTA Board
M. Scanlon
D. Miller
R. Romero, City Selection Committee Secretary



JERRY DEAL, CHAIR
CAROLE GROOM, VICE CHAIR
JEFF GEE
ROSE GUILBAULT
SHIRLEY HARRIS
ZOE KERSTEEN-TUCKER
ARTHUR L. LLOYD
KARYL MATSUMOTO
ADRIENNE TISSIER

MICHAEL J. SCANLON
GENERAL MANAGER/CEO

October 23, 2012

Maryann Moise Derwin
Chair- City Selection Committee
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

Dear Ms. Derwin:

This letter is to inform you that the Southern County seat held by Jeff Gee on the San Mateo County Transit District (SamTrans) Board of Directors expires on December 31, 2012 and that a reappointment or new appointment by the City Selection Committee therefore should be made. The term for this office is January 1, 2013 to December 31, 2016.

If you have questions or require any additional information, please feel free to contact me at 508-6242 or martinezm@samtrans.com.

Sincerely,


Martha A. Martinez
District Secretary

cc: SamTrans Board
M. Scanlon
D. Miller, Hanson Bridgett
R. Romero, City Selection Committee Secretary



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: October 26, 2012
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended October 26, 2012.

1. **Roundtable Meeting on Fire Prevention** – Tracy Sherman from the Los Trancos County Water District convened a roundtable meeting with the Water District, fire representatives from WFPD and Palo Alto, representatives from Blue Oaks and Portola Valley Ranch, and town staff. The meeting focused on fire danger concerns of the various stakeholders with specific emphasis on communications during an emergency and roadside fuel management. The meeting was quite informative and will likely be repeated in the new year.
2. **Discussion of Jasper Ridge 40th Anniversary Event** – Staff met with Phillipe Cohen to conclude discussion on the Jasper Ridge 40th Anniversary Event at Community Hall. We've reserved CH for the event but Jasper Ridge would also like to host a 3-4 week art exhibit of Robert Buttleman's photographs that would serve as the backdrop for their anniversary event. Not knowing the Town's policies for Community Hall, I had given the OK to Phillipe back in July contingent on my discussions of the event with the Cultural Arts Committee. I discussed the request with Town staff and the attached summary outlines the challenges that an art exhibit would encounter if allowed. On October 11th, I met with the Cultural Arts Committee to discuss the request and the Committee recommended against an exhibit in Community Hall citing past prohibitions on art exhibits. The Committee recommended that Jasper Ridge consider the gallery at Woodside Priory or hanging the portraits in the library. Staff is working with Jasper Ridge to attempt to find a more suitable location for a multi-week exhibit.

3. **Emergency Preparedness Council SMCo and SCo Joint Meeting** – I attended the first joint meeting between the Emergency Preparedness Councils of San Mateo and Santa Clara Counties. The purpose of the meeting was to acquaint local elected officials, emergency preparedness staff, fire chiefs, and OES officials with each other so that in the event of a regional disaster the key players know each other. The group will attempt to get together more regularly to build on the success of this event.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager

FROM: Stacie Nerdahl, Acting Administrative Services Director

DATE: October 9, 2012

RE: Extended Art Exhibit in Community Hall

I have reviewed the Community Hall policies and discussed the above-referenced subject with other staff members who have more history in managing the facility than I do. The following list summarizes staff's primary concerns and comments regarding extended art exhibits.

- The maximum rental period specified and allowed for in the application and policies is **one day**. Extended usage of the facility is prohibited by the following usage limitations:
 - Private users may rent the Community Hall no more than *twice per year*.
 - Sponsored local non-profits and/or neighborhood groups may reserve the Community Hall no more than *twice each month*.
- The Community Hall facilities are locked unless they are in use by an instructor (karate, aerobic fitness, yoga) or a private user (wedding, reception, private party).
 - When the facility has been left unlocked and unsupervised in the past, there have been issues of both theft and of unwanted articles and materials being deposited for staff to dispose of. If the facility is left unlocked and unsupervised for extended periods of time, materials and equipment that belong to the Town and long-term instructors are unsecured and exposed to theft, vandalism and/or unauthorized usage.
 - As the building is unlocked only when in use by instructors or private users, any artwork on display for an extended time-frame is unavailable to the general public for the majority of time. Furthermore, it would not be reasonable to expect fee-paying users of the facility to permit interruptions by art exhibit visitors during their karate/fitness/yoga classes or private parties.

- There have been multiple occasions when visitors to the Town Center campus have requested staff to unlock the Community Hall so that they could use it for stretching, dance rehearsals, etc. Ultimately, these visitors declined to complete an application, submit fees and satisfy insurance requirements.
- Community Hall usage policies strictly prohibit using nails on any surface. Therefore, artwork for any event is required to be displayed on easels or other free-standing apparatuses. An extended art show would create a liability of multiple obstacle/tripping hazards for other facility users.
- Private users (ie. wedding receptions, memorials, retirement parties) understandably expect a “blank canvas” for their event so that they may create their own event theme or environment.
 - An extended art exhibit may impact revenue for the Town as potential renters may choose not to use the facility if artwork remains on display.
 - If artwork is not removed during private events, there is potential liability due to damaged or missing artwork.
 - If artwork is to be removed during private events, the take-down/re-set processes will create additional scheduling challenges for staff to allow for the additional facility usage time by the exhibit host.
- Due to the restrictions of the German grant, usage of the Community Hall is closely monitored to ensure that the facility is being used primarily for charitable purposes. Whether or not an extended art exhibit qualifies as a charitable use would ultimately have to be considered and decided upon by the German granting agency and/or tax authority.

For the reasons listed above, staff has rejected prior requests to host art exhibits in the Community Hall. Staff also recommends against selective application of the town policies.

TOWN COUNCIL WEEKLY DIGEST

Friday – November 2, 2012

- 1. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, November 7, 2012
- 2. Agenda – Planning Commission – Wednesday, November 7, 2012
- 3. Agenda – Emergency Preparedness Committee – Thursday, November 8, 2012
- 4. Agenda – Cable Committee – Thursday, November 8, 2012
- 5. Agenda – Cultural Arts Committee – Thursday, November 8, 2012
- 6. Email from Fire Chief, Dan Ghiorso to Town Manager, Nick Pegueros re: - Fire Prevention Fee
- 7. Letter from County of San Mateo Supervisor, Adrienne Tissier to Mayor Derwin re: Reusable Bag Ordinance – October 29, 2012
- 8. Email from Secretary to the City Selection Committee, Becky Romero to San Mateo County Mayors and Council members re: Notice of possible interest to apply to a City Selection Committee Board or Committee at the Council of Cities December 14 meeting – October 29, 2012
- 9. Letter from Mayor Derwin to the residents of Portola Valley re: Response to letter of request to agendize the potential sale of Blue Oaks lots and purchase of 900 Portola Road – October 24, 2012
- 10. Email from resident, Anne Hillman to Mayor Derwin re: - Thanking the Mayor and Council members for the response letter regarding the request to agendize the potential sale of the Blue Oaks lots and purchase of 900 Portola Road
- 11. Memo from Town Planner, Tom Vlasic and Principal Planner, Karen Kristiansson re: - Zoning Ordinance update status, process and anticipated Town Council involvement – October 29, 2012
- 12. Memo from Interim Planning Manager, Steve Padovan, re: Update on ASCC and Planning Commission Reappointments and New Applicants
- 13. Memo from Sustainability Coordinator, Brandi de Garreaux to the Town Council re: – Reusable Bag Ordinance – November 2, 2012
- 14. Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, November 2, 2012

Attached Separates (Council Only)

- 1. Comcast – September 2012
- 2. San Mateo County Sheriff's Office – Incidents Report for Friday, October 26 – Monday, October 29, 2012
- 3. San Mateo County Sheriff's Office – Citation, Arrests and Accident Statistics for the month of October 2012 – October 31, 2012



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee

Wednesday, November 7, 2012 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to Order
2. Oral Communications
3. Approve Minutes from October 3 (regular) & 15 (special), 2012 meeting
4. Bike Lanes
5. Alpine Trail and Crosswalks
6. Sheriff's Report
7. Ranch Striping
8. Corte Madera Neighborhood Traffic
9. 280 / Alpine
10. Disbanding Subcommittees (in favor of ad hoc committees)
11. Adding Committee members



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, November 7, 2012 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. *Public Hearing:* Proposed Lot Line Adjustment X6D-213, 20 & 30 Granada Court, Nebrig-Hall
2. *Public Hearing:* Site Development Permit X9H-640, 260 Mapache Drive, Davison
3. *Public Hearing:* Proposed Amendment to Blue Oaks PUD X7D-137, Lots 23-26, 3 & 5 Buck Meadow Drive, and Lot Line Adjustment X6D-214, Town of Portola Valley

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: October 17, 2012

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

Planning Commission Agenda
November 7, 2012
Page Two

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

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: November 2, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, November 8, 2012 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to order
2. Oral communications
3. Review and approve minutes of October meeting
4. Review and submit membership for EPC roster for 2013
5. EPC Chair for 2013
 - Nominations
 - Vote if able, otherwise defer vote to December meeting
6. Discussion of Medical Corps
7. Discussion of alternate EOC
8. Discussion of "Quick Cards"
 - Updates required?
9. Review Emergency Broadcast (AM) Radio project
 - Update
 - Discussion on "operating policy"
10. Subcommittee reports
11. Review of Goals
12. Other business
13. Adjourn promptly at 9 AM



TOWN OF PORTOLA VALLEY
Special Cable & Undergrounding
Committee

Thursday, November 8, 2012 – 8:15 AM
Alder Room in the Community Hall
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Oral Communications from Members of the Public
3. Approval of Special Meeting minutes of September 20, 2012
4. Old Business
 - Town Council Resolution. Status – Bob, MJ, Howard
 - Rule 20 Undergrounding Update – Howard. (The other utilities have been invited to attend)
 - Samcat
 - Welcome new member Dar Hay
5. New Business
 - Dar Hay on Rule 20A allocation
 - Holiday party
 - Member reappointment for 2013
 - Measurable committee objectives for 2013
6. Adjournment:

Note: **Special meeting location in the Alder Room of the Community Hall**

Next meeting on January 10, 2013 at 8:15 am

**TOWN OF PORTOLA VALLEY*****Cultural Arts Committee*****Thursday, November 8, 2012 - 1:00 PM****Alder Room in Town Center Community Hall
765 Portola Road, Portola Valley, CA****AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of October minutes
4. Old Business:
 - Holiday Faire update –
 - Choose non-profit(s) for Holiday Faire
 - Verify Holiday Faire banner ordered
 - Parking arrangements for Holiday Faire
 - Volunteer signups for setup, cleanup, assisting during Faire
 - Quilt project update
 - Tile project update
 - Art Show at the Priory update
 - Increase size of our committee status
 - Jasper Ridge photo exhibit project
 - AC Outlet/outdoor microphone project
 - Science Committee sharing expenses with Cultural Arts Committee
5. New Business:
 - Collaboration with PV Women's Club for art projects
 - Project planning for 2013
6. Adjournment

Note the location of this special meeting

Nick Pegueros

From: Dan Ghorso <DGhorso@woodsidefire.org>
Sent: Tuesday, October 30, 2012 11:39 AM
To: Denise Enea; Tracy Sherman; Nick Pegueros; Howard Young; Kenneth Dueker; Joe Lo Coco; Carrollrice@aol.com; Catherine Capriles; Curt Dunn; Joy D. Elliott; Dudley Carlson; brisuhome@aol.com; stephen marra; Portola Valley Ranch; walter.passmore@cityofpaloalto.org
Cc: KBryant@woodsidesetown.org
Subject: RE: CA Fire Prevention Fee

Hi all,

Just to make sure everyone is up to date as possible on this "Fire Prevention Fee". I have been in contact with the state, on the local level, and they are as frustrated with this fee as we are. It is said that the fee is to be used for prevention, there is no plan as of yet that I know of from the state. I have personally called the state (Sacramento) and they referred me to the local Fire Jurisdiction??? When they found out I was the local Fire jurisdiction, they had nothing to say in the way of any plan that was forthcoming by the state. They really don't know what is to be done.

