



6:30 PM – Special Joint Town Council / Planning
Commission Study Session and
7:30 PM – Special Town Council Meeting
Wednesday, January 22, 2014
The Sequoias / Hanson Hall
501 Portola Road, Portola Valley, CA 94028

SPECIAL MEETING AGENDA

6:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Councilmember Hughes, Councilmember Richards, Vice Mayor Aalfs and Mayor Wengert
 Commissioners Hasko, McKitterick, Targ, Chairperson Von Feldt, and Vice-Chairperson Gilbert

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.

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

- (1) **Joint Study Session** – Draft Portola Road Corridor Plan (3)

SPECIAL MEETING AGENDA – TOWN COUNCIL - 7:30 PM

- (2) **ASCC COMMISSIONER INTERVIEW AND APPOINTMENT** (45)

- (a) Brian Cairney
- (b) Mike Mokolke

- (3) **Appointment of ASCC Commissioner** (47)

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.

- (4) **Approval of Minutes** – Regular Town Council Meeting of January 8, 2014 (48)
 (5) **Approval of Warrant List** – January 22, 2014 (62)
 (6) **Appointment by Mayor** – 2014 Commissions and Committees (73)

REGULAR AGENDA

- (7) **Recommendation by Public Works Director** – Adoption of Resolution to Submit Applications for San Mateo (77)
 County Transportation Authority Grant Funding in 2014-15 and 2015-16 under the Measure A Pedestrian and Bicycle Program and Authorize the Town Manager to execute the Funding Agreement and Non-Supplantation of Funds
 (a) Adoption of A Resolution of the Town Council of the Town of Portola Valley Supporting the Projects and Submitting Applications for Measure A Pedestrian and Bicycle Program Funding for the Projects
 (Resolution No. __)
- (8) **Recommendation by Administrative Services Manager** – Review and Accept the Independently Audited (312)
 Town of Portola Valley Basic Financial Statements for the Year Ended June 30, 2013 and Receive Required Communications from the Independent Audit Firm Maze & Associates for the Year Ended June 30, 2013
- (9) **Recommendation by Town Manager** – Consideration of Establishing Fund Balance Assignments for the (393)
 General Fund

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (10) **Appointment by Mayor** – 2014 Commission and Committee Council Liaisons (397)
- (11) **Recommendation by Mayor** – Letter to the San Francisco International Airport Community Roundtable (399)
 Urging the Roundtable to Advocate for Greater Public Participation in the Federal Aviation Administration's *NextGEN Initiative*
There are no written materials for this item.

(12) **Reports from Commission and Committee Liaisons (400)**

There are no written materials for this item.

WRITTEN COMMUNICATIONS

(13) **Town Council Weekly Digest** – January 10, 2014 (401)

(14) **Town Council Weekly Digest** – January 17, 2014 (436)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council and Planning Commission

FROM: Karen Kristiansson, Deputy Town Planner

DATE: January 22, 2014

RE: **Joint Study Session on the Draft Portola Road Corridor Plan**

RECOMMENDATIONS

Staff recommends that the Town Council and Planning Commission:

- review the draft Portola Road Corridor Plan, and
- discuss the plan, the issues that were identified by the Planning Commission, and any other issues of concern.

At the conclusion of the discussion, the Town Council should refer the draft Corridor Plan back to the Planning Commission with comments or directions for any additional study or revisions needed prior to starting the public hearing process for action on the Plan. The Portola Road Corridor Plan would be an element of the General Plan, and therefore both the Planning Commission and the Town Council would need to hold public hearings and approve the Plan for it to be adopted.

BACKGROUND

Work began on the Portola Road Corridor Plan in 2012, when staff prepared a background report on the corridor and the Town Council created the Portola Road Taskforce. The taskforce was charged with defining the main goals for and issues related to the corridor plan. Taskforce members were also members of other town committees or commissions, and each member discussed the corridor plan, goals and issues with those bodies and brought feedback back to the taskforce. The taskforce members were:

- Jeff Aalfs, Town Council
- Danna Breen, ASCC
- Judith Hasko, Trails & Paths Committee
- Leslie Latham, Bicycle, Pedestrian and Traffic Committee

- Nate McKitterick, Planning Commission
- Judith Murphy, Conservation Committee
- Gary Nielsen, Open Space Committee

In addition, the Public Works Director, Town Planner, and Deputy Town Planner attended the taskforce meetings and provided information and support to the taskforce.

The taskforce met three times in 2012, on May 15, June 6 and September 19. At the first two meetings, taskforce members developed two overall goals for the corridor plus a secondary goal. Members also discussed implementation of the goals. Based on these discussions, staff drafted a report summarizing the taskforce's discussions and initial conclusions. Taskforce members reviewed the report in draft form and were asked to provide comments which were then incorporated into the report. At the September 19 meeting, the taskforce finalized the report (attached).

The Planning Commission discussed the Portola Road Corridor Plan at seven meetings, on April 18, May 2, June 6, July 18, and October 17 of 2012 and February 6 and June 19 of 2013. The meetings started with discussions of the process and continued through review of the taskforce report and development of a draft Corridor Plan. In addition to items suggested by the Taskforce, the draft Plan also incorporates language from existing sections of the General Plan that discuss the Portola Road Corridor. These sections would be removed from the other elements of the General Plan when the Corridor Plan is adopted.

In the spring of 2013, the draft Corridor Plan was circulated to the Taskforce members, who provided comments to the Planning Commission. At its June 19, 2013 meeting, the Planning Commission revised the draft Corridor Plan and identified four items to be discussed with the Town Council prior to finalizing the Corridor Plan, as described in the next section of this staff report. Scheduling of other priority items, as well as staff, commission and other changes, delayed the ability to schedule the joint meeting on the draft plan.

DRAFT PORTOLA ROAD CORRIDOR PLAN AND ISSUES FOR DISCUSSION

The draft Portola Road Corridor Plan is attached. As was described above, this draft is the result of considerable work by the Portola Road Taskforce, the Planning Commission, and staff. This is the first time that the Town Council has had the opportunity to see the draft Corridor Plan, and the Council will need to consider and provide feedback on the whole plan.

In addition, four items have been highlighted in the attached draft Plan. At their meeting on June 19, 2013, the Planning Commission discussed these and determined that Town Council input should be sought for each one. Minutes from that meeting are attached, and the four specific items are discussed below. If other issues or concerns evolve from the discussion at the January 22 study session, those items should also be considered and direction provided as determined appropriate.

Section 6404, Objective 1: “natural views”

This objective of the plan calls for the Town to “protect or reestablish open and natural views within and from the corridor.” There was concern on the Commission that the phrase “natural views” may not be clear or accurate. Much of the landscape in Portola Valley has been and continues to be altered and affected by people. For example, historic logging on the western hillsides affected growth there so that even the western hillsides might not be considered “natural.”

On the other hand, there was also a feeling that this objective was meant to refer to views of areas that are undeveloped, as opposed to areas with buildings and roads, and some type of modifier was needed to make this clear. After discussing a couple of possibilities, the Commission decided that staff should look at options and this should be brought forward for discussion with the Town Council. The Commission discussion of this objective can be found on pages 9 and 10 of the June 19, 2013 minutes

Defining “natural”

One option that was discussed by the Planning Commission was defining “natural” to clarify what is meant in terms of the views. Merriam-Webster lists 15 definitions of “natural”, of which the most relevant include the following:

- “existing in nature and not made or caused by people”
- “being in accordance with or determined by nature”
- “occurring in conformity with the ordinary course of nature”
- “growing without human care”
- “existing or produced by nature”
- “having a form or appearance found in nature”

The term “natural” is used frequently throughout the General Plan. For example, the following phrases occur in the Introduction and Major Community Goals sections of the General Plan alone:

- natural physical conditions
- natural topographic features
- natural beauty
- natural environment
- natural scenic area
- natural features
- natural attributes
- natural character
- natural terrain
- natural surroundings
- natural habitats
- natural setting
- natural vegetation
- natural land forms
- natural resources
- natural biological resource areas

The term appears to generally refer to something which is “existing in nature and not made or caused by people.” This would be the case when referring to “natural physical conditions,” “natural topographic features,” or “natural resources” for example. However, in some cases, this may refer at least in part to items which could be considered to have been caused by people, such as plantings or mown meadows. This may be the case for “natural character” and “natural surroundings,” for example.

Because of the many definitions for “natural” which are in common usage, it may be difficult to arrive at a definition which is sufficiently clear and unambiguous and would also be appropriate for all uses throughout the General Plan.

Alternative Wording

A simpler approach may be to rephrase the objective and find another way to describe the views without referring to them as “natural views.” For example, the objective could say to “protect and reestablish open views of unbuilt areas within and from the corridor.”

Whichever wording is finally selected, the intended meaning should be clear, particularly for future plan users. If appropriate, a definition could be included in the plan as well.

Section 6406, Standard 4: *thinning vegetation and opening views*

The Planning Commission flagged this standard for discussion with the Town Council because there is a potential conflict along the Portola Road corridor between 1) clearing vegetation along the road to open views and 2) preserving vegetation between the road and the trail to enhance the trail experience.

Both of these values are contained in the main goals suggested by the taskforce, which were:

- Goal 1: “Open and natural views, especially of the western hillsides, should be protected and improved wherever possible while preserving critical habitat and variety of experience for all users.”
- Goal 2a: “Encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local car trips.”
- Goal 2b: “Create trails that are separate from the road, clearly delineated, and are optimized for use by different kinds of users.”

The question for discussion here is how to balance the desire to open views from the road with the desire to have vegetation along the trail to improve the experience for trail users. Because of the speed of vehicular traffic, larger openings are necessary to give a sense of openness to passing cars, while those larger openings may leave pedestrians walking the trail feeling exposed.

Another consideration is habitat. This was raised in relation to the clearing of the frontage of the MROSD property along Portola Road. The concern here is that the existing vegetation is providing habitat for birds and other animals within the Portola Road Corridor, and removing vegetation removes that habitat.

Because of the need to balance the different perspectives within town, the Planning Commission concluded that this item should be brought to the Town Council’s attention for discussion and input. The Planning Commission’s discussion of this item is summarized on pages 15-16 of the minutes.

Section 6406, Standard 6: undergrounding utility lines

This standard currently reads as follows: “Undergrounding utility lines along the corridor is desirable and should be considered, although the costs and benefits of undergrounding should be weighed in light of other improvements, such as widening shoulders and improving trails, that are also desired along the corridor.”

Discussion at the Planning Commission focused on what was seen as a disconnect between the two parts of the sentence. The first part of the sentence states that undergrounding utilities is something that the Town should pursue, while the second part of the sentence suggests that other improvements may be more important.

Going back to the Taskforce report, the Taskforce suggested that the Cable and Undergrounding Committee look at the possibility of undergrounding along Portola Road. Factors to be considered would include the cost and also the aesthetic impact of above-ground cabinets and equipment that would be needed to support the undergrounded utility lines. The Taskforce also stated that “The costs and benefits of undergrounding should be considered in light of the other improvements (such as widening shoulders and improving trails) that are also desired along the corridor.”

While there appeared to be agreement on the Taskforce and in the Planning Commission that undergrounding utilities along Portola Road would be a positive improvement for the corridor, there was disagreement as to how much of a priority this should be, or even whether it is realistic, given the high cost of undergrounding. The Planning Commission’s discussion is summarized on pages 17-18 of the minutes.

The General Plan sets the long-term vision for the community. If undergrounding utilities along Portola Road is part of that long-term vision, it should be included in the Corridor Plan. However, the question of resource allocation between undergrounding and other possible improvements does not necessarily need to be in the Corridor Plan.

One option might be to combine standards 6 and 7 into a broader standard about minimizing the aesthetic impacts of utilities. For example, this could say:

“The Town should work to decrease the aesthetic impacts of utilities along the corridor. To that end, the Town should require utility companies and property owners to screen utility boxes and related equipment or develop other measures to decrease their aesthetic impacts. The Town should also work with wireless communications companies to minimize the visibility of their equipment. In addition, the Town should explore the possibility of undergrounding utilities along the corridor.”

Section 6413: open and undeveloped view from the corridor

This section refers to the lands on the western side of the corridor between the Sequoias and Town Center. The Planning Commission had difficulty with the following sentence:

“Efforts should be made to work with the land owners to preserve and protect these lands so that the view from the corridor remains largely open and undeveloped.”

In particular, Commissioners disagreed as to whether the view should be described as “open and undeveloped,” “open and rural,” or some other term. The term “undeveloped” was mentioned as problematic because much of the land here is not in a natural state, but has been or is being managed in some way. On the other hand, “rural” was seen as being broader than what was really meant. This item is discussed on pages 20 and 21 of the minutes.

One option would be to change this sentence to remove the descriptions of the view. For example, the sentence could read as follows: “Efforts should be made to work with the land owners to preserve and protect these lands and the views to these lands from the corridor.”

Another option would be to change the language to be consistent with the current language for the Meadow Preserve. When the Meadow Preserve language is revised, this section could also be amended. With this option, the sentence could say: “Efforts should be made to work with the land owners to preserve and protect these lands so that the view from the corridor remains of their natural condition and existing agricultural character.” However, the Portola Road Corridor Plan refers not only to the Meadow Preserve, but also to the western hillsides, the Orchard Preserve, and the Stable Preserve. The Town Council and Planning Commission would need to determine whether this would be appropriate. As a reminder, there is a separate work item in the planning program to address the open space preserve language in the General Plan. It may therefore be appropriate to reserve a more detailed discussion of the preserve language for that effort rather than burdening the corridor plan process with that discussion at this time.

STUDY SESSION REVIEW AND NEXT STEPS

During the study session, the Town Council and Planning Commission will need to consider and discuss the four issues that were identified by the Planning Commission as needing Town Council input and direction. In addition, because this is the first time the Town Council has seen the draft Portola Road Corridor Plan, the Council will need to determine whether there are any additional issues which should be discussed or which need further analysis.

At the conclusion of the study session, the Town Council should refer the draft Corridor Plan back to the Planning Commission for any additional study. Once the Plan is in a form which the Planning Commission believes is ready for adoption, staff will prepare all of the necessary documents for the General Plan amendment process. These will likely include a number of amendments to other elements of the General Plan for consistency, as well as environmental analysis under CEQA. The Portola Road Corridor Plan can then be set for formal public hearings and action with the Planning Commission and eventually Town Council.

ATTACHMENTS

1. Portola Road Corridor Taskforce Final Report
2. Minutes of June 19, 2013 Planning Commission Meeting
3. Draft Portola Road Corridor Plan

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

cc. Tom Vlastic, Town Planner
Leigh Prince, Town Attorney
Portola Road Taskforce Members



Portola Road Taskforce Report to Planning Commission

September 19, 2012

Background and Overview

The Portola Road Taskforce was appointed by the town council to start the process of developing a plan for the Portola Road corridor. Each taskforce member also belongs to a town committee and was responsible for informing the committee about the discussions of the taskforce and bringing feedback from that committee back to the taskforce. Taskforce members are:

- Jeff Aalfs, Town Council
- Danna Breen, ASCC
- Judith Hasko, Trails & Paths Committee
- Leslie Latham, Bicycle, Pedestrian and Traffic Committee
- Nate McKitterick, Planning Commission
- Judith Murphy, Conservation Committee
- Gary Nielsen, Open Space Committee

The town planner's office coordinated the work of the taskforce. Meeting organization and facilitation, preparation of the meeting records, and drafting this report were done by Karen Kristiansson with input and oversight by Town Planner Tom Vlasic. Public Works Director Howard Young attended all taskforce meetings and provided information and assistance throughout the process. Steve Padovan, Interim Planning Manager, also attended the final taskforce meeting.

Work of the taskforce was framed by the "Draft Background Report: Portola Road Corridor," prepared by the town planner's office and previously presented to the planning commission. A copy of the report is attached for reference.

The taskforce was charged with the job of laying out the issues relative to the corridor and determining areas of agreement and disagreement, as well as items that need careful consideration. However, the taskforce was not meant to resolve all issues or develop a draft plan. Once the taskforce set the scene, the process was to move to the planning commission, where issues would be explored in more depth and the plan would be developed.

Goals and Implementation Measures

During its first two meetings (minutes attached), the taskforce drafted three goals, two of which are related. All members participated in drafting the goals and agreed on the final wording of the goals. Taskforce members also discussed how to implement the goals and identified ideas that members

generally support and others which may need additional thought or analysis. At its third meeting, the taskforce reviewed a draft of this report to the planning commission, discussed comments and suggestions from the Trails and Paths Committee in particular, and finalized the report.

This taskforce report is organized around the goals, with the ideas for implementation listed under each one below. These ideas represent the various viewpoints on the taskforce and are presented to the planning commission as a starting place for the commission's discussion and consideration.

Goal 1: Open and natural views, especially of the western hillsides, should be protected and improved wherever possible while preserving critical habitat and variety of experience for all users.

Taskforce members agreed that the following actions should be taken to implement this goal:

Open Space

- The Open Space Committee should continue working to acquire properties that contain and enhance views of the western hillsides.

Vegetation and Views

- The town should thin and/or remove vegetation in the right of way in certain areas where the vegetation obscures views and opening those views would enhance enjoyment by various users. Clumps of vegetation of varying heights should be maintained, both to provide a varied experience and to preserve habitat along the corridor.
- The town should work with property owners on the western side of the road, especially including MROSD and the Sequoias, to thin and remove vegetation on their properties when the vegetation obscures views of the western hillsides and the meadow. This will involve selectively removing and trimming trees and bushes to open up certain views.
- The town should actively work to preserve and enhance current views along the corridor, consistent with Goal 1.

Utility Lines and Structures along Portola Road

- The Cable and Undergrounding Committee should look at the possibility of undergrounding along Portola Road.
 - In deciding whether undergrounding should be undertaken, the town should consider the cost, number, size, configuration and aesthetic impact of new above-ground cabinets and structures that might be needed to serve the undergrounded lines.
 - If undergrounding needs to occur in phases along the road rather than all at once, the places where utility poles are currently obstructing the trail should be the first priority, subject to technical and financial considerations. The second priority would be places where the utility lines affect the views of the western hillsides.

- The costs and benefits of undergrounding should be considered in light of the other improvements (such as widening shoulders and improving trails) that are also desired along the corridor.
- If possible, the town should require utilities and property owners to screen utility boxes and related equipment or develop other measures to decrease the aesthetic impact of these boxes.
- The town should review the regulations on legal nonconforming uses along the corridor and consider establishing time limits to phase these out.
- For illegal fencing, landscaping and structures in the corridor, the town should consider undertaking code enforcement activities, but only after weighing the costs and benefits.

Goal 2a: Encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local car trips.

Goal 2b: Create trails that are separate from the road, clearly delineated, and are optimized for use by different kinds of users.

Taskforce members agreed on these two related goals, but did not always agree on the implementation measures presented below. Several of these issues will likely need more study, as is explained below.

Parking along Portola Road

- Parking should be discouraged along the shoulder of the road in a manner that is as unobtrusive as possible.
 - The solution may be different for different stretches of the road.
 - In some places, logs or rocks could be used next to the road to discourage parking.
 - Because of their aesthetic impact, signs should only be used to prohibit parking as a last resort if other measures are not sufficient, and then only along key stretches of the road. Signs prohibiting parking should not be placed along the length of the corridor.
- The town should explore using the churches' conditional use permits, or other town permit processes, to control parking along Portola Road.

Widening shoulders along the road and/or creating a designated bicycle lane

- The shoulders along Portola Road should be widened to provide wider and more consistent shoulders along the road, as long as doing so would not adversely impact the trail in those areas.
- Taskforce members felt that more study is needed to determine whether a formal bicycle lane should be designated along the road. The traffic committee is currently studying this issue, due to town council referral, and the trails and paths committee will provide recommendations to the traffic committee. The traffic committee's report will then be forwarded to the planning commission and/or town council.

Trails and Trail Improvements

- The taskforce supports the idea of having a multi-use corridor along Portola Road consistent with the Trails and Paths Element Diagram of the General Plan.
- The surface of the trail along Portola Road should be consistent with town trails standards.
 - In general, taskforce members felt that paving would be undesirable.
 - The possibility of having an improved pervious trail, with better drainage where needed, should be explored as a way to serve multiple uses, including equestrian uses.
- The town may need to acquire land or easements along or near the road in some places to allow for a better trail configuration and better connections.
- Some areas of the trail are in poor locations and should be prioritized for improvements. In particular, consider whether it is possible to move the following areas of the trail away from the road, by acquiring easements or other methods:
 - From the El Mirador property to Christ Church
 - In front of the White property (the Chilean Woodchopper's House) and the Jelich property
 - From Willowbrook to Georgia Lane
 - The area near the intersection of Willowbrook and Portola Road where the trail is up against the road.
- Consider improving surface quality and width consistency from Grove to the creek
- Trails north of Wyndham Drive are less used by pedestrians and could be improved for equestrians, but may not be appropriate for bicyclists
- Where the trail crosses the road, the nature of the crossings should be assessed for safe use by all users, and if necessary, improved.
- Having a trail along the corridor with varied width and elevation helps to preserve the rural character of the area.
- Improve connections from the trail along Portola Road to other trail systems, including by enhancing signage where appropriate to indicate these connections. Also, consider creating a connection through the El Mirador property and up into the trails in the hills.

Continuing Taskforce Input

As the planning commission moves forward with the process of working on the draft Portola Road corridor plan, taskforce members will be informed of all meetings and will be sent copies of all drafts. Taskforce members will then be able to keep their committees informed of the progress of the plan and will also be able to bring feedback from the committees back to the planning commission. During this process, if the planning commission has any specific questions for the taskforce, an additional taskforce meeting could be convened.

