



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, January 8, 2014  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

Councilmember Derwin, Councilmember Hughes, Councilmember Richards, Vice Mayor Aalfs and Mayor Wengert

### ORAL COMMUNICATIONS

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

- (1) **PRESENTATION** – Laura Fanucchi, Associate Director of HIP Housing - Update on HIP Housing Programs (3)
- (2) **PRESENTATION** – Residents Danna Breen and Cindie White with an Update on the Town's 50<sup>th</sup> Anniversary Celebration (4)
- (3) **PLANNING COMMISSIONER INTERVIEWS AND APPOINTMENT** (5)
  - (a) Mike Mokolke
  - (b) Judith Hasko
- (4) **ASCC COMMISSIONER INTERVIEWS** (7)
  - (a) Karol Bondy
  - (b) Iris Harrell

### 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.

- (5) **Approval of Minutes** – Regular Town Council Meeting of December 11, 2013 (10)
- (6) **Approval of Warrant List** – January 8, 2014 (17)
- (7) **Recommendation by Town Attorney** – Adopt Ordinance Amending the Conflicts of Interest Code (29)
  - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending the Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. \_\_)
- (8) **Recommendation by Town Manager** – Approve First Amended Joint Exercise of Powers Agreement San Mateo Operational Area Emergency Services Organization (33)

### REGULAR AGENDA

- (9) **Recommendation by Town Planner** - Consideration of status of Site Restoration and request to allow Property Owner to process Architectural Review and Site Development plans for 18 Redberry Ridge (51)
- (10) **Recommendation by Public Works Director** – Authorize Town Staff to Submit Applications for San Mateo County Transportation Authority Grant Funding in 2014-15 and 2015-16 under the Measure A Pedestrian and Bicycle Program (112)
  - (1) Portola Road shoulder widening at Town Center and various sections of Portola and Alpine Roads
  - (2) Alpine Road shoulder widening at Arastradero Road
  - (3) Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive (West)

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (11) **Appointment of Planning Commissioner** (129)
- (12) **Appointment by Mayor** – Town's 50<sup>th</sup> Anniversary Ad-Hoc Committee (130)

(13) **Reports from Commission and Committee Liaisons (131)**

*There are no written materials for this item.*

**WRITTEN COMMUNICATIONS**

(14) **Town Council Weekly Digest – December 13, 2013 (132)**

(15) **Town Council Weekly Digest – December 20, 2013 (150)**

**ADJOURNMENT**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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

#1

There are no written materials for this agenda item.

#2

There are no written materials for this agenda item.

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**From:** mike mokelke [mikefmokelke@gmail.com]  
**Sent:** Thursday, December 05, 2013 11:55 AM  
**To:** Sharon Hanlon  
**Subject:** Re: Planning Commission Recruitment 2013

Dear Sharon,

I am interested in serving on the planning commission.

My experience in land use and real estate includes past ownership of twenty-two different residential homes. Some of these were rentals, but many of them were fixer-uppers that I bought and restored.

Four of those homes were in Portola Valley, where I have lived with my wife, Susan, since the early eighties. (We have lived in Los Trancos Woods and Vista Verde, so we have not actually lived in PV, but rather in unincorporated San Mateo County.)

I have also owned a large tract of land in Carmel Valley as well as two twenty-thousand sq ft R & D buildings in Sunnyvale.

I like Portola Valley as it is, but I recognize that some change is healthy in any community. I have the time and energy to commit to this work.

My professional experience includes six tech companies, five of which I started and grew myself. Previously I worked for 3M, Syntex, and Dow Chemical. Before that I was an army officer in Viet Nam.

I believe strongly in service to family, friends, strangers and the community at large.

Sharon, I see that most volunteer applications find their way to you. I am generally interested in volunteer activity in Portola Valley, and I would appreciate any suggestions from you.

Warm regards,  
Mike

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**Mike Mokelke**  
**650 450 7871**

November 3, 2013

To the Town Council of Portola Valley:

I am writing to express my interest in serving on the Portola Valley Planning Commission.

I have lived in Portola Valley since 2007. I currently serve as chairperson of the Trails and Paths Committee, and have been a member of both the Portola Road Corridor Plan Task Force and the Affordable Housing Ad Hoc Committee. In these roles, I have had the pleasure of serving with dedicated Town residents who regularly volunteer their time to our special community. This experience has enabled me to gain a broad understanding of the Town and the issues facing it today and in the near future.

I am currently a practicing attorney focused on commercial transactions in the life sciences industry. Prior to becoming an attorney, I earned a Master of Philosophy degree in Neurobiology and a Bachelor of Arts degree in Biopsychology, and I worked as a scientist at Genentech, Inc. My recreational interests include running, hiking and riding horses. Originally from Connecticut, I went to school in New York and England, and have lived in the Bay Area since 1994. My husband and I selected Portola Valley as our home because we perceived that the Town was built on values reflecting our own, and because it was a beautiful and peaceful place to live.

The unique attributes of the Town derive from the vision of the Town's founders in 1964. As the Town nears its 50<sup>th</sup> anniversary of its founding, it will face many challenges. My professional qualifications, my dedication to continuing to contribute to our community and my personal interest in maintaining the Town's rural character and values will enable me to serve well as a member of the Town's Planning Commission. As a member of the Planning Commission, I will apply the principles set forth in the Town's General Plan using all of my skills and expertise to address the issues faced by Portola Valley in these changing times.

I would welcome the opportunity to contribute to the Town as a member of the Planning Commission. Please do not hesitate to contact me if you require additional information.

Sincerely,

Judith Hasko  
6 Applewood Lane

**Sharon Hanlon**

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**Subject:** FW: Letter of Interest in the ASCC Opportunity

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**From:** Karol Bondy [mailto:[bondy2@comcast.net](mailto:bondy2@comcast.net)]

**Sent:** Monday, December 09, 2013 7:10 PM

**To:** TownCenter

**Subject:** Letter of Interest in the ASCC Opportunity

Please consider this as a letter of interest in this position

December 09, 2013

Karol Bondy

20 Saddleback

Portola Valley, CA 94028

Resident since 1989

My interest in serving on the ASCC begins with passion to uphold and insure that the values of the Town of Portola Valley remain consistent with the natural beauty of the Town. My desire to integrate architectural plans that are in concert with our environment to maintain the rural beauty of the Town both from an aesthetic perspective as well as encouraging residents to be mindful of green building concepts as well as energy efficient standards are paramount.

At the same time, it is our responsibility to consider options that improve and solidify our property values, while allowing the use of new technologies to insure that the projects we approve map to the concepts of nature and fire safety.

I am presently serving as a member of the Design Committee at Portola Valley Ranch for nearly five years. I possess a background in Interior Design and have taken extensive classes in college and at the PGE Energy Center in both exterior and interior lighting. I am certified by the PGE Energy Center in the areas of lighting and Title 24 conventions.

I retired from IBM Corporation in 2005 after 35 years, as Business Development Manager, responsible for creating partnerships with global consulting firms to collaborate in the development of client focused projects. I am skilled in client relations, negotiations and customer facing issues to create a winning solution for partners.

These skills coupled with my design and lighting skills and passion to create a successful, complaint project for the residents of Portola Valley, make me uniquely qualified as a candidate for this position.

I am a team player and have no hidden agenda for business purposes. I relish the opportunity to contribute where I can and learn from my peer group with the goal in mind, to support and maintain Town concepts and standards.

I believe the challenge of this position is uphold those standards and position us to use new technology to make our projects greener and safer.

I look forward to the opportunity to meet with you and making a contribution to this team

Respectfully submitted

Karol Bondy

650-851-3139

650-520-9321 ( mobile)

[bondy2@comcast.net](mailto:bondy2@comcast.net)



**Sharon Hanlon**

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**Subject:** ASCC letter to the Town Council members

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**From:** Iris Harrell [<mailto:irish@harrell-remodeling.com>]

**Sent:** Monday, November 25, 2013 8:13 PM

**To:** Karen Kristiansson

**Subject:** Re: ASCC letter to the Town Council members

To the Portola Valley Town Council-

I would be interested in being considered for the ASCC opening you currently have. Points of interest you may like to know about me are as follows:

I have lived in Portola Valley for 21 years.

I have served two non-consecutive terms on the Portola Valley Ranch Design Committee (approximately 8 years) since 1995.

I am a general contractor, a designer and a Green Point Advisor through Build It Green.

I now have adequate time to give proper attention to town applicants who come to the ASCC.

I plan to reside in Portola Valley until the undertaker takes me out with my boots on.

I am familiar with the Town guidelines and values and support the sustainability goals.

I like finding win-win solutions and have a collaborative leadership style.

Occasionally Harrell Remodeling has an application come to the ASCC and I am aware I would need to recuse myself on those applications, even though I am no longer active in design at my firm. This situation probably exists for the other professionals who currently serve on the ASCC.

Thank you for your consideration.

By the way, I do appreciate the important volunteer work you do on the Town Council and realize that your hard work and good efforts are not always appreciated. C'est la vie.

Iris F. Harrell

CEO/General Contractor/Green Point Advisor

Harrell Remodeling, Inc.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 870, DECEMBER 11, 2013

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

Present: Councilmembers Jeff Aalfs (arrived 7:36 p.m.), Ted Driscoll and Maryann Moise Derwin; Vice Mayor Ann Wengert; Mayor John Richards

Absent: None

Others: Nick Pegueros, Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

(1) Moment of silence in remembrance of resident and Portola Valley Ranch developer Joe Whelan

ORAL COMMUNICATIONS [7:32 p.m.]

None

(2) Recommendation by Town Clerk: Certification of November 5, 2013 Consolidated Special and General Municipal Election

(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. 2610-2013)

(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. 2013-399)

Ms. Hanlon reported that in the November 5, 2013, election, three candidates were elected to the Town Council: Maryann Moise Derwin, Craig Hughes and John Richards. In addition, a majority of voters approved Measure Q, the Utility User Tax, to continue the reduction of the existing 5.5% to 4.5% for a period of four years.

The Council was asked to adopt the resolution prepared, which declares final results of the General Municipal Election, and the ordinance implementing approval of Measure Q.

Councilmember Driscoll moved to adopt the Resolution declaring canvass of returns and results of General Municipal Election held on November 5, 2013, and approve the Ordinance 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. Seconded by Councilmember Derwin, the motion carried 4-0.

Council Recognition: Ted Driscoll, Former Mayor and Councilmember [7:33 p.m.]

Mayor Richards invited California Senator Jerry Hill to speak. Noting Councilmember Driscoll's 20 years in public service, attending all the meetings, reading all the materials, maintaining a commitment to the Town, Sen. Hill said he's admired Councilmember Driscoll both professionally in his career and civilly, what he's done on the Council, praising him as an extraordinary leader who's represented the Town magnificently. "It wouldn't be the Town it is today without your efforts," he said. On behalf of the state of California and Assemblymember Rich Gordon, Sen. Hill presented Councilmember Driscoll with a resolution that he and Assemblymember Gordon signed as a token of appreciation for all the time Councilmember Driscoll has given.

Gary Nielsen, Pinon Drive, said that he'd been on the Town Council for about two years when Mr. Driscoll joined the Planning Commission in 1993. To put that in perspective, Mr. Nielsen quipped, "That was the last century." He said that Councilmember Driscoll's contributions to the Town have been "nothing short of one in a million." About seven or eight years ago, Mr. Nielsen said he was asked to serve on a Town committee along with 29 other residents – all with different opinions about what and where the Town Center should be, and Councilmember Driscoll stepped forward to moderate that "gang of 30." He also served as the "go-to guy" on the Council during the construction phase of Town Center.

Anna Eisement, representing Assemblymember Rich Gordon, said he was sorry that he was unable to be present tonight but wanted to thank Councilmember Driscoll for his 20 years of dedication to the Town.

Chip McIntosh, a member of the Planning Commission, said he had the privilege of working with Councilmember Driscoll on a number of Town matters, including the Town Center project. He said Councilmember Driscoll, "a rock star," just rolled up his sleeves and took on the responsibility for getting the Town Center project organized and completed. Many people were involved, but he was the leader, and the individual the most responsible for the project's success. Mr. McIntosh said Portola Valley's greatest resource is people, and Councilmember Driscoll has been extraordinarily generous, volunteering his great talents for all these years, a real treasure to the community.

Tom Vlastic, Town Planner, wanted to thank Councilmember Driscoll and let him know the Town's planning program wouldn't be what it is without his influence, support and extraordinary efforts, all without fanfare or recognition, helping navigate through some complicated planning issues.

Sandy Sloan who had the honor of working with Councilmember Driscoll during the entire span of her 20 years as Town Attorney, said he had time for every citizen and staff member alike. Knowing that others would say serious, laudatory in their remarks, she wrote (and read) a "silly poem" as her tribute.

Danna Breen, Alpine Road, said Councilmember Driscoll has been an inspiration and one of the reasons she's active as a Town volunteer (currently ASCC Chair). She thanked him for his work on the creek and the Town Center.

George Comstock reminded Councilmember Driscoll where the late Bill Lane sat when he came to Town Council meetings, pointing out one that's a custom fit for Councilmember Driscoll.

Howard Young, Public Works Director, added his thanks to Councilmember Driscoll, said he's been a great person to work with, and noted that he was involved in many things around Town beyond the Town Center – parks, trails, roads, storm drains. He said he appreciated Councilmember Driscoll's vision and support.

Susan Gold, Vice Chair of the Trails and Paths Committee, thanked Councilmember Driscoll for being such a great liaison between the Council and the Committee. Members appreciated his point of view and his work with them.

Councilmember Derwin said she's served on the Town Council with Councilmember Driscoll for eight years. She told a couple of stories, including a period of time she recalls with great fondness when she was Vice Mayor and he was Mayor. In weekly meetings with the Town Manager to set the agenda and talk through issues, which were sometimes dull, she said he would veer off topic to "describe in episodic fashion the extraordinary measures he was taking in his ongoing battles – literally – with an entrenched family of raccoons that had taken up residence in a crawl space in his house." Again sprinkling her remarks with memories, Councilmember Driscoll also spoke of Councilmember Driscoll finding "his true voice and his stride" in the celebrated Town Center project, serving as chief advocate from pre-startup to groundbreaking to ribbon-cutting. She attributed his "unwavering enthusiasm and belief in the goodness and generosity of the Townspeople to support the project that carried us through that difficult time and created the Town Center we have all come to cherish" and credited him for bringing "creative thought, lightness of being, a sense of inclusiveness and, above all, laughter" to the Town Council.

Councilmember Driscoll said it was a skunk in the crawl space, and it “blew off” before it died.

Councilmember Aalfs said Councilmember Driscoll didn’t recruit him to the ASCC but did encourage him to run for a Town Council seat, and one of the most valuable things he’ll take away from this experience is the two years he had the honor of serving with Councilmember Driscoll – as a role model, as a leader, as a member of the community in every sense.

Vice Mayor Wengert congratulated Councilmember Driscoll on the most extraordinary achievement of serving 20 years and expressed a heartfelt thank-you for his direct and positive impact on the quality of life in Portola Valley, stating that the community would continue reaping the benefits of his efforts for decades to come. Like Councilmember Driscoll, she said she came from eastern Pennsylvania and developed a strong connection with Portola Valley in an “unwavering leap into a special environment.” Particularly in working with Councilmember Driscoll on controversial issues, she said she always appreciated the creative approach, intelligence, experience and open mind he brought to the table, always looking for a winning solution to even the most intractable problems.

Mayor Richards said it was back in 1988 when he and Councilmember Driscoll, who shared some architectural background, had a long conversation about ASCC, after which Councilmember Driscoll became an ASCC member for several years before moving on to the Planning Commission. He said following Councilmember Driscoll’s lead as mayor was a positive and constructive learning experience.

Councilmember Driscoll said that over the years, he’s worked with six members of the ASCC, five Planning Commissioners and 13 Town Council members – and was friends with all. He said he’s worked with fantastic Town staff members, too, starting out with Sue McGowan as Town Manager, Jim Morton as Town Attorney, George Mader as Town Planner, and continuing through to Mr. Vlastic, Karen Kristiansson (Deputy Town Planner) and others, in “one of the best towns in the world.” He said the past 20 years have not been work, they’ve been fun, and it’s “awkward being thanked for having a good time.” He recalled helping find a new home for the collection in an art gallery in the Historic Schoolhouse, which is now a jewel of the Town, working with property owners to help preserve the western hills, and the development of the Town Center.

Despite resistance to the Town Center proposal, he said the Town Council decided to build as much of it as the Town would allow by virtue of the amount of money they could raise. He said he doesn’t think a town of fewer than 5,000 people anywhere else could raise \$17 million. With a background in construction (in a family of contractors), studies in architecture, plus a PhD in geology, he said it turned out he was in the best position to lead the project. He said it was fun, but when they managed to produce a LEED Platinum building, it was amazing. But it was more than buildings, he added; it reinvigorated the community. The night he came to celebrate Ms. Kristiansson’s new position, he said, every field was being used, the band was playing, kids were playing in the creek.

Councilmember Driscoll left with a challenge: freeing the 100 yards of creek still imprisoned on this property. He welcomed Mr. Hughes to the Council. He also thanked his family; his daughter was a toddler when he and his wife Sue moved to Portola Valley, and his son, who was five years old, is now married and expecting the Driscolls’ first grandchild in seven months.

Mayor Richards read an official proclamation in honor of Councilmember Driscoll, and said he looked forward to his continued volunteer work for the Town.

#### Reorganization of the Town Council [8:05 p.m.]

- (a) Installation of Councilmembers

Ms. Hanlon swore in Councilmember’s Derwin, Hughes, and Richards.

## (b) Election of Mayor

Councilmember Derwin nominated Ann Wengert for Mayor. Seconded by Councilmember Aalfs, the motion carried 5-0.

## (c) Election of Vice Mayor

New Mayor Wengert nominated Councilmember Aalfs for Vice Mayor. Seconded by Councilmember Derwin, the motion carried 5-0.

Mayor Wengert, thanking outgoing Mayor Richards for a terrific job for his service as Mayor, said she expects a fair number of challenges in 2014, but she's optimistic and looking forward to working with the community, staff and her colleagues. Next year's agenda includes affordable housing, aircraft noise, emergency preparation, the Portola Road Corridor, Climate Action Plan, updates for the General Plan and Zoning Code, and she noted, green building ordinances as well as skate ramps, bike safety improvements and the new baseball field. She's also looking forward to the 50th anniversary celebration of the Town's incorporation as a very special community event.

CONSENT AGENDA [8:09 p.m.]

- (3) Approval of Minutes: Special Town Council Meeting of October 30, 2013 (with Emergency Preparedness Committee) [*removed from Consent Agenda*]
- (4) Approval of Minutes: Special Town Council Meeting of November 13, 2013 (Joint Meeting with Planning Commission)
- (5) Ratification of Warrant List: November 27, 2013 in the amount of \$390,838.43
- (6) Ratification of Warrant List: December 11, 2013 in the amount of \$139,011.33
- (7) Recommendation by Deputy Building Official: Adoption of the 2013 California Building Code
  - (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 15.040.030 [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. 400)
- (8) Appointment by Mayor: Request for Appointment of Member to the Cultural Arts Committee

By motion of Councilmember Richards, seconded by Vice Mayor Aalfs, the Council approved Items 4 through 8 on the Consent Agenda with the following roll call vote:

Aye: Councilmembers Derwin, Hughes (abstained on Item 4) and Richards, Vice Mayor Aalfs, Mayor Wengert

No: None

- (3) Approval of Minutes: Special Town Council Meeting of October 30, 2013 (with Emergency Preparedness Committee)

Vice Mayor Aalfs moved to approve the minutes of the Special Town Council Meeting of October 30, 2013as amended. Seconded by Councilmember Richards, the motion carried 3-0-2 (Hughes and Wengert abstained).

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:11 p.m.](9) Reports from Commission and Committee Liaisons [7:53 p.m.]

Councilmember Derwin:

(a) Resource Management and Climate Protection (RMCP) Committee

At its November 20, 2013 meeting, RMCP, a C/CAG subcommittee, heard a presentation by Steve Schmidt, who has a new company, Home Energy Analytics, discussing a new tool that remotely identifies energy use patterns to support reduction strategies, track progress and cut customers' utility bills. Councilmember Derwin said using it in East Palo Alto could save residents as much as \$10 to \$20 a month.

The RMCP agenda also included an update on the Large Residential Resource Conservation Collaborative (LR2C2) (also known as high-energy homes). Realtors will be gathering in January 2014 to discuss driving demand for energy-efficient homes and the controversial point-of-sale issue of disclosing energy-usage information when a home sells.

Also at the meeting was Power Down owner Chris Hunt, whose company performs comprehensive residential electricity audits and trains auditors on his method of identifying plug loads that affect baseline energy use. He conducted an in-person/webinar program, "Secrets for Controlling Energy Use in Larger Homes" in Portola Valley on August 15, 2013, discussing low-cost measures to reduce electricity use in single-family homes.

(b) Council of Cities

The Council of Cities meeting in Atherton included a presentation on animal control and licensing, generating discussion about issues including oversight, performance measures, the annual audit, whether members of the board should be elected, and whether the existing animal shelter needs to be replaced by a new one.

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

At its meeting on November 14, 2013, the C/CAG Board:

- Heard a PG&E report on gas system upgrades
- Appointed Ana Vasuedo (Brisbane) to the Geneva-Harney Bus Rapid Transit Community Advisory Committee (GHCAC)
- Named San Mateo County Supervisor Don Horsley and (Hillsborough Vice Mayor Laurence May to serve on the Bicycle and Pedestrian Advisory Committee (BPAC)

Because Board Chair Brandt Grotte (former San Mateo City Councilmember) did not run for re-election, Vice Chair Mary Ann Nihart (Pacifica Mayor) will serve as Chair until the next election in March 2014.

(d) Housing Endowment and Regional Trust (HEART) of San Mateo County

Discussion at the December 4, 2013 HEART meeting focused on the feasibility study for a \$200 million campaign, which Councilmember Derwin said now is somehow now linked to the Housing Leadership Council (HLD), making it uncertain whether the focus will remain on affordable housing or shift to overall housing. A report on the results of the study, which is being conducted by Olive Grove Consulting, is scheduled for the January 22, 2014 HEART Board meeting.

Councilmember Richards:

(e) Speaker Series

Alane O’Rielly Weber, whose business – Botanical Arts – produces and applies actively aerated compost tea, addressed attendees at the Thursday Harvest Speaker Series session on December 5, 2013. Entitled “The Practical Wisdom of Working with Living Soil,” her presentation focused on sustainable landscape management, the environmental services offered by soil biology and how to maximize their benefits.

Vice Mayor Aalfs:

(f) Architectural and Site Control Commission (ASCC)

At its December 9, 2013 meeting, the ASCC:

- Heard a progress report on the Priory’s field and track projects; Vice Mayor Aalfs missed the meeting, but Councilmember Hughes reported that the track will be light tan in color
- Reviewed preliminary schematics on a new building, Benedictine Square, which will be a set of classrooms and open space just below the Student Center on the Priory hillside
- Conducted an architectural review of AT&T modifications on its facility on Alpine Road next to the Alpine Hills Tennis and Swimming Club; there will be no fence around it
- Conducted an architectural review of a project to facilitate access to the main garage at 330 Golden Hills Drive by replacing an existing secondary access driveway gate and adjacent fencing with a new gate and fencing

(g) Geologic Safety Committee

The main topic on the agenda at the Geologic Safety Committee’s meeting on December 11, 2013, was Chuck Wrucke’s paper, based on his retracing the fault of 1906 San Andreas earthquake to a location along the top of Alpine Road and Willowbrook Drive, which brings it about 300 feet closer to probably five residences than previously thought. The question arose of whether the geologic safety map should be revised.

Mayor Wengert

(h) Planning Commission

The December 4, 2013 meeting was the Planning Commission’s first study session on the Housing Element. She said Deputy Town Planner Karen Kristiansson framed the issues well and the Commission started tackling recommendations that came from the Ad Hoc Affordable Housing Committee. There also was a discussion about what the Town needs to do (RHNA compliance) vis-à-vis what it wants to do (its vision of future housing goals).

Mayor Wengert reported general support among Commissioners for considering larger second units on larger properties, and a fair amount of support for the idea of allowing some larger properties to have both attached and detached second units, but mixed feelings about second units on smaller lots. They also discussed considering pre-approved green designs on pre-fab second units.

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

Meeting on December 4, 2013, BP&TS Committee members heard a progress report on the ongoing Corte Madera and school traffic study, awaiting results from Parisi Consulting. Upon Committee review, the Committee would make its recommendations to the Town Council, probably in late January 2014. The Committee also discussed parking at Windy Hill, where the temporary signage has been quite effective in keeping parked vehicles sufficiently off the shoulder to avoid blocking the bike traffic on weekends. Working toward an incremental solution, the next step probably will be the Public Works Director moving some logs.

(j) San Mateo Sea Level Rise

Held on December 9, 2013, a half-day conference on “Meeting the Challenges of Sea Level Rise in San Mateo County” was fascinating, Mayor Wengert said. Oceanographer and keynote speaker John Englander, who wrote *High Tide on Main Street: Rising Sea Level and the Coming Coastal Crisis*, is activating communities to prepare for a three-foot sea level rise within the next 50 to 75 years. The conference was presented by U.S. Representative Jackie Speier, California Assemblymember Rich Gordon and San Mateo County Supervisor Dave Pine.

(k) Trails and Paths Committee

Sustainability & Special Projects Manager Brandi deGarmeaux and Administrative Services Manager Stacie Nerdahl made their first “Hosting Committee Events and Outreach Opportunities” presentation to members of the Trails and Paths Committee at their meeting on December 10, 2013. New committee processes are described also in the updated *Commission & Advisory Committee Policies & Procedures Handbook*, which the Council adopted on October 23, 2013. It is posted on the Town website, via a link on the “Town Committees” page.

The Trails and Paths Committee also discussed the driveway scoring process for equestrian and horse safety, which has been the topic of a few PV Forum posts.

WRITTEN COMMUNICATIONS [8:32 p.m.]

- (10) Town Council November 15, 2013 Weekly Digest – None
- (12) Town Council November 22, 2013 Weekly Digest – None
- (13) Town Council December 6, 2013 Weekly Digest – None

ADJOURNMENT [8:35 p.m.]