We (the fire district) have no say and expect no benefits from this fee (there is no plan to share the \$\$, although that is what the law says).

It was enacted over a year ago, and the governor has made it clear they will start collecting it. With that said, there are already a few lawsuits in the works, but of course those wheels turn slowly. Bottom line, there is no determination how or where the money will be used.

I have attached the state website and their mapping according to the state. There is a link to petition for redetermination. I would suggest you all look at the map of the state to be sure that you are in a SRA as they have been wrong on numerous occasions already.

Please do not hesitate to call me if you want to vent, I truly do understand, just don't have any say when it comes to this fee.

<http://www.firepreventionfee.org/>

Please feel free to share this email, as I am sure there are many more frustrated and confused folks out there.

Stay Safe all,
Dan

Daniel J. Ghorso
Fire Chief
Woodside Fire Protection District
3111 Woodside Road
Woodside, CA 94062
650-851-1594 Work
dghiorso@woodsidefire.org

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

From: Denise Enea

Sent: Tuesday, October 30, 2012 10:48 AM

To: 'Tracy Sherman'; Nick Pegueros; Howard Young; Kenneth Dueker; Joe Lo Coco; Carollrice@aol.com; Catherine Capriles; Curt Dunn; Joy D. Elliott; Dudley Carlson; brisuhome@aol.com; stephen marra; Portola Valley Ranch; walter.passmore@cityofpaloalto.org

Cc: Dan Ghiorso

Subject: RE: CA Fire Prevention Fee

Hi Tracy - I received the same mailing at my house yesterday. This fee is payable to the State of California and I have not heard or seen a list of projects this fee will be funding in Unincorporated San Mateo County let alone anything State wide. Unfortunately the Fire District will not have access to this new money. The State will be holding it in its coffers and calling the shots on its utilization. Little if nothing has been published about where, when and how it will be used. All of Los Trancos and Vista Verde are within the Woodside Fire Protection District so everyone should receive the \$35.00 reduction. This fee is not applicable to anyone within the Town boundaries of Woodside or Portola Valley only properties in unincorporated San Mateo County.

About the Fire Prevention Fee From the State Web Site:

The State Responsibility Area (SRA) Fire Prevention Benefit Fee was enacted following the signing of Assembly Bill X1 29 in July 2011. The law approved the new annual Fire Prevention Fee to pay for fire prevention services within the SRA. The fee is applied to all habitable structures within the SRA.

The fee is levied at the rate of \$150 per habitable structure, which is defined as a building that can be occupied for residential use. Owners of habitable structures who are also within the boundaries of a local fire protection agency will receive a reduction of \$35 per habitable structure.

This fee will fund a variety of important fire prevention services within the SRA including brush clearance around communities on public lands, along roadways and evacuation routes; and activities to improve forest health so the forest can better withstand wildfire.

What is the State Responsibility Area (SRA)?

The State Responsibility Area (SRA) is the area of the state where the State of California is financially responsible for the prevention and suppression of wildfires. SRA includes unincorporated lands and does not include lands within city boundaries or in federal ownership.

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

From: Tracy Sherman [<mailto:tasherman1@earthlink.net>]

Sent: Tuesday, October 30, 2012 10:14 AM

To: Nick Pegueros; Howard Young; Denise Enea; Kenneth Dueker; Joe Lo Coco; Carollrice@aol.com; Catherine Capriles; Curt Dunn; Joy D. Elliott; Dudley Carlson; brisuhome@aol.com; stephen marra; Tracy Sherman; Portola Valley Ranch; walter.passmore@cityofpalocalto.org

Subject: CA Fire Prevention Fee

Hi all,

Just received the attached in the mail yesterday...looks like homeowners in certain fire prone areas will be taxed each year \$150 per habitable structure.

Denise - do you know much about this? How will the money be used? And, will it be used for fire mitigation in the areas that are being taxed?

Thanks -

Tracy

Dear Property Owner,

The Legislature recently passed and the Governor signed legislation to require some property owners to pay a fee for state fire prevention services in their area.

According to the California Department of Forestry and Fire Protection (CAL FIRE), you own property in one of the designated areas and must pay the new California Fire Prevention Fee. The Board of Equalization is required by law to collect the fee.

As the owner of property within this area, you will soon receive a bill requiring you to pay up to \$150 per habitable structure. After you receive your bill, you will have 30 days from the date on the bill to send a payment or appeal the amount of the bill in writing.

If you have any questions about this fee, call 1-888-310-6447 or visit www.firepreventionfee.org.

CA Fire Prevention Fee - Bill Coming Soon



Publication 248 (9-12)

Board of Supervisors



COUNTY OF SAN MATEO

COUNTY GOVERNMENT CENTER • REDWOOD CITY • CALIFORNIA 94063-1662
 WEB PAGE ADDRESS: <http://www.co.sanmateo.ca.us>

BOARD OF SUPERVISORS

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 ADRIENNE TISSIER

John L. Maltbie
 COUNTY MANAGER/
 CLERK OF THE BOARD

(650) 363-4653
 FAX: (650) 599-1027

October 29, 2012

Honorable Maryann Moise Derwin, Mayor
 Town of Portola Valley
 765 Portola Road
 Portola Valley, CA 94028

Re: Reusable Bag Ordinance

Dear Mayor Derwin,

We're pleased to inform you that on October 23rd, the Board of Supervisors certified a Program EIR analyzing the environmental impacts of a reusable bag ordinance in San Mateo and parts of Santa Clara counties. The Board took the additional step of adopting a reusable bag ordinance applicable to retail establishments within unincorporated San Mateo County. This ordinance will become effective April 22nd, 2013.

In order to maximize the environmental benefits outlined in the EIR, and to provide affected retailers the certainty of a regionally consistent set of regulations, we are hopeful that your city will adopt a reusable bag ordinance applicable to retail establishments within your city's jurisdiction. If each participating agency adopts the ordinance analyzed by the EIR, more than 500 million plastic bags will be taken out of circulation each year, benefitting the region's air quality, biological resources, hydrology, and water quality.

As a participating agency to the Program EIR, your city may use it to adopt the county's ordinance by reference, in compliance with CEQA. No additional environmental studies or analyses are required. To assist you with this process, please find enclosed the County's adopted ordinance, a sample resolution, and a checklist to ensure compliance with CEQA.

If you have any questions or concerns, please don't hesitate to contact either of our offices or the County's Environmental Health Director, Dean Peterson at (650) 372-6222.

Thank you very much for being a partner in this important regional environmental effort.

Sincerely,

Supervisor Adrienne J. Tissier

Carole Groom

Supervisor Carole Groom

Cc: Ted Driscoll



Sample Ordinance for City Adoption – IBL 10/10/2012

This document provides a sample ordinance for cities adopting the County’s reusable bag ordinance. Please note that the adoption date will likely be November 6, 2012 if the ordinance is introduced on October 23, 2012. (As noted in John Nibbelin’s email on 10/3/2012, Government Code section 25131 provides that ordinances cannot be adopted within 5 days of introduction.)

ORDINANCE NO. 2012-__

**ORDINANCE OF THE CITY COUNCIL OF _____ ADDING CHAPTER
__ TO THE MUNICIPAL CODE REGARDING REUSABLE BAGS**

WHEREAS, single-use carryout bags constitute a high percentage of litter, which is unsightly, costly to clean up, and causes serious negative environmental impacts; and

WHEREAS, the City has a substantial interest in protecting its residents and the environment from negative impacts from plastic carryout bags; and

WHEREAS, on _____, 2012 the San Mateo County Board of Supervisors approved an Environmental Impact Report (“EIR”) and adopted an ordinance banning single-use carryout bags from stores, while requiring stores that provide reusable bags to charge customers ten cents (\$.10) per bag; and

WHEREAS, County’s ordinance encouraged cities within and neighboring the County to adopt similar ordinances and the County’s EIR specifically analyzed the possibility of 24 cities (18 cities within San Mateo County and 6 cities in Santa Clara County) adopting the County’s ordinance within their own jurisdictions; and

WHEREAS, the City intends this Ordinance to fall within the scope of the County’s EIR and has therefore modeled this Ordinance on the County’s ordinance.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____ DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. MUNICIPAL CODE AMENDMENT. Chapter __ “Reusable Bags” is hereby added as follows:

[INSERT ORDINANCE ADOPTED BY COUNTY]

SECTION 2. SEVERABILITY. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, it is the intent of the City Council that such invalid provision be severed from the remaining provisions of the ordinance.

ORDINANCE NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

* * * * *

ORDINANCE ADDING CHAPTER 4.114 (REUSABLE BAGS) OF TITLE 4
(SANITATION AND HEALTH) OF THE SAN MATEO COUNTY ORDINANCE
CODE RELATING TO REUSABLE BAGS

The Board of Supervisors of the County of San Mateo, State of California,
ORDAINS as follows

SECTION 1. Chapter 4.114 "Reusable Bags," consisting of Sections 4.114.010 through 4.114.080, of Title 4 of the San Mateo County Ordinance Code is hereby added as follows:

4.114.010 Findings and purpose

The Board of Supervisors finds and determines that:

- (a) The use of single-use carryout bags by consumers at retail establishments is detrimental to the environment, public health and welfare.
- (b) The manufacture and distribution of single-use carryout bags requires utilization of natural resources and results in the generation of greenhouse gas emissions.
- (c) Single-use carryout bags contribute to environmental problems, including litter in stormdrains, creeks, the bay and the ocean.
- (d) Single-use carryout bags provided by retail establishments impose unseen costs on consumers, local governments, the state and taxpayers and constitute a public nuisance.

This Board does, accordingly, find and declare that it should restrict the single use carry-out bags

4.114.020 Definitions

- A. "Customer" means any person obtaining goods from a retail establishment.
- B. "Garment Bag" means a travel bag made of pliable, durable material with or

damage or contaminate other food or merchandise when placed together in a reusable bag or recycled paper bag

4.114.030 Implementation Date

This Chapter shall not be implemented until April 22, 2013.

4.114.040 Single-use carry-out bag

A. No retail establishment shall provide a single-use carry-out bag to a customer, at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this section.

B. On or before December 31, 2014 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of ten cents.

C. On or after January 1, 2015 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of twenty-five cents.

D. Notwithstanding this section, no retail establishment may make available for sale a recycled paper bag or a reusable bag unless the amount of the sale of such bag is separately itemized on the sale receipt.

E. A retail establishment may provide one or more recycled paper bags at no cost to any of the following individuals: a customer participating in the California Special Supplement Food Program for Women, Infants, and Children pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the Health and Safety Code; a customer participating in the Supplemental Food Program pursuant to Chapter 10 (commencing with Section 15500) of Part 3 of Division 9 of the California Welfare and Institutions Code; and a customer participating in CalFresh pursuant to Chapter 10 (commencing with Section 18900) of Part 6 of Division 9 of the California Welfare and Institutions Code.