REGULAR PLANNING COMMISSION MEETING, TOWN OF PORTOLA VALLEY, JUNE 19, 2013,
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Von Feldt called the planning commission regular meeting to order at 7:30 p.m. and asked Mr. Vlastic to call the roll:

Present: Commissioners Nate McKitterick, Nicholas Targ (arrived at 7:35 p.m.), Vice Chair Denise Gilbert, Chair Alexandra Von Feldt

Absent: Commissioner Arthur McIntosh

Staff Present: Tom Vlastic, Town Planner
Karen Kristiansson, Principal Planner
Jeff Aalfs, Town Council Liaison

Portola Road Corridor Task Force Members Present:

Jeff Aalfs, Councilmember
Danna Breen, Chair, Architectural and Site Control Commission (ASCC)
Judith Hasko, Trails and Paths Committee Chair
Nate McKitterick, Planning Commission
Judith Murphy, Conservation Committee Chair

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

- (1) Public Hearing: Site Development Permit (SDP) X9H-652 for new residential development 25 Larguita Lane, Robert and Nancy Shostak

Mr. Vlastic described the project involving 2,600 cubic yards of grading (counted pursuant to Site Development Ordinance provisions), which is proposed as a balanced operation with a little over 1,100 cubic yards of fill material coming from the basement area. Two planning commissioners attended the ASCC preliminary review on May 29, 2013. On June 10, 2013, the ASCC approved the architectural design solutions and general site plan. As Mr. Vlastic explained, based on comments expressed relative to proposed grading, fill placement, the form of the elements and landscaping, substantial changes were made to the grading and landscaping plans. These, too, were approved at the June 10 ASCC meeting with conditions. The focus of that meeting was more on the landscaping and transitional aspects of areas that had been developed with ornamental plantings along the southern parcel boundary. Mr. Vlastic said the ASCC crafted a condition in conjunction with discussions with the applicant for a process of transition, with the review and evaluation detailed in the June 19, 2013 staff report (pages 4-5).

The recommendations from the other site development committee members (Public Works Director, Town Geologist and Fire Marshall) for conditional approval are set forth in the "Actions Recommended" at the end of the report. Staff recommends approval of the SDP with conditions, and the CEQA findings as discussed in the staff report (page 6).

Mr. Vlastic further explained the review process of the site and grading plans. The initial proposal was to accentuate an artificial mound that had been developed with original site development with a ridge element along the southern boundary. Other plan elements were to depress the secondary intermittent drive to the lower workshop, which is hunkered into the site, and to create a form associated with that drive and more of a nose on this element of the property. Six to 12 inches of fill from the basement excavation was to be placed over that area on the backside of the property.

Mr. Vlasic described how the parcel was originally developed. This property has a pasture use in place that will continue for the applicants' horse-keeping desires. The proposal includes erecting a new stable building and adding some trees to offset the anticipated loss of two pines, but fundamentally the fenced corral area will stay as it is, Mr. Vlasic said. Based on preliminary review comments, the plan was changed significantly to reduce the current 2 to 4 feet of fill to return it to the gentle slope that existed before the driveway was graded, with more like 12 to 18 inches of fill. This softens the property and removes the artificial landform.

The small guest house and swimming pool at the rear of the property are being removed in conjunction with the garage that will be redeveloped, Mr. Vlasic said. The driveway access and parking pad are largely unchanged. The house is being modified and the basement space added. Fundamentally, the approach taken with the grading now softens what was presented on the original plan and reflects some adjustments to the leach field areas that were necessary per the Health Department. While a good portion of the site is being disturbed, a good portion of the site also was disturbed originally. Today, pad development of this type would not be encouraged, and what is being done here is to help soften those contours. With these changes, particularly to the landscaping plan, we are recommending approval with the conditions set forth in the staff report.

The Westridge Architectural Supervising Committee (WASC) and neighbors were very involved in the project well before the plans were even formally filed with the town, Mr. Vlasic said, and WASC fully supports the design solution with some of the conditions crafted. At least two or three neighbors at the site meeting expressed no concerns, he said, and their comments also were very supportive of the design solution. A number of pines and other exotics within the main part of the property will be removed. Some pines will remain as a buffer during construction, but will come out at the end of the project with the completion of the landscaping. Part of what is being preserved during the early stages of construction is to help minimize the construction visual presence to the neighbors. The applicants received very positive comments from the WASC and the neighbors, have been responsive to the comments that came out of the ASCC and are being very cautious in terms of their neighbor relationships, Mr. Vlasic added.

Tom Klope, the project landscape architect, said they took the positive directives that the ASCC and staff provided, particularly on the grading, and sought to naturalize all the contours as advised. He said they were very pleased with the comments received.

In response to Vice Chair Gilbert's request for clarification, Mr. Vlasic said some of the junipers and oleanders would be removed before the project begins and some at the end of the construction. He said the ASCC would like them all gone, but some may remain if the new fill-in plants don't achieve the screening goal. A detailed plan will be worked out with the ASCC.

Vice Chair Gilbert said that in the initial grading proposal, when they had the site visit, the plan was to distribute fill in front of the house, on the south side. She asked if that fill would now be moved to the pasture. Mr. Vlasic said there would still be fill in the front of the house, but less of it to create a more gentle slope. He said some of the fill would go to the pasture area, but for the most part it is more in the way it is distributed.

Commissioner Targ asked about the way in which the cut and fill was calculated. The staff report identifies that there is a total of 2,650 cubic yards of grading, of which there are 770 cubic yards of cut and 1,880 cubic yards of fill, and then it says that the additional 1,110 yards is from the basement cut which is under the house footprint. So the 1,110 cubic yards of dirt from the basement is included as fill only; is that correct? Mr. Vlasic confirmed that, and said that the Site Development Ordinance was crafted to say wherever grading physically changes the appearance of the contours on the site you would count it, so not in a swimming pool hole or a foundation cut. He said it's a little archaic at this point, but that's the way it was crafted. The reality is if the grading exceeds 1,000 cubic yards, it has to come to the planning commission anyway.

Commissioner McKitterick asked for confirmation that all the land where work is proposed was already disturbed with the original development. Mr. Vlasic stated that he wouldn't say every inch, but probably a good portion of it, because depressions on the front and northwest sides of the property just don't seem natural. He believes that they probably pushed the dirt from the cut for the original pad around the site originally, which created some odd contours. There was so much dirt which has been moved around that it is very hard to tell where the natural contours are. He said on those properties in Westridge properties and other parts of town where pads were used

originally, they often just pushed the dirt around instead of hauling it away. Commissioner Gilbert pointed out a diagram from the engineers that showed where they believe the fill originally was placed.

In response to Chair Von Feldt, Mr. Vlasic said the surface of the second driveway would be dirt with some compacted material underneath and some plantings on top.

Chair Von Feldt asked whether conservation committee comments had been taken into consideration, particularly when they talked about protection of undisturbed areas, and in light of the fact that there are apparently very few undisturbed area. Mr. Vlasic said very few areas at the site are undisturbed. He said ASCC Chair Breen felt that a good portion of the property had been disturbed. He said the intent clearly is to come back and use the town's recommended native plant mix for erosion control on surfaces that aren't otherwise planted.

Chair Von Feldt asked whether any conservation committee members present had any concerns based on what they've heard today. Ms. Murphy said they had no concerns. Vice Chair Gilbert asked if the conservation committee's thinking had changed with regard to clay soils being spread over the site, which would make it difficult for native grasses to compete with invasive materials. Ms. Murphy said they don't have to excavate very deep to reach clay, so if they're not careful the clay can become the top layer where nothing likes to grow, so they need to be aware of this. Vice Chair Gilbert asked whether this is something the applicant could work with once they are aware of it. Mr. Vlasic said that Mr. Klope might be able to respond to this concern.

Mr. Klope said they'd typically strip the top 6 to 12 inches of topsoil, stockpile it, use the remains, and put it back. Chair Von Feldt asked about the success rate on that practice. He said the Holland-Yates project is a good example of a successful completion of a project that did that, and they have established true native meadows on those hillsides. It's very labor intensive, taking considerable work and effort, but can be done. Mr. Klope confirmed for her that the top 6 to 8 inches would be pushed off to the side, spread out and planted to ensure that organic matter is still in it.

Chair Von Feldt invited public comment. There was none, so she brought the matter back to the commission.

Commissioner McKitterick said he was generally supportive. He said it's a lot of disturbance but the site has already been significantly disturbed and the current proposal appears to improve the artificial circumstance of the site, and the planting part of the project also would be an improvement in terms of native species.

Vice Chair Gilbert said she was glad the applicant wasn't going to extend the mound and wished the existing mound could be removed and a different way could be found to deal with the screening. She said she has no problem with the project, just the grading. She said she understands they're trying for a balance of not doing off-haul, but generally she's concerned about this much spreading of fill. Noting that this is the third recent project that came to the planning commission with substantial spreading of fill to try to avoid off-haul, she said she hopes that's not a trend since it dramatically changes the contours of properties.

Commissioner McKitterick asked whether the town requires topsoil restoration. Mr. Vlasic said it's part of the landscape master plan.

Mr. Vlasic also noted that there's certainly more opportunity to work with the contours of the land on the few vacant properties, adding that it's in the redevelopment of properties where we see more dirt movement. Where there is a pad, it's difficult to accomplish some of the better design solutions the town wants, without pushing some dirt around. He said some of the projects in which a lot of dirt was moved around result in much more of a native feeling than existed at the start of the process. He said it just happens that the vision for the initial development wasn't anywhere near where we would be directing today.

Commissioner Targ said the applicants and their team have done a very good job taking the recommendations of the ASCC and the other committees that are involved in the project. He said the rehabilitation of the land they are undertaking is an act of stewardship that differentiates it from other types of grading we've seen.

Chair Von Feldt said she was also a little worried about the amount of grading and some of the mounds remaining, but tonight's presentation and seeing the visual helped explain it. She said when looking at applications that include this much grading, they try to look at the current condition; if there were many native

plants, or the vegetation was in better shape, or the landforms were more natural, they would be much more concerned about it. In this case, she said she supports the project and appreciates the applicants' working with the ASCC. Chair Von Feldt also provided a few comments on the planting plan. In particular, a lot of myrica appears to be dying off from the stress of the drought, so other species may be better for screening

Commissioner McKitterick moved to approve this project as categorically exempt from CEQA pursuant to Section 15303A of the CEQA guidelines. Seconded by Vice Chair Gilbert, the motion carried 4-0.

Commissioner McKitterick moved to approve the application shown in the plans and materials referenced in the staff report dated June 19, 2013, and the conditions contained therein. Seconded by Vice Chair Gilbert, the motion carried 4-0.

(2) Study Session: Draft Portola Road Corridor Plan

Ms. Kristiansson presented the revised version of the Portola Road Corridor Plan, updated to incorporate comments from the February 6, 2013 planning commission meeting and then circulated to Portola Road Corridor Plan Task Force members and their committees.

The introduction and description sections of the plan have the most changes. The introduction provides an overview of the role the Portola Road corridor plays in town. The description section provides a more detailed look at the corridor by dividing it into four segments and discussing the opportunities and constraints for each of those segments.

The comments from the town committees were reported and summarized in the staff report. Most of the committees were supportive of the plan and its goals and ideas as a whole. Ms. Kristiansson explained that due to a communications mix-up, the section marked "Comments from the trails and paths committee" actually contains comments from only one committee member. The trails and paths committee's suggestions are highlighted in yellow in the draft plan and relate to three issues, Ms. Kristiansson said:

1. The first issue is clarifying the users for the trail at the north end of town. In Section 6405.7, the trails and paths element diagram shows the multiuse trail extending from Valley Presbyterian Church to Alpine Road. North of the Valley Presbyterian Church is a pedestrian path, a bicycle route along the road, and a separate hiking and equestrian trail, so there is a difference in the type of trail shown on the trails and paths element diagram. Ms. Kristiansson suggested changing the language to read, "The trail between Valley Presbyterian Church and Alpine Road should be designed to serve multiple types of users, including pedestrians, equestrians and bicyclists," rather than what they had suggested, which included ". . . and allow for some restrictions on certain travelers where necessary (e.g., in certain areas bikes are not currently allowed north of the Town Center along Portola Path, where it passes below the road level)."

Commissioner McKitterick clarified that the task force did not want to override the map in the trails and paths element. Most of the things that have been added to this as suggestions since the last planning commission meeting are things the task force discussed, he said, emphasizing that these comments represent the input from one group, not the task force as a whole. What was presented represents the compromise the task force hashed out, he said. Task force members didn't want to address which trails are to be used for what activities, because the Town Trails Map has already established that. He said the Portola Road Corridor Plan was to be more general in that regard, so the town has some flexibility to be either more restrictive or more permissive later on when deciding how different trails would be used.

Ms. Kristiansson said there were a few different choices for the verbiage. She suggested that when the discussion gets to that section, perhaps trails and paths committee member Ms. Hasko could comment on the committee's intention. Ms. Kristiansson said her understanding was that this was not to change anything on the diagram in the trails and paths element, just to say that would be a multiuse trail all the way to the end of town. She said they appear to be trying to make it clear that the corridor plan is consistent with the diagram.

2. The second issue was adding language encouraging separation between the road and the trail. Ms. Kristiansson said in a couple of places the current general plan makes statements about separating roads from the trail where possible, and she wasn't aware of anything from the task force that's inconsistent in that respect. The only change she would recommend is that since the trails and paths element designates a multiuse trail along Portola Road, the trail should be referred to as a trail and not as "Portola Path."
3. The third issue was allowing non-native vegetation which is not invasive to remain in order to preserve habitat. Ms. Kristiansson said the language in the draft plan was added based on comments from the planning commission's February meeting. The general plan's scenic roads and highways element and the conservation element include statements about encouraging native plants and removing aggressive exotics, listing examples such as yellow starthistle, pampas grass, acacia, Scotch and French broom and eucalyptus. The language in the Portola Road Corridor Plan draft goes a little further, Ms. Kristiansson stated, and Commissioners should consider whether they want to go in that direction. Some changes in various general plan elements are anticipated in order to make them consistent with the corridor plan, she noted, so that's something to work out.

Ms. Kristiansson said a trails and paths committee member went out with the Public Works Director to view the proposed opening of vegetation along the Neely/Myers and Midpeninsula Regional Open Space District (MROSD) properties and those proposed changes were found to be acceptable. In practice, the specifics of what was being proposed in the field appeared to address the concerns about views.

Ms. Kristiansson said once the planning commission discusses these main issues and is satisfied with the revised draft, the next step would be to set this for consideration at a joint study session with the town council. She said Commissioner McIntosh also sent in some comments which should be considered.

Chair Von Feldt suggested covering procedural issues first and then take additional comments from trails and paths committee and conservation committee members present.

Commissioner Targ said that his driveway is within 500 feet of the Portola Road corridor and therefore he wanted to ask what his role should be now. By way of his driveway, he said he doesn't think he's within 500 feet, and at no point is his property visible from Portola Road, but as the crow flies, he said he may be within 500 feet of the Portola Road corridor. Commissioner McKitterick said no action would be taken tonight beyond recommending modifications to the draft so that it can be forwarded to the town council for further consideration at a joint study session in September or October 2013. Mr. Vlastic said the draft plan eventually would become an amendment to the general plan, but in terms of tonight's meeting and the general plan discussion, he didn't think recusal would be necessary. He added that he would check with the Town Attorney and get a solid answer before Commissioner Targ is put in a position of having to vote to make a final recommendation to the council. Commissioner Targ said that made sense and he did not see how he would be either directly or indirectly impacted, and based on that and Mr. Vlastic's advice, he'd feel comfortable proceeding tonight.

Commissioner Targ also said that because the initial scoping discussions for the Portola Road Corridor Plan took place prior to his joining the commission and he missed the February planning commission meeting, he might have more questions than he otherwise would.

Mr. Vlastic pointed out that Ms. Breen, Ms. Murphy, Mr. Young, an MROSD representative, and he participated with regard to thinning and opening of views on the MROSD property. He said Susan Gold, trails and paths committee vice chair, advised Mr. Young that from her perspective, she was very satisfied with what had been agreed to with the MROSD. Mr. Vlastic also said Mr. Young has funds within this year's budget, ending as of July 1, 2013, and he hopes to have McClanahan's there next week to do what the MROSD agreed to. After that, Mr. Young can start work within the public right-of-way, where some small oaks and other volunteers can be removed and some limb-trimming can take place. Mr. Vlastic said that the combination of the work on the Open Space District property, what's already been opened on the Neely/Myers property, and the trimming just discussed would make a dramatic difference as you leave the parking lot driveway to the MROSD and head north. He called it a good effort at moving toward what's called for in the draft and getting cooperation from the property owners.

Chair Von Feldt confirmed with Ms. Kristiansson that the draft plan had been sent to the different committees; all of the comments had been merged into this one document; and none of the other committees have reviewed the trails and paths committee comments. Ms. Kristiansson said they were pressed for time because the trails and paths committee meeting was just two days before the staff report was due. All of the taskforce members did receive a copy of the staff report for tonight's planning commission meeting with the committee comments, but there was not another task force meeting.

In response to a question from Commissioner McKitterick, Ms. Kristiansson briefly reviewed the process the taskforce had used to develop its report, including the opportunities for input from town committees. Ms. Kristiansson said that staff then converted the original task force report into the format of a general plan element, including sections on goals, standards, principles, and so on, before it came to the planning commission in February. The planning commission's additional comments were incorporated, along with some other changes to add more details, and then it was circulated back through the task force members to make sure it reflected what they had discussed. Ms. Kristiansson said the comments presented in the staff report from the committees are not significantly condensed. Trails and Paths was the only committee that provided lengthy comments. The conservation committee's comments were compressed into the one paragraph, and comments from other committees were minimal, she said.

Chair Von Feldt said that the comments regarding opening up the views seem pretty fundamental to the task force and she asked whether those concerns had been raised earlier. Commissioner McKitterick said one of the primary goals set by the task force was to open up views. This was discussed at length and he didn't remember any dissent. He said the idea of a varied experience for trail users was also discussed at length and was included in the draft. Ms. Kristiansson said this would be something to clarify with the representative of the trails and paths committee, because the comments on views were in the letter from a single committee member and Ms. Kristiansson did not know whether those comments represented the thinking of the committee as a whole.

Chair Von Feldt invited public comment.

Bev Lipman, Favonio Road said that it's a strong report and she wouldn't include any of the trails and paths committee comments. She said she likes it as it was written and supports it.

Jon Silver, Portola Road, addressed Commissioner Targ's question about a potential conflict due to the proximity of his home to Portola Road. Mr. Silver lives right on Portola Road and had a similar question when he was on the town council and the town was looking at setbacks along the road. The Town Attorney at the time, Jim Morton, ruled that it was not an individualized conflict of interest because it was a zoning ordinance that would affect many members of the public at large that the effect on him was no different than that on a substantial portion of the community. Mr. Silver said that even if a crow could make it from Commissioner Targ's property to Portola Road in less than 500 feet, it probably wouldn't be a conflict for the same reason. Mr. Silver added that he was glad to see the town moving forward with the plan. The language can always be tweaked and will likely be improved during the process, but this is a substantially good effort;

Ms. Hasko, Applewood Lane, said she was a member of the task force and of the trails and paths committee, and she wanted to clarify some of the context here. She said the trails and paths committee meeting was on June 11 and the comments were needed for the staff report on June 12, so the committee didn't have much process time. When she forwarded two documents to Ms. Kristiansson, it was intended for efficiency but led to confusion. One document included both trails and paths committee input and the personal views that one member felt should be said at a time when the ideas are being formed. The document that Ms. Kristiansson circulated as the revised draft does integrate the committee's comments, although one change the committee proposed was omitted. Ms. Hasko said that there was a statement in the plan that the committee saw for the first time indicating that was not an important equestrian corridor, and the committee disagreed. Although it is not a major corridor, she said it is an equestrian trail, and she wanted the planning commission to be aware of it. She said she didn't think it should be controversial.

Ms. Hasko said that the separation of the path and the road became increasingly important to the committee for a couple of reasons. The committee had weighed in similarly on the Alpine Trail a year ago that the separation by having some plantings between the road and the trail would be ideal for the trail users. She said that hasn't really played out the way they had hoped, so committee members really wanted to underscore the importance of

there being separation where possible. The intent wasn't to provide new late-breaking comments but rather to increase the emphasis. This is really quite important to the trails experience.

As for Ms. Kristiansson's proposed alternate language about the trails serving multiple users, Ms. Hasko said the committee's intent was to make sure that the plan would be consistent with the map and not to add another criterion. The committee read Principle 6405.7 as possibly undermining what already exists north of Valley Presbyterian Church and felt it was important to point out. The proposed language would be fine.

Ms. Hasko said that in terms of opening the views, she thinks there was absolute concurrence on the MROSD opening views as discussed earlier. The idea was to have pockets where the trail opens up and pockets where there is more of an enclosed feeling, because it adds variety to the trail users' experience. The committee is simply asking consideration of not completely opening the trail up the whole way, and for consideration of that as the plan is being implemented. She also asked the planning commission to take into consideration the diversity of plants and balancing the various interests along the corridor. She said the committee felt an important experience to trail users was walking by blackberry bushes or native plants and seeing the flora and the fauna together. The committee found the new comment in the draft plan more skewed toward clearing and wanted to ask the planning commission to consider the balance there.

Marilyn Walter, Coyote Hill, asked whether the yellow-highlighted comments were accepted as part of the revised draft. Chair Von Feldt clarified that these comments were proposed by the trails and paths committee for the planning commission's consideration. Ms. Walter said that adding them would lead to a great deal of confusion. She said she'd photographed the section of Portola Road along Neely meadow to show how many little redwood trees and more had been deliberately planted in some of the open areas two years ago. They're getting bigger now, she said, and she definitely wouldn't want anything in the report to encourage the retention of non-native vegetation. That section is very short, she said, but the view across the meadow is magnificent and deserves to be open.

Jeff Aalfs, Crescent Avenue, said that he was a member of the task force and the town council. He explained that because the task force was working toward a general plan element, the task force had tried to create the overarching directive and avoid getting into too many details, with the understanding that specifics related to items like keeping the trails safe and separated, decisions about natives and removing non-natives, etc. would ultimately be handled at the discretion of commissions or committees, through an appropriate public process. In that context, he said, a few of the comments seem to be reaching a little too far into the future in saying, "This is how we want you to do it." He said he thought the consensus of the task force was to provide the broadest possible direction and rely on the process the town has always relied on to look at the details in a thoughtful way. Members of the ASCC or the conservation committee, for example, would weigh in on exotics versus natives, when to remove them, when not to remove them, but there would be no hard and fast rules so much as the overall intention. Councilmember Aalfs said that there is a balance to be struck and the task force had chosen to err on the side of caution and not throw in too many specific provisions.

Commissioner McKitterick said his recollection on that issue is that the task force did talk about the native versus non-native, and possibly about exotic and invasive. He said someone brought the example of birds nesting in the eucalyptus trees. Rather than come up with an absolute, he said the task force thought to come up with guidelines about not wanting to encourage the planting of non-natives. He said there was also discussion about not wanting to cut down all the non-natives, but wanting open views. He asked if that was consistent with Councilmember Aalfs' recollection. Councilmember Aalfs said yes, and said there would always have to be a certain amount of thought that goes into how we achieve these things. Commissioner McKitterick said that a goal of a Corridor with all native species would be a legitimate thing to put in the general plan, but as Councilmember Aalfs pointed out, that is the general direction. We weren't trying to create an absolute.

