



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
Wednesday, December 11, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

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REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

- (1) A moment of silence in remembrance of resident and Portola Valley Ranch developer Joe Whelan

ORAL COMMUNICATIONS

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

- (2) **Recommendation by Town Clerk** – Certification of November 5, 2013 Consolidated Special and General Municipal Election 3
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Declaring Canvass of Returns and Results of General Municipal Election Held on November 5, 2013 (Resolution No. __)
 - (b) Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town of Portola Valley Amending Section 3.32.075 [Reduction in General Tax] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users Tax] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code Ordinance No. __)

COUNCIL RECOGNITION – Ted Driscoll, Former Mayor and Councilmember

REORGANIZATION OF THE TOWN COUNCIL

- (a) Installation of Councilmembers
- (b) Election of Mayor
- (c) Election of Vice Mayor

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 30, 2013 18
- (4) **Approval of Minutes** – Special Town Council Meeting of November 13, 2013 21
- (5) **Ratification of Warrant List** – November 27, 2013 33
- (6) **Approval of Warrant List** – December 11, 2013 45
- (7) **Recommendation by Deputy Building Official** – Adoption of the 2013 California Building Code 56
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.04.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to Adopt and Updated Building Code (Ordinance No. __)
- (8) **Appointment by Mayor** – Request for Appointment of Member to the Cultural Arts Committee 69

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) **Reports from Commission and Committee Liaisons** 72
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – November 15, 2013 73
- (11) **Town Council Weekly Digest** – November 22, 2013 96
- (12) **Town Council Weekly Digest** – December 6, 2013 114

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: December 11, 2013

RE: **November 2013 General Municipal Election**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution declaring the results of the General Municipal Election held on November 5, 2013.

BACKGROUND

The General Municipal Election was held on November 5, 2013. The residents of Portola Valley decided three four-year terms for the Town Council. The following candidates have been elected to the Town Council.

Maryann Moise Derwin
Craig Hughes
John Richards

In addition, a majority of voters approved Measure Q (Utilities Users Tax) to continue the reduction of the existing five and one-half percent (5.5%) Utility Users Tax levied on telephone, gas, water and electricity charges to four and one-half percent (4.5%) for a period of four years from July 1, 2014 through June 30, 2018.

Attachments:

1. County of San Mateo Statement of the Vote
2. Resolution of the Town Council of the Town of Portola Valley Declaring Canvass of Returns and Results of General Municipal Election Held on November 5, 2013
3. Ordinance



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402
phone 650.312.5222 **fax** 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

December 2, 2013

Sharon Hanlon
Town Clerk
Town of Portola Valley
765 Portola Road
P.O. Box 620005
Portola Valley, CA 94028

Subject: Certificate of the Chief Elections Officer for the Consolidated
Municipal, School and Special District Election held on Tuesday,
November 5, 2013

Dear Town Clerk Hanlon:

I am writing to let you know that we have completed the Official Canvass of the vote and I have certified the election results.

Attached hereto is the official Chief Elections Officer's Certification of the November 5, 2013 Election for your jurisdiction that was held in conjunction with the Consolidated Municipal, School & Special District Election.

It has been a pleasure to work with you in conducting this election and I look forward to serving you again in future elections.

Sincerely,

Mark Church

Enclosures

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

In the Matter of the CANVASS OF VOTE CAST)
 at the CONSOLIDATED MUNICIPAL, SCHOOL)
 AND SPECIAL DISTRICT ELECTION)
 held on November 5, 2013)

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo,
 State of California hereby certify;

THAT an election was held within the boundaries of the TOWN OF
 PORTOLA VALLEY on Tuesday, November 5, 2013 for the purpose of electing
 three (3) Members to the Town Council for four (4) year terms; and I caused to
 have processed and recorded the votes from the canvass of all ballots cast at
 said election within the boundaries of the TOWN OF PORTOLA VALLEY.

I HEREBY FURTHER CERTIFY that the record of votes cast at said
 election are set forth in Exhibit "A" attached hereto and incorporated herein by
 reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 2nd day of
 December, 2013, and file this date with the Town Clerk for the Town of Portola
 Valley.



MARK CHURCH
 Chief Elections Officer &
 Assessor-County Clerk-Recorder

Exhibit A

15	TOWN OF PORTOLA VALLEY MEMBERS, TOWN COUNCIL													
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY Vote for 3 CRAIG R. HUGHES	BUD EISBERG	MARYANN MOISE DERWIN	F. JOHN RICHARDS						
3901	1,132	507	44.8		322	195	344	349						
3903	986	389	39.5		295	133	284	276						
3905	1,134	408	36.0		240	194	247	257						
Early Voting Totals	3,252	0	0.0		0	0	0	0						
Absentee Totals	3,252	998	30.7		644	390	687	680						
Election Day Totals	3,252	306	9.4		213	132	188	202						
Grand Totals	3,252	1,304	40.1		857	522	875	882						

November 05, 2013

Early Voting Totals 15	TOWN OF PORTOLA VALLEY MEMBERS, TOWN COUNCIL														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY Vote for 3 CRAIG R. HUGHES	BUD EISBERG	MARYANN MOISE DERWIN	F. JOHN RICHARDS							
18TH CONGRESSIONAL DISTRICT	3,252	0	0.0		0	0	0	0							
24TH ASSEMBLY DISTRICT	3,252	0	0.0		0	0	0	0							
3RD SUPERVISORIAL DISTRICT	3,252	0	0.0		0	0	0	0							
13TH SENATORIAL DISTRICT	3,252	0	0.0		0	0	0	0							
BOARD OF EQUALIZATION - DISTRICT	3,252	0	0.0		0	0	0	0							
COUNTY OF SAN MATEO	3,252	0	0.0		0	0	0	0							
LOS TRANCOS COUNTY WATER	3,252	0	0.0		0	0	0	0							
SAN MATEO COMMUNITY COLLEGE	3,252	0	0.0		0	0	0	0							
SEQUOIA UNION HIGH SCHOOL	3,252	0	0.0		0	0	0	0							
TOWN OF PORTOLA VALLEY	3,252	0	0.0		0	0	0	0							
Early Voting Totals	3,252	0	0.0		0	0	0	0							

November 05, 2013

Absentee Totals 15	TOWN OF PORTOLA VALLEY MEMBERS, TOWN COUNCIL														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY Vote for 3 CRAIG R. HUGHES	BUD EISBERG	MARYANN MOISE DERWIN	F. JOHN RICHARDS							
18TH CONGRESSIONAL DISTRICT	3,252	998	30.7		644	390	687	680							
24TH ASSEMBLY DISTRICT	3,252	998	30.7		644	390	687	680							
3RD SUPERVISORIAL DISTRICT	3,252	998	30.7		644	390	687	680							
13TH SENATORIAL DISTRICT	3,252	998	30.7		644	390	687	680							
BOARD OF EQUALIZATION - DISTRICT	3,252	998	30.7		644	390	687	680							
COUNTY OF SAN MATEO	3,252	998	30.7		644	390	687	680							
LOS TRANCOS COUNTY WATER	3,252	998	30.7		14	10	10	12							
SAN MATEO COMMUNITY COLLEGE	3,252	998	30.7		644	390	687	680							
SEQUOIA UNION HIGH SCHOOL	3,252	998	30.7		644	390	687	680							
TOWN OF PORTOLA VALLEY	3,252	998	30.7		644	390	687	680							
Absentee Totals	3,252	998	30.7		644	390	687	680							

November 05, 2013

Grand Totals 15	TOWN OF PORTOLA VALLEY MEMBERS, TOWN COUNCIL														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY Vote for 3 CRAIG R. HUGHES	BUD EISBERG	MARYANN MOISE DERWIN	F. JOHN RICHARDS							
18TH CONGRESSIONAL DISTRICT	3,252	1,304	40.1		857	522	875	882							
24TH ASSEMBLY DISTRICT	3,252	1,304	40.1		857	522	875	882							
3RD SUPERVISORIAL DISTRICT	3,252	1,304	40.1		857	522	875	882							
13TH SENATORIAL DISTRICT	3,252	1,304	40.1		857	522	875	882							
BOARD OF EQUALIZATION - DISTRICT	3,252	1,304	40.1		857	522	875	882							
COUNTY OF SAN MATEO	3,252	1,304	40.1		857	522	875	882							
LOS TRANCOS COUNTY WATER	3,252	1,304	40.1		17	10	13	15							
SAN MATEO COMMUNITY COLLEGE	3,252	1,304	40.1		857	522	875	882							
SEQUOIA UNION HIGH SCHOOL	3,252	1,304	40.1		857	522	875	882							
TOWN OF PORTOLA VALLEY	3,252	1,304	40.1		857	522	875	882							
Early Voting Totals	3,252	0	0.0		0	0	0	0							
Absentee Totals	3,252	998	30.7		644	390	687	680							
Election Day Totals	3,252	306	9.4		213	132	188	202							
Grand Totals	3,252	1,304	40.1		857	522	875	882							

39	TOWN OF PORTOLA VALLEY MEASURE Q														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY YES	NO									
3901	1,132	507	44.8		374	85									
3903	986	389	39.5		333	29									
3905	1,134	408	36.0		328	51									
Early Voting Totals	3,252	0	0.0		0	0									
Absentee Totals	3,252	998	30.7		793	121									
Election Day Totals	3,252	306	9.4		242	44									
Grand Totals	3,252	1,304	40.1		1035	165									

November 05, 2013

Early Voting Totals 39	TOWN OF PORTOLA VALLEY MEASURE Q														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY YES	NO									
18TH CONGRESSIONAL DISTRICT	3,252	0	0.0		0	0									
24TH ASSEMBLY DISTRICT	3,252	0	0.0		0	0									
3RD SUPERVISORIAL DISTRICT	3,252	0	0.0		0	0									
13TH SENATORIAL DISTRICT	3,252	0	0.0		0	0									
BOARD OF EQUALIZATION - DISTRICT	3,252	0	0.0		0	0									
COUNTY OF SAN MATEO	3,252	0	0.0		0	0									
LOS TRANCOS COUNTY WATER	3,252	0	0.0		0	0									
SAN MATEO COMMUNITY COLLEGE	3,252	0	0.0		0	0									
SEQUOIA UNION HIGH SCHOOL	3,252	0	0.0		0	0									
TOWN OF PORTOLA VALLEY	3,252	0	0.0		0	0									
Early Voting Totals	3,252	0	0.0		0	0									

November 05, 2013

Absentee Totals 39	TOWN OF PORTOLA VALLEY MEASURE Q														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY YES	NO									
18TH CONGRESSIONAL DISTRICT	3,252	998	30.7		793	121									
24TH ASSEMBLY DISTRICT	3,252	998	30.7		793	121									
3RD SUPERVISORIAL DISTRICT	3,252	998	30.7		793	121									
13TH SENATORIAL DISTRICT	3,252	998	30.7		793	121									
BOARD OF EQUALIZATION - DISTRICT	3,252	998	30.7		793	121									
COUNTY OF SAN MATEO	3,252	998	30.7		793	121									
LOS TRANCOS COUNTY WATER	3,252	998	30.7		18	0									
SAN MATEO COMMUNITY COLLEGE	3,252	998	30.7		793	121									
SEQUOIA UNION HIGH SCHOOL	3,252	998	30.7		793	121									
TOWN OF PORTOLA VALLEY	3,252	998	30.7		793	121									
Absentee Totals	3,252	998	30.7		793	121									

November 05, 2013

Grand Totals 39	TOWN OF PORTOLA VALLEY MEASURE Q														
	Registration	Ballots Cast	Turnout (%)		TOWN OF PORTOLA VALLEY YES	NO									
18TH CONGRESSIONAL DISTRICT	3,252	1,304	40.1		1035	165									
24TH ASSEMBLY DISTRICT	3,252	1,304	40.1		1035	165									
3RD SUPERVISORIAL DISTRICT	3,252	1,304	40.1		1035	165									
13TH SENATORIAL DISTRICT	3,252	1,304	40.1		1035	165									
BOARD OF EQUALIZATION - DISTRICT	3,252	1,304	40.1		1035	165									
COUNTY OF SAN MATEO	3,252	1,304	40.1		1035	165									
LOS TRANCOS COUNTY WATER	3,252	1,304	40.1		21	0									
SAN MATEO COMMUNITY COLLEGE	3,252	1,304	40.1		1035	165									
SEQUOIA UNION HIGH SCHOOL	3,252	1,304	40.1		1035	165									
TOWN OF PORTOLA VALLEY	3,252	1,304	40.1		1035	165									
Early Voting Totals	3,252	0	0.0		0	0									
Absentee Totals	3,252	998	30.7		793	121									
Election Day Totals	3,252	306	9.4		242	44									
Grand Totals	3,252	1,304	40.1		1035	165									

RESOLUTION NO. _____-2013**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY DECLARING CANVASS OF RETURNS AND RESULTS OF GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2013**

WHEREAS, a General Municipal Election was held in the Town of Portola Valley ("Town") on November 5, 2013, in accordance with the law, and the returns of this election have been determined and certified in all respects as required by law.

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

1. The Town Clerk of the Town is hereby instructed to enter this Resolution in the minutes of this Council as a statement of the result of this election.

2. The total number of ballots cast in the Town at the General Municipal Election of November 5, 2013 was 1,304 ballots. No ballots were spoiled and not counted.

3. The list of candidates nominated for the offices to be filled at the General Municipal Election and the names of the candidates which were set forth in the petitions assembled and filed with the Town Clerk, as required by law, and the number of votes cast in favor of each of the candidates was as follows:

<u>Office</u>	<u>Candidate</u>	<u>Votes</u>
Town Councilmember (4 year term)	Maryann Moise Derwin	875
Town Councilmember (4 year term)	F. John Richards	882
Town Councilmember (4 year term)	Craig R. Hughes	857
Town Councilmember (4 year term)	Bud Eisberg	522

4. The number of votes cast in each precinct for each candidate and by absentee ballot for each candidate was as follows:

<u>Precinct</u>	<u>Maryann Moise Derwin</u>	<u>F. John Richards</u>	<u>Craig R. Hughes</u>	<u>Bud Eisberg</u>
3901	344	349	322	195
3903	284	276	295	133
3905	247	257	240	194
Totals:	875	882	857	522

5. There were four candidates for three open seats on the Town Council. The three candidates, Maryann Moise Derwin, F. John Richards and Craig Hughes, each received the highest number of votes cast for the Office of Town Councilmember for which each was a candidate, and these persons were thereby each elected to the office for a term of four years. The Town Clerk is hereby authorized to sign and deliver to each of the above-named persons a Certificate of Election and to administer to each the Oath of Office prescribed in the Constitution of the State of California.

6. Measure Q was presented to the voters at the General Municipal Election and the number of votes cast in favor of and against Measure Q was as follows:

<u>Precinct</u>	<u>Yes</u>	<u>No</u>
3901	374	85
3903	333	29
3905	328	51
Totals:	1035	165

7. Measure Q received a majority of votes cast and, therefore, it passed. A copy of the Ordinance implementing Measure Q is attached.

PASSED AND ADOPTED this 11th day of December, 2013.

By: _____
Mayor

ATTEST:

Town Clerk

ORDINANCE NO. 2013- _____**ORDINANCE OF THE TOWN OF PORTOLA VALLEY AMENDING SECTION 3.32.075 [REDUCTION IN GENERAL TAX] OF CHAPTER 3.32 [TELEPHONE, GAS, WATER AND ELECTRICITY USERS TAX] OF TITLE 3 [REVENUE AND FINANCE] OF THE PORTOLA VALLEY MUNICIPAL CODE**

WHEREAS, the citizens of the Town of Portola Valley wish to maintain the reduced 4.5 percent Utility User Tax imposed on all users of telecommunications, gas, water and electricity for an additional four years.

NOW, THEREFORE, the citizens of the Town of Portola Valley do **ORDAIN** as follows:

1. Amendment of Code. Section 3.32.075 [Reduction in General Tax] of Chapter 3.32 [Telephone, Gas, Water and Electricity Users' Tax] of Title 3 [Revenue and Finance] of the Portola Valley Municipal Code is hereby amended to read as follows:

3.32.075 Reduction in General Tax

The five and one-half percent taxes imposed on telephone users set forth in Section 3.32.040, electricity users set forth in Section 3.32.050, gas users set forth in Section 3.32.060, and water users set forth in Section 3.32.070 are each reduced to four and one-half percent for a period of four years from July 1, 2014 through June 30, 2018.

2. Environmental Review. This ordinance is not a project for the purpose of the California Environmental Quality Act.

3. Effective Date; Posting. The effective date of this ordinance shall be 10 days after the date the Town Council declares the results of the election at which the ballot measure regarding this ordinance is adopted by a majority vote of the electors voting on the measure.

Effective Date: _____, 2013.

ATTEST AS TO DATE:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

PORTOLA VALLEY TOWN COUNCIL SPECIAL JOINT MEETING WITH THE EMERGENCY PREPAREDNESS COMMITTEE, NO. 869, OCTOBER 30, 2013

Mayor Richards called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Council: Councilmembers Maryann Derwin and Ted Driscoll; Mayor John Richards
 EPC: Neighborhood Leaders Ann Kopf-Sill and Stuart Young; The Sequoias Emergency Leader Bud Trapp; Chair Ray Rothrock

Absent: Council: Councilmember Jeff Aalfs; Vice Mayor Wengert
 Neighborhood Leaders John Boice and Chris Raines; The Sequoias Medical Leader Diana Koin; CERPP Director Craig Taylor

Others: Nick Pegueros, Town Manager
 Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS: None

REGULAR AGENDA

(1) Presentation: Emergency Preparedness Committee update by Ray Rothrock

Mr. Rothrock began his remarks by presenting the EPC's charter, approved by the Council in 2010: Ensure that the Town possesses adequate emergency response capabilities. In terms of duties and responsibilities, he said each Committee member brings particular strengths to the table. For instance, he said he and Chris Raines, Craig Taylor and Vista Verde resident Stuart Young, the EPC's newest member, are ham radio operators. Mr. Taylor also serves on the CERPP Board, Diana Koin is an MD and Ann Kopf-Sill is a marketing leader.

As Mr. Rothrock explained, the EPC's major functions, determined by its charter, include a variety of functions:

- **Outreach:** The EPC dispenses information via newsletters and the PV Forum, at events such as the Town Picnic and CERPP drills, through the Great Shake Out and Radio Field Day, and its new TIS AM radio broadcast system.
- **Medical Preparedness:** First aid supplies and equipment are located at Town Hall, The Sequoias a Stanford medical facility and the Sheriff's office, but equally important is the network of human assets – skilled people who know what to do with the equipment and supplies.

In response to a question from Councilmember Driscoll, it was explained that the Stanford facility is a primary-care facility that offers no emergency services and is not staffed to run 24/7.

Mr. Rothrock explained that EPC's goal is to have an established base-line of critical skills and assets required to provide basic first aid at Town Center (or other central location) for the duration of an emergency, be it up to a week or a month, he said. The elements of first aid, he continued, include:

- | | | |
|-------------|-------------|------------|
| ○ Personnel | ○ Equipment | ○ Supplies |
| ○ Water | ○ Food | ○ Shelter |

A lot of volunteer hours have gone into reviewing inventory, making lists, noting locations, organizing logistics of getting items from one place to another and planning, Mr. Rothrock said. The EPC intends to complete the plan in 2014, equip and supply a first-aid room at the EOC, drill and test the plan and demonstrate first-aid capability.

- **Communications:** Mr. Rothrock said the EPC is working on making its Travelers' Information Station (TIS) emergency AM radio system operational and designing and implementing a portable Emergency Operations Center (EOC) that can literally be carried in a suitcase – with the intention of discontinuing use of the EOC at the Priory. The Town Center EOC will remain, he said, but if it were down for any reason, they want to be able to set up anywhere with ham radios and CERPP communications.

As in any emergency, Mr. Rothrock said, the key to effective response is authorities able to make good decisions on the basis of good, real-time information. Communications is required to assemble Information as well. Emphasizing that in emergency situations, all dispatching would route through San Mateo County, Mr. Rothrock enumerated the several layers that comprise the Town's emergency communications resources. They include:

- The San Mateo County Office of Emergency Services (OES) in Redwood City
- A microwave link that connects the firehouse, San Mateo and the PV EOC (and was tested during the Great Shake Out)
- The Town's new AM 24/7 one-way radio broadcast station (one of thousands in the U.S.) with a range of about 3 kilometers except west of Skyline Boulevard; Mr. Rothrock said the Town procured the AM radio with a grant from the County, got a 10-year FCC TIS license on AM with 1680 kHz (call sign WQQA726), and now has its antenna installation completed
- CERPP's two-way radio system, also linked in with the Woodside Fire Protection District (WFPD); Woodside, Portola Valley and County EOC also have UHF and VHF radios
- Networks of amateur ham radio operations and increasingly popular General Mobile Radio Service (GMRS) radio operations; Mr. Rothrock described this as a high-powered family radio service that uses inexpensive radios, and there are now five repeaters in Town.
- The Town has five walkie-talkies, which are great for local communications if telephones are out of service

In response to a question from Councilmember Aalfs, Mr. Rothrock explained that although depending on atmospheric conditions, the Portola Valley radio can be heard as far away as downtown Palo Alto, the radio frequencies differ, and part of the strategy in turning on the radio is listening for a period of time to ensure that the channel is clear.

In response to a question about CERPP, Mr. Rothrock said some divisions are very active, but others are lacking in resources. He said it's important to figure out ways to make being a division leader an easier task than it now is.

Councilmember Driscoll said one of the toughest messages to get out to residents is about their personal responsibilities for sheltering in place. He suggested that the Town consider issuing "welcome packages" for new residents that include information about that.

- **Training:** The EPC has an active and ongoing program to inform residents about Red Cross, Woodside Fire Protection District (WFPD) and other training opportunities, in addition to conducting EOC drills and training as requested by CERPP, the Town and WFPD and providing training to new recruits and refreshers/updates for other volunteers.
- **Household Preparedness:** Every household should have at least a minimal stock of supplies to carry family members through an emergency period, and the EPC makes available base-case emergency supplies information and lists for households, focusing particularly on new residents. The

EPC also explains effective procedures for updating and rotating inventory, lists items to consider keeping in Go Bags, and offers how-to guidance in the event of an emergency. Communication is the key, Mr. Rothrock said, and the EPC does it as often as possible at every level.

- **Governance/Jurisdiction:** Mr. Rothrock called this the “fuzzy part” of the EPC Charter. Because the County OES serves as the focal point, he said Committee members focus particularly on prioritizing what they can control, which is essentially what the Town wants. Its abilities also are restricted by the number of volunteers who are available to do what needs doing. In this framework, he said the EPC tries to define what it can do precisely, and be deep and effective in a few key areas rather than shallow across the spectrum.

Grading the EPC's achievements, Mr. Rothrock said the group earned an A- in outreach, A in communications and medical preparedness, B in governance, and C in training and household preparedness. He noted that medical preparedness, which took a huge leap forward thanks to a major emphasis this year, and governance are both work-in-progress areas.

In terms of communication, he said the AM radio system is ready to launch, with plans to create awareness being spearheaded by Ms. Kopf-Sill. There will be ongoing PV Forum postings, announcements in Town newsletters and *The Almanac*, road banners and refrigerator magnets. Mr. Rothrock also said he's talked with Public Works Director Howard Young about checking out the radio when out and about doing building inspections, because the EPC would like to know about any dead spots in reception. He noted that Mr. Young has been a tremendous help in getting the system up and running in a very cost-effective manner.

In addition to Mr. Young, Mr. Rothrock expressed appreciation for the EPC volunteer team – particularly Mr. Raines, who was largely responsible for getting the AM radio project started a couple of years ago – and thanked the Town Council, Town residents and WFPD for their support and input.

The EPC is preparing pre-recorded messages to air on the radio, Mr. Rothrock said. In addition to communicating emergency information, the Town also may use the system on occasion to transmit information about Town meetings.

Considering the antenna location, Mr. Pegueros mentioned some concerns about continuous broadcasting affecting staff's ability to do their work and the antenna's potential health impacts. He said they discussed the possibility of putting the system on a timer, shutting off at 9:00 a.m. and powering back on at 5:00 p.m., but as he indicated, that would defeat the purpose of 24/7 broadcasting. When asked about another location for the antenna, he replied that the only other potential installation site was the Sheriff's station, but it would have been much more expensive to put it there. Health concerns are very general; Mr. Pegueros said, and we don't know whether exposure might create any health problems, although no scientific data says it does. He noted that antennae are similar to cell towers; Mr. Rothrock clarified that the frequencies are very different (800 MHz for cell towers versus 1_MHz).

Mayor Richards applauded the EPC for doing a fabulous job. Councilmember Driscoll also thanked the EPC, pointing out that “if there's a thankless job in this Town, this is it.”

ADJOURNMENT [7:41 p.m.]

Mayor

Town Clerk

PORTOLA VALLEY TOWN COUNCIL-PLANNING COMMISSION SPECIAL JOINT MEETING NO. 869,
NOVEMBER 13, 2013

Mayor Richards called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs and Maryann Derwin; Vice Mayor Ann Wengert; Mayor John Richards

Planning Commissioners Arthur McIntosh, Nate McKitterick and Nicholas Targ (arrived 7:30 p.m.); Vice Chair Denise Gilbert; Chair Von Feldt

Absent: Councilmember Ted Driscoll

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Gary Fitzer, Deputy Building Official
Brandi de Garreaux, Sustainability and Special Projects Manager
Tom Vlasic, Town Planner
Karen Kristiansson, Deputy Town Planner

ORAL COMMUNICATIONS [6:31 p.m.]

Virginia Bacon, Golden Oak Drive, presented Council with a book she created entitled *Breaking Ground: Portola Valley's New Town Center*, requesting that it be added to the Town's archives to share with others.

STUDY SESSION [6:32 p.m.]

(1) Study Session: Housing Element

Mayor Richards indicated that tonight's session would focus on the overall approach to updating the Housing Element and the process planned, but not go into detail about material in the Housing Element itself.