4.114.050 Recordkeeping and Inspection

Every retail establishment shall keep complete and accurate record or documents of the purchase and sale of any recycled paper bag or reusable bag by the retail establishment, for a minimum period of three years from the date of purchase and sale, which record shall be available for inspection at no cost to the County during regular business hours by any County employee authorized to enforce this part. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be available at the retail establishment address. The provision of false information including incomplete records or documents to the County shall be a violation of this Chapter.

4.114.060 Administrative fine

(b) Authorizes, by ordinance or resolution, the Environmental Health Division to enforce the provision of the municipal code adopted pursuant to subsection (a) of this section, such authorization to include, without limitation, the authority to hold hearings and issue administrative fines within the affected incorporated area of the public entity.

SECTION 2. SEVERABILITY. If any provision(s) of this ordinance is declared invalid by a court of competent jurisdiction, it is the intent of the Board of Supervisors that such invalid provision(s) be severed from the remaining provisions of the ordinance and that those remaining provisions continue in effect.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days from the passage date thereof.

* * * * *

- ❑ The City is listed as a participating agency in the Initial Study and Final Program EIR that was certified by the San Mateo County Board of Supervisors in connection with the County's adoption of the Reusable Bag Ordinance.
- ❑ The City's proposed ordinance varies from the County of San Mateo's Reusable Bag Ordinance in the following respects: [LIST]

- ❑ An appropriate legislative body of the City has adopted a resolution finding pursuant to 14 Cal. Code Regs. § 15162(a) that notwithstanding the minor textual alterations listed above, such changes are not "substantial," that no new effects could occur or no new mitigation measures would be required as a result of those alterations, and that the activity is within the scope of the project covered by the Final Program EIR.
- ❑ An appropriate legislative body of the City has adopted a resolution finding that none of the other conditions listed in 14 Cal. Code Regs. § 15162(a) are applicable to its adoption of the ordinance, and that its adoption of its ordinance is an activity that is part of the program examined by the County's Final Program EIR and is within the scope of the project described in the Final County's Program EIR.

From: Rebecca Romero [rxromero@smcgov.org]
Sent: Monday, October 29, 2012 5:09 PM
Cc: Angela Louis; Christine Boland; Corley, Caitlin; Cyndy Smith; Donna Ochoa; Doris Palmer; G Pat Carson; Janet Koelsch; Jill Glander; Kathy Castle; Kathy O'Connell; Krista Martinelli-Larson; lancellej@ci.pacifica.ca.us; Laura Allen; Margaret S Roberts; Mary Ellen Kearney; Miyuki Yokoyama; Nora Pimentel; Rosa Padilla; Sharon Hanlon; Sheri Spediacci; Silvia Vonderlinden; Siohban Smith; Terri Cook; Theresa DellaSanta
Subject: Informational ONLY: City Selection Committee Appointments & Reappointments coming up on December 14th
Importance: High

Hello Honorable Mayors and Council Members:

You may want to start thinking about your interest in being on one of the following Boards or Committees.

Please DO NOT submit your letters of interest at this time. I will send a REMINDER email later in the month of November asking for those to be submitted.

The following appointments and/or reappointments (**terms ending December 31, 2012**) will be on the upcoming December 14th City Selection Committee agenda:

1. Housing and Community Development Committee:

Current members representing Cities: Council Members Helen Fisicaro, Colma, and Deborah Gordon, Woodside

2. San Mateo County Transit District (SamTrans) representing Southern Judicial Cities (Cities eligible to nominate: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside):

Current member: Vice Mayor Jeffrey Gee, Redwood City

3. San Mateo Transportation Authority (SMCTA) representing Central Judicial Cities (Cities eligible to nominate: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae, and San Mateo):

Current member: Council Member Terry Nagel, Burlingame

4. San Mateo Transportation Authority (SMCTA) representing Southern Judicial Cities (Cities eligible to nominate: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside)

Current member: Council Member Rosanne Foust, Redwood City

5. Election of a CSC Chairperson and Vice Chairperson

Thank you,
 Becky Romero, Secretary
 City Selection Committee
 (650) 363-1802
rxromero@smcgov.org

Town of Portola Valley

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

October 24, 2012

Dear Portola Valley Friends and Neighbors,

I would like to take this opportunity to respond to the request to put the issue of the Town's potential sale of the Blue Oaks lots and purchase of 900 Portola Road on a Town Council agenda. As a Mayor who genuinely strives to do her best to serve the Town of Portola Valley and its residents every single day, I would like to offer insight into the decision to deny the request, particularly for those in the community who question the Town's motives.

I, the Vice Mayor and the Town Manager chose not to put questions about the sale of the Blue Oaks lots and other related questions about affordable housing on the agenda after carefully considering the following points:

1. **The policy to sell Blue Oaks was decided in 2009.** The Town's Housing Element of the General Plan, adopted in 2009, provides for the sale of the Blue Oaks lots and purchase of other land in Town for affordable housing. In other words, the Town's current actions are in response to a policy that was adopted in 2009, after a robust public process, to ensure compliance with State law. Thus, the legitimacy of our ability to sell the Blue Oaks lots and buy 900 Portola Road is not debatable.
2. **Real estate transactions are confidential.** State law provides for three topics to be discussed confidentially by elected bodies—personnel matters, litigation and real estate transactions. In the case of the latter, the law allows for real estate negotiations to be confidential so that public agencies can compete in the real estate market with private investors. Bottom line: we are limited as to what we can discuss about this transaction in a public forum.
3. **No development plan is under consideration.** The Town Council does not have a plan for 900 Portola Road and, therefore, no development plans for affordable housing are proposed. The Town is committed to an exhaustive public process to develop the site plans with the community *if and only if* the Town purchases 900 Portola Road. The effort required to develop a plan for the site prior to the Town taking ownership of the land would be an inefficient use of limited resources. More important, we can't discuss what we do not own or what we do not have a plan for.
4. **900 Portola Road is a superior building site.** The Town was granted the lots at Blue Oaks for the purpose of building affordable housing. We know that the economics of affordable housing prevent construction of eight moderate income

housing units at Blue Oaks due primarily to the site constraints. The Town believes that the site constraints that drove up construction costs at Blue Oaks are not present at 900 Portola Road and, therefore, if we are able to purchase the Portola Road site, we will have more success in building the eight moderate income units at that location. We have made this point on many occasions both at public meetings and in written documents including staff reports, news articles and the Town website.

5. **There is nothing new or substantive to debate in a public forum.** At this time there is nothing materially substantive to discuss that has not already been asked and answered or cannot be adequately answered in a written response. If follow-up questions are presented by any community member, these questions are diligently being responded to by Town staff and Town officials. Every question raised has been answered or is in the process of being answered. The Town's decision to provide responses in writing and to post the responses to the Town's website is an attempt to provide equal access to the information and keep all residents equally informed. As stated above in #3, if the Town purchases 900 Portola Road, at that time, we will begin what promises to be a long and comprehensive public discussion about affordable housing in Portola Valley, but we aren't there yet.

6. **Legitimate questions or delay tactics?** We respect the right of all Portola Valley citizens to participate in Town government. This is a basic tenet of democracy and we are a small Town known for its big public discourse. But, the divisive and inflammatory accusations that have recently filled my inbox and populate the PV Forum appear to be less about participatory government and more about delay tactics to stall the sale of the Blue Oaks lots and ultimately derail the purchase of 900 Portola Road for affordable housing. Opponents have hired a San Francisco attorney who, to date, has made two public records act requests. The Town has timely complied with these requests. Opponents have paid only for the cost of copies (all that is allowed by law), but the Town has paid approximately \$8,000 in staff time to compile the documents. Opponents have attended public meetings and made factually incorrect statements to discredit the Town Council based on words they misheard at other public meetings. These actions tend to create a culture of distrust that is not exactly conducive to the free and open exchange of thoughts, feelings and ideas necessary for true dialogue. I sincerely hope that if and when the Town purchases 900 Portola Road these tactics are abandoned in favor of beginning a real conversation that addresses the misconceptions that typically surround the thorny subject of affordable housing. It will take a level playing field, mutual respect and open minds for us to all come together to create a plan that we (or at least most of us) are comfortable with.

The Town Council is fully committed to following both the letter and the spirit of the law to plan for affordable housing in Portola Valley. While we are obligated to build eight moderate income affordable housing units as part of the Blue Oaks subdivision

October 24, 2012
Page 3 of 3

approvals and to comply with our Housing Element Regional Housing Need Assessment numbers, we sincerely believe that such moderate income housing will serve members of our community such as teachers, entry-level firefighters, single mothers, seniors, and those who either live or work in Town and meet the income guidelines. Further, the Town believes that such a diverse housing mix for different economic groups creates a healthier and more vibrant community. While some may consider any number of affordable units as unacceptable, providing this small number of units is not only a legal duty, but also addresses the Town's historic core values.

I encourage those interested in learning more about the issue of affordable housing to visit and bookmark our webpage on the issue: www.portolavalley.net/affordablehousing. Over the coming weeks, the site will be expanded to include a "Check the Facts" section.

Thank you.

Sincerely,



Maryann Moise Derwin
Mayor, Town of Portola Valley

From: Anne Hillman [annehillman7@sbcglobal.net]
Sent: Thursday, October 25, 2012 8:02 AM
To: TownCenter
Cc: George Comstock
Subject: PLEASE THANK MARY ANN DERWIN AND THE COUNCIL

We have just read your superb letter to the town about the Sale of the Blue Oaks lots. We completely support what the council is doing about moderate cost housing in all respects. Congratulations on a superb letter, Mary Ann!

Warmly,

Anne Hillman and George Comstock
177 Alamos Road



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager

FROM: Tom Vlastic, Town Planner
Karen Kristiansson, Principal Planner

DATE: October 29, 2012

RE: Zoning Ordinance Update Status, Process, and Anticipated Town Council Involvement

One project in the planning program for this year (which will likely carry over into the next fiscal year) is to update the zoning ordinance. The intent is to reorganize the ordinance to make it easier to use and understand, while also resolving inconsistencies and clarifying the language as necessary.

The planning commission is starting work on this project. At its meeting on October 17, the commission agreed on a process for this project which will involve looking at different topic areas (residential zone regulations, commercial zone regulations, etc.) separately. For each topic area, the commission will first consider organization and then text clarifications. Finally, the commission will review the revised zoning ordinance as a whole for clarity and consistency. At that point the commission will be able to hold required public hearings and take formal action to adopt the zoning ordinance amendments. The process is expected to take a number of months.

It will be important to keep the town council informed as the planning commission is working on the zoning reorganization and clarification. To that end, we suggest that once the commission has completed its initial work on the residential section of the zoning ordinance, we should informally present that section to the council, likely early in 2013. When the commission's work on the zoning ordinance is complete later next year, we can then hold a study session with the council to present the revised ordinance as a whole. Finally, the town council will need to hold a public hearing and act on the revised zoning ordinance.

Each time this project comes to the council, the council would receive a summary of the main organizational and clarifying changes, but we expect that these changes will be too extensive to show in detail using strikeout/underline. For any substantive changes, the council would receive detailed descriptions and discussions of any issues related to those changes. We expect that the town's council's review will focus primarily on substantive changes.