Ms. Hasko said that to underscore Councilmember Aalfs' point, from the trails discussion there was a lot of focus on Objective 3 (Section 6404.3) and Standard 9 (Section 6406.9), which were new. The trails and paths committee felt they went into a little more into implementation of how we would open up the Corridor to achieve what the task force agreed to. With that level of detail in there, she said the committee felt it needed to be more balanced, or perhaps it is not needed.

Ms. Murphy, Portola Green Circle, said she was a member of the task force and the conservation committee. She said she took the document to the conservation committee and came back to the task force with a “this looks great.” Partly, she said, that was because the task force had heard from all the different constituencies and thrashed through the comments. It didn’t seem appropriate to bring up the original list the committee walked in with at this point; it would have been like taking the project back to ground zero. Having said that, Ms. Murphy continued, she thinks the conservation committee would agree completely with the trails and paths committee about the need for variety with some open areas and some closed, not just for trail users but also to preserve clusters of habitat. She also agreed about not getting into too much detail, but said there was a strong sense that the town should encourage vegetation along the corridor to be as native as possible. When non-natives are removed, they don’t leave a scorched earth, but either nature replaces it or you replace it with native plants. She said the town should err on the side of having natives along this major corridor because it sets the tone for what we’re trying to accomplish in the rest town.

Ms. Breen, Alpine Road, said she was a task force member and also on the ASCC. She stated that the Portola Road experience was not only vistas and views, but also the experience of the land. When it comes to opening up the views – and there are only very few places from 555 Portola Road, from The Sequoia Bend down to the Town Center, where you can actually open up a view – that experience almost is hierarchical. It needs to be sacred. In the very few places you can get that snapshot, she said, we need to challenge ourselves to do that. She said she was really sorry that in a meeting with the trails and paths committee, they were not able to come to a resolution about the trees in front of Spring Down, because that was one of the opportunities right there. She said, though, that she thinks we can work on it over the next year, and doing the work with MROSD is a start and can maybe set the stage.

In terms of the language, Ms. Breen said the preservation of views is really important. She said she didn’t know if we can use the language differently in those places versus the rest of the Portola Road experience. Wherever we can get those snapshots of the land again, wherever we can get those views back, we need to really hold onto that and make it happen. Driving down here tonight, rounding the bend, it was absolutely breathtaking where they cleared the small area in front of the Neely/Myers meadow. The town needs to do more of that.

Mr. Silver said that the comments were reminding him of a trip he took to Britain some years ago, he did a fair amount of driving. Outside the cities there’s a lot of agriculture and you don’t see much of it because of all the hedges. Fortunately we don’t have that degree of hedgery along our roads here, he said, but over time it’s going that way. He recalled as a kid riding his bike between his home and this classroom in the Historic Schoolhouse, and he could see a lot more in the view across the Meadow Preserve than he can see now. Varied experiences, screening of the trail from the road, where it can be done without obscuring the long vista views, that’s important, too, he said.

Mr. Vlastic said it’s very much a detailed effort that will be needed. It’s amazing how much has grown up, suckers and volunteers, but within it are some significant trees. You don’t see them now, but they will flourish when that understory is removed. They will do some view-blocking as they grow, he continued, but eventually some of the views under the trees into that meadow area will be incredible. He said that while you have to preserve habitat, as you thin out some of the stuff, some things will really going to take off and completely change the character back somewhat to what it was. He said the oaks in there could really become significant elements along that frontage.

Speaking of habitat, Ms. Breen said she had mentioned at the trails and paths committee meeting, that meadow and field are also habitats. Red-winged blackbirds, bluebirds and all kinds of other creatures live in fields, she said. It’s not all about that thick understory with wood rats. The meadow is also a habitat.

Ms. Walter pointed out that some of the area obviously has construction behind it, and although it wouldn’t be appropriate to open the view to the homes, but we do have to open up the views to the open land.

Commissioner McKittrick said in some cases, the Neely/Myers property is an example, they’ll be opening views to barns. The White property may have additional development in the future that you may be able to see from the road, depending on what they do.

Chair Von Feldt closed the public hearing and brought it back to the Commissioners for comments. They reviewed the draft section by section.

NOTE: The planning commission's discussion of the draft Portola Road Corridor Plan is summarized below, including the discussions of key issues and the conclusions of the planning commission. In order to make the minutes readable and understandable, this is not a strict transcription of this part of the meeting. The exact discussion is available on tape. To assist the reader in following the commission's discussion, the proposed text of the section under discussion is provided below at the start of the discussion of that section. In addition, a copy of the proposed corridor plan is attached, in which the changes agreed to by the commission during this meeting are shown using ~~strikeout~~ and underline.

Introduction

In the Introduction, commissioners had suggestions for changes to Sections 6401 and 6402. Commissioner Targ said that he would like change the last sentence of Section 6401 to improve the grammar, although he had no issues with the sentiment. He would recommend changing the last sentence to read, "New development should be subservient to the setting, taking into account distant views to the largely undeveloped western hillsides and closer in views to orchards and fields, and also the native landscaping within the public right-of-way on the frontages of privately held parcels."

Commissioner McKitterick suggested revising Section 6402 to add "and recreation" after both instances of the word "transportation" because the road isn't just a means to an end but is also an end in itself for equestrians and hikers. He felt that would be important to include in the introduction.

Objectives

6404.1 (Objective 1): To protect or reestablish open and natural views within and from the corridor, especially to the western hillsides, wherever possible while preserving critical habitat and variety of experience for all users.

Commissioner McKitterick said the first objective (6404.1) was meant to encompass all the things the commission had been talking about, with the view being the primary goal for the Portola Road corridor, which is why it's first on the list. He said this is differentiated from Alpine Road, because views are not what Alpine Road is all about, but the task force recognized that the views were important from Portola Road both currently and historically. The words "preserve critical habitat" relate to the issue of what is planted and what is taken out, as well as the phrase calling for "a variety of experience for all users. He wondered if there needed to be something stronger about the view issue. He would suggest changing the phrase "protect or reestablish" to "protect and reestablish."

Commissioner Gilbert said it's possible that some minor changes in wording might solve it. Perhaps the objective could say "The primary objective is to protect and reestablish . . ." Commissioner Von Feldt asked whether that change would be consistent with the discussions at the task force. Commissioner McKitterick said his recollection was that this was a primary goal and there was consensus on it, but he would defer to the other committee members. Commissioner McKitterick noted that in ranking what was most important along the corridor, different people came to the task force with different goals. The task force distilled it to three things and one of them was "open," which was most important so it came first. But he said he was not sure that everyone on the task force would say that it was their primary goal. He said there were also the users of the corridor, hikers, pedestrians, equestrians, and also environmentalists. Some people are interested in views, some interested in uses, and some interested in the environment, he said, and that's where the three primary goals came from.

Commissioner Targ said that if you have an existing view, you would not be reestablishing, so it would be more appropriate to say "protect or reestablish" rather than "protect and reestablish." He then suggested striking the words "and natural" in the first sentence because he said he did not know what a "natural view" was. He added that the whole area has been modified so much over time that the word "natural" is unclear and probably technically wrong. Commissioner McKitterick said the task force debated the verbiage at length to come up with that deliberate phrasing. Commissioner Gilbert said that the intent appeared to refer to

landscaping that does not have a house or building or lawn, and she thought that some type of modifier was needed there. Chair Von Feldt agreed and said the word “natural” got the feeling across.

Mr. Vlastic said that relative to the natural component, Commissioner Targ’s comment about having a definition may be the way to deal with it and it can be within this element. He said the concept of “natural” is what we see out there now. Even though the landscape may have been disturbed, it has grown back and taken on the character of the western hillside. Mr. Vlastic said both the open space element and the conservation element address this, and it has to somehow be reflected that that’s what we’re trying to accomplish. Vice Chair Gilbert added that it’s not just what’s there now, but what was there when the town was incorporated.

There was more discussion regarding how to express the intent of preserving the depth of view to the western hillside where the view is the primary element. Ms. Kristiansson suggested it could be changed to “protect or reestablish open and distant views,” which changes the meaning slightly but gets at what the task force was talking about. Another possibility would be to say “protect or reestablish open views of natural areas within and from the corridor.” Commissioner Targ suggested the task force define the term “natural views.” Commissioner McKitterick said he did not think it would be appropriate to go back to the task force at this point, and Commissioner Gilbert suggested that Mr. Vlastic could draft a definition.

Mr. Vlastic said that the commission could leave “natural” with an asterisk at this point for further discussion at the study session with the council so that staff could come up with a few options. Commissioner Targ requested that the options include a definition of the phrase “natural views” in the specific context of this document. Mr. Vlastic said they would try to define it and also flag it for discussion for the council. He said that we need to look at this in the context of the rest of the general plan and how these terms are being used in the rest of the plan. It may be possible that there is enough weight in the rest of the plan that we don’t have to spend a lot more time thinking about it.

Commissioner Targ also questioned the term “critical habitat,” which he said was actually very specific in meaning, pertaining typically to habitats of endangered or threatened species. Commissioner McKitterick said the task force was trying to indicate that it was not necessary to preserve all habitat. Chair Von Feldt stated that she agreed that “critical habitat” does have a specific meaning and the term should be changed here. Commissioner Targ suggested “valuable habitat.” Commissioners discussed this and agreed to change “critical habitat” to “valuable habitat.”

Chair Von Feldt summarized that, for Objective #1, the commission had reached consensus on keeping “protect or reestablish,” keeping “natural views” with an asterisk for future discussion, and replacing “critical habitat” with “valuable habitat.”

6404.3 (Objective 3): To demonstrate environmental stewardship by keeping the corridor free of exotic invasive plants and promoting rehabilitation of native ecosystems.

Commissioner Targ said the phrase “demonstrate environmental stewardship” is unnecessary at best, because the purpose is not to demonstrate environmental stewardship, as in show it off, but to keep the corridor free. He suggested the sentence start with, “The objective is to keep the corridor free . . .” In terms of the question relating to exotic or invasive plants, the terms are used inconsistently through the document. Sometimes “invasives” is by itself and sometimes “exotic” is by itself. He said it should be consistent throughout the document.

Councilmember Aalfs said that while the exact phrasing can be quibbled with, the task force did want to make a point that the corridor could show what Portola Valley should look like. He said there is a value in opening it up and demonstrating to the public that an opened-up property with long distance views was a really great thing, not only for the corridor but for individual neighborhoods also, especially since there has been a general trend around town of hedging properties. Commissioner Targ said that it sounds like the corridor would be more of a model.

Ms. Murphy said that task force members wanted both to create the corridor we should have, and also to demonstrate that the corridor could be a model for what other residences in town, in places not on the

corridor, should attempt to do. Commissioner Targ said that made sense to him and he understands the virtue of modeling behavior, demonstrating what's possible, but the phrase "demonstrate environmental stewardship" struck him as an example of "PC-ness" – trying to be politically correct. Commissioner McKitterick suggested, "To keep the corridor free of exotic invasive plants and promote rehabilitation of native ecosystems as a model for the town."

Mr. Vlastic said that perhaps the demonstration of environmental stewardship is more a standard that the town sets, so he suggested moving that part of Objective 3 to the Standards section, and discuss it as the town setting a standard by what it does on its own right-of-way and in how it encourages use of properties through the permit process rather than having it as an objective. Ms. Kristiansson pointed out that although the language differs, that's discussed in Standard 6406.4, where it says, "The town should thin and/or remove vegetation in the right-of-way in certain areas . . ." She said that's where the task force discussed the town setting an example for what it wants by doing in the right-of-way what property owners should do on their properties. Commissioner Targ agreed this made sense because keeping the corridor free is a specific objective that can be defined, understood and implemented.

As for the words "exotic" and "invasive," Chair Von Feldt says she usually sees it as a term without punctuation – no comma, slash or dash, but the term "exotic invasive." She recommended that the plan use it this way throughout the document.

Chair Von Feldt confirmed that the amended the wording for Objective #3 would be: "To keep the corridor free of exotic invasive plants and promote rehabilitation of native ecosystems."

6404.4 (Objective 4): To preserve, enhance and reinforce the identity of the town by providing for a unified design of the Valley, with two clusters of commercial and civic facilities near the ends of the corridor as focal points that are linked by trails, open space and planting epitomizing the natural quality of the Town.

Commissioner Targ said he would prefer this objective to refer to the "rural quality of the town" rather than "natural quality of the town." He said that there is very little that is natural about the town, but there is a lot that is rural about the town. Chair Von Feldt said that Windy Hill, for example, is not looked at from a rural point of view but is primarily natural. Ms. Murphy pointed out that "natural" does not mean "primeval." Chair Von Feldt said she prefers to use "natural" and has been involved in meetings where people get stuck on the term "rural," too. Commissioner McKitterick said he also understands Commissioner Targ's concerns, but is comfortable with "natural" in this document also, because it is used elsewhere in the general plan. After further discussion, the consensus was to retain "natural."

Principles

6405.1 (Principle 1). The town should actively pursue acquisition of properties or less than fee property rights, such as conservation easements, to preserve and enhance the most sensitive views of the western hillsides and achieve the other objectives of this element.

Commissioner Targ suggested modifying this principle to say that the town should pursue acquisition "on a willing buyer-willing seller basis." Commissioner McKitterick disagreed, saying if the town wanted to use other means of acquisition, the town has that option and he did not want to remove that in this document. Commissioner Targ said that the plan currently says the town should "actively pursue acquisition." Commissioner McKitterick agreed and mentioned the money in the town's open space fund. If the town wants improvements in the road in some places, for example, such as where the trail is currently part of the road, to the extent that the town can explore options, it should do so, and he wouldn't be willing to take eminent domain out of the picture.

Commissioner Targ said that in general, he did not think it was necessary to say that the town should actively condemn someone's property. Commissioner McKitterick said his point is that the town should actively talk to landowners where there's potential to achieve objectives in the element. Commissioner Targ agreed completely that the town should talk with land owners. However, he said, if what we mean is that the town should affirmatively go out and condemn somebody's property, he would oppose that. Commissioner

McKitterick said that the intent was to leave all options open to the town, not to issue a directive to condemn properties or to take any particular action at all.

Ms. Kristiansson said that as she reads it, the principle says that the town should try to acquire property and it is open as to how that is done. Mr. Vlasic said it also specifies “the most sensitive views,” so it’s not an approach for general properties. This would be for instances in which there were something really sensitive and important to the community where an extraordinary effort would be needed.

Chair Von Feldt pointed out that there are only certain reasons the town could actually condemn land. Commissioner McKitterick agreed and said the task force was not saying that’s what the town *should* do, but they didn’t want to put in the document that the town could not do so, or set down any restrictions, but wanted to leave the options open. Commissioner Targ suggested that instead of “actively pursue,” they could say on a case-by-case basis the town could do whatever they want and they wouldn’t be precluded from doing it. He sees this as a hostile affirmative statement. Commissioner Gilbert said that to her it reads as a broad open statement since there are many ways the town could pursue acquisition.

Mr. Silver said that when he read this, he did not see it as hostile at all. To have one section of the general plan say that in this one area, the town would never condemn land would be a little odd. He could recall only one time the town ever took steps to condemn land, back in 1979 or 1980. He doesn’t think the town would ever do so lightly, he said, but a municipality has certain powers granted to it by the state, and for Portola Valley to say as part of our general plan that we’re going to take one power the state has given us and never exercise it when it comes to accomplishing principles and goals of the Portola Road Corridor Plan would be a little off. Mr. Silver stated that he certainly did not see any hostility to private property in this statement per se.

Commissioner McKitterick said there’s a lot of informal discussion or information that comes to the town in terms of what various property owners are planning or thinking about and might want to do in the future, and maybe the task force wants the town to put that more on the front burner. Chair Von Feldt suggested that a statement to the effect of “the town can pursue acquisition” would basically neuter the whole principle. Commissioner McKitterick said this is the task force’s vision for the Portola Road Corridor and we wanted the town to start working towards that vision, without any specifics or timetable – but that this was a goal the town really should work toward. Councilmember Aalfs said he read this as a directive to the town to pursue acquisition in the same ways it would anything else, and not as a directive to condemn properties. Commissioner Targ said since his view was not supported, we should move on.

Vice Chair Gilbert noted that one of Commissioner McIntosh’s suggestions was to change “less-than-fee property rights” to “less-than-fee property ownership.” The commission discussed that in this instance, “rights” is not the same as “ownership” and agreed to leave this phrase as proposed.

In its discussion of Principle 9, the planning commission noted that Principle 1 and Principle 9 both discuss acquisition, but use different wording. To be consistent, Commissioner McKitterick suggested removing “easements” in Principle 9 and inserting “less-than-fee property rights” in its place as shown in Principle 1. Chair Von Feldt asked why there are two principles related to acquisition and what the difference was between them. Vice Chair Gilbert said that Principle 1 relates to acquisition for view protection while Principle 9 is specific to trails. After some discussion, the commission determined to change the beginning of Principle 1 to read “The town should actively pursue acquisition of properties or other property rights, such as conservation easements, . . .”

6405.2 (Principle 2): Vegetation along the road, both within the right-of-way and on private property, should be managed so as to enhance and preserve views, especially of the western hillsides, existing orchards and open fields.

Commissioners noted that Principle 6 specifically calls for the trail to be separate from the road and therefore decided to leave the language in Principle 2 as proposed.

6405.4 (Principle 4): The shoulders along Portola Road should have a consistent width sufficient to provide for multiple users, as long as widening the shoulders would not adversely impact the adjacent trail.

Commissioner Targ said that he was thinking of the folks who live along Portola Road and therefore would suggested adding “or interfere with the quiet use and enjoyment of residents” to the end of the sentence. For example, if the town wanted to expand the shoulder where a house has been built close to the road, the town would want to take the quiet use and enjoyment of that house into consideration.

Commissioner McKitterick said he’s not sure there is any structure in town that is built proximate to the road right-of-way other than the Chilean Woodchopper’s Cottage. He said the task force discussion was in the context of the different options for widening the shoulders that the town council was considering. The idea was not widening the road in 10 feet on each side, but to widen the road just a few feet in places to make it more consistent.

Commissioner Targ said if we’re going to protect the adjacent trail, we have to protect the residences as well. Commissioner McKitterick said he thinks it’s a hypothetical and probably not even a real issue. He said he didn’t think even a single home along Portola Road is an area that would be widened.

Chair Von Feldt said that if this is hypothetical, perhaps it would make sense to add that language. She said that if she lived along Portola Road, she could see that it might make her a little nervous. Commissioner McKitterick said he does not like that change. The right-of-way is already much wider than the road is now, and changing the width of the shoulder would not change the number of cars or bikes that go by, so he’s not sure that there is any property right there. Commissioner Targ said he’s not saying there is a property right, and as he had indicated previously, he’s not saying the town doesn’t have a right to condemn somebody’s property or to move the road closer in. He said he’s simply saying that as a matter of policy he doesn’t think “that’s who we are.” Vice Chair Gilbert asked if by saying that here, the town might be giving a resident the right to tell us we can’t do something in the right-of-way. She said she understands Commissioner Targ’s point but is concerned that changing it would create more problems.

Commissioner Targ suggested saying “multiple uses,” period, and not single out any particular use that we’re being sensitive to. He said if the town is going to do it, the town should just do it, and it becomes problematic to start creating exceptions.

Commissioner McKitterick said it was a specific task force concern, because the trail is almost part of the road in some places. He said the “adjacent trail” could be stricken, but doubted that the trails and paths committee would be happy about it. He said it’s not much of a trail in those locations, kind of just dirt, but that’s why it’s this part is in there. He said that clause could be taken out.

Ms. Murphy said they went round and round about this, and it was felt that because of the bicycles and so on, the shoulders needed to be widened to make them as uniform as possible, but not to the extent of eliminating the trail. There is a specification that there is a trail there and so the task force’s intent was to widen the shoulder while being sure that it doesn’t make the trail disappear. Trails and the road were two of the big priorities of the study group, she said, so she doesn’t see how that can be taken out without weakening exactly what the task force was trying to say.

Chair Von Feldt said she’d defer to what the task force came up with, because they had multiple meetings and she gets nervous about changing too much at this level. Commissioner Gilbert said that she sees the point but is concerned that it could cause more problems later on, and Commissioner Targ suggested that the commission move on.

6405.5 (Principle 5): Invasive vegetation should be removed along the corridor, and native vegetation should be used for new plantings wherever possible.

Chair Von Feldt suggested that to be consistent, this sentence should start with “Exotic invasive vegetation. . .” Commissioner Gilbert said that would be appropriate because otherwise the town would need to get rid of poison oak and blackberries. The commission agreed.

6405.6 (Principle 6): The trail along Portola Road should be separate from the road and clearly delineated.

In light of the trails and paths committee comments, Commissioner McKitterick asked whether the commission should consider changing “separate” to “separate to the greatest extent possible,” recognizing that the general plan currently says that.

Mr. Vlastic pointed out that it doesn’t say “shall,” but rather “should” – meaning that that town will attempt that but it’s not going to happen in all cases. “Shall” would make sure it happens in every place. He said he thinks it’s a fairly strong statement the way it is, and he’s not sure the change is needed.

Ms. Kristiansson said the most relevant part of the trails and paths element of the general plan says, “Whenever possible, trails and paths should be separated from auto parking areas and roads, particularly those carrying heavy traffic,” which seems very consistent with the proposed wording.

Vice Chair Gilbert said that adding “whenever possible” tends to weaken the statement. Chair Von Feldt suggested leaving it as is, and the commission agreed.

6405.7 (Principle 7): The trail should be designed to serve multiple types of users, including pedestrians, equestrians and bicyclists.

Based on the trails and paths committee comments and the staff report, Chair Von Feldt suggested adding “consistent with the trails and paths element of the general plan.” The commission accepted that addition.

6405.9 (Principle 9): Where appropriate, the town should acquire land or easements along or near the road to allow for a better trail configuration and better connections to the rest of the town’s trail system.

As was reported in the discussion reported under Principle 1, the commission determined that for consistency, this principle should be changed to say that the town should acquire “land, easements or other property rights . . .”

6405.10 (Principle 10): Land abutting the corridor should be zoned and otherwise managed to maintain the maximum possible open space and scenic quality. Special consideration should be given to building size, design and setbacks along this road.