Ms. Kristiansson summarized the November 11, 2013 staff report. Without going into the details, she described the overall approach, saying that it would begin with updating factual sections, followed by exploring and assessing options for the housing programs, which would entail study sessions with the Planning Commission. The first study session is scheduled for November 20, 2013. Upon obtaining further public input via a community meeting in January or February 2014, the Planning Commission would develop a suggested set of programs for the Housing Element update and consult the Town Council as part of that process, Ms. Kristiansson said.

The first draft of the update would be presented at a second community-wide meeting, after which the Planning Commission could direct changes to be made, and a revised draft would go to the Council for authorization to submit to the state for review. At that point, depending on state response, Ms. Kristiansson said that staff would finish the technical parts, including the CEQA analysis, and prepare the documents for formal consideration.

In designing the work program, she said staff had thought about how to ensure an open and participatory process and planned to use the Town's web pages and e-notification system to distribute information, as well as use of postcards, the PV Forum, and press releases for advertising community meetings. As well, she said the Town would continue to participate in countywide and regional housing organizations and groups.

The goal is to have the draft Housing Element delivered to the state in May 2014 in order to allow some time to work with the state so that the Council could formally act on the element in October. The finalized updated Housing Element must be adopted and certified by the state by January 31, 2015, Ms. Kristiansson explained. Emphasizing that this is a key date, she said that missing the state deadline would cause the housing element to expire in four years instead of eight, which would be a significant cost and workload burden.

Ms. Kristiansson said the Ad Hoc Affordable Housing Committee's report, submitted in June 2013, identified three programs as potential priorities in the Housing Element:

- **Second units:** Second units are expected to continue to be the main source of new affordable housing in Town, but Ms. Kristiansson said it is likely that additional steps will be needed to further encourage second-unit development.
- **Inclusionary housing:** In terms of inclusionary housing, which requires land to be set aside for below market rate housing as part of the subdivision process, one matter likely to be discussed is change in requirements. Currently, when a subdivision of seven or more lots is created, provisions require the developer to set aside a certain amount of land for affordable housing; a possibility to consider would be to require developers to set aside less land but to also build the units. Ms. Kristiansson also pointed out that a pending court case could lead to other changes for the inclusionary housing program, depending on its outcome.
- **Affiliated housing:** In the current Housing Element, properties at the Priory, The Sequoias and Stanford Wedge are included as part of this program, and Ms. Kristiansson said she would be meeting with representatives of each of them to discuss their interest in providing additional housing on their sites. In addition, the Ad Hoc Affordable Housing Committee had also suggested the Town consider allowing a small amount of affordable housing on commercial office properties, she said.

In response to questions from Vice Mayor Wengert and Chair Von Feldt, Ms. Kristiansson said that at this stage, updating the site inventory of the Housing Element would involve reviewing all of the sites identified (which includes all vacant parcels in Town, whether for affordable housing or market-rate development) to determine what has been developed. If any sites were to be added, though, that information would come out of discussions as the process moves forward, she explained.

In response to a question from Councilmember Derwin about the timing of the first community meeting, Ms. Kristiansson said it depends to some extent on the Planning Commission's work in its study sessions and when they're ready to receive broader input, but the target would be late January or early February 2014.

Commissioner McKitterick said he would prefer public discussion to take place with the Planning Commission rather than in separate public meetings. Asking whether separate community meetings would somehow improve the process, he said he would like to hear other Commissioner's and Councilmember's thoughts about this. He suggested that the most controversial issue probably focuses on whether the Town buys land on which to develop affordable housing, and for that reason, perhaps public meetings related to that isolated topic would be most appropriate if and when the Town is considering buying a specific property.

In response to Chair Von Feldt's comment that some of the Ad Hoc Affordable Housing Committee recommendations for expanding second-unit development seemed familiar, Ms. Kristiansson said that a number of these have been discussed previously, such as the idea of adjusting the maximum size allowed for second units, but the ideas listed either were not included in the housing element or are ways to adjust or strengthen programs.

Commissioner McIntosh said that Commissioner McKitterick's suggestion made a lot of sense for dealing with proposals for a specific project or site, and he agreed that the meetings should be in front of the Planning Commission.

Councilmember Aalfs said the next Housing Element would have to broadly address whether the Town might have the option of buying property for affordable housing. Commissioner McKitterick agreed; his point was that the public would want to have input before the Town makes a substantial commitment on a particular property.

Vice Mayor Wengert also agreed that holding public hearings within the context of the Planning Commission would be appropriate, especially because many of the ideas under discussion are substantial ones and could affect site coverage and density. Some ideas could have a significant impact, and she said we'd be best served to tackle it in the venue of Planning Commission public hearings. As for the question of whether the Town would build affordable housing units, Vice Mayor Wengert said the Town made a pretty clear commitment to significant public hearings if and when that issue resurfaces. In terms of the housing element update process, discussion of buying unaffiliated land should be undertaken separately from discussion about second units. Chair Von Feldt added that changes to the Town's second-unit policy could well have a larger impact on the community

Commissioner McIntosh said that the housing element is based on what is required and how we can achieve that. Some of the Town's funds could perhaps be used in areas like housing at the Priory. In the end, the Town has to hit the RHNA numbers.

Vice Chair Gilbert, noting that inasmuch as the last time around, the Housing Element also committed to build below market-rate (BMR) units on the Blue Oaks lots that have since been sold, asked whether it would be acceptable to submit broader, more open-ended language for the update or whether another commitment within a certain timeframe would be required. Ms. Kristiansson said it's complicated, but the updated Housing Element would need to report on what happened, what we're trying to do and what we intend to do. She believes we can demonstrate having made a good-faith effort to move forward. The Town will need to explain how we intend to continue moving forward and, as Commissioner McIntosh put it, "make the numbers." Ms. Kristiansson said the state also may want the updated Housing Element to commit to what we want to do with the proceeds from the sale of the lots at Blue Oaks, or at least lay out options to explore. Ultimately, she said we'd have to show that we expect the programs set forth in the updated Housing Element to encourage the production of the 64 units identified for the Town between 2014 and 2022.

The Council and Commission discussed the idea of having focuses for each of the Planning Commission study sessions. Mr. Vlasic stated that it is important to remember that the community would need to be prepared with an understanding of what's being proposed in concert with the array of options available, the potential impacts, and variables among properties. When it comes to the issue of two second units on a parcel, for instance, he said perceptions in Westridge would likely differ from elsewhere in Town because of Westridge's CC&Rs (Covenants, Conditions and Restrictions). Ms. Kristiansson said it would be important to keep the overall timeframe in mind in terms of the number of study sessions. She also explained that part of the rationale for having separate community meetings came from discussions in Ad Hoc Affordable Housing Committee meetings, when considerable emphasis was placed on the desire for an open, heavily advertised process. However, she said community meetings could be held in the setting of Planning Commission meetings.

Commissioner McIntosh said it makes good sense for the public to have all the background material on the table. In response to his asking how many second units the Housing Element designates, Ms. Kristiansson said the current Housing Element calls for 34 second units between 2007 and 2014. She added that the state is looking at new housing units only, which has been a problem in the past with second unit amnesty programs. In the last discussions with the state on this issue, the state would only allow legalized second units to count toward the RHNA if the Town could prove that the units had not been counted in the last U.S. Census, which the Town was not able to do.

Councilmember Derwin pointed out that San Mateo County's 21 Elements could serve as a valuable resource. For instance, she said 21 Elements is undertaking a "residential nexus" study for affordable housing impact fees, with five or six cities taking part, and has done work on overlay zoning that may contribute to creating housing opportunities on commercial properties. Ms. Kristiansson said she's been going to 21 Elements' meetings, and 21 Elements in fact is producing the second-units study that Portola Valley will use for the Housing Element update.

Mayor Richards asked for public comments.

Ms. Bacon asked whether second units need to be discrete housing units, and why the Town doesn't participate in the HIP Housing Program. Ms. Kristiansson said the program is in the Town's current Housing Element, and the Town does participate. The state, however, has not allowed counting that housing toward its requirements because it does not produce separate housing units.

Jon Silver, Portola Road, noted that public comment and controversy can affect scheduling. Second units were very controversial in town in the 1990 housing element update, he said, so we shouldn't assume they won't be controversial now. He also recollected a field trip to some Palo Alto Housing Corporation projects which was very helpful, and adding a similar field trip to the schedule might be worth consideration.

Monika Cheney, Goya Road, addressed the issue of transparency regarding the potential purchase of property. The big question, she said is when the Town would hold the public hearings. Ms. Cheney cited the preamble from the Brown Act (Section 54950):

. . . public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

She noted that in Section 54956.8, the Brown Act permits closed sessions for real estate negotiations:

. . . to grant authority to the negotiator regarding price and terms of payment (which is very specific, Ms. Cheney pointed out). However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

Given that information, she said she doesn't know why openness/transparency remain an open question. Ms. Cheney also reminded everyone of the hard work of the Ad Hoc Affordable Housing Committee members, who spent an extended period of time to put forth recommendations. From the front page of the Committee's recommendations, she quoted:

The Ad Hoc Committee recommends that Town funds should only be used to purchase land or pay for construction of housing after a rigorous, open and public process that includes adequate notice, identification of the property and disclosure of the financial viability and proposed density of the projects before entering into a contract.

Ms. Cheney emphasized "before entering into a contract" as a critical phrase, and said she'd like to hear back from each Councilmember and Commissioner whether they would be willing to adopt that recommendation.

In response to Chair Von Feldt, Ms. Prince said the Brown Act does specify that closed real estate negotiation sessions concern price and terms, and there usually is not an open session in advance but simply notice of the address and identification of the negotiator. Understandably, she added, with real estate transactions, there is competition from other parties who are potentially purchasing. If the Town were to indicate in a public meeting a willingness to spend up to a specified amount, it would result in a less-favorable negotiating position.

Louis Ebner, Wyndham Drive, said that ex post facto disclosure of a done deal is not a transparent process. In fact, he said, closed sessions do not provide more leverage, and his point is that the Town should not have policy formulated behind closed doors. He suggested agendaizing a public discussion of the Brown Act and the workings of the Town Council and Commissions, and noted that the Town could set greater requirements for transparency than what is required by state law. This can be very straightforward, he said, quoting Brown Act Section 54953.7:

Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter.

Mr. Ebner stated that the Council can discuss generally whether the Town intends to buy property, before public funds are committed. He said that the matter of public trust and restoration of the bruised public trust were subtexts in the Ad Hoc Affordable Housing Committee meetings. He said that the Council earlier said that there would be no further activity related to 900 Portola Road, and he wants to know whether this implicit promise has been kept.

Jon Silver, Portola Road, said the implication of Mr. Ebner's remarks was insulting. Portola Valley is as open as it gets, and the Town does follow the Brown Act. He added that the extent there's controversy, we need to bend over backwards to show openness and transparency, and he used the term "we" purposefully, because "this is the people's government."

Bud Eisberg, Wyndham Drive, asked about the second unit amnesty program and whether the state's stance may have changed since what Ms. Kristiansson described earlier. She said she hadn't recently discussed it specifically with the state and she would check with the state to see whether it has revised the policy. An amnesty program could have other benefits to the Town, such as encouraging property owners to bring second units up to code, but she would have to find out whether the state would allow legalized units to be counted.

Mayor Richards closed the public comment period and brought the discussion back to the Council and Commission.

Chair Von Feldt said she liked the idea of addressing separate topics at separate meetings, but Mr. Vlasic had implied there might be a problem in separating them. Ms. Kristiansson said both angles are important, and it would make sense to start by separating them out to analyze in detail and then look at all of them together before determining whether and where adjustments are appropriate. Mayor Richards added that the matter of timing would also be important.

Commissioner McKittrick said he would not want to have multiple planning commission meetings with discussions of whether the Town will buy land. In his opinion, that issue would be better for the Town Council to take up separately.

Jeanne Worthington said one question that could be answered here and now is whether the Town has had any further discussions with the owners of 900 Portola Road since January of 2013 in terms of purchasing the property. Mayor Richards replied that it has not been discussed.

Vice Chair Gilbert noted that these issues relate to the question of whether the Town would ever purchase property for affordable housing, and the people need clarity on that point. Vice Mayor Wengert said she is increasingly frustrated by consistently revisiting the 900 Portola Road history from the same

perspective, because we have long since moved past that. She said we are moving forward and looking to meet our state mandates. The Town Council proceeds with great transparency on all issues as we always have, working within our ability to handle real estate transactions, employment contracts and legal reviews that are best-served in closed sessions, and she is not interested in participating in an ongoing witch hunt. She said the Town achieved a significant goal last year in terms of RHNA, which should help us in meeting the objectives of our current Housing Element, namely, moving from the locked-in position of our Blue Oaks land holdings, which had proved infeasible, into a liquid position. This was a positive move after 12 years locked in one position.

Commissioner McKitterick said the idea is to have public input before committing to a land purchase, not so the public can decide on a purchase price or participate in the negotiations, but if we have a plan or an idea, we can put it up for public hearing. People may not get their way, but there will be hearings, and that's all people want and that would take a lot of negativity out of the equation.

Carter Warr, Willowbrook Drive, said he had been a member of the Ad Hoc Affordable Housing Committee and that it would be helpful to agendaize the Planning Commission's topics for discussion far in advance so that residents who have experience and interest in participation can plan forward to be involved. He said it would also make the process more productive for the Planning Commission.

Returning to the issue of public notice before a real estate transaction occurs, Ms. Prince said that notices on the agenda disclose the property address when there's a closed-session item involving a real estate transaction, as well as the negotiator's name(s). This gives residents the opportunity to express their thoughts before a closed session occurs.

Chair Von Feldt asked about involving the public earlier in the process, and about how to do that given the number of topics to discuss and the time constraints. Ms. Kristiansson replied that as we get into discussions at the Planning Commission level, particularly if we want to provide meeting notices more in advance, it would be important to keep an eye on the schedule and perhaps prioritize the issues to move forward with promptly.

In response to a question from Vice Mayor Wengert about the schedule, Ms. Kristiansson said the idea was to try to have a draft Housing Element ready by May 2014, and she strongly recommends submitting it to the state before the end of the summer.

Council concurred on approving the recommended work plan and schedule for the Housing Element update, allowing for flexibility as necessary.

The joint session concluded at 7:50 p.m.

Alexandra Von Feldt, Chair

Karen Kristiansson, Deputy Town Planner

TOWN COUNCIL MEETING [8:01 p.m.]

- (2) Presentation: Teen Committee Civic Involvement Project Awards [8:02 p.m.] 1:31:42.2

Sharon Driscoll, Teen Committee Co-Chair since 2008, said members of the Committee remember Bill and Jean Lane very thoughtfully, learning about native plants at Jasper Ridge under Ms. Lane's guidance, appreciating the importance of civic involvement and support of the schools. She said the Lanes raised money for school dances, donated to the Town's open space fund, contributed to relief efforts to help victims of the earthquake and tsunami in Japan and Hurricane Sandy in New England. Of course, they also served as the impetus for establishment of the Teen Committee's Bill and Jean Lane Civic Involvement Project, which drew focus to many of the causes they already supported and pays tribute to their example as Town leaders.

As Ms. Driscoll said, as the Town approaches the anniversary of its 50th year since incorporation, it's particularly fitting to thank the Lanes, the students, and the Town Council. They presented a native plant for Ms. Lane as a token of their appreciation. Mayor Richards handed out award certificates to program graduates.

CONSENT AGENDA [8:10 p.m.]

- (3) Approval of Minutes: Town Council Regular Meeting of October 23, 2013 [removed from Consent Agenda]
- (4) Ratification of Warrant List: November 13, 2013 in the amount of \$137,755.36
- (5) Recommendation by Town Manager: Adoption of a Resolution to amend the adopted Cafeteria Flexible Benefits Plan Document effective January 1, 2014
- (a) Resolution of the Town Council of the Town of Portola Valley to amend the adopted Cafeteria Flexible Benefit Plan Document effective January 1, 2014 (Resolution No. 2609-2013)
- (6) Receive and File Report from Sustainability & Special Projects Manager: Farmers' Market Quarterly Report [removed from Consent Agenda]

By motion of Councilmember Aalfs, seconded by Vice Mayor Wengert, the Council approved Items 4 and 5 on the Consent Agenda with the following roll call vote:

Aye: Councilmembers Aalfs and Derwin, Vice Mayor Wengert, Mayor Richards

No: None

- (3) Approval of Minutes: Town Council Regular Meeting of October 23, 2013 [8:10 p.m.]

Vice Mayor Wengert moved to approve the minutes, as amended, of the Town Council Regular Meeting of October 23, 2013. Seconded by Councilmember Aalfs, the motion carried 4-0.

- (6) Receive and File Report from Sustainability & Special Projects Manager: Farmers' Market Quarterly Report [8:12 p.m.]

Councilmember Derwin said Ms de Garmeaux and Farmers' Market Manager Maggie Foard are doing a great job.

Ms. Bacon inquired whether the change in hours for the winter has affected attendance. Ms. de Garmeaux said the market's no longer drawing so much of the after-work crowd, but the demand is still sufficient to keep the operation viable.

REGULAR AGENDA

(7) Recommendation by the Parks and Recreation Committee: Proposed Trial Skate Ramp at Town Center [8:15 p.m.]

Jon Myers, who serves on the Parks and Recreation Committee, said the group has been discussing the skateboard ramp idea, first proposed by Patrick Sullivan, for a little more than a year. Over time, more and more members of the community came forward in support. Initially considering a half-pipe structure (6 feet high, 20 feet wide and 34 feet long), the Committee switched to a quarter-pipe version because the latter requires much less space, he explained. They determined that at about 3 feet high, 8 feet wide and 8 feet long a half pipe could potentially fit onto the sports court at Town Center, and already have enough money committed to pay for its installation.

Mr. Myers said they expect impacts of the skateboard ramp on other sports court uses to be minimal, but after a one-year trial period to gauge community response to the skateboard ramp, they may decide to install netting to separate the ramp from the basketball area. Netting for the tennis area is already in place. As for concerns about noise, distraction and other issues, he said that he and Committee member Wendi Haskell have had discussions with a number of tennis players, and he's also spoken with people from Springdown.

Mr. Pegueros indicated that staff is excited about the opportunity to work with the Committee on this project, which should be good for the community. Staff resources would be required to ensure that the project is done in accordance with specifications and recommendations from the Town's risk manager, he said, and to work with an architect on the design. The ASCC would review the design during a noticed meeting, he added, allowing the public to weigh in. Mr. Pegueros said that in January 2014, an ordinance that addresses relevant legal issues would come to the Council. He said they're seeking a green light to move forward with the project, and further direction from the Council, in anticipation of coming back to the Council for final approval.

As Mr. Myers explained in his November 6, 2013 letter to the Council, a team (Mr. Sullivan, Mark Sutherland and Dean Asborno) has formed to ensure appropriate oversight of skateboarders, to establish and maintain communication with the skateboard community and log the number of skateboarders they observe using the ramp per week.

After some discussion that ranged from how the structure would be built to how regulations would be enforced to how complaints would be handled, Council directed staff to:

- Obtain a final design from an architect/designer with skate ramp/park experience
- Request comments on the design from the ASCC
- Develop the necessary rules and regulations required to comply with risk management best practices
- Return to the Town Council with the final project proposed for Council consideration.

PUBLIC HEARING

(8) Public Hearing: Recommendation by Deputy Building Official, adoption of the 2013 California Building Code [8:30 p.m.]

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.04.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction]

of the Portola Valley Municipal Code to adopt and update Building Code (Ordinance No. __)

As Deputy Building Official Gary Fitzer explained, the California Building Standards Commission reviews and amends the model building codes every three years. In July 2013, the Commission published the 2013 codes. During the six-month period before these codes take effect by default (January 1, 2014), to a limited extent, local jurisdictions may make amendments by means of an ordinance. Any modifications to requirements of the California Building Standards Code (CBSC), must be substantially equivalent to or more stringent than those published in the CBSC, and must be reasonably necessary due to local climatic, geologic or topographic conditions.

Within those parameters, Mr. Fitzer recommended the Council adopt an ordinance that incorporates the following modifications, none of which represents a change in Town policy:

- California Building Code Section 1505: Roof coverings shall have a Class A fire-retardant roofing assembly
- California Building Code Section 903 and California Residential Code Section R313: Automatic fire-extinguishing systems shall be installed in all occupancies as set forth by this ordinance
- California Building Code Chapter 7A and California Residential Code Section R327: Ignition Resistant Materials and Construction Methods shall be required as set forth by this ordinance

He also recommended that the Portola Valley ordinance delete California Residential Code Section R403.1.3, which would allow detached one- and two-family dwellings of three stories or less to have plain concrete footings without steel reinforcement.

According to Mr. Fitzer, calculations for significant additions or remodels have changed over the years, but the Town's current codes have reflected the differences he recommended in relation to the 2013 CBSC since 1987.

Mr. Fitzer elaborated on the fire retardant requirements for roofing materials in response to a question from Vice Mayor Wengert. When a woman in the audience suggested relaxing sprinkler-system requirements for second units to help the Town meet its RHNA requirements, he said the 2010 CBSC trumped Portola Valley's regulations. Since that time, even the smallest of cottages require automatic sprinkler systems, because the code now applies to all residential structures, regardless of size

A question from Councilmember Derwin prompted further discussion related to implementing the state's new California Green Building Code (CalGreen) vis-à-vis using Portola Valley's Build It Green checklist.

Vice Mayor Wengert moved introduce and waive the first reading of the ordinance of the Town Council of the Town of Portola Valley to adopt proposed local Building Code amendments to Chapter 15.04 of Title 15 of the Portola Valley Municipal Code. Seconded by Councilmember Aalfs, the motion carried 4-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) Recommendation from Town Manager: Extended Holiday Closure for Town Hall [8:52 p.m.]

As Mr. Pegueros had indicated in his November 13, 2013 memorandum to the Council, with Christmas Day and New Year's Day landing on Wednesdays this year, a number of staff members have requested authorization for extended time off. Typically, he said, Town Hall closes each year for Christmas Day, New Year's Day, and the business days in between.

To the extent that employees decide to take the time off as unpaid leave, accommodating requests to the extent of closing Town Hall on two additional days this year (Monday, December 23 and Tuesday, December 24) would reduce the Town's expenditure for salary, CalPERS pension, Social Security, and

Medicare. Alternatively, employees who have it may choose to use accrued paid time off (PTO); to the extent that occurs, the Town's compensated absence liability would decrease.

Councilmember Derwin moved to extend holiday closure for Town Hall to include December 23-24, 2013. Seconded by Councilmember Aalfs, the motion carried 4-0.

(10) Report from Town Manager: Planning for the Town's 50th Anniversary Celebrations [8:56 p.m.]

Mr. Pegueros referred to a document in Council's agenda packets from a group of Town residents who have assembled over the last several months to develop, plan and organize events to celebrate the 50th anniversary of Portola Valley's incorporation next year. Without getting into details of the group's proposal, he said that he and Vice Mayor Wengert met with Cindie White and Danna Breen to discuss the group's ideas. Vice Mayor Wengert said the Town obviously would be supportive, bearing in mind the importance of ensuring that they are able to line up sufficient funding and that everyone who wants to participate has the opportunity to do so.

Vice Mayor Wengert moved to approve formation of the 50th Anniversary Celebration Ad-Hoc Committee, authorizing the Mayor to appoint its members. Seconded by Councilmember Derwin, the motion carried 4-0.

(11) Reports from Commission and Committee Liaisons [8:59 p.m.]

Councilmember Derwin:

(a) Sustainability Committee

The Sustainability Committee held a special meeting on October 28, 2013, discussing:

- Focus groups that Ms. de Garmeaux is working on
- Programming for the Tuesday Harvest Speaker Series
- The Earth Day Fair for 2014, with an energy-related theme to promote Energy Upgrade; the fair will be held this year in Portola Valley and again hosted jointly with Woodside
- The Climate Action Plan, which is scheduled to come before the Council in February 2014
- The idea of developing an awards program to recognize residents with energy-efficient homes
- The next scheduled Committee meeting, a special meeting called for December 16, 2013

(b) Library JPA Governing Board

Mr. Pegueros joined Councilmember Derwin for the November 4, 2013 meeting, which included a study session on donor cities. Donor cities are the members of the JPA that bring in more revenue (via property tax assessments) than they spend on library resources – Atherton, Woodside and Portola Valley. At this time, their funds amount to \$7.2, \$2.8 million and \$500,000, respectively.

(c) Affordable Housing

Councilmember Derwin reported that if Assemblymember Rich Gordon decides to introduce a bill, he must do so by the end of February 2014. He is apparently considering language that would address such issues as allocation (e.g., requiring an analysis of historic data and analyzing community capacity before releasing numbers), the timeframe for cities to reach their goals, funding sources and infrastructure needs, including the impact on the schools.

Mayor Richards and Councilmember Derwin attended Housing Leadership Day 2013, hosted on November 1, 2013, by the Housing Leadership Council of San Mateo County. She reported that the housing problem in San Mateo County is staggering, and getting worse. The theme for the 12th annual iteration of Housing Leadership Day was "Realizing a Regional Plan for Growth." Keynote speaker was Paul Saffo, a renowned futurist and consulting professor in Stanford's School of Engineering, where his teaching focuses on the future of engineering and the impact of technological change on the future.

(d) Pilot Shuttle Program

On November 12, 2013, Councilmember Derwin and Ms. de Garneau were on a conference call with C/CAG Executive Director Sandy Wong and staff member Tom Madalena about the Pilot Shuttle Program, because they're now opening up that process. Councilmember Derwin said Portola Valley should partner with Woodside on this, and will call contacts there to determine their interest.

Councilmember Aalfs:

(e) Corte Madera School

Councilmember Aalfs reported having several conversations regarding the traffic issues at Corte Madera School.