If, instead of this approach, the council would prefer to see more detailed information on the organizational changes and also clarifications of the language of the ordinance, we would need to know that so that we can plan and organize the work accordingly.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Steve Padovan, Interim Planning Manager

DATE: November 2, 2012

RE: Status Update on ASCC and Planning Commission Reappointments and New Applicants

The Town is in the process of accepting letters of interest and requests for reappointment for three Architectural Site Control Commission (ASCC) and three Planning Commission (PC) members whose terms expire in January 2013. The deadline for submittals is Friday, November 9th at 5:00 p.m. The new terms will run from January 2013 to January 2017. In addition, per guidance from the Town Council, Denise Gilbert's term on the PC will be modified to align with Chip McIntosh's term and will now expire on January 2016. She has submitted a formal request for reappointment to complete her term.

Of the terms that are set to expire, all three members of the ASCC and two members of the PC have submitted written requests for reappointment to their respective commissions. Leah Zaffaroni has chosen not to reapply for another term on the PC. Her expertise and knowledge will be greatly missed.

Regarding requests to serve from members of the community, staff has received one letter from Tim Dyson, requesting to be appointed to the ASCC and a strong verbal interest from Nicholas Targ, for the PC vacancy. Staff asked Mr. Targ to submit a formal request to the Town. Mr. Dyson's letter is attached. Only one other person has shown an interest in joining the ASCC, but staff has had no additional contact since.

The deadline is fast approaching so if you know of anyone who is interested in serving, please have them contact me or submit a letter requesting to be appointed to the ASCC or the PC.

In addition, for the Town Council's information, staff has prepared attendance logs for both the Planning Commission and ASCC (see attached).

attachments

135 Willowbrook Drive
Portola Valley CA 94028

October 24, 2012
Portola Valley Town Council
c/o Steve Padovan

Dear members of the Portola Valley Town Council,

I am writing to put myself forward for a seat on the ASCC.

In terms of my background, I have no formal training in either construction or architecture but over the years have been involved in numerous home construction projects both in Europe, Washington State and California. In short I love participating in, and witnessing the design and development of, civic, commercial and residential properties.

I am interested in serving on the ASCC not simply to get involved in construction projects though. My interest is very much centered on the town of Portola Valley and the impact good or bad development can have on the community. Having lived in Palo Alto for over a decade I saw first hand the impact such development can have in both positive and negative ways. Portola Valley is a very special place in Silicon Valley. Despite its affluence it has retained a small town feel and seems to have adopted values that reflect these small town roots, while also embracing some of the more progressive thinking that its citizens have brought with them. I would therefore love to play a role in helping the town navigate the challenge of balancing the needs to evolve, while retaining the core values and assets that make it so special.

In terms of my personal background, I have three young children and a wife who shares my desire to give back and participate in the local community. With that in mind she recently joined the board of the school foundation to assist in the challenges we face in that area. I was raised in England but moved to the United States in 1995. I am the CEO of a publicly traded marketing communications group that has offices across the world.

I would be happy to answer any questions you may have about my application. I am also aware that existing members may be seeking re-election. While I would be excited to become a member of the ASCC, I would of course understand if existing members take precedence.

Yours faithfully,

Tim Dyson

PLANNING COMMISSION ATTENDANCE SUMMARY
AUGUST 2011 - PRESENT

Date	Commissioners				
	Gilbert	McIntosh	McKitterick	VonFeldt	Zaffaroni
8/3/2011	x	x	x	x	x
8/17/2011	x	a	x	x	x
9/7/2011	x	a	x	x	x
500' Recuse					1
9/21/2011	x	a	x	x	x
10/19/2011	x	x	x	x	x
11/2/2011	a	x	x	x	x
500' Recuse					1
12/7/2011	x	x	x	x	x
1/18/2012	x	x	x	x	x
3/21/2012	x	x	x	x	x
500' Recuse					1
4/18/2012	x	x	a	x	x
5/2/2012	x	a	x	x	x
5/16/2012	x	x	x	x	x
6/6/2012	x	a	x	x	x
500' Recuse					1
7/18/2012	x	x	a	x	a
9/19/2012	x	a	x	x	a
10/3/2012	x	x	x	x	x
500' Recuse			1		
10/17/2012	x	x	x	x	x

	Gilbert	McIntosh	McKitterick	VonFeldt	Zaffaroni
TOTALS					
Meetings During					
Term	17	17	17	17	17
Absent	1	6	2	0	2
Items Recused	0	0	1	0	4

ASCC ATTENDANCE SUMMARY
JULY 2011 - PRESENT

DATE	COMMISSIONERS					
	Aalfs	Breen	Clark	Hughes	Koch	Warr
7/11/2011	x	x	x	a		x
Recuse						1
7/25/2011	x	x	x	x		x
Recuse						1
8/8/2011	x	x	a	x		a
8/22/2011	x	x	x	x		x
Recuse		2				3
9/12/2011	x	x	x	x		x
Recuse						1
9/26/2011	x	a	x	x		x
10/10/2011	x	x	x	a		x
Recuse						1
10/24/2011	x	x	x	x		x
11/14/2011	x	x	x	x		x
11/28/2011	x	x	x	x		x
12/12/2011	x	x	x	x		x
1/9/2012		x	x	a		x
1/23/2012		x	a	x	a	x
Recuse						2
2/13/2012		x	x	x	x	x
Recuse						1
2/27/2012		x	x	x	a	x
3/12/2012		x	x	x	x	x
Recuse						1

	Aalfs	Breen	Clark	Hughes	Koch	Warr
3/26/2012		x	x	x	x	a
4/23/2012		x	x	x	x	a
5/14/2012		x	x	x	x	x
Recuse						1
5/29/2012		x	x	x	a	x
6/11/2012		x	x	a	x	x
6/25/2012		x	x	x	a	x
Recuse						1
7/9/2012		x	x	x	x	a
500' Recuse				1		
7/23/2012		x	x	x	a	a
500' Recuse				1		
8/13/2012		x	x	x	x	x
9/10/2012		x	x	x	x	a
Recuse		1				
9/24/2012		x	x	x	x	a
10/8/2012		x	x	x	x	x
Recuse						2
500' Recuse				1		
10/22/2012		x	x	x	x	x
Recuse						2

TOTALS

Meetings During						
Term	11	29	29	29	17	29
Absent	0	1	2	4	5	7
Items Recused	0	3	0	3	0	17



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garmeaux, Sustainability Coordinator

DATE: November 2, 2012

RE: **Reusable Bag Ordinance**

On Tuesday, October 23rd, the San Mateo County Board of Supervisors voted unanimously to adopt a Reusable Bag Ordinance and certify the Environmental Impact Report (EIR) associated with the Ordinance. Attached is correspondence sent to the Council from the California Grocers Association and Save the Bay encouraging all jurisdictions participating in the EIR (including Portola Valley) to pursue this same ordinance in order to maximize the environmental gain and avoid competitive disadvantages for retailers.

Staff will bring the Reusable Bag Ordinance to the Council to consider before the end of the year.

Brandi de Garmeaux

From: Tim James [tjames@CAGrocers.com]
Sent: Thursday, October 25, 2012 11:00 AM
To: Maryann Derwin; John Richards; Jeff Aalfs; Ted Driscoll; Ann Wengert
Cc: Brandi de Garmeaux
Subject: Carryout Bag Regulation
Attachments: San Mateo Co Bag LTR - 10-22-12.pdf

Dear Councilmembers, Please accept the attached letter regarding regional carryout bag regulation. Please contact me with any question or for additional information. Thank you, Tim

Timothy James

Manager, Local Government Relations
California Grocers Association
1215 K Street, #700
Sacramento, CA 95814
Phone: 916-448-3545
Cell: 916-832-6149



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October 22, 2012

The Honorable Adrienne J. Tissier
 Chair, San Mateo County Board of Supervisors
 400 County Center
 Redwood City, CA 94063

RE: Single-Use Carryout Bag Ordinance

Supervisor Tissier,

On behalf of the California Grocers Association, I write to inform you of our comfort implementing the ordinance regulating the distribution of single-use carryout bags as presented on the October 23 agenda. It is critical carryout bag regulations meet their intended environmental goals, respect consumers, and minimize impacts on retailers. We believe the ordinance as proposed meets these tests. We also strongly encourage all jurisdictions participating in the Final EIR to pursue this same ordinance in order to maximize the environmental gain and avoid competitive disadvantages for retailers.

The California Grocers Association is a non-profit, statewide trade association representing the food industry since 1898. CGA represents approximately 500 retail member companies operating over 6,000 food stores in California and Nevada, and approximately 300 grocery supplier companies. Retail membership includes chain and independent supermarkets, convenience stores and mass merchandisers. CGA members include a number of grocery companies operating in San Mateo County.

The policy of banning single-use plastic bags and allowing recyclable paper bags for a charge has shown to encourage reusable bag use, provide consumers no-cost and low-cost carryout options, and minimize operational and financial impacts to retailers. Over 60 California jurisdictions have passed this type of ordinance including all jurisdictions in Alameda and San Luis Obispo Counties, the Counties of Los Angeles, Marin and Santa Cruz, as well as the Cities of San Jose, Sunnyvale, Millbrae and San Francisco.

By banning single use plastic bags and placing a charge on single use paper bags consumers are encouraged to use reusable bags while still retaining a choice at checkout. Industry experience in California has shown within a year after ordinance implementation over 90% of consumers bring a reusable bag to the store or take no bag at all from the store.

We believe it is critical all jurisdictions participating in the Final EIR adopt the same carryout bag ordinance in order to avoid a patchwork of regulation. Industry experience has shown inconsistent regulation confuses consumers and creates competitive disadvantages for retailers operating near neighboring jurisdictions, as well as for retailers with multiple store locations in different jurisdictions. With grocery companies averaging a 1% profit margin any unnecessary impact, such as a regulatory disadvantage, can have dramatic negative impacts.

Thank you for your consideration and please consider CGA a partner to encourage reusable bag use.

Sincerely,

TIMOTHY M. JAMES
 Manager, Local Government Relations

cc: Members, San Mateo County Board of Supervisors
 Mr. Dean D. Peterson PE, REHS, Director Environmental Health
 Participating Municipalities in the Final Environmental Impact Report

Brandi de Garneau

From: Allison Chan [allison@savesfbay.org]
Sent: Friday, October 26, 2012 4:37 PM
To: Maryann Derwin; John Richards; Jeff Aalfs; Ted Driscoll; Ann Wengert
Cc: Brandi de Garneau; tjames@CAGrocers.com
Subject: San Mateo Co. bag ordinance
Attachments: SMC Co Bag Op-Ed_10-25-12.pdf

Mayor Derwin and Councilmembers,

I wanted to make sure you saw this op-ed from yesterday's San Mateo Daily Journal (attached). As you may already know, the Board of Supervisors unanimously passed a single-use bag ordinance for the unincorporated county. Save The Bay and the California Grocers Association look forward to working with you to implement this policy in Portola Valley. Please do not hesitate to contact us – our information is below.

Thank you for your leadership.