Commissioner Targ said “maximum possible” is broader than necessary, because the maximum possible would be no building or tear it down He suggested “managed to enhance the open space and promote open space values.” When Vice Chair Gilbert suggested saying “to maximize open space and scenic quality” because it doesn’t indicate the maximum possible, Commissioner Targ said if you’re maximizing it, you’re doing the same thing. When Chair Von Feldt asked about the background for this item. Ms. Kristiansson indicated that it is in the current general plan.

Commissioner McKitterick asked about the phrase “promote open space values and scenic quality.” Commissioner Targ said that sounded good to him, and added that he would also prefer that phrase to “natural views.” After some discussion, Chair Von Feldt confirmed that the commission agreed that the principle would be changed to say, “. . .managed to promote open space and enhance scenic quality.”

Standards

6406.1 (Standard 1): The multiuse trail along Portola Road shall have an all-weather, non-paved surface suitable for horseback riding, bicycling, pedestrians and other users.

Commissioner Targ said asked if the phrase “and other non-motorized users” should be incorporated into Standard 1 or if that was understood as a given. Commissioner McKitterick said it’s a good question. Vice Chair Gilbert noted a possible issue with motorized wheelchairs. Chair Von Feldt said she’s comfortable with the language as it is. Mr. Vlastic clarified that this is for trail users, and motorcycles aren’t provided for in our trails and paths element.

Commissioner Targ said that in the earlier discussion it was pointed out that each trail had a specific designated user type. Thus, he suggested that the way to handle this might be to make reference back to the users permitted on the trail. Commissioner McKitterick suggested saying “and other permitted users.” Commissioner Targ said that he was suggesting simplifying this further by replacing “horseback riding, bicycling, pedestrians and other permitted users” with just “permitted trail users.” Commissioner McKitterick noted that the trails and paths committee really wanted the horseback riding on there, and there was a lot of discussion about whether we needed to put in the type of trail material.

Ms. Kristiansson read from the definition of Multiuse Corridor in the trails and paths element that says: “. . . suitable for horseback riding, hiking, bicycling, pedestrians and similar users” so that might be another approach. Commissioner Targ asked if bicyclists are permitted on all portions of the trail, and Ms. Kristiansson clarified that this applied to the multiuse portion of it. Chair Von Feldt said she was fine with saying “other permitted users” instead of “similar users.”

6406.3 (Standard 3): While meeting town trail standards, the trail shall incorporate some variety in width, elevation and treatment of nearby vegetation. This variety helps to preserve the rural character of the area.

Chair Von Feldt said the consensus was that we didn’t want to incorporate the trails and paths committee comments. Vice Chair Gilbert pointed out that this was because it’s already in the Principles, not that they don’t agree with separation. Chair Von Feldt as well as Commissioners McKitterick and Targ said they liked Standard 3 as it is, and the other commissioners agreed.

6406.4 (Standard 4): The town should thin and/or remove vegetation in the right-of-way in certain areas where the vegetation obscures views, and opening those views would enhance enjoyment by various users. Some clumps of vegetation of varying heights and size should be preserved, both to provide a varied experience and to preserve habitat along the corridor.

Ms. Breen said that this was where she had trouble, thinking about the recent meeting with the trails and paths committee where the diversity of the trails experience ended up trumping the view and opening up the view there. She thought it would be helpful if there were some way to include a reminder that the opening of the views was the most important thing. Chair Von Feldt asked for clarification about what had happened at the meeting. Ms. Breen said the meeting was about clearing a large section in front of Springdown, but Trails and Paths objected because members liked the varied trail experience in that area. Ms. Kristiansson said she believed their objection also concerned the loss of shielding from the road. Vice Chair Gilbert said this clearing was to be right next to the Woodchopper’s Cottage and would have provided a great snapshot across the land there, but it’s not going to happen, although it was planned for the next two weeks and was in the budget.

Mr. Silver said that it didn’t get done due to the trails and paths committee’s objections, and the town council hasn’t weighed in yet with a final adjudication of that. Chair Von Feldt said that it seems the process is working; we develop Principles but every so often there are gray areas that we need to look at further. Mr. Silver said the project may well work but he’s not sure that this language needs to be tweaked to help that process work better. He said sometimes things need to go to the town council when a number of town commissions and committees disagree.

Commissioner McKitterick suggested striking the words “in certain areas” to strengthen the standard, and also changing the start of the second sentence from “some clumps of vegetation” to “on occasion, clumps of vegetation.” In addition, he suggested modifying the phrase “to preserve habitat” to read “to preserve valuable habitat.”

Councilmember Aalfs proposed changing the beginning of the second sentence from “Some clumps of vegetation” to “Clearing may be limited in some cases to provide a varied experience and to preserve habitat.” That recognizes that in reality, whoever’s actually overseeing this is going to exercise judgment. Commissioner Gilbert said that she did not like the word “clearing, and Councilmember Aalfs suggested “removal” instead.

Ms. Murphy that Ms. Breen is asking for language that makes the opening of the view the primary goal, and preserving the trail experience the secondary goal. Commissioner McKitterick suggested, “While the foregoing is the primary goal . . .” and then inserting appropriate exception language. Ms. Murphy added that people should be able to experience the view, not just from trails but from cars and bicycles on the road. She said it’s about the larger experience, not just the trail experience.

Chair Von Feldt asked if that’s an accurate representation of where the committee was ending up, that it really was the most important. Commissioner McKitterick said there were three main goals, but none which were to preserve the experience for trail users. That was one of the top goals.

Ms. Kristiansson said one of the top goals of the task force was to encourage trail use, to encourage people to use the corridor – bicyclists, pedestrians, hikers – more so than they do now, by making the experience more comfortable. That’s in part where the trails and paths committee is probably coming from, because when you’re walking along the trail, it’s more comfortable if there is some vegetation between you and the cars, and it’s more comfortable if it’s not quite as open. There may be a tension there, she said, if that you’re walking you don’t need a very big window to get the view, but if you’re driving they need a significantly bigger window. She said she doesn’t have a solution, but that is some background.

Ms. Breen said that there are only so many places where we can get this view.

Chair Von Feldt said the commission was talking about whether or not to striking the phrase “some clumps of vegetation” and modify the language. Vice Chair Gilbert said she didn’t like the word “clearing.” Commissioner Targ suggested we could say “thin or remove.”

Ms. Murphy said the wording is fine there, with the removal of the phrase “in certain areas.” Commissioner McKitterick agreed that “in certain areas” should be stricken.

Commissioner Von Feldt confirmed the agreed-upon language: “The town should thin or remove vegetation in the right-of-way where the vegetation obscures views, and opening those views would enhance enjoyment by various users. Some clumps of vegetation of varying heights and size should be preserved, both to provide a varied experience and to preserve valuable habitat along the corridor.”

Commissioner McKitterick suggested using “on occasion” instead of “some” before “clumps of vegetation.”

Commissioner Targ suggested changing the second sentence to read, “While opening and preserving views is the primary goal, to provide a varied experience and to preserve valuable habitat along the corridor, appropriate clumps of vegetation should be preserved.” In other words, he said he proposed turning the sentence around so that preserving and opening views stood out as the primary goal. The commission agreed to that change.

Chair Von Feldt said that although she didn’t disagree with the suggestion, she thought the town council might need to discuss this item because this change doesn’t incorporate the trails and paths committee comments and also moves away from the direction they suggested. Ms. Kristiansson said the item could be flagged for discussion at the joint study session with the town council. Commissioner McKitterick concurred.

6406.5 (Standard 5): The town should encourage property owners on the western side of the road to remove vegetation on their properties when the vegetation obscures views of the western hillsides, existing orchards and open fields. This will involve selectively removing and trimming trees and bushes to open up certain views.

Commissioner Targ said that the second sentence called for the property owner electing to selectively remove and trim trees and bushes. He added that if the town is simply “encouraging,” the last sentence could be stricken and the property owner could do what he or she wished. Vice Chair Gilbert proposed changing the last sentence to say “may” instead of “will.” Councilmember Aalfs said the last sentence isn’t really adding a lot because that’s what property owners are going to do anyway. He suggested stopping after the first sentence.

Chair Von Feldt said she thinks maybe it should say “The town should encourage property owners on the western side of the road to remove vegetation or trim trees and bushes ...” because it’s not just removing vegetation. Councilmember Aalfs suggested adjusting the first sentence to say “thin or remove,” and the commission agreed.

6406.6 (Standard 6): Undergrounding utility lines along the corridor is desirable and should be considered, although the costs and benefits of undergrounding should be weighed in light of other improvements, such as widening shoulders and improving trails, that are also desired along the corridor.

Commissioner Targ suggested, “Undergrounding utility lines along the corridor is desirable and should be considered.” Commissioner McKitterick said that the task force discussed this and because undergrounding would cost a boatload of cash, members thought other values might more important than undergrounding. For example, he said, the task force thought spending town money to improve the trail would be better than spending it on undergrounding. In that case, Commissioner Targ said, they should consider and dismiss undergrounding. He said we shouldn’t be limiting the town’s option in the same way we shouldn’t be limiting the town’s options for condemnation, even though the town would never do it.

Councilmember Aalfs said “considered” implies prioritizing undergrounding along with whatever else, and everything after “considered” goes without saying. Commissioner McKitterick concurred.

Chair Von Feldt agreed it sounds a bit “clunky” but thought we’d be losing the collective wisdom of the task force by cutting that part out. Vice Chair Gilbert said leaving it in does give some sense of the task force’s priorities. Ms. Murphy said that’s why it’s a funny sentence; the task force recommended undergrounding, but wouldn’t put it ahead of widening the shoulders along the road.

Commissioner Targ said that’s not what it says. He said the commission should consider what this appendage accomplishes. He said if it means undergrounding should be considered and dismissed, that’s cool, too. It could say, “It should be considered in light of the many other valuable priorities in the Town of Portola Valley, such as ensuring the health and safety of kids and making sure. . .” Commissioner McKitterick said this reference is in specific context to the various things that are addressed by this proposal. The intent was to communicate that while undergrounding was seen as something that should be explored, it wasn’t a priority.

Commissioner Targ said then that’s what it should say – “but it’s not a priority.” Chair Von Feldt agreed that saying “it’s not a priority” would at least express the wisdom of the task force. Vice Chair Gilbert asked whether Commissioner Targ was suggesting this should say that undergrounding is desirable but is not a priority. Commissioner Targ said he would be pleased if somebody else would suggest the wording as it may not reflect his view. He thinks that utility lines are a pressing health and safety issue. He acknowledged that it’s horribly expensive but he thinks it’s a real problem in the town, and we’re going to have a problem one of these days and go up in smoke. Commissioner Targ said he thinks this is among the more pressing issues the town faces. But, he said, if other things are more important, like widening the shoulders of the road, we need to be really clear about it.

Commissioner McKitterick said the other consideration was that Mr. Young had pointed out to the task force that if you underground utilities, you end up with above-ground boxes, and it was a concern of the task force that the town would be trading one thing for another. Commissioner Targ said he may not agree with it, but this isn’t saying what it’s meant to convey and we should be clear about what is trying to be said.

Chair Von Feldt suggested saying that “Undergrounding utility lines in the corridor should be considered but is not a priority.” Commissioner Targ said if that reflects the collective wisdom of the task force, then that’s what we ought to say. Ms. Murphy reiterated the suggestion of just putting a period after “considered.”

Vice Chair Gilbert said that saying it’s “desirable and should be considered” implies that it’s a priority. Commissioner Targ agreed. He said his problem with the sentence is that the first part says it’s a priority and the second part says “nah.” Councilmember Aalfs said he thinks “desirable” is the correct word – it’s not mandatory nor is it the most important thing – it’s just desirable. It would be good to have and should be considered, but we’re probably going to think many, many times that it’s not feasible and it’s probably not

going to happen. Saying “desirable and should be considered” gives someone in the future leeway of saying, “No, we can’t do it, sorry,” while saying this is still what we want, we just understand we can’t have it.

Mr. Silver said that from the standpoint of trying to craft a legally well-written document, you would probably put a period after “considered,” but it could also be helpful to consider the person who is new to town, or to the town government, who reads it. Which statement will provide more information? He said he has no problem with putting a period after “considered.” He said he doesn’t want to say “should be considered but it’s not a priority,” because maybe it is a priority, just an unaffordable one. Someday the PUC may require PG&E to actually put money into this, in which case it will become affordable just as PG&E is being forced to put money into keeping their natural gas lines safe. Such things do happen, he said. He said that if someone didn’t know anything about the town or the general plan and reads this thing with sort of this limp arm hanging there as a useless appendage, he would actually discover a bit more. He would think, well, the town might like it but there are these other things that are good, too, and that will all get put into the mix when it’s considered. He thinks he’d get more useful information from an odd sentence with a clunky useless appendage hanging from it. It’s just like how people like the word “easement” as opposed to “non-fee property right.” It’s good to have the word “easement” because a layperson reading the general plan will know what we’re talking about. Commissioner Targ said he would suggest that if it’s such a confused issue, then strike the whole thing. Mr. Silver said he thinks that sometimes even things that aren’t as well-written may give people useful information.

Vice Chair Gilbert suggested “underground utility lines along the corridor is desirable and should be considered in light of other improvements, such as widening shoulders and improving trails and so on.” Councilmember Aalfs said that doesn’t make a clear connection. He thinks it was trying to say that if there’s a choice between widening the shoulders and improving trails versus undergrounding, widening the trails would come first. Commissioner Targ said it’s not a pressing priority. Councilmember Aalfs said that from the perspective of the corridor, this isn’t a document telling the town how we’re going to pursue all these things, it’s just saying that undergrounding is good. It’s not that it has to happen before or after anything because that is really a decision that gets made publicly. It’s really just making the point that this is something the town would like to see if and when we can make it happen.

Commissioner McKitterick suggested this could be an item for the town council to address at the joint study session. Vice Chair Gilbert suggested changing this to read, “Underground utility lines along the corridor are desirable, but the costs and benefits of undergrounding should be weighed in light of . . .”

Chair Von Feldt confirmed that the commission intended that this standard should be left as proposed with an asterisk for discussion at the joint study session.

6406.9 (Standard 9): The town should encourage removal of exotic, invasive vegetation on both sides of the roadway corridor.

The commission decided to remove the comma between “exotic” and “invasive” and otherwise leave this standard as drafted.

Description

6408: The corridor links clusters of community-serving uses at either end with open space, recreational, institutional and residential uses in between. The cluster at the northern end includes churches, a commercial area and the Town Center with community-serving meeting, classroom, recreational and library facilities. The cluster at the southern end includes a commercial area, space for institutional uses and a fire station. The town’s two largest institutional uses, The Sequoias and the Priory School, are both located between these two clusters. The visibility of all these uses from within the corridor should be managed so as to minimize visual intrusion or conflict with the objectives of this element.

Commissioner Targ said he had a question about Section 6408. If a foreseeable use is entitled, such as that on the Neely/Myers property, should out be called it out here? Commissioner McKitterick asked why, because he didn’t think the application is necessarily inconsistent with this. Commissioner Targ said it’s not the application, but there’s an approved entitlement already. Chair Von Feldt asked if his concern is that The

Sequoias and the Priory were called out. Commissioner Targ said he'd defer to the Town Planner, but typically his experience is that you would call out the entitled use. Vice Chair Gilbert noted that the Meadow Preserve is called out.

Commissioner McKitterick said he understood what Commissioner Targ was saying, that "the visibility of all the uses" language should apply to this as well. Commissioner McKitterick asked whether it would make sense to add farming. He pointed out that it says "open space, recreational, institutional and residential," and maybe should include "agricultural." Vice Chair Gilbert said we haven't yet made a decision on it and adding "agricultural" would cause other problems. Commissioner Targ said we've already done it. Commissioner McKitterick said we have agricultural uses, for example with the Whites' property (Jelich Ranch).

Councilmember Aalfs said it's defining two institutional uses that are between the clusters. He asked if the other uses should be defined, such as the residences, the open-space preserve, etc. Commissioner McKitterick said the only change he would make is to add "agricultural" to the first sentence. He said that is the current use that exists, at least at the White property and the orchard. He suggested ". . . recreational, institutional, agricultural and residential uses." The commission agreed to that amendment.

6409: The road itself is a two-lane arterial road, with a bicycle route designated in the trails and paths element along its length. Together with the lower portion of Alpine Road, Portola Road serves as part of a popular regional bike loop. The trail along the corridor is a crucial link in the town's overall trail system for multiple types of users and has many important destinations along its length.

Vice Chair Gilbert asked whether the bicycle route designated in the trails and paths element is on the shoulder of Portola Road or actually on the path. She said "bicycle route designated," as she reads it, implies that bicycles should be on the trails. Ms. Kristiansson said the bicycle route is not on the trails and is on the road, which is what is designated in the trails and paths element. A bicycle route is defined in Section 3208.6 of the trails and paths element as "a street where special attention is given to providing safety for bicycles."

6411: Segment 1, Alpine Road to Willowbrook Drive and The Sequoias. Land along this segment is more intensely developed than in the rest of the corridor. There are many developed residential parcels, with more dense development along the west side of the road. This segment also includes the significant Woodside Priory and Sequoias institutional uses and facilities, as well as the commercial and offices uses within the Nathhorst Triangle. The land use pattern in this segment is well established, and efforts to enhance the sense of the town's character along the corridor need to recognize this. As a result, techniques such as encouraging or requiring planting of native materials, removal of exotic vegetation, and more natural landscaping would be more appropriate in this segment than increased setbacks or other similar land use controls.

The planning commission agreed to use the term "exotic invasive" in Section 6411 instead of incorporating the suggestions from the trails and paths committee.

6412: Segment 2, Sequoias to the Town Center. On the east side of the corridor in this segment, the residential land use pattern is well established, with approximately one acre per dwelling unit, and no significant changes are anticipated. Development areas visible from the corridor should continue to be controlled through setback and architectural review to protect the visual character of views from the road. As for Segment 1, the main objectives for this area will be to control invasive plant materials and replace non-native materials with more suitable species and natural landscaping consistent with town landscaping guidelines. Within the public right-of-way, vegetation can be addressed through annual roadway maintenance programs and other programs as consistent with town budgetary priorities and resources. For privately held lands on the east side of the corridor, the town should seek to encourage, and where possible in conjunction with development review proposals, require conversion of highly visible non-native plant materials to native species.

Ms. Kristiansson reported that Commissioner McIntosh suggested changing "As for Segment 1, the main objectives ..." to "Similar to Segment 1, the main objectives ..." The commission agreed to that change.

Chair Von Feldt said she didn't think the changes from the trails and paths committee were necessary, but it should say "exotic invasive" so that we're always saying the same thing and we are focusing on the things

that are exotic and invasive. Commissioner Targ suggested rather than saying “more suitable” landscaping this section should call for “natives” or for “landscaping consistent with the town’s landscaping guidelines.”

After some discussion, Commissioners agreed to change the third sentence to read: “Similar to Segment 1, the main objectives for this area will be to control exotic invasive plant materials and replace these materials with native landscaping consistent with town landscaping guidelines.”

6413: The lands on the west side of the corridor in Segment 2 are dominated by larger parcels, several of which extend from the Valley floor to near the top of the western hillsides, including the Windy Hill Open Space Preserve lands of the MROSD. These parcels contain some of the most significant viewsheds in the town and also include the areas shown on the general plan diagram as “Meadow Preserve,” “Orchard Preserve” and “Stable Preserve.” Every effort should be made to work with the land owners to preserve and protect these lands so that the view from the corridor remains largely open and undeveloped. Where appropriate, the town should purchase land or acquire another type of open-space protection, such as conservation or open-space easements or designation under the Williamson Act. If these options are not possible, the town should exercise reasonable control with land-use regulations, particularly the town’s conditional use permit process. At the same time, however, the town should also permit appropriate use of large holdings so as to encourage long-term management of properties and reduce the potential pressure for subdivision and/or other more intense forms of development.

Commissioner McKitterick prefaced the discussion by saying that the words in Description 6413 were chosen deliberately to be somewhat ambiguous.

Commissioner Targ suggested changing “Every effort should be made” in the third sentence to “Efforts should be made.”

Vice Chair Gilbert said Commissioner McIntosh wanted to substitute “stewardship” for “management” in the last sentence. Commissioner McKitterick said he didn’t like the last sentence at all, and couldn’t recall the task force coming up with that.

Commissioner Targ said he supports the long-term stewardship of property. He said that while his may be a minority opinion, he likes the sentiment that sentence expresses, because he doesn’t think people should have to hire someone to mow their meadow or else have a blight. He said if they want to find some other way to maintain open space, they should be able to do so in a way that keeps the land open. He said he supports that and thinks it makes sense.

Commissioner McKitterick said he agrees and likes the sentiment, too, but he doesn’t want to put that statement in there because that will encourage people to say, “Well, if you don’t let me do this, I’m going to subdivide,” and he doesn’t want that in a policy document. Councilmember Aalfs agreed and said reducing or avoiding the potential for subdivision goes without saying. He agreed that it doesn’t need to be part of the policy document, noting that it’s a tactic rather than a directive. Chair Von Feldt agreed as well, pointing out that it would also be inconsistent with the level of detail in the rest of the document.

Commissioner Targ said one option would be to take out “subdivision” and just say “. . . other more intense forms of development.” Another possibility would be to end the sentence after “properties.” He said he would defer to the wisdom of the greater group that came up with this language.

Chair Von Feldt asked who had come up with that language. Mr. Vlasic said the language reflected a lot of comments that were heard from different segments, and when he and Ms. Kristiansson started putting the document together, they took some of those sentiments and included those in the draft.

Commissioner Targ again said he would eliminate the clause beginning with “and reduce the potential pressure for subdivision.” Commissioner McKitterick said the sentiment of the task force ends at the part about purchasing land or acquiring other property rights where appropriate, or the designation under the Williamson Act. Those things were discussed, he said, but the Taskforce did not discuss the rest. Councilmember Aalfs stated that those things go without saying.

Commissioner Targ said he concurs with the sentiment of the other views that were expressed. He said he understands why one might want to drop the balance of the sentence. He said he would support the “good stewardship of the property.” Chair Von Feldt said she thinks they all agree with “good stewardship of the property.” Vice Chair Gilbert said maybe Commissioner McIntosh would add more to it, but she wasn’t sure what he wanted. She said she’d strike from “If these options” at the end. Councilmember Aalfs said it’s telling us to do something we are doing already.

The commission reached consensus on striking the last part of this section, starting at “If these options.”