Vice Mayor Wengert:

(f) Diversity Awards

Gordon Russell was honored at the 2013 San Mateo County Mayors' Diversity Celebration Awards dinner on October 30, 2013, sponsored by the Hispanic Chamber of Commerce. Mr. Russell was incredibly gracious, Vice Mayor Wengert said, acknowledging several Ravenswood Family Health Center Board members in his speech. Described as a "one man philanthropic force of nature" he was chosen for the award primarily for his commitment to Ravenswood, the nonprofit federally qualified community health center that captured his heart and became his passion." Ravenswood operates medical clinics in East Palo Alto and the Belle Haven neighborhood of east Menlo Park, a mobile health clinic that makes services available at schools and once a week for the homeless at sites where they congregate, and a full-service dental clinic in East Palo Alto.

(g) SFO Airport/Community Roundtable

At its November 6, 2013 meeting, in which higher-level FAA representatives than usual participated, Roundtable members discussed placement of noise monitors that are now installed in Woodside and Portola Valley. She thanked Public Works Director Howard Young and Mr. Pegueros for working with the airport people in that effort.

Roundtable members also discussed the final NextGen assessment and the anticipated excessive aircraft noise from May through August 2014 due to the closure of two main east-west runways during that period.

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

Meeting on November 13, 2013, BP&TS Committee members discussed:

- Frustrations that the Sheriff’s Department treats bicyclists’ violations differently than it does motor vehicle violations
- No truck traffic west of I-280, with construction still up in the air
- The traffic issues at Corte Madera School
- The parking situation at Windy Hill

Mayor Richards:

WRITTEN COMMUNICATIONS [9:22 p.m.]

(12) Town Council October 25, 2013 Weekly Digest

(a) #1 – Agenda – ASCC – Monday, October 28, 2013

Councilmember Aalfs asked about the ASCC’s follow-up review of site restoration plan implementation at 18 Redberry Ridge in the Blue Oaks Subdivision.

(13) Town Council November 1, 2013 Weekly Digest – None

(13) Town Council November 8, 2013 Weekly Digest

(a) #7 – Email from Ellen Mazzochette to Town Center re: bike lane work on Alpine Road and the I-280 interchange

Ms. Mazzochette wrote to express appreciation for the improved visibility and elevated awareness of bicyclists as a result of the improvements.

ADJOURNMENT [9:30 p.m.]

Mayor

Town Clerk

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A-A LOCK & ALARM INC	Keys for Town Center (3)	14763	11/27/2013	
			11/27/2013	
1251 EL CAMINO REAL	0001		11/27/2013	0.00
MENLO PARK	BOA	48182	11/27/2013	0.00
CA 94025-4208	29720			19.35

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	19.35	0.00

Check No.	48182	Total:	19.35
Total for	A-A LOCK & ALARM INC		19.35

ALLIANT INSURANCE SERVICES	Event/Class Liab Insurance	14764	11/27/2013	
			11/27/2013	
SPECIAL EVENTS	475		11/27/2013	0.00
NEWPORT BEACH	BOA	48183	11/27/2013	0.00
CA 92658				976.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	976.00	0.00

Check No.	48183	Total:	976.00
Total for	ALLIANT INSURANCE SERVICES		976.00

ANIMAL DAMAGE MGMT INC	Pest Control at Town Center	14765	11/27/2013	
			11/27/2013	
16170 VINEYARD BLVD. #150	804		11/27/2013	0.00
MORGAN HILL	BOA	48184	11/27/2013	0.00
CA 95037	71099			355.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	177.50	0.00
05-66-4342	Landscape Supplies & Services	177.50	0.00

Check No.	48184	Total:	355.00
Total for	ANIMAL DAMAGE MGMT INC		355.00

SARAH BYRNE	Deposit Refund	14766	11/27/2013	
			11/27/2013	
1077 PORTOLA ROAD	377		11/27/2013	0.00
PORTOLA VALLEY	BOA	48185	11/27/2013	0.00
CA 94028				1,262.01

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,262.01	0.00

Check No.	48185	Total:	1,262.01
Total for	SARAH BYRNE		1,262.01

CARDUCCI & ASSOCIATES INC	Ford Field Constr Mgmt - Oct	14767	11/27/2013	
			11/27/2013	
555 BEACH STREET, FOURTH FLOOR	0344		11/27/2013	0.00
SAN FRANCISCO	BOA	48186	11/27/2013	0.00
CA 94133	7963			747.50

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GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	747.50	0.00

Check No.	48186	Total:	747.50
Total for	CARDUCCI & ASSOCIATES INC		747.50

CAREFUL CLEAN	Exterior Clean TC Bldgs	14768	11/27/2013	
			11/27/2013	
1914 SPRING STREET	1083		11/27/2013	0.00
REDWOOD CITY	BOA	48187	11/27/2013	0.00
CA 94063	2013-179			2,875.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	875.00	0.00
05-66-4346	Mechanical Sys Maint & Repair	1,375.00	0.00
25-66-4340	Building Maint Equip & Supp	625.00	0.00

Check No.	48187	Total:	2,875.00
Total for	CAREFUL CLEAN		2,875.00

CITY OF REDWOOD CITY (IT)	October IT Support	14769	11/27/2013	
			11/27/2013	
P.O. BOX 3629	586		11/27/2013	0.00
REDWOOD CITY	BOA	48188	11/27/2013	0.00
CA 94064	BR31123			1,957.70

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,957.70	0.00

Check No.	48188	Total:	1,957.70
Total for	CITY OF REDWOOD CITY (IT)		1,957.70

CLEANSTREET	October Street/Litter Clean	14770	11/27/2013	
			11/27/2013	
1937 W. 169TH STREET	0034		11/27/2013	0.00
GARDENA	BOA	48189	11/27/2013	0.00
CA 90247-5254	72484			1,529.62

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping	659.52	0.00
20-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	48189	Total:	1,529.62
Total for	CLEANSTREET		1,529.62

COUNTY OF SAN MATEO	Training, deGarmeaux/Nerdahl	14771	11/27/2013	
HUMAN RESOURCES DEPT			11/27/2013	
455 COUNTY CENTER, 5TH FLOOR	1241		11/27/2013	0.00
SAN MATEO	BOA	48190	11/27/2013	0.00
CA 94063	CI13-0049			375.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	375.00	0.00

Check No.	48190	Total:	375.00
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Total for COUNTY OF SAN MATEO 375.00

CULLIGAN	November Service	14772	11/27/2013	
			11/27/2013	
P. O. BOX 5277	0250		11/27/2013	0.00
CAROL STREAM	BOA	48191	11/27/2013	0.00
IL 60197-5277				41.20

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	41.20	0.00

Check No. 48191 Total: 41.20

Total for CULLIGAN 41.20

AMY DEBENEDICTIS	Fall Instructor Fee	14773	11/27/2013	
			11/27/2013	
819 LAUREL AVENUE	2130		11/27/2013	0.00
MENLO PARK	BOA	48192	11/27/2013	0.00
CA 94025				700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	700.00	0.00

Check No. 48192 Total: 700.00

Total for AMY DEBENEDICTIS 700.00

DELL MARKETING L.P.	Computer, Admin Svcs Mgr	14774	11/27/2013	
c/o DELL USA L.P.		00006157	11/27/2013	
P.O. BOX 910916	0194		11/27/2013	0.00
PASADENA	BOA	48193	11/27/2013	0.00
CA 91110-0916	XJ86P3DC1			1,172.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,172.93	1,178.61

Check No. 48193 Total: 1,172.93

Total for DELL MARKETING L.P. 1,172.93

TIM DYSON	C&D Deposit Refund	14775	11/27/2013	
			11/27/2013	
135 WILLOWBROOK DRIVE	0043		11/27/2013	0.00
PORTOLA VALLEY	BOA	48194	11/27/2013	0.00
CA 94028				1,000.00

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

Check No. 48194 Total: 1,000.00

Total for TIM DYSON 1,000.00

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THOMAS FOGARTY	Beverages for Holiday Party	14776	11/27/2013	
			11/27/2013	
3270 ALPINE ROAD	756		11/27/2013	0.00
PORTOLA VALLEY	BOA	48195	11/27/2013	0.00
CA 94028				192.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	192.00	0.00

Check No.	48195	Total:	192.00
Total for	THOMAS FOGARTY		192.00

GO NATIVE INC	October Vegetation Maint	14777	11/27/2013	
			11/27/2013	
P.O. BOX 370103	632		11/27/2013	0.00
MONTARA	BOA	48196	11/27/2013	0.00
CA 94037	2594			3,198.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,599.00	0.00
20-60-4270	Trail Surface Rehabilitation	1,599.00	0.00

Check No.	48196	Total:	3,198.00
Total for	GO NATIVE INC		3,198.00

JULIE HARDING	Litter Deposit Refund	14778	11/27/2013	
			11/27/2013	
166 CRESCENT AVENUE	963		11/27/2013	0.00
PORTOLA VALLEY	BOA	48197	11/27/2013	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.	48197	Total:	100.00
Total for	JULIE HARDING		100.00

HILLYARD, INC	Janitorial Supplies	14779	11/27/2013	
			11/27/2013	
P.O. BOX 874338	531		11/27/2013	0.00
KANSAS CITY	BOA	48198	11/27/2013	0.00
MO 64187-4338	238922			258.80

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	258.80	0.00

Check No.	48198	Total:	258.80
Total for	HILLYARD, INC		258.80

ERIC HUGHES	C&D Deposit Refund	14780	11/27/2013	
			11/27/2013	
514 - 2ND AVENUE	385		11/27/2013	0.00
REDWOOD CITY	BOA	48199	11/27/2013	0.00
CA 94063				5,000.00

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

96-54-4205	C&D Deposit		5,000.00	0.00
		Check No.	48199	Total: 5,000.00
		Total for	ERIC HUGHES	5,000.00

JELICH BROTHERS	Deposit Refund	14781	11/27/2013	
			11/27/2013	
674 ROCK OAK ROAD	372		11/27/2013	0.00
WALNUT CREEK	BOA	48200	11/27/2013	0.00
CA 94598				560.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	560.00	0.00	
		Check No.	48200	Total: 560.00
		Total for	JELICH BROTHERS	560.00

ALVIN JEN	Mileage Reimbursement	14782	11/27/2013	
			11/27/2013	
C/O MICHAEL WISZOWATY	417		11/27/2013	0.00
PORTOLA VALLEY	BOA	48201	11/27/2013	0.00
CA 94028				237.30

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4335	Sustainability	237.30	0.00	
		Check No.	48201	Total: 237.30
		Total for	ALVIN JEN	237.30

JENSEN LANDSCAPE SERVICES INC	Ford Field Construction (Oct)	14783	11/27/2013	
			11/27/2013	
1983 CONCOURSE DRIVE	849		11/27/2013	0.00
SAN JOSE	BOA	48202	11/27/2013	0.00
CA 95131	5			80,750.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4531	Ford Field Renovation	26,400.00	0.00	
08-68-4531	Ford Field Renovation	54,350.00	0.00	
		Check No.	48202	Total: 80,750.00
		Total for	JENSEN LANDSCAPE SERVICES I	80,750.00

JORGENSON SIEGEL MCCLURE & FLEGEL	October Statement	14784	11/27/2013	
			11/27/2013	
1100 ALMA STREET	0089		11/27/2013	0.00
MENLO PARK	BOA	48203	11/27/2013	0.00
CA 94025				13,902.99

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4182	Town Attorney	9,963.99	0.00	
96-54-4186	Attorney - Charges to Appls	3,939.00	0.00	
		Check No.	48203	Total: 13,902.99
		Total for	JORGENSON SIEGEL MCCLURE &	13,902.99

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LUCILLE KALMAN	Fall Instructor Fee	14785	11/27/2013	
			11/27/2013	
245 OLD SPANISH TRAIL	1082		11/27/2013	0.00
PORTOLA VALLEY	BOA	48204	11/27/2013	0.00
CA 94028				584.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	584.80	0.00

Check No.	48204	Total:	584.80
Total for	LUCILLE KALMAN		584.80

KUTZMANN & ASSOCIATES	October Plan Check	14786	11/27/2013	
			11/27/2013	
39355 CALIFORNIA STREET	0090		11/27/2013	0.00
FREMONT	BOA	48205	11/27/2013	0.00
CA 94538				4,199.17

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	4,199.17	0.00

Check No.	48205	Total:	4,199.17
Total for	KUTZMANN & ASSOCIATES		4,199.17

CAMILLA LYNCH	Litter Deposit Refund	14787	11/27/2013	
			11/27/2013	
160 N. BALSAMINA WAY	673		11/27/2013	0.00
PORTOLA VALLEY	BOA	48206	11/27/2013	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.	48206	Total:	100.00
Total for	CAMILLA LYNCH		100.00

LYNGSO GARDEN MATERIALS INC	Pub Works, Emergency Sand Bags	14788	11/27/2013	
		00006161	11/27/2013	
19 SEAPORT BOULEVARD	923		11/27/2013	0.00
REDWOOD CITY	BOA	48207	11/27/2013	0.00
CA 94063				695.29

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	695.29	700.00

Check No.	48207	Total:	695.29
Total for	LYNGSO GARDEN MATERIALS INC		695.29

TONY MACIAS	Reimb for Work Boots	14790	11/27/2013	
			11/27/2013	
	967		11/27/2013	0.00
	BOA	48208	11/27/2013	0.00
				163.11

GL Number	Description	Invoice Amount	Amount Relieved
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05-60-4267	Tools & Equipment	163.11	0.00	
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Check No.	48208	Total:	163.11
Total for	TONY MACIAS		163.11

MAZE & ASSOCIATES	Audit/Financials 06/30/13	14789	11/27/2013	
			11/27/2013	
3478 BUSKIRK AVENUE	879		11/27/2013	0.00
PLEASANT HILL	BOA	48209	11/27/2013	0.00
CA 94523	7926			4,233.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	4,233.00	0.00

Check No.	48209	Total:	4,233.00
Total for	MAZE & ASSOCIATES		4,233.00

PERS HEALTH	December Health Premium	14791	11/27/2013	
			11/27/2013	
VIA EFT	0108		11/27/2013	0.00
	BOA	48210	11/27/2013	0.00
				16,814.77

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	16,814.77	0.00

Check No.	48210	Total:	16,814.77
Total for	PERS HEALTH		16,814.77

R&B COMPANY	Survey Markers (2)	14793	11/27/2013	
			11/27/2013	
ACCOUNTING DEPARTMENT	932		11/27/2013	0.00
SAN JOSE	BOA	48211	11/27/2013	0.00
CA 95112	S1378200.001			228.25

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	228.25	0.00

Check No.	48211	Total:	228.25
Total for	R&B COMPANY		228.25

REGINA PLUMBING INC	Water Fountain Repairs	14792	11/27/2013	
			11/27/2013	
751 LAUREL ST., #445	685		11/27/2013	0.00
SAN CARLOS	BOA	48212	11/27/2013	0.00
CA 94070	960443 & 960429			535.71

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	535.71	0.00

Check No.	48212	Total:	535.71
Total for	REGINA PLUMBING INC		535.71

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ROBERTS MARKET	Refreshments SOD/Sust Mtgs	14794	11/27/2013	
			11/27/2013	
3015 WOODSIDE ROAD	1236		11/27/2013	0.00
WOODSIDE	BOA	48213	11/27/2013	0.00
CA 94062				70.29

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4165	Sustainability Committee	11.45	0.00
05-64-4336	Miscellaneous	58.84	0.00

Check No.	48213	Total:	70.29
Total for	ROBERTS MARKET		70.29

RON RAMIES AUTOMOTIVE, INC.	October Fuel	14795	11/27/2013	
			11/27/2013	
115 PORTOLA ROAD	422		11/27/2013	0.00
PORTOLA VALLEY	BOA	48214	11/27/2013	0.00
CA 94028				631.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	631.83	0.00

Check No.	48214	Total:	631.83
Total for	RON RAMIES AUTOMOTIVE, INC.		631.83

ROTO-ROOTER PLUMBERS	Sewer Pipe Clean-Out	14796	11/27/2013	
			11/27/2013	
5672 COLLECTION CENTER DR	360		11/27/2013	0.00
CHICAGO	BOA	48215	11/27/2013	0.00
IL 60693	19317337875			468.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	468.00	0.00

Check No.	48215	Total:	468.00
Total for	ROTO-ROOTER PLUMBERS		468.00

SAN MATEO CO INF SERVICES	October Microwave	14798	11/27/2013	
			11/27/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		11/27/2013	0.00
REDWOOD CITY	BOA	48216	11/27/2013	0.00
CA 94063	1YPV11310			76.00

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

Check No.	48216	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SAN MATEO SHERIFF	2nd Qtr Law Enforcement	14797	11/27/2013	
OFFICE OF EMERGENCY SERVICES			11/27/2013	
400 COUNTY CENTER	0119		11/27/2013	0.00
REDWOOD CITY	BOA	48217	11/27/2013	0.00
CA 94063-0978	9661			223,535.00

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-62-4282	San Mateo County Sheriff's Ofc	158,679.00	0.00	
10-62-4284	COPS Addl Traffic Patrols	29,712.00	0.00	
30-62-4284	COPS Addl Traffic Patrols	35,144.00	0.00	

Check No.	48217	Total:	223,535.00
Total for	SAN MATEO SHERIFF		223,535.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SILICON VAL ASS'N OF REALTORS	Deposit Refund	14811	11/27/2013	
19400 STEVENS CREEK BLVD	363		11/27/2013	0.00
CUPERTINO	BOA	48218	11/27/2013	0.00
CA 95014				500.00

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

Check No.	48218	Total:	500.00
Total for	SILICON VAL ASS'N OF REALTOR		500.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SMALL BUSINESS BENEFIT PLAN TR	December Dental/Vision	14799	11/27/2013	
	0132		11/27/2013	0.00
BELMONT	BOA	48219	11/27/2013	0.00
CA 94002-0156				2,194.30

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,194.30	0.00

Check No.	48219	Total:	2,194.30
Total for	SMALL BUSINESS BENEFIT PLAN		2,194.30

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
LISA SPIEGELMAN	Litter Deposit Refund	14800	11/27/2013	
201 STANFORD AVENUE	367		11/27/2013	0.00
PALO ALTO	BOA	48220	11/27/2013	0.00
CA 94306				100.00

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

Check No.	48220	Total:	100.00
Total for	LISA SPIEGELMAN		100.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
CONNIE STACK	Fall Instructor Fee	14801	11/27/2013	
10127 LAMPLIGHTER SQUARE	648		11/27/2013	0.00
CUPERTINO	BOA	48221	11/27/2013	0.00
CA 95014				1,310.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,310.40	0.00

Check No.	48221	Total:	1,310.40
Total for	CONNIE STACK		1,310.40

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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

STAPLES	Office Supplies	14802	11/27/2013	
			11/27/2013	
STAPLES CREDIT PLAN	430		11/27/2013	0.00
DES MOINES	BOA	48222	11/27/2013	0.00
IA 50368-9020				799.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	799.98	0.00

Check No.	48222	Total:	799.98
Total for	STAPLES		799.98

SWRCB	Annual Permit Fees	14803	11/27/2013	
ACCOUNTING OFFICE			11/27/2013	
ATTN: AFRS	599		11/27/2013	0.00
SACRAMENTO	BOA	48223	11/27/2013	0.00
CA 95812-1888	WD-0088149			6,395.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4288	NPDES Stormwater Program	6,395.00	0.00

Check No.	48223	Total:	6,395.00
Total for	SWRCB		6,395.00

BARBARA TEMPLETON	October Transcription	14810	11/27/2013	
			11/27/2013	
304 MELVEN COURT	369		11/27/2013	0.00
SAN LEANDRO	BOA	48224	11/27/2013	0.00
CA 94577-2011	759			2,801.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	2,801.25	0.00

Check No.	48224	Total:	2,801.25
Total for	BARBARA TEMPLETON		2,801.25

THOMPSON SURVIVORS TRUST	Deposit Refund	14804	11/27/2013	
			11/27/2013	
207 WESTRIDGE DRIVE	778		11/27/2013	0.00
PORTOLA VALLEY	BOA	48225	11/27/2013	0.00
CA 94028				114.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	114.25	0.00

Check No.	48225	Total:	114.25
Total for	THOMPSON SURVIVORS TRUST		114.25

TOWN OF ATHERTON	Dinner Meeting, Derwin	14805	11/27/2013	
Attn: Theresa Dellasanta			11/27/2013	
91 ASHFIELD ROAD	710		11/27/2013	0.00
ATHERTON	BOA	48226	11/27/2013	0.00
CA 94027-3897				45.00

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-64-4327	Educ/Train: Council & Commissn	45.00	0.00	
		Check No. 48226	Total:	45.00
		Total for	TOWN OF ATHERTON	45.00

TOWNSEND MGMT, INC	Ford Field Insp - Oct 2013	14806	11/27/2013	
			11/27/2013	
P.O. BOX 24442	609		11/27/2013	0.00
SAN FRANCISCO	BOA	48227	11/27/2013	0.00
CA 94124	200106-10-13			3,230.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4531	Ford Field Renovation	3,230.00	0.00	

TOWNSEND MGMT, INC	Applicant Charges, Oct 2013	14807	11/27/2013	
			11/27/2013	
P.O. BOX 24442	609		11/27/2013	0.00
SAN FRANCISCO	BOA	48227	11/27/2013	0.00
CA 94124				1,140.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	1,140.00	0.00	

		Check No. 48227	Total:	4,370.00
		Total for	TOWNSEND MGMT, INC	4,370.00

VISION INTERNET PROVIDERS INC	Tech Support, Website	14808	11/27/2013	
			11/27/2013	
P.O. BOX 251588	827		11/27/2013	0.00
LOS ANGELES	BOA	48228	11/27/2013	0.00
CA 90025	25839			17.85

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	17.85	0.00	

		Check No. 48228	Total:	17.85
		Total for	VISION INTERNET PROVIDERS IN	17.85

BRUCE WILLARD	Reimb for Wdsd H'lands	14809	11/27/2013	
			11/27/2013	
110 RUSSELL AVE	836		11/27/2013	0.00
PORTOLA VALLEY	BOA	48229	11/27/2013	0.00
CA 94028				2,644.78

GL Number	Description	Invoice Amount	Amount Relieved	
90-00-4375	General Expenses	2,644.78	0.00	

		Check No. 48229	Total:	2,644.78
		Total for	BRUCE WILLARD	2,644.78

Total Invoices:	49	Grand Total:	390,838.43
		Less Credit Memos:	0.00
		Net Total:	390,838.43
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	390,838.43

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
November 27, 2013

Claims totaling \$390,838.43 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

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State/Province Zip/Postal	Invoice Number			Check Amount

ALLIANT INSURANCE SERVICES	Insurance, Special Event/Class	14854	12/11/2013	
			12/11/2013	
SPECIAL EVENTS	475		12/11/2013	0.00
NEWPORT BEACH	BOA	48230	12/11/2013	0.00
CA 92658				429.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	429.00	0.00

Check No.	48230	Total:	429.00
Total for	ALLIANT INSURANCE SERVICES		429.00

ALMANAC	November Advertising	14812	12/11/2013	
			12/11/2013	
3525 ALAMEDA DE LAS PULGAS	0048		12/11/2013	0.00
MENLO PARK	BOA	48231	12/11/2013	0.00
CA 94025				812.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	812.00	0.00

Check No.	48231	Total:	812.00
Total for	ALMANAC		812.00

ALPINE CONSTRUCTION	Deposit Refund/300 Westridge	14844	12/11/2013	
			12/11/2013	
P. O. BOX 451	963		12/11/2013	0.00
REDWOOD CITY	BOA	48232	12/11/2013	0.00
CA 94064				310.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	310.00	0.00

Check No.	48232	Total:	310.00
Total for	ALPINE CONSTRUCTION		310.00

AT&T (2)	December M/W	14855	12/11/2013	
			12/11/2013	
P.O. BOX 5025	877		12/11/2013	0.00
CAROL STREAM	BOA	48233	12/11/2013	0.00
IL 60197-5025				64.25

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	64.25	0.00

Check No.	48233	Total:	64.25
Total for	AT&T (2)		64.25

BANK OF AMERICA	November Statement	14813	12/11/2013	
			12/11/2013	
Bank Card Center	0022		12/11/2013	0.00
P.O. BOX 53155	BOA	48234	12/11/2013	0.00
PHOENIX				2,847.50
AZ 85072-3155				

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-52-4147	Picnic/Holiday Party	354.37	0.00	
05-52-4152	Emerq Preparedness Committee	402.24	0.00	
05-52-4165	Sustainability Committee	24.71	0.00	
05-64-4311	Internet Service & Web Hosting	408.99	0.00	
05-64-4316	Postage	6.97	0.00	
05-64-4322	Dues	90.00	0.00	
05-64-4326	Education & Training	625.00	0.00	
05-64-4335	Sustainability	66.53	0.00	
05-64-4336	Miscellaneous	799.57	0.00	
05-66-4342	Landscape Supplies & Services	69.12	0.00	

Check No.	48234	Total:	2,847.50
Total for	BANK OF AMERICA		2,847.50

BAYSIDE EQUIPMENT COMPANY	Annual Generator Maintenance	14814	12/11/2013	
			12/11/2013	
3562 HAVEN AVENUE	421		12/11/2013	0.00
REDWOOD CITY	BOA	48235	12/11/2013	0.00
CA 94063-4603	62505			336.68

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	336.68	0.00

Check No.	48235	Total:	336.68
Total for	BAYSIDE EQUIPMENT COMPANY		336.68

KRISTIN BERMAN	Regular Dep Ref/95 Cheyenne	14845	12/11/2013	
			12/11/2013	
95 CHEYENNE PT.	425		12/11/2013	0.00
PORTOLA VALLEY	BOA	48236	12/11/2013	0.00
CA 94028				2,507.45