Sincerely,

Allison Chan

--

Allison Chan
Policy Associate, Save The Bay
allison@saveSFbay.org | 510.463.6818 | [@saveSFbay](https://twitter.com/saveSFbay)
WATCH: [One Couple's Fight to Save The Bay](#)

Timothy James

Manager, Local Government Relations
California Grocers Association
1215 K Street, #700
Sacramento, CA 95814
Phone: 916-448-3545
Cell: 916-832-6149

OP-ED: All San Mateo cities should adopt county bag ban

October 25, 2012, 05:00 AM By David Lewis and Ron Fong

The recent passage of a model bag ban by the San Mateo County Board of Supervisors could be a boon for the Bay without harming businesses. **To protect the Bay from trash and level the playing field for businesses from San Jose to San Francisco, all cities in San Mateo County should adopt this simple, effective ordinance.**

The ordinance bans single-use plastic bags at all retail stores, except restaurants, and requires businesses to charge customers a minimum of 10 cents for each paper bag. **The California Grocers Association supports this regional approach that creates consistency for businesses and consumers** while benefiting the environment. Bans combined with store charges are also a powerful incentive to nudge consumers to bring their own reusable bags. According to the association, stores located in cities that require bag charges report that up to 90 percent of customers bring their own, a clear win for the environment.

The impact of plastic bag pollution on our rivers, bays and oceans is well documented. Plastic never biodegrades in a marine environment, and it smothers wetlands and chokes wildlife. Even if people are conscientious about not littering, lightweight bags blow out of uncovered garbage cans, down storm drains and into our waterways. **Californians use 19 billion plastic bags annually, and at least 1 million end up in San Francisco Bay.** Eliminating this pervasive litter doesn't just benefit the environment; it saves cities from spending money to unclog storm drains and clean streets and creeks. Regulating bags will help everyone's bottom line.

San Mateo County partnered with more than 20 cities, including six in neighboring Santa Clara County, and conducted a full environmental impact report to develop this model ordinance. The results speak for themselves in this week's unanimous vote by the San Mateo County Board of Supervisors to approve the recommendation. **Now it's time for cities to move forward and adopt a uniform approach throughout the county.**

A healthy San Francisco Bay is essential to our quality of life and our economy. As more cities ban plastic bags, and encourage consumer adoption of reusable bags region-wide, it will make a huge difference for the Bay and wildlife, while reducing consumer confusion.

Thanks to the leadership of San Francisco, San Jose and other cities, half the Bay Area population now lives in communities where bans on single-use plastic bags are in force or imminent. **All cities in San Mateo and Santa Clara counties should join them, and make the whole Peninsula plastic bag-free.**

David Lewis is executive director of Save The Bay, the San Francisco Bay Area's oldest and largest organization working to protect and restore the Bay. Ron Fong is president and CEO of the California Grocers Association, a nonprofit, statewide trade association representing the food industry since 1898.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: November 2, 2012
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended November 2, 2012.

- 1. Update on Stanford Mitigation Grants** – Santa Clara County advised applicants for the development impact mitigation grants (Stanford) that the SCCo Board of Supervisors would hear presentations from those agencies making the first cut at the November 20th Board meeting. We do not know if our applications are moving forward in the process but will advise the Council as soon as we hear word.
- 2. Pension Reform Update** – The League of California Cities has issued the *Pension Reform Primer* which can be found at: <http://www.cacities.org/Policy-and-Advocacy/Hot-Issues/Pension-Information-Center.aspx>. Staff continues to work through this rather confusing legislation and will consult the Town Attorney's Office on the matter further. I think it's important to note that the Town's personnel attorney, Alison Neufeld of Liebert Cassidy Whitmore, is a contributing author to the Primer and has been very helpful with this complex issue.
- 3. Hasso Plattner Audit** – Stacie and Cindy spent the better part of this week working with KPMG auditors to prepare the annual report on Community Hall usage. As the German granting agency permitted the Town to revise its reporting period from a calendar year to a fiscal year, the current report will cover an 18-month reporting period (January 2011 to June 2012). The audit is an annual requirement of the grant and is intended to ensure that the facility and its proceeds are used primarily for charitable purposes.

From: Gallegos, Sylvia
To: Gallegos, Sylvia; Gibbs, John; Velasco, Roland; Garcia, Edward; Donohoe, Mike; Mills, John; Shoor, Alex; DeMellopine, Pattie; Strickland, Scott
Cc: "rrnino@menlopark.org"; "cwtaylor@menlopark.org"; "rchiu@losaltoshills.ca.gov"; "ccahill@losaltoshills.ca.gov"; Howard Young; "sabbors@openspace.org"; "Sandy Sommer"; "Elizabeth Pianca"; Smith, Jeff; "Larry Horton (lhorton@stanford.edu)"; "Greg.betts@cityofpaloalto.org"; "Rodriguez, Jaime"; "Orry Korb"; "Nick Pequeros"; "Michael Murdter"; Mark, Jane; Brosseau, Kimberly
Subject: POSTPONED -- Item RE: Alternative Mitigation for Impact OS-3
Date: Wednesday, October 31, 2012 2:12:38 PM

Hi, all:

The County Executive is postponing the matter relating to **Alternative Recreation Projects to Mitigate Impact OS-3** to the November 20 Board meeting.

The process for the Board meeting will remain the same and I will request a time certain for the item.

Thanks, Sylvia

Sylvia M. Gallegos
 Deputy County Executive | County of Santa Clara
 Office of the County Executive | Eleventh Floor – East Wing
 70 West Hedding Street | San Jose, California 95110
 (408) 299-5107 | (408) 295-1613 f

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From: Gallegos, Sylvia
Sent: Monday, October 29, 2012 5:59 PM
To: Gibbs, John; Velasco, Roland; Garcia, Edward; Donohoe, Mike; Mills, John; Shoor, Alex; DeMellopine, Pattie; Strickland, Scott
Cc: "rrnino@menlopark.org"; "cwtaylor@menlopark.org"; "rchiu@losaltoshills.ca.gov"; "ccahill@losaltoshills.ca.gov"; "Howard Young"; "sabbors@openspace.org"; "Sandy Sommer"; "Elizabeth Pianca"; Smith, Jeff; Larry Horton (lhorton@stanford.edu); "Greg.betts@cityofpaloalto.org"; Rodriguez, Jaime; Orry Korb; npequeros@portolavalley.net; Michael Murdter; Mark, Jane; Brosseau, Kimberly
Subject: Process for Board of Supervisors Meeting RE: Alternative Recreation Projects for Impact OS-3
Importance: High

Hi, all:

In consultation with the Board President's Office, the process for the item on the November 6 meeting pertaining to **Alternative Recreation Projects to Mitigate Impact OS-3** is as follows:

1. **Staff/Counsel Presentation**
2. **Applicants' Presentations: 1-minute per Project.** (For example, Stanford/Palo Alto and MROSD each receive 5 minutes because they have 5 projects. Portola Valley receives 3-minutes because it

- has 3 projects, etc.)
3. **Public Testimony** 1-minute each.
 4. **Board Discussion**

When we finalize the staff transmittal, we will issue it to everyone. We anticipate that some projects will NOT qualify for this unique, one-time source of funds. You can call me to discuss the matter when the report is final.

Thanks, Sylvia

Sylvia M. Gallegos
Deputy County Executive | County of Santa Clara
Office of the County Executive | Eleventh Floor – East Wing
70 West Hedding Street | San Jose, California 95110
(408) 299-5107 | (408) 295-1613 f

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TOWN COUNCIL WEEKLY DIGEST

Friday – November 9, 2012

- ☐ 1. Agenda – Teen Committee – Monday, November 12, 2012
- ☐ 2. Agenda – ASCC – Monday, November 12, 2012
- ☐ 3. Agenda – Trails & Paths Committee – Tuesday, November 13, 2012
- ☐ 4. Agenda – Open Space Committee – Tuesday, November 13, 2012
- ☐ 5. Action Agenda – Planning Commission – Wednesday, November 7, 2012
- ☐ 6. Building and Planning Permit Activity – October 2012
- ☐ 7. Month End Financial Report – October 2012
- ☐ 8. Town Hall will be Closed for the Thanksgiving Holiday – Thursday, November 22 and Friday 23, 2012
- ☐ 9. Memo from Town Planner, Tom Vlasic re: – General Plan Formatting Revisions – November 7, 2012
- ☐ 10. Email from resident, Diana Shu re: Alpine Road and 280 Bicycle lanes
- ☐ 11. Letter from resident, Ray Williams re: – Below Market Rate Housing – November 8, 2012
- ☐ 12. Letter from resident, Jerry Secrest re: – Ideas around Affordable Housing in Portola Valley – October 31, 2012
- ☐ 13. Email from Organization, Keep PV Rural re: Response to Mayor Derwin's correspondence letter dated October 23, 2012
- ☐ 14. Memo from Town Manager, Nick Pegueros re: – Weekly Update – Friday, November 9, 2012

Attached Separates (Council Only)

- ☐ 1. Western City Magazine – November 2012
- ☐ 2. San Mateo County Sheriff's Office – Incidents Report for Tuesday, October 30 to Thursday, November 1, 2012
- ☐ 3. Invitation to 12th Annual New Partners for Smart Growth re: Building Safe, Healthy, Equitable and Prosperous Communities – February 7 – 9, 2013



TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Monday, November 12, 2012 - 6:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order. Welcome.
2. Oral Communications
3. Approval of minutes from September 27 meeting
4. Outdoor Movie – delayed until spring/summer
 - A. Technical equipment: Trish Law and Steve Humphreys have committed to helping
5. Dance is scheduled for Friday, December 14, Planning: DJ, PR, drinks, volunteers. Question: Do we want to raise donations for anything special? We could team up with Shelter Network to raise funds for local kid's holiday meals and gifts? Or, Hurricane Sandy
6. Other projects:
 - A. Families in Need Holiday Project? Coordinate local teens to feed the homeless? Thoughts? Need to coordinate now.
 - B. More social events: Another casual Friday movie night at the library in winter?
7. Bill and Jean Lane Civic Involvement Project. Most of members have attended 3 TC meetings. We will plan to go to a court asap. Other ideas? Fyi – <http://www.icivics.org/> is a new site set up with former Supreme Court Justice Sandra O'Connor's support to encourage middle school students to learn about government. We can perhaps play with this – and then can think if there are ways we might use it for our project?
8. Outreach for CM members: Katherine to speak to leadership at CM, Sharon to put in Tuesday Post – need 6 & 7 graders and a parent to help.
9. Next meeting – schedule: Can someone take on scheduling meetings? Meet outside – buy pizza? Outreach for younger members?
10. Adjournment



SPECIAL FIELD MEETING*

4:00 p.m., 55 Stonegate Road Afternoon session for consideration of house addition and guest house proposals. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:

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

3. Oral Communications:

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

4. Old Business:

a. Continued Review – Architectural Review And Site Development Permit X9H-642, House Additions, Remodeling And Guest House, 55 Stonegate Road, Hughes

b. Continued Review – Architectural Review, Deviation and Variance X7E-134 Applications, 169 Wayside Road, Rollefson

5. New Business:

a. Architectural Review for Conformity with Provisions of Conditional Use Permit (CUP) X7D-30, Garden Entry Pavilion and Garden, 302 Portola Road, The Priory School *Continued to November 26, 2012 Meeting*

6. Approval of Minutes: October 22, 2012

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: November 9, 2012

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, November 13, 2012 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from Regular Meetings of October 9, 2012
4. Financial Review and Budget Discussion
5. Old Business
 - a) Update on Notices Regarding Leashed Dogs on Certain Trails
 - b) Update on Bicycle, Pedestrian and Traffic Safety Committee Review of Alpine Road Trails and Paths
6. New Business
 - a) Trail Work October 2012
 - b) Review of Trail Closing Process
 - c) Discussion of Fall Project (Community Trail Work Day or Community Hike)
 - d) Communication Regarding Spring Down Area Trail
 - e) Review and Submit - Trails & Paths Committee membership for 2013
7. Other Business
8. Adjournment

Enclosures:
Minutes from Regular Meeting of October 9, 2012
Financial Review
Trail Closing Process Summary
Trail Work and Map for October 2012
Email Regarding Spring Down Trail



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Tuesday, November 13, 2012, 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of minutes from the June 12, 2012 meeting
4. Suggestions for new committee members
5. Determine who will be staying on the committee for 2013 and roles of each member
6. Discuss potential new open space properties
7. Property Updates
8. Review the Conservation Monitoring plan
9. Review & Approve the definition of the Open Space Fund
10. Nature Trail
11. Next meeting date
12. Adjournment



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
 765 Portola Road, Portola Valley, CA 94028
 Wednesday, November 7, 2012 – 7:30 p.m.
 Council Chambers (Historic Schoolhouse)

ACTION AGENDA

Call to Order, Roll Call 7:32 p.m.