Getting back to “every effort,” which starts the third sentence, Commissioner Targ said that perhaps that phrase was meant to cover the comments Mr. Vlasic had mentioned. Also, instead of “largely open and undeveloped,” he suggested “largely open and rural in character.” When others disagreed, he suggested using what’s in the general plan instead for consistency’s sake. Chair Von Feldt said we could say “and consistent with the Meadow Preserve language,” because that is going to be revisited this year. Commissioner Targ was okay with that. Commissioner McKitterick suggested that this issue should be discussed with the town council.

Ms. Murphy said the council may have to deal with this issue. The task force was trying to lay out the vision for what the group wanted it to look like. The group understood the caveats and the problems, and that compromises that will have to be made down the line, she said, but didn’t think it was their role to work that out. What most members of the task force wanted to see was “open and undeveloped.” She thinks “undeveloped” probably is the most appropriate word. They really didn’t want to see more development along there, although they were aware that there probably will be. She said that even though it’s really not going to be possible to fully carry it out, it’s the vision of the group was hoping for, and that’s why they put the group together, to hear the vision.

Commissioner Targ said that it seemed that “largely” would be consistent with the Meadow Preserve. Chair Von Feldt said “largely” is fine. It’s “undeveloped” versus “rural,” and “rural” you could still debate. Commissioner McKitterick added that this isn’t just the preserve, but it includes is all the properties on the western hillside. Commissioner Targ said then he would reference that portion of the general plan that deals with the various preserves on the western hillsides.

Ms. Kristiansson said there’s a big difference between the preserves and the western hillsides, so it sounds like one of the issues is that it’s not clear whether that last sentence refers to the western hillsides, whether it’s to the preserves or to all of it. Commissioner Targ said in the previous sentence we define what these lands are. He said the western side of the corridor is what we’re talking about. Commissioner McKitterick confirmed Ms. Kristiansson’s statement that it’s the entire area, not only the preserves.

Chair Von Feldt said she’s comfortable leaving the word “undeveloped.” Commissioner Targ said that gets back to the “natural” sort of thing. He said he thinks it is developed because you’re suppressing it from its natural condition, but he thinks if we can reference the general plan that will give us consistency. Vice Chair Gilbert asked about saying “not further developed” and Commissioner McKitterick suggested “largely undeveloped and open” as an alternative. Commissioner Targ said that didn’t do anything for him. Ms. Kristiansson said, to be clear, the Portola Road Corridor Plan will be an element of the general plan. Commissioner Targ said he wanted to avoid having minimal consistency.

Mr. Vlasic said “view from the corridor remains largely open and undeveloped” doesn’t say that the lands are completely undeveloped, but the views from the corridor basically respect and reflect this open and undeveloped character. That leaves a certain amount of flexibility, and “largely” is a modifier there as well. The wording for Meadow Preserve, Orchard Preserve and Stable Preserve, which are in the general plan, don’t get diminished by this.

Chair Von Feldt proposed keeping this as it is, and the commission agreed to discuss this with the town council.

Commissioner Targ suggested that for purposes of consistency, it would also be a good idea to eliminate “purchase” and leave “acquire” so that it reads, “the town should acquire land or other types of property

rights” or whatever we said before. The language should be consistent with that used in Principles 1 and 9. The commission agreed.

Commissioner McKitterick pointed out two typographical errors in Section 6415.

6416: Land on the west side of Segment 3 is largely developed in low to medium intensity residential uses, and no significant change in land use or pattern of uses is expected. As for Segment 1, the corridor in this segment should be managed to discourage exotic plantings, enhance native vegetation and, to the extent possible, limit views to houses and other site improvements. It is recognized, however, that like portions of Segment 1, there will be limited option for changes to the established visual character along the corridor in Segment 4.

Commissioner Targ asked whether “Segment 3” was intended here, or whether it should be “Segment 4.” Segment 4 is correct.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

None.

APPROVAL OF MINUTES

Commissioner McKitterick moved to approve the minutes of the May 15, 2013 planning commission meeting, as amended. Seconded by Vice Chair Gilbert, the motion carried 4-0-1 (Targ abstained).

ADJOURNMENT

Alexandra Von Feldt, Chair

Tom Vlastic, Town Planner

Town of Portola Valley General Plan

D R A F T

Portola Road Corridor Plan

January 15, 2014

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Portola Road Corridor Plan

Introduction

- 6400 The Portola Road scenic corridor comprises Portola Road, the trail that parallels the road, and the lands immediately on either side of the road and trail. Running along the floor of the Portola Valley, this corridor is part of the area that helps define the visual character and quality of the community and is considered the “heart of the town.” The corridor links many of the town’s most important destinations including commercial, institutional, recreational and natural resources. Both town residents and visitors alike make frequent use of the corridor and benefit from its scenic qualities. In addition, the corridor both divides and connects the steeper open spaces of the western hillsides and the more residentially developed eastern portions of the town.
- 6401 Immediate views and distant vistas within and from the roadway corridor define its character and underscore the open space and more rural values of Portola Valley as a whole. Therefore, management and treatment of both public and private lands along the corridor and the more critical viewsheds from the corridor should reflect the basic town values as set forth in this general plan. Landscaping, buildings and other land uses within and along the corridor need to be sited and designed to conserve the open and rural character. New development should be subservient to the setting, taking into account distant views to the largely undeveloped western hillsides and closer in views to orchards and fields, and also the native landscaping within the public right of way and on the frontages of privately held parcels.
- 6402 In addition to its scenic setting, the corridor plays a critical role as a transportation and recreation resource. Portola Road is one of the main arterial roads in town for motor vehicles, and the corridor is a key location for alternate forms of

transportation and recreation, such as walking and biking. The corridor serves to connect or provide access to many horse trails.

- 6403 The Portola Road Corridor Plan provides a comprehensive land use perspective for the entire corridor, sets forth the main objectives for it, and identifies principles and standards for guiding public and private actions to achieve plan objectives.

Objectives

- 6404
1. To protect or reestablish open and **natural views*** within and from the corridor, especially to the western hillsides, wherever possible while preserving valuable habitat and variety of experience for all users.
 2. To encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local motor vehicle trips.
 3. To keep the corridor free of exotic invasive plants and promote rehabilitation of native ecosystems.
 4. To preserve, enhance and reinforce the identity of the town by providing for a unified design of the valley, with two clusters of commercial and civic facilities near the ends of the corridor as focal points that are linked by trails, open space and planting epitomizing the natural quality of the town
 5. To serve as a scenic corridor through the town that reflects the open space values of the town. Much of the area between the two more intense land use clusters is traversed by or near the San Andreas Fault and should therefore be kept in open space or low intensity uses.

Principles

- 6405 The following principles should be followed to achieve the objectives described above:
1. The town should actively pursue acquisition of properties or other property rights, such as conservation easements, to preserve and enhance the most sensitive views of the western hillsides and achieve the other objectives of this element.
 2. Vegetation along the road, both within the right-of-way and on private property, should be managed so as to enhance and preserve views, especially of the western hillsides, existing orchards and open fields.

3. Parking along the shoulder of the road should be discouraged using measures that are as unobtrusive as possible and do not to impede the movement of bicyclists, equestrians, pedestrians and other users or affect the visual character of the roadway corridor.
4. The shoulders along Portola Road should have a consistent width sufficient to provide for multiple users, as long as widening the shoulders would not adversely impact the adjacent trail.
5. Exotic invasive vegetation should be removed along the corridor, and native vegetation should be used for new plantings wherever possible.
6. The trail along Portola Road should be separate from the road and clearly delineated.
7. The trail should be designed to serve multiple types of users, including pedestrians, equestrians, and bicyclists consistent with the Trails and Paths Element of this General Plan.
8. The trail surface should not be paved but should be consistent with town trails standards for a multi-use corridor. Ideally, the trail would have a pervious surface with drainage improvements as needed.
9. Where appropriate, the town should acquire land, easements, or other property rights along or near the road to allow for a better trail configuration and better connections to the rest of the town's trail system.
10. Land abutting the corridor should be zoned and otherwise managed to promote open space and enhance scenic quality. Special consideration should be given to building size, design and setbacks along this road.

Standards

- 6406
1. The multi-use trail along Portola Road shall have an all-weather, non-paved surface suitable for horseback riding, bicycling, pedestrians, and other permitted users.
 2. Where the trail crosses the road, the nature of the crossings should be assessed for safe use by all users, and if necessary, improved.
 3. While meeting town trail standards, the trail shall incorporate some variety in width, elevation and treatment of nearby vegetation. This variety helps to preserve the rural character of the area.

4. The town should thin or remove vegetation in the right-of-way where the vegetation obscures views, and opening those views would enhance enjoyment by various users. While opening and preserving views is the primary goal, appropriate clumps of vegetation of varying heights and size should be preserved, both to provide a varied experience and to preserve valuable habitat along the corridor. *
5. The town should encourage property owners on the western side of the road to thin or remove vegetation on their properties when the vegetation obscures views of the western hillsides, existing orchards and open fields.
6. Undergrounding utility lines along the corridor is desirable and should be considered, although the costs and benefits of undergrounding should be weighed in light of other improvements, such as widening shoulders and improving trails, that are also desired along the corridor. *
7. The town should require utility companies and property owners to screen utility boxes and related equipment or develop other measures to decrease their aesthetic impacts.
8. Portola Road should remain as a two lane road, although turning lanes should be added as necessary.
9. The town should encourage removal of exotic invasive vegetation on both sides of the roadway corridor.

Description

6407 The Portola Road Corridor extends approximately two miles from Alpine Road northward past the Priory School and the Sequoias Retirement Community to Portola Valley Town Center and the northern town boundary with the Town of Woodside. Much of the corridor is located east of the San Andreas Fault zone, and a significant segment of the the corridor, primarily from Willowbrook Drive to the Wayside Road, separates the eastern, more developed portion of Portola Valley from the steeper, less stable and less developed western hillsides.

6408 The corridor links clusters of community-serving uses at either end with open space, recreational, institutional, agricultural and residential uses in between. The cluster at the northern end includes churches, a commercial area and the town center with community-serving meeting, classroom, recreational and library facilities. The cluster at the southern end includes a commercial area, space for institutional uses and a fire station. The town's two largest institutional uses, the Sequoias and the Priory School, are both located between these two clusters. The visibility of all of these uses from

within the corridor should be managed so as to minimize visual intrusion or conflict with the objectives of this element.

- 6409 The road itself is a two-lane arterial road, with a bicycle route designated in the Trails and Paths Element along its length. Together with the lower portion of Alpine Road, Portola Road serves as part of a popular regional bike loop. The trail along the corridor is a critical link in the town's overall trail system for multiple types of users and has many important destinations along its length.
- 6410 The following descriptions are for specific segments for the corridor starting at Alpine Road and extending to the northern limits of Portola Valley.
- 6411 **Segment 1, Alpine Road to Willowbrook Drive and the Sequoias.** Land along this segment is more intensely developed than in the rest of the corridor. There are many developed residential parcels, with more dense development along the west side of the road. This segment also includes the significant Woodside Priory and Sequoias institutional uses and facilities, as well as the commercial and offices uses within the Nathorst Triangle. The land use pattern in this segment is well established, and efforts to enhance the sense of the town's character along the corridor need to recognize this. As a result, techniques such as encouraging or requiring planting of native materials, removal of exotic invasive vegetation, and more natural landscaping would be more appropriate in this segment than increased setbacks or other similar land use controls.
- 6412 **Segment 2, Sequoias to the Town Center.** On the east side of the corridor in this segment, the residential land use pattern is well established, with approximately one acre per dwelling unit, and no significant changes are anticipated. Development areas visible from the corridor should continue to be controlled through setback and architectural review to protect the visual character of views from the road. Similar to Segment 1, the main objectives for this area will be to control exotic invasive plant materials and replace these with native landscaping consistent with town landscaping guidelines. Within the public right-of-way, vegetation can be addressed through annual roadway maintenance programs and other programs as consistent with town budgetary priorities and resources. For privately held lands on the east side of the corridor, the town should seek to encourage, and where possible in conjunction with development review proposals, require conversion of highly visible non-native plant materials to native species.
- 6413 The lands on the west side of the corridor in Segment 2 are dominated by larger parcels, several of which extend from the Valley floor to near the top of the western hillsides, including the Windy Hill Open Space Preserve lands of the Midpeninsula Regional Open Space District. These parcels contain some of the most significant viewsheds in the town and also include the areas shown on the general plan diagram as "Meadow Preserve," "Orchard Preserve" and "Stable Preserve." Efforts should be made to work with the land owners to preserve and protect these lands so that **the view from the corridor**

remains largely open and undeveloped. * Where appropriate, the town should acquire land or other property rights, such as conservation or open space easements or designation under the Williamson Act.

- 6414 **Segment 3, Town Center to Wayside Road.** The land use pattern adjacent to this segment is largely set and controlled by provisions set forth in the town center area plan element of this general plan. This area includes the Town Center Preserve and also the larger private land holdings to the north of this Preserve. As with the larger privately held lands on the west side of Segment 2, the town should pursue actions that would protect the visual qualities of the lands critical to the views from the corridor.
- 6415 **Segment 4, Wayside Road to the northern town limits.** On the east side of the corridor north of Wayside Road and the Wyndham Drive subdivision, most land is within the Town of Woodside and occupied by the “Family Farm” private low density use. The town encourages the low intensity uses in this area to continue and for the roadside and lands immediately east of the corridor to be maintained in the existing open and tree covered condition.
- 6416 Land on the west side of Segment 4 is largely developed in low to medium intensity residential uses, and no significant change in land use or pattern of uses is expected. As for Segment 1, the corridor in this segment should be managed to discourage exotic invasive plantings, enhance native vegetation and, to the extent possible, limit views to houses and other site improvements. It is recognized, however, that like portions of Segment 1, there will be limited option for changes to the established visual character along the corridor in Segment 4.

Portola Road Corridor Plan Appendix 1: Implementation of the Portola Road Corridor Plan

Actions to date:

1. ASCC review is required for all buildings along Portola Road.
2. Conservation Committee review is required for all landscaping within 75' of Portola Road. The town has adopted design guidelines that include lists of native plants that are to guide the Conservation Committee in its actions. The use of native plants in the scenic corridor will help retain the natural beauty of the area.

Future actions:

1. The trail along Portola Road from the Town Center to Nathhorst Triangle should meet the town standards for a multi-use trail, with a minimum 6' wide trail surface of compacted base rock. Land or easements should be acquired as necessary to allow this trail standard to be met.
2. Widen shoulders in key locations along Portola Road to make them consistent in width.
3. The town should thin vegetation in the road right-of-way in locations where vegetation blocks views, and work with private property owners to encourage similar thinning on their lands.

Sharon Hanlon

Subject: ASCC Commissioner position ASCC / Cairney

From: Brian Cairney [<mailto:bcairney@gmail.com>]

Sent: Friday, January 10, 2014 5:43 PM

To: TownCenter

Subject: ASCC Commissioner position ASCC / Cairney

Dear members of the Portola Valley Town Council,

I wish to present myself to the council for consideration for the position of ASCC commissioner. I am a 3 year resident of Portola Valley and have lived in the surrounding community for over 30 years.

I appreciate the unique community that is Portola Valley. I have lived and owned homes in Palo Alto, Menlo Park and Atherton, all are great communities, but there is something special about Portola Valley, it's sense of community and it's rural feel.

My Qualifications

I have built homes in Atherton, and Menlo Park. I understand the need for both building regulation and more important, guidelines, to ensure that a consistent approach to the preservation of the natural beauty and rural quality of Portola Valley.

I come from a background in the building industry, my father was a general contractor, and the first home I was involved in building was our family home in Pismo Beach.

- built three homes in Atherton and Menlo Park in the past 14 years
- a fair and reasonable approach to team decision making
- an understanding of the need and expected end result of both building regulations and guidelines
- a calm thoughtful approach to business

I am an individual who keeps an open mind and drives for consensus with my peers. I have shown the ability in my work and personal life to see the other parties position and understand that no two situations are the same. I would bring to the position a different holistic view of the process which links the needs of the community with the priorities of the home owner. These two things can be and should be linked.

I appreciate the Council taking the time to consider my application and welcome the opportunity to meet with you in person to discuss it in further detail.

Best Regards
Brian

Brian Cairney
415 Cervantes Rd
Portola Valley, Ca 94028
[650 867 5895](tel:6508675895)

Mike Mokolke 35 Vista Verde Way Portola Valley 650.450.7871
mikefmokolke@gmail.com

This letter is to express my interest in working on the Portola Valley ASCC. I believe my life's work in business and in real estate investment has been good preparation for this kind of work.

- I have worked on teams for most of my life as an individual contributor and as a team leader. I thoroughly enjoy the process of solving problems and creating opportunities as part of a team.
- I have worked in complex regulatory environments in which we frequently negotiated grey areas of regulatory codes with regulatory agencies.
- I have owned and managed multiple rental residences and commercial facilities as well as parcels of land. I often improved these properties, and I built one house from scratch in Los Trancos Woods.
- I have successfully started and run multiple tech companies. Early in my career, I worked for several Fortune One Hundred companies.
- I have lived in the Portola Valley sphere of influence for thirty years, and have a deep appreciation for this community. I would like to participate in the process of keeping our structures in compliance with our general codes.
- I will bring considerable experience and energy to the committee. I am in a position to devote as much time and energy as it takes to do the job.

I believe the job requires balancing the needs of various stakeholders in the community through interpretation, negotiation and enforcement of the Portola Valley regulations. We must manage both today's and tomorrow's needs.

I like the atmosphere of Portola Valley, and I would work to maintaining that atmosphere through my work on the Portola Valley ASCC. Thank you for your consideration.

Mike Mokolke

#3

There are no written materials for this agenda item.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 871, JANUARY 8, 2014

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

Present: Councilmembers Craig Hughes, Maryann Moise Derwin and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Tom Vlastic, Town Planner
Howard Young, Public Works Director

ORAL COMMUNICATIONS [7:31 p.m.]

Virginia Bacon, Golden Oak Drive, said she and Town Historian Nancy Lund are excited about the launch of the Portola Valley history blog in concert with this year's 50th anniversary celebration of the Town's incorporation. Ms. Bacon also was pleased to see new Councilmember Hughes seated at the dais.

- (1) Presentation: Laura Fanucchi, Associate Director of HIP Housing – Update on HIP Housing Programs

Ms. Fanucchi distributed 2014 calendars to Councilmembers and thanked the Council for the Town's funding support in HIP Housing's effort to help people find places to call home. Ms. Fanucchi said San Mateo County is in the midst of a serious housing crisis, with more than 2,000 homeless people, in addition to those sleeping in their cars and "couch-surfing." The shelters are completely full, Section 8 waiting lists are closed, many with Section 8 vouchers struggle to find housing, and rents are rising.

As Ms. Fanucchi explained, HIP Housing's programs help address the affordable housing crisis. Serving more than 3,000 clients each year, HIP Housing provides information about affordable housing resources, shows clients how to get onto subsidized housing wait lists, coordinates a significant home-sharing program, offers a self-sufficiency program for families with children, and manages several properties.

More than 2,300 people were interviewed for the home-sharing program last year; Ms. Fanucchi said, about five times as many people seeking somewhere to live as those having a place to share. Seniors comprise the typical home providers – "house rich but cash poor," as Ms. Fanucchi puts it. Of those who want to share someone's home, she said 97% are considered low-income (up to \$57,000 for a single person). More than 700 individuals were home-sharing in HIP Housing's program last year. Those involved in HIP's home-sharing arrangements stay paired up for an average of three or more years, Ms. Fanucchi said, but some clients have been together nearly a decade. For personal safety and to avoid scams, she strongly advises against individuals making home-sharing arrangements without going through an organization such as HIP Housing.

Ms. Fanucchi said that HIP Housing recently hired a new Community Manager who's in charge of the organization's outreach. She also singled out Ms. Bacon as one who approached HIP Housing to help expand its outreach in Portola Valley, including posting information about its programs on the PV Forum. HIP Housing also reaches out to shelters, works with the County on housing workshops, partners with PG&E to get applications for a program to reduce utility bills, networks with the Housing Industry Foundation to help clients with first and last months' rent and security deposits, and is about to launch financial literacy workshops for home-sharing clients.

Ms. Fanucchi said HIP Housing's self-sufficiency program places 70 to 80 families each year one of three HIP houses – two in Redwood City and one in San Carlos. The families pay \$50 per month per room and can stay for up to two years; the subsidy support comes from the San Mateo County Housing Authority. A separate one-year housing scholarship program provides families with 60% of the rent for the first six months and 30% for last six months. Also, in collaboration with the San Mateo County Housing Authority, HIP Housing provides case-management services to moving-to-work clients who are receiving five-year housing subsidies; these families find their own housing and pay about 30% of their income on rent. HIP Housing ensures they stay on track with career and educational goals, provides monthly life skills workshops on topics ranging from parenting and nutrition to financial literacy, and connects them with resources to help them achieve economic self-sufficiency.

With four project-based properties, HIP Housing has more than 240 units of subsidized and below market rate (BMR) housing in Daly City, San Mateo and Menlo Park. The organization also manages properties for Foster City, San Mateo and San Carlos.

In response to Councilmember Derwin, Ms. Fanucchi said that over the years, one Portola Valley resident has taken someone in via the home-sharing program, and four others have sought housing. In response to Mayor Wengert, Ms. Fanucchi said that HIP Housing promotes the program in Town by sending monthly flyers to Ms. Hanlon, the library and churches, and posting them on bulletin boards near Bianchi's and other local businesses. She said HIP Housing would love having a link from the "for residents" section of the Town website.

- (2) Presentation: Residents Danna Breen and Cindie White with an Update on the Town's 50th Anniversary Celebration [7:45 p.m.]

Ms. Breen presented the town's 50th Anniversary flag, designed by Mr. Pegueros and created to fly from the flagpole at Town Center. She proposed that raising it for the first time as part of a special celebration on January 16, 2014. She said she and Ms. White have been meeting for several months with a core group of people who'd be candidates for the Ad Hoc 50th Anniversary Committee (Item 12). Ms. Breen said these people, who are trying to pull together something that is comprehensive, holistic and appealing to all residents, have a lot of ideas.

For instance, a special song and poem are in the works and a calendar of tentative month-by-month celebrations is taking shape (beginning with the January 2014 flag-raising and a celebration of volunteers in February 2014). A horse parade also is planned, as are a weekend of games and challenges, community hikes and activities in conjunction with the schools. Erica Hughes is planning to launch a PV 50th blog soon; to interface with that effort, Ms. Bacon and a crew will soon hit the streets with video cameras, catching residents and capturing their thoughts about what they love about Portola Valley. The festivities would culminate in a large community gathering at Town Hall on September 21, 2014, featuring a square dance and possibly a potluck picnic. Portola Vineyards has expressed an interest in co-sponsoring the event.