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,507.45	0.00

Check No.	48236	Total:	2,507.45
Total for	KRISTIN BERMAN		2,507.45

BOTANICAL ART	Russ Miller Field	14848	12/11/2013	
			12/11/2013	
ALANE O'RIELLY WEBER	1242		12/11/2013	0.00
SAN MATEO	BOA	48237	12/11/2013	0.00
CA 94402	1160			2,120.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2,120.80	0.00

Check No.	48237	Total:	2,120.80
Total for	BOTANICAL ART		2,120.80

CALIFORNIA WATER SVC	Monthly Stmt 10/12-11/14/13	14841	12/11/2013	
			12/11/2013	
1720 N. 1ST STREET	805		12/11/2013	0.00
SAN JOSE	BOA	48238	12/11/2013	0.00
CA 95112				4,731.53

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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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	4,731.53	0.00

Check No.	48238	Total:	4,731.53
Total for	CALIFORNIA WATER SVC		4,731.53

CALPERS	October Retirement	14851	12/11/2013	
FISCAL SERVICES DIVISION			12/11/2013	
ATTN: RETIREMENT PROG ACCTG	0107		12/11/2013	0.00
SACRAMENTO	BOA	48239	12/11/2013	0.00
CA 94229-2703				15,676.89

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	630.20	0.00
05-50-4080	Retirement - PERS	15,046.69	0.00

CALPERS	November Retirement	14852	12/11/2013	
FISCAL SERVICES DIVISION			12/11/2013	
ATTN: RETIREMENT PROG ACCTG	0107		12/11/2013	0.00
SACRAMENTO	BOA	48239	12/11/2013	0.00
CA 94229-2703				15,560.59

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	572.03	0.00
05-50-4080	Retirement - PERS	14,988.56	0.00

Check No.	48239	Total:	31,237.48
Total for	CALPERS		31,237.48

CDW-G	Adobe Upgrade License	14817	12/11/2013	
		00006162	12/11/2013	
75 REMITTANCE DRIVE	0360		12/11/2013	0.00
CHICAGO	BOA	48240	12/11/2013	0.00
IL 60675-1515	HF86687			197.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	197.50	197.50

Check No.	48240	Total:	197.50
Total for	CDW-G		197.50

COLMA FIRE DIST SOCIAL CLUB	Dinner Meeting, Derwin	14853	12/11/2013	
			12/11/2013	
ATTN KRISTINE KROW	626		12/11/2013	0.00
COLMA	BOA	48241	12/11/2013	0.00
CA 94014-3212				40.00

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

Check No.	48241	Total:	40.00
Total for	COLMA FIRE DIST SOCIAL CLUB		40.00

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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

COMCAST	WiFi, 11/21-12/20/13	14818	12/11/2013	
			12/11/2013	
P.O. BOX 34227	0045		12/11/2013	0.00
SEATTLE	BOA	48242	12/11/2013	0.00
WA 98124-1227				80.45

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	80.45	0.00

Check No.	48242	Total:	80.45
Total for	COMCAST		80.45

COUNTY OF SAN MATEO (LAFCO)	2013-14 LAFCO Apportionment	14819	12/11/2013	
Attn: Juan Raigoza, Dep Cont			12/11/2013	
555 COUNTY CENTER, 4TH FLOOR	861		12/11/2013	0.00
REDWOOD CITY	BOA	48243	12/11/2013	0.00
CA 94063				414.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	414.00	0.00

Check No.	48243	Total:	414.00
Total for	COUNTY OF SAN MATEO (LAFCO)		414.00

ED DIVITA	C&D Dep Ref/117 Pinon	14842	12/11/2013	
			12/11/2013	
655 HANDLEY TRAIL	1010		12/11/2013	0.00
EMERALD HILLS	BOA	48244	12/11/2013	0.00
CA 94062				5,000.00

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

Check No.	48244	Total:	5,000.00
Total for	ED DIVITA		5,000.00

GARY FITZER	Code Certification Renewals	14820	12/11/2013	
			12/11/2013	
765 PORTOLA ROAD	447		12/11/2013	0.00
PORTOLA VALLEY	BOA	48245	12/11/2013	0.00
CA 94028				80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	80.00	0.00

Check No.	48245	Total:	80.00
Total for	GARY FITZER		80.00

DAVID GREENHILL	Regular dep ref/1145 Portola	14846	12/11/2013	
			12/11/2013	
1145 PORTOLA ROAD	415		12/11/2013	0.00
PORTOLA VALLEY	BOA	48246	12/11/2013	0.00
CA 94028				318.85

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	318.85	0.00

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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

Check No.	48246	Total:	318.85
Total for	DAVID GREENHILL		318.85

HINDERLITER, DE LLAMAS & ASSOC	Contract Svcs. 4th Qtr. 2013	14821	12/11/2013	
1340 VALLEY VISTA DRIVE	1128		12/11/2013	0.00
DIAMOND BAR	BOA	48247	12/11/2013	0.00
CA 91765	0021539			750.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	750.00	0.00

Check No.	48247	Total:	750.00
Total for	HINDERLITER, DE LLAMAS & ASSOC		750.00

HORIZON	Field Fertilizer	14822	12/11/2013	
P.O. BOX 52758	0289	00006163	12/11/2013	0.00
PHOENIX	BOA	48248	12/11/2013	0.00
AZ 85072-2758	IN154721			542.38

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	542.38	542.38

Check No.	48248	Total:	542.38
Total for	HORIZON		542.38

ICMA	Nov. Def Comp	14823	12/11/2013	
VANTAGE POINT TFER AGTS-304617			12/11/2013	
C/O M&T BANK	0084		12/11/2013	0.00
BALTIMORE	BOA	48249	12/11/2013	0.00
MD 21264-4553				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	500.00	0.00

Check No.	48249	Total:	500.00
Total for	ICMA		500.00

J.W. ENTERPRISES	Portable Lavs 11/28-12/25/13	14824	12/11/2013	
1689 MORSE AVE	829		12/11/2013	0.00
VENTURA	BOA	48250	12/11/2013	0.00
CA 93003	172316			235.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	235.44	0.00

Check No.	48250	Total:	235.44
Total for	J.W. ENTERPRISES		235.44

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

ALVIN JEN	Mileage Reimbursement	14825	12/11/2013	
			12/11/2013	
C/O MICHAEL WISZOWATY	417		12/11/2013	0.00
PORTOLA VALLEY	BOA	48251	12/11/2013	0.00
CA 94028				316.40

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	316.40	0.00

Check No.	48251	Total:	316.40
Total for	ALVIN JEN		316.40

JENSEN LANDSCAPE SERVICES INC	Ford Field	14826	12/11/2013	
			12/11/2013	
1983 CONCOURSE DRIVE	849		12/11/2013	0.00
SAN JOSE	BOA	48252	12/11/2013	0.00
CA 95131				6,412.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	6,412.50	0.00

Check No.	48252	Total:	6,412.50
Total for	JENSEN LANDSCAPE SERVICES I		6,412.50

TONY MACIAS	Safety Jacket	14827	12/11/2013	
			12/11/2013	
	967		12/11/2013	0.00
	BOA	48253	12/11/2013	0.00
				73.93

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	73.93	0.00

Check No.	48253	Total:	73.93
Total for	TONY MACIAS		73.93

NOLTE ASSOCIATES, INC	October Applicant Charges	14828	12/11/2013	
			12/11/2013	
P.O. BOX 93243	0104		12/11/2013	0.00
LAS VEGAS	BOA	48254	12/11/2013	0.00
NV 89193-3243	13110085/83/84			4,727.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	4,727.00	0.00

Check No.	48254	Total:	4,727.00
Total for	NOLTE ASSOCIATES, INC		4,727.00

PEELLE TECHNOLOGIES, INC	Digitization of Plans	14829	12/11/2013	
		00006164	12/11/2013	
197 EAST HAMILTON AVE	961		12/11/2013	0.00
CAMPBELL	BOA	48255	12/11/2013	0.00
CA 95008	TOPV1492/94			1,555.01

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	1,555.01	8,000.00

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

Check No.	48255	Total:	1,555.01
Total for	PEELLE TECHNOLOGIES, INC		1,555.01

PENSCO TRUST FBO THOMAS BYLUND	Ref 16/42 Santa Maria 20003093	14843	12/11/2013	
			12/11/2013	
PENSCO TRUST COMPANY	0079		12/11/2013	0.00
DENVER	BOA	48256	12/11/2013	0.00
CO 80217				500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No.	48256	Total:	500.00
Total for	PENSCO TRUST FBO THOMAS BY		500.00

PG&E	November Statements	14830	12/11/2013	
			12/11/2013	
BOX 997300	0109		12/11/2013	0.00
SACRAMENTO	BOA	48257	12/11/2013	0.00
CA 95899-7300				307.84

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	307.84	0.00

Check No.	48257	Total:	307.84
Total for	PG&E		307.84

PORTOLA VALLEY HARDWARE	November Statement	14831	12/11/2013	
			12/11/2013	
112 PORTOLA VALLEY ROAD	0114		12/11/2013	0.00
PORTOLA VALLEY	BOA	48258	12/11/2013	0.00
CA 94028				418.22

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	20.70	0.00
05-66-4340	Building Maint Equip & Supp	303.85	0.00
20-60-4260	Public Road Surface & Drainage	93.67	0.00

Check No.	48258	Total:	418.22
Total for	PORTOLA VALLEY HARDWARE		418.22

R&R RAINGUTTERS, INC	Award Prog, PV Backyard Habita	14832	12/11/2013	
		00006159	12/11/2013	
810 E. SAN CARLOS AVE., STE A	0366		12/11/2013	0.00
SAN CARLOS	BOA	48259	12/11/2013	0.00
CA 94070	13-2861			900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	900.00	900.00

Check No.	48259	Total:	900.00
Total for	R&R RAINGUTTERS, INC		900.00

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

REGINA PLUMBING INC	Repair toilets	14849	12/11/2013	
			12/11/2013	
751 LAUREL ST., #445	685		12/11/2013	0.00
SAN CARLOS	BOA	48260	12/11/2013	0.00
CA 94070	960504			324.41

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	153.76	0.00
25-66-4340	Building Maint Equip & Supp	170.65	0.00

Check No.	48260	Total:	324.41
Total for	REGINA PLUMBING INC		324.41

SAN MATEO COUNTY HEALTH SYSTEM	FY 2013-14 Animal Control Cost	14833	12/11/2013	
Attn: Pamela Machado			12/11/2013	
225 37TH AVENUE, ROOM 17	2020		12/11/2013	0.00
SAN MATEO	BOA	48261	12/11/2013	0.00
CA 94403				28,712.00

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4280	Animal Control	28,712.00	0.00

Check No.	48261	Total:	28,712.00
Total for	SAN MATEO COUNTY HEALTH SY		28,712.00

SANDIE ARNOTT	Partial PropTaxes, Buck Meadw	14850	12/11/2013	
SAN MATEO COUNTY TAX COLLECTOR	(3 district agencies)		12/11/2013	
P.O. BOX 45878	412		12/11/2013	0.00
SAN FRANCISCO, CA 94145-0878	BOA	48262	12/11/2013	0.00
CA 94145-0878				41.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	41.04	0.00

Check No.	48262	Total:	41.04
Total for	SANDIE ARNOTT		41.04

SHARP BUSINESS SYSTEMS	Copies/November	14834	12/11/2013	
			12/11/2013	
DEPT. LA 21510	0199		12/11/2013	0.00
PASADENA	BOA	48263	12/11/2013	0.00
CA 91185-1510	C803773-541			32.58

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	32.58	0.00

Check No.	48263	Total:	32.58
Total for	SHARP BUSINESS SYSTEMS		32.58

SPANGLE & ASSOCIATES	10/24-11/21/13 Statement	14835	12/11/2013	
			12/11/2013	
770 MENLO AVENUE	0121		12/11/2013	0.00
MENLO PARK	BOA	48264	12/11/2013	0.00
CA 94025-4736				28,122.50

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
05-52-4162	Planning Committee	6,500.00	0.00	
05-54-4196	Planner	6,907.50	0.00	
96-54-4198	Planner - Charges to Appls	14,715.00	0.00	

Check No.	48264	Total:	28,122.50
Total for	SPANGLE & ASSOCIATES		28,122.50

STATE COMP INSURANCE FUND	December Premium	14836	12/11/2013	
PO BOX 748170	0122		12/11/2013	0.00
LOS ANGELES	BOA	48265	12/11/2013	0.00
CA 90074-8170				1,652.67

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,652.67	0.00

Check No.	48265	Total:	1,652.67
Total for	STATE COMP INSURANCE FUND		1,652.67

BARBARA TEMPLETON	November Transcription	14837	12/11/2013	
304 MELVEN COURT	369		12/11/2013	0.00
SAN LEANDRO	BOA	48266	12/11/2013	0.00
CA 94577-2011	763			1,507.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,507.50	0.00

Check No.	48266	Total:	1,507.50
Total for	BARBARA TEMPLETON		1,507.50

TRA ENVIRONMENTAL SCIENCES INC	Alpine Rd./Caltrans	14847	12/11/2013	
545 MIDDLEFIELD ROAD	924		12/11/2013	0.00
MENLO PARK	BOA	48267	12/11/2013	0.00
CA 94025	13-2762			5,372.50

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	5,372.50	0.00

Check No.	48267	Total:	5,372.50
Total for	TRA ENVIRONMENTAL SCIENCES		5,372.50

U.S. BANK EQUIPMENT FINANCE	December Copier Lease	14856	12/11/2013	
P.O. BOX 790448	472		12/11/2013	0.00
ST. LOUIS	BOA	48268	12/11/2013	0.00
MO 63179-0448	242055812			452.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	452.28	0.00

Check No.	48268	Total:	452.28
Total for	U.S. BANK EQUIPMENT FINANCE		452.28

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

VERIZON WIRELESS	November Cellular	14857	12/11/2013	
			12/11/2013	
P.O. BOX 660108	0131		12/11/2013	0.00
DALLAS	BOA	48269	12/11/2013	0.00
TX 75266-0108	9715605064			144.30

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	144.30	0.00

Check No.	48269	Total:	144.30
Total for	VERIZON WIRELESS		144.30

VISION INTERNET PROVIDERS INC	November Website Hosting	14838	12/11/2013	
			12/11/2013	
P.O. BOX 251588	827		12/11/2013	0.00
LOS ANGELES	BOA	48270	12/11/2013	0.00
CA 90025	25970			200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	200.00	0.00

Check No.	48270	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

KATHY WADDELL	C&D Dep Ref/460 Cervantes	14839	12/11/2013	
			12/11/2013	
460 CERVANTES ROAD	1354		12/11/2013	0.00
PORTOLA VALLEY	BOA	48271	12/11/2013	0.00
CA 94028				1,000.00

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

Check No.	48271	Total:	1,000.00
Total for	KATHY WADDELL		1,000.00

WOODSIDE FIRE PROTECTION DISTR	Rapid Notify Contract	14840	12/11/2013	
			12/11/2013	
3111 WOODSIDE ROAD	709		12/11/2013	0.00
WOODSIDE	BOA	48272	12/11/2013	0.00
CA 94062	PV-Rapid 2013			2,683.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	2,683.34	0.00

Check No.	48272	Total:	2,683.34
Total for	WOODSIDE FIRE PROTECTION DI		2,683.34

Total Invoices:	44	Grand Total:	139,011.33
		Less Credit Memos:	0.00
		Net Total:	139,011.33
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	139,011.33

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
December 11, 2013

Claims totaling \$139,011.33 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

ORDINANCE NO. 2013 - _____

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

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

WHEREAS, because of the Town's unique local climatic, geologic and topographic conditions, as detailed in Attachment 1, the Town desires to make some amendments and additions to the California Building Code.

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

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

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

- A. 2013 California Building Code (Part 2 of Title 24) Based on the 2012 International Building Code (IBC) published by the International Code Council, *with modifications*; and
- B. 2013 California Residential Code (Part 2.5 of Title 24) and Appendices: E: Manufactured Housing Used as Dwelling (excluding Sections AE101 through AE 307). Appendix G: Swimming Pools, Spas and Hot Tubs. Appendix H: Patio Covers. Appendix K: Sound Transmission. Based on the 2012 International Residential Code (IRC) published by the International Code Council, *with modifications*; and
- C. 2013 California Electrical Code (Part 3 of Title 24) Based on the 2011 National Electrical Code (NEC) published by the National Fire Protection Association; and

- D. 2013 California Mechanical Code (Part 4 of Title 24) Based on the 2012 Uniform Mechanical Code (UMC) published by the International Association of Plumbing and Mechanical Officials and Appendices:
- Appendix B: Procedure to be Followed to Place Gas Equipment in Operation
 - Appendix C: Installation and Testing of Oil Fuel-Fired Equipment
 - Appendix D: Unit Conversion Tables
 - Appendix F: Sizing of Venting Systems
 - Appendix G: Example Calculations of Outdoor Air Rate; and
- E. 2013 California Plumbing Code (Part 5 of Title 24) Based on the 2012 Uniform Plumbing Code (UPC) published by the International Association of Plumbing and Mechanical Officials and Appendices:
- Appendix A: Recommended Rules of Sizing the Water Supply System
 - Appendix B: Explanatory Notes on Combination Waste and Vent Systems
 - Appendix C: Alternate Plumbing Systems
 - Appendix D: Sizing Storm Water Drainage Systems
 - Appendix G: Sizing of Venting Systems
 - Appendix I: Installation Standards
 - Appendix J: Combination of Indoor and Outdoor Combustion and Ventilation Opening Design
 - Appendix K: Potable Rainwater Catchment Systems; and
- F. 2008 California Energy Code (Part 6 of Title 24) Previously adopted; and
- G. 2013 California Historical Building Code (Part 8 of Title 24, Building Standards) Approved by the Commission for the 2007 California Historical Building Code; and
- H. 2013 California Fire Code (Part 9 of Title 24) Based on the 2012 International Fire Code (IFC) published by the International Code Council; and
- I. 2013 California Existing Building Code (Part 10 of Title 24) Appendix Chapter A, Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings, based on the 2006 International Existing Building Code (IEBC) International Code Council; and
- J. 2013 California Referenced Standards Code (Part 12 of Title 24) Building Standards adopted by the Commission for the 2010 California Referenced Standards Code.

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

A. Chapter 7A of the California Building Code and Section R327 of the California Residential Code is amended to read:

1. All new buildings shall comply with the Materials and Construction Methods for Exterior Wildfire Exposure.

No existing residential building or structure shall be required to conform in its entirety to the requirements of this Section, unless the additions, alterations or repairs to the existing building or structure within any twelve month period affects fifty percent or more of the exterior wall plane surface, or affects fifty percent or more of the floor area.

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

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

- c. Exceptions:

- i. A one-story detached accessory building used as a tool or storage shed, playhouse, or similar use provided the floor area does not exceed 120 square feet.
- ii. An ornamental landscape structure (e.g. trellis, gazebo) with a projected roof area that does not exceed 120 square feet and that is not within fifty feet from a non-exempt structure.
- iii. An animal shade structure with a projected roof area that does not exceed 120 square feet.
- iv. An agricultural building, that is defined as a non-residential structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticulture products. "Agricultural building" shall include green houses.

2. Any addition, alteration, or repair to any building regardless of cause, size, or location, unless otherwise exempt, shall comply with the requirements as specified in Chapter 7A of the 2013 California

Building Code or Section R327 of the California Residential Code as follows:

- a. Exterior walls. Exterior walls shall be approved noncombustible or ignition-resistant material, heavy timber (HT) as defined by California Building Code, Section 602, or log wall construction or shall provide protection from the intrusion of flames and embers in accordance with standard SFM 12-7A-1.
 - i. Exception: Nonstructural repairs involving less than ten percent of the exterior wall surface to an existing building or structure within any one-year period are permitted to be made of the same materials of which the building or structure is constructed.
 - b. Exterior windows and exterior glazed door assembly requirements. Exterior window, window walls, glazed doors, and glazed openings within exterior doors shall be insulating-glass units with a minimum of one tempered pane on the exterior side, or glass block units, or have a fire-resistance rating of not less than 20 minutes, when tested according to NFPA 257, or in accordance with Section 715, or conform to the performance requirements of SFM 12-7A-2.
 - c. Underside of Appendages (exterior decks). The underside of decks shall be enclosed to grade or the underside of the exposed under-floor shall be protected in accordance with the requirements of this chapter.
3. Compliance with the vegetation clearance requirements found in 701.A.5 and R327.1.5 of the California Residential Code is not required.
- B. California Building Code Section 903, Automatic Sprinkler Systems – Minimum Requirements, is amended to read:
1. The following requirements shall apply to all new buildings or structures requiring a building permit issued by the Town.
 - a. Except as otherwise provided by this section, or as provided under 903.3.1.1 of the 2013 Edition of the California Building Code, automatic fire sprinkler systems shall be installed and maintained in every new building or structure of any type, use, occupancy or size, which requires a building permit issued by the Town.

- b. The term "automatic fire sprinkler system" as used in this section means an integrated system of underground and overhead piping, including a water supply such as a gravity tank, fire pump, reservoir, pressure tank, or connection by underground piping to a fire main, which complies in all respects with the requirements for such systems contained in standards issued by the National Fire Protection Association based upon occupancy classification.
 2. The following structures are exempt from the requirements of this section:
 - a. Agricultural Buildings. For the purposes of this section, an "agricultural building" is defined as a non-residential structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products. "Agricultural building" shall include green houses.
 - b. Non-residential structures less than 1,000 square feet in floor area.
 3. The requirements of this section are intended to represent minimum standards for new construction. Nothing in this section shall prevent the fire authority from adopting and enforcing any regulations, which impose more stringent requirements. Further, any requirements of the California Building Code, the California Fire Code or the State Building Standards Code, which is more restrictive, specifies higher standards or mandates specific locations within a structure for automatic sprinkler systems shall be applicable.
- C. California Residential Code Section R313, Automatic Sprinkler Systems, is amended to read:
 1. No existing residential building or structure shall be required to conform to the requirements of this section, unless the existing dwelling is already equipped with an automatic sprinkler system or the additions, alterations or repairs to the existing building or structure within any twelve month period affects fifty percent or more of the exterior wall plane surface, or affects fifty percent or more of the floor area.
 - a. Where no studs remain or, if some studs remain, the wall except for the studs has been stripped bare such that one can see through the wall, the wall affected by such changes shall be included in computing the amount of affected

exterior wall plane surface for the purpose of applying this section.

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

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

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

E. California Plumbing Code Section 1210.18, Earthquake-Actuated Gas Shutoff Valves, is adopted.

F. Delete California Residential Code Section R403.1.3 – Construction of a foundation for a detached one-and two family dwelling without steel reinforcement is not permitted.

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

- A. The *Department of Building Safety* in Section 103 shall mean the "Building Department".
- B. Section 105.1.1 *Annual permit* is deleted.
- C. Section 105.2 *Work exempt from permit*, a building permit shall not be required for the following:
 1. One-story detached accessory building used as a tool or storage shed, playhouse, and similar use provided the floor area does not exceed 120 square feet.
 2. Movable cases, counters and partitions not over five feet nine inches high.
 3. Retaining walls that are not over four feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
 4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
 5. Platforms and walks, not more than 30 inches above grade and not over any basement or story below.
 6. Painting, papering and similar finish work.
 7. Window awnings; supported by an exterior wall for Group R, Division 3 (Single Family Residence), and Group U (Private Garage) Occupancies when projecting not more than 54 inches.
 8. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade, and if the capacity does not exceed 5,000 gallons.

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

Exemption from the permit requirements shall not be deemed to grant authorization for any work to be done in any manner in violation of the

provisions of the building code or any other laws or ordinances of the Town, (e.g. Planning/Zoning).

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

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

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

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

F. Section 113 *Board of Appeals* shall mean Town Council.

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

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

4. Effective Date; Posting. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By: _____
Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

Attachment 1

I. CHANGES OR MODIFICATIONS

Pursuant to State Law, the Town Council of the Town of Portola Valley, in its ordinance adopting an updated building code, changes or modifies certain provisions of the California Building Code as it pertains to the regulation of the fire and structural safety of buildings. Specifically, such changes or modifications are that all roofing materials on all structures are to be Class A or better. New structures with specific exceptions must install automatic fire sprinkler systems. Any new structure shall be constructed with ignition resistant materials and construction methods. Plain concrete footings without steel reinforcement for detached dwellings is prohibited.

II. FINDING

Pursuant to State Law, including but not limited to Sections 13143.5, 18941.5, 17958.5 and 17958.7 of the California Health and Safety Code, the governing body of the Town of Portola Valley finds that the changes or modifications are reasonably necessary due to certain local climatic, geologic and topographic conditions as described below, which can and do create situations resulting in extremely uncontrollable and contagious fire situations, leading to excessive harm and danger to life and property in the community.

III. LOCAL CONDITIONS

The following local conditions make necessary the changes or modifications in the California Building Code and the State Building Standards Code in order to provide a reasonable degree of fire and life safety in this Town.

A. CLIMATIC

(a) Conditions

Precipitation ranges from 15 to 24 inches per year with an average of approximately 20 inches per year—96 percent falls during the months of October through April, and four percent from May through September, leaving a dry period of at least five months each year. Relative humidity remains in the middle range most of the time, ranging from 45 to 65 percent in the winter, but occasionally falling as low as 15 percent. Temperatures from June through September average above 80°F. It is not unusual to experience several continuous days with temperatures in the mid to high 90s.

Prevailing winds in the area come from the west. However, winds are experienced from virtually every direction at one time or

another. Velocities are generally in the 12 MPH range, gusting from 25 to 35 MPH.

(b) Impact

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

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

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

B. GEOLOGIC

(a) Conditions

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

(b) Impact

The Town is located in an active seismic area. A higher level of performance is expected from buildings and structures in this region. The requirement for the installation of steel reinforcing in concrete footings will improve the durability and performance of buildings. A major earthquake could result in the cutting-off of response routes of fire companies by damaged and/or blocked roads. Earthquakes of the magnitude experienced locally can cause major damage to electrical transmission facilities, which, in turn, can cause power failures and start fires throughout the Town and county. The occurrence of multiple fires will quickly disperse existing fire department resources, thereby reducing and/or delaying their response to any given fire. Even minor seismic activity has an adverse impact on fire protection. Any earth movement which causes buildings to move creates cracking and warping of walls, smoke barriers, door frames, etc., thereby negating the effectiveness of building elements intended to prevent fire and smoke from spreading within the building.