Commissioners McIntosh, McKitterick, Chairperson Von Feldt, and Vice-Chairperson Zaffaroni present. Commissioner Gilbert absent.

(Also present: Tom Vlastic, Town Planner; Steve Padovan, Interim Planning Manager, Nick Pegueros, Town Manager, Ann Wengert Town Council Liaison; Sandy Sloan, Town Attorney arrived at 7:50 p.m.)

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.

A member of the public stated that the Town should consider requiring social impact reports when they are reviewing new projects.

Regular Agenda

1. *Public Hearing:* Proposed Lot Line Adjustment X6D-213, 20 & 30 Granada Court, Nebrig-Hall **Town Planner Vlastic provided background on the project, stated that both property owners are amenable to the new lot line and explained the limitations on setting conditions related to Lot Line Adjustments. The Commission had no questions for staff. Mr. Nebrig was available to answer questions. No public comment was taken. Motion by McKitterick and seconded by Zaffaroni to approve the Lot Line Adjustment with no changes to proposed conditions. Motion passed 4-0-1.**
2. *Public Hearing:* Site Development Permit X9H-640, 260 Mapache Drive, Davison **Town Planner Vlastic provided background on the project, explaining the amounts of cut and fill proposed, the modifications that the applicant has made to accommodate ASCC and WASC concerns and the general compatibility of the single story design. The Commission asked staff about the septic leachfield and Trails Committee review. Vlastic stated that County Health reviews the septic and that the trail will be protected. The architect, Louis Butler stated that the basement was reduced by 400 square feet. No other public comment was taken. The Commission commented that the site was already disturbed and grading is mainly limited to the existing pad. The Commission was supportive of the project. Motion by McKitterick and seconded by Zaffaroni to approve the Site Development Permit with no changes to proposed conditions. Motion passed 4-0-1.**
3. *Public Hearing:* Proposed Amendment to Blue Oaks PUD X7D-137, Lots 23-26, 3 & 5 Buck Meadow Drive, and Lot Line Adjustment X6D-214, Town of Portola

Valley Town Planner Vlasic provided background and summary of the PUD amendment/Lot Line Adjustment request. Vlasic indicated that the project includes two alternatives which are both satisfactory for the Town. Town Attorney Sloan provided additional responses to a letter submitted on the project from Keep PV Rural. The Commission began with questions to Vlasic and Sloan and then opened public comment. The Commission heard comments and concerns from the public. Chair Von Feldt summarized the public's concerns and staff responded. The Commission was supportive of the proposal. Motion by McKitterick and seconded by McIntosh to approve the PUD amendment and Lot Line Adjustment with changes allowing for future modification of the Building Envelope by the ASCC if the Blue Oaks HOA does not acquire both parcels. Motion passed 4-0-1.

Commission, Staff, Committee Reports and Recommendations **None.**

Approval of Minutes: October 17, 2012 **Approved (4-0-1) as corrected.**

Adjournment: 10:22 p.m.

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

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: November 2, 2012

CheyAnne Brown
 Planning Technician

Town of Portola Valley

Issued Building Permit Activity: October 2012

	Permits This Month	Permits FY 12-13 To Date	Total Valuation This Month	Total Valuation FY 12-13 To Date	Application Fees Collected This Month	Application Fees FY 12-13 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 12-13 To Date	Total Fees Collected FY 12-13	Total Fees Collected FY 11-12
New Residence	1	2	3,200,000	3,937,100	13,638.75	18,003.00	8,865.19	11,701.96	29,704.96	11,241.86
Commercial/Other	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Additions	2	10	280,000	1,531,565	3,916.75	14,695.91	1,427.94	7,676.16	22,372.07	20,118.63
Second Units	0	0	0	0	0.00	0.00	0.00	0.00	0.00	9,917.33
Remodels	2	11	240,000	1,198,000	2,886.00	13,863.50	2,161.75	5,936.38	19,799.88	27,823.61
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	10,263.18
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	1	0	5,500	0.00	152.50	0.00	87.50	240.00	181.25
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	2	2	0	0	574.00	574.00	0.00	0.00	574.00	100.00
Other	17	66	413,742	1,847,524	5,592.50	27,394.75	807.50	2,777.81	30,172.56	27,007.60
	24	92	4,133,742	8,519,689	26,608.00	74,683.66	13,262.38	28,179.81	102,863.47	106,653.46
Electrical	10	35	0	0	1,541.34	3,249.09	0.00	0.00	3,249.09	3,654.94
Plumbing	8	24	0	0	1,748.91	3,565.91	0.00	0.00	3,565.91	3,248.15
Mechanical	7	20	0	0	991.71	2,436.71	0.00	0.00	2,436.71	2,268.15
Total Permits	49	171	4,133,742	8,519,689	30,889.96	83,935.37	13,262.38	28,179.81	112,115.18	115,824.70



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: **October 2012**

C A S H	Bank of America	\$	62,938.85
	Local Agency Investment Fund (0.348%)	\$	6,651,803.59
	Total Cash	\$	6,714,742.44
F U N D S	05 General Fund	\$	1,943,518.13
	08 Grants	\$	9,960.96
	10 Safety Tax	\$	11,410.86
	15 Open Space	\$	3,356,789.13
	20 Gas Tax	\$	21,424.22
	22 Measure M	\$	(293.47)
	25 Library Fund	\$	484,290.12
	30 Public Safety/COPS	\$	(31,424.20)
	40 Park in Lieu	\$	6,231.62
	45 Inclusion In Lieu	\$	58,841.33
	60 Measure A	\$	59,732.06
	65 Road Fees	\$	138,623.99
	75 Crescent M.D.	\$	80,194.35
	80 PVR M.D.	\$	13,704.60
	85 Wayside I M.D.	\$	5,728.80
	86 Wayside II M.D.	\$	(84,698.48)
	90 Woodside Highlands M.D.	\$	174,932.52
95 Arrowhead Mdws M.D.	\$	(1,799.67)	
96 Customer Deposits	\$	467,575.57	
Total Fund Balance		\$	6,714,742.44
A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	6,679,404.61
	Revenues for Month:	\$	333,793.43
	LAIF Interest Deposit (0.35%)	\$	6,001.32
	Total Revenues for Month:	\$	339,794.75
	Warrant List 10/10/12	\$	(130,556.17)
	Warrant List 10/24/12	\$	(75,953.22)
	Payroll	\$	(96,715.08)
	Total Expenses for Month:	\$	(303,224.47)
	Total JE's and Void Checks:	\$	(1,232.45)
	Ending Cash Balance	\$	6,714,742.44

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund:	52.19%
<i>Adopted Town Policy is 60%</i>	
Days of Running Liquidity of Spendable General Fund:	190
<i>GASB recommends no less than 90 days</i>	

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

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

THURSDAY, NOVEMBER 22 &
FRIDAY, NOVEMBER 23, 2012

FOR THE THANKSGIVING HOLIDAY



IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Nick Pegueros, Town Manager
FROM: Tom Vlastic, Town Planner
Karen Kristiansson, Principal Planner
DATE: November 7, 2012
RE: General Plan Formatting Revisions

This memo is to make you aware of a project that we completed last spring to re-format the town's General Plan. Program 6 of the 2011-12 planning budget was to bring consistency to the document in order to make it more user-friendly, both for printed and online usage. This project was completed and was presented to the Planning Commission on May 2, 2012, who accepted the revised General Plan. At that time, one printed copy was provided to staff at Town Hall and an online version was put on the town's website in the materials for that planning commission meeting.

This re-formatting effort did not include revisions to the text, except as needed to reflect the new formatting. The town attorney reviewed the changes and found that the reformatting did not require a general plan amendment or CEQA analysis. The changes that were made to the General Plan are described in detail in the next section below.

To make full use of the revised General Plan format, this version would need to be placed on the town's website, replacing the existing General Plan with the previous formatting. In addition, any printed copies would need to be replaced with the re-formatted version to ensure that the general plan is used and referred to consistently.

Description of Changes to the General Plan Format

All elements of the general plan were put into the same font, with the same formatting for all headings throughout the document as well as headers and footers. Footers are centered so that they will work both for single-sided and double-sided copies, as well as viewing online. The one exception was the housing element; editing headers and footers for the housing element caused other formatting problems, so these were left unchanged. The next update of the housing element should use the updated format. Formatting was kept as simple as possible to make it easy to make changes as various elements of the plan are updated.

As many exhibits and graphics throughout the plan were scanned and integrated into the text as possible. References to the exhibits and graphics were updated as necessary. In addition, references to the larger exhibits, such as the Trails and Paths Diagrams, were

changed to read something like “the diagrams are available separately and incorporated herein” instead of “the diagrams can be found in a pocket at the end of this general plan.” The one graphic that was not scanned is Exhibit 7 of the housing element. Because this exhibit is large and includes data that is not digital, converting this to a digital version did not appear worthwhile, especially since the housing element will need to be updated by 2014. All exhibits for the next housing element should be produced in digital form.

When people access the general plan online, they tend to look only at one or two elements. Therefore, several organizational changes were made to the plan. Title pages and tables of contents were created for each individual element. Also, rather than having all of the appendices together as a separate document, the appendices for each element were moved so that they immediately follow that element. Throughout the document, therefore, the references to the appendices were updated to reflect this new organization.

Other organizational changes were made to the general plan and are listed below.

- The title page and table of contents for the whole document were combined and simplified.
- The introduction was combined with the sections on setting and assumptions to form a new section entitled “Introduction and Community Goals.” The numbering was preserved throughout the document except for the introduction and the sustainability element. Two statements at the end of the introduction about the town’s population and housing stock which are now both out of date and out of place were deleted; this information is provided later in the general plan.
- The sustainability element was originally adopted as 7000 Part 7 of the general plan but has now been moved to Part 4, Environmental Quality. Paragraph numbering was added to the sustainability element starting with paragraph number 4400.

Conclusion

As was mentioned previously, because these changes are not substantive but only organizational, a general plan amendment and formal hearings before the planning commission and town council were not necessary. We presented the new format to the planning commission, largely as an informational item, and the commission accepted the revised general plan. If the town wants to make use of this new format of the General Plan, the online and print versions of the plan should be updated accordingly.

cc: MaryAnn Derwin, Mayor
Alex Von Feldt, Planning Commission Chair
Sandy Sloan, Town Attorney

Howard Young

Subject: FW: Alpine Road and 280 bicycle lanes
Attachments: Alpine280_D3_013111_1.pdf; Alpine280_D2_013111_1.pdf

From: Diana Shu [<mailto:dshu@smcgov.org>]
Sent: Friday, November 02, 2012 4:35 PM
To: Howard Young
Cc: Jim Porter; Joe Lo Coco
Subject: Alpine Road and 280 bicycle lanes

Hi Howard

I just want you to know that we will be receiving grant funding from the TA to restripe the bicycle lane under Highway 280 and Alpine Road.