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Mayor

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Town Clerk



**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

JANUARY 8, 2014

Date: 12/19/2013

Time: 9:36 am

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TOWN OF PORTOLA VALLEY

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

BAYSIDE EQUIPMENT COMPANY	Repairs to Generator	14893	01/08/2014	
			01/08/2014	
3562 HAVEN AVENUE	421		01/08/2014	0.00
REDWOOD CITY	BOA	48273	01/08/2014	0.00
CA 94063-4603	62613			382.61

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	382.61	0.00

Check No.	48273	Total:	382.61
Total for	BAYSIDE EQUIPMENT COMPANY		382.61

BMI	2014 Music License Renewal	14860	01/08/2014	
			01/08/2014	
PO BOX 630893	1349		01/08/2014	0.00
CINCINNATI	BOA	48274	01/08/2014	0.00
OH 45263-0893				327.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	327.00	0.00

Check No.	48274	Total:	327.00
Total for	BMI		327.00

ANDREW BYRNE	C & D Deposit Refund	14861	01/08/2014	
			01/08/2014	
332 CANYON	412		01/08/2014	0.00
SAN FRANCISCO, CA 94145-0878	BOA	48275	01/08/2014	0.00
CA 94028				5,000.00

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

Check No.	48275	Total:	5,000.00
Total for	ANDREW BYRNE		5,000.00

CALIFORNIA CHAMBER OF COMMERCE	2014 Employment Poster	14886	01/08/2014	
			01/08/2014	
P.O. BOX 526020	847		01/08/2014	0.00
SACRAMENTO	BOA	48276	01/08/2014	0.00
CA 95852-6020	10748888			32.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	32.85	0.00

Check No.	48276	Total:	32.85
Total for	CALIFORNIA CHAMBER OF COMM		32.85

CITY OF REDWOOD CITY (IT)	November IT Support	14858	01/08/2014	
			01/08/2014	
P.O. BOX 3629	586		01/08/2014	0.00
REDWOOD CITY	BOA	48277	01/08/2014	0.00
CA 94064	BR31363			1,957.70

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

05-54-4216	IT & Website Consultants	1,957.70	0.00	
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Check No.	48277	Total:	1,957.70
<u>Total for</u>	CITY OF REDWOOD CITY (IT)		1,957.70

CLEANSTREET	November Street / Litter	14895	01/08/2014	
			01/08/2014	
1937 W. 169TH STREET	0034		01/08/2014	0.00
GARDENA	BOA	48278	01/08/2014	0.00
CA 90247-5254	72746			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

CLEANSTREET	Special Street Sweep	14896	01/08/2014	
			01/08/2014	
1937 W. 169TH STREET	0034		01/08/2014	0.00
GARDENA	BOA	48278	01/08/2014	0.00
CA 90247-5254	72526			608.10

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	608.10	0.00

Check No.	48278	Total:	2,137.72
<u>Total for</u>	CLEANSTREET		2,137.72

COLMA FIRE DIST SOCIAL CLUB	Dinner Meeting, Wengert	14905	01/08/2014	
			01/08/2014	
ATTN KRISTINE KROW	626		01/08/2014	0.00
COLMA	BOA	48279	01/08/2014	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.	48279	Total:	40.00
<u>Total for</u>	COLMA FIRE DIST SOCIAL CLUB		40.00

COPYMAT	Postcards/Posters	14862	01/08/2014	
	Housing Element/Holiday Fair		01/08/2014	
1918 EL CAMINO REAL	0046		01/08/2014	0.00
REDWOOD CITY	BOA	48280	01/08/2014	0.00
CA 94063-2113	65377/65391			296.60

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	46.33	0.00
05-64-4310	Town Publications	250.27	0.00

Check No.	48280	Total:	296.60
<u>Total for</u>	COPYMAT		296.60

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

COTTON SHIRES & ASSOC. INC.	November Applicant Charges	14864	01/08/2014	
			01/08/2014	
330 VILLAGE LANE	0047		01/08/2014	0.00
LOS GATOS	BOA	48281	01/08/2014	0.00
CA 95030-7218				15,831.13

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	15,831.13	0.00

Check No.	48281	Total:	15,831.13
Total for	COTTON SHIRES & ASSOC. INC.		15,831.13

CULLIGAN	December Service	14865	01/08/2014	
			01/08/2014	
P. O. BOX 5277	0250		01/08/2014	0.00
CAROL STREAM	BOA	48282	01/08/2014	0.00
IL 60197-5277				41.20

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

Check No.	48282	Total:	41.20
Total for	CULLIGAN		41.20

DENISE DE SOMER	Volunteer Appreciation Party	14866	01/08/2014	
			01/08/2014	
17 DOLPHIN COURT	1367		01/08/2014	0.00
HALF MOON BAY	BOA	48283	01/08/2014	0.00
CA 94019	TOPVVA120613			7,349.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	7,349.00	0.00

Check No.	48283	Total:	7,349.00
Total for	DENISE DE SOMER		7,349.00

EM ROOFING	C & D Dep Ref/11 Valley Oak	14867	01/08/2014	
			01/08/2014	
843 7TH AVENUE	2010		01/08/2014	0.00
REDWOOD CITY, CA	BOA	48284	01/08/2014	0.00
CA 94063				1,000.00

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

Check No.	48284	Total:	1,000.00
Total for	EM ROOFING		1,000.00

THOMAS FOGARTY	Beverages for Holiday Party	14859	01/08/2014	
			01/08/2014	
3130 ALPINE ROAD	756		01/08/2014	0.00
PORTOLA VALLEY	BOA	48285	01/08/2014	0.00
CA 94028	64259			514.48

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	514.48	0.00

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

Check No.	48285	Total:	514.48
Total for	THOMAS FOGARTY		514.48

GEOLOGIC ASSOCIATES INC	Sept/Oct Ford Field Testing	14900	01/08/2014	
DBA PACIFIC GEOTECHNICAL	737		01/08/2014	0.00
MORGAN HILL	BOA	48286	01/08/2014	0.00
CA 95037	136824/136028			2,913.25

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	2,913.25	0.00

Check No.	48286	Total:	2,913.25
Total for	GEOLOGIC ASSOCIATES INC		2,913.25

WYATT GIAMPA	DJ, 1/10/14 Teen Dance	14868	01/08/2014	
dba G Solutions			01/08/2014	
4780 ALPINE ROAD	1602		01/08/2014	0.00
PORTOLA VALLEY	BOA	48287	01/08/2014	0.00
CA 94028	11			275.00

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

Check No.	48287	Total:	275.00
Total for	WYATT GIAMPA		275.00

GRAGG PAVING	Woodside H'lands MD	14904	01/08/2014	
P.O. BOX 5246	730		01/08/2014	0.00
REDWOOD CITY	BOA	48288	01/08/2014	0.00
CA 94063	3			6,000.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	6,000.00	0.00

Check No.	48288	Total:	6,000.00
Total for	GRAGG PAVING		6,000.00

GUTTER AND ROOFING SOLUTIONS	C & D Dep Ref/1 Applewood	14869	01/08/2014	
3555 HAVEN AVE.	453		01/08/2014	0.00
MENLO PARK	BOA	48289	01/08/2014	0.00
CA 94025				1,000.00

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

Check No.	48289	Total:	1,000.00
Total for	GUTTER AND ROOFING SOLUTIO		1,000.00

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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

GUZZARDO PARTNERSHIP INC	C-1 Trail Bio-Maint Review	14870	01/08/2014	
			01/08/2014	
181 GREENWICH STREET	0339		01/08/2014	0.00
SAN FRANCISCO	BOA	48290	01/08/2014	0.00
CA 94111	13568/1			1,179.80

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	1,179.80	0.00

Check No.	48290	Total:	1,179.80
Total for	GUZZARDO PARTNERSHIP INC		1,179.80

HILLYARD, INC	Paper Towels	14908	01/08/2014	
			01/08/2014	
P.O. BOX 874338	531		01/08/2014	0.00
KANSAS CITY	BOA	48291	01/08/2014	0.00
MO 64187-4338	238922			258.80

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	86.27	0.00
05-66-4341	Community Hall	86.26	0.00
25-66-4340	Building Maint Equip & Supp	86.27	0.00

Check No.	48291	Total:	258.80
Total for	HILLYARD, INC		258.80

HORIZON	Field Weed Killer	14871	01/08/2014	
			01/08/2014	
P.O. BOX 52758	0289		01/08/2014	0.00
PHOENIX	BOA	48292	01/08/2014	0.00
AZ 85072-2758	1N157573			54.46

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	54.46	0.00

Check No.	48292	Total:	54.46
Total for	HORIZON		54.46

ALVIN JEN	Mileage Reimbursement	14887	01/08/2014	
			01/08/2014	
C/O MICHAEL WISZOWATY	417		01/08/2014	0.00
PORTOLA VALLEY	BOA	48293	01/08/2014	0.00
CA 94028				79.10

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	79.10	0.00

Check No.	48293	Total:	79.10
Total for	ALVIN JEN		79.10

JORGENSON SIEGEL MCCLURE & FLEGEL	November Statement	14888	01/08/2014	
			01/08/2014	
1100 ALMA STREET	0089		01/08/2014	0.00
MENLO PARK	BOA	48294	01/08/2014	0.00
CA 94025				12,041.33

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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

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	9,568.83	0.00
96-54-4186	Attorney - Charges to Appls	2,472.50	0.00

Check No.	48294	Total:	12,041.33
Total for	JORGENSON SIEGEL MCCLURE &		12,041.33

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
KUTZMANN & ASSOCIATES	November Plan Check	14889	01/08/2014	
39355 CALIFORNIA STREET	0090		01/08/2014	0.00
FREMONT	BOA	48295	01/08/2014	0.00
CA 94538				15,146.36

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	15,146.36	0.00

Check No.	48295	Total:	15,146.36
Total for	KUTZMANN & ASSOCIATES		15,146.36

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
LEAGUE OF CALIFORNIA CITIES	2014 Annual Dues	14872	01/08/2014	
1400 K STREET, 4TH FLOOR	0093		01/08/2014	0.00
SACRAMENTO	BOA	48296	01/08/2014	0.00
CA 95814	137276			3,221.90

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	3,221.90	0.00

Check No.	48296	Total:	3,221.90
Total for	LEAGUE OF CALIFORNIA CITIES		3,221.90

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
NANCY LUND	Gift Book-Driscoll	14873	01/08/2014	
240 GOLDEN HILLS	0241		01/08/2014	0.00
PORTOLA VALLEY	BOA	48297	01/08/2014	0.00
CA 94028				291.54

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	291.54	0.00

Check No.	48297	Total:	291.54
Total for	NANCY LUND		291.54

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
LYNCH ELECTRIC & SONS INC	TC Electrical Repairs	14897	01/08/2014	
1160 INDUSTRIAL ROAD, #18	1365		01/08/2014	0.00
SAN CARLOS	BOA	48298	01/08/2014	0.00
CA 94070	2013.355			668.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	445.34	0.00
25-66-4340	Building Maint Equip & Supp	222.66	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

LYNCH ELECTRIC & SONS INC	Repair Light Pole at TC	14898	01/08/2014	
			01/08/2014	
1160 INDUSTRIAL ROAD, #18	1365		01/08/2014	0.00
SAN CARLOS	BOA	48298	01/08/2014	0.00
CA 94070	2013.345			480.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	480.00	0.00

Check No.	48298	Total:	1,148.00
Total for	LYNCH ELECTRIC & SONS INC		1,148.00

MAZE & ASSOCIATES	Audit for FYE 06/30/13	14874	01/08/2014	
			01/08/2014	
3478 BUSKIRK AVENUE	879		01/08/2014	0.00
PLEASANT HILL	BOA	48299	01/08/2014	0.00
CA 94523	8136			1,482.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,482.00	0.00

Check No.	48299	Total:	1,482.00
Total for	MAZE & ASSOCIATES		1,482.00

NICHOLS CONSULTING ENGG	2012/2013 Resurfacing Proj	14875	01/08/2014	
			01/08/2014	
1885 S. ARLINGTON AVE	0183		01/08/2014	0.00
RENO	BOA	48300	01/08/2014	0.00
NV 89509	424142001			5,120.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	5,120.00	0.00

NICHOLS CONSULTING ENGG	PTAP Pavement Design	14899	01/08/2014	
	Jul-Nov 2013		01/08/2014	
1885 S. ARLINGTON AVE	0183		01/08/2014	0.00
RENO	BOA	48300	01/08/2014	0.00
NV 89509	424152002			3,873.34

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	3,873.34	0.00

Check No.	48300	Total:	8,993.34
Total for	NICHOLS CONSULTING ENGG		8,993.34

O. NELSON & SON, INC.	Emergency Storm Work	14876	01/08/2014	
			01/08/2014	
3345 TRIPP ROAD	634		01/08/2014	0.00
WOODSIDE	BOA	48301	01/08/2014	0.00
CA 94062				900.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage	900.00	0.00

O. NELSON & SON, INC.	Swale/Drain Work	14907	01/08/2014	
		00006166	01/08/2014	
3345 TRIPP ROAD	634		01/08/2014	0.00
WOODSIDE	BOA	48301	01/08/2014	0.00
CA 94062	157/158			3,200.00

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4342	Landscape Supplies & Services	3,200.00	3,200.00	

Check No.	48301	Total:	4,100.00
Total for	O. NELSON & SON, INC.		4,100.00

PEELLE TECHNOLOGIES, INC	Digitization of Plans	14877	01/08/2014	
			01/08/2014	
197 EAST HAMILTON AVE	961		01/08/2014	0.00
CAMPBELL	BOA	48302	01/08/2014	0.00
CA 95008	TOPV1506			4,819.35

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4208	GIS Mapping	4,819.35	0.00	

Check No.	48302	Total:	4,819.35
Total for	PEELLE TECHNOLOGIES, INC		4,819.35

PERS HEALTH	January 2014 Premium	14910	01/08/2014	
			01/08/2014	
VIA EFT	0108		01/08/2014	0.00
	BOA	48303	01/08/2014	0.00
				18,319.16

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4086	Health Insurance Medical	18,319.16	0.00	

Check No.	48303	Total:	18,319.16
Total for	PERS HEALTH		18,319.16

DAVID PIDWELL	C&D Refund, 220 Golden Hills	14890	01/08/2014	
			01/08/2014	
20628 VICKERY LANE	0079		01/08/2014	0.00
SARATOGA	BOA	48304	01/08/2014	0.00
CA 95070				10,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	10,000.00	0.00	

Check No.	48304	Total:	10,000.00
Total for	DAVID PIDWELL		10,000.00

PLATINUM FACILITY SERVICES	November Janitorial	14878	01/08/2014	
			01/08/2014	
1530 OAKLAND RD., #150	402		01/08/2014	0.00
SAN JOSE	BOA	48305	01/08/2014	0.00
CA 95112	14844			2,793.06

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	722.01	0.00	
05-66-4344	Janitorial Services	1,293.20	0.00	
25-66-4344	Janitorial Services	777.85	0.00	



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State/Province Zip/Postal	Invoice Number			Check Amount

PLATINUM FACILITY SERVICES	Special CH Cleaning	14901	01/08/2014	
			01/08/2014	
1530 OAKLAND RD., #150	402		01/08/2014	0.00
SAN JOSE	BOA	48305	01/08/2014	0.00
CA 95112	15243/15244			245.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	245.00	0.00

Check No.	48305	Total:	3,038.06
Total for	PLATINUM FACILITY SERVICES		3,038.06

ROBERTS MARKET	Office Supplies	14879	01/08/2014	
			01/08/2014	
3015 WOODSIDE ROAD	1236		01/08/2014	0.00
WOODSIDE	BOA	48306	01/08/2014	0.00
CA 94062				27.53

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	27.53	0.00

Check No.	48306	Total:	27.53
Total for	ROBERTS MARKET		27.53

RON RAMIES AUTOMOTIVE, INC.	November Fuel	14891	01/08/2014	
			01/08/2014	
115 PORTOLA ROAD	422		01/08/2014	0.00
PORTOLA VALLEY	BOA	48307	01/08/2014	0.00
CA 94028				522.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	522.04	0.00

Check No.	48307	Total:	522.04
Total for	RON RAMIES AUTOMOTIVE, INC.		522.04

SABRO COMMUNICATIONS INC	Repair Phone/Comcast	14903	01/08/2014	
			01/08/2014	
1965 O'TOOLE WAY	03601		01/08/2014	0.00
SAN JOSE	BOA	48308	01/08/2014	0.00
CA 95131	1840-PV			312.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	312.00	0.00

Check No.	48308	Total:	312.00
Total for	SABRO COMMUNICATIONS INC		312.00

SAN MATEO CO INF SERVICES	November Microwave	14880	01/08/2014	
			01/08/2014	
455 COUNTY CENTER, 3RD FLOOR	0307		01/08/2014	0.00
REDWOOD CITY	BOA	48309	01/08/2014	0.00
CA 94063				76.00

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

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

JANUARY 8, 2014

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Date: 12/19/2013

Time: 9:36 am

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TOWN OF PORTOLA VALLEY

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

Check No.	48309	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SMALL BUSINESS BENEFIT PLAN TR	January 2014 Dental/Vision	14885	01/08/2014	
			01/08/2014	
	0132		01/08/2014	0.00
BELMONT	BOA	48310	01/08/2014	0.00
CA 94002-0156				2,174.30

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,174.30	0.00

Check No.	48310	Total:	2,174.30
Total for	SMALL BUSINESS BENEFIT PLAN		2,174.30

STAPLES	November Statement	14892	01/08/2014	
			01/08/2014	
STAPLES CREDIT PLAN	430		01/08/2014	0.00
DES MOINES	BOA	48311	01/08/2014	0.00
IA 50368-9020				1,222.20

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	1,222.20	0.00

Check No.	48311	Total:	1,222.20
Total for	STAPLES		1,222.20

THERMAL MECHANICAL, INC	Repair of Air Handler	14881	01/08/2014	
			01/08/2014	
425 ALDO AVENUE	955		01/08/2014	0.00
SANTA CLARA	BOA	48312	01/08/2014	0.00
CA 95054	AC-57639			585.14

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	585.14	0.00

Check No.	48312	Total:	585.14
Total for	THERMAL MECHANICAL, INC		585.14

TOWNSEND MGMT, INC	Ford Field Insp, Nov	14902	01/08/2014	
			01/08/2014	
P.O. BOX 24442	609		01/08/2014	0.00
SAN FRANCISCO	BOA	48313	01/08/2014	0.00
CA 94124				3,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	3,800.00	0.00

Check No.	48313	Total:	3,800.00
Total for	TOWNSEND MGMT, INC		3,800.00

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

JANUARY 8, 2014

Date: 12/19/2013

Time: 9:36 am

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TOWN OF PORTOLA VALLEY

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

YVONNE TRYCE	Reimb Owl Pellets (Bird Day)	14882	01/08/2014	
			01/08/2014	
90 JOAQUIN ROAD	512		01/08/2014	0.00
PORTOLA VALLEY	BOA	48314	01/08/2014	0.00
CA 94028				44.35

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4163	Science & Nature	44.35	0.00

Check No.	48314	Total:	44.35
Total for	YVONNE TRYCE		44.35

JOCELYN VILLARUZ	Deposit Buckeye Room 11/25	14883	01/08/2014	
			01/08/2014	
582/584 AVENUE ALHAMBRA	460		01/08/2014	0.00
EL GRANADA	BOA	48315	01/08/2014	0.00
CA 94018				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	250.00	0.00

Check No.	48315	Total:	250.00
Total for	JOCELYN VILLARUZ		250.00

W H DEMPSEY ENGINEERING	Crescent Ave M.D. Repairs	14909	01/08/2014	
			01/08/2014	
P.O. BOX 620551	2001		01/08/2014	0.00
WOODSIDE	BOA	48316	01/08/2014	0.00
CA 94062				3,200.00

GL Number	Description	Invoice Amount	Amount Relieved
75-00-4375	General Expenses	3,200.00	0.00

Check No.	48316	Total:	3,200.00
Total for	W H DEMPSEY ENGINEERING		3,200.00

WALLI FINCH, TREASURER, WASC	2014 Westridge Assessment	14906	01/08/2014	
			01/08/2014	
P.O. BOX 164	0258		01/08/2014	0.00
PORTOLA VALLEY	BOA	48317	01/08/2014	0.00
CA 94028				60.00

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

Check No.	48317	Total:	60.00
Total for	WALLI FINCH, TREASURER, WASC		60.00

Total Invoices:	50	Grand Total:	141,545.30
		Less Credit Memos:	0.00
		Net Total:	141,545.30
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	141,545.30

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**January 8, 2014**

Claims totaling \$141,545.30 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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO** Mayor and Members of the Council

**FROM** Leigh F. Prince, Town Attorney

**DATE** January 20, 2014

**RE** Updating the Designated Positions and Disclosure Obligations in the Town's Conflict of Interest Code

**RECOMMENDATION:** Read title, waive further reading and introduce the ordinance amending the Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code regarding designated positions and disclosure obligations.

**BACKGROUND:** The Political Reform Act ("Act") requires certain designated public officials, employees and consultants that make or participate in making governmental decisions to file statements of economic interests. The Act requires every agency to adopt a conflict of interest code and to review it every two years to determine if it is accurate or needs to be amended.

The Town's conflict of interest code was last amended in January 2011. Since that time, the position title Assistant Town Manager has become Assistant to Town Manager and the position of Planning Manager has been eliminated. The current position titles are reflected in the attached ordinance.

cc: Town Manager

**ORDINANCE NO. 2014-**

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING THE APPENDIX TO CHAPTER 2.36 [CONFLICTS OF INTEREST] OF TITLE 2 [ADMINISTRATION AND PERSONNEL] OF THE PORTOLA VALLEY MUNICIPAL CODE**

**WHEREAS**, the Political Reform Act, Government Code Section 81000, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes and review those codes biennially;

**WHEREAS**, the Town of Portola Valley ("Town") last updated its conflict of interest codes in January 2011; and

**WHEREAS**, the Town desires to amend the Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code to reflect current position titles and disclosure requirements.

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

1. Amendment of Code. The Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code is hereby amended to read as follows:

**APPENDIX TO CHAPTER 2.36**

**DESIGNATED POSITIONS  
AND DISCLOSURE OBLIGATIONS**

**DESIGNATED PUBLIC OFFICIALS**

Member of Town Council  
Planning Commissioner  
Town Manager  
Town Attorney

**OTHER DESIGNATED EMPLOYEES, INCLUDING CONSULTANTS SERVING IN THESE POSITIONS**

Member of the Architectural and Site Control Committee  
Assistant to Town Manager

Assistant to Town Attorney  
 Town Engineer  
 Public Works Director  
 Town Planner  
 Deputy Town Planner  
 Town Geologist  
 Consultant (if so determined)

### **DISCLOSURE CATEGORIES**

**Disclosure Category 1:** Full Disclosure - All investments, business positions, interests in real property and sources of income, including gifts, loans and travel payments.

**Disclosure Category 2:** Limited Disclosure - The Town Manager may determine in writing that a particular consultant is required to provide Limited Disclosure. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the Town Manager is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

### **REQUIRED DISCLOSURES FOR DESIGNATED POSITIONS**

<b>Designated Position</b>	<b>Disclosure Category</b>
Member of Town Council	1
Planning Commissioner	1
Town Manager	1
Town Attorney	1
Member of the Architectural and Site Control Committee	1
Assistant to Town Manager	1
Assistant to Town Attorney	1
Town Engineer	1
Public Works Director	1
Town Planner	1
Deputy Town Planner	1
Town Geologist	1
Consultant	2

2. Environmental Review. This Ordinance is not a project for the purposes of the California Environmental Quality Act.

3. Effective Date: Posting. This Ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town of Portola Valley in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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

ATTEST:

APPROVED AS TO FORM:

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

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





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** January 8, 2014

**RE:** **First Amended Joint Exercise of Powers Agreement for the San Mateo Operational Area Emergency Services Organization**

### **RECOMMENDATION**

The recommendation is that the Town Council approve the First Amended Joint Exercise of Powers Agreement for the San Mateo Operational Area Emergency Services Organization.

### **DISCUSSION**

The attached report from the Office of the Sheriff outlines the scope and need for the proposed amendment.

### **FISCAL IMPACT**

This action has no fiscal impact.

### **ATTACHMENTS**

1. Memo from Office of the Sheriff dated December 9, 2013
2. First Amended Joint Exercise of Powers Agreement



COUNTY OF SAN MATEO

# Office of the Sheriff

GREG MUNKS  
SHERIFF

CARLOS G. BOLANOS  
UNDERSHERIFF

TRISHA L. SANCHEZ  
ASSISTANT SHERIFF

400 COUNTY CENTER    ◻    REDWOOD CITY    ◻    CALIFORNIA 94063-1662    ◻    TELEPHONE (650) 599-1664    ◻    www.smcsheriff.com

ADDRESS ALL COMMUNICATIONS TO THE SHERIFF

December 9, 2013

To:            San Mateo County City Managers  
From:         Lieutenant Jeff Kearnan  
Subject:       Emergency Services Council, Joint Powers Agreement

### **Executive Summary**

The First Amendment to the Joint Powers Agreement (JPA) has been reviewed by the Fire Chiefs, Police Chiefs, City Managers and County Counsel. We are now requesting the matter be placed on an upcoming agenda with your respective council. Once all cities have approved and signed the amendment, we can move forward for formal adoption.

### **Background**

The JPA agreement from 1997 is very outdated, and in need of revision. The entire landscape of the Homeland Security and Emergency Services field has drastically changed since 2001 and the agreement that governs how San Mateo County provides Emergency Services must reflect current laws, rules, directives, orders and trends. This First Amendment has been updated to reflect the current relationships between the County of San Mateo and the participating cities and other partners to provide a clear understanding of the responsibilities of the Emergency Services Council and the Emergency Coordinators within the County, cities and other participating partner agencies/jurisdictions.

### **Discussion**

In January 2013, the Emergency Services Council (ESC) directed staff to review and revise the Joint Powers Authority (JPA) Agreement. The ESC did not want the budget process or the funding formula to be revised at this time. A committee of representatives from San Mateo County Human Services Agency (HSA), City of San Mateo Fire Department, City of Redwood City/San Carlos Fire Department, South San Francisco Fire Department, North County Fire Department, Central County Fire Department, San Mateo County OES and Foster City Fire Department was formed. The Committee met several times since January 2013 to draft the First Amendment to the JPA Agreement. The County and all participating agencies agreed that the focus of the Committee was to modernize the agreement to include relevant language, address the issue of compliance with the Standardized Emergency Management System (SEMS, California) and the National Incident Management Systems (NIMS, Federal) outline the over arching responsibilities for the ESC and define the roles of the cities.

During the review and revision process, it was determined that the Original JPA Document was not on file with the California Secretary of State, which is required under the Government Code. It was also

determined that the ESC has not adopted a Conflict of Interest Code and Form 700s have not been filed by ESC members documenting their position on this particular Council.

**Fiscal Impact**

No fiscal impact; no changes have been made to the funding formula.

**Action Requested**

It is our intention to have the First Amendment to the JPA fully executed and in place by March 31, 2014. Attached to this letter is your copy of the First Amendment to the JPA. Please review, and take the necessary steps to present to your respective council and return to me by February 21, 2014.

Sincerely,

---

Jeffrey C. Kearnan, Lieutenant  
San Mateo County Sheriff's Office  
Homeland Security Division and Area Office of Emergency Services  
(650) 599-1295  
Jkearnan@smcgov.org

Cc: Greg Munks, Sheriff

**First Amended  
Joint Exercise of Powers Agreement  
San Mateo Operational Area Emergency Services Organization**

This Agreement which supersedes in its entirety the San Mateo County Operational Area Joint Powers Agreement as revised on the 3<sup>rd</sup> day of April, 1997, which established the San Mateo Operational Area Emergency Services Organization, pursuant to the provisions of the Joint Exercise of Powers Act (Title 1, Division 7, Article 1, 6500 et seq. of the California Govt. Code), is by and between the County of San Mateo and those cities and towns within the County of San Mateo and other identified partners who become signatories to this agreement, and relates to the joint exercise of powers among the signatories hereto.

**RECITALS**

**Whereas** the Members want to establish a unified emergency services organization; and,

**Whereas** the Members agree that the purpose of this organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Management System (NIMS), Presidential Directive 8, the National Preparedness Goal and California's Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes; and,

**Whereas** the Members agree that the participants within this organization will include all local governments within the geographic area of the County, special districts, unincorporated areas, and participating non-governmental entities; and,

**Whereas** the Members agree that the collective goal is to provide coordinated plans for the protection of persons and property based on the four phases of emergency management, prevention, protection, response, and recovery; and,

**Whereas** the Members agree to provide support for certain communications systems, to include the Regional Public Alerting and Notification Systems, such as SMC Alert and TENS, as well as other Situational Awareness Tools; and

**Whereas** the Members are committed to cooperatively addressing the challenges of sustaining and managing a hazardous materials emergency response program; and,

**Whereas** the Members have the authority to enter into this Agreement under the Joint Exercise of Powers Act, California Government Code Section 6500 *et seq.* (the "Act").

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Members as herein contained, the Members agree as follows:

**Article I - GENERAL PROVISIONS**

**1.01 Purpose.**

This Agreement creates an entity to exercise the powers shared in common by its Members to engage in local and regional cooperative planning, coordination and delivery of services. As part of this Agreement purpose, Members seek to meet or enhance the current Emergency Response Planning and Management Capabilities within the Operational Area. Further, Members seek to support existing regional Public Information and Notification systems, and to continue to support

the regional hazardous materials emergency response program. Such purposes are to be accomplished and the Members' common powers exercised as set forth in this Agreement.

### **1.02 Creation of Authority.**

Pursuant to the Joint Exercise of Powers Act, the Members hereby create a public entity to be known as the "San Mateo Operational Area Emergency Services Authority" (the "Authority"). The Authority shall be a public entity separate and apart from the Members. The geographic jurisdiction of the Authority is all territory within the geographic boundaries of the Members; however the Authority may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

### **1.03 Membership in the Authority.**

Membership in the Authority is limited to public entities, as defined by the Joint Exercise of Powers Act, located or operating in San Mateo County that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Authority (including, but not limited to financial, personnel, equipment, or other resources), as approved by the Council

**1.04 Participating Members/Partners in the Authority.** Participation in the Authority is to ensure cooperative emergency planning and response, all participating members and partners are expected to attend all regular and special meetings of the Area Emergency Services Council, agree to active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this agreement. Each member jurisdiction shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in San Mateo County Emergency Managers Association Meetings and all other activities. Should the identified Coordinator change at any time during the year, the member jurisdiction shall notify the Director of Emergency Services within 30 days. If a member jurisdiction participates in a protection district contract relationship for the provision of emergency services, they are still required to name a local coordinator who will assure the continuity of communication between the member agency, the County Office of Emergency Services and the Emergency Services Council.