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

C. TOPOGRAPHIC

(a) Conditions

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

(b) Impact

Above ground electrical transmission lines are subject to damage from overloading, winds, trees, earthquakes, and motor vehicle collisions. Fires involving large areas of dry vegetation can quickly grow to a magnitude beyond local fire department capabilities. The limited number of response routes and the lack of feasible alternate routes compound this problem. Additional delays must be anticipated due to attempts on the part of residents to flee or enter

the fire area. Fire damage from these delays results in the need for additional suppression resources to obtain control. The combination of buildings with untreated wood shake or shingle roofs and without fire sprinkler systems and impeded access for the fire department can readily result in multiple building fires and major fire losses.

From: linda@lolsonassociates.com
To: [Sharon Hanlon](#)
Subject: Council approval of Elizabeth Papadopoulos
Date: Friday, November 08, 2013 8:18:13 AM

Hello Sharon,

The CAC at the November 14, 2013 meeting approved Elizabeth Papadopoulos for membership in the CAC. I understand she now needs approval from the Town Council. Please forward a request for Elizabeth's approval for membership in the CAC.

Thank you,

Linda

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www.lolsonassociates.com

How we spend our days is, of course, how we spend our lives.

---Annie Dillard, writer (1954-)

Sharon Hanlon

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

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

Sent: Friday, August 09, 2013 8:47 PM

To: Sharon Hanlon

Subject: Application to Serve Cultural Arts / Papadopoulos

Submission information

 Submitter DB ID : 2523

Submitter's language : Default language

Time to take the survey : 39 min. , 35 sec.

Submission recorded on : 8/9/2013 8:47:08 PM

Survey answers

 Full Name:*

Elizabeth Papadopoulos

Name of Committee I'm Interested in Serving On:

(Please note that only the committees currently seeking volunteers are listed.)

Community Events Committee	<input type="checkbox"/>
Cultural Arts Committee	<input checked="" type="checkbox"/>
Emergency Preparedness	<input type="checkbox"/>
Nature & Science	<input type="checkbox"/>
Open Space Acquisition Advisory	<input type="checkbox"/>
Parks & Recreation Committee	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>
Teen Committee	<input type="checkbox"/>
Trails & Paths	<input type="checkbox"/>

Email Address:*

lizdotnet@yahoo.com

Address (include city/zip):*

35 Buckeye, Portola Valley, CA 94028

Number of years in Portola Valley:*

6

Home Telephone Number:*

Cellular Telephone Number:

Not answered

Other Telephone Number:

Not answered

Preferred Telephone Contact Number

Home

Cell

Other

I prefer to receive Town communications via:

E-Mail (recommended)

U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:*

I enjoy bringing and supporting artistic influence in local communities and see an opportunity to contribute to the Cultural Arts Committee in this way. I am a trained oil painter, focusing on impressionistic landscapes, and draw inspiration from the beauty of Portola Valley. I enjoy participating in local art events and charity auctions as a way of helping to support local cultural contributions. In addition, I led the design and execution of Special Events at a local high school, working to create memorable and influential experiences through the fusion of different art forms, from visual design to music.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:*

No

#9

There are no written materials for this agenda item.

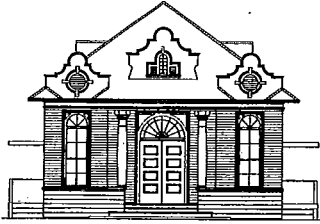
TOWN COUNCIL WEEKLY DIGEST

Friday – November 15, 2013

1. Agenda (Action) – ASCC – Monday, November 11, 2013
2. Agenda (Action) – Town Council – Wednesday, November 13, 2013
3. Agenda (Cancellation) – Sustainability Committee – Monday, November 18, 2013
4. Agenda – Planning Commission – Wednesday, November 20, 2013
5. Letter from Ed Wells to Karen Kristiansson re: Second Unit Studies – November 14, 2013
6. Email from Nick Pegueros to the Town Council re; Town servers offline
7. Memo from Brandi de Garreaux to the Town Council re: Air District Board Climate Resolution
8. Report from San Mateo County Sheriff's Office – Incident Log for 11/05/13 – 11/06/13
9. Letter from PG&E to Greg Scoles, Chair of San Mateo County City Managers' Association re: PG&E Gas Transmission Line Safety Communications
10. Town Hall Closure – Thanksgiving Day Holiday - Thursday, November 28 and Friday, November 29
11. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, November 15, 2013

Attached Separates (Council Only)

1. Invitation – Council of Cities dinner meeting – November 22, 2013
2. Invitations – Reorganization of City/Town Councils for the Town of Colma, City of Menlo Park, Town of Atherton, City of Redwood City, and City of Belmont
3. Newsletter – Sustainable San Mateo County – November 12, 2013
4. Magazine – Western City – November 2013



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TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, November 11, 2013
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 10 Sioux Way Field meeting for preliminary consideration of plans for new residential development of a vacant 1.0-acre Arrowhead Meadows property. (ASCC review to continue at Regular Meeting) **Borck presented project staff report, project team provided project details/answered questions, ASCC took public comment and held their comments for evening meeting.**

7:30 PM - REGULAR AGENDA*

1. Call to Order: **7:30 p.m.**
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**All present. Also present: Tom Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner, Ted Driscoll Town Council Liaison; Nicholas Targ 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. Follow-up Review for Conformity with Conditions of Conditional Use Permit X7D-169, Initial Agricultural Plans, 555 Portola Road, Spring Ridge LLC, Neely/Myers **Vlasic presented the staff report explaining current proposal for meadow management/haying. ASCC discussed proposal and received clarifications from Vlasic. Agricultural plan approved subject to selection of forest green siding for the barn and a construction staging plan to be reviewed by a designated ASCC member and Planning staff prior to issuance of the building permit for the barn.**
 - b. Architectural Review for House Additions, 166 Crescent Avenue, Harding **Vlasic presented staff report, project architect provided additional information, and ASCC provided feedback. Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**

5. New Business:
 - a. Architectural Review for Pool Cabana, 2 Oak Forest Court, Spetzler **Borck presented staff report, project architect provided additional information/modeling, and ASCC provided feedback. Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
 - b. Preliminary Architectural Review for New Residence and Site Development Permit X9H-664, 10 Sioux Way, Livingston **Borck reviewed the field meeting discussion and ASCC offered questions and suggestions to the project team concerning lighting and landscaping/irrigation. Project review continued to 11/25/13 meeting.**
6. a. Study Session – Proposed Policy for Referring Smaller Projects to the ASCC
Kristiansson presented the staff report and ASCC held discussion and offered comments and suggestions to staff. ASCC was supportive of the approach and provided direction for formulating procedures. Comments to be forwarded to the Planning Commission.
 - b. Commission and Staff Reports:
**Ross – reported review of minor sun tube revision for 140 Corte Madera.
 Kristiansson – reminded ASCC of Town Council Housing Element study session 11/13/13 at 6:30 p.m.**
7. Approval of Minutes: October 28, 2013 **Minutes approved as corrected.**
8. Adjournment: **8:50 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 Assistant Planner at 650-851-1700, extension 211. Notification 48



TOWN OF PORTOLA VALLEY

6:30 PM – Special Joint Meeting of the
Town Council and Planning Commission

Wednesday, November 13, 2013

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

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2

ACTION AGENDA

6:30 PM – CALL TO ORDER AND ROLL CALL

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

Absent: Councilmember Driscoll

Commissioner Targ, Commissioner McIntosh, Commissioner McKitterick, Vice Chair Gilbert and Chair Von Feldt

All Present

ORAL COMMUNICATIONS

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

Virginia Bacon presented Council with a book she created entitled “Breaking Ground” Portola Valley’s New Town Center

STUDY SESSION – TOWN COUNCIL / PLANNING COMMISSION - 6:30 – 8:00 PM

(1) **Study Session** - Housing Element

Council concurred to approve the recommended work plan and schedule for the housing plan update, allowing for flexibility as necessary

COUNCIL WILL RESUME TO ITS REGULAR MEETING AGENDA

(2) **PRESENTATION** – Teen Committee Civic Involvement Project Awards

Sharon Driscoll, Teen Committee Chair, thanked Jean Lane for her time and support given to the participants of the Bill and Jean Lane Civic Involvement Program. Mayor Richards handed out award certificates to the graduates of the program

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** – Regular Town Council Meeting of October 23, 2013

Approved as Amended 4-0

(4) **Approval of Warrant List** – November 13, 2013

(5) **Recommendation by Town Manager** – Adoption of a Resolution to Amend the Adopted Cafeteria Flexible Benefits Plan Document Effective January 1, 2014

(a) Resolution of the Town Council of the Town of Portola Valley to Amend the Adopted the Cafeteria Flexible Benefit Plan Document Effective January 1, 2014 (Resolution No. 2609-2013)

Items 4 & 5 Approved 4-0

(6) **Receive and File Report from Sustainability & Special Projects Manager** – Farmers’ Market Quarterly Report

REGULAR AGENDA

(7) **Recommendation by the Parks & Recreation Committee** – Proposed Trial Skate Ramp at Town Center

Council received recommendation from Parks & Recreation Committee member Jon Myers and then directed staff to: 1) obtain a final design from an architect/designer with skate ramp/park experience; 2) request comments on the design from the ASCC; 3) develop the necessary rules and regulations required to comply with risk

management best practices; and 4) return to the Town Council with the final project proposed for Council consideration.

PUBLIC HEARING

(8) **PUBLIC HEARING - Recommendation by Deputy Building Official** – Adoption of the 2013 California Building Code

- (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Section 15.04.010 [Definitions], Section 15.04.020 [Amendments to the Building Code], and Section 15.040.030 [Additions to the Building Code] of Chapter 15.04 [Building Code] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to Adopt and Updated Building Code (Ordinance No. __)

Council approved (4-0) Second Reading scheduled for the December 11, 2013 Council meeting

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(9) **Recommendation from Town Manager** – Extended Holiday Closure for Town Hall

Council approved (4-0) extended holiday closure for Town Hall on December 23 & December 24

(10) **Report from Town Manager** – Planning for the Town's 50th Anniversary Celebrations

Council approved formation of the 50th Anniversary Celebration Ad-Hoc Committee, authorizing the Mayor to appoint its members

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

There are no written materials for this item.

Councilmember Derwin –

Sustainability Committee – The Green Speaker Series are scheduled through fall. Next scheduled meeting is December 5th. The Earth Day Fair for 2014 will be jointly held with Woodside, this year in Portola Valley. The Climate Action Plan is scheduled to come before the Council in February 2014. The Committee is considering awarding energy efficient homes.

Library JPA – Ongoing discussion of Donor City funds allocation.

Housing Leadership Day 2013 – The Mayor and Councilmember Derwin attended.

Pilot Shuttle Program – Councilmember Derwin, Town Manager Pegueros and Sustainability & Special Project Coordinator de Garreaux spoke with Sandy Wong, Executive Director, C/CAG regarding grand fund opportunities.

Councilmember Aalfs –

None

Vice Mayor Wengert –

Attended the Diversity Awards dinner on October 30th.

Airport Roundtable - November 6 meeting, discussed excessive aircraft noise from May through August 2014 due to two of the main runways will be closed during that period. There are now two noise monitors installed in Woodside and Portola Valley.

Bicycle, Pedestrian & Traffic Safety –

Held discussion on traffic at Corte Madera School and parking at Windy Hill.

Mayor Richards –

None

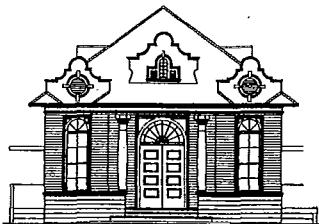
WRITTEN COMMUNICATIONS

(12) **Town Council Weekly Digest** – October 25, 2013

(13) **Town Council Weekly Digest** – November 1, 2013

(14) **Town Council Weekly Digest** – November 8, 2013

ADJOURNMENT: 9:30 pm



Sustainability Committee
Notice of Cancellation
Monday, November 18, 2013

SUSTAINABILITY COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, November 18, 2013

The Sustainability Committee meeting regularly scheduled for Monday, November 18, 2013 has been cancelled. A special meeting will be held on Monday, December 16, 2013 at 3:15 p.m.



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
 765 Portola Road, Portola Valley, CA 94028
 Wednesday, November 20, 2013 – 7:30 p.m.
 Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

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

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. *Continued Public Hearing*: Proposed Amendments to Conditional Use Permits (CUP) X7D-151 and X7D-169, 555 Portola Road, Spring Ridge LLC (Neely/Myers)
2. Study Session – 2014 Housing Element Update

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: October 2, 2013 and November 6, 2013

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 Assistant Planner 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.

November 14, 2013:

Alex Von Feldt, Chair, Planning Commission
Town of Portola Valley
765 Portola Road. Portola Valley CA 94025
Attn Karen Christiansson

Re: Second Unit Studies, Items of Interest:
Item 1. – Financing Woes of Second.
Item 2 – Litigation to avoid State Mandate.

The Town has prepared a good description of Second Unit rules.. It needs additional discussion on renting from layout and equipment, rental documents, ,advertizing, insurance, Schedule E, being a landlord, possible assistance from the Town.; and risk management.

Also, the Planning Commission can participate in setting policies for the best use of in-lew funds.

Are you going to create a subcommittee to study second units, possible alternatives, and upgrade of existing, undocumented rentals?

Sincerely

Ed Wells, 650/851-8341

cc. Danna Breen, Chair, Architectural and Site Control Commission
Beverly Lipman, Westridge Architectural Supervising Committee
✓ Nick Peguerous, Town Manager

BY SEAN GROOM
* PORTOLA VALLEY
* "SECOND UNIT"

Portland, Ore., known for its drizzly winters, coffeehouse culture, and craft beer, also has made a name for itself with innovative zoning regulations. More than 30 years ago, as an antispawl measure, the county drew a ring around the city to define the limit of development. Since 2009, Portland's zoning regulations have made the city a hotbed of ADUs.

* ADU is shorthand in housing-policy circles for *accessory dwelling unit*—which the rest of us might call an in-law apartment, a laneway house, a granny flat, a carriage house, or a backyard cottage. An ADU is not a duplex, which typically has identical or similarly sized units. Instead, it's an auxiliary home of less than 800 sq. ft. It can be a new, detached dwelling; a converted garage; a basement apartment; an addition; or an apartment carved out of an existing floor plan. ADUs are not a new idea. Wander through an old

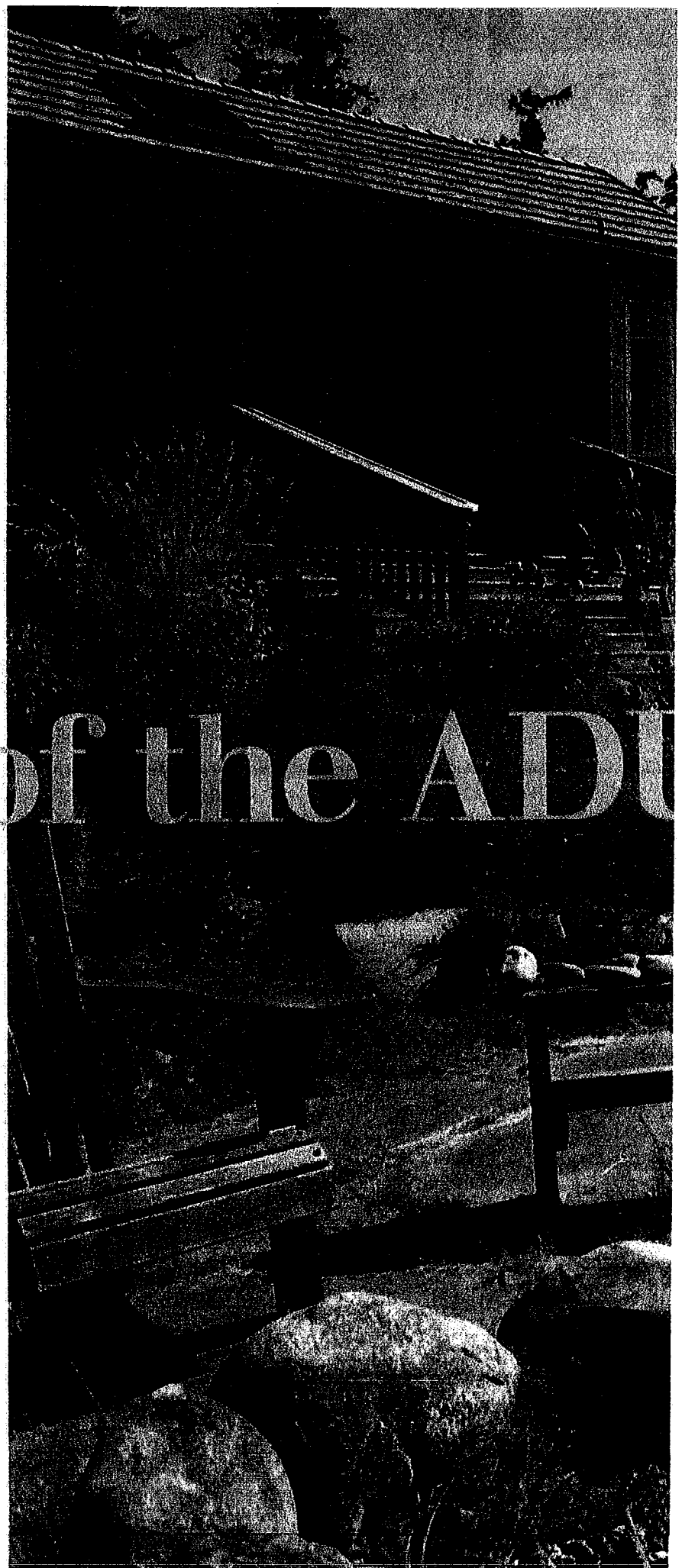
Rise of the ADU

city neighborhood with a careful eye, and you'll find carriage houses, apartments above garages, servants' quarters converted to apartments, and English basement apartments.

These types of housing are enjoying a renaissance for reasons both old and new. From a public-policy standpoint, ADU-friendly zoning regulations are attractive to local governments because they promote affordable housing without government funding, encourage dense development, reduce carbon emissions, and stimulate local construction jobs. At the household level, ADU-friendly zoning means more affordable housing, flexible space that changes with the family, rental income, multigenerational housing, and space to age in place.

An urban-policy tool

The ADU movement began about 10 years ago when Santa Cruz, Calif., revised its zoning regulations to allow ADUs on most single-family lots in town in an effort to address an affordable-housing crunch. The housing bubble of the 2000s was inflated in Santa



Financing woes

Financing an ADU is fraught with difficulty because there are so few legal ADUs that real-estate agents, appraisers, and mortgage lenders don't know how to value them. Although a permitted ADU is part of a legal two-unit, income-producing property, it's often in a single-family-zoned neighborhood. This apparent contradiction creates problems for real-estate professionals who haven't encountered ADUs.

When a bank originates a mortgage, it follows guidelines from Freddie Mac and Fannie Mae so that the mortgage can be sold. Even if the bank plans to hold on to the loan, it wants the loan to meet Freddie and Fannie guidelines as a hedge. The guidelines from these government-

sponsored entities strongly suggest that an ADU is likely to be an illegal rental property and that a bank shouldn't attribute much value to it. This overlooks the ADU's potential revenue stream. In fact, Freddie Mac guidelines say that "appraisals that rely primarily on the income or cost approaches to value in order to estimate market value are unacceptable."

Unfortunately, there aren't many ADUs out there that have been sold, so a comparable sales method of valuing the property doesn't work. Why is this a problem for homeowners? Because the property serves as collateral for the loan. Banks won't lend more than 80% of the appraised value, so if the appraisal

doesn't attribute any real value to the ADU, it's impossible to finance the ADU with a mortgage. Most people resort to savings or home equity, if they have enough equity built up. Some people have used a rehab mortgage—also known as a 203(k) mortgage—but there are a lot of restrictions and red tape.

Recently, Portland real-estate appraiser Taylor Watkins and journalist Martin Joffe collaborated on a paper in *The Appraisal Journal* outlining an income method of appraising ADUs. This method of valuation looks at rental-income potential and suggests valuing a property a multifamily property if that creates a better valuation proposition. 2

Cruz, an oceanside university town within commuting distance of Silicon Valley. By 2002, the median home price was so steep—more than \$500,000—that over 50% of the population rented and the vacancy rate had dropped below 2%. The city found affordable-housing programs costly to administer, and pressure in the rental market meant that rents were high. The city embraced ADUs because they functioned as a homeowner-funded affordable-housing program while providing regulation for a cottage industry in illegal garage apartments.

The idea is that the rental income from an ADU (or the main house) helps to make a house more affordable. By providing small, nice apartments at reasonable rents in single-family neighborhoods where there wouldn't typically be rental opportunities, renters gain a yard, more privacy, a quieter environment, less traffic, and access to schools they typically couldn't enroll their children in.

Portland's commitment to limiting sprawl and increasing housing density makes ADUs a natural fit. When the city adopted new ADU regulations in 2009, there were suddenly 148,000 new potential lots in the city that could increase housing density without the need to build vertically. Neighborhoods can retain their character, and building in the backyards of established neighborhoods reduces the demand for expensive new infrastructure. It's a component of "passive design"—using location to conserve resources. By focusing development in walkable, mixed-use neighborhoods with access to mass transit, the city reduces the number of car trips and pollution.

Small buildings are efficient

By virtue of size alone, ADUs are inherently energy efficient. A recent study by Oregon's Department of Environmental Quality (DEQ)

Photos: courtesy of Smalle

3

found that about 86% of greenhouse-gas emissions over the 70-year life cycle of a house are generated by electricity and fuel consumption, and that reducing size had the greatest conservation effect of any of the 70 green-building strategies the department looked at. Summarizing the report's findings, Jordan Palmeri, science and policy analyst in the DEQ's Green Building Program, says, "Small outperforms building technology at reducing energy use."

Shrinking home size by 50% reduces life-cycle greenhouse emissions by 36%. Employing strategies such as double-stud walls with additional insulation, air-sealing, and high-quality windows widens the performance gap.

Palmeri's office, which is also concerned with reducing landfill waste and the amount of embodied energy that ends up in landfills, also advocates ADUs because of a mismatch between the state's housing stock and its demographics. The average house size in the United States increased from 1000 sq. ft. in 1950 to almost 2500 sq. ft. in 2005. Over the same period, average household size shrank from 3.4 to 2.6 people. In the Portland suburb of Milwaukie, just 28% of households have a child at home, while almost a third of households are a single individual. Nationally, household size will shrink further as the percentage of the population over 65 increases from about 13% today to 19% by 2030.

An unexpected stimulus program

Two changes to Portland's zoning rules helped to make ADUs a more attractive investment for homeowners: doubling the maximum size limit for ADUs to 800 sq. ft. and waiving the system-development charges (SDCs).

SDCs are one-time fees paid by the developer (or the homeowners in the case of ADUs) for new housing units or remodels that increase occupancy. They are meant to help offset the impact on the city's infrastructure—roads, parks, water-supply systems and sewers, and schools. For an ADU with material and labor costs less than \$115,000 and building-permit fees of \$4000 to \$5000, SDCs were adding \$12,000 or so to the cost.

The waiver has been a stimulus to Portland's construction industry. Prior to the waiver, the city averaged 2.6 ADU permits a month. A year after the waiver went into effect, the rate jumped to 8.7 permits per month; by 2012, it had risen to 12.8 permits per month. That may not seem like much, but given the low number of housing starts these days, it amounts to 19% of all permits.

Living large by building small

Some people build ADUs because they're interested in the small-house movement and find smaller dwellings a more sustainable way of living—both environmentally and financially. ADUs fit the small-house advocate's "Build small, live large" motto well because they can be a good investment and a flexible housing form.

For many, an ADU can make the purchase of a home affordable. The utility costs of an ADU are low, and renting out the main house can cover the mortgage costs. If the owners have children later on,

they can move into the main house with the kids and rent out the ADU, which continues an income stream. In later years, the ADU might serve as a landing pad for boomerang kids, or it might become the parents' home again when they become empty nesters, with the rental income from the main house providing a comfortable retirement income.

Accessory dwellings are often used to create multigenerational living spaces. For example, in expensive cities like Santa Cruz, Calif., and Vancouver, B.C., the only way young adults may be able to afford a home in the city they grew up in is by building one in their parents' backyard. Sometimes it's a case of grandparents downsizing from a large house and wishing to be close to their grandchildren, or of aging parents who feel more secure when family members are close enough to check in on them.

That's not to say that everybody wants ADUs in their neighborhood. Any talk of zoning changes that allow rental units or that increase density in an established single-family neighborhood is likely to provoke a NIMBY (not in my backyard) reaction, and ADUs are no exception. Traditional zoning regulations are meant to protect home values in a market where change is feared. In short, they preserve the status quo.

Generally, opponents of ADUs fear that rental units will lower their property values. This could be based on prejudice against renters as transient, loud, and disruptive, or it could be fear of unkempt property or concern about loss of privacy and a change in the visual aesthetic of the neighborhood. There is no evidence that these concerns are warranted. Unfortunately, there isn't enough data to disprove them either, because despite the huge growth in the number of ADUs in places like Portland, Seattle, and Vancouver, accessory units are still a minuscule portion of the housing stock.

If the fate of every ADU application is subject to the whims of surrounding homeowners, nearly every proposed project would encounter NIMBY opposition. Towns with brisk ADU development allow ADUs "by right." By-right legislation means that a municipality can limit the size of an ADU and/or set a minimum lot-size threshold, but the permit process does not have any discretionary aspect.