The proposed plan was blessed by the Board of Supervisors earlier this year when we applied for the grant application. PV was aware of this proposal as it was the same report as the one for the Traffic Signals in Ladera.

I just wanted you to know that I have been getting emails from certain individuals wanting a different plan than what was proposed. D2 vs D3. Please find attached plans for your information in case they call you.

Below, please find support from the SVBC for D3. They are aware of the differences between D2 and D3 and have discussed this matter with their members.

Our timeline is very tight. We have to have Caltrans approved plans in place by March 2013. Please feel free to share this info with your manager.

Thanks
Diana

Diana Shu
dshu@smcgov.org
650-599-1414



>>> "Corinne Winter" <corinne@bikesiliconvalley.org> 10/29/2012 5:20 PM >>>
Hello Joe,

Thank you for the opportunity to weigh in on the Alpine Road design. We appreciate the County's steadfast leadership in finding funding for this project.

After deliberation with numerous stakeholders, including Bob Ward, I would like to confirm with you that although some folks in our community feel strongly that D-2 is highly preferred, option D-3 is acceptable to us for you to proceed with at this time, given the operational constraints voiced by Caltrans.

However, Silicon Valley Bicycle Coalition strongly urges that the following factors be explored in the design finalization:

- We make sure the area where cars merge to the right for 280 S is before the shadow line of the overpass (to enhance visibility of people on bikes in that area).
- We add 1-2 ft cross-hatch buffers on either side of the bike lane to allow a more comfortable riding experience for

people on bikes, and so that the cars will be heavily discouraged from merging after the appropriate point.
- We add better lighting in the underpass area.
- their the minimum acceptable travel lane widths in the design to encourage slower vehicle speeds overall.

We look forward to working with the county during the design finalization.

Many thanks,
Corinne Winter

Sent from mobile

On Oct 23, 2012, at 4:41 PM, Corinne Winter <corinne@bikesiliconvalley.org> wrote:

Thank you for the information, Joe. Thank you for giving us an opportunity to weigh in on this. I will discuss this with our Policy Advisory Committee and some of our members and get back to you ASAP.

Corinne Winter

Sent from mobile

On Oct 23, 2012, at 4:35 PM, "Joe Lo Coco" <jlococo@smcgov.org> wrote:

Dear Ms Winter,

We have received comments from Caltrans (copy attached) regarding striping improvement options D2 and D3 for Alpine Road at the 280 freeway. Caltrans has indicated to us that D3 is their preferred option because it is deemed to generally be in line with their standards, while D2 is atypical.

For option D2, they have indicated that an operational analysis would be required.

Given this feedback and the compact schedule required for project delivery, we believe that D3 is the only design which can assure project delivery. We intend to move forward with design and implementation of D3 in order to meet the funding deadlines.

We are therefore requesting that the SVBC confirm by no later than October 30, 2012, that option D3 is acceptable, understanding that this may be the only option that can be built in conjunction with this funding opportunity.

Thank you for your consideration and feedback.

Please note that as of February 17, 2012, my email address has changed from jlococo@co.sanmateo.ca.us to jlococo@smcgov.org

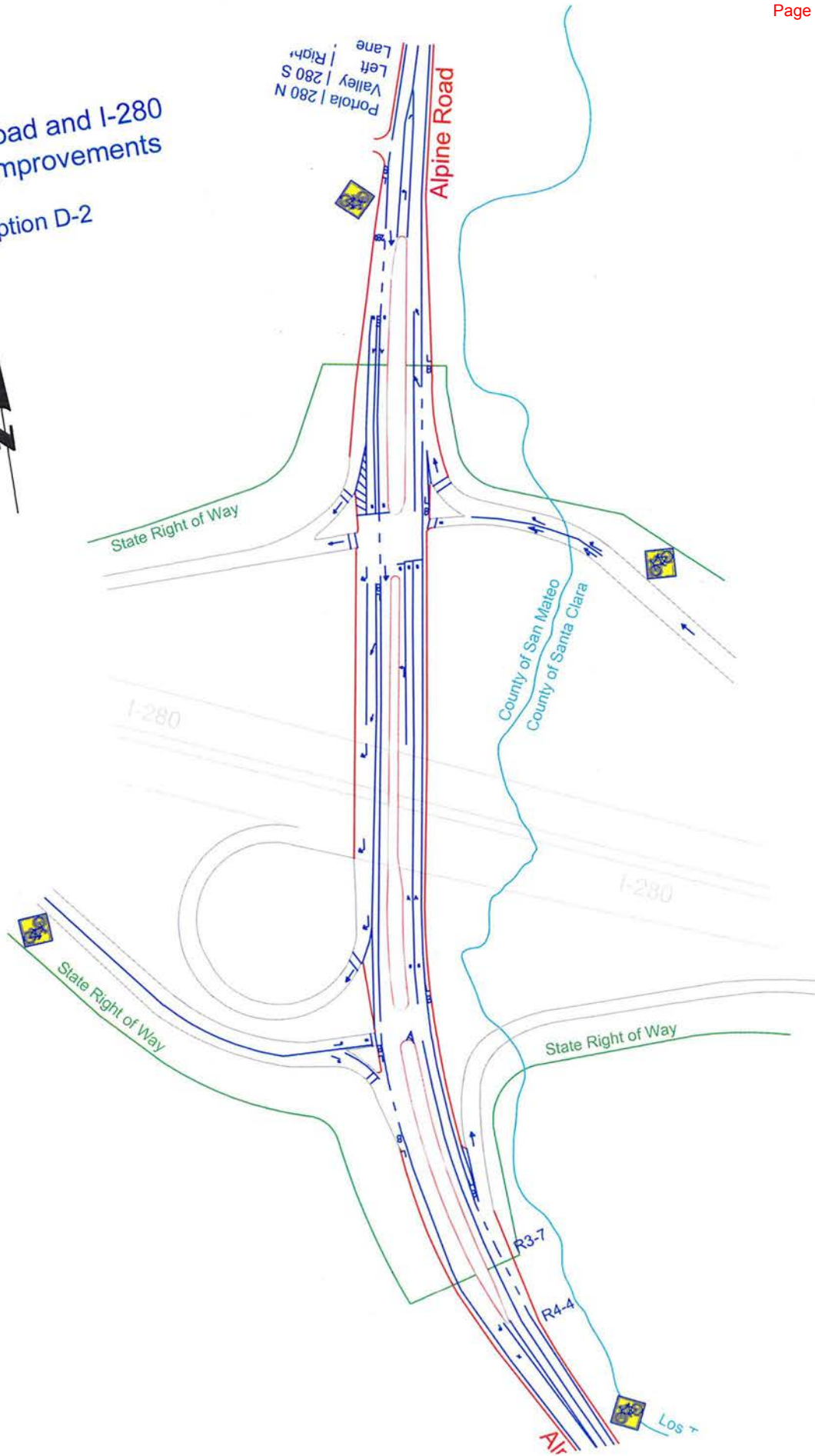
<IMAGE.gif>

Content-Disposition: inline
Content-Transfer-Encoding: 7bit

<Joe Lo Coco.vcf>

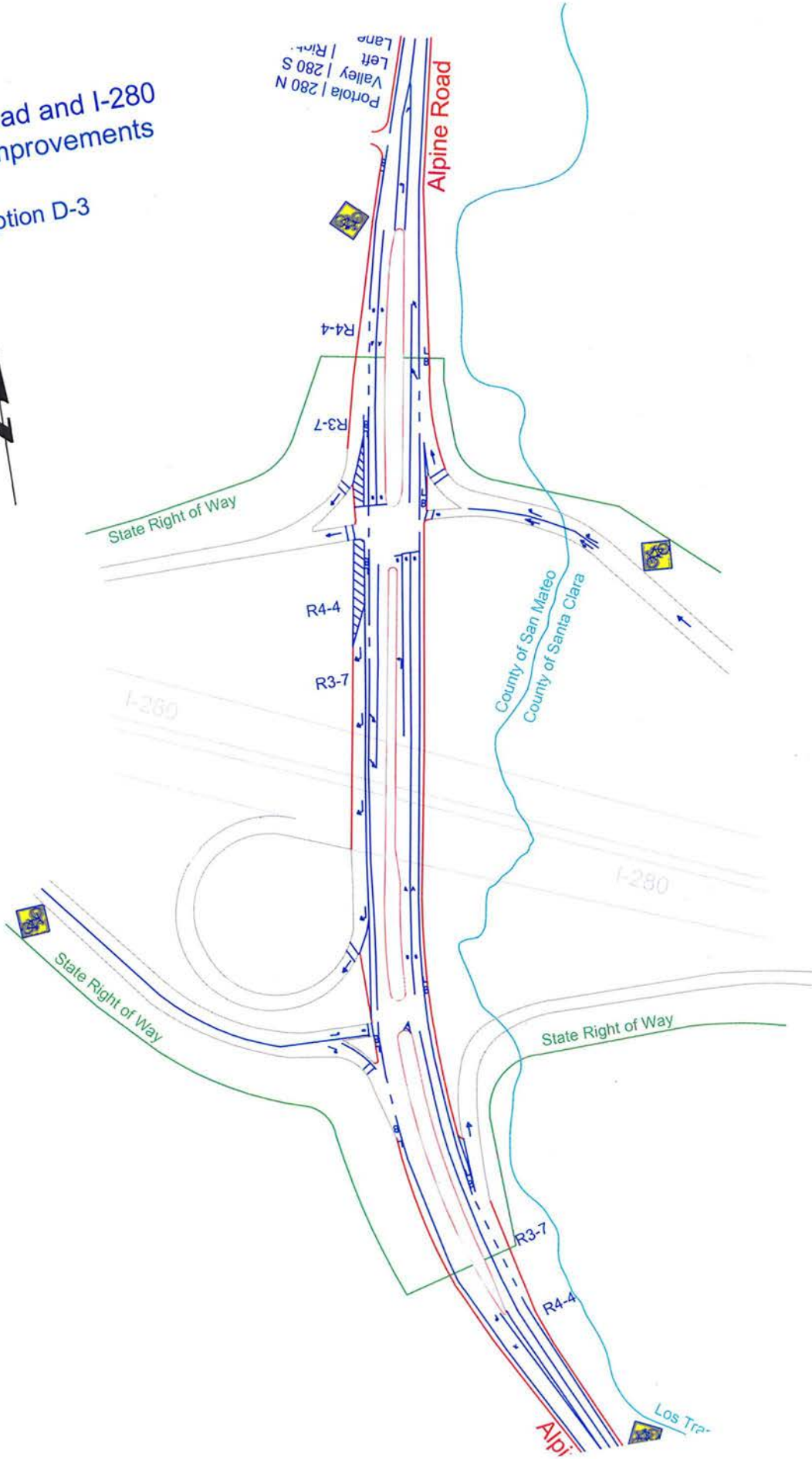
Alpine Road and I-280 Bicycle Improvements

Option D-2



Alpine Road and I-280 Bicycle Improvements

Option D-3



Raymond H. Williams

November 8, 2012

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



Honorable Council Members

During the past several months BMR (Below Market Rate) housing has occupied increased attention of the planning commission and town council, and a few articles have appeared in the Almanac. It has also become a topic of increased interest to those who live close to the areas of Portola Valley that are related to the discussions. Those living in other neighborhoods of our Town may be less aware of the topic and the discussions. However, it is a topic that is germane to the entire community. The residents should understand the subject and the implications of available alternatives and related consequences.