## **Article II- COMMON TERMINOLOGY**

**2.1 All-Hazards:** "Grouping classification encompassing all conditions, environmental or manmade, that have the potential to cause injury, or death; damage to or loss of equipment, infrastructure services, or property; or alternately causing functional degradation to societal, economic or environmental aspects. Annotation: All hazards preparedness ensures that if a disaster occurs, people are ready to get through it safely, and respond to it effectively. FEMA began development of an Integrated Emergency Management System with an all-hazards approach that included 'direction, control and warning systems which are common to the full range of emergencies from small isolated events to the ultimate emergency – war.'" (DHS, *Lexicon*, October 23, 2007, p. 1)

**2.2 Catastrophe:** An event in which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

**2.3 Community Emergency Response Team (CERT):** "Community Emergency Response Team" (CERT) training is one way for citizens to prepare for an emergency. CERT training is designed to prepare people to help themselves, their families and their neighbors in the event of a catastrophic disaster. Because emergency services personnel may not be able to help everyone immediately, residents can make a difference by using

the training obtained in the CERT course to save lives and protect property.” (DHS, *National Response Framework* (Comment Draft). DHS, September 10, 2007, p. 18)

**2.4 Command:** “Command comprises the IC [Incident Commander] and the Command Staff. Command staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO), in addition to various others, as required and assigned by the IC.” (DHS, *NIMS*, 2004, p. 13)

**2.5 Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

**2.6 Emergency Management:** As subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from or mitigate against threatened or actual natural disasters, acts of terrorism or other manmade disasters.

**2.7 Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county) or some combination thereof.

**2.8 Incident:** An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

**2.9 Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**2.10 Local Emergency:** The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

**2.11 Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107–296, 116 Stat. 2135 (2002).

**2.12 Mitigation:** Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**2.13 National Incident Management System (NIMS):** System that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

**2.14 National Response Framework:** This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

**2.15 Operational Area:** An intermediate level of the state emergency services organization, consisting of the County and all political subdivisions within the county area. In a state of emergency, the operational area shall serve as a link in the system of communications and coordination between the political subdivisions comprising the operational area and the Regional or State Emergency Operations Center.

**2.16 Preparedness:** Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

**2.17 Recovery:** The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting and development of initiatives to mitigate the effects of future incidents.

**2.18 Resources:** Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

**2.19 Response:** Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

**2.20 Standardized Emergency Management System:** The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

### **Article III - Authority of Members.**

#### **3.01 Composition of the Council**

The Authority shall be administered by the Emergency Services Council (the "Council") consisting of the following:

- a) A member of the San Mateo County Board of Supervisors, who shall be designated by the Supervisors.
- b) The Mayor of each City or, in the case of his/her inability to attend, an alternate may be selected by the City from the City Council to represent the jurisdiction.
- c) The Chair of the Emergency Services Council shall be the representative from the Board of Supervisors unless a majority of the Council vote to select another of their members to be the chair and an alternate vice-chair shall be selected by the Council by the membership.

#### **3.02 Minimum Recommended Training Requirements**

To ensure NIMS Compliance among the Authority the following training curriculum is being proposed.

- a) ICS-100: Introduction to ICS or equivalent
- b) FEMA IS 700.a: NIMS An Introduction
- c) ICS-402: Incident Command System (ICS) Overview for Executives/Senior Officials(G402)

#### **3.03 General Purpose of the Joint Powers Authority.**

The general purpose of the Authority is to:

- a) Provide structure for administrative and fiscal oversight;
- b) Identify and pursue funding sources;
- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all Committee activities.

#### **3.04 Specific Responsibilities of the Authority.**

The specific responsibilities of the Authority shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, Emergency Plans, programs and agreements, in addition to the basic agreements as determined necessary to carry out the purpose of the Emergency Services Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Emergency Services Organization. Upon review and approval of the annual budget by the Authority, each member shall recommend the budget to the governing body of



the county and each of the cities for the purpose of securing from each of the appropriations in accord with each party's identified allocation.

### **3.05 Meetings of the Authority.**

- a) Regular Meetings. The Authority shall approve a schedule for its regular meetings provided, however, that the Authority shall hold at least one regular meeting quarterly. The Authority shall fix the date, hour and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member.
- b) Special Meetings. Special meetings of the Authority may be called by the Chair.
- c) Call, Notice and Conduct of Meetings. All meetings of the Authority, including without limitation, regular, adjourned regular and special meetings, shall be noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 *et seq.* As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member.

### **3.06 Minutes.**

The Secretary shall cause to be kept minutes of the meetings of the Council and shall, as soon as practicable after each meeting, cause a copy of the minutes to be made available to each the Chair, the Members and other interested parties upon request. The audio recording of all meetings will be posted on the SMC OES Website.

The written minutes shall consist of a summary of the information provided to and any actions taken by the Authority.

### **3.07 Voting.**

All voting power of the Authority shall reside in the Council. Each Member shall have one vote. An alternate member may participate and vote in the proceedings of the Authority only in the absence of that alternate's member. No absentee ballot or proxy is permitted.

### **3.08 Quorum; Required Votes; Approvals.**

A majority of the Members (shall be one more than half) shall constitute a quorum of the Council for the transaction of business. The affirmative votes of a quorum of the Members shall be required to take any action by the Authority.

## **Article IV – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES**

### **4.01 Participating Partners.**

In order to ensure cooperative emergency planning and response, the following may be invited to attend, as non-voting members, all regular and special meetings of the Area Emergency Services Council, participate in the development of plans and training programs, and otherwise assist in supporting the implementation of this agreement:

- a) A representative of the American Red Cross to be appointed by the Chair with the approval of the Council.
- b) One representative each from the San Mateo County Fire Chiefs Association and the San Mateo County Police Chiefs Association as may be appointed by the Chair with approval of the Council.
- c) One representative for Water Districts as may be appointed by the Chair with approval of the Council.
- d) One representative for Sanitary Districts as may be appointed by the Chair with approval of the Council.
- e) One representative for Harbor District as may be appointed by the Chair with approval of the Council.

- f) One representative for the Port Authority as may be appointed by the Chair with approval of the Council.
- g) One representative for Transit District as may be appointed by the Chair with approval of the Council.
- h) One representative for Pacific, Gas and Electric Company as may be appointed by the Chair with approval of the Council.
- i) One representative for the Office of Education as may be appointed by the Chair with approval of the Council.
- j) One representative for the Hospital Consortium as may be appointed by the Chair with approval of the Council.
- k) One representative for the EMS Agency as may be appointed by the Chair with approval of the Council.
- l) One representative for the San Mateo Emergency Managers Association as may be appointed by the Chair with approval of the Council.

Should other interested parties be identified for participation, the Authority shall consider a written request for participation and may be appointed by the Chair with approval of the Council.

#### **4.02 Treasurer.**

The Treasurer and Tax Collector of the County of San Mateo shall be the Treasurer of the Authority.

The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Authority from whatever source, and shall have the duties and obligations set forth in the Joint Exercise of Powers Act. There shall be a strict accountability of all funds and report of all receipts and disbursements.

#### **4.03 Auditor.**

The Controller of the County of San Mateo shall be the Auditor of the Authority.

The Auditor shall perform the functions of auditor for the Authority and shall make or cause an independent annual audit of the accounts and records of the Authority by a certified public accountant, in compliance with the requirements of the Joint Exercise of Powers Act and generally accepted auditing standards.

#### **4.04 Legal Counsel.**

The San Mateo County Counsel shall be the legal counsel for the Authority. To the extent permitted by the Joint Exercise of Powers Act, the Authority may change, by resolution, the Legal Counsel of the Authority.

#### **4.05 Secretary to the Authority.**

The San Mateo County Office of Emergency Services shall provide a Secretary and administrative support to the Authority.

#### **4.06 Other Employees.**

The Authority shall have the power by resolution to appoint and employ such other officers, employees, consultants and independent contractors as may be necessary to carry-out the purpose of this Agreement. Those Officers of the Authority who have charge of, handle or have access to any property of the entity shall be designated by the Authority and shall file a bond in an amount to be fixed by the contracting parties.

#### **4.07 Administrative Committee.**

The Authority shall establish the Administrative Committee.

- a) The Administrative Committee shall consist of the County Manager, 4 City Manager/Administrators selected from among the city managers and city administrators of the participating cities, and a Board Member of the San Mateo County Emergency Management Association.
- b) The Administrative Committee shall be representative of the identified Zones within the County, to include North, Central, South and County. All participants shall be indentified at the beginning of each fiscal year. (June meeting)
- c) The Director of Emergency Services, as herein after established, who shall act as the Secretary, ex-officio.

The Administrative Committee reviews and makes recommendations to the Area Emergency Services Council on budgets, projects, work plans, training and exercise, collaborative planning efforts, and other policy issues that come before the Council.

#### **4.08 Director of Emergency Services.**

The Sheriff or his/her designee shall be the Director of Emergency Services. The Director will be responsible for the on-going operation and administration of the Area Office of Emergency Services including:

- a) Emergency Response- coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Plans and Operations- preparation, development, coordination, and integration of compatible and complimentary unified area wide emergency plans for approval by the State of California and adoption by the Council.
- c) Communications- coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning, and other situational awareness tools.
- d) Public Education and Information- coordination and support of an area-wide public education and information program.
- e) Training and Exercise- coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100CGC and volunteers. The member cities will be responsible for the training and exercise of their identified employees; however OES will provide needed support as requested.
- f) Grant Program Administration- coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.
- g) General Administration- coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.

The Director of Emergency Services shall be furnished with staff as is necessary, and authorized by the Council, to carry out the identified duties. The Director of Emergency Services is not the EOC Director unless the circumstances dictate so.

The Area Emergency Services Staff shall be civil service employees of the County of San Mateo and shall be appointed by the Sheriff. Necessary personnel, administrative, fiscal and logistic support shall be furnished by the County subject to reimbursement by the Emergency Services Council.

### **Article V – MUTUAL RESPONSIBILITIES**

**5.01 Emergency Preparedness and Planning Standards-** The county and cities shall each accept primary responsibility for the readiness within their respective jurisdictions and development of disaster preparedness plans which shall be compatible with and complimentary to the area-wide emergency planning and organization, formulated pursuant to this agreement.

As such, the following common preparedness responsibilities and basic measurement standards to insure a comparable level of readiness among all of the jurisdictions has been developed to include:

- a) Adopt an Emergency Operations Plan and Annexes, review and update no less than every three years
- b) Have a Local Hazard Mitigation Plan, internally reviewed annually and provide updates as required, and approved by FEMA. (Currently no less than every five years)
- c) Participate in the Op Area Multi-Year Training/Exercise Planning
- d) Use NIMCAST to report Readiness (a self assessment tool from Homeland Security)
- e) Adopt use of the Homeland Security Exercise and Evaluation Program
- f) Participate in Meetings and activities including the Emergency Managers Association
- g) Participate in Training and Exercises
- h) Prepare and maintain necessary plans and agreements to facilitate emergency sheltering

Each member of the Council shall report on the Standards annually at the September meeting to ensure all efforts towards compliance are being made.

**5.02 Training and Exercise-** A Training and Exercise Plan is a means to establishing a standard of readiness and initiates a basic knowledge and capability skill set. Full participation by JPA Member Emergency Managers and other Op Area stakeholders is important to developing a multi-year training program. An annual planning workshop is facilitated to put the plan together and accommodates the needs of the stakeholders. Full commitment and participation by the JPA Member Agencies and participating partners will also be expected in the annual exercise, in some capacity, to ensure the preparedness level of our Operation Area. Further, Members agree to support the NIMS compliance of each of their jurisdictions.

**5.03-Local Coordinator Responsibilities-** As all Members have joined this Authority with a commitment to engage in local and regional cooperative planning, coordination and delivery of services. Each jurisdiction will provide local support of the emergency management effort through staff with primary or secondary responsibilities that will include but are not limited to the following:

- a) Management/Coordination of the Local Emergency Operations Center (EOC) – (functional and support services)
- b) Provide liaison support to the Emergency Operations Center (EOC) Director or his/her designee in emergency or disaster situations.
- c) Participate with a Planning and Exercise Design Team as well as complete a 3-5 year Training and Exercise Program that is HSEEP compliant.
- d) Training various department personnel to establish and operate a department Operating Center (D.O.C.)
- e) Oversee the preparation and prepare and modify elements of the local Emergency Operations Plan and Disaster Recovery Plan to ensure compatibility with the Operational Area Emergency Operations Plan and Annexes.
- f) Develop relationships with representatives of local departments, public and private support and relief agencies, business, educational, homeowners' and other groups regarding emergency services; prepare specialized plans designed to meet the needs of various sections of the community.
- g) Prepare and disseminate training materials to ensure effective response in a disaster situation;
- h) Develop, train and maintain a Community Emergency Response Team (CERT) system

- i) Develop relationships with representatives of state and federal agencies; review legislation, regulations and other documentation to ensure that the City is in compliance with such regulations and avails itself of all financial and other resources.
- j) Respond to the Emergency Operations Center when it is activated; ensures that appropriate documents are available at the center and provides liaison and coordinative support as required.

**5.04 Operational Area Coordinator Responsibilities-** In addition to the roles and responsibilities identified in Section 4.08, The Director of Emergency Services will provide staff in direct support of the Local Coordinators. These Operational Area Coordinators are not intended to replace local staff as they do not have the required authority within local jurisdictions to operate as the primary coordinators. They will however provide the following services which include but are not limited to:

- a) Develop, review and update emergency operations plans.
- b) Develop, review and update detailed standard operating procedures, checklists and resource documents.
- c) Compile data and prepare program papers and progress reports for the jurisdictions served.
- d) Compile and review jurisdictional data in support of the annual Standards Review.
- e) Support a Planning and Exercise Design Team as well as complete a 3-5 year Training and Exercise Program that is HSEEP compliant.
- f) Act as information, education and/or resource officer for the jurisdictions served.
- g) Speak to civic groups, clubs, and organizations to promote emergency services programs encouraging public understanding and support.
- h) Work cooperatively with other office staff on area-wide projects and in training programs.

**5.05 Supplemental Operations Support –** In an effort to provide advanced training and to support emergency mutual aid during localized disasters/events, the Director of Emergency Services (Director) will pilot an Emergency Management Support Team (EMST). The desired end state of the EMST is to have a group of trained individuals who can support, not supplant or replace, local city/county EOC staff during isolated incidents. The recruitment, training and exercise schedule for EMST will be determined by the Director. Participation in and support of the EMST is completely voluntary by the Members; however, only those Members who participate in the EMST to the satisfaction of the Director will be entitled to receive no-cost support of the EMST upon request. In general, the number of participants on the EMST from Members will be based on population as follows:

Member population	Member staff on EMST
Under 25,000	1-2
25,000-100,000	2-3
100,000-250,000	3-5

Participation in the EMST does not guarantee a Member agency support during an incident; the Director will be responsible for evaluating the size/complexity of the incident and determining whether or not EMST members will be deployed.

## **Article VI – BUDGET and COST-SHARING**

In consideration of the mutual promises herein contained it is hereby agreed that the cost of maintaining the Area Emergency Services Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal “matching funds”, state grants, and other service revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
  1. The county shall pay 50% of the remaining balance.
  2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
    - i. One half of said 50% to be apportioned by people units or population.
      - a) Total population of all member cities divided into one-half of the total of the cities share of the budget equals a factor in cents.
      - b) Population of each member city times the factor in cents equals the share for each city.
    - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
      - a) Total assessed value of real and personal property in all member cities divided into one-half of the total of the cities share of the budget equals a factor in mils
      - b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city
- c) For the purpose of this agreement the total assessed valuation of real and personal property in all contracting cities shall be the most recent such total maintained by the offices of the County Assessor.
- d) The figures used for population in each city shall be determined by a method and from a source that is mutually acceptable to the majority of members.
- e) It is understood and agreed that the financial obligations incurred by the county and the member cities under the provisions of this agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the members representing 25% or more of the county’s population do not approve the budget in any fiscal year, the proposed budget will be referred back to the Area Emergency Services Coordinator and the Administrative Committee for revision and recommendation. If no resolution can be reached by the committee, the members may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any member shall be financially responsible for that portion of the budget unilaterally adopted. Any member which does not meet its financial commitment under an adopted budget will lose its voting status and such other privileges of membership as the Council shall determine.

## **Article VII-INSURANCE**

- a) The County shall add the Emergency Services Organization to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the agreement. Unless the Area Emergency Services Council decides otherwise, County shall provide for the defense of any claims or litigation within the \$250,000 self-insured retention. Legal representation by the County will ordinarily be provided by the County Counsel.
- b) Any out of pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County’s \$250,000 self-insured retention shall be shared by the parties in accordance with the formula as described in Article VI (b).

## **Article VIII- EFFECTIVENESS**

This agreement shall be effective upon its execution by all member cities and the Board of Supervisors. It is effective as to new members upon adoption and approval by the Area Emergency Services Council and by the new member's legislative body. This agreement shall continue in effect until terminated as provided herein.

## **Article IX - WITHDRAWAL AND TERMINATION**

### **9.01 Withdrawal by Members.**

- a) This agreement may be terminated as to any of the parties by written notice given by such party to all other parties which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective member may enter or re-enter the organization by petition to the Area Emergency Services Council by its governing body, and majority approval of the petition by the Area Emergency Services Council. Upon approval, the new member must agree in writing to all terms of this agreement.
- c) Should a jurisdiction withdraw after the start of a fiscal year, they will be responsible for the contribution as per the formula and no refund will be owed.
- d) Should a member give required notice, the contribution of that city funding will be divided equally by formula among the remaining cities.

### **9.02 Termination of Authority and Disposition of Authority Assets.**

This agreement shall terminate effective upon a vote of the Area Emergency Services Council by the County and by at least eleven (11) cities representing the majority of the population of the County. Upon termination of this agreement, title to all property acquired by the Area Emergency Services Organization or with any funds of the Area Emergency Services Organization shall remain with the County for use on a county wide basis. Surplus funds will be returned to each party in proportion to the contribution made.

## **Article X - MISCELLANEOUS PROVISIONS**

### **10.01 Notices.**

It shall be the responsibility of the Director of Emergency Services or his/her designee to ensure all notices are provided to members and posted in compliance with the legal requirements of the JPA.

### **10.02 Amendment.**

This Document will be reviewed for content no less than every five years.

### **10.03 Severability.**

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

### **10.04 Successors.**

This Agreement shall be binding upon and shall inure to the benefit of the successors of each Member.

### **10.05 Assignment.**

No Member shall assign any rights or obligations under this Agreement without the prior written consent of the Authority.

**10.06 Governing Law.**

This Agreement is made and to be performed in the State of California, and as such California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

**10.07 Headings.**

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

**10.08 Counterparts.**

This Agreement may be executed in counterparts.

**10.09 No Third Party Beneficiaries.**

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Members, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

**10.10 Filing of Notice of Agreement.**

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

**10.11 Conflict of Interest Code.**

The Authority shall adopt a conflict of interest code as required by law.

**10.12 Indemnification.**

The Authority shall defend, indemnify and hold harmless each Member (and each Member's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees), arising from or as a result of any acts, errors or omissions of the Authority or its officers, agents or employees.

Each Member shall defend, indemnify and hold harmless the other Members (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees), arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

**10.13 Dispute Resolution/Legal Proceedings.**

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Members and/or the Authority.

**10.14 Confirmation of Jurisdictional Authority.**

By signing this Agreement, the participating partners retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual partner's jurisdictional authority.

IN WITNESS WHEREOF, each Member has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:



Atherton	City Manager/Mayor	Date
Belmont	City Manager/Mayor	Date
Brisbane	City Manager/Mayor	Date
Burlingame	City Manager/Mayor	Date
Colma	City Manager/Mayor	Date
Daly City	City Manager/Mayor	Date
East Palo Alto	City Manager/Mayor	Date
Foster City	City Manager/Mayor	Date
Half Moon Bay	City Manager/Mayor	Date
Hillsborough	City Manager/Mayor	Date
Menlo Park	City Manager/Mayor	Date
Millbrae	City Manager/Mayor	Date
Pacifica	City Manager/Mayor	Date

Portola Valley	_____ City Manager/Mayor	_____ Date
Redwood City	_____ City Manager/Mayor	_____ Date
San Bruno	_____ City Manager/Mayor	_____ Date
San Carlos	_____ City Manager/Mayor	_____ Date
San Mateo	_____ City Manager/Mayor	_____ Date
South San Francisco	_____ City Manager/Mayor	_____ Date
Woodside	_____ City Manager/Mayor	_____ Date
County of San Mateo	_____ County Manager/President of the Board of Supervisors	_____ Date



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** January 8, 2014  
**RE:** Status of Site Restoration and Consideration of ASCC Recommendation to Allow Processing of Residential Development Plans, 18 Redberry Ridge, Douglass

### RECOMMENDATION

It is recommended that the town council receive this report on the status of site restoration at 18 Redberry Ridge (Douglass) in the Blue Oaks Subdivision and then act to allow the property owner to process architectural review and site development plans for the property subject to the conditions outlined at the October 28, 2013 ASCC meeting. This would allow the processing of development plans for the property through architectural review and site development approval, but actual release of permits would not occur until the ASCC again confirms the restoration efforts are continuing as anticipated. When this confirmation occurs, i.e., later this spring, the ASCC would provide a final recommendation to the town council as to timing for the actual release of permits to allow development efforts to proceed.

### BACKGROUND

As the council is aware, in late December 2012/early January 2013 unauthorized clearing occurred on the subject site including removal of significant trees and other vegetation in the town's open space easement. The town issued a notice of violation to the property owner (Douglass) and, after considerable interaction with Mr. Douglass, fines were imposed and paid (\$75,000) to the town and a site restoration effort is being implemented with the approval and oversight of the ASCC. Thus far, Mr. Douglass has paid all town costs associated with the site restoration effort and has placed deposits with the town to cover ongoing staff monitoring as well as a \$65,000 surety as a guarantee for the restoration project.

In March, the ASCC initially considered and approved the mandated site restoration plan and conducted a status review in October. The staff report and minutes from both of these meetings are attached for reference. At the October 28, 2013 ASCC meeting, the ASCC considered the September 24, 2013 year one monitoring report from Rana Creek, site environmental restoration consultant, and concluded that the restoration effort was proceeding as anticipated and that Mr. Douglass should be allowed to proceed with

processing of plans for site development. The specific ASCC findings and recommendations to the town council are set forth in the attached minutes from the October 28, 2013 ASCC meeting.

## **DISCUSSION**

The attached staff report and minutes from the October 28, 2013 ASCC meeting provide a complete discussion of the status of the site restoration process and the findings of the ASCC. Further, the 10/28/13 minutes contain the specific ASCC recommendations to the town council relative to allowing development plans to be processed at least to the permit approval stage. As noted in the minutes, the ASCC will be conducting additional site inspections as the plans are processed and will be preparing a final recommendation to the town council as to the timing of actual release of development permits.

It is also noted that at the October 28<sup>th</sup> ASCC meeting it was agreed that some additional planting and site work would be completed this fall and the work completion verified by a designated ASCC member. This work was completed, but the formal report from Rana Creek was only received on December 17, 2013. It is anticipated that the site check by ASCC Chair Breen will take place during the last half of December. The findings from this inspection will be reported to the town council at the January 8<sup>th</sup> meeting as the report and packet for that meeting had to be completed early due to the winter Holiday break.

## **FISCAL IMPACT**

As noted above, the costs for all staff work related to this site restoration effort have been covered by funds placed on deposit with the town by Mr. Douglass. In addition, agreements and guarantees are in place to ensure additional staff time will be paid by the property owner. As to costs for processing of any development plans, Mr. Douglass, as the applicant, will need to pay normal fees and deposits for all staff work and other costs associated with all aspects of the application review process.

## **ATTACHMENTS**

1. Staff report and minutes associated with March 25, 2013 ASCC meeting.
2. Final Site Restoration Plan, Rana Creek, March 28, 2013.
3. Staff report and minutes associated with October 28, 2013 ASCC meeting.
4. Year 1 Restoration Monitoring Report, Rana Creek, September 24, 2013
5. Kielty Arborist Report, September 26, 2013
6. November 1, 2013 letter from Rana Creek confirming actions committed to at 10/28/13 ASCC meeting.
7. December 16, 2013 letter from Rana Creek confirming completion of Fall planting as agreed to with the ASCC.

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

TCV

encl.  
attach.

- cc. Town Manager
- Town Attorney
- Applicant
- Assistant Planner
- Deputy Town Planner



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** March 21, 2013  
**RE:** Agenda for March 25, 2013 ASCC Meeting

**NOTICE:** A special ASCC field meeting has been scheduled for Monday, March 25, 2013 for consideration of plans that have been proposed for restoration and remediation of portions of 18 Redberry Ridge in the Blue Oaks Subdivision. The town has required the plans to be prepared and implemented to the satisfaction of the ASCC to address problems resulting from unauthorized tree and vegetation removal on the subject property. The field meeting will begin at 4:00 p.m. at 18 Redberry Ridge. The matter is discussed under **agenda item 5c., Douglass**. The Blue Oaks Homeowners Association has been sent notice of the site meeting. Also, as explained in the agenda comments, the residents at 14 Hawk View in Portola Valley Ranch have requested that the ASCC also consider views from their property after the 18 Redberry site inspection.

The following comments are offered on the items listed on the February 25, 2013 ASCC agenda.

### **5c. RESTORATION AND REMEDIATION PLANS, 18 REDBERRY RIDGE, DOUGLASS**

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As noted at the head of this memorandum, the subject matter is before the ASCC for review and approval of the following enclosed restoration and remediation plans for the subject Blue Oaks parcel that was impacted by unauthorized removal of significant trees and other plant understory around the end of December 2012 and/or early January 2013:

Draft Restoration Plan, 18 Redberry Ridge, Rana Creek, March 15, 2013  
 Sheet L1.0, Existing Conditions, 3/15/13, Thuilot Associates  
 Sheet L1.00, Irrigation Plan, Rana Creek, 3/15/13  
 Sheet L2.00, Rana Creek, 3/15/13

Provided with the Draft Restoration Plan is Kielty Arborist Report dated August 8, 2012. This is from the property owner's arborist. A follow-up report dated January 10, 2013 was prepared by the arborist after the tree cutting and two subsequent arborist reports were prepared in early March. One by Kielty dated March 4, 2013 and another by David Babby, Arbor Resources, dated March 8, 2013. All three of these "follow-up"

reports are attached. The Arbor Resources report was prepared for the town as part of the town's review of this matter. Also attached for reference is the notice of code violation that was sent to the property owner.

The following comments are offered to assist the ASCC review and act on this request.

1. **ASCC review and approval responsibilities, 3/25/13 field meeting.** The plan review will start with a 4:00 p.m. site session on Monday afternoon to view existing conditions and receive input from the property owner, habitat restoration consultant and project landscape architect. After the site review, the ASCC will continue to 14 Hawk View, in Portola Valley Ranch, to consider views from the residence of Linda Elkind. Some of her concerns are noted in the attached February 12, 2013 letter to the ASCC prepared when Ms. Elkind understood that the matter might be considered while she was not in town. Now, however, she is back from her travels and she has agreed to share her views to the subject property and will also be present at the start of the site meeting in Blue Oaks.

The objectives for the Monday meetings are for the ASCC to become informed of the site conditions and restoration plans and, hopefully, be able to act on the plans so that the restoration efforts can proceed. Any action would likely be conditional and some issues that may need conditions are discussed below.

2. **Background, code violation, etc.** The attached and enclosed materials, including the code violation letter, contain considerable background on the subject matter. We can provide more details on the background at Monday's meeting as may be needed. Some key points to note as part of plan review, however, are:

- Once the town was aware of the scope of the site clearing and disturbance, erosion control measures were required and installed to the satisfaction of the town public works director. These have been maintained as required by the public works director and would need to be maintained on an on-going basis to his satisfaction as part of any restoration plan approval. Appropriate guarantees for erosion control oversight by the town would need to be a condition of any action on the plan.
- The 18 trees removed, 15 of which are considered significant under town ordinance provisions, are all within the open space easement on the property. Further, some of the unauthorized work extended into the common open space easement area beyond the parcel and also onto the residential parcel to the west, i.e., Lot 16. The open space easements are shown shaded on the attached vicinity map and also identified on the enclosed restoration plan maps, including the map from the project arborist. The open space easement areas are all to the benefit of the town and there are violation provisions in the easement documents.
- The EIR for the Blue Oaks project included a detailed visual analysis that was used to partially determine the building envelopes for each lot, and development standards. This analysis also contributed to the identification of open space easement areas including those on and adjacent to the subject site. The loss of trees and tree canopy needs to be considered once house plans for the site are prepared, and this will require a detailed visual analysis so that conclusions can

be reached relative to the final plans being consistent with the EIR analysis. At that time, and based on a detailed visual analysis, the ASCC may need to require more tree screen or house plan adjustments to ensure conformity with the environmental review and approval for the Blue Oaks project. Hopefully, any restoration planting efforts would be in place and reasonably established when the house review plan process is underway.