While specifics vary by jurisdiction, codes put limits on ADU development, even in municipalities aggressively promoting them, by governing size, appearance, and occupancy in similar ways. If you live in a town where ADUs aren't by right, the common features of these regulations give a sense of the types of concerns neighbors and zoning officials are likely to express, and they suggest design strategies and arguments that might allay their anxieties.

Planning and proposing an ADU

In keeping with the idea that an ADU is the second dwelling unit on a property, zoning regulations constrain size to ensure that ADUs are smaller auxiliary homes, both in function and appearance. To ensure that a subsidiary relationship exists, some cities limit the ADU to a percentage of the size of the main house. Even the most generous

When the city adopted new ADU regulations in 2009, there were suddenly 148,000 new potential lots that could increase housing density without the need to build vertically.



codes cap backyard cottages at 800 sq. ft.; some codes have height restrictions as well.

Many by-right jurisdictions set minimum lot sizes for an ADU and also might set caps on the accessory-dwelling size based on the square footage of the lot or a particular dimension of the lot.

In addition to setbacks along each property line, a project also can face lot-coverage restrictions to ensure that there's a certain amount of permeable green space and to protect the feel of the neighborhood. It's not unusual for a municipality to limit the amount of the lot covered by buildings to 35%. While these types of regulations affect a property's appearance, they also address neighbor issues such as solar access, privacy, and noise mitigation. In addition, they address safety concerns such as limiting the spread of fire and ensuring access for utility workers, firefighters, and other emergency personnel. Keep these concerns in mind if you have to defend a site plan before a review board.

Because codes treat building an ADU differently from adding living space to an unfinished basement, there are a few budgetary cau-

tions to keep in mind before you do too much design work. Most critically, you'll need to investigate the fees for required utility work as well as the SDCs. Sometimes you can share the existing house's water and sewer lines and electric service; if you're comfortable sharing a meter with your tenant, then this is a lower-cost construction approach. However, in cities with a fire-sprinkler code for new construction, supply lines to the house in older neighborhoods may be too small. The same can happen with sewer lines.

Also to contain costs, you might want to do the electrical work or to plumb the sprinkler system yourself. Typically, homeowners are allowed to do this work on their own houses. However, because ADUs are often used as rental properties, many town codes treat them that way regardless of who will live in them, so these codes require a licensed tradesperson to perform the work.

Appearance matters

Whether presenting a plan for a by-right ADU or preparing for a variance hearing, you'll benefit by explaining how your design fits the

Photos: this page, David Hall; facing page, Row Chapin.

5 FINE HOMEBUILDING

existing neighborhood and lot. Questions that zoning and planning officials will ask include: Are there historic districts or other design requirements for the neighborhood? Are houses predominantly one or two story? What's the common roofline? Is there a predominant siding type or color? Do many lots have multiple structures (house with detached garage and/or shed)? Are yards open to one another, or do fences and shrubs typically delineate lot lines?

While the zoning code for an ADU likely requires that siding, rooflines, and trim match that on the main house, it also can sometimes further stipulate that window size and orientation match that of the main house.

It's not just appearance that neighbors care about. Privacy is also a concern. There are generally rules governing the location of the entrance to an ADU and the types of screening required to shield neighbors. For instance, in Santa Cruz, the ADU's entrance may not face an adjoining neighbor's property, while in Seattle, the entrance may not face the nearest property line. The idea is to direct foot traffic and noise away from neighbors' windows. High window locations

and fencing or screening plantings may be required to shield neighbors from ADUs in some towns.

Where do you park the car?

A city's parking policy plays a critical role in whether an ADU is feasible. Cities with regulations requiring additional parking space for an ADU effectively dampen permit demand.

From a policy standpoint, requiring a parking space for an ADU can be counterproductive to the goal of increasing density in neighborhoods near enough to shopping, employment, and transport that it's not necessary to own a car. When an ADU creates more generational housing so that parents can age gracefully close to children and grandchildren, there's a chance that the grandpa may no longer drive. If they are still driving, doing away with parking requirements can encourage the household to give up a car, share rides and vehicles among generations.

Sean Groom is a contributing editor.

www.finehomebuilding.com

6 SPRING/SUMMER 2013

The TOWN OF PORTOLA Valley and the NEW HOUSING MANDATE Appeals Court Decision

STATE APPEALS COURT

Ruling strengthens the case for laws on low-cost housing

By Bob Egelko

A state appeals court has strengthened the legal case for "inclusionary housing" laws in more than 150 California cities and counties — including San Francisco, Berkeley, Richmond and San Jose — that require a certain number of low-cost units in each new housing project.

Home builders challenged the requirement and won a ruling in July from a Santa

Clara County judge, who barred enforcement of a San Jose ordinance because the city failed to show that new residential development increased the need for low-cost housing.

That decision was overturned Thursday by the Sixth District Court of Appeal in

San Jose, which said such ordinances are valid if they serve the "legitimate public purpose of ensuring an adequate supply of affordable housing."

The court stopped short of reinstating the San Jose ordinance and instead told the lower-court judge to decide whether it met the newly defined standard. But the ruling sets a precedent for California courts considering similar laws and should lead to their validation, said a lawyer for groups of nonprofit housing developers and low-cost housing advocates.

"It's a solid legal foundation for inclusionary zoning," said attorney Michael Rawson of

the Public Interest Law Project in Oakland.

David Lanferman, lawyer for the California Building Industry Association, said other courts have required cities to show that developers caused a housing shortage or other social problem before ordering them to contribute property or money to solve the

problem. He said the association has not decided whether to appeal to the state Supreme Court.

The ordinance, passed in January 2010, requires developers of new housing with 20 or more units to set aside 15 percent at below-market rates, with some rents affordable to moderate-income households and others to low-income households. As alternatives, the developers could build affordable housing elsewhere or pay a fee that the city would use for that purpose.

More than 60 Bay Area communities have similar ordinances, including unincorporated areas of Contra Costa, Marin, Napa, San Mateo and Sonoma counties, according to

the Nonprofit Housing Association of Northern California.

Developers have been challenging the laws for more than a decade, arguing, among other things, that they amount to an unconstitutional confiscation of private property. In a separate case from Palo Alto, the state Supreme Court has agreed to review the legal deadlines for contesting such ordinances.

In Thursday's 3-0 ruling, the appeals court said the state Legislature has repeatedly found a "severe shortage" of affordable housing in California and has ordered cities and counties to address local housing problems.

To overturn the low-cost housing requirement, the court said, developers must show that it does not serve the city's purpose of meeting its housing needs.

Bob Egelko is a San Francisco Chronicle staff writer. E-mail: begecko@sfchronicle.com

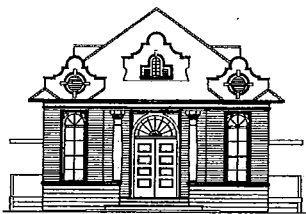
SF Chronicle
Sunday, June 9, 2013

Nick Pegueros

From: Nick Pegueros
Sent: Monday, November 11, 2013 11:51 AM
To: John Richards (JRichards@portolavalley.net); Ann Wengert (AWengert@portolavalley.net); Jeff Aalfs (JAalfs@portolavalley.net); Maryann Derwin; Ted Driscoll (tdriscoll@portolavalley.net)
Cc: Leigh F. Prince <lfp@jsmf.com> (lfp@jsmf.com)
Subject: Town servers back online

The Town servers, including the mail server, went offline sometime on Saturday night and they were brought back online around 11:30AM today. Emails received during the time offline may have bounced back to the sender as undeliverable or they may be stuck somewhere in the internet. Please resend any emails that you sent to Town staff to ensure the matter receives the attention required.

Thanks,
Nick



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: November 15, 2013

RE: **Air District Board Climate Resolution**

On November 6, 2013, the Bay Area Air Quality Management District's (BAAQMD) Board of Directors unanimously passed a resolution committing the agency to developing a regional climate protection strategy and setting as a goal the reduction of greenhouse gas, or GHG, emissions to 80 percent below 1990 levels by 2050. The press release is attached.

Staff will keep apprised of the activities of BAAQMD to determine how this will affect the Town. The Town has already benefited from the funding mentioned for technical support in our climate action planning efforts through the County's Regionally Integrated Climate Action Planning Suite (RICAPS). In light of the newly adopted resolution, it is likely that additional funding will be available to assist the Town in achieving the greenhouse gas emissions reduction goals adopted by the Council. Staff is planning to bring the draft Climate Action Plan to the Council for review in the first quarter of 2014.



NEWS

FOR IMMEDIATE RELEASE
November 6, 2013

CONTACT: Aaron Richardson
415.749.4900

Air District Board passes climate protection resolution

Greenhouse gas reduction goal set at 80 percent below 1990 levels by 2050

SAN FRANCISCO - Today, the Bay Area Air Quality Management District's Board of Directors unanimously passed a resolution committing the agency to developing a regional climate protection strategy and setting as a goal the reduction of greenhouse gas, or GHG, emissions to 80 percent below 1990 levels by 2050.

Under this resolution, Air District staff will prepare a Bay Area climate protection work program, to guide Air District climate protection activities and identify necessary resources for future action.

"Climate change is one of the major challenges the region will face in coming years," said Jack Broadbent, the Air District's executive officer. "By adopting this resolution, the Air District is making a strong local commitment toward the development of climate protection activities that can also make a real difference for public health and well-being in the Bay Area."

Today's resolution will provide a framework for achieving significant, long-term GHG reductions. It sets a long-term GHG reduction goal for the Bay Area that matches that set out in an executive order by the Governor of California, and calls on the Air District to initiate a regional climate protection planning process. This regional climate protection strategy would complement the considerable climate planning efforts already taking place at state, regional, and local levels. It will be included as an element of the Air District's 2014 Clean Air Plan.

The Bay Area climate protection work program is expected to include measures for updating efforts to inventory, forecast, and monitor GHGs, for accelerating development of rules limiting GHG emissions, for expanding enforcement, and for working with state, regional, and local agencies as well as stakeholders to develop the regional climate action strategy.

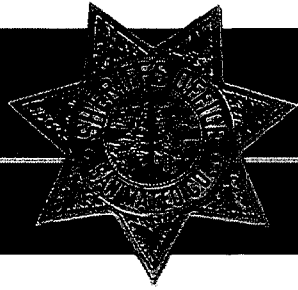
The Air District's Climate Protection program was established in 2005. Over the past eight years, the Air District has initiated numerous climate protection activities, including:

- awarding over \$7 million in grants to local governments, non-profits and schools to reduce GHG emissions, with allocations in 2007 and 2009;
- providing funding and technical support to local governments in local climate action plan development, beginning in 2007;
- adopting a cost-recovery permit fee for GHG-emitting facilities in 2008; and
- developing the first-ever California Environmental Quality Act thresholds of significance for GHG emissions for plans and projects in 2010.

With the Air District's assistance, about 50 local governments in the Bay Area have adopted local climate action plans, more than any other metropolitan region in the country.

The Bay Area Air Quality Management District (www.baaqmd.gov) is the regional agency responsible for protecting air quality in the nine-county Bay Area.

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SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Tuesday 11/05/13 to Wednesday 11/06/13

Greg Munks

Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-9552	11/05/13 7:53PM	Windy Hill Parking Portola Valley	Burglary	The Victim parked and locked her vehicle in the parking lot of the Windy Hill Open Space Preserve. Upon returning to her vehicle after a 45 minute hike, she discovered that someone had smashed one of the windows to her vehicle. Once inside, unknown suspect(s) stole her purse as well as other articles of property. There is no suspect information, nor are there any witnesses to the crime. The estimated loss is \$3,361.00.
13-9556	11/05/13 8:23PM	100 Blk. Vasilakos Way West Menlo Park	DUI Turnover	The reporting party stated a female was driving a yellow Chevy Malibu and was trying to park the vehicle, but didn't know what she was doing. Upon arrival the deputy could see the yellow Chevy was illegally parked perpendicular to the curb blocking the roadway, and the driver was asleep/passed out at the wheel. The deputies made contact with the driver who was sleeping at the wheel and was unable to identify herself and could not locate her purse or driver's license. The female smelled of alcoholic on her breath, there was a bottle of brandy sitting on the passenger floor, and she was incoherent when speaking. County

				Communications sent a CHP officer to the location to conduct a DUI investigation. The female was transported to Stanford Hospital. Later, Preeya Ann Lofgrenboll from Palo Alto was arrested and booked into the San Mateo County Jail.
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**Pacific Gas and
Electric Company®**

November 7, 2013

Greg Scoles
Chair
San Mateo County City Managers' Association
One Twin Pines Lane, Suite 340
Belmont, CA 94002

Travis Kiyota
Vice President
Corporate Affairs

77 Beale Street, Rm. 2987
San Francisco, CA 94105

Mailing Address:
Mail Code B29K
P. O. Box 770000
San Francisco, CA 94177

415.973.4910
Internal: 223.4910
Fax: 415.973.5003
Travis.Kiyota@pge.com

RE: PG&E Gas Transmission Line Safety

Dear Mr. Scoles:

On behalf of Pacific Gas and Electric Corporation CEO Anthony Earley, Pacific Gas and Electric Company President Chris Johns, and our entire leadership team, I would like to thank you for your letter dated October 28, 2013.

As the Corporate Affairs Vice President responsible for our Local Government Affairs department, I want to express my appreciation for your candid feedback and direct requests of PG&E on behalf of the city managers in San Mateo County.

Our organizations are in alignment regarding the need for better two-way dialogue focused on the honest and transparent sharing of infrastructure and safety information. To that end, my San Mateo County team is in the process of scheduling two meetings in November where PG&E technical and subject matter experts will be present for a discussion regarding San Mateo County's gas pipeline system.

Our intention is that these will be the beginning of a consistent dialogue facilitated by the City Managers' Association. The upcoming meetings are:

- San Mateo County City/County Association of Governments meeting on November 14, 2013, where we will provide an overview of our Integrity Management programs and answer any questions members may have.
- San Mateo County City Managers' Association meeting on November 15, 2013, where we plan to engage in a more in-depth review and conversation regarding our pipelines in San Mateo County and our Integrity Management programs.

Additionally, we want to make sure you are aware that this past summer, PG&E filed our 2013 Gas Safety Plan with the California Public Utilities Commission (CPUC) which is a plan that addresses every aspect of PG&E's gas operations. This plan details what the company is doing to maintain a safety-first culture, including the policies and procedures that guide day-to-day operations, risk management, employee and contractor training, our commitment to compliance, asset management, operations and maintenance, emergency response procedures and plans, and use of records. This plan is available online with the CPUC, but we would be happy to provide you and any of your colleagues with a copy if you would like.

Greg Scoles
November 7, 2013
Page 2

The plan also highlights the work PG&E is doing to enhance its gas system safety. This includes having strength-tested or validated prior strength testing for 41 miles of the 100 miles of transmission pipeline in San Mateo County since the plan launched in 2011 using a prioritized approach to first focus on areas that are more densely populated. As part of this program, PG&E has held 23 public open houses to allow residents of San Mateo County an opportunity to ask questions of PG&E subject matter experts. The company has also automated 16 pipeline valves within the county and validated the safe operating pressure for all 6,750 miles of its gas transmission pipelines including all 100 miles of transmission pipeline in San Mateo County. PG&E has also held over 45 trainings with San Mateo County first responder agencies since 2011. In addition, PG&E has in place a comprehensive integrity management program, which includes performing leak surveys, patrols and direct assessments on a frequent basis to ensure pipeline safety throughout San Mateo County and our entire system.

Overall, PG&E is investing more than \$2 billion in shareholder dollars to drive towards our vision of creating the nation's safest and most reliable gas system. We're building a new company around a culture of safety: new leadership, stronger safeguards and proactive investments.

We have done a significant amount of outreach with the jurisdictions we serve in San Mateo County, but we can always do more and do better. I look forward to a new level of partnership with the San Mateo County City Managers' Association to ensure that every jurisdiction and our customers have the information they need to know that we are operating a safe, reliable gas pipeline system in San Mateo County.

Please contact me with any questions or issues at 415.973.4910.

Sincerely,



Travis Kiyota

cc: Brian Turner, CPUC
San Mateo County Board of Supervisors
San Mateo County Manager
San Mateo County City Managers

PORTOLA VALLEY TOWN HALL



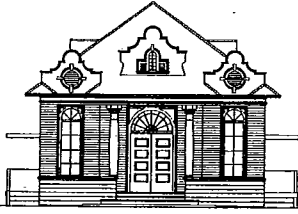
WILL BE CLOSED

THURSDAY, NOVEMBER 28 &
FRIDAY, NOVEMBER 29, 2013

FOR THE THANKSGIVING HOLIDAY



IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: November 15, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended November 15, 2013.

- 1. Meeting with Corte Madera Neighborhood Residents** – Gary Nielsen, Howard Young, Ed Holland, and I met with two residents from the Corte Madera (CM) neighborhood (Andy Hutchinson and Cathy Carlson) to discuss their concerns regarding school traffic. There are two areas of concern: 1) the volume and speed of traffic through the CM neighborhood that is generated by the CMS and 2) the drop off at CM and Alpine. The conversation, however, focused on the desire from some in the neighborhood to prohibit school-related traffic during drop-off/pickup times. This request will go to the BPTS Committee for their evaluation in December. Staff will not make any signage modifications that would alter current traffic patterns without approval from the Town Council. Staff agreed to provide a sign for Andy to place on CM at Prado Court during the week (to be taken down on weekends) to alert motorists of pedestrians ahead.
- 2. Meeting with the Cable & Undergrounding Committee Chair** – Staff met with Ken Lavine and MJ Lee to discuss the charter amendments recommended at the October 23rd Council meeting. A number of ideas were discussed that would expand the focus of the Committee to provide staff and the Council with valuable feedback on pressing IT issues such as desktop virtualization, document management systems, apps, etc. The Committee will look at the new charter amendments in January and, if the committee is supportive of the new scope, the amendments will go to the Council in the first quarter of 2014.

3. **December's Volunteer Appreciation Party** – Staff's planning of the Volunteer Appreciation Party is moving along. The invitations went out using a design-print-mail service to manage the 400+ invites. We are aware that the vendor added "Or Current Resident" to the addressee and we will provide the vendor with more specific instructions next year if staff continues to manage the event. One important item to note is that we were unsuccessful in finding volunteers to run the bar, so staff is working with the caterer to provide bar services.

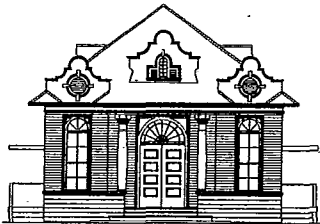
TOWN COUNCIL WEEKLY DIGEST

Friday – November 22, 2013

1. Agenda – ASCC – Monday, November 25, 2013
2. Agenda – Conservation Committee – Tuesday, November 26, 2013
3. Agenda (Cancellation) – Town Council – Wednesday, November 27, 2013
4. Monthly Meeting Schedule - December 2013
5. Sheriff's Memo - December 2013
6. Memo from Town Clerk re: No published Council Digest for the week of November 25, 2013
7. Report from San Mateo County Sheriff's Office – Incident Log for 11/07/13 – 11/12/13
8. Email from City Selection Secretary re: Letters of Interest to Serve on available Seats
9. Letter from Caltrain to the Town Council re: Caltrain's 150th Anniversary of Rail Service on the Peninsula
10. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, November 22, 2013

Attached Separates (Council Only)

1. San Mateo County Mosquito and Vector Control District Report – October 2013
2. Invitations – Reorganization of City Councils for the Cities of Foster City, East Palo Alto, San Bruno, and Millbrae



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, November 25, 2013
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

7:30 PM - REGULAR AGENDA*

- 1. Call to Order:
- 2. Roll Call: Breen, Clark, Hughes, Koch, Ross
- 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. Continuing Review, Architectural Review for New Residence and Site Development Permit X9H-664, 10 Sioux Way, Livingston
 - b. Follow-up Architectural Review for Photovoltaic and Solar Thermal Roof-Mounted Panels for New Residence, 3 Redberry Ridge, Evans
 - c. Follow-up Review for Compliance with Conditions of Approval, Review of Building Permit Plans for Faux Pine Colocation "Tree Antenna," Priory School, 302 Portola Road, Conditional Use Permits X7D-132 (Verizon) and X7D-138 (AT&T) *Continued to December 9, 2013 Meeting*
- 5. New Business:
 - a. Architectural Review for Secondary Access Driveway Gate, 330 Golden Hills Drive, Tri-State Capital, LLC *Continued to December 9, 2013 Meeting*
- 6. Commission and Staff Reports:
- 7. Approval of Minutes: November 11, 2013
- 8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner 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 22, 2013

CheyAnne Brown
Planning Technician



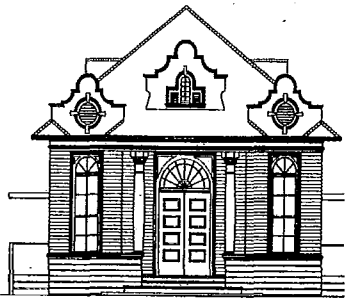
TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, November 26, 2013 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - October 22, 2013
4. Site Permits -
 - NEW - V. Lauriston restoration plan
7 Veronica (ASCC 1/13/14)

 - REVISED - 18 Redberry - site visit 10/28
Priority field/planting plan (ASCC 12/9/13)

 - Tree Removals - 45 Stonegate
5. Old Business
 - A. Backyard Habitat program - DeStaebler
 - 1) Subcommittee report
 - 2) Next steps
 - B. Native Plant Garden at Town Center
 - 1) Issues with GoNative - who will make list?
 - C. Broom Pull March 8 - how to make successful?
 - D. Committee cooperation ASCC/Trails/Open Space
Create volunteer trails workforce
 - E. Tip of the month - Plunder
 - F. Our website page
6. New Business
 - A. Adjust protection of Madrones? Add Buckeyes to Significant Trees?
 - B. PV anniversary celebration
 - C. Position on wholesale removal of Bays
 - D. SM Co creekside mitigation projects. Along Ford or Rossotti fields?
 - E. CC members for 2014 - any changes? Chair? / Secretary?
7. Action Plan
8. Announcements
9. Adjournment



**TOWN OF PORTOLA VALLEY
7:30 PM – Regular Town Council Meeting
Wednesday, November 27, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

NOTICE OF MEETING CANCELLATION

**PORTOLA VALLEY TOWN COUNCIL
MEETING REGULARLY SCHEDULED FOR
Wednesday, November 27, 2013**

Notice is hereby given that the Portola Valley Town Council meeting regularly scheduled for Wednesday, November 27, 2013 has been cancelled.

The next regular meeting of the Portola Valley Town Council is scheduled for Wednesday, December 11, 2013 at 7:30 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.

Town of Portola Valley

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

DECEMBER 2013 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, December 11, 2013

Wednesday, December 25, 2013 - CANCELLED

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

Council Liaison – Maryann Derwin (for months July, December, December)

Wednesday, December 4, 2013

Wednesday, December 18, 2013

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

Council Liaison – Ann Wengert (for months July, December, December)

Monday, December 9, 2013

Monday, December 23, 2013 - CANCELLED

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1st Wednesday of every month)

Council Liaison – Ann Wengert

Wednesday, December 4, 2013

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

Council Liaison – Ted Driscoll

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

Council Liaison – John Richards

Tuesday, December 24, 2013 - CANCELLED

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

Council Liaison – John Richards

Thursday, December 12, 2013

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

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, December 12, 2013

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
As announced

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

Council Liaison – Jeff Aalfs
Thursday, December 12, 2013

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Jeff Aalfs

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday)

Council Liaison – Ann Wengert
Monday, December 2, 2013

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3rd Monday)

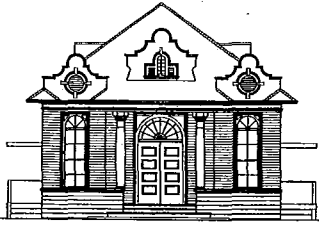
Council Liaison – Maryann Derwin
Monday, December 16, 2013

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, December 10, 2013 – 8:15 AM



MEMORANDUM

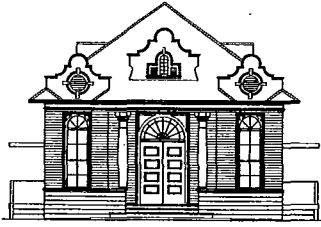
TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: November 22, 2013
SUBJ: Town Center Reservations for December 2013

Following is the current schedule of events for the Town Center and surrounding area for December 2013.

December 6: Volunteer Appreciation Holiday Party / Community Hall / 6:00 to 9:00 pm

December 23 through January 1: Town Hall Closed for Christmas and New Year Holidays



MEMORANDUM

TOWN OF PORTOLA VALLEY

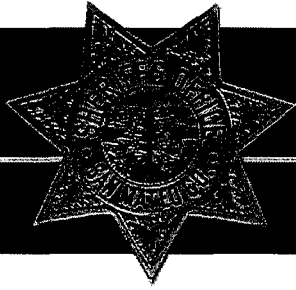
TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: December 22, 2013

RE: **Town Council Digest**

Due to the Thanksgiving Holiday, the week of November 25, 2013 will be a short work week; therefore, staff will not publish a Council Digest for Friday, November 29, 2013. All collected materials will be included in your subsequent published Digest on Friday, December 6, 2013.