The Ad Hoc 50th Anniversary Committee's first formal meeting would take place in conjunction with the January flag-raising, Ms. Breen said.

A discussion about the Committee's size ensued. A large one would have both pros and cons. Although it would be easier to gather a quorum with a small committee, Mayor Wengert noted that an advantage of a large committee would be the ability to form task-oriented subgroups that would be small enough to develop recommendations for the entire committee without having to hold publicly noticed meetings. All agreed on an 11-member Committee.

Councilmember Hughes recommended picking dates for the activity calendar as early as possible, so residents can plan accordingly. Ms. White noted that the Nature and Science Committee has submitted some solid dates for the calendar and requested a list of volunteers for the February celebration. She also said that ongoing activities throughout the year will include blog updates, with calendared items being

integral, as well as Ms. Bacon's around-the-Town videotaping. Other activities are more project-oriented than date-specific, she said,

Mayor Wengert also said it would be helpful for the Committee to submit date-oriented requests for funding as early as possible.

In addition to the Nature and Science Committee, Ms. Breen noted that members of the core 50th Anniversary group also have been working with representatives of various other Town committees. For instance, the Cultural Arts Committee would be involved in the summer concert/1964 dance celebration.

(3) Planning Commissioner: Interviews and Appointment [8:05 p.m.]

Mayor Wengert said that each candidate would be given up to five minutes to introduce themselves, describe their qualifications and explain why they'd like to serve on the Planning Commission. Afterwards, Councilmembers will first ask questions of the candidates and accept comments from the audience, and then bring the matter back to the Council for a brief discussion and a call for nominations.

The Planning Commission vacancy is for a two-year term, succeeding Arthur (Chip) McIntosh, expiring at year-end 2015, Mayor Wengert said. Because Mr. Mokolke is not a resident of the incorporated Town, she read language from the Committee and Commission Handbook:

In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley, other factors being equal.

(a) Mike Mokolke

Mayor Wengert invited Mr. Mokolke to introduce himself.

Mr. Mokolke said that his family thinks of Portola Valley as their home, and he's been here for 30 years. He said he likes the Town the way it is and his work life now enables him to become more active in serving the community. His family and the all-consuming process of starting and growing a number of successful start-up tech companies have taken all his energy over the past 25 years, Mr. Mokolke said, but now he has both the time and the energy to devote to community service.

As for qualifications, he said that in addition to a strong service attitude, he has a strong desire to work as part of a team that would be an asset to the Planning Commission and to the Town, plus considerable experience in regulatory environments and various forms of real estate – commercial, residential, vacant parcels, etc.

Councilmember Richards asked Mr. Mokolke which aspects of Portola Valley's General Plan he believes best express the Town's values. Mr. Mokolke said that through website research and meeting minutes, he has learned to understand how the community and the processes work, with a strong emphasis on maintaining the "rural" nature of the Town. He said he treasures Portola Valley's instant access to nature, and maintenance of that quality seems to be a big part of the Planning Commission's role.

In the context of team play, Councilmember Hughes asked Mr. Mokolke to discuss circumstances under which he'd expect the Planning Commission to turn to staff, the Town Council and other Town entities. Mr. Mokolke replied that the circumstances would vary from case to case; if a problem or opportunity arises and the Planning Commission holds a preliminary discussion, including some rather informal give-and-take, Commissioners may come to a point where they consider it important to involve the Council, and the Council's liaison to the Planning Commission would be the starting point.

Noting that the Housing Element is a big item on the Planning Commission's 2014 agenda, Councilmember Hughes also asked Mr. Mokolke to comment on his perceptions of that effort. Mr. Mokolke said that although the entire picture isn't clear to him from what he's seen on the Town's

website, he strongly supports the opportunity for homeowners to have additional living space on their properties under the right circumstances. He said although he doesn't know what would be involved; the potential for housing at the Priory also is an attractive alternative. He said, too, that he'd need to know more about it, but the possibility of turning a place such as the former AI's Nursery site into some sort of affordable housing also has potential.

Councilmember Derwin asked whether Mr. Mokolke has attended any Planning Commission meetings. He said he has not. She then asked what he thinks will be the most significant land-use planning matter the Town would face over the two-year tenure of the new Planning Commissioner. Mr. Mokolke answered that it would probably be an aggregate of individual things that come before the Town. He noted the considerable energy put into the property at 555 Portola Road, pointing out that while the big-picture things are certainly important, that big picture is formed by the aggregate of the individual decisions.

Vice Mayor Aalfs, noting that some issues the Planning Commission addresses are contentious, asked Mr. Mokolke how he reaches decisions in such circumstances. In his experience of working with disparate opinionated people, Mr. Mokolke said his general approach is to let people work things out as a group and serve primarily as a facilitator. Then, when the time comes for a hard decision, he said he'd listen to all parties, and wake up one morning knowing what to do.

As an example, Mr. Mokolke discussed a situation involving implementation of ISO standards the Federal Department of Agriculture (FDA) and other agencies impose on companies that want to make medical devices. In existing companies, incorporating the ISO standards requires fundamental changes in company processes, which in turn, Mr. Mokolke said, often requires one bulldog – a person who generally proves to be rather unpopular – to basically go through the company instituting the necessary changes. Mr. Mokolke said he recalled this particular situation because it took a year and a half of him working with the bulldog and others to successfully institute the new process.

Mayor Wengert asked Mr. Mokolke which facet or aspect of Planning Commission work he's likely to find most difficult. Mr. Mokolke said it would take adaptiveness and patience to come from the business community, in which he basically had his own companies and was the boss. He said the various facets of Portola Valley work together in a way that most businesses don't, but he would happily adapt to it.

Councilmember Derwin asked whether Mr. Mokolke considers the Town's design guidelines too strict, too lenient or just right. Mr. Mokolke said he's only seen them "from the 10,000-foot level," seeing what the Town is trying to do. In terms of the second-unit issue, he said he's not very familiar with pre-fab units, but believes it would be rather difficult to use cookie-cutter modules in Portola Valley. Mr. Mokolke also said the first three companies he was involved in were environmental companies, but he would not characterize himself as an environmental fanatic.

Councilmember Hughes, referring to Mr. Mokolke's December 5, 2013 email to Ms. Hanlon expressing interest in the Planning Commission vacancy, said he noted that Mr. Mokolke has owned 22 different homes. He asked which of the jurisdictional agencies Mr. Mokolke did or did not enjoy working with in the process of upgrading and restoring them. Mr. Mokolke said Sunnyvale, where he owned two large commercial buildings, was great. He said that his impression was that Sunnyvale treated his people as they would customers, and was there to help them, not stand in their way. San Mateo County, for the most part, was also supportive when he built a house in Los Trancos Woods (part of unincorporated San Mateo County). Mr. Mokolke said working in Los Angeles was more difficult.

Mayor Wengert went back to Mr. Mokolke's opening statement about wanting to preserve Portola Valley as we know and love it today. Part of the challenge in that, she said, is the need to manage homeowners' expectations when they come into the community, given the cost of the properties they're investing in. In that context, she asked Mr. Mokolke where he'd stand on the spectrum between staying the same and allowing certain changes. Mr. Mokolke said that to date, such decisions have largely been negotiated. The intent to involve the homeowners as part of the community seems sincere, he said, so they go through the process without being alienated. The visual and traffic impacts matter a lot, he said.

Mayor Wengert asked whether at the land-use policy level Mr. Mokolke thought the Town should change zoning regulations to allow for larger homes or more intensive development. Mr. Mokolke said he would not favor either of those as a default position.

(b) Judith Hasko

Mayor Wengert invited Ms. Hasko to speak.

A Portola Valley resident since 2007, Ms. Hasko said she the significant amount of time she'd spent in Town prior to that prompted her and her husband to relocate here. They're avid bicyclists and runners, she said, and love the physical environment. Her first volunteer experience was with the Trails and Paths Committee in 2010; she was named Committee Chair in 2011. She also served on the Portola Road Corridor Plan Task Force and the Ad Hoc Affordable Housing Committee.

All of those experiences, as well as attendance at Town Council and Planning Commission meetings have increased her exposure to issues facing Portola Valley, Ms. Hasko said, and to various people throughout the community, leading her to admiring what the Town has established and the way it works. She said the process isn't always easy and pretty, but it works, and she's "incredibly impressed" with the way the Town tries to respect the voices of residents and listen to them.

Her experience on the Ad Hoc Affordable Housing Committee in particular, Ms. Hasko said, led her to understand more planning-oriented issues, which she now looks at as a resident as well as an attorney. Her legal experience is in contract negotiations, in which it's important to get people together and find the right balance.

If selected for the Planning Commission position, Ms. Hasko said she'd enjoy learning more about the specifics of the Planning Commission, regulations it deals with and more history of specific issues.

Councilmember Richards asked Ms. Hasko if she would have dealt differently with any issues that have come before the Planning Commission. Because it's not far from where she lives, Ms. Hasko said she was interested in the turf/grass issue for the Priory's athletic field, and in addition to discussing it in Trails and Paths Committee meetings, she attended several Planning Commission and Town Council meetings when it was on the agenda. She noted that community interest was strong, and the Planning Commission allowed people to be heard. She said the decision should have been difficult, which it was, as the process played out.

Councilmember Richards also asked whether there might be an issue with having three attorneys on the Planning Commission. Ms. Hasko said no, adding that her original training was in life sciences, with a master's degree in neurobiology, a bachelor's in biopsychology, and she worked at Genentech. She said her legal experience would be most helpful in her way of thinking about things.

Councilmember Hughes asked Ms. Hasko to elaborate on her experience on the Ad Hoc Affordable Housing Committee. Ms. Hasko said it was a great experience, but quite different from what she'd expected. Committee members brought different levels of experience from different backgrounds to the Committee, and all of them were very dedicated and learning from one another. She said she served on a subcommittee that looked at existing housing programs. She said the Committee showed what a group can do. Although the Committee is no longer active, members continue to show up at meetings when housing is on the agenda, because its members want to be sure people understand the need for ongoing community involvement.

Councilmember Derwin said that in recent years she's noted a creeping tendency for some new property owners to "go rogue" and do whatever they want to with their properties, from clear-cutting to illegal lighting. She asked whether the Town should start taking enforcement more aggressively. Ms. Hasko said that enforcement is a challenge, and short of aggressive enforcement, part of the solution is education and reaching out to newcomers who may not be focused on the regulations. Friendly outreach can go a

long way, she said, but there comes a point where stronger enforcement is needed to maintain the community we know and love. Otherwise, we'd erode what we're trying to maintain.

Vice Mayor Aalfs asked which parts of the General Plan that should take priority in the next round of revisions. Ms. Hasko said she doesn't know that it's derived from General Plan language, but one issue is trying to create parallel paths for trail users and minimize the number of places where children have to cross the road.

Mayor Wengert asked Ms. Hasko which facet or aspect of Planning Commission work would likely challenge her the most. Among the tough issues that come up, Ms. Hasko said she may struggle trying to decide when she has all the information she's going to get and it's time to make a decision. She stated that there's a lot of information-gathering and public input, issue history, and all of that has to be collected efficiently and fed into the process, but at some point you have to make a decision and move on. She said she does that, but it's something to always be aware of and be disciplined about.

Councilmember Derwin asked what Ms. Hasko thinks will be the most significant land-use issue to come to the Planning Commission for a decision in the next two years. She said the Housing Element update is very important, and the community cares very much about what the Town must do to meet the requirement to increase the amount of housing stock available.

Mayor Wengert invited public comments. There being none, she brought the matter back to the Council. All Councilmembers thanked both candidates for their applications and their interest in volunteering, and praised the quality of their qualifications, but leaned toward the candidate who lives in Portola Valley proper. Vice Mayor Aalfs, who also said he's influenced by his past working relationship with Ms. Hasko and familiarity with her work, encouraged Mr. Mokolke to pursue his interest in becoming more involved in the community. Councilmember Derwin, too, said she'd like to hear Mr. Mokolke's voice in Town. She also noted that committee experience and familiarity with Town processes and issues would enable Ms. Hasko "to hit the ground running." Mayor Wengert said she had ideas to follow up on with Mr. Mokolke.

Councilmember Derwin nominated Judith Hasko for the Planning Commission position. Seconded by Councilmember Richards, the motion carried 5-0.

Mr. Mokolke thanked the Council for the opportunity to speak, and said in their shoes, he'd probably have made the same decision.

(4) ASCC Commissioner: Interviews [8:52 p.m.]

Mayor Wengert noted that the ASCC opening, for the position Craig Hughes vacated when he was elected to the Town Council, is for a three-year term, expiring at year-end 2016. Applications remain open until January 15, 2014, so Council will only interview the candidates, with deliberations and voting at the Town Council meeting on January 22, 2014.

Mayor Wengert recused herself because one of the applicants is a former client, and turned the gavel over to Vice Mayor Aalfs.

(a) Karol Bondy

Vice Mayor Aalfs invited Ms. Bondy to address the Council.

Ms. Bondy, who's lived at Portola Valley Ranch for 30 years, said that retirement has given her time to devote to the Town, and she appreciates the challenges of bringing new technologies into homes while upholding the concepts laid out in the General Plan. She's been on the PV Ranch Design Committee for five years, she said, an experience that demonstrates her ability to assess forward-thinking projects and still ensure compliance with rules and regulations that are even more stringent than the Town's.

In addition, Ms. Bondy said she's been formally trained in lighting design, is certified by PG&E and has served as president of the homeowners' association in New Mexico, where her family has a second home. This service included helping implement a major exterior refresh of the adobe homes in the development, as well as investigating, evaluating and launching a major erosion control plan.

Ms. Bondy said she spent most of her career in sales and marketing for IBM and others, working in the business partner channel, which required skills in bringing projects to closure and producing win-win situations that satisfy divergent interests, desires and regulations with other members of the team.

Councilmember Richards noted that because rules and regulations are more stringent at the PV Ranch, there's more variety in proposals for projects elsewhere in Town and some residents take exception when these projects come before the ASCC. He asked Ms. Bondy to comment on how she would respond in cases where projects meet requirements but neighbors still object. She said if the guidelines have been upheld but complaints about tree removal, land use, visual impacts and other issues persist, the process is a balancing act and the key in how the message is delivered. She said it's important to be calm, reinforce the reasons for decisions that are made and look for ways to make opponents feel better about a decision they don't agree with.

She explained that one issue at The Ranch usually relates to the use of new technologies on flat roofs and reflectivity, but there are ways to get around the problem. She said she's sensitive to how annoying the reflectivity can be, and said it's important to avoid invading others' space in that manner.

Councilmember Hughes, also acknowledging that design in The Ranch is more homogenous than in the rest of Town, said the differences require making more exceptions than would be appropriate at The Ranch. He asked what kind of approach Ms. Bondy might take in terms of reconciling the varying positions of applicants and neighbors while taking into account the Town's design guidelines. Ms. Bondy said the first thing to consider would be the guidelines, and make sure all parties understand them. To bring about a win-win situation, she said you have to be astute enough to be clear about what the applicant is trying to accomplish and exactly what neighbors may find objectionable. She said there's no magic solution, but as one of seven members of the ASCC, she said she'd listen carefully and compassionately to all concerns and offer suggestions for ways to bring parties together when there's conflict.

Councilmember Derwin, noting that if Ms. Bondy is appointed to the ASCC, she'll find herself suddenly very popular, with residents coming to her offline with complaints or concerns. She asked Ms. Bondy how she'd handle those situations. If approached in the grocery store or while she's out for a walk, Ms. Bondy said she'd probably suggest discussing the situation over a cup of coffee to understand what's on their mind. She said she wouldn't take a position, but share the information with other ASCC members, laying out the pros and cons.

Vice Mayor Aalfs asked Ms. Hasko if she sees any technological changes coming that may conflict with Town rules and regulations. In response, she said that roofing materials, which are becoming more energy-efficient but also less attractive, are likely to be a major challenge. She also sees a challenge in remaining dark-sky compliant and yet realizing that responding to the needs of an aging population – and even meeting ADA compliance standards – may require lighting that exceeds what is traditionally acceptable in Portola Valley.

Councilmember Derwin asked Ms. Hasko to discuss a situation in which she's had to make an unpopular decision as a PV Ranch Design Committee member. Ms. Hasko said there have been several such situations. One involved several complaints about a house that was reflective, with a property owner who neighbors were reluctant to approach because he wasn't "woven" into the community. When the Committee determined this resident had to repaint, she was appointed to inform him. She called to set up an appointment to discuss it with him, and in the end he expressed gratitude that she'd taken the time to come and work with him. She said taking the time and putting yourself in the other person's shoes goes a long way.

(b) Iris Harrell

Ms. Harrell, a Portola Valley resident since 1992, said she served two five-year terms on the PV Ranch Design Committee, including a stint as Chair. As a general contractor who established her company more than 25 years ago, she's also a designer and Green Point Advisor through Build It Green, she's worked in Portola Valley as well as other communities, and has worked on applications with the ASCC a few times. She said she's been grateful for the ASCC, because she sees a high level of professionalism and reliance on the objectivity of the Town's design guidelines.

Prior to setting out as a general contractor, Ms. Harrell said she was a schoolteacher and worked in nonprofits and was in a band on the road for five years.

Councilmember Derwin asked whether Ms. Harrell had any suggestions for updates in the Town's Green Building Code. Ms. Harrell said the Town could push harder on the use of non-flammable materials and issue more green points for universal design elements in projects.

Councilmember Hughes asked if Ms. Harrell has a sense of how stringent the new California rules are and whether the Town should revisit its own green standards. She said that the Town might pinpoint two or three areas in which to step ahead, but for the time being, it would be useful to just become familiar with the new regulations coming in.

Councilmember Richards asked Ms. Harrell how she'd deal with paint colors and other sensitive subjects. She replied that projects that are "visually demanding" are not consistent with Portola Valley's guidelines. For example, it doesn't take a white roof to improve the insulation value of a new roof.

Noting that there can be challenges moving from the contractor to the commissioner side of the table at ASCC, Vice Mayor Aalfs asked Ms. Harrell whether she's given any thought to what would be different for her if she's appointed. She said she applied because she has a history in the area, possesses negotiation and conflict-resolution skills, understands the need to be objective, and wants to give something back to the Town.

Councilmember Derwin said that sometimes the ASCC works hard with an applicant to get a project approved, only to later see lights, huge hedges or other features that were never approved. She asked whether Ms. Harrell has any ideas about how to deal with this sort of thing. Ms. Harrell said she believes property owners must follow both the letter and the spirit of the law, and regulations need to be enforced, preferably delicately and without incurring legal expenses. She said there are always gray areas; it's rarely simple, but Town officials with a wide range of experience would have more to draw from to maybe help make collaborative decisions.

Vice Mayor Aalfs closed the item for the evening, noting that it would be continued to January 22, 2014. Mayor Wengert returned to the dais.

CONSENT AGENDA [9:28 p.m.]

- (5) Approval of Minutes: Regular Town Council Meeting of December 11, 2013
- (6) Ratification of Warrant List: January 8, 2014 in the amount of \$141,545.30
- (7) Recommendation by Town Attorney: Adopt Ordinance Amending the Conflicts of Interest Code
 - (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

By motion of Councilmember Richards, seconded by Councilmember Hughes, the Council approved the Consent Agenda with the following roll call vote:

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

No: None

A second reading of the ordinance amending the Conflict of Interest Code will be on the Council's February 12, 2014 meeting agenda.

REGULAR AGENDA [9:29 p.m.]

- (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

Mr. Vlasic referred to the January 8, 2014 staff report, indicating that the owner of the 18 Redberry Ridge property paid the fines associated with unauthorized clearing on his property and removal of significant trees and other vegetation in the Town's open space easement, developed a remediation plan in conjunction with the ASCC and has cooperated fully in the process. The ASCC did a follow-up review on the implementation of the remediation plan in October 2013, determined it was proceeding appropriately, made some recommendations that have been fundamentally completed and suggested that the Town Council allow the applicant to proceed with processing development of plans for the site so those plans can be considered in the context of the remediation plan.

The landscape consultant noted that a seeding has been performed, but it was not irrigated. If and when it starts to rain, those seeds should begin to germinate.

Mr. Vlasic said that if the Council concurs with the ASCC, no building permits would be processed or released until the ASCC comes back to the Council with a recommendation to do so and the Council agrees.

Councilmember Derwin asked whether Mr. Vlasic feels the concerns of the Elkins and others will be addressed; i.e., replacement of three madrone trees, erosion control, more screen planting and the ability of the Town to enforce a mandated restoration plan. Mr. Vlasic said that sureties and contracts are in place for Rana Creek to continue its work. He said the restoration plan is reasonable, but knowing what screening is needed can't be determined until some plans are in hand. He said the Elkins were interested in encouraging the toyon to come back, which is underway.

Councilmember Hughes said that inasmuch as he'd so recently come from the ASCC, the ASCC's recommendations for the Redberry Ridge property reflected his thoughts. In terms of background, he said the ASCC's position was that they wanted to see the house plans come forward to make sure the ongoing restoration complements (rather than conflicts with) the placement of the house and its design. They also wanted several built-in hard checkpoints for ASCC to come in and review progress.

Councilmember Richards said he's pleased to see the matter come to such a successful conclusion, particularly considering the extent of the problem and the fact that 2013 was such a dry year. He said he favors moving ahead and processing the application. Mayor Wengert agreed.

Councilmember Richards moved to respond affirmatively to the ASCC request to allow the property owner to process Architectural Review and Site Development plans for 18 Redberry Ridge. Seconded by Councilmember Derwin, the motion carried 5-0.

- (10) Recommendation by Public Works Director: Authorize Town Staff to Submit Applications for San Mateo County Transportation Authority (TA) Grant Funding in 2014-15 and 2015-16 under the Measure A Pedestrian and Bicycle Program [9:38 p.m.]
- (a) Portola Road shoulder widening at Town Center and various sections of Portola and Alpine Roads
 - (b) Alpine Road shoulder widening at Arastradero Road
 - (c) Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive (West)

Mr. Young said that in mid-December 2013, the San Mateo Transportation Authority (TA) issued a call for projects, with applications due to the City/County Association of Governments (C/CAG) by January 17, 2014. The short timeframe, compressed even more by holiday time off, made it difficult to come up with the right projects to seek Council authorization for Mr. Pegueros to submit the appropriate applications and pass the requisite resolutions. However, working in conjunction with Committee members Kari Rust and Leslie Latham, recommendations for three projects were developed. Due to the time crunch, the recommendations are in draft form, Mr. Young said.