- The town council continues to keep track of the code violation and restoration process and is looking to the ASCC to advise the council as to the acceptable timeline for vegetation planting and establishment. In terms of establishment, the issue is when the planted materials would be in place with high potential for survival. This would help determine when the code violation is acceptably addressed and when it might be possible to lift the limitation on processing of plans for any new house project.
- Based on data in the Rana report, the replacement trees need to be planted in Spring and the understory materials and grass plugs in December. Thus, the restoration planting would not be completed until the end of this year. The report states that the critical periods for plant establishment are the first year for shrubs and two years for trees. Thus, it appears from the Rana data that it will take at least until the spring of 2015 to be certain all plant materials are essentially in good shape. Therefore, the ASCC may want to recommend that house plans not be considered by the town until late 2014 and that any building permit not be released until the spring of 2015, with the understanding that Rana provide a report prior to release advising on the status of all plantings.

While the above comments provide background they also offer suggestions and concerns for the ASCC to consider in reviewing the proposed plans.

3. **Restoration proposals.** For the most part, we support the proposed restoration plans. We, along with ASCC member Breen, did review a draft plan and provided comments as set forth in the attached March 15, 2013 email. Most of these have been addressed with the enclosed plan. The planting of additional trees has not, however, been included in the plan revisions and the project team will explain why at the ASCC meeting. In any case, the town would have the ability to require additional screen planting based on a detailed visual analysis as discussed above and, as the ASCC has done in the past, such additional planting could be required prior to release of any building permits.

The restoration plans have also been referred to the conservation committee for input to the ASCC. We understand that the conservation committee will be represented at the March 25<sup>th</sup> ASCC meeting.

4. **Approval conditions and provisions.** Many issues relative to possible conditions are discussed above. One additional matter is that based on a final, detailed implementation plan, the property owner should be required to post a bond or other surety to the satisfaction of the town planner, public works director and town attorney guaranteeing the plantings, replacement, maintenance, erosion control, and covering all town costs associated with monitoring and oversight of the plan implementation process.



Prior to acting on the proposed plans, the ASCC should consider the above comments and conduct the site meeting and consider the information gained at the meeting and as well as any data provided at the regular evening ASCC session. Further, the town council would be looking to the ASCC to identify the time frame that will be needed to ensure that the restoration planting is firmly established with minimum risk for plant survival.

TCV

encl.  
attach.

cc. Planning Commission Liaison  
Town Council Liaison  
Town Manager  
Mayor  
Applicants  
Assistant Planner  
Interim Planning Manager

**Architectural and Site Control Commission** **March 25, 2013**  
**Special Site Meeting, 18 Redberry Ridge, Douglass, and**  
**Regular Evening ASCC Meeting, 765 Portola Road, Portola Valley, California**

Chair Breen called the special site meeting to order at 4:04 p.m. at 18 Redberry Ridge.

**Roll Call:**

ASCC: Breen, Clark, Hughes, Koch, Ross  
 Absent: None  
 Planning Commission Liaison: Von Feldt  
 Town Council Liaison: Aalfs  
 Town Staff: Town Planner Vlasic, Interim Planning Manager Padovan,  
 Assistant Planner Borck

Others\* present relative to the Restoration Plans for 18 Redberry Ridge:

David Douglass, applicant  
 Nannette LaShay, applicant\*\*  
 Paul Kephart, Rana Creek Habitat Restoration  
 Stefan Thuilot and Kim Yeo, project landscape architects  
 Tom Carrubba, project architect  
 George Salah, Lot 14 Redberry Ridge, Blue Oaks  
 Judith Murphy and Jane Bourne, Conservation Committee  
 Joy Elliott, Blue Oaks Homeowners Association  
 Linda and Jerry Elkind, 14 Hawk View  
 Dave Boyce, Country Almanac

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 \*Others may have been present during the course of the site meeting but did not formally identify themselves for the record.

••Ms. LaShay joined the site meeting at approximately 5:10 at 14 Hawk View.

**Restoration and Remediation Plans, 18 Redberry Ridge, Douglass**

Vlasic presented the March 21, 2013 staff report on the subject request for ASCC approval of site/habitat restoration plans to mitigate for unauthorized tree and plant removal. He briefly reviewed the background on the matter and noted that the focus of the site meeting and ASCC review should be on the current status of the site and the efforts that would need to be implemented to complete appropriate site restoration and remediation. Vlasic advised that ASCC review is needed pursuant to the provisions of the site development ordinance and Blue Oaks PUD. He also commented that the town council is seeking ASCC recommendations relative to the time frame for habitat restoration and when it would be acceptable for the town to consider any plans from the property owner for residential site development. He explained that this is related to provisions in the code violation letter sent to Mr. Douglass by the town.

Vlasic stressed that the town manager and town council were dealing with the code violation matter and also any penalties that might be imposed relative to violations of the provisions of the open space easement. He noted that the ASCC review is not associated with the violation issues and is only to focus on the restoration and remediation plans.

Vlasic advised that after the property inspection, at the request of Mr. and Mrs. Elkind, the site meeting should continue at 14 Hawk View to consider views to the site from Portola

Valley Ranch properties. He added, that after this review, ASCC plan consideration should be continued to the regular evening ASCC meeting.

Paul Kephart, Rana Creek Habitat Restoration, presented the following restoration and remediation plans:

Draft Restoration Plan, 18 Redberry Ridge, Rana Creek, March 15, 2013  
 Sheet L1.0, Existing Conditions, 3/15/13, Thuilot Associates  
 Sheet L1.00, Irrigation Plan, Rana Creek, 3/15/13  
 Sheet L2.00, Rana Creek, 3/15/13

Also available for reference were the following arborist's reports:

- Kiely Arborist Report dated August 8, 2012 prepared by the property owner's arborist and two supplemental reports from this arborist completed after the unauthorized tree and vegetation removal. These supplemental reports are dated January 10, 2013 and March 4, 2013.
- David Babby, Arbor Resources, peer review report dated March 8, 2013. It was noted that this report was prepared for the town as part of the town's review of this matter and basically concurs with the findings in the supplemental reports from the property owners' arborist.

Mr. Kephart and Mr. Thuilot led all present on an inspection of site conditions and explained the proposed restoration plans. They and Vlasic identified the conditions along the property's access panhandle, the extent of the disturbed area, and the limits for both the building envelope and open space easement area. Mr. Kephart described the current habitat conditions and the proposed restoration effort. During the course of the site discussion, the following comments and clarifications were offered:

- The time frame for planting presented in the 3/15 restoration plan and summarized in the staff report can be changed to include the understory and native grasses installed this spring at the same time as the tree planting. The property owner is willing to have the plants installed as soon as possible and is already under contract with Rana Creek to fulfill the plan implementation and five-year monitoring provisions, including temporary irrigation, removal of invasive materials, etc.
- The trimmed oaks are already sprouting significant new growth and understory planting is already responding vigorously as was expected and hoped for. There was minimal soil disturbance and the soil environment is in good condition for regrowth and new plantings. In response to a question, it was explained that none of the remaining stumps would be removed and that they would be allowed to re-sprout adding to the anticipated understory recovery.
- In response to a question, it was agreed that a madrone tree would be an appropriate addition to the restoration plan.
- In response to a question, it was noted that the plants to be used would either be from Rana Creek's nursery or from more local nursery sources and that only certified plants would be used and personally selected by Rana Creek staff to ensure appropriate integration with the native site conditions.

- It was stressed that while the current plan calls for some 48" box size oaks, these will likely be downsized to a maximum of 36" box size. This is the case because the smaller trees can more easily be planted and it is essential that the planting process cause as little impact on the site's topsoil conditions as possible. Further, over time, the smaller trees will survive and grow as well if not better than a larger box size. In any case, Rana Creek will fully oversee the selection and installation of the tree planting.
- All weed and invasive plant removal will be by hand and not mechanical equipment.
- While the number of replacement trees are a few less than the trees removed, they have been selected and located to ensure optimal planting and growth environments. More trees could be added, but this would not necessarily ensure more habitat restoration than would be achieved with the proposed number of trees.
- In response to a question, it was noted that while the Rana Creek contract is for only the disturbed area shown on the plans, it would be modified to include control/management of invasive materials over the entire Douglass property, including the access panhandle.
- In response to a question, it was noted that no signs of sudden oak syndrome (SOD) had been found on the site, but it was acknowledged that a full investigation of the bays and other trees downhill and to the north of the site had not been conducted. It was explained that this was not of major risk to the restoration area or site, but that Rana Creek would make necessary checks to ensure that any potential risk from SOD is assessed and protective measures taken as necessary. This would also include inspection and cleaning of any vehicles or equipment used in the planting, management or maintenance efforts.
- In response to a question, it was noted that the understory plants would be managed to ensure that they are in the best location to ensure survival. This includes the placement of new plants both for their best environment and ensuring the existing understory regrowth is protected with, for example, shade from new plantings.
- In response to a question, it was noted that the proposed temporary irrigation system could be easily relocated as necessary to accommodate any plans for house development within the building envelope.
- Relative to the trimming of the top of the bay trees in the open space easement north of the Douglass property, Kephart advised that while any cut main trunk extensions would likely not return, there would be extensive growth of a number of new leaders that would in time fill in much of the lost higher canopy.

Relative to time of regrowth and new growth, assuming all planting is installed this spring, Mr. Kephart advised that he felt confident that after six months there would be significant site recovery and restoration. He added that there would be Rana Creek reports completed after the planting and then after the first six months to ensure that recovery and restoration is proceeding as expected.

Public input was requested and the following comments offered (i.e., beyond the responses to questions provided above):

**George Salah** advised that there had been no disturbance or vegetation removal on the upper part of the site including most of the building envelope area and the area between the building envelope and his property boundary.

**Joy Elliott** advised that the HOA was reviewing the matter to determine what, if any, actions it wanted to take, beyond those of the town, to ensure proper site restoration.

**Linda Elkind** wondered about the mix of oak trees and if Blue Oaks might be added to the palette.

Vlasic advised that prior to any restoration work for the disturbed areas off of the subject property, i.e., on the adjacent Border's site and in the common Parcel A open space easement area, the neighbors and Blue Oaks HOA would need to grant approval for the off site work.

At approximately 5:00 p.m., the onsite inspection concluded and it was agreed that the field meeting would continue at 14 Hawk View as soon as ASCC members could convene at the site. Clark advised he had viewed conditions recently from the Elkind property and would not now continue to that site. Koch advised that she also could not join the continued meeting at 14 Hawk View.

At approximately 5:15 ASCC members Breen, Hughes and Ross convened at 14 Hawk View. They were joined by the following persons:

Linda and Jerry Elkind  
 David Douglass  
 Nannette LaShay  
 Paul Kephart  
 Stefan Thuilot and Kim Yeo  
 Tom Carrubba  
 Judith Murphy  
 Joy Elliott  
 Steve Padovan  
 Carol Borck  
 Tom Vlasic

From the rear deck of the Elkind home views were considered to 18 Redberry. Mr. and Mrs. Elkind provided photos showing the site during the unauthorized vegetation removal. They offered that considerable canopy screening views had been removed, but also advised that there were generally pleased to see the restoration effort now being proposed.

After the site meeting ASCC members thanked the applicants, others for their participation. Thereafter, ASCC project consideration was continued to the regular evening ASCC meeting.

### **Adjournment**

The special site meeting was adjourned at 14 Hawk View at 5:30 p.m.

**Architectural and Site Control Commission** **March 25, 2013**  
**Regular Evening Meeting, 765 Portola Road, Portola Valley, California**

Chair Breen called the regular meeting to order at 7:30 p.m. in the Town Center historic School House meeting room.

**Roll Call:**

ASCC: Breen, Clark, Hughes, Koch, Ross

Absent: None

Planning Commission Liaison: Von Feldt

Town Council Liaison: Aalfs

Town Staff: Town Planner Vlastic, Interim Planning Manager Padovan  
 Assistant Planner Borck

**Oral Communications**

Oral communications were requested, but none were offered.

**Restoration and Remediation Plans, 18 Redberry Ridge, Douglass**

Vlastic presented the March 21, 2013 staff report and then summarized the events of the afternoon site meeting on the project. (Refer to above site meeting minutes that include a complete listing of the proposed site habitat restoration plans and materials.) He reminded the ASCC members that they are being asked to approve the habitat restoration plan and also advise the town council on the time schedule for installation of materials and when it might be appropriate for the town to release the code violation citation and allow for the property owner to pursue plans for residential development of the site.

Vlastic noted that once house plans are actually considered the ASCC would likely be in a better position to know if additional screen planting near or in the building envelope will need to be installed and that the sooner such planting can be installed the sooner the screen canopy could be in place.

Mr. Douglass, Ms. LaShay, Paul Kephart and Stefan Thuilot presented the plans to the ASCC and offered the following comments in addition to those shared at the site meeting:

- The Rana Creek five-year contract will be modified to include control of invasive plants over the entire site for the duration of the habitat restoration effort.
- The approval of the neighbors and HOA for the off site work will be sought.
- If the new plant materials are installed this spring, they should be well established in October, and it is recommended that the ASCC conduct a meeting at that time to verify that materials are in place and “thriving.” Hopefully, this will allow for the ASCC to recommend to the council that the property owner could proceed with the town review of plans for a new house project on the site.
- The restoration plans will be modified to reflect the clarifications offered at the site meeting and any other conditions the ASCC feels need to be addressed with the restoration effort. The property owner is fully committed to implement the site restoration plan as deemed necessary by the town under the guidance of Rana Creek professionals.

- Madrones will be incorporated into the revised plans as recommended at the site meeting.
- In response to a question, it was noted that deer protection would likely include use of temporary screens around plants.

Public comments were requested and the following offered:

**Linda Elkind, 14 Hawk View**, thanked the ASCC for conducting the site meeting and also thanked Mr. Douglass for the efforts being made for site restoration including the involvement of the “experts” from Rana Creek. She also submitted the photos shared at her house during the site meeting for consideration by the ASCC members not present at her home. She also expressed concern over future treatment of understory for fire protection and need for careful supervision during the long-term management process.

**Alex Von Feldt, planning commission liaison**, wondered about the “watershed” source for the seeds to be used in the restoration process. (Kephart advised it would either be the Rana Creek nursery or from a local “watershed” source.)

**Judith Murphy, conservation committee**, again expressed concern over potential SOD risk. (Kephart reiterated his comments from the site meeting and also discussed site soils conditions and how these factor into the resistance to SOD.)

ASCC members then discussed the plans and found them generally acceptable subject to the clarifications offered at the site and evening meetings. The following additional comments were offered:

- Support the idea of adding madrones to the proposed tree plantings and also use of the smaller size trees.
- The plantings should be installed as soon as possible with the hope that they will establish in the time frame anticipated by Rana Creek. This will permit the house plan process to proceed so that if additional screen planting is necessary it can also be installed relatively soon and managed by the site restoration team. In this way, the replacement of the anticipated screening can move ahead as quickly as possible.
- The plans need to include provisions for continuing erosion control and specifically provide for repair of the small slippages that are taking place on the swale slopes between the subject site and the Border’s property.
- Precautions to ensure protection from SOD need to be taken and incorporated into the plan documents.
- A conversation should be initiated with Acterra relative to local sourcing of plants and seeds.
- The plans should make provisions for some acorn planting in the fall of 2013.
- Detailed photo documentation should be initiated now and continue over the restoration and management period.

Mr. Douglass and Mr. Kephart concurred with the additional comments and suggestions offered by ASCC members.

Following discussion, Ross moved, seconded by Hughes and passed 5-0 approval of the proposed habitat restoration plan subject to following conditions to be addressed, unless otherwise noted, prior to the release of permits for the start of the restoration work:

1. The restoration plan shall be revised to the satisfaction of planning staff and a designated ASCC member to incorporate the clarifications and modifications as discussed and agreed to by the applicant at the site and evening ASCC meetings. This shall include the completion of all plantings during the spring period and provision for timely reports to the town by Rana Creek relative to the completion of planting and monitoring of site and plant conditions over the five-year period as set forth in the restoration plan.
2. A detailed planting schedule shall be provided with the revised plan setting forth by specific date when the irrigation system and plantings will be installed and the Rana Creek professionals to be on site to oversee the planting and other site restoration work. Contact data for the professionals shall be provided to town staff and the contact person or the property owner shall make the town aware of any necessary changes in schedule once a final schedule has been approved and authorizations for work granted.
3. A cash deposit or other surety shall be provided to the satisfaction of the town attorney, town planner, and public works director guaranteeing the plantings, including their maintenance and replacement, site erosion control, and covering all town costs associated with monitoring and oversight of the plan implementation process for the five year period set forth in the restoration plan. The surety shall be released upon town acceptance of the final Rana Creek monitoring report confirming that the restoration project has been completed consistent with the objectives set forth in the final restoration report documents.
4. At the second regular October 2013 ASCC meeting (i.e., October 28, 2013 or closest meeting to that date if the second October meeting has to be cancelled) the ASCC shall conduct a site inspection to determine if the plant materials have been established at the site and are "thriving" as anticipated in the Rana Creek report and the 3/25/13 presentations to the ASCC. Based on this inspection, the ASCC shall determine if a recommendation shall be forwarded to the town council relative to the code violation matter and timeframe to permit the property owner to pursue plans for residential site development with the town.

ASCC members concurred that if the October inspection confirms site conditions are acceptable and consistent with the basic objectives of the restoration effort, the ASCC would support allowing building plans to be processed so that judgments could be made relative to the need for early installation of additional, house plan specific, screen planting.

T. Vlasic



# Final Restoration Plan

For

**Douglass-LaShay Property  
18 Redberry Ridge  
Portola Valley, California**



Prepared

By

Rana Creek



March 28, 2013

Revision 2

**FINAL RESTORATION PLAN**  
**Douglass-LaShay Property**  
**18 Redberry Ridge, Portola Valley, California**

**March 28, 2013**  
**(Revision 2)**

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**APPENDIX B** – ARBORIST’S REPORT

## 1.0 INTRODUCTION

This Final Restoration Plan (Plan) has been prepared for the residential property located at 18 Redberry Ridge (Road) in Portola Valley, San Mateo County, California. . Restoration of oak woodland and sage scrub/chaparral plant communities on site has been required by the Town of Portola Valley planning department and the Architectural and Site Control Commission (ASCC) due to unauthorized vegetation clearing and tree removal on the property. This Plan specifies the appropriate materials, methods, timing, maintenance, and monitoring procedures required for replacement of oak trees and restoration of the native plant communities on site. The draft versions of the Plan dated March 8 and March 15 have been revised to incorporate comments from the Town of Portola Valley planning staff and the results of the March 25, 2013 site meeting.

### 1.1 Goals

The primary goals of this Plan are as follows:

- Replace native oaks lost as a result of the unauthorized tree removal;
- Recover native vegetation, including herbaceous understory and shrubs, lost as a result of unauthorized clearing;
- Restore the natural aesthetic character of the disturbed area consistent with surrounding native plant communities;
- Reduce visual impacts caused by the loss of screening vegetation;
- Control erosion; and
- Control invasive, non-native plants on the entire property.

### 1.2 Responsible Party and Funding

The person responsible for funding the tree replacement and habitat restoration is:

- Mr. David Douglass – property owner

Mr. Douglass is currently under contract with Rana Creek to prepare and implement this restoration plan and has provided a 15% retainer. A copy of the signed agreement between Rana Creek and Mr. Douglass shall be submitted to the Town of Portola Valley in order to verify retainage and to act as surety against all required work in this Plan.

### 1.3 Site Description and Project Background

The site is an approximately 2.1-acre undeveloped parcel located at the end cul-de-sac of Redberry Road. Two adjacent residential parcels and homes are located towards the southwest (16 Redberry) and southeast (19 Redberry), also on the cul-de-sac of Redberry Road. Approximately one third of the property, down slope from the proposed building site, lies within an open space easement. The site is situated on a moderate slope that constitutes the northern end of a north-trending ridge at elevations between approximately 800 and 845 feet above mean sea level. The slopes on site are primarily

north-facing, with lesser areas of northwest and northeast-facing slopes. The head of a minor ephemeral drainage trends northwest along the western edge of the parcel.

### 1.3.1 History of Disturbance

Approximately three months prior to the date of this report, a contractor hired by the property owner removed 18 mature native trees, including heritage oaks, and cleared approximately 0.8 acre of native oak woodland understory vegetation and approximately 0.2 acres of chaparral/sage scrub. Prior to tree removal and clearing, the area was characterized by groves of mature valley oaks (*Quercus lobata*), coast live oaks (*Quercus agrifolia*), and black oaks (*Quercus kelloggii*) with an understory of shrub and herbaceous vegetation. Most vegetation was cut at or just above the soil surface, leaving root masses and topsoil undisturbed over most of the affected area. However, some areas of barren soil were created during the clearing work, most notably in the southwestern corner of the site, in the vicinity of the minor drainage.

A neighbor with a view of the site noticed the tree removal and vegetation clearing activities and reported their concerns to the Town of Portola Valley authorities. Portola Valley planning staff communicated to the property owner via a formal notice of violation, dated March 6, 2013, that tree replacement and restoration would be required. In addition, the planning department required the property owner to install temporary erosion control measures in areas of soil disturbance.

The property owner installed straw mulch and wattles during early winter 2013 and retained Thuilot Associates, the project Landscape Architect, to prepare a restoration plan. The preliminary restoration plan, dated February 7, 2013, provided a planting plan for replacement oaks and understory plantings. The preliminary plan divided the disturbance/restoration area up into four zones:

**Table 1 – Impact and Restoration Areas**

Zone	Plant community	Area (square feet)
Area A	chaparral/scrub & ephemeral drainage	10,102
Area B	oak woodland	14,418
Area C	oak woodland	17,959
Area D	oak woodland/meadow ecotone	8,475

## 1.4 Local Agency Review

The Town of Portola Valley planning department and the ASCC have reviewed the previous versions of this plan, dated March 8 and March 15. In addition, a site meeting and ASCC public meeting were completed on March 25, 2013, which resulted in additional feedback and revisions to the restoration approach. Relevant points from the March 25 site meeting are listed below and have been incorporated into this final Plan:

- Replacement trees should be of a relatively smaller size (24-inch box oaks, 15-gallon madrones) that can be handled with minimal help from heavy equipment in order to prevent further damage to recovering vegetation and topsoil.
- Replacement trees to include madrone in addition to black oaks and coast live oaks.
- All invasive weeds are to be removed from the entire site without herbicides.
- Cut stumps are to remain on site.
- New plantings are to be USDA tested free from disease, including sudden oak death.
- Protection from deer browse is to be provided.
- The responsible party/property owner must obtain written approval from the neighbors (Borders) before restoration work is performed on the neighboring property.
- Photo-documentation of the restoration process and a report are to be provided.
- The ASCC and Town of Portola Valley will inspect the restoration plantings during October 2013 and determine the status of review.

## 1.5 Existing Conditions

Rana Creek staff performed a site visit on March 5, 2013 in order to document existing conditions and evaluate the plant community on and adjacent to the site. Site observations revealed that the majority of the affected area is mixed oak woodland (Areas B and C). Mature black oaks, valley oaks, and coast live oaks make up the majority of the canopy. Other tree species found include madrone (*Arbutus menziesii*), buckeye (*Aesculus californica*), and California bay (*Umbellularia californica*).

In Areas B and C, the understory appears to have been a mix of herbaceous and shrub vegetation. Dominant herbaceous plants include creeping snowberry (*Symphoricarpos mollis*), coyote mint (*Monardella villosa*), yerba buena (*Satureja douglasii*), common yarrow (*Achillea millefolium*), and mugwort (*Artemisia douglasiana*), while woody shrubs include oceanspray (*Holodiscus discolor*), sticky monkey flower (*Mimulus aurantiacus*), and coyotebrush (*Baccharis pilularis*). Several individuals of the highly invasive French broom (*Genista monspessulana*) are also found near the down-slope portion of Area B and C.

Area D, which is located near the upper portion of the slope at the edge of the oak woodland consists mainly of annual grasses and herbaceous understory plants including hounds tongue (*Cynoglossum grande*) and iris (*Iris* sp.). This is a transitional zone between oak woodland and a meadow area with little evidence of woody shrub vegetation (i.e. cut stumps, woody debris).

Area A occupies an exposed area at the head of the small ephemeral drainage, which is occupied by sage scrub and chaparral species. Dominant plants in Area A are coyotebrush, buckbrush (*Cercocarpus betuloides*), poison oak (*Toxicodendron diversilobum*), deerweed (*Lotus scoparius*), needlegrass (*Stipa* sp.), pitcher sage (*Lepechinia calycina*), and manzanita (*Arctostaphylos* sp.). The channel of the drainage

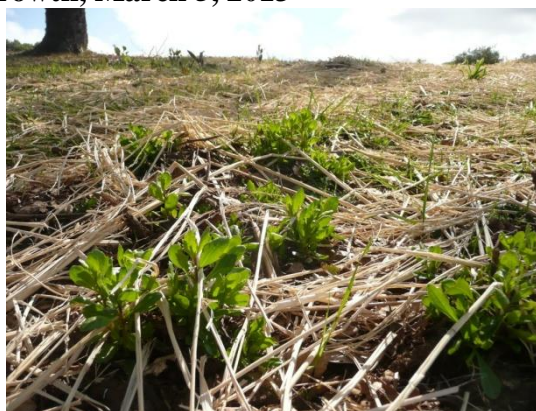
is dominated by coyotemint (*Monardella villosa*), creeping snowberry, poison oak, and maidenhair fern (*Adiantum jordanii*).

At the time of the March site visit, it was observed that the majority of the site exhibited excellent natural recovery and regrowth of the understory. This is due to the fact that removal of understory vegetation did not remove root masses or significant quantities of topsoil. Many understory species and shrubs had already begun sprouting new growth from root masses or crowns as shown in the photographs below. However, tree removal did involve stump grinding and complete removal of oak tree root masses at several locations. Although not evident from site observations, an undetermined quantity of shrub root masses may also have been removed.

### Site Photographs Showing Understory Regrowth, March 5, 2013



Mugwort



Coyotebrush



Buckbrush



Wild Rose

## 2.0 PLAN IMPLEMENTATION

The following subsections describe the habitat restoration activities that will be required to ensure that the affected area is properly restored. Restoration implementation is anticipated to occur during spring 2013. Due to the re-growth of existing native vegetation observed on site, the most important factors to consider during restoration will be to:

- minimize additional disturbance, allow existing vegetation to re-grow from root masses;
- control invasive weeds; and
- re-establish native vegetation in areas of bare soil and/or weed infestation

In addition, replacement planting of oaks and madrone to compensate for the loss of the removed heritage oaks and their screening effects will be a key component of the restoration plan.

## 2.1 Site Preparation

Although the unauthorized tree removal and vegetation clearing has disturbed topsoil in certain areas of the site, no grading or topsoil removal has occurred. Therefore, site preparation for restoration activities should minimize further soil disturbance. Site preparation shall focus on control of the dense patches of non-native weeds that have colonized disturbance areas in order to prevent spread into adjacent areas. Weeds shall be controlled during spring 2013, before weeds are allowed to mature and set seed. Site observations found that the dominant weeds in need of control are Italian thistle (*Carduus pycnocephalus*) and French broom. Weed control will continue for the duration of the maintenance and monitoring period (see Section 2.4).

## 2.2 Temporary Irrigation System

Prior to plant and tree installation, a temporary above-ground irrigation system will be installed. The purpose of the irrigation system is to ensure restoration plantings and replacement trees are sustained throughout the first summer dry season. Box oaks may also require supplemental irrigation during the second summer dry season (2014).

It is anticipated that the existing fire hydrant located at the cul-de-sac of Redberry Road will be used to supply water to an approximately 1,200-gallon storage tank. The storage tank will be situated temporarily near the proposed building site near the southern property boundary. Above ground PVC lines will supply drip irrigation to the box trees via gravity flow. Hose bibs and isolation valves will be located at various locations along the PVC lines in case other plantings are in need of periodic irrigation (see Sheet L2.00, Irrigation Plan). Supplemental irrigation during the establishment period should generally occur as follows:

- Box oaks: Immediately after planting. Monthly during summer and fall or during winter drought of Years 1 and 2 only. Discontinue irrigation after Year 2.
- Container shrubs and trees: Immediately after planting. Irrigate only as needed. Monthly during summer and fall if initial planting does not occur during the ideal winter planting period.
- Herbaceous plugs: Immediately after planting and weekly during summer and fall if initial planting does not occur during the ideal winter planting period.