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Thursday 11/07/13 to Tuesday 11/12/13

Greg Munks

Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-9596	11/07/13 11:25AM	Hobart Heights Rd. / Woodside Rd. Woodside	Traffic Accident	Party #1 was driving vehicle #1 and was stopped in front of his mailbox on Westbound Woodside Road and Hobart Heights to obtain his mail and then began a U-turn from westbound Woodside Road to eastbound Woodside Road. As a result, Vehicle #2 was traveling westbound Woodside Road and collided into Vehicle #1's driver side fender and door. Party #2's motorcycle sustained moderate damage and was towed from the scene. Party #2 was transported to Stanford Hospital.
3-9618	11/07/13 6:20PM	4200 FarmHill Blvd. Woodside	Hit and Run / Non Injury	Vehicle #2 was parked in a posted loading zone at Canada College. Vehicle #1 backed out of a parking space and collided with the left front corner of Vehicle #2 and began to leave the parking lot. Driver #2 was able to get Driver #1's attention and stop him before he left the parking lot area. Driver #1 exited his vehicle and examined Vehicle #2. Driver #1 then returned to his vehicle and fled the parking lot without providing his personal information. Driver #2 obtained the license plate number from the rear of

				vehicle #1 as it was leaving the parking lot. Later, the deputy arrived to the address of the registered owner of vehicle #1. The deputy contacted the resident at the door which was the person driving vehicle #1. He provided a statement of the incident but was unable to provide valid insurance and he had a suspended license.
13-9638	11/08/13 1:25PM	1300 Blk. State Route 84 Woodside	Traffic Accident – Minor Injury	Driver #1 was driving Vehicle #1 and was traveling westbound on SR84, at approximately 15 mph. Driver #2 was driving Vehicle #2 and was traveling eastbound on SR84, at approximately 30 mph. Driver #1 drove across the yellow painted double lines, designating e/b and w/b lanes, to place the driver's side of the vehicle alongside his. This turning maneuver blocked the e/b lane, in front of V #2. V #2 applied the brakes but was unable to stop in time, causing Vehicle #2's front wheel to collide with Vehicle #1's left front quarter panel. The resulting impact caused Driver #2 to eject off of the bicycle and land on the hood of Vehicle #1, and vault onto the dirt embankment.
13-9650	11/08/13 8:20PM	199 Churchill Ave. Woodside	Petty Theft	The victim, a 15 year old girl from Woodside High School, stated that she was in class talking to her friend. She set her phone down on a table near her friend's desk while they talked. When the bell rang she quickly moved across the room to her seat, leaving her phone behind. A short time later, during the middle of the same class, she remembered that she forgot her phone and asked the teacher if she could get it. However, the phone was not where she left it. The teacher asked the class if someone had the phone, but no one owned up to it. When the class ended, everyone left and the victim never got her phone back.
13-9673	11/09/13 11:50AM	Canada Rd. / Olive Hill Rd. Woodside	Driver w/o License Drive M/C w/o License License Plates Attached, Visible	A deputy affected a traffic enforcement stop on a motorcycle N/B Canada, N/ of Olive Hill. The driver of the motorcycle had an expired California Driver's License. A check of the drivers CDL status showed it expired as of 10/22/07 and withheld by DMV. The driver also has a

				previous conviction for driving without a valid CDL on 09/14/11 out of San Mateo County. The driver was cited and his motorcycle was towed and stored. He was then released from the scene.
13-9697	11/10/13 3:35PM	3000 Blk. Woodside Rd. Woodside	Drive w/o License	A deputy affected a traffic enforcement stop on a motorcycle and contacted the driver. The driver identified himself and told the deputy that he did not possess a California Driver's License or motorcycle endorsement. The driver also stated that he did not have insurance on the motorcycle. After confirming the information with County Communications the driver was issued a citation and his motorcycle was towed and stored.
13-9699	11/10/13	Cervantes Rd. / Westridge Dr. Portola Valley	Controlled Substance Paraphernalia	A suspicious subject was found in Portola Valley walking near the intersection of Westridge and Cervantes wearing all black. The subject was identified with a California ID card. He stated that he was a caregiver at a residence near the area. Deputies found a meth pipe on the ground 10' away from the intersection. The deputies asked the subject if the meth pipe was his and he said yes. He stated he was working many jobs and was smoking meth to keep him going at work. Based on the above information, the deputies issued the subject a notice to appear in court for the violation of possession of controlled substance paraphernalia.
13-9715	11/11/13 11:55AM	500 Blk. Westridge Dr. Portola Valley	Suspicious Circumstance	The Reporting Party received a phone call from someone who identified themselves as a representative of Medicare and requested that the R/P confirm her Well Fargo Bank account information for their records. The R/P provided her bank account number and then realized it was Veterans Day and Medicare personnel would probably have the day off. The R/P wanted to document this interaction with an informational report in case there is any future fraud with her Wells Fargo Bank account.

13-9720	11/11/13 4:16PM	1800 Blk. Valparaiso Ave West Menlo Park	Burglary	Victim #1 and victim #2 were the victims of a residential burglary by unknown suspect(s). Entry was made into their residence by smashing the northwest rear glass door. The entire residence was ransacked, drawers were opened and closets were rummaged through. At the time of this investigation, it was unknown exactly what was taken. However, per victim #1 several pieces of jewelry were stolen, but she could not be more specific in regards to description or value. Also, per victim #2, 2 Google Chrome laptops were taken from inside of his office. At the time of this report the approximate loss was \$1600.00.
13-9735	11/12/13 11:57AM	100 Blk Siesta Court Ladera	General Information Case	The reporting party stated that several jewelry items were removed from her family safe located in the bedroom of the residence. The safe in question was located in the master bedroom of the residence behind a false wall making it Un-detectable to anyone looking in the closet. There was no tampering to the safe and no evidence of forced entry into the residence. She stated that only four individuals have access to the combination and felt that it was a family member that removed the items. The victim requested an informational report only to document the missing items. The approximate loss is \$12,000.00.

Sharon Hanlon

Subject: Letters of Interest are due by 3:00 p.m. on Thursday, December 5th!

Importance: High

**** High Priority ****

Hello Honorable Mayors and Council Members:

Just a friendly reminder that if you plan on submitting a letter of interest for one of the seats listed below, your letters need to be me no later than 3:00 p.m. on Thursday, December 5th. The final agenda packet will be emailed out on Dec. 5th by 5:00 p.m.

ALL LETTERS OF INTEREST SHOULD BE ON YOUR CITY'S LETTERHEAD AND SIGNED. PLEASE SEND ME A PDF OF YOUR LETTER.

- 1) Selection of one (1) Council Member to serve on the Bay Area Air Quality Management District (BAAQMD) representing Cities for a term of two (2) years beginning January 1, 2014 (currently held by Carol Klatt, Daly City)
- 2) Selection of one (1) Council Member to serve on the California Identification System (CAL-ID) representing Cities for a term of three (3) years beginning January 1, 2014 (currently held by Kirsten Keith, Menlo Park)
- 3) Selection of one (1) Council Member to serve on the Domestic Violence Council representing Cities for a term of four (4) years beginning January 2014 (currently held by David Lim, San Mateo)
- 4) Selection of one (1) Council Member to serve on the Domestic Violence Council as an Alternate for a term of four (4) years beginning January 2014 (currently held by Pedro Gonzalez, South San Francisco)
- 5) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing Cities-At-Large for a term of two (2) years beginning January 1, 2014 (currently held by Naomi Patridge, Half Moon Bay)
- 6) Selection of one (1) Council Member to serve on the San Mateo County Transportation Authority (SMCTA) representing Northern Cities for a term of two (2) years beginning January 1, 2014 (Eligible cities: Brisbane, Colma, Daly City, Pacifica, San Bruno and South San Francisco) (currently held by David Canepa, Daly City)
- 7) Election of a Chairperson to the City Selection Committee for 2014
- 8) Election of a Vice Chairperson to the City Selection Committee for 2014

Thank you, and I'm looking forward to seeing all of you on December 13th at the Colma Fire Station, Becky City Selection Secretary
(650) 363-1802



BOARD OF DIRECTORS 2013

KEN YEAGER, CHAIR
 TOM NOLAN, VICE CHAIR
 JOSÉ CISNEROS
 MALIA COHEN
 JERRY DEAL
 ASH KALRA
 ARTHUR L. LLOYD
 ADRIENNE TISSIER
 PERRY WOODWARD

MICHAEL J. SCANLON
 EXECUTIVE DIRECTOR

November 21, 2013

Dear Mayors and City Council Members,

It is our honor to invite you to attend a special event marking Caltrain's 150th anniversary of passenger rail service on the Peninsula. This event, on January 18, 2014, will look back at the region's rich history of rail travel and look forward to the next evolution of the railroad by celebrating the progress of the Caltrain Modernization Program.

With the completion of the San Francisco to San Jose rail line in 1864, the transformation of the Peninsula was set in motion, marked by an ability to serve a restless population that wanted to travel great distances quickly and effectively.

The introduction of rail service shortened an eight-hour steamboat and stagecoach trip to just a three-and-a half hour train ride and cut travel costs from \$30 to \$3. The railway spurred growth on the Peninsula and in Silicon Valley, fostering the development of what has become one of the world's largest and fastest growing economic engines.

Today, the rail system continues to power that economic engine by connecting our communities with a safe, affordable, convenient transportation alternative and helps control local traffic congestion by serving an ever-growing number of daily riders. Soon, the Caltrain Modernization Program will realize the next generation of the railroad by transforming the existing diesel service into a fully electrified system that provides cleaner, quieter, much-improved service to more riders.

As one of Caltrain's key supporters, we would be honored to have you attend as a **VIP guest** when Peninsula communities gather to celebrate these milestones at the **Caltrain Santa Clara Station** on **Saturday, January 18, 2014 at 11:30 a.m.** As a VIP guest, you are invited to ride a special train which will feature an on-board brunch to the event.

The VIP train will begin its journey from Caltrain's 4th and King station in San Francisco where there will be a brief ceremony blessing the historic service markers donated by the Native Sons. The VIP train will pick up guests at the historic stations (Millbrae, Burlingame, San Carlos, Menlo Park, and Palo Alto) before arriving in Santa Clara at 11 a.m. for the speaker's program. A special return trip will depart following the

PENINSULA CORRIDOR JOINT POWERS BOARD
 1250 San Carlos Ave.- P.O. Box 3006
 San Carlos, CA 94070-1306 650.508.6269

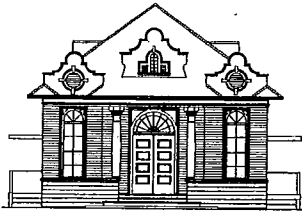
conclusion of the speaker's program and the schedule for the VIP train is forthcoming. Please RSVP by December 20, 2013.

To RSVP or ask questions about the event, please contact Casey Fromson by phone (650) 508-6493 or via email at fromsonc@samtrans.com.

Sincerely,



Michael J. Scanlon
Executive Director



MEMORANDUM

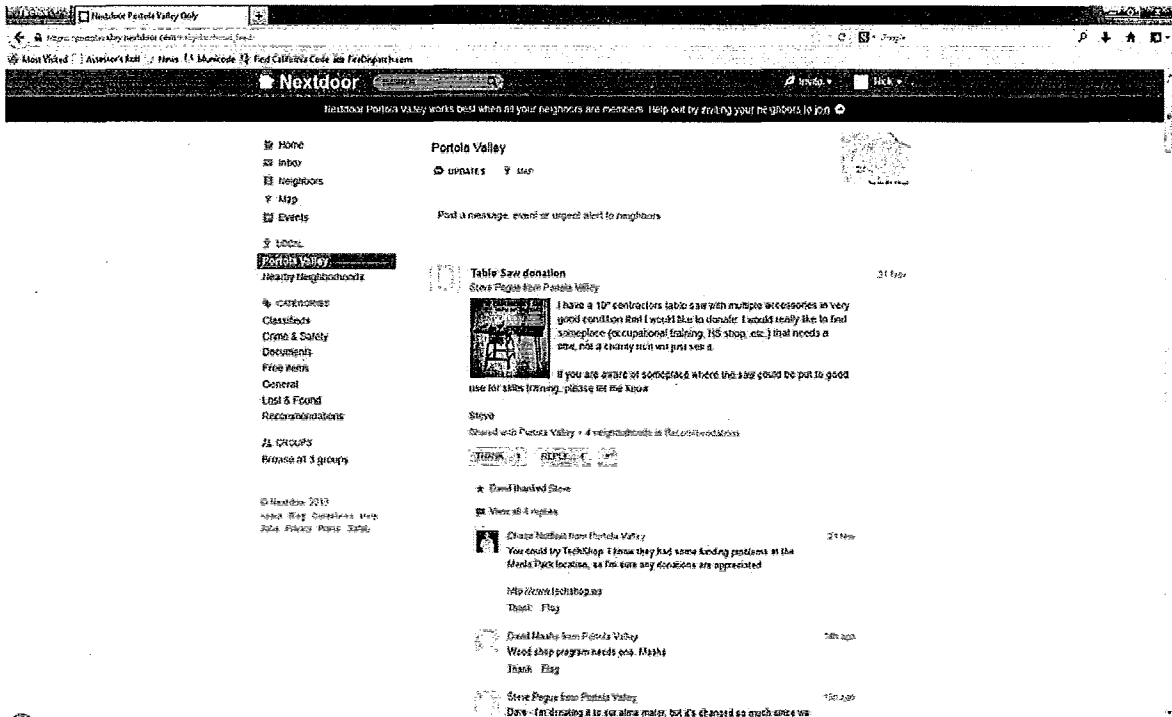
TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: November 22, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended November 22, 2013.

- 1. Update on Town's Work with CMS Neighbors** – Staff has kept in contact with the Corte Madera School neighbors who have reached out to the Town regarding traffic calming request at the intersection of Alpine & CM and on CM between Alpine and Portola Roads. Staff is waiting for the results of the traffic study currently underway (commissioned by PVSD) and then will begin work with the District and the BPTS Committee on formulating recommendations to the Town Council on next steps.
- 2. Volunteer Appreciation Party Update** – In consultation with the Mayor and Vice Mayor, staff has decided to simplify the bar by offering wine, beer and water (due to the loss of volunteers to prepare and work the bar). Decorations will also be simplified.
- 3. Staff Training** – This was a busy week for staff who attended training and conferences. Howard attended a three-day workshop, Advanced Management Concepts in Public Works, in Berkley sponsored by the American Public Works Association. The workshop is one of four in a series titled "Public Works Institute", and provided Howard with exposure to new ideas and best practices that will help him and his team better serve the community. This was Howard's first outside training since he has been with the Town. Brandi attended the Behavior in Energy & Climate Change Conference in Sacramento, which provided her with greater exposure to the latest data and tools for engaging residents and businesses in community energy programs and other environmental initiatives. Finally, Stacie attended the annual conference for public service human resource professionals in Monterey, which is providing her with exposure to topics that are essential to her expanded duties which include HR management.

4. **New Presence on Nextdoor.com** – Staff is looking to expand the Town’s presence on Nextdoor.com with the creation of neighborhoods for Portola Valley. Once neighborhoods are loaded to Nextdoor, residents who use Nextdoor will have the option of posting/receiving content on a neighborhood or town-wide basis. If successful, this tool could be used to by the town to push timely neighborhood specific information to residents such as dates of the annual wood chipping program. Below is a screen shot of Nextdoor.com for Portola Valley:



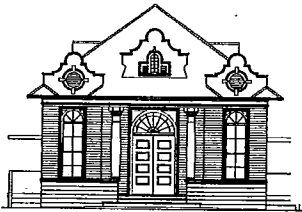
TOWN COUNCIL WEEKLY DIGEST

Friday – December 6, 2013

1. Notice of Cancellation of Monday, December 2, 2013 Parks and Recreation Committee Meeting
2. Agenda – Bicycle, Pedestrian and Traffic Safety Committee Meeting – Wednesday, December 4, 2013
3. Agenda – Special Joint ASCC /Planning Commission Field Meeting – Monday, December 9, 2013
4. Agenda – Trails and Paths Committee Meeting – Tuesday, December 10, 2013
5. Agenda – Geologic Safety Committee Meeting – Wednesday, December 11, 2013
6. Notice of Cancellation of December 12, 2013 Cultural Arts Committee Meeting
7. Agenda – Nature and Science Committee Meeting – Thursday, December 12, 2013
8. Agenda – Emergency Preparedness Committee Meeting – Thursday, December 12, 2013
9. Action Agenda – ASCC – Monday, November 25, 2013
10. Month End Financial Report – November 2013
11. Notice that Portola Valley Town Hall will be closed Monday, December 23, 2013 through Wednesday, January 1, 2014 in recognition of the Holiday Season
12. San Mateo County Council of Cities Meeting Announcement & Agenda – Friday, December 13, 2013
13. Sheriff's Office Incident Report for Wednesday, November 13, 2013 to Sunday, November 24, 2013
14. Invitations to attend the Reorganization of City Councils of Burlingame, Pacifica, Daly City and Millbrae
15. Request for support by David Canepa for reappointment to the San Mateo County Transportation Authority – December 5, 2013
16. Request for support by Carol Klatt for reappointment to the Bay Area Air Quality Management District – December 2013
17. Request for support by Herb Perez to be considered to serve on the San Mateo County Domestic Violence Council December 3, 2013
18. Letter to Town Manager from Tim Owens requesting a donation to help Veterans – November 20, 2013

Attached Separates (Council Only)

1. Information regarding registering to attend the National League of Cities Congressional City Conference March 8 – March 12, 2014
2. Request for a donation for CASA of San Mateo County
3. Copy of San Mateo County/Silicon Valley Convention and Visitors Bureau's Official 2014 Visitors Guide
4. The Bookmark – Fall 2013
5. Letter from Greg Fontana regarding concerns about SB1221
6. Western City – December 2013



Parks & Recreation Committee
Notice of Cancellation
Monday, December 2, 2013

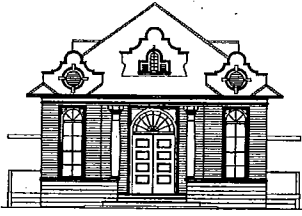
PARKS AND RECREATION COMMITTEE MEETING

NOTICE OF CANCELLATION

Monday, December 2, 2013

The regular meeting of the Parks & Recreation Committee, scheduled for
Monday, December 2, has been cancelled.

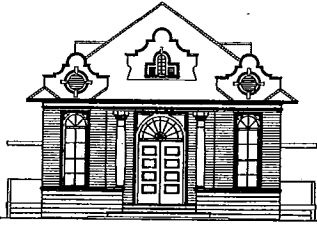
The next regularly scheduled meeting will be held on January 6th, 2014.



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee
Wednesday, December 4, 2013 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Approve Minutes of the November meeting
5. Sheriff's Report (September)
6. Public Works Report
 - 1) Bike lane/Shoulder improvement study
 - 2) November 14th meeting with Corte Madera Residents
7. Ongoing Items:
 - 1) Corte Madera & School Traffic Study by Parisi Consulting – progress report
 - 2) Windy Hill parking study
 - 3) Requests for Law enforcement presence
8. Safe Routes to School
 - 1) SamTrans shuttle – pursuit of funding for services in PV, progress report
Update on “Bike Walk to School Day” participation and upcoming events
9. Update on Outreach & Teaching Programs
 - 1) Bike Rodeos
 - (a) CMS Bike Club
 - (b) Redwood City class
10. Other Business
 - 1) 50th Anniversary of Portola Valley – Special events, participation, requests for traffic management
 - 2) BPTS Committee membership for 2014
11. Time and Date for January 2014 meeting
12. Adjournment



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, December 9, 2013
Special Field Meetings (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

2:00 p.m. 4115 Alpine Road Field meeting for preliminary consideration of plans for modification to existing wireless communication facilities, CUP X7D-161 (ASCC review to continue at Regular Meeting)

SPECIAL ASCC FIELD MEETING*

3:00 p.m. 302 Portola Road Field meeting for consideration of track and field improvements and preliminary consideration of conceptual plans for additions and improvements to Benedictine and Church Squares for conformity with conditional use permit X7D-30 (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, Ross
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. Follow-up Review for Compliance with Conditions of Approval, Review of Building Permit Plans for Faux Pine Colocation "Tree Antenna," Priory School, 302 Portola Road, Conditional Use Permits X7D-132 (Verizon) and X7D-138 (AT&T)
 - b. Follow-up Architectural and Site Development Permit Review for Conformity with CUP X7D-30, Detailed Plans for Track and Field Improvements, 302 Portola Road, The Priory
 - c. Preliminary Consideration of Architectural Plan Concepts for Improvements to Benedictine and Church Squares, Review for Conformity with the Master Plan Provisions of CUP X7D-30, 302 Portola Road, The Priory
5. New Business:
 - a. Architectural Review of Plans for Proposed Replacement of Secondary Driveway Entry Gate and Fencing, 330 Golden Hills Drive, Tri-State Capital, LLC

- b. Preliminary Review of Proposed Amendment to CUP X7D-161, Modifications to Existing Wireless Communication Facilities Adjacent to 4115 Alpine Road, AT&T Mobility
6. Commission and Staff Reports:
7. Approval of Minutes: November 25, 2013
8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner 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.

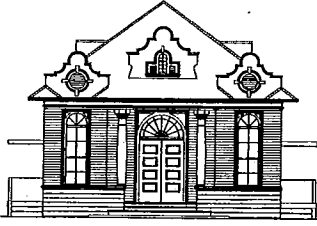
PUBLIC HEARINGS

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: December 6, 2013

CheyAnne Brown
Planning Technician



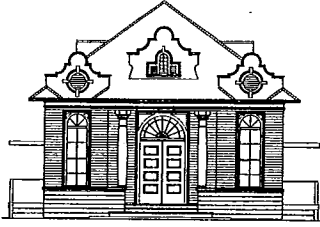
TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, December 10, 2013 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from November 12, 2013
4. Town Staff re: Hosting Committee Events and Outreach Opportunities
5. Financial Review and Trail Work
6. Old Business
 - a) Follow up on Driveway Scoring Process Discussions
 - b) Update on Conservation Committee Efforts Relevant to Town Trails and Paths
7. New Business
 - a) Membership 2014
 - b) Planning for Trails and Paths Committee Events for Town 50th Anniversary Year
 - c) Potential Coordination with Westridge trails administration
8. Other Business
9. Adjournment

Enclosures:

Minutes from Regular Meeting of November 12, 2013
Financial Review
Trail work and map – November 2013



**TOWN OF PORTOLA VALLEY
GEOLOGIC SAFETY COMMITTEE**

**Wednesday, December 11, 2013 ~ 10:00 am
Historic Schoolhouse**

AGENDA

Call to Order, Roll Call

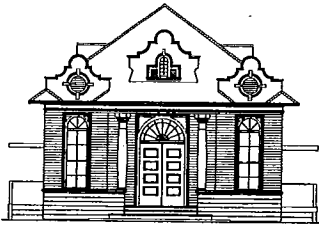
Oral Communications

Regular Agenda

New Business:

1. Location of the San Andreas at Alpine/Willowbrook
2. Nature of the geologic contact at the frog pond near Corte Madera School

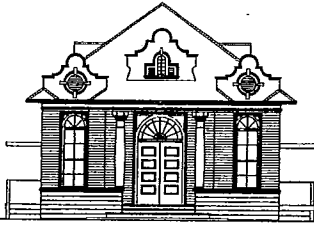
Adjournment



Town of Portola Valley
Cultural Arts Committee Meeting
Notice of Cancellation
Thursday, December 12, 2013

MEETING CANCELLATION NOTICE

The regularly scheduled meeting of the Cultural Arts Committee for Thursday, December 12, 2013 has been cancelled.



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, December 12, 2013 – 4:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

REGULAR MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of the October 10, 2013 regular meeting
4. Reports:
 - 1) Town Staff re: Hosting Committee Events and Outreach Opportunities
 - 2) Update on the Hawthorns vision meeting held on November 4
 - 3) Bird Discovery Day held on October 27
 - 4) Town of Portola Valley 50th anniversary planning meeting held November 17
5. Planning:
 - 1) Hawthorns discussion and next-steps planning
 - 2) Town of Portola Valley 50th anniversary planning for 2014
Star Party
Portola Valley focus for big nature day
Other possible involvement
 - 3) Committee membership for 2014
6. Budget Report:
 - 1) Update on budget balance and recent purchases
7. Action Items:
 - 1) Allocate program funds as needed (owl pellets, etc.)
 - 2) Recommendation regarding Hawthorns
 - 3) Set proposed dates for events
8. Publicity:
 - 1) Almanac article
9. Other reports including Sub-Committee/Liaison Reports:
 - 1) Climate Protection Task Force
 - 2) Conservation Committee
 - 3) Sudden Oak Death Study Group
10. Adjournment:

Next meeting date: February 13, 2014



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, December 12, 2013 - 8:00 AM
EOC / Community Hall
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. 8:00 Call to order
 - Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Ray Rothrock/ Chair, Craig Taylor, Bud Trapp, Stuart Young, and Chris Raanes
 - Guests: Nick Pegueros/Town Manager, John Richard/Town Council, Dan Ghioso, WFPD Chief, Tim Reed/Sheriff's Office, Gary Neilsen, Sheriff.
 - Absent:
2. 8:01 Oral communications
3. 8:10 Review and approve minutes of November meeting
 - Motion: Accept the Minutes of November Meeting 2013
4. 8:11 Town Staff Report Hosting Committee Events and Outreach Opportunities
5. 8:16 AM Radio Update.
 - Rollout update.
 - Operation and procedures update.
6. 8:26 Medical Subcommittee Update
7. 8:35 2014 Agenda for Committee
8. 8:45 2014 Committee
 - Leadership for 2014
 - Continuing Members
 - New Members
 - Annual Calendar
9. 8:55 Other business
10. 9:00 Adjourn. Next meeting is January 9, 2014.



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, November 25, 2013
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**Koch absent. Also present Tom Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Nate McKitterick 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. Continuing Review, Architectural Review for New Residence and Site Development Permit X9H-664, 10 Sioux Way, Livingston **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
 - b. Follow-up Architectural Review for Photovoltaic and Solar Thermal Roof-Mounted Panels for New Residence, 3 Redberry Ridge, Evans **Follow-up submittal approved as proposed.**
 - c. Follow-up Review for Compliance with Conditions of Approval, Review of Building Permit Plans for Faux Pine Colocation "Tree Antenna," Priory School, 302 Portola Road, Conditional Use Permits X7D-132 (Verizon) and X7D-138 (AT&T) *Continued to December 9, 2013 Meeting* **Project review continued 12/9/13 meeting.**

5. New Business:
 - a. Architectural Review for Secondary Access Driveway Gate, 330 Golden Hills Drive, Tri-State Capital, LLC *Continued to December 9, 2013 Meeting* **Project review continued to 12/9/13 meeting.**

6. Commission and Staff Reports:
Breen – reported reviewing 140 Westridge proposed addition/remodel

Ross – reported on follow-up review for 45 Prado and 260 Mapache

Clark – reported on follow-up review of 555 Portola

Hughes – reported that as of January 1, 2014, the Town will no longer be using the Build it Green checklist as part of the Green Building Ordinance

Kristiansson – reported that the Planning Commission held its first Housing Element study session on 11/20 and will hold the second study session 12/4/13. After discussion, the ASCC requested that they receive the agendas for the upcoming Housing Element meetings.