He showed Powerpoint slides to help illustrate each project:

Widening both shoulders of Portola Road at Town Center (Farm Road) and various other sections of Portola and Alpine Roads

Widening the westbound shoulder of Alpine Road at Arastradero Road. Mr. Young said the curve there is very narrow for bicyclists and debris falls on the road continuously. We're proposing a wider shoulder, plus a retaining wall of about 500 feet, similar to the retaining wall in front of Windy Hill parking lot on Portola Road.

Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive, right across from the Alpine Hills Swimming and Tennis Club. Mr. Young explained that these signs are not embedded in the pavement, but flash from button-activated signs mounted on either side of the crosswalk. Mr. Young said that at this point, the application is based on AC power, but they'd prefer a solar system if it works.

In addition to finalizing the applications, Mr. Young said it will take a lot of hard work to get petitions and letters of support together. Ms. Latham and Ms. Rust are working on that. Ms. Rust said they've already brought in about 300 signatures on petitions, and want to post a notice from the BP&TS Committee on the PV Forum to request statements of support, with a link to the Town website where residents could view the applications and contact BP&TS Committee members if they have any questions. In response to Mayor Wengert, Mr. Pegueros said the number of clicks required will be kept to the bare minimum necessary.

Kevin Welch, another BP&TS Committee member, said he noticed that most of the names listed on the website as endorsers are from out of town. Mayor Wengert said that the regional approach is one that's very desirable in situations like this, and Portola Valley is competing with communities throughout the region for grant funding.

Ms. Rust pointed out that communities that are granted awards would have two years to spend the funds, with a third-year extension if the planning process has reached a certain point.

Mr. Young said that he and the BP&TS Committee remain optimistic, but the changes the applications are seeking would be challenging in comparison to higher-density communities with more traffic and more serious congestion issues than in Portola Valley. One way to improve the Town's chances, he said, would

be defining local matches; he used 11.47%, which is typical for federal projects, but the Town Council would have to decide the amount.

Speaking further to the competitive nature of the grants, Mr. Pegueros said we'd have to balance the amount of effort, money and other resources we'd have to lay out to fight for the limited amount of funds available. He added that we have talented volunteers who devoted a good portion of their holiday working on this with Mr. Young.

Mr. Pegueros said the Town has an annual allocation of about \$35,000 for road projects that aren't part of any particular program, but added that his sense is that we'd want to go above that level in applying for these grants, from the 11.47% match that Mr. Young mentioned to 20% plus. That would require finding another \$40,000 to \$50,000 somewhere, Mr. Pegueros said. Last year, he added, the Town received a one-time infusion as part of the property tax reallocation that has gone into the General Fund reserve.

Ms. Latham urged everyone to have courage that these applications would be approved, because the biking community's premier advocacy group has enthusiastically endorsed them as part of a regional solution for bicyclists.

Councilmember Richards said he favors seeking the grants because it would be a big contribution to the region's bicycle network. Councilmember Derwin, too, said Portola Valley is a genuine regional recreational resource for the County, and that's a really big deal. She added that one of the Transportation Authority's missions to ensure that grant money geographically reaches all areas of the County, which she said she'd point out to South San Francisco Mayor Karyl Matsumoto, who may well be the new Chair of the San Mateo County Transportation Authority. Mayor Wengert also agreed that Portola Valley has become an internationally known, "monstrously popular" biking route in San Mateo County, with a huge uptick in bike traffic in recent years that she expects will only increase.

Mr. Council authorized staff to submit applications for the Transit Authority grant funding and to provide a local match up to \$120,000 for the projects. Mayor Wengert said we'd remain "optimistic to the very end."

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [9:56 p.m.]

(11) Appointment of Planning Commissioner

[See Item 3. Ms. Hasko was appointed to fill the Planning Commission vacancy.]

(12) Appointment by Mayor: Town's 50th Anniversary Ad-Hoc Committee

Mr. Pegueros said residents have responded to the Town's 50th Anniversary celebration with a tremendous amount of energy and interest, but Brown Act restrictions can make decision-making difficult with a large group. With that in mind, he recommended appointments that would put enough people on the Committee who could get together and make decisions and still have enough others to work on particular projects. He said it's encouraging to know that those who want to help will do so even if they aren't appointed as official Committee members.

As the Committee liaison to the Council, Mayor Wengert said she'd let the Committee know it would be helpful to have a calendar of meetings.

Councilmember Richards moved to appoint the recommended slate (Rebecca Arora, Virginia Bacon, Danna Breen, Brook Coffee, Leslie Field Barth, Erica Hughes, Nancy Lund, Phil Reilly, Kari Seligman, Cindie White and Karen Mobley) to the Town's 50th Anniversary Ad-Hoc Committee. Seconded by Councilmember Hughes, the motion carried 5-0.

(13) Reports from Commission and Committee Liaisons [10:02 p.m.]

Councilmember Richards:

(a) Emergency Preparedness Committee

At its meeting on December 12, 2013, Emergency Preparedness Committee members:

- Received and reviewed the Town Staff Report on Hosting Committee Events and Outreach Opportunities
- Discussed the rollout of AM emergency radio system and distribution of announcements
- Agreed on the need for additional training in 2014
- Clarified roles about who does what in an emergency
- Re-appointed Ray Rothrock as Chair
- Named Anne Kopf-Sill Vice Chair

Councilmember Derwin:

(b) Sustainability Committee

At a Special Sustainability Committee meeting on December 16, 2013, Committee members discussed:

- The Earth Day Fair, scheduled for April 26, with Portola Valley hosting (Woodside hosted last year's event)
- The Climate Action Plan, which should be ready to present to the Town Council in February 2014
- A possible new award for energy-efficient homes, modeled somewhat after the backyard habitat award; after considerable discussion about criteria, members agreed they'd like to pursue this
- Potential Committee projects for 2014, with a focus on transportation (ride-sharing and shuttles) and water as well as the new award recognition program
- A recent news report equating solar installations with higher home prices

(c) Council of Cities

Mayor Wengert joined Councilmember Derwin attended the annual Council of Cities event in Colma, which Councilmember Derwin described as an enjoyable, raucous event. She said the next meeting will be in Redwood City, and other Councilmembers are welcome to join her. Portola Valley will host the Council of Cities dinner meeting.

(d) Poet Laureate

Councilmember Derwin said the San Mateo County Poet Laureate launch celebration will be held 5:30 to 7:30 p.m. on February 4, 2014, at the San Mateo County Library.

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

C/CAG met on December 12, 2013. Assemblymember Richard Gordon reported that three years ago California had a \$27 billion deficit, today there is a surplus. The Governor will release his new budget on January 10, 2014. Possibilities include including money for state reserves by up to \$8 billion, restoring money for education, including higher ed, and universal transitional kindergarten. Assemblymember Gordon said the \$11 billion water bond on the November 2014 ballot won't fly; he said it would have to be re-crafted to a level of \$5 billion to \$6 billion, and include some money for Delta restoration. It does not, however, address stormwater issues, which is something C/CAG is working on.

Assemblymember Gordon also discussed housing elements, explaining how he's working to make the process of arriving at Regional Housing Needs Assessment (RHNA) more transparent and efficient. Chair of the Select Committee on Sea Level Rise & the California Economy, said a report will be issued in late January 2014 that addresses how the sea-level rise will affect the economy, the infrastructure.

One question Councilmember Derwin found interesting came from Hillsborough's Vice Mayor, Laurence May. He said Hillsborough has been fighting cell tower replacement.

C/CAG members also discussed the sewer water issue, and after some debate, eventually agreed to issue a notice to proceed with a consulting group.

(f) SFO Airport/Community Roundtable

Councilmember Derwin stepped in for Mayor Wengert at an FAA meeting on LOAPM (Optimization of Airspace and Procedures in the Metroplex) in Oakland on December 20, 2014. After almost three hours of back-and-forth, she reported, the FAA representatives seemed to clearly understand that the FAA must listen and respond to community concerns. The group scheduled a follow-up conference call on January 13, 2014, and planned to schedule another meeting in early February 2014. Mayor Wengert said that meeting would be held on February 29, 2014.

(g) Bicycle, Pedestrian & Traffic Safety (BP&TS) Committee

Meeting on January 8, 2014, the Committee learned of an accident at Alpine and Los Trancos Roads, which sent a bicyclist to the hospital. Mayor Wengert said that the Sheriff's Department will be writing up reports. Members also discussed the grant applications (Item 10) and the devolving parking situation at Windy Hill since the temporary signs have been taken down. The consultant working on the Corte Madera school traffic safety study is expected to attend the Portola Valley Board of Education meeting on February 5, 2014.

Councilmember Hughes:

(h) Planning Commission

Meeting on December 18, 2014, the Planning Commission:

- Held a study session on the Housing Element, concentrating on second units and the possibility of various changes to encourage increased production
- Began a preliminary review of proposed AT&T cell tower modifications at 4115 Alpine Road, a matter that was continued to the January 15, 2014 Planning Commission meeting, which will follow a joint ASCC/Planning Commission site visit that afternoon

Vice Mayor Aalfs:

(i) Nature and Science Committee

Meeting on December 12, 2013, Nature & Science Committee members discussed:

- Their involvement in the Town's 50th Anniversary celebrations, including the possibility of a big Nature Day event, a special Star Party and anniversary tie-ins with other events
- The vision for the Hawthorne property at the Midpeninsula Regional Open Space District (MROSD); interested in establishing a Nature Center there, several Committee member attended a November 4, 2013 meeting about the property

Mayor Wengert:

(j) Parks and Recreation Committee

Meeting on January 6, 2013:

- Reviewed feedback received about the he skateboard ramp and the draft of the proposed Town ordinance; the group anticipates a March 2014 launch
- Discussed the Town picnic and Zots to Tots race scheduled for June 7, 2014
- Discussed field use policy, in light of the fact that another organization has expressed interest in playing on Ford Field, where the schedule has traditionally been determined by the Little League rather than the Town
- Covered Ford Field ribbon-cutting plans; the event will be held on February 8, 2014

Mayor Wengert told Councilmembers that she would distribute a draft of liaison assignments for 2014 within a week.

WRITTEN COMMUNICATIONS [10:39 p.m.]

(14) Town Council December 13, 2013 Weekly Digest

- (a) #7 – Memo from Town Manager Nick Pegueros re: Weekly Update- Friday, December 13, 2014

Councilmember Derwin asked about a community forum that the Sheriff's Office was planning to host a community forum to reach out to residents regarding the recent uptick in burglaries in Portola Valley and Woodside. Mr. Pegueros said it's scheduled for 6 p.m. on Wednesday, February 12, 2014 at Town Center.

(15) Town Council December 20, 2013 Weekly Digest – None

ADJOURNMENT [10:45 p.m.]

Mayor

Town Clerk

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ALMANAC	December Advertising	14911	01/22/2014	
			01/22/2014	
3525 ALAMEDA DE LAS PULGAS	0048		01/22/2014	0.00
MENLO PARK	BOA	48318	01/22/2014	0.00
CA 94025	28458			1,160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	1,160.00	0.00

Check No.	48318	Total:	1,160.00
Total for	ALMANAC		1,160.00

ANIMAL DAMAGE MGMT INC	Pest Control	14912	01/22/2014	
			01/22/2014	
16170 VINEYARD BLVD. #150	804		01/22/2014	0.00
MORGAN HILL	BOA	48319	01/22/2014	0.00
CA 95037	72157			145.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	72.50	0.00
05-66-4342	Landscape Supplies & Services	72.50	0.00

Check No.	48319	Total:	145.00
Total for	ANIMAL DAMAGE MGMT INC		145.00

AT&T (2)	January M/W	14954	01/22/2014	
			01/22/2014	
P.O. BOX 5025	877		01/22/2014	0.00
CAROL STREAM	BOA	48320	01/22/2014	0.00
IL 60197-5025				64.25

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

Check No.	48320	Total:	64.25
Total for	AT&T (2)		64.25

AV INTEGRATORS	Equip Rental, Holiday Party	14914	01/22/2014	
			01/22/2014	
131 INDUSTRIAL ROAD, SUITE 1	1132		01/22/2014	0.00
BELMONT	BOA	48321	01/22/2014	0.00
CA 94002	1985			648.55

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	648.55	0.00

Check No.	48321	Total:	648.55
Total for	AV INTEGRATORS		648.55

BANK OF AMERICA	December Statement	14947	01/22/2014	
Bank Card Center			01/22/2014	
P.O. BOX 53155	0022		01/22/2014	0.00
PHOENIX	BOA	48322	01/22/2014	0.00
AZ 85072-3155				3,767.90

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

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	351.48	0.00
05-52-4152	Emerq Preparedness Committee	1,799.73	0.00
05-64-4308	Office Supplies	16.42	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4326	Education & Training	1,351.38	0.00
05-64-4335	Sustainability	27.00	0.00
05-64-4336	Miscellaneous	167.17	0.00
05-66-4342	Landscape Supplies & Services	44.73	0.00

Check No.	48322	Total:	3,767.90
Total for	BANK OF AMERICA		3,767.90

CALIFORNIA WATER SERVICE CO	Monthly Stmt, 11/15-12/16/13	14915	01/22/2014	
3525 ALAMEDA DE LAS PULGAS	0011		01/22/2014	0.00
MENLO PARK	BOA	48323	01/22/2014	0.00
CA 94025844				1,589.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,589.13	0.00

Check No.	48323	Total:	1,589.13
Total for	CALIFORNIA WATER SERVICE CC		1,589.13

CALPERS	December PERS	14916	01/22/2014	
FISCAL SERVICES DIVISION			01/22/2014	
ATTN: RETIREMENT PROG ACCTG	0107		01/22/2014	0.00
SACRAMENTO	BOA	48324	01/22/2014	0.00
CA 94229-2703				15,220.37

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	572.03	0.00
05-50-4080	Retirement - PERS	14,648.34	0.00

Check No.	48324	Total:	15,220.37
Total for	CALPERS		15,220.37

CARLA WRAY PIANO SERVICE	Piano Tuning	14917	01/22/2014	
263 MARGARITA AVENUE	0368		01/22/2014	0.00
PALO ALTO	BOA	48325	01/22/2014	0.00
CA 94306				305.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	305.00	0.00

Check No.	48325	Total:	305.00
Total for	CARLA WRAY PIANO SERVICE		305.00

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CASEY CONSTRUCTION INC	Storm Drain Repair	14948	01/22/2014	
			01/22/2014	
619 SYLVAN WAY	2021		01/22/2014	0.00
EMERALD HILLS	BOA	48326	01/22/2014	0.00
CA 94062	05-603			15,150.00

GL Number	Description	Invoice Amount	Amount Relieved
22-68-4413	CIP Storm Drain Project	15,150.00	0.00

Check No.	48326	Total:	15,150.00
Total for	CASEY CONSTRUCTION INC		15,150.00

CHRIS HUNTER	Dinner/Mtg, Derwin & Richards	14924	01/22/2014	
			01/22/2014	
OFFICE OF SUP, DON HORSLEY	0369		01/22/2014	0.00
REDWOOD CITY	BOA	48327	01/22/2014	0.00
CA 94063				90.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	90.00	0.00

Check No.	48327	Total:	90.00
Total for	CHRIS HUNTER		90.00

CITY OF REDWOOD CITY (IT)	December IT	14918	01/22/2014	
			01/22/2014	
P.O. BOX 3629	586		01/22/2014	0.00
REDWOOD CITY	BOA	48328	01/22/2014	0.00
CA 94064	BR31587			1,957.70

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

Check No.	48328	Total:	1,957.70
Total for	CITY OF REDWOOD CITY (IT)		1,957.70

CLEANSTREET	Quarterly & Dec Street/ Litter Clean-up	14949	01/22/2014	
			01/22/2014	
1937 W. 169TH STREET	0034		01/22/2014	0.00
GARDENA	BOA	48329	01/22/2014	0.00
CA 90247-5254	73015			4,493.47

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping	3,623.37	0.00
20-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	48329	Total:	4,493.47
Total for	CLEANSTREET		4,493.47

COMCAST	WiFi, 12/21 - 1/20	14955	01/22/2014	
			01/22/2014	
P.O. BOX 34227	0045		01/22/2014	0.00
SEATTLE	BOA	48330	01/22/2014	0.00
WA 98124-1227				80.45

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

05-64-4318	Telephones	80.45	0.00	
		Check No. 48330	Total:	80.45
		Total for		80.45
		COMCAST		80.45

CONTEMPORARY ENGRAVING CO.	Nameplate - Hughes	14920	01/22/2014	
			01/22/2014	
425 LAMBERT AVE	0191		01/22/2014	0.00
PALO ALTO	BOA	48331	01/22/2014	0.00
CA 94306				32.63

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	32.63	0.00	
		Check No. 48331	Total:	32.63
		Total for		32.63
		CONTEMPORARY ENGRAVING CO		32.63

CULLIGAN	January Service	14921	01/22/2014	
			01/22/2014	
P. O. BOX 5277	0250		01/22/2014	0.00
CAROL STREAM	BOA	48332	01/22/2014	0.00
IL 60197-5277				46.20

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4336	Miscellaneous	46.20	0.00	
		Check No. 48332	Total:	46.20
		Total for		46.20
		CULLIGAN		46.20

DAVEY TREE EXPERT CO.	ROW Tree Trim	14950	01/22/2014	
			01/22/2014	
P.O. BOX 94532	0053		01/22/2014	0.00
CLEVELAND	BOA	48333	01/22/2014	0.00
OH 44101-4532	907471675			2,375.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4264	ROW Tree Trimming & Mowing	2,375.00	0.00	
		Check No. 48333	Total:	2,375.00
		Total for		2,375.00
		DAVEY TREE EXPERT CO.		2,375.00

FEDEX	Shipping Charges	14922	01/22/2014	
			01/22/2014	
P.O. BOX 7221	0066		01/22/2014	0.00
PASADENA	BOA	48334	01/22/2014	0.00
CA 91109-7321	2-503-91469			27.50

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	27.50	0.00	
		Check No. 48334	Total:	27.50
		Total for		27.50
		FEDEX		27.50

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HIDDEN VILLA FACILITY RENTALS	Staff Retreat	14923	01/22/2014	
			01/22/2014	
26870 MOODY RD.	1047		01/22/2014	0.00
LOS ALTOS HILLS	BOA	48335	01/22/2014	0.00
CA 94022	V3469			420.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	420.00	0.00

Check No.	48335	Total:	420.00
Total for	HIDDEN VILLA FACILITY RENTALS		420.00

ICMA	December, Deferred Comp	14925	01/22/2014	
VANTAGE POINT TFER AGTS-304617			01/22/2014	
C/O M&T BANK	0084		01/22/2014	0.00
BALTIMORE	BOA	48336	01/22/2014	0.00
MD 21264-4553				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4098	Deferred Compensation	500.00	0.00

Check No.	48336	Total:	500.00
Total for	ICMA		500.00

INTEGRAL GROUP, INC.	Lighting, PV Library	14951	01/22/2014	
			01/22/2014	
427 - 13TH STREET	1369		01/22/2014	0.00
OAKLAND	BOA	48338	01/22/2014	0.00
CA 94612	1213109			1,200.00

GL Number	Description	Invoice Amount	Amount Relieved
25-68-4535	CIP13/14 Library Lighting Impr	1,200.00	0.00

Check No.	48338	Total:	1,200.00
Total for	INTEGRAL GROUP, INC.		1,200.00

INT'L INSTITUTE OF MUNI CLERKS	2014 Dues, Hanlon	14926	01/22/2014	
			01/22/2014	
8331 UTICA AVENUE	635		01/22/2014	0.00
RANCHO CUCAMONGA	BOA	48337	01/22/2014	0.00
CA 91730				145.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	145.00	0.00

Check No.	48337	Total:	145.00
Total for	INT'L INSTITUTE OF MUNI CLERKS		145.00

J.W. ENTERPRISES	Portable Lavs, 12/26 - 1/22/14	14927	01/22/2014	
			01/22/2014	
1689 MORSE AVE	829		01/22/2014	0.00
VENTURA	BOA	48339	01/22/2014	0.00
CA 93003	172920			235.44

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

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	48339	Total:	235.44
Total for	J.W. ENTERPRISES		235.44

JORGENSON SIEGEL MCCLURE & FLEGEL	December Statement	14953	01/22/2014	
1100 ALMA STREET	0089		01/22/2014	0.00
MENLO PARK	BOA	48340	01/22/2014	0.00
CA 94025				6,125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	4,922.50	0.00
96-54-4186	Attorney - Charges to Appls	1,202.50	0.00

Check No.	48340	Total:	6,125.00
Total for	JORGENSON SIEGEL MCCLURE &		6,125.00

KUTZMANN & ASSOCIATES	December Plan Check	14928	01/22/2014	
39355 CALIFORNIA STREET	0090		01/22/2014	0.00
FREMONT	BOA	48341	01/22/2014	0.00
CA 94538				6,173.06

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	6,173.06	0.00

Check No.	48341	Total:	6,173.06
Total for	KUTZMANN & ASSOCIATES		6,173.06

LUCID DESIGN GROUP	Dashboard Svc Agreement	14929	01/22/2014	
c/o Marble Bridge Funding		00006165	01/22/2014	
P.O. BOX 8195	0080		01/22/2014	0.00
WALNUT CREEK	BOA	48342	01/22/2014	0.00
CA 94596	10412			1,615.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,615.00	1,615.00

Check No.	48342	Total:	1,615.00
Total for	LUCID DESIGN GROUP		1,615.00

MAZE & ASSOCIATES	Final Pmt, Audit FYE 6/30/13	14930	01/22/2014	
3478 BUSKIRK AVENUE	879		01/22/2014	0.00
PLEASANT HILL	BOA	48343	01/22/2014	0.00
CA 94523	8348			367.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	367.00	0.00

Check No.	48343	Total:	367.00
Total for	MAZE & ASSOCIATES		367.00

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PERS HEALTH	February Medical Premium	14952	01/22/2014	
			01/22/2014	
VIA EFT	0108		01/22/2014	0.00
	BOA	48344	01/22/2014	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.	48344	Total:	18,319.16
Total for	PERS HEALTH		18,319.16