The project biologist may recommend that supplemental irrigation be discontinued based on monitoring inspections.

## **2.3 Planting**

Plant material has been specified based on the native species that were observed on or adjacent to the site with preference given to species with a proven record on restoration sites. Only native plants, supplied by a Central California nursery, shall be allowed. Although horticultural cultivars may be used in the traditional landscape and the transition zones around the residence, no horticultural cultivars of native species are to be used in the habitat restoration areas. Restoration planting is intended to replicate the given plant community of each zone, as described in Table 1. The project biologist and/or project Landscape Architect will inspect nursery material for quality prior to planting.

### **2.3.1 Replacement Oaks**

A total of 13 large-container oak trees shall be planted within Area B and C in order to compensate for the loss of the heritage oaks at a 1:1 replacement ratio. In addition, three large-container madrones will be planted within Area C. Replacement oaks will be delivered to the site during spring 2013 and will be transported from the street to the restoration area shown on Sheet L1.00 using a track-mounted excavator or similar piece of heavy equipment. Replacement oak planting locations shall be staked and verified by the project Landscape Architect prior to installation. Replacement oaks and madrones shall be of a minimum 24-inch box container size.

Large container trees that are located near the bottom of the slope in Area C shall be excavated and planted by hand in order to avoid further damage to the site by heavy equipment travelling up and down the steep slopes. Planting locations near the top of the slope may be excavated mechanically. Oaks shall be placed into the excavations and set so that the base of the trunk is level with existing grade. After correct placement has been achieved, the box shall be removed and native backfill placed and hand compacted around the root ball. Large oaks shall be deeply watered within the watering basin immediately after planting.

### **2.3.2 Other Shrubs and Understory Species**

Native shrubs and understory species as well as perennial grasses, will be planted in areas of the site where clearing activities have left barren soil or where additional disturbance has occurred during installation of replacement box oak trees. Plantings shall conform to the plant species list shown on Sheet L.200. Substitutions may be made at the discretion of the project biologist depending on availability of nursery stock. Planting locations will be determined in the field, based on conditions at the time of planting. Plantings will be focused in areas of disturbed soil where re-growth is minimal or in areas where weed control has occurred and soils have been exposed. Plants should be placed in a random, natural pattern and should be set in the ground so that their crowns are even with or slightly above existing grade. Shrub plantings should have a watering basin around each plant.



### **2.3.3 Erosion Control**

Additional soil disturbance caused by installation of replacement oaks shall be protected by temporary erosion control measures consisting of rice straw mulch and straw wattles as needed between October 1 and April 30. Once sufficient vegetative cover has become established, temporary erosion control measures may be removed.

### **2.3.4 Protection of Existing Oaks**

Restoration installation and maintenance activities are not anticipated to affect the existing oaks on site. However, in order to ensure existing oaks are protected, the applicable portions of the Tree Protection Plan described in the project Arborist's report (Kielty Arborist Services, August 8, 2012) shall be followed. A copy of the Arborist's report is provided as Appendix B for reference.

### **2.3.5 Fertilization**

Plants in containers that are a D-pot or larger should receive a slow release fertilizer pack (i.e. RTI Leap Start 8-4-4 or similar). Grass plugs do not require fertilizer. Broadcasting of fertilizer in restoration areas shall not be permitted.

### **2.3.6 Planting Schedule**

Planting of all box trees, container shrubs, and herbaceous plugs is scheduled for Spring 2013. As described in Section 2.2, all plantings will require supplemental irrigation as a result of this proposed planting schedule.

### **2.3.7 Browse Protection**

Evidence of deer browse on existing native plants was observed throughout the property. All new oak trees and shrub plantings shall be protected from deer browse during the establishment period. Oak trees shall be protected by a cage constructed from 5-foot-tall minimum wire field fence secured with t-posts. Shrubs shall be protected using a CalTrans standard type plant cage. Once plants are established, browse protection may be removed at the discretion of the project biologist.

## **2.4 Weed Control**

Due to the recent soil disturbance on site, regular control of non-native invasive weeds will be critical to restoration success. Specific weeds targeted for control are listed in Table 2. In addition to the target weed species, which have been observed on or adjacent to the site, any other weed species listed by the California Invasive Plant Council (Cal-IPC, 2006) as a high priority shall be controlled on the entire property.





Weed control shall occur on a quarterly basis for the term of the maintenance and monitoring period (5 years). Weed control shall be performed by personnel that are experienced with differentiating between native plant seedlings and weed seedlings. Weeds shall be hand pulled or cut below the crown before they are allowed to flower and set seed. French broom plants must be completely removed from the ground. Any weeds containing seeds shall be bagged and removed from the site for proper disposal as green waste.

## 2.5 Prevention of Sudden Oak Death

Protective measures shall be implemented during restoration in order to prevent the spread of sudden oak death (*Phytophthora ramorum*) (SOD) at the site. Such measures will include:

- Installing plant material that is certified free of SOD;
- Avoiding the use of imported wood chip mulch, which could be a carrier of SOD;  
and
- Cleaning soil from equipment prior to entering site.

Table 2 – Target Invasive Weeds (Present On Site)

Botanical Name	Common Name	Image
<i>Carduus pycnocephalus</i>	Italian thistle	
<i>Centaurea solstitialis</i> * <sup>+</sup>	Yellow star thistle	
<i>Genista monspessulana</i> *	French broom	
<i>Oxalis pes-caprae</i>	Bermuda buttercup	

Notes:

\* - French broom is listed in the Cal-IPC as “highly invasive”

+- Yellow star thistle has not been observed on site.

## **2.6 Additional Maintenance Measures**

Maintenance efforts will focus on weed control as described in Section 2.4. Additional maintenance activities are expected to be minimal and may include replacement plantings, supplemental irrigation during prolonged periods of dry weather, replacement of temporary erosion control measures as needed, and adjustment of browse protection. Plants should not be mowed or cut unless required for fire clearance. However, if desired, the meadow area in Zone D may be mowed/cut in the spring for weed control and again in the fall for thatch reduction, if needed.

### **2.6.1 Plant Establishment**

The most critical period for plant establishment of grass, herbaceous, and shrub plantings will be during the first year after planting, while the critical period for tree plantings will be during the first two years after planting. During this early establishment period, regular maintenance activities must be performed with diligence. Once plants have become established, no further maintenance of plantings other than periodic weed control will be needed.

## **2.7 Monitoring and Performance Criteria**

The project biologist will conduct qualitative inspections of the restoration areas to track change over time, identify plant establishment issues, weed control issues, and visually assess the success of the restoration. Photographs will be taken annually during spring and fall from the four permanent photo-points (**Appendix A**). Restoration success will be measured by survival of the 13 replacement coast live oaks as well as shrub survival. If monitoring finds that the performance criteria are not being achieved, the project biologist shall recommend remedial measures or adaptive management that will correct the deficiency. The project biologist shall inspect the site per the schedule shown on Table 3.

## **2.8 Reporting**

The project biologist shall prepare five annual letter reports for the City of Portola Valley Planning Department and ASCC. The annual reports will describe restoration, maintenance, and monitoring activities for the year, and will provide observations, conclusions, and recommendations for adaptive management based on the findings from annual inspections. Reports will also provide photo-documentation of each restoration area from established photo-points in order to track aesthetic change over time. Reports shall be submitted by December 15 of each year following initial installation.

**Table 3 – Monitoring Schedule and Performance Criteria**

<b>Restoration Year</b>	<b>Inspections</b>	<b>Performance Criteria</b>	<b>Potential Adaptive Management Measures</b>
Year 1	Quarterly inspections, annual inspection during fall	< 10% target weed cover (visual estimate), <1% French broom cover, 100% survival of replacement oaks, 100% survival of shrubs	Increase weeding frequency, adjust irrigation, remedial planting, install/replace browse protection, replace oaks
Year 2	Quarterly inspections, annual inspection during fall	< 10% target weed cover (visual estimate), <1% French broom cover, 100% survival of replacement oaks, 90% survival of shrubs	
Year 3-5	Quarterly inspections, annual inspection during fall	< 10% target weed cover (visual estimate), <1% French broom cover, 100% survival of replacement oaks, 75% survival of shrubs	

### 3.0 REFERENCES

Cal-IPC. 2006. California Invasive Plant Inventory. Cal-IPC Publication 2006-002, Berkeley, California.



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D

## Kielty Arborist Services

P.O. Box 6187  
San Mateo, CA 94403  
650-525-1464

August 8, 2012

Square 3 Design Group  
Attn: Mr. Tom Carrubba  
900 High Street  
Palo Alto, CA 94301

Site: Lot at 18 Redberry, Portola Valley, CA

Dear Mr. Carrubba,

At your request on Friday, June 8, 2012, I visited the above site to inspect and comment on the significant trees that may be affected by the proposed construction. A new home is planned for this site and as required a survey of the significant trees and tree protection plan will be included.

### **Method:**

The lot was inspected from the ground. The trees were located on a map provided by you. Each tree was assigned an identification number; this number was inscribed on a metal foil tag and nailed to the tree at eye level. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). A condition rating of 1 – 100 was assigned to each tree representing form and vitality using the following scale:

1 - 29	Very Poor
30 - 49	Poor
50 - 69	Fair
70 - 89	Good
90 - 100	Excellent

The height of each tree was estimated and the spread was paced off. The location of each tree was described. Observations for each tree will be included.

### **Summary:**

The trees on this site are all of a native species. The trees consist of five species of oaks. The site has had some past maintenance with nor recent maintenance. The trees range from poor to fair with no excellent trees. Many of the trees have poor form which is common for oaks growing in a grove or a forested area. As the property is developed several of the trees will be trimmed for fire prevention and to help improve the trees form. Trees which are dead or that are a hazard and trimming cannot make safe may be removed.

Trees that are in fair to good condition that are not a hazard will be retained. The following tree protection plan will help insure the future health of these trees.

18 Redberry/8/8/12

(2)

**Tree Protection Plan:**

Tree protection zones should be established and maintained throughout the entire length of the project. Fencing for protection zones should be 4 foot tall orange plastic supported by metal poles or stakes pounded into the ground. The location for protective fencing should be as close to the dripline as possible still allowing room for construction to safely continue. No equipment or materials should be stored or cleaned inside protection zones.

Any roots to be cut should be monitored and documented. Large roots or large masses of roots to be cut should be inspected by the site arborist. The site arborist may recommend irrigation or fertilizing at that time. Cut all roots clean with a saw or loppers. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

Trenching for irrigation, electrical, drainage or any other reason, should be hand dug when beneath the dripline of desired trees. Hand digging and careful placement of pipes below or beside protected roots will dramatically reduce root loss, thus reducing trauma to desired trees. Trenches should be back filled as soon as possible using native materials and compacted to near original levels. Trenches to be left open with exposed roots shall be covered with burlap and kept moist. Plywood laid over the trench will help to protect roots below.

Normal irrigation should be maintained throughout the entire length of the project. The native oaks on site should need no additional irrigation unless root zone is traumatized. Irrigation should consist of surface flooding, with enough water to wet the entire root zone. If the root zone is traumatized this type of irrigation should be carried out two times per month during the warm dry season.

This information should be kept on site at all times. The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,

Kevin R. Kielty  
Certified Arborist WE#0476A

Kevin R. Kielty  
Certified Arborist WE#0476A



**Tree Survey  
July 25, 2012**

Site: 18 Redberry Ridge, Portola Valley

Tree #	Species	Botanical name	Diameter (inches)	Condition	Ht./ Spread	Comments
1	Coast live oak	<i>(Quercus agrifolia)</i>	24	60	30/35	Good vigor. Poor/fair form. Crook in trunk.
2	Coast live oak	<i>(Quercus agrifolia)</i>	13.9	55	30/25	God vigor. Poor form. Leans west.
3	Coast live oak	<i>(Quercus agrifolia)</i>	13.3/13.7/12.9/15.1	60	30/45	Good vigor. Poor form. Multi-leader at base. Heavy lateral.
4	Coast live oak	<i>(Quercus agrifolia)</i>	12.5	50	30/25	Good vigor. Poor form. Leans west. Scar on trunk.
5	Canyon live oak	<i>(Quercus chrysolepis)</i>	17.7/12.5/14	55	35/40	Good vigor. Fair form. Multi-leader at base. Decay on trunk.
6	Black oak	<i>(Quercus kelloggii)</i>	17.0/15.6/14.8	55	45/50	Good vigor. Fair form. Multi-leader at base. Decay on trunk.
7	Black oak	<i>(Quercus kelloggii)</i>	11.6/16.8/10.4	55	40/45	Good vigor. Fair form. Multi-leader at base. Decay on trunk.
8	Coast live oak	<i>(Quercus agrifolia)</i>	11.1/11.3/11.0	60	30/35	Good vigor. Fair form. Multi-leader at base.
9	Black oak	<i>(Quercus kelloggii)</i>	11.9	55	30/20	Good vigor. Poor/fair form. History of limb loss.
10	Black oak	<i>(Quercus kelloggii)</i>	14.5/13.1	60	40/30	Good vigor. Fair form. Codominant at 1 foot.
11	Valley oak	<i>(Quercus lobata)</i>	13.2	55	40/30	Fair vigor. Fair form.
12	Black oak	<i>(Quercus kelloggii)</i>	26 est./14 est.	50	45/40	Good vigor. Poor form. Decay at base. History of failure.
13	Black oak	<i>(Quercus kelloggii)</i>	36 est.	40	45/35	Good vigor. Poor form. Decay on trunk.
14	Black oak	<i>(Quercus kelloggii)</i>	19.4/16.8	45	35/25	Good vigor. Poor from. History of limb failure.
15	Black oak	<i>(Quercus kelloggii)</i>	11.8	55	20/20	Good vigor. Poor form. History of limb failure.
16	Blue oak	<i>(Quercus douglasii)</i>	13 est.	55	40/40	Fair vigor. Poor form. Bends Southwest.
17	Black oak	<i>(Quercus kelloggii)</i>	22 est.	70	50/55	Good vigor. Good form. Slight lean towards northeast.
18	Blue oak	<i>(Quercus douglasii)</i>	16.4	65	50/40	Good vigor. Fair form.
19	Blue oak	<i>(Quercus douglasii)</i>	17.7	60	50/45	Fair vigor. Fair form. Leans west.
20	Black oak	<i>(Quercus kelloggii)</i>	17.5	55	40/35	Good vigor. Fair form. Suppressed by #19
21	Blue oak	<i>(Quercus douglasii)</i>	20.1	80	45/45	Good vigor. Good form. Codominant at 15 ft.
22	Blue oak	<i>(Quercus douglasii)</i>	19.7	60	40/35	Good vigor. Fair form. Suppressed by #21
23	Blue oak	<i>(Quercus douglasii)</i>	13	55	35/220	Fair vigor. Fair form. Suppressed by #21/22
24	Coast live oak	<i>(Quercus agrifolia)</i>	26 est./26 est.	65	50/50	Fair vigor. Fair form. Codominant at 3 ft. Decay at trunk.
25	Black oak	<i>(Quercus kelloggii)</i>	15.6	35	300/25	Good vigor. Poor form. Decay in trunk.
26	Black oak	<i>(Quercus kelloggii)</i>	18 est./11 est.	55	35/30	Good vigor. Poor form. Codominant at base. History of limb loss.

# Year 1 Restoration Monitoring Report

For

**Douglass-LaShay Property  
18 Redberry Ridge  
Portola Valley, California**



Prepared

By

Rana Creek



September 24, 2013

**Year 1 Restoration Monitoring Report  
Douglass-LaShay Property  
18 Redberry Ridge, Portola Valley, California**

**September 24, 2013**

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## 1.0 INTRODUCTION

This *Year 1 Restoration Monitoring Report* has been prepared for the residential property located at 18 Redberry Ridge (Road) in Portola Valley, San Mateo County, California. This Report provides a description of year one habitat restoration and oak tree replacement activities, which were performed in accordance with the ASCC-approved *Final Restoration Plan* (Rana Creek, March 28, 2012). Habitat restoration and tree replacement has been required by the ASCC due to unauthorized tree removal, tree trimming, and vegetation clearing on the property.

### 1.1 Goals

The primary goals of site restoration are as follows:

- Replace a total of 13 native oaks and three madrones lost as a result of the unauthorized tree removal;
- Recover native vegetation, including herbaceous understory and shrubs, lost as a result of unauthorized clearing;
- Restore the natural aesthetic character of the disturbed area consistent with surrounding native plant communities;
- Reduce visual impacts caused by the loss of screening vegetation;
- Control erosion; and
- Control invasive, non-native plants.

### 1.2 Site Description

The site is an approximately 2.1-acre undeveloped parcel located at the end cul-de-sac of Redberry Road. Two adjacent residential parcels and homes are located towards the southwest (16 Redberry) and southeast (19 Redberry), also on the cul-de-sac of Redberry Road. Approximately one third of the property, down slope from the proposed building site, lies within an open space easement. The site is situated on a moderate slope that constitutes the northern end of a north-trending ridge at elevations between approximately 800 and 845 feet above mean sea level. The slopes on site are primarily north-facing, with lesser areas of northwest and northeast-facing slopes. The head of a minor ephemeral drainage trends northwest along the western edge of the parcel.

**Table 1 – Impact and Restoration Areas**

<b>Zone</b>	<b>Plant community</b>	<b>Area (square feet)</b>
Area A	chaparral/scrub & ephemeral drainage	10,102
Area B	oak woodland	14,418
Area C	oak woodland	17,959
Area D	oak woodland/meadow ecotone	8,475
<b>Total</b>		<b>50,954</b>

## 2.0 INITIAL RESTORATION

Initial habitat restoration activities, which included weed control, planting of replacement oaks, madrones, shrubs, and herbaceous understory plants; and installation of temporary above-ground irrigation occurred during May, 2013. Completion of initial habitat restoration activities was verified during a stakeholder site visit on June 7, 2013.

### 2.1 Initial Weed Control

Prior to plant installation, manual removal of invasive non-native weeds was performed in all areas of the site. Spring weed removal focused on hand pulling of Italian thistle (*Carduus pycnocephala*) and French broom (*Genista monspessulana*). All weeds were removed prior to flowering and seed set.

### 2.2 Planting

#### Replacement Trees

During May 2013, eight coast live oaks (*Quercus agrifolia*), five black oaks (*Quercus kelloggii*), and three madrones (*Arbutus menziesii*) were installed in the locations specified in the *Final Restoration Plan*. Each tree was installed with a watering basin and a protective browse cage constructed of 14-gauge wire deer fence, five feet in height.

#### Shrubs and Understory Plants

Native shrubs, grasses, and herbaceous understory species were planted during May, 2013 throughout the disturbed portions of the property. Planting was focused in areas of disturbed soil or where initial weed control was performed. Shrubs susceptible to animal browse were protected with wire cages covered with jute netting or shade cloth. Due to plant availability issues, the species quantities listed in the *Final Restoration Plan* were modified slightly. However, the total number of native plants installed was consistent with the *Final Restoration Plan*. A list of plants installed during initial restoration activities is provided as **Appendix A**.

### 2.3 Irrigation System

A temporary irrigation system consisting of a 1,000-gallon water storage tank and above-ground PVC lines was installed during May 2013 in order to provide supplemental water to all plantings. Currently, no water utility exists on site. As such, water is supplied to the storage tank from an existing fire hydrant at the Redberry Road cul-de-sac under temporary permit issued by California Water Service Company, Bear Gulch District.

## 3.0 YEAR 1 MAINTENANCE AND MONITORING

### 3.1 Maintenance

Immediately following initial planting, Rana Creek landscape restoration staff commenced weekly maintenance activities. Maintenance included weekly irrigation of all replacement trees and other plantings, manual weed control, and treatment of planted oaks for California oakworm infestation. Weekly irrigation was performed in order to sustain the new plantings through the hot and dry summer months. Beginning in October 2013 and extending through March 2014, irrigation will be reduced to once monthly, if needed due to lack of rainfall. Monthly weed control will continue throughout the five year establishment period.

### 3.2 Monitoring

Monitoring visits were performed on a quarterly basis beginning in June 2013 in order to verify plant establishment and identify issues pertaining to weed control, erosion, animal browse, or insect infestation. Photographs of the restoration areas were collected from the four established photo-point locations during each monitoring visit (**Appendix B**).

### 3.3 Results

#### 3.3.1 Plant Survival

All of the replacement coast live oaks and black oaks have a 100 percent survival rate, appear free of disease, and exhibit vigorous growth. However, all three of the madrones died within one to two months of planting. Failure of the madone plantings is not unexpected, since this species is notoriously difficult to establish, especially when planted outside of the optimal planting period of November to February. Survival of woody shrub species was 100 percent.



Photo 1: 24-in. box coast live oak



Photo 2: Planted coyote mint



Photo 3: Sticky monkey flower  
Note: Photos from September 20, 2013



Photo 4: Planted California sagebrush

### 3.3.2 Weed Control

Weed control activities performed between April 2013 and September 2013 succeeded in controlling invasive non-native weeds prior to seed production. Percent coverage of target weeds was estimated at <5 percent and manual control eliminated French broom coverage during 2013. The troublesome weed, yellow star thistle (*Centaurea solstitialis*), was detected in Area A, near the site entrance. Yellow star thistle was manually removed prior to seed set, placed in plastic bags, and hauled off site for proper disposal. Continued monitoring and weed control efforts will be an important part of site maintenance during the establishment period.

### 3.3.3 Erosion Control

No evidence of erosion was observed during the period between April 2013 and September 2013. In general, existing vegetative cover is adequate to prevent erosion. Monitoring visits performed during winter 2013/2014 will assess erosion control function and identify any areas requiring corrective action.

### 3.3.4 Herbivory & Insect Damage

Evidence of deer and/or rabbit browse was observed on some of the new understory plantings. Plants showing signs of browse were fitted with wire cages covered with jute netting. Large container oaks and madrones have not been affected by deer browse due to the protective cages installed at planting time.



Photo 5: Coast live oak defoliated by California oakworm showing new bud growth. (September 20, 2013)

All large container oaks, as well as the existing mature oaks, were affected by the native California oakworm during the middle of August 2013. Each of the planted oaks was sprayed with “Bt” (*Bacillus thuringiensis*) for oakworm control. Although some of the oaks had already been defoliated, the Bt application succeeded in preventing oakworms from causing further damage.



**Table 2 – Performance Criteria and Compliance Status**

<b>Restoration Year</b>	<b>Inspections</b>	<b>Performance Criteria</b>	<b>Compliance Status</b>
Year 1 (2013)	Quarterly inspections, annual inspection during fall	<10% target weed cover (visual estimate)	✓
		<1% French broom cover	✓
		100% survival of replacement oaks	✓
		100% survival of shrubs	✓
Year 2 (2014)	Quarterly inspections, annual inspection during fall	<10% target weed cover (visual estimate)	
		<1% French broom cover	
		100% survival of replacement oaks	
		90% survival of shrubs	
Year 3-5 (2015-2017)	Quarterly inspections, annual inspection during fall	<10% target weed cover (visual estimate)	
		<1% French broom cover	
		100% survival of replacement oaks	
		75% survival of shrubs	

### 3.4 Discussion

Based on monitoring results, the habitat restoration and oak replacement activities have met expectations and achieved performance criteria. One exception is the failure of the madrone plantings, which is most likely attributable to stress caused by planting outside of the optimal period.

Oakworm damage at the site was severe in planted and existing oak trees. However, oakworm cycles are part of the oak woodland ecology and will not harm established trees. Although some of the planted oaks were completely defoliated by oakworms, no dieback of branches has occurred and new bud growth is evident on all trees.

Two highly invasive non-native weeds, French broom and yellow star thistle, are present on site in isolated areas and will need to be watched closely and controlled for the duration of the establishment period. Other moderately invasive weeds will also require continued control in order to diminish their soil seedbank and reduce competition with desirable native vegetation.

### 3.5 Recommendations

- Continue monthly weed control activities.
- Reduce irrigation events to a monthly basis. No irrigation is required if soil moisture from natural rainfall is adequate. Provide supplemental irrigation to planted oaks and madrones on a monthly basis during the dry months (May-September) of Year 2 (2014).
- Replace the three dead madrones during November 2013, the optimal period for replacement planting. If healthy madrone container stock is unavailable, install three coast live oaks of 5-gallon minimum size, subject to ASCC approval. Provide written notification to stakeholders when replacement planting is complete.
- Treat planted oaks for California oakworm in accordance with project arborist recommendations.

### 4.0 REFERENCES

Cal-IPC. 2006. California Invasive Plant Inventory. Cal-IPC Publication 2006-002, Berkeley, California.

Rana Creek. 2012. Final Restoration Plan, 18 Redberry Ridge, Portola Valley, California. Dated March 28, 2012.

**18 Redberry Restoration**

Spring 2013 - Plant Installation Log

Prepared 6/13/13

Species	Requested Size	Requested Qty	Installed Qty (May 2013)	Available Size
<i>Achillea millefolium</i>	stubby	116	520	4-inch
<i>Arbutus menziesii</i>	15-gal	3	3	15-gal
<i>Arctostaphylos sentinel</i>	5-gal	23	23	5-gal
<i>Artemesia californica</i>	d-pot	10	45	4-inch
<i>Artemesia douglasiana</i>	d-pot	25	95	4-inch
<i>Baccharis pilularis</i>	d-pot	50	105	stubby
<i>Ceanothus cuneatus</i>	5-gal	5	0	Not available
<i>Cercocarpus betuloides</i>	d-pot	5	5	1-gallon
<i>Elymus glaucus</i>	plug	96	230	1-gallon, leach cone
<i>Festuca californica</i>	plug	96	96	rosepot
<i>Heteromeles arbutifolia</i>	1-gallon	5	0	Not available
<i>Koeleria macrantha</i>	plug	296	296	stubby
<i>Lotus scoparius</i>	d-pot	10	75	1-gallon
<i>Mimulus aurantiacus</i>	d-pot	45	45	2-inch
<i>Monardella villosa</i>	d-pot	25	87	d-pot
<i>Muhlenbergia rigens</i>	plug	96	96	4-inch
<i>Poa secunda</i>	plug	96	96	stubby
<i>Quercus agrifolia</i>	24-in box	8	8	24-in box
<i>Quercus kelloggii</i>	24-in box	5	5	24-in box
<i>Rosa californica</i>	d-pot	15	65	1-gallon
<i>Rubus ursinus</i>	d-pot	10	200	2-inch
<i>Satureja douglasii</i>	d-pot	15	80	TB
<i>Sisyrinchium bellum</i>	stubby	72	72	stubby
<i>Stipa lepida</i>	plug	1152	0	Not available
<i>Symphoricarpos mollis</i>	d-pot	25	65	d-pot

**2304****2312**



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D

**Appendix B – Photo-points**  
**Douglass-LaShay Restoration, September 20, 2013**



Photo 1 - Area A



Photo 2 - Area B



Photo 3 - Area C



Photo 4 - Area D

# Kiely Arborist Services

P.O. Box 6187  
San Mateo, CA 94403  
650-525-1464

September 26, 2013

Square 3 Design Studios  
Attn: Mr. Tom Carrubba  
900 High Street  
Palo Alto, CA 94301

Site: Lot at 18 Redberry, Portola Valley, CA

Dear Mr. Carrubba,

At your request on Friday, September 20, 2013, I visited the above site to inspect and comment on the condition of the existing trees as well as the woodland restoration that has recently taken place. This visit is required by the town of Portola Valley as a part of a restoration package stemming from trees being removed without a permit.



## **Observations Existing Trees:**

The existing trees on site have responded well to the trimming that took place in late 2012. The trees have put on new growth in a manner normal for the species. A second brood of oak moth caterpillar has temporarily defoliated the majority of the trees. The caterpillar damage is found throughout the area and is visible on several neighboring properties. The old stumps have re-sprouted and the new growth is currently being grazed on by the deer population that grazes on this site.

**Partially defoliated oaks. The partial defoliation is a temporary setback for the oaks.**

## **Observations Newly Planted Trees and Shrubs:**

The newly planted trees and shrubs that were planted in the spring of 2013 to help restore the woodland have been well installed and are currently flourishing. The trees have been well protected from local wildlife with wire cages protecting the foliage and the trunks. Proper irrigation has been provided. The replacement oaks were also partially defoliated from the second brood of oak moth caterpillar. The defoliation was only partial due to an application of B.T. to help control the pests. The trees are re-sprouting and the defoliation appears to have no negative effect on the trees. The three small madrone trees which have died should be re-planted in November which is an optimum time to plant natives.