There are examples in the past where the Town Council, the Planning Commission and others took extraordinary efforts to ensure that the residents of Portola Valley were aware of and included in the discussions related to topics as important as BMR. These examples include plans to develop Portola Valley Ranch and to establish seismic standards for new construction to name just two. All of these efforts included significant outreach and discussion. Such an effort has yet to be organized to discuss BMR.

Rather than proceed with recently approved Blue Oak variances which appear to be paced by financial arrangements, it is requested that the Town Council not implement the variances to Blue Oaks but rather initiate an outreach and education program similar to those mentioned above so that the community is made aware of the requirements for BMR and that a public process be developed to discuss alternatives and related consequences. This approach will build a consensus in the town on how to proceed with this mandate while ensuring that we maintain the unique qualities of life in the Town of Portola Valley.

Sincerely,


Ray Williams

October 31, 2012

Portola Valley Town Council
Portola Valley Planning Department

Subject: Ideas around Affordable Housing in PV.

I have been following the progress on "Affordable Housing" for Portola Valley in the Almanac. The path to get to completion of low cost housing seems to be still clouded. The sites the Town has and being considered do not look really suitable to me. So, here are some ideas and comments for implementation to meet the States requirements.

The area between Spring Down Equestrian Center and Portola Road should be considered for the housing. The Town can swap some of the "open space" in front of Spring Down for the open area between the tennis courts/ball-field and Portola Road. This would retain approximately the same areas in designated "open space". The present open space is shield from Portola Road by a row of trees and a small berm. The site is also well situated for access to commercial services and the town center. An issue with the "Open Space" in front of Spring Down is the two San Andreas fault traces. I have not measured the separation between the traces but it appears there may be enough distance between them that high density housing can be built.

There would be no reason for continue with the purchase of the AI's Nursery site. The AI's site is odd shaped making it more difficult to develop for housing. The lots in Blue Oaks can be sold. This nets the Town about \$2.5 million.

I also think the town should look to the end point of the "Affordable Housing" program in order to make decisions that lead to a satisfactory program. So I have put together some numbers.

Taking the median income levels in San Mateo County of \$87,000 for a single person and \$123,000 for a family of four, the purchasers can afford a monthly payment of near \$1800 and \$2600 per month respectfully. This is at 25% of the income going to towards housing payments. I used a 5% interest and a 20-year loan to figure that a \$300,000 loan for a single person and a \$450,000 for a family loan are upper limits for the purchasers to support. The 5% is a guess at a mortgage interest rate in a couple years. Given a 20% down payment to purchase a unit, the purchase prices will be in \$360,000 for a single person unit and \$540,000 for a family unit.

The unit sales price needs to be considered when evaluating a piece of property and construction techniques for "Affordable Housing". My suggestion is that the Town look for pieces of property that are easily prepared and are compatible with high density housing units. It may be prudent to consider developers that are experienced in construction techniques for modular duplexes or other multifamily buildings. The Town could have a pro-forma analysis done so before selecting a site it would know that the end sales price can be achieved.

Jerry Secrest
250 Willowbrook Dr

From: Keep PV Rural [keepvrural@gmail.com]
Sent: Saturday, November 03, 2012 12:58 PM
To: John Richards; Jeff Aalfs; Ann Wengert; Ted Driscoll; TownCenter
Subject: Answer to Mayor's Oct 24 letter

Town Council and Planning Commissioners:

To keep you informed on our positions, we would like to share our response below to the Mayor's Oct 24 letter <http://portolavalley.net/Modules/ShowDocument.aspx?documentid=5209>

We have read the Mayor's October 24, 2012 letter and, to be honest, are surprised at its tone and accusatory nature.

* Keep PV Rural is a community group that was formed to make sure there is an open dialogue about the future of affordable housing units in the Town and to make sure that there are no back room deals made without the benefit of an open and public discussion.

* Keep PV Rural is not opposed to below market rate (BMR) housing, or BMR units at 900 Portola Road. We just want to make sure the scale and scope of any such development is in keeping with the Town's rural nature.

* Many of us live in Portola Valley because it does not have the higher densities of neighboring towns like Palo Alto and Menlo Park. We are also concerned the Town not repeat the mistakes it made with BMRs at Blue Oaks. We strongly believe that unless there is an open dialogue about what is being planned history will repeat itself. We could once again be sitting here in 10 years scratching our heads trying to figure out how to meet the Town's affordable housing obligations.

* While we may not agree with the Mayor that BMR cannot be built in Blue Oaks and while we may have concerns about the fairness of moving Blue Oak's BMR obligations to our backyards, it is not our intent to oppose development. Our sole purpose as an organization is to Keep PV Rural and, at this point, that means making sure the Town's efforts at meeting its affordable housing obligations is done right and in a way that stays true to Portola Valley.

As to the specifics of the Mayor's letter, well...we believe there are several statements that could be responded to or corrected. We have done that below but to be honest we do not think it is helpful to continue a he said, she said type approach to this important issue. Since the Town will not hold a hearing where everyone can talk openly and honestly about affordable housing, BMR units, the Blue Oaks lots, and 900 Portola Road, we will. Look for information soon about a forum sponsored by Keep PV Rural to hear everyone's thoughts about these issues. We invite the Town to participate even if they only listen and observe. What we learn will be instrumental in making sure that we, as a community, come together on this important issue.

1. **The policy to sell Blue Oaks was decided in 2009.** The Action Plan of the Housing Element also states the Town will contact at least 3 developers, including Habitat for Humanity, about building the 8 BMR units on the Blue Oaks lots. We find no evidence, as yet, that this was done and ask the Mayor to show us that 3 developers rejected the sites.
2. **Real estate transactions are confidential.** Real estate negotiations may be deemed confidential, but the nursery contract has been available publicly since it was finalized. We want to make sure that any contract for the Blue Oak lots will be held to that same standard.
3. **No development plan is under consideration.** We have been told that the Town desires 10-12 units on the 1.67 ac parcel. We simply want to know how the Town calculated that figure and if it has draft or preliminary plans either internally or from a developer. Since the Town is about to spend \$3 million for the nursery site, some sort of plan is certainly in order and should be the subject of an open and robust community discussion prior to the purchase.
4. **900 Portola Road is a superior building site.** Anyone would agree the nursery is an easier building site than the Blue Oaks lots. That does not mean that the Blue Oak lots cannot be built with BMRs. In fact, when the Town approved the subdivision and took possession of the lots, they should have known the building constraints.
5. **There is nothing new or substantive to debate in a public forum.** The issue is talking about affordable housing obligations and the Town's decision, with no public input or debate, to spend \$3 million on the AI's Nursery purchase. The diseased oak tree at Ford Field even got a spot on the Council agenda several weeks ago. There are other ideas to be discussed such as loosening regulations and offering incentives to build more second units around town.
6. **Legitimate questions or delay tactics?** We as a community have the right to a discussion. The Town may be trying to be responsive in writing, but there are simply more important questions that we have not gotten answers to. We agree and acknowledge that 900 Portola Road will eventually be developed. If it becomes affordable housing it is not a thorny issue for us. What is thorny is allowing a development with unreasonable density that changes the very nature of our Town.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: November 9, 2012
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended November 9, 2012.

- Fall issue of PV Post** – The fall issue of the PV Post is now available online: <http://tinyurl.com/pvpost11-12>. This edition features a new format to provide a more approachable user interface. Staff has been evaluating the pros and cons of alternative means to distribute news to Town residents in a format that is more timely and accessible. One idea to improve frequency of information distribution and reduce costs includes the possibility of distributing news via Facebook or one of the new neighborhood-oriented social network platforms that are currently in use by neighboring jurisdictions (such as nextdoor.com).
- Honoree for Volunteer Appreciation Party** – At the 11/14 meeting, the Council will be asked to designate an honoree for this year's volunteer appreciation party on Friday, November 30th hosted by the Community Events Committee.
- Update on Letter to Board of Supervisors** – Staff contact the BoS to receive an update on the letter sent in August regarding process to comment on proposed projects in the Town's sphere of influence. The Clerk of Board reports that there is no record of receipt of the letter. A new letter has been sent and we will request confirmation of receipt and a response to ensure the letter receives the appropriate attention. On a related note, County staff advised Howard of a bike lane improvement project at Alpine and I-280 in the CalTrans ROW. Some members of the BPTS Committee have expressed concern that the Town did not have an opportunity to comment on the project before CalTrans approval. Information on the project is included in this week's digest.

4. **Request for Outlet at Soccer Field** – Two committees have requested the installation of an electrical outlet on the Community Hall end of the soccer field for use during special events such as flight night and Blues & BBQ (see attached request). Staff is working to obtain quotes and will install the outlet before spring.
5. **Planning Commission & ASCC Appointments** – We have received the following applicants as of noon today for the PC and ASCC. Should the Council wish to interview applicants, the following process could be used:
 - a. Schedule a special meeting on 11/28, starting at 6:30 to interview applicants
 - b. Invite new applicants to introduce themselves and provide an overview of their interest in an appointment. Interactive, approx. 5 min per applicant.
 - c. Invite incumbent commissioners the opportunity to express their interest in reappointment, optional. Interactive.
 - d. Vote by paper ballot
 - i. Council members will receive a ballot listing the applicant names. Council will select for 4 Planning Commissioners and 3 ASCC members. Votes counted by the Town Clerk.
 - ii. Applicants receiving 3 or more votes will be considered appointed.
 - iii. If the number of applicants receiving 3 or more votes exceeds the number of available seats on the respective commission, first, the highest vote getters will be appointed. Runoff votes will be taken as necessary for remaining candidates.

Planning Commission Applicants

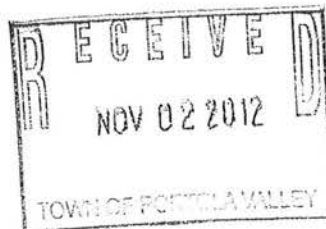
1. Alex Von Feldt
2. Denise Gilbert
3. Nate McKitterick
4. Darci Reimund
5. Nicholas Targ
6. Tom Kelley
7. Terry Lee

ASCC Applicants

1. Craig Hughes
2. Danna Breen
3. Carter Warr
4. Tim Dyson
5. Jane Wilson
6. David Ross
7. Marianne Plunder
8. Elin Pedersen
9. Terry Lee

FROM:
Cultural Arts Committee
Nature and Science Committee

TO:
Portola Valley Town Council



Our committees recommend that an electric outlet be placed at the end of the soccer field next to the fence which separates the field from the Community Hall buildings. The matter was discussed in both of our committees and voted upon favorably. The reason for this request is that electricity is needed there for event announcers for programs such as Flight Night, Blues and Barbecue, and other similar activities. It is not safe to have wires draped across the pathway or strung over it. It is also not safe for volunteers to be up on ladders attempting to place the wires where they will not present a hazard to folks on the ground. We believe that this project could be accomplished with only a small expenditure of funds if the electricity is brought from the Community Hall building and the wires channeled under the walkway. We would like the matter taken to the Town Council for action. Thank you very much.

Yvonne Tryce, Chairman of Nature and Science Committee and member of Cultural Arts Committee
November 2, 2012

#11

There are no written materials for this agenda item.

#12

There are no written materials for this agenda item.