7. Approval of Minutes: November 11, 2013 **Approved as submitted.**
8. Adjournment: **7:58 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 Assistant Planner 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 22, 2013

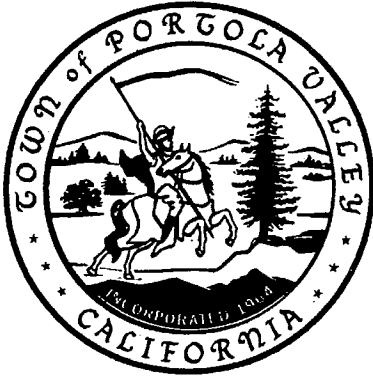
CheyAnne Brown
 Planning Technician



MONTH END FINANCIAL REPORT FOR THE MONTH OF: NOVEMBER 2013

C A S H	Bank of America	\$	223,838.69
	Local Agency Investment Fund (0.266%)	\$	11,052,140.13
	Total Cash	\$	11,275,978.82
F U N D S	05 General Fund		\$3,397,634.64
	08 Grants		(128,689.04)
	10 Safety Tax		(4,805.48)
	15 Open Space		3,702,573.01
	20 Gas Tax		22,426.69
	22 Measure M		(293.47)
	25 Library Fund		465,841.72
	30 Public Safety/COPS		(79,036.31)
	40 Park in Lieu		6,248.66
	45 Inclusion In Lieu		2,875,907.45
	50 Storm Damage		(25,122.53)
	60 Measure A		80,330.56
	65 Road Fees		41,015.21
	75 Crescent M.D.		89,394.58
	80 PVR M.D.		14,019.17
	85 Wayside I M.D.		5,744.48
	86 Wayside II M.D.		(19,589.97)
	90 Woodside Highlands M.D.		138,853.38
	95 Arrowhead Mdws M.D.		(1,799.67)
	96 Customer Deposits		695,325.74
	Total Fund Balance	\$	11,275,978.82
A C T I V I T Y R E C A P	Beginning Cash Balance:		\$11,396,010.07
	Revenues for Month:		512,873.89
	Total Revenues for Month:		512,873.89
	Warrant List 11/13/13		(137,755.36)
	Warrant List 11/27/13		(390,838.43)
	Payroll		(103,462.33)
	Total Expenses for Month:		(632,056.12)
	Total JE's and Void Checks:		(849.02)
	Ending Cash Balance	\$	11,275,978.82

FISCAL HEALTH SUMMARY:	
Unreserved/Spendable Percentage of General Fund: <i>Adopted Town Policy is 60%</i>	85.98%
Days of Running Liquidity of Spendable General Fund: <i>GASB recommends no less than 90 days</i>	314



In recognition of the Holiday Season

**PORTOLA VALLEY
TOWN HALL
WILL BE CLOSED**

*Monday, December 23rd, 2013 through
Wednesday, January 1st, 2014*

*We will return to our regular business hours on
Thursday, January 2nd, 2014.*

In Case of Emergency: Sheriff's Office: 911

San Mateo County
COUNCIL  *of* **CITIES**

Meeting Announcement & Agenda
For Friday, December 13, 2013

Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.

Location
Colma Fire House
50 Reiner Street
Colma, CA 94014

650-755-5681
(in case you get lost)
Directions enclosed

Schedule
6:00 pm Social Time
6:15 pm City Selection Committee
6:45 pm Business Meeting
7:00 pm Dinner
8:00pm Program
9:00 pm Adjourn

Please contact Chair Marina Fraser if you wish to bring up an item for group discussion or give a committee report.
Telephone: (650) 726-8270 or email: mfraser@hmbcity.com

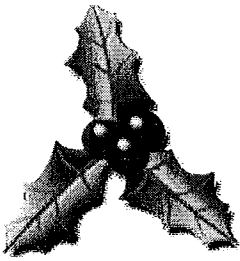
Family Style Dinner
\$ 40.00 per person
RSVP by 12:00p.m. on Monday, December 9, 2012
Caitlin Corley at (650) 997-8311 or ccorley@colma.ca.gov

PLEASE NOTE: CHECKS MUST BE MADE PAYABLE TO:
COLMA FIREMEN'S SOCIAL CLUB

MAIL CHECK TO:
Caitlin Corley, Town of Colma
1198 El Camino Real
Colma, CA 94014

Thank you for your prompt processing of payment for this event.
All payments for dinner expected on or before event date, unless other arrangements have been made.

Questions or need more information? Please call 650-997-8311



Happy Holidays!

Once again, the Town of Colma is pleased to host the San Mateo Council of Cities Dinner Meeting. As in previous years, the Colma Fire Protection District firefighters will prepare and serve a delicious family style meal!

During the Holiday Season, and especially this year, food pantries are seeing an increased demand from families in need.

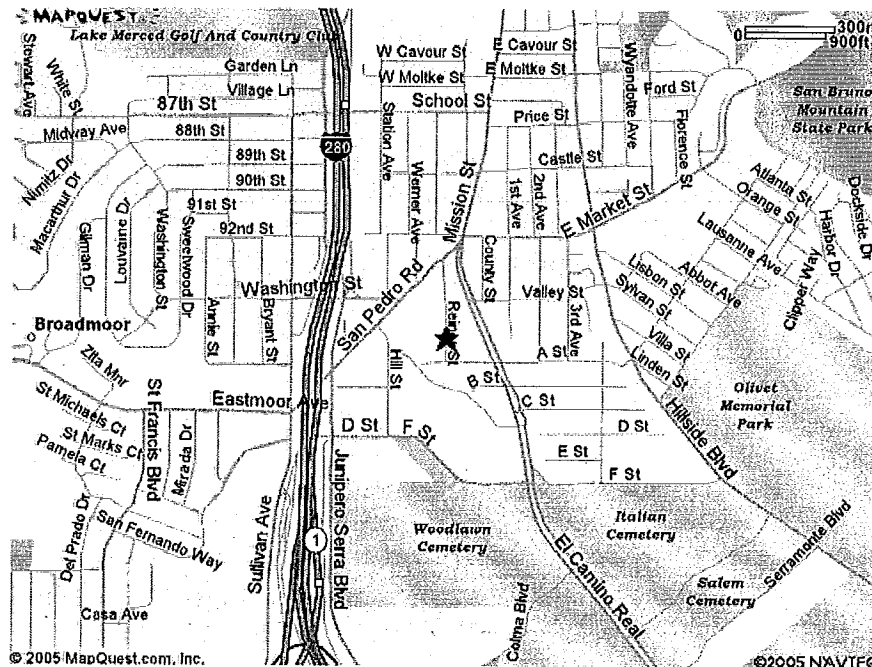
Please help San Mateo County families by bringing a nonperishable food item or two with you to the December 13th Council of Cities dinner meeting.

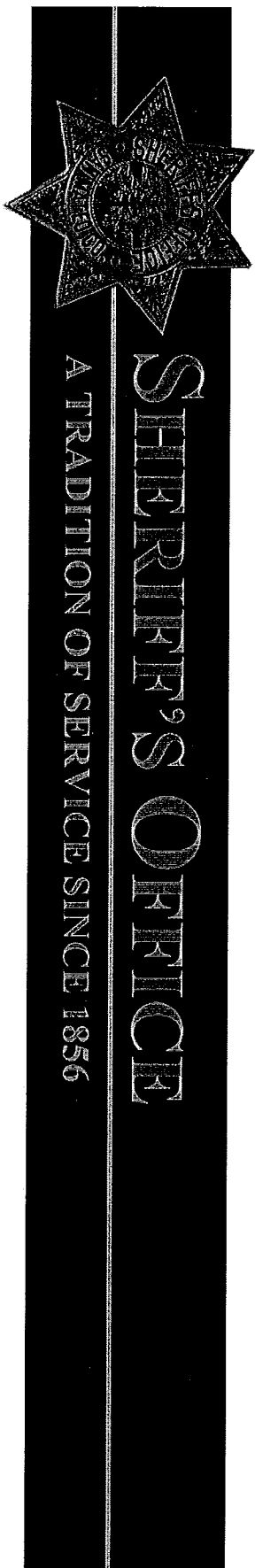
For your convenience a list of most needed items has been provided by the North Peninsula Food Pantry and Dining Center of Daly City:

- **Gift Cards** from Lucky, Safeway or Trader Joe's allow families to purchase fresh fruits, vegetables, milk, etc.
- **Meals:** ready-to-eat (13-15 oz cans) includes chili, pasta entrees, hash, soup, etc.
- **Protein:** peanut butter, canned meat, tuna, etc.
- **Beverages:** plastic containers only, 100% fruit juice is preferred

Thank you, and remember, whatever you can do to help will be deeply appreciated.

Directions: Please CARPOOL if possible and please leave yourself enough time to find parking. From I 280 heading North: Take Exit 47 toward Eastmoore Ave. Turn left onto Junipero Serra Blvd. Make a slight right onto San Pedro Road. Take the second right onto Reiner Street. Colma Fire Station will be on your right.





San Mateo County Sheriff's Office (Headquarters Patrol) Press

Information on selected incidents and arrests are taken from initial Sheriff's Office case reports. Not all incidents are listed due to investigative restrictions and victim privacy rights.

Wednesday 11/13/13 to Sunday 11/24/13

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-9802	11/14/13 10:17AM	100 Blk. Woodside Rd. Woodside	Petty Theft	The reporting party advised that a package that had been delivered to her home on 11/13/13 had been stolen prior to her arrival home. She drove by her home at 9:30AM and saw the package on the top of her gate. When she returned home at 11:00AM the package and its contents were gone. The estimated loss is \$125.00.
13-9818	11/14/13 5:17PM	100 Blk. Hillside Dr. Woodside	Burglary	Unknown suspects entered the victims' residence through an unlocked sliding glass door. Electronics and jewelry were stolen. The victim's estimated the total value of their loss at approximately \$4700.00.
13-9821	11/14/13 8:27PM	1900 Blk. Palo Alto Way West Menlo Park	Burglary	Unknown suspect(s) entered the victim's residence through the unlocked back door and stole items, including jewelry and two laptops. The estimated loss is \$10,900.00.
13-9853	11/15/13 5:43PM	100 Blk. Willowbrook Dr. Portola Valley	Vandalism	Vandalism occurred near Alpine Rd. The suspect(s) broke the left rear passenger window of the victim's vehicle and an unknown window on a second unknown vehicle. The

				unidentified suspect(s) fled the scene and are still at large.
13-9854	11/15/13 11:30AM	300 Blk. Alamos Rd. Portola Valley	Burglary	Unknown suspects entered a residence through the unlocked master bathroom window. The suspects took a Glock 9mm semiautomatic handgun, ammunition, a laptop computer and a Nikon camera. Multiple items of value were left behind in the residence. The suspects left via the rear door, which they left unlocked. There are no suspects or witnesses at this crime. The estimated loss is \$502,700.00.
13-9855	11/15/13 7:45PM	100 Blk. Greer Rd. Woodside	Burglary	A residential burglary occurred on the 150 Blk of Greer Rd. The suspect(s) entered the residence through an unlocked front door. The suspect(s) took numerous items and fled the scene. At this time there is no suspect information. The estimated loss is \$6,825.00.
13-9873	11/16/13 11:34AM	Tripp Rd. / Woodside Rd. Woodside	General Information Case	A deputy was dispatched to the report of a medical call involving a bicyclist. The bicyclist was riding with a group of approximately eight other bicyclists and collided into one of them. The bicyclist was transported to Stanford Hospital for medical treatment and evaluation.
13-9899	11/17/13 1:40PM	SR 35 / SR84 Woodside	Reckless Driving	A deputy heard the distinct sound of a motorcycle engine revving at high RPMs. As he looked towards the location where the sound was coming from he observed the solo rider of Harley Davidson motorcycle pulling a "Wheeie" southbound on Highway 35 approaching Highway 84. The deputy watched the driver travel with his front wheel off the ground for approximately 75 yards while on Highway 35. The estimated speed of the Harley was between 25-30 MPH while doing the wheeie. The deputy affected a traffic stop on the driver. The driver admitted to performing the wheeie. The deputy issued the driver a citation and he was released from the scene. The Harley Davidson motorcycle was towed from the scene.
13-9904	11/17/13	1800 Blk. Camino Los	Petty Theft	The victim stated that she had just arrived home and parked

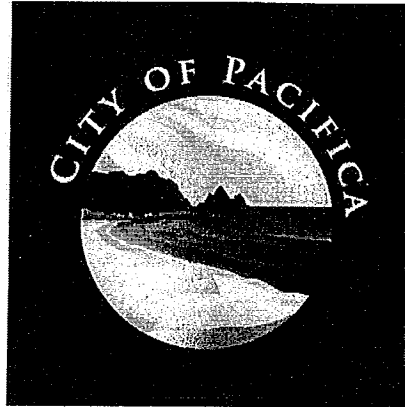
	4:25PM	Cerro West Menlo Park		her vehicle in the driveway of the residence. She stated that she left her daughter in the vehicle while she went inside the residence to open the garage door. Upon her return she saw the suspect walking away from the rear of her vehicle and eastbound towards a dark colored vehicle parked just up the roadway. She stated that her daughter stated that the suspect had reached into the vehicle on the passenger side and may have removed something from a purse on the seat. She stated that the window was rolled down and that she had left her purse with cellular phone on the front passenger seat. She stated that she later realized that her cellular phone was missing. She stated that she can identify the suspect if seen again. She described the vehicle as a Jetta or Honda with black paint.
13-9923	11/18/13 10:14AM	800 Blk. Rummymede Rd. Woodside	Vandalism	The victim stated that 11/13/13 she saw that one of the tires on her horse trailer, which is parked on the NCEFT property, was flat. On 11/14/13 she went to get the tire fixed and found that both tires on the right side were flat and additionally, the right rear tire to her pickup had a flat. When she took them to get repaired the service center advised her that the tires had been punctured through the side walls and was not an accident. The victim could not think of anyone who would want to target her or her vehicles. She has had no relationship issues or confrontations with clients / co-workers.
13-9935	11/18/13 6:00PM	18000 Blk. Skyline Blvd Portola Valley	Burglary	The victim stated that he parked his car on the 18,500 Blk of Skyline Boulevard at approximately 1:30PM and went hiking in the area. When he returned to his car at approximately 4:30PM he saw that his car's rear windshield was shattered. The victim could not determine how the windshield was shattered. The victim estimated the value of the damage to his car to be \$250. The victim also noticed that a key to his home was missing. There are no suspects at this time.

13-9996	11/20/13 11:58AM	100 Blk. La Sandra Way Portola Valley	Burglary	<p>The reporting party stated he is a gardener and had been working at the residence all morning long. He said at about 11:30am he decided to go do some errands and he returned to the house at approximately noon. The R/P stated as he was getting out of his truck, a dark green vehicle was leaving the residence. The R/P said the dark green vehicle drove by him in the driveway and he noticed two males in the front of the vehicle. He also said the vehicle had four doors, possibly a Mitsubishi type vehicle. After the vehicle left, the R/P said he noticed the back gate to the house was open and thought it was odd because the owner has a dog and all gates are to remain closed. The R/P said he went up to the gate to close it and he noticed the back glass sliding door had been shattered. The R/P then decided to call the Sheriff's Office. The estimated loss is \$26,710.00.</p>
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The City of Burlingame
invites you to attend the swearing in of
reelected Councilmembers Michael Brownrigg and Ann Keighran and newly
elected Councilmember Ricardo Ortiz and
the installation of Michael Brownrigg as Mayor and Terry Nagel as Vice Mayor.

The celebration will be held in the
City Council Chambers on
Monday, December 2, 2013, at 7:00 p.m.
501 Primrose Road
Reception immediately following ceremony



THE CITY OF PACIFICA

*Cordially Invites You to Attend
The Reorganization of the City Council
Monday, December 9, 2013*

7:00 p.m.

*City Council Chambers
2212 Beach Boulevard
Pacifica, CA*

Reception Following

RSVP to: o'connellk@ci.pacifica.ca.us

By Friday December 6, 2013



The City Council

cordially invite you to be present for the

REORGANIZATION OF THE CITY COUNCIL
(Election of Mayor and Vice Mayor)

Monday, December 9, 2013

6:00 p.m.

City Council Chamber
Daly City Civic Center
333-90th Street

CITY COUNCIL

Raymond A. Buenaventura, *Mayor*
David J. Canepa, *Vice Mayor*
Michael P. Guingona, *Councilmember*
Carol L. Klatt, *Councilmember*
Sal Torres, *Councilmember*



Cake and coffee immediately following in the City Hall Rotunda

CITY COUNCIL

RAYMOND A. BUENAVENTURA
DAVID J. CANEPA
MICHAEL P. GUINGONA
CAROL L. KLATT
SAL TORRES



OFFICE OF THE CITY COUNCIL
CITY OF DALY CITY
333 - 90TH STREET
DALY CITY, CA 94015-1895

PATRICIA E. MARTEL
CITY MANAGER

K. ANNETTE HIPONA
CITY CLERK

ANTHONY J. ZIDICH
CITY TREASURER

PHONE (650) 991-8008

December 5, 2013

RE: Appointment to the San Mateo County Transportation Authority

Honorable Mayor and City Council Members:

I am writing to request your consideration and support for my reappointment as the North County representative to the San Mateo County Transportation Authority (TA). Since my appointment to the TA in March of this year, I have worked diligently on behalf of all of the cities in San Mateo County. I would like to continue to capably serve as a transportation advocate for your city for the next two years.

During my tenure on the TA, I have worked collaboratively with the other members of the Board to ensure that New Measure A funds continue to be allocated broadly for important transportation initiatives such as local shuttle services, railroad/grade separation projects, and bicycle/pedestrian projects that benefit cities throughout the county. Additionally, I continue to support funding to maintain Caltrain, as a reliable and convenient regional public transportation system.

Among the highlights of the TA's actions while I have served as a member of the Board are:

- Approved Guiding Principles for Project Selection for the New Measure A Grade Separation Projects;
- Authorized allocation of \$1.5 million in New Measure A Highway Program Funds to the City of San Carlos for the Highway 101/Holly Street Interchange Project Approval/ Environmental Document Phase;
- Reaffirmed the Investment Policy and authorized the investment of monies with the Local Agency Investment Fund;
- Authorized allocation of \$410,000 in New Measure A Alternative Congestion Relief Funds to the Peninsula Traffic Congestion Relief Alliance for FY 2014;
- Authorized allocation of \$3,354,000 in New Measure A Highway Program Category Funds to the City of Pacifica for the Route 1 San Pedro Creek Bridge Replacement Project;
- Authorized distribution of \$11,960,000 in New Measure A Funds and \$6,390,200 in Original Measure A Funds to the San Mateo County Transit District for allocation to Caltrain's FY 2014 capital and operating budgets and Paratransit Program;
- Authorized allocation of \$100,000 in New Measure A Funds to the San Mateo County Transit District for Shuttle Program Technical Assistance.

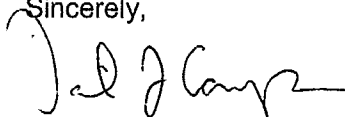
In addition, I have been appointed to the New Measure A Bicycle and Pedestrian Call for Projects Subcommittee through which I have been able to assist in the development of evaluation criteria for TA-funded bicycle and pedestrian projects.

RE: Appointment to the San Mateo County Transportation Authority
December 5, 2013
Page 2 of 2

It is with the same commitment to best serve and address the diverse transportation needs of the entire county that I have demonstrated this past year that I seek your support to continue to represent you on the TA Board for the next two years.

Your positive consideration and support for my reappointment at the City Selection Committee meeting on December 13 is very much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "David J. Canepa". The signature is written in a cursive style with a long horizontal flourish at the end.

David J. Canepa
Vice Mayor

CITY COUNCIL

RAYMOND A. BUENAVENTURA
DAVID J. CANEPA
MICHAEL P. GUINGONA
CAROL L. KLATT
SAL TORRES



OFFICE OF THE CITY COUNCIL
CITY OF DALY CITY

333 - 90TH STREET
DALY CITY, CA 94015-1895

December 5, 2013

PATRICIA E. MARTEL
CITY MANAGER

K. ANNETTE HIPONA
CITY CLERK

ANTHONY J. ZIDICH
CITY TREASURER

PHONE (650) 991-8008

Honorable Mayor and City Council Members,

I am writing once again to request your endorsement for my reappointment to the Bay Area Air Quality Management District (BAAQMD) Board as the City Representative for San Mateo County. It has been my privilege to serve San Mateo County cities in this capacity for the past eight years.

During my tenure on the BAAQMD Board I have worked as an effective advocate on behalf of San Mateo County interests, particularly with respect to regional air quality issues and the development of programs to increase public awareness about the need for positive air quality choices. At a time when all of our cities are focused on developing effective climate action plans and implementation strategies, the urgency to improve air quality in our region is an essential part of reducing our collective carbon footprint and eliminating the harmful health and environmental impacts of poor air quality.

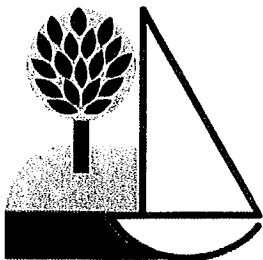
As a Board member of the BAAQMD, I have been an active participant in many aspects of the District's policy areas and activities. Currently, my Board assignments include participation on the Stationary, Mobile Source, Public Outreach, Personnel and Legislative Committees. The knowledge and understanding gained through active involvement on the BAAQMD Board for the last eight years has proven to be beneficial to the interests of our constituents in San Mateo County. My colleagues on the Board have recognized the capable and consistent representation that I have demonstrated during my tenure and should I be reappointed to the BAAQMD, I have been asked to serve as the Secretary of the Board of Directors. It would be an honor to assume such a leadership role on the Board on behalf of San Mateo County.

I welcome the opportunity to discuss any issues of concern to your City that can be addressed by the BAAQMD Board. Your positive consideration and support of my reappointment at the City Selection Committee meeting on December 13 is very much appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Carol L. Klatt". The signature is written in dark ink and is positioned above the printed name.

Carol L. Klatt
Councilmember



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222
(650) 286-3200
FAX (650) 574-3483

December 3, 2013

Re: Domestic Violence Council
Member Opening- Cities Representative

Dear City Selection Committee,

I, Councilmember Herb Perez, respectfully request to be considered to serve on the San Mateo County Domestic Violence Council as a representative of the cities. I feel very passionately about issues related to domestic violence and have firsthand experience with the impacts of domestic violence being the son of an abusive father. I know how important it is to have services available to the victims of this abuse and I, myself, along with my mother have utilized these services. I am now and will continue to be a strong advocate for those affected by domestic violence.

As the business owner of Gold Medal Martial Arts and now as Councilmember of Foster City, I have long been a mentor to at risk youth, some of whom have shared similar experiences with me. I find it very rewarding to act as a mentor to these kids, especially those affected by abuse; and would like the opportunity to further serve these kids and my community by sitting on the Domestic Violence Council.

I appreciate your consideration and hope to turn my own experience into something positive.

Respectfully,

Herb Perez
S.P.

Herb Perez
Councilmember

November 20, 2013

18
041

Dear Madam, Sir,

My goal is to help Veterans that are missing limbs, (aka home ridden) that are 'not mobile.'

My name is Tim Owens. I am a former United States Marine, a Microsoft Certified Trainer and I have created a program to help Veterans. I ask you for a donation from your organization.

Two years ago, I created a very easy, simple and unique software training video program. There is no other training program like it anywhere. The benefits of my training program to Veterans:

1. My software training videos teaches computers in 30 second intervals. Why is this important? Many Veterans returning from war (both Men and Women) have PTSD (Post Traumatic Stress Disorder) and do not have the ability to sit and watch long videos.
 2. My software training videos are online which means Veterans can watch the training at any time day or night. If Veterans spend all day in physical therapy, they can watch the videos at night.
 3. Many Veterans don't live close to training centers, are war-wounded and cannot drive or don't have transportation. These Veterans do not have to drive anywhere to view the training. These Veterans can watch from their hospital room, home or any other place.
 4. My software training videos are unique for two reasons: (1) they help Vets prepare for a job and (2) once the Vets receive employment, they continue to use the videos while at work.
 5. My software training videos covers software that just about everyone in the work force needs to know: Microsoft Word, Excel, Outlook, PowerPoint and Access. There are few jobs where Veterans do not need to know at least one of these programs.
- Each donation of \$10,000 allows me to make a laptop available at a hospital ward at one location so bed-ridden Vets in our local hospitals can watch these any time 24/7.
 - Each donation of \$5,000 allows me to reach out to home ridden Veterans and teach them computer training one on one (live training using the Internet).
 - Each donation of \$1,000 allows me to create webinars (recorded training) for Vets.

NOTE: Pasadena Fire and Riverside Police have been using these training videos for 2 years.

Leave me a voice mail. I will call you back to answer your questions: **(310) 625-7711.**

I will use a public blog to announce donating organizations and keep you posted with the names and locations of Veterans that your donation goes to help. Thank you for helping our "home ridden" Vets. If you would like to see my website and what I do go to www.TimOwens.Com

Tim

Tim Owens Semper Fi

U.S. Marine Corps 1982-1985 1st Battalion, 9th Marines MOS: 0341 81mm mortars