18 Redberry/9/26/13

(2)



Wire cages with mesh tops are protecting the new plantings from local wildlife. The shrubs are well irrigated and non chemical weed control is being maintained. The native grasses planted on the site are flourishing and no evidence of these infestation is visible.

Erosion control is being maintained as planned for this site.

**Newly planted coast live oak well protected from wildlife. Partially defoliated from caterpillars. New growth is appearing throughout the tree.**



**Summary:**

The restoration project is moving along quite well despite the caterpillar set back. The shrubs and the trees with the exception of the three madrone trees are doing quite well and appear to be healing in. The monitoring of thistle growth and the installation of the native grasses will improve the woodland for years to come.

**Newly planted shrubs have been well protected and are flourishing.**

This information should be kept on site at all times. The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,

Kevin R. Kielty  
Certified Arborist WE#0476A





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** October 24, 2013  
**RE:** Agenda for October 28, 2013 ASCC Meeting

**NOTICE:** A special ASCC field meeting has been scheduled on Monday, October 28, 2013 for follow-up review of the status of restoration plan implementation at 18 Redberry Ridge in the Blue Oaks subdivision. The field meeting will begin at *4:00 p.m. at the site*. Background to the follow-up review is presented below under agenda **item 4a. Douglass**.

The following comments are offered on the items listed on the October 28, 2013 ASCC agenda.

**4a. FOLLOW-UP REVIEW – CONSIDERATION OF STATUS OF SITE RESTORATION PLAN IMPLEMENTATION AND RECOMMENDATION TO THE TOWN COUNCIL ON TIMEFRAME FOR PROCESSING OF APPLICATIONS FOR POSSIBLE SITE DEVELOPMENT, 18 REDBERRY RIDGE (LOT 15, BLUE OAKS SUBDIVISION), DOUGLASS**

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On March 25, 2013, the ASCC considered circumstances associated with unauthorized tree removal and other vegetation clearing on the subject Blue Oaks property (see attached vicinity map), and also a proposed site restoration plan. The 3/25 review included a site meeting. Based on the review, ASCC members did grant conditional approval for the site restoration plan as described in the attached minutes from the March 25<sup>th</sup> meeting. The 3/21/13 staff report prepared for the meeting is also attached.

One of the ASCC approval conditions required a follow-up review of the status of restoration plan implementation at its October 28, 2013 meeting. As noted at the head of this memorandum, Monday's status review will begin with an afternoon site meeting. Concerned neighbors, including the Blue Oaks homeowners association (HOA) have been provided notice of the site meeting. The ASCC should conduct the site meeting and consider input received at it and also during discussion at the regular evening meeting.

Based on Condition 4 of the March 25<sup>th</sup> approval, at the conclusion of Monday's review, the ASCC should:

1. Determine if restoration plan implementation is proceeding as expected with the March plan approval. If not, the ASCC will need to provide direction for needed plan additions or adjustments to ensure the restoration is eventually accomplished as expected when the plan was approved in March.
2. Based on determination of the status of plan implementation the ASCC will need to advise the council if it is appropriate to allow the property owner to begin processing plan applications for residential development of the site. Any recommendations should be based on the findings of the ASCC from Monday's review and determination if the restoration efforts remain reasonable given all factors that have been identified as impacting plan implementation. Specifically, as is discussed below, the town has been advised by the property owner's consultants that site oaks during August were affected by the native California oakworm. It is possible, therefore, that some of the defoliation of site trees would have occurred, opening it to distant views, even if the unauthorized removal of trees and tree trimming had not occurred. This matter and any ASCC judgments relative to it and the status of plan implementation need to be fully discussed with the applicant's environmental consultant and representatives of the conservation committee expected to be in attendance at Monday's sessions.

The following comments and information are provided to assist the ASCC conduct the October 28<sup>th</sup> status review:

1. **Reference data, background information, neighbor concern.** In addition to the attached March 21, 2013 staff report on the project and ASCC March 25, 2013 meeting minutes, the materials listed below are attached for reference. The listing is in chronological order, but the materials are attached with the most recent items first, i.e., the *One Year Monitoring Report*, with older items following:
  - Final Restoration Plan, March 28, 2013, Revision 2, Rana Creek. Included are plan sheets L2.00, *Restoration Plan and Details*, and L1.00, *Irrigation Plan*. This plan was prepared to satisfy one of the conditions of the 3/25 ASCC action. Also included with the report is a 3/4/13 report from Kielty Arborist Services on the status of site trees
  - April 3, 2013 letter from Rana Creek to Town Planner Vlasic. This letter transmits and includes the executed copy of the contract for Rana Creek oversight of restoration plan implementation.
  - April 9, 2013 letter from Rana Creek to Town Planner Vlasic. This letter includes restoration plan clarifications.
  - June 10, 2013 email from Town Planner Vlasic to June 7, 2013 site meeting participants. The email sets forth findings as to the status of the required restoration plan. It notes all plantings had been completed (see also list of plant materials provided with the email) and the status of these plantings. At that time, it was noted that the madrones had not survived and should be replanted in the Fall.
  - One Year Restoration Monitoring Report, September 24, 2013, Rana Creek. Included with the report is a 9/26/13 report from Kielty Arborist Services on the status of site trees. The One Year Report discusses the progress of required site restoration and identifies conditions that have been faced in the restoration process including the oakworm issue noted above. It states that survival of oak plantings and woody shrub species was "100 percent." The plan calls for

replacement of the three madrones during November and, if madrone stock is not available, to replace the dead trees with three coast live oaks. The conservation committee chair Judith Murphy reviewed the report and continues to request the madrone planting at least for one more try during the optimum Fall planting season.

Also attached is the October 21, 2013 email from Linda Elkind with photo images of the site from her home at 14 Hawkview in Portola Valley Ranch. This email was shared electronically with ASCC members shortly after it was received on October 21<sup>st</sup>. In addition to the photos, Mr. and Mrs. Elkind have raised concern with the adequacy of the restoration effort and also the timing of any ASCC decision relative to allowing development applications to be processed for the property.

2. **Financial penalties and site restoration guarantees provided by the property owner.** The property owner has paid a \$75,000 fine for violation of the provisions of the town's open space easement that covers the area where the unauthorized tree removal and vegetation clearing took place. In addition, \$65,000 has been placed in an escrow account that is controlled by the town over the 5-year term of the Rana Creek restoration management agreement that can be used by the town if necessary to ensure completion of the restoration effort. If not needed, the funds would be returned to the property owner with an accrued interest.

In addition to the above, the property owner paid all town staff costs through restoration plan approval and placed a \$5,000 deposit with the town to cover town staff and consultant costs incurred in oversight of the restoration plan implementation process. An agreement between the town and the property owner requires additional deposits as needed when the initial deposit is reduced to a certain level.

Rana Creek and other property owner representatives will be present at the site meeting to report on the restoration process and status of plan implementation. It will be important for ASCC members to fully appreciate the efforts made to date and understand any adjustments that may be needed to ensure the restoration plan is fully implemented. The ASCC should receive input on what can be expected over, particularly, the next six months to two years to determine timing of possible processing of plans and applications for residential development of the site. With this and any other data determined necessary by ASCC members, conclusions can be reached on the implementation plan and any recommendations to be formulated for town council consideration.

Prior to completing this follow-up review and sending any recommendations to the Town Council, ASCC members should conduct the October 28 site meeting and consider the above comments and any new information provided at Monday's site and evening meetings.

TCV

encl.  
attach.

cc. Planning Commission Liaison  
Town Council Liaison  
Town Manager  
Mayor  
Deputy Town Planner Kristiansson

Assistant Planner Borck  
Applicants

**Architectural and Site Control Commission** **October 28, 2013**  
**Special Site Meeting, 18 Redberry Ridge, Douglass and**  
**Regular Evening ASCC Meeting, 765 Portola Road, Portola Valley, California**

Chair Breen called the special site meeting to order at 4:00 p.m. at 18 Redberry Ridge.

**Roll Call:**

ASCC: Breen, Clark, Hughes, Koch, Ross

Absent: None

Town Staff: Town Planner Vlastic, Deputy Town Planner Kristiansson,  
Assistant Planner Borck

Others\* present relative to the 18 Redberry Ridge follow-up review:

Nanette LaShay and David Douglass, property owners

Paul Kephart and John Wandke, Rana Creek, environmental restoration consultants to  
property owners

Kevin Kielty, arborist for property owners

Tom Carrubba, architect for property owners

Stefan Thuilot, landscape architect for property owners

Joy Elliott, representing Blue Oaks Homeowners Association

Jane Bourne, Marianne Plunder and David Eckstrom, conservation committee

Linda and Jerry Elkind, 14 Hawk View, Portola Valley Ranch

Joe and Carol Grundfest, 3 Coalmine View, Portola Valley Ranch

Bob McCowan, 6 Horseshoe Bend, Portola Valley Ranch

Bill Maston, architect for vacant Lot 13, 17 Redberry Ridge

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\*Others may have been present during the course of the site meeting but did not  
formally identify themselves for the record.

**Follow-up review – Consideration of status of site restoration plan implementation  
and recommendation to the town council on timeframe for processing of applications  
for possible site development, 18 Redberry Ridge (Lot 15, Blue Oaks Subdivision),  
Douglass**

Vlastic presented the staff report on this follow-up review of the site restoration plan approved by the ASCC on March 25, 2013. He noted that at the time of the plan approval, the ASCC set this follow-up site meeting to ensure that restoration plan implementation was proceeding as anticipated. Vlastic noted that based on the findings of the site meeting and any additional input at the regular evening ASCC meeting, ASCC members would need to consider the following actions:

1. Determine if restoration plan implementation is proceeding as expected with the March plan approval.
2. Based on determination of the status of plan implementation, the ASCC will need to advise the council if it is appropriate to allow the property owner to begin processing plan applications for residential development of the site.

In preparation for the meeting, it was noted that with the October 24<sup>th</sup> staff report, the following materials had been made available to ASCC members and others interested in the restoration effort:

- Final Restoration Plan, March 28, 2013, Revision 2, Rana Creek, with plan sheets L2.00, Restoration Plan and Details, and L1.00, Irrigation Plan and the 3/4/13 report from Kielty Arborist Services on the status of site trees
- April 3, 2013 letter from Rana Creek to Town Planner Vlastic with the contract for Rana Creek oversight of restoration plan implementation.
- April 9, 2013 letter from Rana Creek to Town Planner Vlastic relative to restoration plan clarifications.
- June 10, 2013 email from Town Planner Vlastic to June 7, 2013 site meeting participants, recording that as of the June site meeting all planting had been completed (with the list of plant materials provided) and the status of these plantings and also noting that the madrones had not survived and should be replanted in the Fall.
- One Year Restoration Monitoring Report, September 24, 2013, Rana Creek, with a 9/26/13 report from Kielty Arborist Services on the status of site trees.
- October 21, 2013 email from Linda Elkind with photo images of the site from her home at 14 Hawk View in Portola Valley Ranch. It was noted that with the email, Mr. and Mrs. Elkind have raised concern with the adequacy of the restoration effort and also the timing of any ASCC decision relative to allowing development applications to be processed for the property.

Vlastic advised that since the packet was distributed, one new communication had been received and distributed electronically to ASCC members. He clarified that this was a letter from the property owners responding to the comments in the 1/21 email from Mr. and Mrs. Elkind.

Vlastic also clarified that the site meeting provided the opportunity for the project restoration consultants to update the ASCC and others on the current status of the restoration effort.

Paul Kephart and John Wandke, Rana Creek, and Kevin Kielty, arborist, conducted the site inspections and presented the following information and clarifications relative to the status of the restoration efforts:

- The findings from the one-year monitoring report were reviewed and clarified with the site inspection. The oak moth problem was explained, the treatments made discussed, and start of recovering noted. It was stressed that Rana Creek representatives have been at the site weekly to monitor conditions and will continue to do so over the life of the five-year monitoring contract. In response to a question, it was noted that this monitoring includes hand weeding and removal of invasive materials over the entire property and not just the specific disturbed area.
- While it was hoped the three madrone trees would survive, the risk associated with their planting was understood and it was not a great surprise that they did not survive. The property owner is moving ahead to plant new madrones and make another attempt to have them take hold at the site. There is perhaps a better chance with a fall planting, but there is still risk and if the second attempt is not successful, then three oaks will be installed.
- As called for in the approved plan, roughly 1,000 understory “plug” plants were installed. This was an overplanting anticipating a 10-20% loss. Approximately 150 plants did not survive and these can be replaced if desired by the town, but the remainder of the plants are doing well, and the restoration effort can continue to be successful as anticipated even if the overplanting loss is not replanted.

- There has been good success with re-sprouting of toyon and other understory stumps. It is suggested that these re-sprouting areas be pruned to encourage growth and then “fenced/caged” for protection from deer. It was noted that this would result in strong growth and recovery of the cut materials.
- In response to a question, it was noted that with a “good,” i.e., normal winter of rainfall, significant growth was expected by new spring and that with two to three seasons, the restoration area would be dense with understory shrubs and ground cover. It was also noted that the live oaks are doing well and should add 2-3 feet of growth each year.
- Monitoring efforts include erosion control. It was noted that some additional erosion control planting and maintenance was needed in the swale along the boundary between the subject site and 16 Redberry Ridge, i.e., the Borders property. The environmental consultants advised they and the property owners will move ahead to added erosion control seeding and take other measures to control erosion in the swale area.

Public comments were requested. **Mr. and Mrs. Elkind** offered that they supported the suggested efforts for pruning and fencing/caging of the stumps showing signs of recovery. Several comments were offered by attendees recognizing that considerable time would be needed before the lost tree cover could be fully restored on the site and that additional screen planting with any house project would be needed.

At the conclusion of the site meeting, ASCC members agreed additional input should be received at the evening meeting and, after that, members would offer specific comments and conclusions as determined appropriate. Thereafter, Breen thanked all present for the participation in the field meeting and the follow-up review was continued to the regular evening ASCC meeting.

### **Adjournment**

The special site meeting was adjourned at 4:50 p.m.

**Architectural and Site Control Commission** **October 28, 2013**  
**Regular Evening Meeting, 765 Portola Road, Portola Valley, California**

Chair Breen called the regular meeting to order at 7:30 p.m. in the Town Center historic School House meeting room.

**Roll Call:**

ASCC: Breen, Clark, Hughes, Koch, Ross

Absent: None

Planning Commission Liaison: None

Town Council Liaison: Driscoll\*

Town Staff: Town Planner Vlastic, Deputy Town Planner Kristiansson,  
Assistant Planner Borck

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\*Council liaison Driscoll arrived at approximately 9:15 p.m. and apologized for being late. It was noted, however, that prior to the meeting he had informed staff that due to a professional conflict he might be delayed in getting to the meeting.

**Oral Communications**

Oral communications were requested, but none were offered.

**Follow-up review – Consideration of status of site restoration plan implementation and recommendation to the town council on timeframe for processing of applications for possible site development, 18 Redberry Ridge (Lot 15, Blue Oaks Subdivision), Douglass**

Vlastic presented the October 24, 2013 staff report on this follow-up review. He discussed the background to the site restoration effort and then summarized the events of the afternoon site inspection meeting. (Refer to above site meeting minutes for a summary of the meeting and a complete list of the materials before the ASCC for consideration relative to this follow-up review.)

Nanette LaShay and David Douglass, property owners, Paul Kephart and John Wandke, Rana Creek environmental restoration consultants, Kevin Kielty, arborist, Tom Carrubba, architect, and Stefan Thuilot, landscape architect, were present to further discuss and explain the restoration efforts completed today. They emphasized the site meeting commitments to replanting of the madrone trees, erosion control, pruning and fencing/caging of the sprouting stumps and replacing the lost 10-20% overplanting of understory “plug” plants. They also offered the following comments clarifying the restoration effort and arguing in favor of allowing site and house design plans to proceed through the towns project review and permit processes:

- Decisions for any additional site screening associated with house plans can be made as the town’s normal design review process is pursued. This will allow for specific plant locations and selections to address view impact concerns.
- The town’s design review process would, if allowed to move ahead by the town council, take place over the first several months of 2014. There would be additional site meetings with this process giving additional opportunity for the ASCC to inspect site conditions and progress of restoration efforts.



- The Blue Oaks neighbors would prefer to get the construction done on Redberry Ridge, which has been subjected to construction impacts for some time.
- There is no practical advantage in delaying the review process as with it, likely additional screen planting can be installed sooner rather than later in anticipation of actual site development.
- In response to a question, both the project landscape architect and Rana Creek consultants advised that they would work together on the final house/site landscape plans to ensure compatibility with the ongoing restoration effort.
- Rana Creek will continue project management for the five-year contract period as noted in the staff report and mentioned at the site meeting.
- If the new planting of madrones is not successful, evergreen oaks will be installed for added screening, and the property owners are willing to add more evergreen oaks for screening with development of the specific house and site plans. And, again, with the planting of replacement madrones, the property owners are also willing to replace the 10-20% loss of over overplanted plug plantings.
- The toyon that could not be planted in the spring due to lack of nursery stock will be planted now assuming the stock is available.

Public comments were requested and the following offered:

**Joe Grundfest, 3 Coalmine View, Portola Valley Ranch**, discussed the restoration plan obligations of the property owners and offered his conclusion that since the madrone trees had not survived and not all of the understory plug plantings had survived the town required plan had not been fully implemented. He offered that since these obligations had not been fulfilled any action to allow for processing of development plans should be delayed until the approved plan is fully implemented. He also raised concerns over guarantees for longer-term plan implementation and the ability of the town to exercise oversight and mandate site restoration. He concluded that any action to permit processing of development plans was premature and should be tabled for at least one year.

**Linda and Jerry Elkind, 14 Hawk View, Portola Valley Ranch**, reviewed the concerns expressed in their email to the ASCC and expressed the position that the views from their property had been directly impacted by the unauthorized clearing. They referenced general plan provisions for protection of natural conditions and minimizing impacts of development. They also sought to ensure the three madrone trees would be replaced, supported the process of pruning and caging the sprouting stumps, particularly the toyon, and the addition of toyon, and stressed the need for more screen planting associated with any site development plans. They also worried about the ability of the town to enforce the mandated restoration plan.

**Bob McCowan, 6 Horseshoe Bend, Portola Valley Ranch**, expressed shock over the unauthorized site clearing and the length of time it will take for any reasonable replacement growth to be in place. He worried over potential visual impacts of the added development along Redberry Ridge and, particularly, potential for light spill from additional homes.

**Joy Elliott, representing the Blue Oaks homeowners association (HOA)**, commented that all HOA members were well aware of the situation and status of the restoration effort.

She stated that all supported replacement of the madrones and additional screening as found necessary with specific plans for site development.

At the request of the property owners, Vlasic reviewed the sanctions that they faced with the town-required mitigation and restoration efforts as discussed in the staff report. This included the \$75,000 fine, deposits to cover all staff work, and additional deposits for future work, as well as a \$65,000 surety that the town can access for completion of the restoration effort if needed. Vlasic also pointed out that in approving the restoration plan, the ASCC understood that the madrones might not survive and, therefore, the approved plan includes provisions for replacement. He noted too that the plug planting was "overplanted" with the plan with the understanding that there would likely not be a 100% survival rate.

Vlasic also noted that development in Blue Oaks along Redberry Ridge was specifically evaluated and accepted with project approval including the certified final environmental impact report. Vlasic explained that development along the ridge with houses, windows, etc., was accepted with the trade off being, in part, open space preservation below and above the house cluster area including the Coalmine Ridge open space easement.

Following public discussion and comments, ASCC members discussed the project and the following actions that were being requested of them:

1. Determine if restoration plan implementation is proceeding as expected with the March plan approval.
2. Based on determination of the status of plan implementation, advise the council if it is appropriate to allow the property owner to begin processing plan applications for residential development of the site.

ASCC members recognized the concerns expressed by those relative to the long time that would be needed for replacement of the lost canopy of trees, but also appreciated the scope and significance of the restoration efforts being made pursuant to the Rana Creek plan. Members also recognized existing contract and surety provisions for the continuing oversight of the site, including control of invasive materials over the entire property, by the environmental team and for necessary monitoring by town staff.

After discussion of concerns, issues, clarifications and findings from the afternoon site meeting, Ross moved, seconded by Hughes and passed 5-0 to make the following findings and recommendations to the town council.

1. The restoration effort is proceeding in line with the approved plan and is generally consistent with progress that the ASCC anticipated would be made by the scheduled October review date. This finding is reached subject to the following conditions to be addressed to the satisfaction of a designated ASCC member and town staff:
  - a. The following additional planting and site management shall be done this fall:
    - Replace the three madrone trees that have died.
    - Install some toyon as anticipated with the original plan.
    - Prune and cage/fence the sprouting stumps to encourage growth,
    - Install erosion control seeding in the swale between the subject and Borders properties.

- b. Once the additional work in “a” has been completed, Rana Creek shall notify the town and an inspection shall be made with the designated ASCC member to ensure planting and site maintenance provisions have been completed.
2. With the completion of the additional work called for in “1” above, the ASCC does recommend that the town council permit the property owner to pursue the process of town review of plans for residential development of the parcel. This recommendation is made subject to the following findings and conditions:
    - a. The property owners have assembled a “great” team to do the site restoration work and have committed to the plan approved by the ASCC.
    - b. With proposed house and site plans the needs for additional /specific screen planting can be identified and required with any approval of project plans. This can include early planting of materials so that they are established prior to house occupancy.
    - c. The ASCC house plan review process will provide the opportunity for additional ASCC and staff site reviews and monitoring of restoration conditions over the first quarter of 2014.
    - e. Any proposed landscape plans for the property shall be coordinated with Rana Creek to ensure they are fully compatible with the restoration planting efforts.
    - f. If plans are processed, no building permits should be released until the ASCC completes a site review in early to mid spring 2014 that is supported by similar data developed for the October 28, 2013 site review. From this review, the ASCC would provide a final recommendation to the town council relative to the timing for actual release of permits to allow site development to proceed.

In response to a question for clarification, the ASCC advised that they did not see the need for replacement of the lost “overplanting” of understory plug materials.

T. Vlasic



10 Harris Court Suite C-5  
 Monterey, CA 93940  
 PH 831.659.3820  
 FX 831.659.4851  
 www.ranacreekdesign.com

November 1, 2013

Ms. Karen Kristiansson  
 Principal Planner – Portola Valley ASCC  
 Spangle Associates  
 770 Menlo Avenue  
 Menlo Park, CA 94025

via e-mail

**RE: Additional Habitat Restoration Activities  
 18 Redberry Ridge, Portola Valley, California**

Dear Ms. Kristiansson:

The purpose of this letter is to inform you of our plan to implement several additional habitat restoration tasks at the above-referenced property during the month of November 2013. The additional tasks were identified during the site visit and public meeting held by the Portola Valley ASCC on the evening of October 28, 2013. The additional tasks are as follows:

**Madrone (*Arbutus menziesii*) replacement:** Three (3) madrones that were planted during initial habitat restoration performed during spring 2013 died over the summer. We plan on replacing the dead plants with three new madrones planted from 5-gallon containers. The replacement madrones will be installed in the same locations as the original madrone plantings within protective wire cages.

**Toyon (*Heteromeles arbutifolia*) planting:** Toyon was specified for initial habitat restoration in the approved *Final Restoration Plan* (Rana Creek, March 28, 2013), but was not planted because nursery stock was not available at the time of initial planting. Five (5) toyons planted from 5-gallon containers will be installed within the restoration area. Toyon will be placed in openings between existing oaks and/or between previously installed 24-inch box oak trees. Each new toyon will be enclosed by a protective wire cage.

**Seeding:** During the October 28, 2013 site visit, the upper portion of a gully located near the southwestern corner of the property was observed to have more exposed soil than other areas of the property. This area will be seeded with a native seed mix and mulched with clean rice straw in order to provide temporary and eventually, longer term erosion control. The affected portion of the gully that will receive seeding is approximately 6,000 square feet. The native perennial species that will be seeded via dry broadcast seeding include California brome (*Bromus carinatus*), blue wildrye (*Elymus glaucus*), and mugwort (*Artemisia douglasiana*). This blend of seed is appropriate for use because of the natural occurrence of these plants on the property.



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FX 831.659.4851  
[www.ranacreekdesign.com](http://www.ranacreekdesign.com)

**Additional Browse Protection:** Many cut stumps of various trees and woody shrubs are producing new growth within the affected areas of the property. However, this new growth is being continually grazed back by deer. In order to prevent deer browse and promote further regrowth of the understory, protective cages will be placed around stumps exhibiting new growth. Cages will be constructed of 14-gauge wire and anchored by metal t-posts. Both tree and woody shrub species will receive protective cages, especially those species that are considered more difficult to establish by outplanting. Species identified for caging include madrone, toyon, manzanita (*Arctostaphylos* sp.), *Ceanothus* sp., and mountain mahogany (*Cercocarpus betuloides*). Coast live oak (*Quercus agrifolia*) and black oak (*Quercus kelloggii*) stumps that appear to be free of disease will also be caged. Where appropriate, new growth will be pruned to encourage formation of one or more leader shoots. A maximum of 30 protective cages in total will be placed around the selected tree and woody shrub stumps.

Each of these additional habitat restoration features will be inspected and maintained along with the rest of the site during our regular maintenance visits. Please contact me at (831) 659-3820 x119 or [jwandke@ranacreekdesign.com](mailto:jwandke@ranacreekdesign.com) should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John Wandke". The signature is written in a cursive, flowing style.

John Wandke – Project Manager  
Rana Creek Habitat Restoration

cc: Mr. David Douglass  
Mr. Tom Vlastic  
Ms. Carol Borck



10 Harris Court Suite C-5  
 Monterey, CA 93940  
 PH 831.659.3820  
 FX 831.659.4851  
 www.ranacreekdesign.com

December 17, 2013

Ms. Karen Kristiansson  
 Principal Planner – Portola Valley ASCC  
 Spangle Associates  
 770 Menlo Avenue  
 Menlo Park, CA 94025

via e-mail

**RE: Completion of Additional Habitat Restoration Activities  
 18 Redberry Ridge, Portola Valley, California**

Dear Ms. Kristiansson:

In a letter dated November 1, 2013, we provided you with a description of additional habitat restoration activities planned for implementation at the above-referenced property. The additional tasks were identified during the site visit and public meeting held by the Portola Valley ASCC on the evening of October 28, 2013. The additional tasks included replacement of original madrone plantings, installation of toyon, seeding, and additional browse protection around stumps of woody shrubs and trees.

All of the additional habitat restoration tasks were completed on November 6 and 7, 2013. Details of the completed additional habitat restoration activities are as follows:

- Installation of three, 5-gallon replacement madrones. Replacement madrones were installed in original planting locations and browse cages.
- Installation and caging of five, 5-gallon toyon.
- Broadcasting native seed and rice straw mulching of gully. Seed included California brome (3 lbs), blue wildrye (3 lbs), and mugwort (1 lb).
- Installation of 26 wire cages around cut stumps exhibiting regrowth (see list below)

<b>Common name</b>	<b>Number of plants caged</b>
California bay	1
Coffeeberry	3
Chamise	1
Holly-leaf cherry	1
Live oak	1
Madrone	1
Mountain mahogany	7



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Common name	Number of plants caged
Redberry	2
Toyon	9
<b>TOTAL</b>	<b>26</b>

Each of these additional habitat restoration features will be inspected and maintained along with the rest of the site during our regular maintenance visits. Please contact me at (831) 659-3820 x119 or [jwandke@ranacreekdesign.com](mailto:jwandke@ranacreekdesign.com) should you have any questions.

Sincerely,

John Wandke – Project Manager  
 Rana Creek Habitat Restoration

cc: Mr. David Douglass  
 Mr. Tom Vlasic  
 Ms. Carol Borck



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Howard Young, Public Works Director

**DATE:** January 8, 2014

**RE:** **Call for Bicycle and Pedestrian Projects from the San Mateo County Transportation Authority for fiscal years 2014-15 and 2015-16**

### RECOMMENDATION

That the Town Council authorize staff to submit application(s) for specific projects:

1. Portola Road shoulder widening at Town Center and various sections of Portola and Alpine Roads
2. Alpine Road shoulder widening at Arastradero Road
3. Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive (West)

### BACKGROUND

The San Mateo County Transportation Authority (TA) was formed in 1988 with the passage of the voter-approved half-cent sales tax for countywide transportation projects and programs, known as Measure A. The original Measure A expired Dec. 31, 2008. In 2004, county voters overwhelmingly approved a reauthorization of Measure A through 2033. The TA's role is to administer the proceeds from Measure A to fund a broad spectrum of transportation-related projects and programs. The TA is an independent agency and is governed by an appointed board of seven directors, who are elected officials, representing the county, cities and the San Mateo County Transit District.

### DISCUSSION

On December 9, 2013, the TA issued a Call for Projects (Attachment 1) which required grant applications to be submitted by January 17, 2014. With the year-end schedule and the need to publish the Town Council agenda packet on December 20<sup>th</sup>, Town staff has not completed the application for inclusion in the Council packet. The applications



will be available for the Town Council and public review as soon as possible prior to the Town Council meeting but most likely not before Tuesday, January 7<sup>th</sup>.

On January 8<sup>th</sup>, staff will present the three projects that have been discussed over the past two years by the Bicycle Pedestrian and Traffic Safety (BPTS) Committee. Unfortunately, funding for these projects was not available and, therefore, they did not advance beyond the BPTS. With the opportunity to secure grant funds for these projects, the Town has the opportunity to leverage its annual allocation for roadway improvements as a “match” to grant funds provided by the TA. Without the TA funds, these projects would likely remain on the shelf until adequate funding could be identified.

It is important to note that the Town staff is working closely with members from the BPTS to put the finishing touches on the project applications. The Council will not act on January 8<sup>th</sup> to approve the projects. Rather, the Town Council is simply being asked to authorize the Town Manager to submit application for TA grant funding for the three projects. If the Town Council authorizes Town staff to submit the application(s) to the TA, Town staff will return to the Town Council on January 22<sup>nd</sup> with the formal resolution for Town Council support. The meeting on January 22<sup>nd</sup> will allow the Town Council and the public a greater opportunity to consider the complete applications.

#### **FISCAL IMPACT**

The recommendation would be to allocate a portion of the annual street maintenance budget for 2014-15 and 2015-16 to provide matching funds for these projects.

#### **ATTACHMENTS**

1. Measure A Pedestrian and Bicycle Program Guidelines, December 9, 2013
2. Funding Application (template) **Note: applications to be provided under separate cover by January 7, 2014**

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



## New Measure A Pedestrian and Bicycle Program Call for Projects for Fiscal Years 2014 and 2015

### MEASURE A PEDESTRIAN AND BICYCLE PROGRAM GUIDELINES

December 9, 2013

#### INTRODUCTION

The San Mateo County Transportation Authority (TA) is pleased to announce a Call for Projects from the Measure A Pedestrian and Bicycle Program. The goal of the Measure A Pedestrian and Bicycle Program is to fund specific projects that improve bicycling and walking accessibility and safety in San Mateo County, helping to encourage more residents to participate in active transportation. Bicycling and walking are sustainable forms of transportation and contribute to reducing commute corridor congestion, making regional connections, and meeting local mobility needs.

#### APPLICATION MATERIALS

The Call for Projects packet consists of these guidelines, an application form, and a template funding application. These documents and other related reference materials can be found at the following link: [www.smcta.com/bikeped](http://www.smcta.com/bikeped)

#### SCHEDULE

Call for Projects Issued	December 9, 2013
Workshop	December 11, 2013
<b>Project Applications Due</b>	<b>January 17, 2014 4:00 PM</b>
Evaluation Period	January-February 2014
Draft Recommendations/TA Board Approval	March-April 2014

Applicants must submit **one original unbound application, six bound hard copies and one electronic copy** of the completed application along with all the required materials. All completed applications must be received at the San Mateo County Transportation Authority by **Friday, January 17, 2014 at 4:00 p.m.** Late or incomplete applications will not be accepted. Please submit electronic and printed applications to:

- [callforprojects@samtrans.com](mailto:callforprojects@samtrans.com)
- San Mateo County Transportation Authority  
Attn: Pete Rasmussen  
1250 San Carlos Avenue  
P.O. Box 3006  
San Carlos, CA 94070

#### Primary application contacts for any questions/concerns:

Joel Slavitt, email: [slavittj@samtrans.com](mailto:slavittj@samtrans.com) | phone: 650-508-6476

Pete Rasmussen, email: [rasmussenp@samtrans.com](mailto:rasmussenp@samtrans.com) | phone: 650-508-6343

## **TABLE OF CONTENTS**

1. Background
  2. Available Funding
  3. Eligibility
  4. Applications
  5. Evaluation
  6. Other Policies/Guidelines for this Call for Projects
-

## 1. BACKGROUND

In 2004, the voters of San Mateo County reauthorized the Measure A Program and approved an extension of the half-cent sales tax for transportation improvements for another 25 years (2009-2033). A provision of the 2004 New Measure A Transportation Expenditure Plan (TEP) provides that three percent of the sales tax revenues be allocated for the construction of facilities for pedestrians and bicyclists. It is estimated that the sales tax will generate \$45 million (in 2004 dollars) over the 25-year life of the measure for pedestrian and bicycle facilities.

## 2. AVAILABLE FUNDING

A total of up to \$5.4 million is available for this funding cycle, which covers Fiscal Years 2014 and 2015.

## 3. ELIGIBILITY

### a. *Eligible Projects*

The Measure A Pedestrian and Bicycle program provides funding for the project development, right of way acquisition and construction of facilities for bicyclists and pedestrians. Right of way acquisition is also an eligible expense provided that the proposal, at the time of the application submittal deadline, has a completed environmental clearance, an estimate of value prepared by a right of way professional that is conducted pursuant to industry standards (for example of industry standards, see the Caltrans Right of Way Manual, Chapter 4 "Estimating" at: <http://www.dot.ca.gov/hq/row/rowman/manual/ch4.pdf>) and the acquisition must be for extenuating circumstances such as a last chance opportunity or that no other viable alternative exists to implement the project. Eligible projects include, but are not limited to: paths, trails and bridges over roads and highways. A partial list of candidate projects is contained in the TA TEP, as noted below. This is not an exhaustive list and additional candidate projects, provided they are located in San Mateo County, may be submitted.

#### Partial List of Candidate Pedestrian and Bicycle Projects

Route 1/Santa Rosa Avenue pedestrian overcrossing  
 Route 1 pedestrian/bike trail from Montara through Half Moon Bay  
 Route 35/Route 1 pedestrian/bike overcrossing  
 Millbrae Avenue/US 101 pedestrian/bike overcrossing  
 Hillcrest Blvd./US 101 pedestrian/bike overcrossing to Bay Trail  
 US 101 near Hillsdale pedestrian/bike overcrossing  
 Ralston Avenue/US 101 pedestrian/bike overcrossing  
 Willow Road/Bayfront Expressway pedestrian/bike tunnel upgrade  
 Willow Road/US 101 pedestrian/bike overcrossing  
 Portola Road pedestrian/bike path paving

General citywide planning and maintenance/rehabilitation projects are ineligible.

**b. Eligible Sponsors (Applicants)**

Per the TA TEP, eligible project sponsors for Measure A Pedestrian and Bicycle funds are the cities in San Mateo County and the County of San Mateo. Other interested agencies may partner with an eligible sponsor; however, only eligible project sponsors may submit applications.

#### 4. APPLICATIONS

**a. Application Caps**

A maximum of three applications, in a total amount of up to \$1,000,000 from the Measure A Pedestrian and Bicycle program, may be submitted per sponsor.

**b. Governing Board Resolutions**

A sponsor agency governing board resolution in support of the project application is required. If the sponsor agency will not be able to obtain a governing board resolution prior to the application deadline, the application will be accepted on an interim basis with an endorsement letter from the sponsor agency's City or County Manager until an adopted governing board resolution can be obtained. If the application is to be considered for the programming and allocation of Measure A funds, an approved governing board resolution should be submitted to the TA no later than February 7, 2014 (after the application due date.)

**c. Funding Agreements**

A funding agreement template is included as part of the Call for Projects packet. Potential project sponsors should review the template prior to submitting applications. Any concerns or changes suggested by sponsors must be brought to the attention of the TA staff application contacts, as noted on the first page of these guidelines, by the January 17, 2014 application deadline if they are to be considered by the TA.

**d. Letters of Support**

Applicants are encouraged to provide letters of support from stakeholders but this is not a requirement.

#### 5. EVALUATION

All candidate projects submitted for funding consideration will be evaluated based on the evaluation criteria as listed below.

**a. Project Readiness and Need – 35%**

*Project Readiness*

- Clear and complete proposal
- Right of Way certification complete (if applicable)
- Permits, agreements and/or environmental clearance obtained (if applicable)
- Results from a public planning process

- Demonstrates stakeholder support
- Has a solid funding plan

*Project Need*

- Meets commuter and/or recreation purpose
- Fulfills an identified pedestrian and/or bicycle need
- Safety improvement/enhancement

**b. Effectiveness – 35%**

- Provides connectivity to pedestrian and bicycle system
- Closes gap in countywide pedestrian and bicycle network
- Enhances connectivity to schools, transit stations and other activity centers
- Value: Benefit relative to the amount of funding requested (supports high impact, low cost projects - “bang for the buck”)
- Accommodates multiple transportation modes (pedestrian and bicycle)
- Serves a low income/transit dependent population in the immediate vicinity

**c. Policy Consistency – 10%**

Projects should be consistent with local and countywide planning policies, processes and plans, which may include, but are not limited to the following:

- TA 2004 Expenditure Plan
- Countywide Transportation Plan
- San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP)
- City Bicycle or Pedestrian Plan
- City General Plan, Specific Plan, and/or other local plans
- Grand Boulevard Initiative Guiding Principles
- MTC Regional Priority Development Area (PDA)
- Americans with Disabilities Act

**d. Funding – 10%**

- Projects will be evaluated on the ability to leverage matching funds and the certainty of the matching funds

**e. Sustainability- 10%**

*Environmental*

- Reduces emissions and improves air quality
- Innovative low environmental impact/green development

*Supports Transit Oriented Development (TOD)*

- Improves links for pedestrian and/or bicycle access between TOD, transit and other high use activity centers
- Supports livable, walkable and healthy communities

*Economic Development*

- Integral transportation component that can support existing economic activity and help spur new economic development in the immediate vicinity

## 6. OTHER POLICIES/GUIDELINES FOR THIS CALL FOR PROJECTS

**a. *Timely Use of Funds***

Project must remain active to retain allocated funding. Measure A Pedestrian and Bicycle program will be expected to be fully expended within two years for pre-construction activities and three years for construction activities from the TA Board allocation date. A total of five years will be allowed if both pre-construction and construction are part of the Measure A allocated work scope.

**b. *Matching funds***

There is no minimum match requirement for this cycle. However, the extent of leveraged non-Measure A funding for the project is an important consideration in the project evaluation. In-kind contributions must be documented and auditable.

**c. *Eligible Costs***

Measure A funds shall be used only for direct eligible costs to complete the scope of work. Development of proposals/applications for Measure A funds are not eligible for Measure A Pedestrian and Bicycle Program funding. The TA or its authorized agents, reserve the right to audit the sponsor project to ensure compliance with the terms of the sponsor's funding agreement.

**d. *Progress Reporting***

Sponsors will be required to monitor and report project status during the implementation of the project scope of work. Progress reports will be due on a quarterly basis after the execution of a funding agreement and a final report will be required upon project completion.

**e. *Under-subscription***

If funds are undersubscribed in this cycle, the TA reserves the right not to fund project applications which do not satisfy the project merit evaluation criteria.

***f. Cost increases***

Projects which are allocated Measure A funds are not guaranteed to receive additional Measure A funds if the cost of the project scope increases. It will be the responsibility of the sponsor to take the lead in identifying and securing additional funds. Sponsors can work with the TA and other funding entities to secure additional funds, as well as apply for additional Measure A funds through subsequent funding cycles.

***g. Non-supplantation of funds***

Sponsors are required to certify that Measure A funds awarded in this cycle will not replace existing funds.

***h. Reimbursement***

Project costs incurred prior to the execution of a funding agreement are not eligible for reimbursement. No funding advances will be allowed. Documentation must accompany all requests for reimbursement.

***i. Scope change***

Project sponsors seeking a change in project scope after TA Board approval of the Measure A allocation must obtain approval from the TA or risk losing the Measure A funds. Costs incurred that are not part of the Measure A-funded project scope will be ineligible for reimbursement.





**CALL FOR PROJECTS**  
**SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)**  
**MEASURE A PEDESTRIAN AND BICYCLE PROGRAM**  
**FUNDING APPLICATION FOR FISCAL YEARS 2014 and 2015**

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**I. PROJECT FUNDING REQUEST**

- a. AGENCY / SPONSOR:
- b. PROJECT NAME:
- c. TOTAL MEASURE A FUNDS REQUESTED: \$
- d. APPLICATION CHECKLIST:
  - Required Sponsor Governing Board Resolution\*  
*\*An endorsement letter from the sponsor's City Manager/Executive Director must be provided if the resolution is not obtained by the application January 17, 2014 application deadline.*
  - Required Non-Supplantation of Funds Certification
  - Project Location Map, Plans, Photographs (Section II.1a.iii)
  - Policy & Plan Consistency Documentation (Sections II.2.b and IV.a)
  - Letters of Support (Section II.e)
  - If request is for Right of Way (ROW) acquisition, attach environmental clearance and documentation for estimate of value (Section II1.b)

**II. Project Readiness and Need - up to 35 points**

- 1. *Project Readiness – up to 20 points*
  - a. Clear and Complete Proposal
    - i. Overall Project Description: Describe the overall project that is ultimately to be constructed. If the overall project is larger than the project scope for which the Measure A funds are requested, state the work that may have already been completed and the work that may remain.

TA Measure A Pedestrian & Bicycle Program  
 Funding Application for Fiscal Years 2014 & 2015

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ii. Project Scope: Describe the work and phases (see list of phases in the table for project schedule, iv., below) that will be completed with the requested Measure A funds and if it is the same or a subset of the overall project description.

iii. Attach a Map(s), any plans, drawings and relevant photos of the overall project and scope for the requested Measure A funds.

iv. Project Schedule - Indicate the anticipated beginning and end date for each phase of the project. If a phase is not applicable for this application, write "N/A".

If the PS&E phase is underway, indicate the percent complete to date: \_\_\_\_\_

Phase	Month and Year	
	Phase Start	Phase End
Pre-Project Planning		
Preliminary Engineering(PE)/Environmental (ENV)		
Plans, Specifications & Estimates (PS&E)		
ROW Acquisition and Utilities		
Construction and Procurement		

TA Measure A Pedestrian & Bicycle Program  
 Funding Application for Fiscal Years 2014 & 2015

v. Project Budget – Provide a detailed budget for all applicable phases of work for which Measure A funds are requested:

Phase	Measure A Request	Matching Funds	Total
Pre-Project Planning			
PE/ENV			
PS&E			
ROW Acquisition and Utilities			
Construction and Procurement			

b. ROW certification completed?

Yes or N/A  No

Comments:

If request is for, or includes ROW acquisition, describe the extenuating circumstances for the need to acquire the right of way:

c. Permits, Agreements and/or Environmental Clearance approved?

Yes  No  N/A

List all permits, agreements and environmental clearance (both CEQA and NEPA) approved and/or needed, to date:

Permit/Agreements/Environmental Clearance	Status	Date Approved

Comments:

TA Measure A Pedestrian & Bicycle Program  
 Funding Application for Fiscal Years 2014 & 2015

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- d. Discuss the public planning process that occurred, or will occur, for the proposed project:
- e. Comment on level of public support. As appropriate, attach documents of support and state composition of relevant committee. (*examples: letters, meeting minutes, etc.*)

2. *Project Need – Up to 15 points*

- a. Does the project meet commuter and/or recreational purposes?  
 Yes  No

Explain:

- b. Is the project identified in the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) as part of the Countywide Bikeway Network or located in a Pedestrian Focus Area in the CBPP?  
 c. Yes  No

Page number(s):

- Is the project identified in a local Bicycle and/or Pedestrian Plan?  
 Yes  No

Document Name and Page number(s):

- d. Is pedestrian and/or bicycle safety improved because of the project?  
 Yes  No

Explain and cite any relevant history pertaining to accidents and safety issues in the immediate project vicinity:



TA Measure A Pedestrian & Bicycle Program  
 Funding Application for Fiscal Years 2014 & 2015

Document or Policy	Publication Date	Page

V. **FUNDING** – Up to 10 points

- a. Using the table below, indicate the sources of funding as well as the percentage that have been secured for the proposed Measure A project work scope. Add rows as needed.

Funding Source	Total	Percentage
Measure A Request	\$ _____	%
	\$ _____	%
	\$ _____	%
	\$ _____	%
Total Project Cost	\$ _____	%

Total matching funds to be provided:	\$ _____
Total project costs	\$ _____
Local match percentage =	$\frac{\text{total matching funds provided}}{\text{total project cost}}$

- b. Discuss any potential funding shortfalls or risks associated with any of the listed funding sources, and how they will be addressed.

TA Measure A Pedestrian & Bicycle Program  
 Funding Application for Fiscal Years 2014 & 2015

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- c. Can the project be divided into phases or segments if full funding is not available?

Yes  No

If "Yes", describe the different phases/segments and costs associated with each.

VI. <u>SUSTAINABILITY</u>
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- a. What are the environmental benefits of the project (e.g. reduces emissions and improves air quality, utilizes low environmental impact/green development practices)?
- b. Does the project improve links or facilities between Transit Oriented Development (TOD) and transit stations/other high-use activity centers? How does it contribute toward the creation of livable, walkable, and healthy communities?
- c. Does the project support existing economic activity and/or new economic development in the immediate vicinity?

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PROJECT CONTACT INFORMATION

Primary Contact Person:

Title:

Telephone Number:

Email Address:

Secondary Contact Person:

Title:

Telephone Number:

Email Address:

### San Mateo County Transportation Authority Measure A Sales Tax Program

#### Non-Supplantation of Funds Certification

This certification, which is a required component of the sponsor’s grant application, affirms that San Mateo County Transportation Authority Measure A Pedestrian and Bicycle Program funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) existing funds that have been appropriated for the same purpose. Potential supplantation will be examined in the application review as well as in the pre-award review and post award monitoring.

Funding may be suspended or terminated for filing a false certification in this application or other reports or documents as part of this program.

**Certification Statement:**

**I certify that any funds awarded under the San Mateo County Transportation Authority Measure A Pedestrian and Bicycle Program Call for Projects covering Fiscal Years 2014 and 2015 will be used to supplement existing funds for program activities, and will not replace existing funds or resources.**

**Project Name:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**TITLE\***

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\* This certification shall be signed by the City or County Manager or other such top-ranking official of the sponsor’s organization



#11

There are no written materials for this agenda item.

# Ad-Hoc Town's 50th Anniversary Committee

*Members*

*Meets*

*Council Liaison:*

**Year: 2013**

<b>Name</b>	<b>Address</b>	<b>Home Fax</b>	<b>Work Other</b>	<b>E-Mail</b>
<b>Rebecca Arora</b>		Portola Valley CA 94028		
<b>Virginia Bacon</b>	205 Golden Oak Drive	Portola Valley CA 94028		
<b>Danna Breen</b> <i>Co-Chair</i>	4680 Alpine Road	Portola Valley CA 94028		
<b>Brook Coffee</b>		Portola Valley CA 94028		
<b>Leslie Field Barth</b>	811 Wayside	Portola Valley CA 94028		
<b>Erica Hughes</b>	152 Wayside Road	Portola Valley CA 94028		
<b>Nancy Lund</b>	240 Golden Hills Drive	Portola Valley CA 94028		
<b>Phil Reilly</b>		Portola Valley CA 94028		
<b>Kari Whalesong</b>		Portola Valley CA 94028		
<b>Cindie White</b> <i>Co-Chair</i>	683 Portola Road	Portola Valley CA 94028		

#13

There are no written materials for this agenda item.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – December 13, 2013**

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1. Agenda (Action) – ASCC - Monday, December 9, 2013
2. Agenda (Action) – Town Council – Wednesday, December 11, 2013
3. Agenda – Sustainability Committee – Monday, December 16, 2013
4. Agenda – Planning Commission – Wednesday, December 18, 2013
5. Report from San Mateo County Sheriff's Office – Incident Log for 11/25/13 – 12/02/13
6. Report from San Mateo County Sheriff's Office – Incident Log for 12/03/13 – 12/10/13
7. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, December 13, 2013

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

1. Invitation – Java with Senator Jerry Hill – January 11, 2013
2. Invitations – Reorganization of City Councils for the Cities of San Mateo, Brisbane, Millbrae, Pacifica, San Carlos and South San Francisco
3. Labor Newsletter – December 2013



**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**

**ACTION**

**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) **The project team described the proposal and answered Commissioner questions. ASCC offered suggestions and comments on the proposal.**

**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) **ASCC walked the site with the track project team, provided suggestions and comments. Project team for Benedictine improvements provided presentation to the ASCC and was provided feedback.**

**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; Denise Gilbert Planning Commission Liaison; Jeff Aalfs Town Council Liaison**)
3. Oral Communications: **None from public. Commissioner Breen thanked Commissioner Hughes for his service to the ASCC and congratulated him on appointment to the Town Council.**

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.

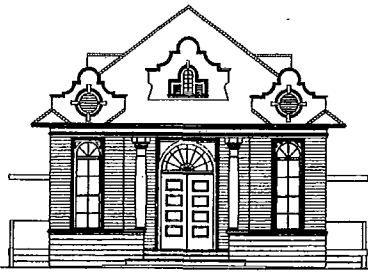
4. Old Business:
  - a. Follow-up Review for Compliance with Conditions of Approval, Review of Building Permit Plans for Faux Pine Colocation "Tree Antenna," Priory School, 302 Portola Road, Conditional Use Permits X7D-132 (Verizon) and X7D-138 (AT&T) **Follow-up submittal approved subject to condition to be met to the satisfaction of a designated ASCC member after pole has been installed.**

- 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 **Follow-up approved subject to conditions to be met to the satisfaction of Planning staff and a subcommittee of two ASCC members, one conservation committee member, and one trails committee member.**
  - 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 **Project team continued their presentation of the project concepts. ASCC provided supportive feedback and requested refined details on the proposal. Review continued to 1/13/14 meeting.**
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 **Project approved subject condition to be met to the satisfaction of Planning staff prior to building permit issuance.**
  - b. Preliminary Review of Proposed Amendment to CUP X7D-161, Modifications to Existing Wireless Communication Facilities Adjacent to 4115 Alpine Road, AT&T Mobility **ASCC continued discussion of the proposal and provided comments to the project representative. Review continued to 1/13/14 meeting.**
6. Commission and Staff Reports:  
**Breen** – reported on reviewing revisions for 110 Willowbrook  
**Clark** – reported on reviewing revisions for 230 Shawnee Pass  
**Kristiansson** – reported Town Council will select new ASCC member 1/22/14. Additionally, she reported that Town will be enforcing CalGreen as of 1/1/14 and that the Town Council will review Build-It-Green and determine if there is a desire to update it and adopt a new Green Building Ordinance.  
**Aalfs** – reported that the Energy Code may be delayed until July 2014  
**Ross** – inquired about code change effects – was informed that Brandi deGarmeaux had answered the question on the PV Forum. Additionally, he inquired about the status of the revised ASCC referral policy from staff.  
**Kristiansson** stated it was still in process and would go to the Planning Commission next.
7. Approval of Minutes: November 25, 2013 **Approved as submitted.**
8. Adjournment: **9:07 p.m.**

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

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# 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

## ACTION AGENDA

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

Councilmember Aalfs (arrived at 7:36 pm), Councilmember Derwin, Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards

### All Present

- (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.

### None

- (2) **Recommendation by Town Clerk** – Certification of November 5, 2013 Consolidated Special and General Municipal Election

- (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.2610-2013)

**Approved 4-0** (Councilmember Aalfs absent at time of vote)

- (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.2013-399)

**Approved 4-0** (Councilmember Aalfs absent at time of vote)

**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

**Councilmember Ann Wengert was elected Mayor 5-0**

**Councilmember Jeff Aalfs was elected Vice Mayor 5-0**

### 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

**Approved as Amended 3-2 with Councilmember Hughes and Mayor Wengert abstaining**

- (4) **Approval of Minutes** – Special Town Council Meeting of November 13, 2013

**Approved 4-1 with Councilmember Hughes abstaining**

- (5) **Ratification of Warrant List** – November 27, 2013

- (6) **Approval of Warrant List** – December 11, 2013

**(7) Recommendation by Deputy Building Official – Adoption of the 2013 California Building Code**

- (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. 2013-400)

**(8) Appointment by Mayor – Request for Appointment of Member to the Cultural Arts Committee**

**Items 5 – 8 Approved 5-0**

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

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

*There are no written materials for this item.*

**Councilmember Derwin –**

**Resource Climate Protection (C/CAG Subcommittee) – Presentations by Steve Schmidt with his new business, Home Energy Analytics, and Chris Hunt from Power Down.**

**Council of Cities – San Mateo County Animal Control presented a newly proposed animal shelter**

**C/CAG – PG&E reported.**

**HEART Board Meeting – Feasibility Study on 200 million dollar campaign for affordable housing.**

**Councilmember Richards –**

**Green Speaker Series - The Practical Wisdom of Working with Living Soil *with Alane Weber.***

**Vice Mayor Aalfs –**

**ASCC – The Priory Track & Field progress. Track color will be tan. Preliminary drawings of a new building named Benedictine Square, which is a set of classrooms below the student center. AT&T facility on Alpine Road. Project on Golden Hills Drive looking to add a new fence and gate.**

**Geologic Safety Committee – Chuck Wrucke retraced the fault of 1906 San Andreas earthquake. Traced a fault that runs along top of Alpine and Willowbrook. The question arose of whether the geologic safety map should be revised.**

**Mayor Wengert –**

**Planning Commission – Held first public hearing on Housing Element.**

**Bicycle, Pedestrian & Safety Committee – Awaiting the Corte Madera traffic study results. Will extend trial period of parking signs at Windy Hill, which have been quite effective.**

**Sea Level Rise meeting – John Englander, renowned author on preparing for a 3’ sea level rise within the next 50 – 75 years.**

**Trails & Paths Committee – Staff presented new facility rental process for committees. Looked at progress on driveway scoring.**

**WRITTEN COMMUNICATIONS**

**(10) Town Council Weekly Digest – November 15, 2013**

**(11) Town Council Weekly Digest – November 22, 2013**

**(12) Town Council Weekly Digest – December 6, 2013**

**No Comments for the Digests**

**ADJOURNMENT: 8:35 pm**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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





**TOWN OF PORTOLA VALLEY**  
***Special Sustainability Committee Meeting***  
**Monday, December 16, 2013 3:15PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

1. Call To Order
2. Oral Communications
3. Approval of Minutes from October 28, 2013
4. Committee Member Appointments for 2014
5. Update & Discussion on Programs/Projects/Outreach
6. Discussion on Climate Action Plan Potential Measure – Award Program
7. Discussion of Potential Committee Projects for 2014
8. Vote on Meeting Date & Time
9. Next Steps, Next Meeting Date & Reminders
  - a. Next Meeting: Monday, January 20, 2014 at 3:15 pm
10. Announcements
  - a. Farmers' Market Winter Solstice Event December 19<sup>th</sup>
11. Adjournment



**TOWN OF PORTOLA VALLEY  
REGULAR PLANNING COMMISSION MEETING  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, December 18, 2013 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)**

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**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. Preliminary Review – Proposed Amendment to Conditional Use Permit (CUP) X7D-161, AT&T Mobility, 4115 Alpine Road
2. Continued Study Session – 2014 Housing Element Update

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: November 20, 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.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

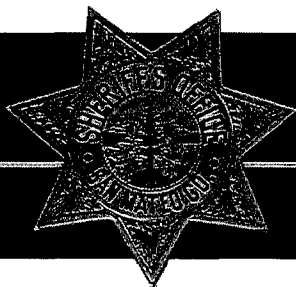
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This Notice is posted in compliance with the Government Code of the State of California.

Date: December 13, 2013

CheyAnne Brown  
Planning Technician

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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.

Monday 11/25/13 to Monday 12/02/13

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-10138	11/25/13 10:55AM	4000 Blk. Alpine Rd. Portola Valley	Forge/Pass/Make Fictitious Check	A deputy was dispatched to a report of check fraud. The reporting party provided the deputy with photocopies of six (there are seven total) fraudulent checks that were written against the Portola Valley School's Foundation Charles Schwab investment account. The seven fraudulent checks total \$182,500. The deputy examined the checks and realized the name of the foundation was misspelled on the face of each check and the address of the foundation is also missing from the face of the checks. The foundation's Charles Schwab bank account number and the correct routing number for the foundation are printed on the bottom of all seven checks. Based on the processing stamps on the back of several checks, it appears the fraudulently obtained funds were transferred into a JP Morgan Chase bank account at an unknown location. The payee listed on each fraudulent check is "Eye For Design LLC" with a mailing address in Monroe, CT. The deputy has contacted via voicemail a Charles Schwab Fraud Investigator, and the US Post Office in Monroe, CT to get information on the mailing

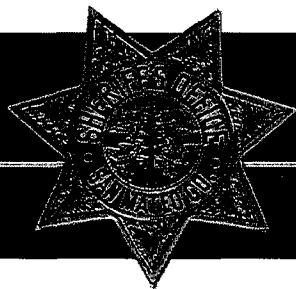
				address. The Reporting Party did not write the checks or authorize their distribution. The evidence has been booked into the Sheriff's Office Property Room and the deputy is awaiting follow-up with Charles Schwab Fraud and the US Postal Police to continue this investigation.
13-10140	11/25/13 11:05AM	400 Blk. La Mesa Dr. Ladera	Missing Person	The Reporting Party reported that his sister-in-law has been missing for about a month. Deputies went to the sister-in-laws residence and saw that her vehicle was in the garage and furniture was still in her house which the deputies could see through the windows. The sister-in-law was no-where to be found. The Reporting Party requested to make a missing persons report and his sister-in-law was entered into the Missing Unidentified Persons System.
13-10141	11/25/13 2:14PM	300 Blk Old La Honda Rd. Woodside	Lost Property	The victim stated that her CDL was lost on Friday, 11/22/13, sometime between the hours of 7:30PM and 10:30, somewhere on Sutter St. in the City of San Francisco. She telephoned the various establishments that she visited and no one had turned in her CDL. This report is for informational purposes only at this time.
13-10146	11/25/13 2:14PM	3000 Blk. Woodside Rd. Woodside	Hit and Run/Non-Injury	Party #2's vehicle was parked in a designated parking stall facing south behind Bucks Restaurant located at 3062 Woodside Road. The driver's side of Vehicle #1 collided into the front driver's side bumper of Vehicle #2 and then flees the scene without reporting the damage.
13-10190	11/26/13 5:08PM	Old La Honda Rd. Woodside	Burglary	A vehicle burglary occurred in a small parking area along Old La Honda Rd at the entrance of Thornewood Open Space Preserve's Bridal Trail. The suspect(s) smashed the front driver side window of the victim's vehicle and grabbed a bag which was on the floor between the driver and passenger seat. The suspect(s) fled the scene with the victim's bag which contained a Chase checkbook, prescription eyeglasses, the vehicle's ignition key, iPod headphones, make-up, and misc. items. The estimated loss

				is \$702.00. There is no suspect(s) information at this time.
13-10206	11/27/13 10:29AM	1000 Blk. Godetia Dr. Woodside	Burglary	Deputies were dispatched to the report of a possible residential burglary. San Mateo County Communications advised that the gardener was on scene and observed the front door of the residence to be open, and a single glass pane in the door to be shattered. Per the reporting party (gardener), the homeowners were currently out of the country, and it was unknown at the time how long the residents had been away. As a result of this investigation, the time frame of this burglary was determined to be between Monday, November 25th, 2013 at approximately 8:00 AM and Wednesday, November 27th, 2013 at approximately 9:40 AM. Following the search and securing the interior of the home, deputies were able to make contact with both homeowners. Due to them both being out of the country, the deputies were only able to determine a safe was stolen. The contents of the safe included approximately \$200,000 worth of jewelry and miscellaneous personal information. A follow-up will be conducted with the homeowners when they arrive home to determine the actual loss in this burglary as well as any further information which could possibly lead to the identification of the suspect(s) involved in this crime.
13-10230	11/28/13 6:00AM	3000 Blk. Woodside Rd. Woodside	Under the Influence of Alcohol / Drugs in Public Place	Deputies were dispatched to Woodside Fire on a report of an intoxicated subject sleeping in his vehicle and blocking the fire station driveway. Upon arriving on scene deputies located the subject sleeping in the backseat of his vehicle. Upon waking the subject up and having him step out of his vehicle it was obvious he was under the influence of intoxicants. He smelled of an alcoholic beverage, his eyes were bloodshot and watery and he was unsteady on his feet. The subject was unable to care for himself and felt that Christopher Renois from Cupertino was unable to care for himself and was placed under arrest for violation of public intoxication. Renois was transported and booked into the

				San Mateo County Jail and his vehicle was towed.
13-10274	11/30/13 9:26AM	Canada Rd. / Glenwood Ave. Woodside	Traffic Accident – Minor Injury	<p>A deputy saw a male (subject #1) wearing a yellow jacket laying on his back on the gravel on Canada Road. The deputy also saw a second male (subject #2) wearing a yellow shirt standing over subject #1. Subject #2 appeared to be providing medical attention to Subject #1 who appeared to have a laceration somewhere on his head.</p> <p>The deputy stopped and exited his vehicle and provided medical attention to Subject #1 until fire and medics arrived on scene. Subject #1 stated that he was unable to apply the brakes to his bicycle on time to avoid colliding with Subject #2 who was stopped at the limit line also on a bicycle. Subject #1 was transported to Stanford Hospital for treatment of his injuries.</p>
13-10316	12/01/13 12:27PM	Moore Rd. / Woodside Rd. Woodside	Drive w/ Suspended License	<p>A deputy observed two Harley-Davidson motorcycles, ahead of him weaving through traffic on Woodside Road. Both motorcycles made two lane changes between other cars without signaling. The deputy affected a traffic stop and both motorcycles pulled to the right shoulder of the roadway. The deputy made contact with the male motorcycle rider on a black Harley-Davidson and a female motorcycle rider on a red Harley-Davidson. The deputy asked both riders for their driver's license. The male motorcycle rider identified himself with his California Identification card and stated that he has a driver's license but it is currently suspended. The female motorcycle rider identified herself with her valid California driver's license.</p> <p>County Communications conducted a DMV records check to confirm the status of both drivers' licenses. The deputy issued the female driver a citation for failure to signal. The deputy issued the male driver a citation for driving with a suspended license and failure to signal. The male driver signed the citation and was released from the scene. His motorcycle was towed.</p>

13-10325	12/01/13	Alpine Rd. / Nathorst Ave. Portola Valley	Discharge Laser	<p>County Communications advised a deputy that the Federal Aviation Administration (FAA) advised them that a Southwest Flight was reporting being hit by a green laser on the left side of the their aircraft approximately 6000' over the area of Portola Valley (Nathorst Ave and Alpine Rd.)</p> <p>The deputy responded to the area and did not locate any source of the green laser. The deputy also checked the surrounding areas and was not able to locate the source. Dispatch advised CHP and FBI of the incident. The FAA advised that there was no property damage sustained and no injuries as a result of this incident. There is no suspect information at this time.</p>
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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 12/03/13 to Tuesday 12/10/13

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-10370	12/03/13 7:52AM	Eleanor Dr. / Stockbridge Ave. Woodside	Driver W/ Suspended License	A deputy observed a green Volkswagen have a continuous forward rotation of the tires through the stop sign at Northgate Drive and Eleanor Drive. The deputy conducted a traffic enforcement stop on the vehicle and made contact with the driver who identified herself with an expired (2012) California interim driver license. She was unable to provide current proof of insurance. A records check through County Communication revealed that the suspect's driver's license status was suspended. The suspect was issued a citation for failure to stop at a stop sign limit line and for driving on a suspended license. The vehicle was towed.
13-10376	12/03/13 11:08AM	2100 Blk. Camino De Los Robles West Menlo Park	Grand Theft	Unknown suspect(s) opened an unlocked door of the victim's vehicle and took personal property. The vehicle was parked in the driveway of the victim's residence, located at 2108 Camino De Los Robles in unincorporated San Mateo County.
13-10418	12/04/13	Alpine Rd. / Willowbrook	Burglary	Deputies responded to a report of a burglary to a vehicle.

	4:13PM	Dr. Portola Valley		The victim reported an unknown suspect smashed the left rear driver's side window to his Toyota Prius and took his briefcase and an iPod. The estimated loss at this time is \$600.00.
13-10423	12/04/13 5:05PM	500 Blk. Portola Rd. Portola Valley	Burglary	The victims went for a walk at the Windy Hill Open Space Preserve. They parked the car, changed clothes and locked the car. When they returned they found the right rear window of the vehicle had been smashed and a bag that contained one of the victim's wallet, cell phone and laptop computer missing. Also taken, was a pair of jeans and a pair of corduroy pants. The estimated loss is \$2,975.00.
13-10422	12/04/13 5:17PM	Home Rd. / Portola Rd. Woodside	Traffic Accident – Minor Injury	Party #1 was traveling southbound on Portola Road and Party #2 was traveling northbound on Portola Road. For unknown reasons, Party #1 veered her vehicle to the left over the double yellow lines and collided into the front driver side of Vehicle #2. Party #1 was transported to Stanford Hospital for evaluation of her injuries.
13-10486	12/06/13 5:36PM	Eleanor Drive Woodside	General Information Case	A Deputy was dispatched to the report of harassing phone calls. The reporting party stated she had received some text messages from an unknown phone number earlier that day and was concerned about them. The reporting party stated that the unknown subject identified themselves as her father and began asking her strange questions. The R/P contacted her father and he stated he had not texted her at all. The R/P stated she did not feel harassed or threatened by the texts but was concerned about an unknown person impersonating her father and contacting her.
13-10489	12/06/13 7:53PM	SR 84 / Fox Hill Rd. Woodside	Traffic Accident	Party #1 was driving Vehicle #1 on SR-84. Party #1 took a posted 20 mph curve at approximately 35-40 mph. Party #1 lost control of Vehicle #1 and left the south edge of the roadway and rolled over approximately one and half times and the front end struck a tree causing moderate damage to the front end of Vehicle #1. There were no injuries. Vehicle

				#1 was towed from the scene per the owner's request.
13-10492	12/06/13 10:47PM	State Highway 84 Hwy / Canada Rd. Woodside	Traffic Accident	Party #1 was driving Vehicle #1 eastbound on SR-84. Party #2 was driving Vehicle #2 westbound on SR-84. Vehicle #1 and Vehicle #2 both stopped for stops signs at the intersection of SR-84 and Canada Road. Vehicle #2 stopped at the limit line first. Both parties entered the intersection at the same time. Vehicle #2 did not see Vehicle #1. Vehicle #2 proceeded to make a left turn onto northbound Canada Road. Vehicle #2 broadsided Vehicle #1 and the front end of Vehicle #2 struck Party #1's left leg and the front and rear wheels of Vehicle #-1. Party #1 fell to the ground on the right side of his body. Both parties spoke at the scene, but failed to exchange information. Party #1 complained of pain to his upper right back area and his left calf and his vehicle sustained moderate damage.
13-10526	12/08/13 6:38PM	1000 Blk. Portola Rd. Woodside	DUI Alcohol / Drugs	A deputy affected a traffic stop on a vehicle that was speeding on an undivided two-lane roadway. Upon contacting the driver, the deputy smelled the odor of an alcoholic beverage coming from inside the vehicle. The deputy had the driver perform a series of field sobriety tests. Upon completing the tests, it was determined that the driver was driving under the influence of alcohol. Evan Douglas Lopes from Redwood City was placed under arrest and transported to First Chance in Burlingame for processing. The Lopes was issued a citation for driving under the influence of alcohol. The vehicle was towed from the scene.
13-10568	12/10/13 12:48PM	1000 Blk. Altschul Ave. West Menlo Park	Obtain / Use Personal ID w/o Authorization	The victim stated she received several calls recently from various stores verifying she was trying to open credit card accounts. The victim told the stores she did not open any new accounts or authorize anyone to do so in her behalf. The accounts were not opened, but the victim has received new credit cards from stores she did not apply for. In addition, the victim received bills from three stores for purchases she never made. The victim reported these

				fraudulent purchases to the perspective stores and had the accounts closed. The victim has requested this report for information. The victim has not sustained any monetary loss.
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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: December 13, 2013  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended December 13, 2013.

- 1. Planning Commission Application Period Closed** – Three individuals submitted letters of interest to serve on the Planning Commission by the 12/11 deadline. The applicants are Judith Hasko (Applewood Ln), Mike Mokolke (resident of unincorporated PV), and Majda Jones (Longspur St). The Town Council is scheduled to interview all candidates and consider appointment of a candidate at their meeting on January 8<sup>th</sup>. Applications will be included in the Council packet for advance review.
- 2. ASCC Application Period Ongoing** – Two letters of interest have been received: Iris Harrell and Karol Bondy, both residents of PV Ranch. The application period for ASCC is scheduled to close on January 15<sup>th</sup>.
- 3. New Emergency AM Radio Postcards** – Postcards with magnets are arriving in mailboxes throughout town. The postcard announces the new radio system and provides an AM1680 magnet. [Click here for the announcement.](#)
- 4. Housing Element Update Postcard** – Staff sent a postcard to all town residents with a tentative calendar of the Planning Commission's study sessions on various recommendations from the Affordable Housing Ad Hoc Committee's report. [Click here for the announcement.](#)
- 5. Burglary Prevention Tips from the Sheriff's Office** – The Sheriff's Office provided information to town residents on security tips in light of recent incidents both in PV and Woodside. The SO will be hosting a community forum in January (date TBD) in both PV and Woodside to further reach out to residents on this issue. [The tips can be accessed by clicking here.](#)

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – December 20, 2013**

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1. Agenda (Cancellation) – ASCC - Monday, December 23, 2013
2. Agenda (Cancellation) – Conservation Committee – Wednesday, December 24, 2013
3. Agenda (Cancellation) – Town Council – Wednesday, December 25, 2013
4. Agenda (Cancellation) – Planning Commission - Wednesday, January 1, 2014
5. Agenda – Parks & Recreation Committee – Monday, January 6, 2014
6. Agenda – Bicycle, Pedestrian and Traffic Safety Committee – Wednesday, January 8, 2014
7. Agenda – Finance Committee – Thursday, January 9, 2014
8. Monthly Meeting Schedule for January 2014
9. Monthly Sheriff's Report for January 2014
10. Report from San Mateo County Sheriff's Office – Incident Log for 12/11/13 – 12/16/13
11. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, December 20, 2013

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

1. League of Women Voters – Bay Area Monitor – December 2013 / January 2014
2. Invitations – Reorganization of City Councils for the Cities of San Bruno, Menlo Park, Woodside, Half Moon Bay, Atherton, and the Governing Board for the Sequoia Union High School District



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Architectural Site and Control Commission  
**FROM:** CheyAnne Brown, Planning Technician  
**DATE:** December 20, 2013  
**RE:** Cancellation of ASCC Meeting

The Regular Meeting of the ASCC scheduled for Monday, December 23, 2013 is cancelled. The next regular meeting of the ASCC is scheduled for Monday, January 13, 2014 at 7:30 p.m.

**CC:** Town Manager  
Town Council  
Town Planner  
The Almanac

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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: December 20, 2013, 2013

CheyAnne Brown  
Planning Technician

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**Town of Portola Valley  
Conservation Committee Meeting  
Notice of Cancellation  
Tuesday, December 24, 2013**

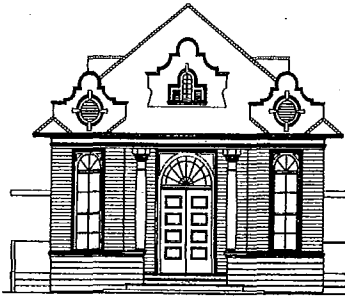
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**MEETING CANCELLATION NOTICE**

The regular meeting of the Conservation Committee,  
scheduled for Tuesday,  
December 24<sup>th</sup>, 2013 has been cancelled.

The next regular meeting of the Conservation Committee  
is scheduled for Tuesday, January 28, 2014.





TOWN OF PORTOLA VALLEY  
7:30 PM – Regular Town Council Meeting  
Wednesday, December 25, 2013  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

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## **NOTICE OF MEETING CANCELLATION**

### **PORTOLA VALLEY TOWN COUNCIL MEETING REGULARLY SCHEDULED FOR Wednesday, December 25, 2013**

Notice is hereby given that the Portola Valley Town Council meeting regularly scheduled for Wednesday, December 25, 2013 has been cancelled.

The next regular meeting of the Portola Valley Town Council is scheduled for Wednesday, January 8, 2014 at 7:30 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission  
**FROM:** CheyAnne Brown, Planning Technician  
**DATE:** December 20, 2013  
**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, January 1, 2014 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, January 15, 2014 at 7:30 p.m.

cc: Town Manager  
Town Council  
Town Planner  
The Almanac  
Barbara Templeton

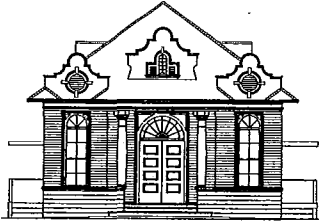
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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: December 20, 2013

CheyAnne Brown  
Planning Technician

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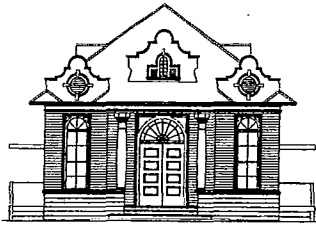
**Town of Portola Valley**  
***Parks & Recreation Committee Meeting***  
**Monday, January 6, 2014 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: November 4, 2013
4. Reports from Staff and Council
5. Skate Ramp
  - a) Update
  - b) Draft of Skate Ramp Ordinance (handout)
6. Town Picnic & Zots to Tots Race
  - a) Date
  - b) Planning Timeline
  - c) Volunteers
7. Fields Use Policy
8. Ford Field Update

Next meeting: Monday, February 3, 2014



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

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**AGENDA**

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Report from Town Staff - Hosting Committee Events and Outreach Opportunities
5. Approve Minutes of the December meeting
6. Sheriff's Report (November)
  - 1) Updated requests for law enforcement presence
7. Public Works Report
  - 1) Bike lane/shoulder improvement study submission
  - 2) Grant application
8. New items:
  - 1) Grant application: funding of road widening in areas identified by the Bike Lane Study (Fehr & Peers) – Assign action items ahead of 17<sup>th</sup> Jan deadline
9. Ongoing items:
  - 1) Corte Madera & School Traffic Study by Parisi Consulting – progress report
  - 2) Windy Hill parking study
10. 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
11. Update on Outreach and teaching programs
12. Other Business
13. Time and date for February 2014 meeting
14. Adjournment



**TOWN OF PORTOLA VALLEY**

**Finance Committee**

**Thursday, January 9, 2014 – 5:30 PM**

**Town Hall Conference Room**

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

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**AGENDA**

1. Call to Order
2. Oral Communication
3. Approve minutes from May 28, 2013 meeting
4. Old Business
  - Impact of Town Council Approved Employee Compensation Modifications (Pegueros)
5. New Business
  - 2014 Committee Membership (Takei)
  - Financial Statements for FYE 06/30/13 (Nerdahl)
  - Fund Balance Reserve Policy (Pegueros)
  - CalPERS Actuarial Report 6/30/2012 (Pegueros)
  - Financing Utility Undergrounding (Lavine)
  - Investment Options for Town Funds (Pegueros)
  - Possible Sales Tax Revenues from Sale of Tanks (Takei)
  - Parcel Tax v. UUT (Urban)
6. Adjournment

# Town of Portola Valley

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

## JANUARY 2014 MEETING SCHEDULE

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

### TOWN COUNCIL – 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, January 8, 2014

Wednesday, January 22, 2014 – Special Joint Town Council / Planning Commission (at the Sequoias)

Wednesday, January 29, 2014 – Special Joint Town Council / Woodside Town Council / WFPD

### PLANNING COMMISSION – 7:30 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

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

Wednesday, January 1, 2014 - CANCELLED

Wednesday, January 15, 2014

### ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

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

Monday, January 13, 2014

Monday, January 27, 2014

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

Council Liaison – Ann Wengert

Wednesday, January 1, 2014 – CANCELLED

Wednesday, January 8, 2014 – Special Meeting

### CABLE TV COMMITTEE – 8:15 AM (Meets 2<sup>nd</sup> Thursday) alternate odd numbered months

Council Liaison – Ted Driscoll

Thursday, January 9, 2014

### CONSERVATION COMMITTEE – 7:45 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, January 28, 2014

### CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, January 9, 2014

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

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, January 9, 2014

FINANCE COMMITTEE

Council Liaison – Jeff Aalfs  
Thursday, January 9, 2014

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 2<sup>nd</sup> Thursday) alternate even numbered months

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Jeff Aalfs

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

Council Liaison – Ann Wengert  
Monday, January 6, 2014

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Maryann Derwin  
Monday, January 20, 2014 – CANCELLED  
Monday, January 27, 2014 – Special Meeting

TEEN COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

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

Council Liaison – Ann Wengert  
Tuesday, January 14, 2014 – 8:15 AM

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

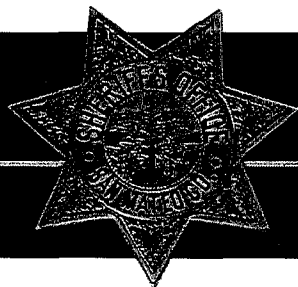
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**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** December 20, 2013  
**SUBJ:** Town Center Reservations for January 2014

Following is the current schedule of events for the Town Center and surrounding area for January 2014.

- January 1: Town Hall closed in observance of New Year's Day Holiday
- January 20: Town Hall closed in observance of Martin Luther King, Jr. Day





# 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.

Wednesday 12/11/13 to Monday 12/16/13

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-10612	12/11/13 10:43AM	300 Blk. Portola Rd. Portola Valley	Grand Theft	Sometime between 4:00PM and 8:00PM on 12/02/2013, at Woodside Priory School, unknown subject(s) removed the victim's unattended backpack and camera bag from a bench, and left the scene.
13-10637	12/12/13 10:10AM	3000 Blk. Alameda De Las Pulgas West Menlo Park	Found Property	A deputy was dispatched to the Dutch Goose on the report of a found bicycle. Upon arrival, the deputy met with the reporting party who stated he first noticed the bicycle on 12/08/2013. The bicycle was leaning up against the dumpster and the R/P did not see who left the bicycle and does not know who the bicycle belongs to. The deputy had dispatch run the serial number for the bicycle and it came back with negative results. A CSO arrived on scene and booked the bicycle into the Sheriff's bike cage for safekeeping.
13-10673	12/13/13 7:32AM	3500 Tripp Rd. Woodside	General Information Case	Deputies were dispatched to investigate mail theft from various residences on Tripp Road. Upon arrival the deputies looked inside the mailbox belonging to one of the residences

				and noticed it had been ransacked and opened. Deputies made contact with the owner, and had her check her mail. No latent fingerprints were collected. Per the owner, no mail was missing at that time.
13-10678	12/13/13 7:32AM	100 Blk Tripp Court Woodside	Stolen Property	The victim stated he came home on 12/12/2013, at approximately 10:00PM and both his vehicles were secure and his gate was closed. The victim stated that on 12/13/2013 at approximately 8:00AM he noticed his gate was wide open, and that both his unlocked vehicles had been rummaged through, which included the glove boxes of both vehicles. The victim said miscellaneous items had been stolen, which included his Land Rover black leather case with manuals, registration, and insurance. Also missing were two Olympic Games souvenir pins. The estimated loss is \$1,000.00.
13-10678 Supplemental	12/13/13 7:32AM	100 Blk. Tripp Court Woodside	Stolen Property	Deputies responded to a medical call where two subjects, later identified as Suspect #1 Donald Elliot from San Jose and Person of Interest #1, needed assistance for hypothermia because their vehicle stalled. Both subjects were transported to Sequoia Hospital. Later in the morning, Deputies responded to the 3500 block of Tripp Road on the report of mail theft. Per the reporting party, mail was on the ground in front of numerous residences. After speaking to another deputy that was involved in the previous cases it was determined that Elliot's vehicle was parked close to the location of the stolen mail (13-10673) and the stolen property from a vehicle (13-10678). Deputies then checked to make sure that Elliot's vehicle was parked properly. Upon arrival the vehicle was located on a steep hillside, a large portion of the vehicle was in the roadway, and the vehicle was stuck up against a thin/narrow tree trunk, which appeared to be the only thing preventing the vehicle from rolling down the hill. Due to the position of the vehicle, it was towed, due to being left in the roadway and being a hazard. While conducting an inventory check of Elliot's

				<p>vehicle, suspected stolen property was located. Some of the property located belonged to the homeowner on the 100 Blk. of Tripp Court that was stolen out of his unlocked vehicle the previous night. Once the subject's returned to the vehicle from the hospital, both were arrested and transported to the North Fair Oaks Substation. PI #1 admitted that she observed Elliot loading his vehicle with miscellaneous items that she believed to be stolen. Elliot was observed loading tires/rims, perfume bottles, and a black leather case, with pamphlet/books inside. Elliot drove to numerous locations throughout Woodside, loading suspected stolen property into his vehicle. Elliot was transported to the San Mateo County Jail where he was booked for possession of stolen property.</p>
13-10686	12/13/13 3:02PM	Erica Way / La Mesa Dr. Ladera	Found Property	<p>Deputies were dispatched to La Mesa Dr. on a report of discarded property on the side of the street. The anonymous reporting party described the property as an Ipad and clothing amongst some cardboard boxes. Upon arrival, the deputies located the discarded items which consisted of five Christmas "shot" style glasses, one white cloth belt, and one pair of white earmuffs. The items were inside a white paper torn gift box and tissue. The deputies did not locate an Ipad as reported. The items were logged into evidence for safekeeping. The owner of the items is unknown and no witnesses were located.</p>
13-10691	12/13/13 5:30PM	100 Blk. Gabarda Way Ladera	Burglary	<p>A deputy was dispatched to the report of a home burglary that had occurred between 11:30AM and 5:00PM. The victim advised she did not find any forcible entry location on the home. It was determined that the unknown suspect(s) had removed a safe containing approximately \$50,000.00 in jewelry and misc. paper work (i.e. passports, social security cards), \$800.00 in U.S. currency and several electronic devices (Apple I-pad, and white Mac Power Book). The estimated loss is approximately \$52,800.00. There was no evidence or means of entry located.</p>

13-10710	12/14/13 11:26PM	200 Blk. Brookwood Rd. Woodside	Warrant Arrest	Salomon Corona Alcala from Redwood City was transported and booked into the San Mateo County Jail for having two outstanding warrants. One of the two warrants was out of the San Mateo Police Department in the amount of \$10,000 for being drunk in public.
13-10728	12/14/13 4:35PM	700 Blk. La Mesa Dr. Ladera	Burglary	The victims stated that unknown suspect(s) entered their house through an unlocked downstairs bedroom window and took a large amount of property from throughout the house. While speaking to the victims, the deputy photographed the house and attempted to locate fingerprints. The victims do not know of anyone who would have burglarized their home, nor did they give anyone permission to enter the house. There is no estimated loss at this time.
13-10757	12/16/13 8:22AM	100 Blk. Pecora Way Ladera	Petty Theft	An unknown suspect(s) stole a Raleigh 13 Detour road bike off of the victim's front porch between 12/1/2013 and 12/2/2013. A neighborhood canvas was conducted by the victim with negative results. The estimated loss is \$600.00.
13-10780	12/16/13 7:24PM	Park N Ride Woodside	Burglary	Unknown suspect(s) pried open the driver's door lock cylinder and stole an amplifier, a speaker box and tools. The value of the items stolen and damage to the vehicle is approximately \$2,900.00. There are no witnesses or suspect(s) at this time.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: December 20, 2013  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended December 20, 2013.

1. **Sheriff's Office Issues Burglary Alert to Residents** – The Sheriff's Office requested that the town send an advisory over the PV Forum and on the website regarding a rash of burglaries they are experiencing throughout the county. We have decided to use this opportunity to broadcast the message on the new radio system. The message will run through the New Year.
2. **Year-end Closure** – Town Hall will be closed starting at 5:00PM today, December 20<sup>th</sup>, and will reopen at 8:30AM on January 2<sup>nd</sup>. During the closure, the Public Works Committee will serve as the town's first point of contact for service issues like downed trees or facility needs at Town Center. A number of town staff members will be local in the event of an emergency. Up-to-date contact and availability lists will be provided to essential personnel/volunteers by the close of business today.
3. **50<sup>th</sup> Anniversary Logo** – Staff and the 50<sup>th</sup> Anniversary Committee chairs developed the attached logo for the 50<sup>th</sup> Anniversary. The logo will be presented to the Town Council at their meeting on January 8<sup>th</sup> by the committee chairs.