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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
PLATINUM FACILITY SERVICES	December Janitorial	14931	01/22/2014	
			01/22/2014	
1530 OAKLAND RD., #150	402		01/22/2014	0.00
SAN JOSE	BOA	48345	01/22/2014	0.00
CA 95112	15180			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

Check No.	48345	Total:	2,793.06
Total for	PLATINUM FACILITY SERVICES		2,793.06

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PORTOLA VALLEY HARDWARE	December Statement	14932	01/22/2014	
			01/22/2014	
112 PORTOLA VALLEY ROAD	0114		01/22/2014	0.00
PORTOLA VALLEY	BOA	48346	01/22/2014	0.00
CA 94028				342.20

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	156.83	0.00
05-52-4150	Cultural Arts Committee	16.94	0.00
05-58-4240	Parks & Fields Maintenance	59.78	0.00
05-60-4267	Tools & Equipment	37.89	0.00
05-66-4340	Building Maint Equip & Supp	70.76	0.00

Check No.	48346	Total:	342.20
Total for	PORTOLA VALLEY HARDWARE		342.20

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
QUALITY STRIPING INC	Woodside H'Lands MD	14946	01/22/2014	
			01/22/2014	
3364 MARISMA ST	0247		01/22/2014	0.00
SAN MATEO	BOA	48347	01/22/2014	0.00
CA 94403	8491			1,848.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,848.00	0.00

Check No.	48347	Total:	1,848.00
Total for	QUALITY STRIPING INC		1,848.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

01/22/2014

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Time: 10:05 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

REGINA PLUMBING INC	Water Fountain Repairs, fields	14933	01/22/2014	
			01/22/2014	
751 LAUREL ST., #445	685		01/22/2014	0.00
SAN CARLOS	BOA	48348	01/22/2014	0.00
CA 94070	960637			250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	125.00	0.00
05-66-4341	Community Hall	125.00	0.00

Check No.	48348	Total:	250.00
Total for	REGINA PLUMBING INC		250.00

ROBERTS MARKET	Refreshments, Holiday Party	14934	01/22/2014	
			01/22/2014	
3015 WOODSIDE ROAD	1236		01/22/2014	0.00
WOODSIDE	BOA	48349	01/22/2014	0.00
CA 94062	63350618, 63750743			115.05

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	115.05	0.00

Check No.	48349	Total:	115.05
Total for	ROBERTS MARKET		115.05

RON RAMIES AUTOMOTIVE, INC.	Fuel Statement, December	14935	01/22/2014	
			01/22/2014	
115 PORTOLA ROAD	422		01/22/2014	0.00
PORTOLA VALLEY	BOA	48350	01/22/2014	0.00
CA 94028				306.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	306.24	0.00

Check No.	48350	Total:	306.24
Total for	RON RAMIES AUTOMOTIVE, INC.		306.24

SAN MATEO CO INF SERVICES	December Microwave	14936	01/22/2014	
			01/22/2014	
455 COUNTY CENTER, 3RD FLOOR	0307		01/22/2014	0.00
REDWOOD CITY	BOA	48351	01/22/2014	0.00
CA 94063	1YPV11312			76.00

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

Check No.	48351	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SF BAY JAZZ	Holiday Party, Music	14937	01/22/2014	
			01/22/2014	
206 FOREST PARK DR.	0370		01/22/2014	0.00
PACIFICA	BOA	48352	01/22/2014	0.00
CA 94044				300.00

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

05-52-4147	Picnic/Holiday Party	300.00	0.00	
		Check No. 48352	Total:	300.00
		Total for		SF BAY JAZZ 300.00

SHARP BUSINESS SYSTEMS	Copies, December	14938	01/22/2014	
			01/22/2014	
DEPT. LA 21510	0199		01/22/2014	0.00
PASADENA	BOA	48353	01/22/2014	0.00
CA 91185-1510	C806865-541			18.01

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	18.01	0.00	
		Check No. 48353	Total:	18.01
		Total for		SHARP BUSINESS SYSTEMS 18.01

SMALL BUSINESS BENEFIT PLAN TR	Dental/Vision, Feb 2014	14939	01/22/2014	
			01/22/2014	
	0132		01/22/2014	0.00
BELMONT	BOA	48354	01/22/2014	0.00
CA 94002-0156				2,196.10

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4090	Health Ins Dental & Vision	2,196.10	0.00	
		Check No. 48354	Total:	2,196.10
		Total for		SMALL BUSINESS BENEFIT PLAN 2,196.10

SPANGLE & ASSOCIATES	11/22 - 12/17/13 Statement	14940	01/22/2014	
			01/22/2014	
770 MENLO AVENUE	0121		01/22/2014	0.00
MENLO PARK	BOA	48355	01/22/2014	0.00
CA 94025-4736				24,860.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-52-4162	Planning Committee	6,500.00	0.00	
05-54-4196	Planner	7,605.00	0.00	
96-54-4198	Planner - Charges to Appls	10,755.00	0.00	
		Check No. 48355	Total:	24,860.00
		Total for		SPANGLE & ASSOCIATES 24,860.00

STATE COMP INSURANCE FUND	January Premium	14941	01/22/2014	
			01/22/2014	
PO BOX 748170	0122		01/22/2014	0.00
LOS ANGELES	BOA	48356	01/22/2014	0.00
CA 90074-8170				1,652.67

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4094	Worker's Compensation	1,652.67	0.00	
		Check No. 48356	Total:	1,652.67
		Total for		STATE COMP INSURANCE FUND 1,652.67

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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

U.S. BANK EQUIPMENT FINANCE	January Copier Lease	14943	01/22/2014	
			01/22/2014	
P.O. BOX 790448	472		01/22/2014	0.00
ST. LOUIS	BOA	48357	01/22/2014	0.00
MO 63179-0448	244029807			452.28

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

Check No.	48357	Total:	452.28
Total for	U.S. BANK EQUIPMENT FINANCE		452.28

US POSTMASTER	Renew Bulk Mail Permit	14942	01/22/2014	
			01/22/2014	
Business Mail Entry Unit	0287		01/22/2014	0.00
3875 BOHANNON DRIVE	BOA	48358	01/22/2014	0.00
MENLO PARK				200.00
CA 94025				

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	200.00	0.00

Check No.	48358	Total:	200.00
Total for	US POSTMASTER		200.00

VERIZON WIRELESS	December Cellular	14944	01/22/2014	
			01/22/2014	
P.O. BOX 660108	0131		01/22/2014	0.00
DALLAS	BOA	48359	01/22/2014	0.00
TX 75266-0108	9717316250			144.46

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	144.46	0.00

Check No.	48359	Total:	144.46
Total for	VERIZON WIRELESS		144.46

VISION INTERNET PROVIDERS INC	December Website Hosting	14945	01/22/2014	
			01/22/2014	
P.O. BOX 251588	827		01/22/2014	0.00
LOS ANGELES	BOA	48360	01/22/2014	0.00
CA 90025	26221			200.00

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

Check No.	48360	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

Total Invoices:	43	Grand Total:	118,006.88
		Less Credit Memos:	0.00
		Net Total:	118,006.88
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	118,006.88

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
January 22, 2014

Claims totaling \$118,006.88 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

TOWN OF PORTOLA VALLEY

Committee and Commission Memberships – January 2014

Planning Commission – 5 Members

Gilbert, Denise (R)
Hasko, Judith (R)
McKitterick, Nate (R)
Targ, Nicholas (R)
Von Feldt, Alexandra (R)

Architectural and Site Control Commission – 5 Members

Breen, Danna (R)
Clark, Jeff (R)
Koch, Megan (R)
Ross, David (R)
(5TH member appointment at 1/22/14 council meeting)

Town's 50th Anniversary Ad-Hoc Committee – 11 Members

Arora, Rebecca (R)
Bacon, Virginia (R)
Breen, Danna (R)
Coffee, Brook (R)
Field Barth, Leslie (R)
Hughes, Erica (R)
Lund, Nancy (R)
Mobley, Karen (R)
Reilly, Phil (R)
Seligman, Kari (R)
White, Cindie (R)

Bicycle, Pedestrian and Traffic Safety Committee – 11 Members Maximum

Baenen-Tapscott, Patricia (R)
Hay, Angela (R)
Holland, Edward (R)
Latham, Leslie (R)
Lloyd, Shandon (R)
Ruiz, Pedro (R)
Rust, Kari (R)
Welch, Kevin (R)

Cable and Utilities Undergrounding Committee – 7 Members

Bondy, Bob (R)
Buja, Christopher (R)
Hay, Dar (R)
Lavine, Kenneth (R)
Lee, Merijane (R)
Pun, Ting (R)
VACANCY

Conservation Committee – 9 Members

Bourne, Jane (R)
DeStaebler, Marge (R)
Eastman, Jean (R)
Eckstrom, Don (R)
Heiple, Paul (R)
Kearney, Ann (R)
Murphy, Judith (R)
Plunder, Marianne (R)
Walz, Dieter (R)

Cultural Arts Committee – 12 Members

Bishop, Paige (R)
Breiner, Mimi (R)
Chaput, Sue (R)
Margolin, Marie (R)
Olson, Linda (R)
Papadopoulos, Elizabeth (R)
Tryce, Yvonne (R)

VACANCIES

Emergency Preparedness Committee – 5-11 Members

Boice, John (R)
Howes, David (R)
Koin, Diana (R)
Kopf-Sill, Anne (R)
Pfau, Dale (N)
Raanes, Chris (R)
Rothrock, Ray (R)
Taylor, Craig (R)
Trapp, Bud (R)
Young, Stuart (R)

Finance Committee – 5 Members

Lavine, Kenneth (R)
Nielsen, Gary (R)
Savage, George (R)
Takei, Michele (R)
Urban, William (R)

Geologic Safety Committee – 5 Members

Breiner, Sheldon (R)
Fournier, Robert (R)
Tabor, Rowland (R)
Vedder, Jack (R)
Wrucke, Chet (R)

Historic Resources Committee – 5 Members Minimum

Anderson, Rick (R)
Ashley, Ellen (R)
Fowler, Jeannette (R)
Lipman, Jim (R)
Lund, Nancy (R)

Nature and Science Committee – 5- 9 Members

Browne, Andrew (R)
Crater, Bonnie (R)
Diehl, Treena (R)
Dunne, Stephen (R)
Heiple, Paul (R)
Pierce, Andrew (R)
Tryce, Yvonne (R)

Open Space Acquisition Advisory Committee – 7 Members Maximum

Chiariello, Nona (R)
Lee, Terry (R)
McIntosh, Arthur “Chip” (R)
Nielsen, Gary (R)
Paine, Ward (A)
Taylor, Craig (R)
Wick, Karin (R)
VACANCY

Parks and Recreation Committee – 13 Members

Bowen, Lindsay (R)
Brandman, Craig (R)
Haskell, Wendi (R)
LaValle, Simone (R)
Myers, Jon (R)
Yount, Sam (R)
VACANCIES

Public Works Committee – 5 Members Minimum

Bowen, Lindsay (R)
Eisberg, Bud (R)
Fil, Joe (R)
Hedlund, Steve (R)
Paris, Mark (R)
Patterson, Wil (R)
Peyton, Brad (R)
Skadden, John (R)

Sustainability Committee – 7 Members Minimum

Bacon, Virginia (R)
Howes, David (R)
Marra, Steve (R)
Mashey, John (R)
Murphy, Judith (R)
Mytels, Debbie (A)
Trapp, Onnolee (R)
Unnasch, Stefan (R)
Vaughan, Lance (R)

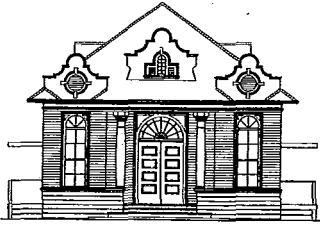
Teen Committee – 9 Members Minimum

Brandman, Julia (R)
Driscoll, Sharon (R)
Gerhart, Mark (R)
Humphreys, Avery (R)
Law, Maggie (R)
Moore, Ellen (R)
Moore, Katherine (R)
Sarwal, Reuben (R)
Sarwal, Ruth (R)
Savoca, Georgia (R)

Trails and Paths Committee – 9 Members

Coleman, Joe (R)
Ferrari, Ellie (R)
Gold, Susan (R)
Lee, Terry (R)
Paris, Judy (R)
Sweeney, Shelly (R)
VACANCIES

(Advisory members are not included in membership count)



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: January 22, 2014

RE: **Adopt Resolution Supporting the Projects and Submitting the Applications for Measure A Pedestrian and Bicycle Funding for the Projects**

RECOMMENDATION

That the Town Council:

1. Adopt the attached resolution supporting the projects and submitting applications for Measure A Pedestrian and Bicycle Program funding for the projects, and
2. Authorize the Town Manager to execute the required Funding Agreement and Non-Supplantation of Funds Certification

BACKGROUND

On December 9, 2013, the San Mateo County Transportation Authority (TA) issued a Call for Projects to be funded by Measure A Pedestrian and Bicycle funds. The Call for Projects required grant applications to be submitted by January 17, 2014. At its meeting on January 8, 2014, staff received authorization from the Town Council to complete and submit applications by the deadline.

DISCUSSION

At its January 8, 2014 meeting, the Town Council authorized staff to submit application(s) for the following specific projects for Measure A funds (Attachment 1):

1. Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening
2. Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks Drive (West) crosswalk

The applications, their attachments, and supporting documentation were put together and assembled with the assistance of: Kari Rust and Leslie Latham of the Town's

January 22, 2014

Page 2 of 2

Bicycle, Pedestrian, Traffic Safety Committee, Council Member MaryAnn Derwin, Vice Mayor Jeff Aalfs and Town staff. Applications were submitted to the TA by the due date January 17, 2014 at 4:00PM. As part of the application process, a template resolution provided by the TA would need to be adopted by the Town Council, indicating support for the applications and commitment to the local matching funds. A copy of the adopted resolution is required to be submitted to the TA no later than February 7, 2014.

The applications will be evaluated January – February 2014 by the TA assigned scoring evaluation panel. The panel may consist of public agency staff, a member of the C/CAG Bicycle, Pedestrian Advisory Committee, and an elected official. The panel will then submit draft recommendations to the TA Board for approval at their March – April 2014 meeting. If the Town is considered for funding, the guidelines require that the projects be completed within five years. Town staff will inform the Town Council of the TA's evaluation results.

FISCAL IMPACT

At its January 8, 2014 meeting, the Town Council authorized the staff to use up to \$120,000 to match the grant funds. For the shoulder widening application, staff submitted a local match of 30.84% with \$118,000 in cash contributions and \$20,000 of in-kind staff time to manage the project. Staff felt that a competitive application would require a local match of 30%. For the crosswalk project, the local match was submitted at \$5,000 or 10%.

ATTACHMENTS

1. Exhibit A – Project applications including Non-Supplantation of Funds Certification
2. Exhibit B – TA Funding Agreement template
3. Resolution

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

Town Council Memo

1. Exhibit A – Project applications including Non-Supplantation of Funds Certification

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

I. PROJECT FUNDING REQUEST

- a. AGENCY / SPONSOR: **Town of Portola Valley**
- b. PROJECT NAME: **Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening**
- c. TOTAL MEASURE A FUNDS REQUESTED: **\$309,500**
- d. **APPLICATION CHECKLIST: Attached as Exhibits A-E**
- 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.

The Alpine Road/Portola Road bicycle corridor is one of the most heavily trafficked bicycle routes on the Peninsula on a daily basis. The Town of Portola Valley is proposing shoulder widening along this entire corridor to create a consistent five foot (5') shoulder as a first step to improve conditions for bicyclists cycling through Portola Valley.

The goal is to widen paved shoulder areas to a minimum of 5' wide to meet standards recommended by the County Resource Guide for official bike

lanes and State standards for bicycle shoulders. A majority of the narrow shoulder areas identified could be improved by normal street resurfacing operations as shoulder repair. However, two specific areas would require more extensive work to widen the road shoulder, due to space constraints. The proposed road shoulder widening project addresses two “pinch point” locations along Alpine Road and Portola Road where cyclists are often forced into the vehicle lane.

Location #1: Alpine Road at Arastradero Road

The Town proposes to widen the westbound shoulder of Alpine Road at Arastradero Road 5'-6' for bicycle and pedestrian use. This will be accomplished by the installation of a proposed 4' high I-beam and wood lagging retaining wall along 500' of roadway shoulder. Work will include preliminary studies, engineering, plans and specifications, grading, installation of retaining wall, paving, striping, testing and inspection.

At the intersection with Arastradero Road, the road is at a bend and the shoulder narrows suddenly to approximately 24". This causes unpredictable behavior, where cyclists can be forced into the vehicle lane by other cyclists, or by debris from the hillside in the narrow space. In addition, the left turn lane constricts oncoming vehicles, limiting their ability to react to cyclists who appear abruptly in their lane. This location is a serious “pinch point” for the thousands of cyclists who travel this road every week on one of the most popular routes in the area.

Location #2: Portola Road at Farm Road (in front of Portola Valley Town Center)

At this second “pinch point”, the Town proposes to widen both northbound and southbound shoulders to the minimum 5' width for bicycle and pedestrian use. This includes approximately 300 lineal feet of roadway on both sides. Work will include preliminary studies, engineering, plans and specifications, grading, tree removal, storm drainage pipe, relocation of storm drain inlets, paving, striping, testing and inspection.

The lanes narrow suddenly to approximately 24" in this area, also. Cyclists are forced into the vehicle lane here because of infrastructure and vegetation on both sides of the road, and a left turn lane limits the space that vehicles and bicyclists can share.

The proposed widening of these road shoulders is an ambitious, high impact project, serving not only the residents of Portola Valley, but also a large population of recreational users from around San Mateo County and the region. Both Portola and Alpine Roads are highlighted in the San Mateo Countywide Bike Plan, as well as in many bicycling guides, and are among the premier roads for recreational riding on the Peninsula.

- 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.

Pre-project planning:

Setting scope, verifications of right of way, traffic engineering, verification with interest groups, cost estimates for budgeting, and proposals for engineering

Preliminary Engineering/Environmental:

Begin conceptual design, value engineering, verify need for environmental.

Plans / Specifications / Estimates (PS&E):

Develop 50% / 90% / 100% plan and specification sets and estimates. Verification with interest groups.

ROW Acquisition and Utilities: n/a

Construction and Procurement:

Council approval of plans and specifications, public advertisement and call for public bids, award of contract, beginning of construction, testing, inspection, construction management, closeout.

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

See Attached Exhibit C for location maps and photos of project sites

- 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	5/2014	8/2014
Preliminary Engineering(PE)/Environmental (ENV)	9/2014	12/2014
Plans, Specifications & Estimates (PS&E)	1/2014	3/2015
ROW Acquisition and Utilities	n/a	n/a
Construction and Procurement	7/2015	9/2015

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	5,533	2,467	8,000
PE/ENV	10,374	4,626	15,000
PS&E	22,477	10,023	32,500
ROW Acquisition and Utilities	n/a	n/a	n/a
Construction and Procurement	271,107	120,893	392,000

b. ROW certification completed?

Yes or N/A No

Comments: All improvements are in existing Town right of way

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
CEQA review by Town to verify categorically exempt	Begins 10/2014	

Comments:

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

- d. Discuss the public planning process that occurred, or will occur, for the proposed project:

Due to a large increase in bicycle traffic through town, a bicycle lane feasibility study was requested by the Town Council. The Town obtained the services of Fehr and Peers Transportation Consultants to perform the study, which was completed in 2013. The Town Council referred the study to the Town's Bicycle, Pedestrian and Traffic Safety (BPTS) Committee for further analysis, discussion, and public input. The Committee discussed the findings and options for action at four of its monthly public meetings, and also held two special public meetings for additional input. The study was also previewed with the Portola Road Corridor Task Force, a group of representatives from every Town commission or committee, charged with recommending policies and programs to preserve the scenic beauty of the Portola Road corridor while balancing the needs of user groups such as pedestrians and bicyclists.

The report indicated approximately 30 locations that needed basic shoulder widening to achieve a 5' shoulder width. These areas could easily be widened during street resurfacing, as there are no constraints along the roadside. In addition, the study indicated two areas where more extensive work had to be performed to widen the shoulder to 5'; these are the two subject areas for this application.

In the BPTS Committee's public discussion, there was immediate and widespread agreement for widening the Alpine/Portola corridor shoulders to the minimum 5' width standard recommended by the State of California. The Committee debated whether to go further – to recommend that lanes be marked and signed as official bike lanes – weighing the tradeoffs of road signage and striping against the Town's desire to retain a rural character along this designated "scenic corridor". Recognizing that the Town has the option to designate these as official bike lanes at a later time, the Committee voted overwhelmingly to recommend the shoulder widening at all locations. Approximately 30 locations are proposed to be added to the Town's ongoing maintenance plan. In addition, the Committee voted to explore the feasibility and cost of widening the two areas identified in the report: Alpine Road at Arastradero, and Portola Road at Farm Road, in front of Portola Valley Town Center.

On-going BPTS Committee meetings will take place once funds are identified. The projects will go through the Town's normal process of approvals.

- e. Comment on level of public support. As appropriate, attach documents of support and state composition of relevant committee. (*examples: letters, meeting minutes, etc.*)

The support for this project application comes from 5 types of groups, reflecting broad support: (see Exhibit E)

Local government – Portola Valley Bicycle, Pedestrian and Traffic Committee – see Committee minutes

Residents of San Mateo and Santa Clara Counties – see Change.org petition
 Bicycling Advocacy groups – see letter from SVBC
 Safe Routes to School officials – see letter from San Mateo County Safe Routes to School
 Recreational Cycling Groups – see letters from Alto Velo

2. *Project Need – Up to 15 points*

- a. Does the project meet commuter and/or recreational purposes?

Yes No

Explain:

Yes, the project meets both large scale recreational needs and commuter needs for residents throughout San Mateo County. Widening these two pinch points will improve safety by creating greater separation between motorists and the growing volume of cyclists along this corridor. The proposed project makes this portion of road more conducive to safe cycling by providing for greater separation on the road, attracting and supporting more commuter bicycle traffic on workdays and thousands of recreational cyclists, who use these roads throughout the year.

This corridor is arguably the most heavily used recreation corridor on the Peninsula. A large number of bicyclists pass by this spot on a normal day during the year. At the corner of Alpine and Portola Roads on January 11th and 12th of 2014 the Portola Valley Bicycle, Pedestrian, Traffic Safety Committee counted 100-150 cyclists per hour during the peak hours. Portola Valley also has at least seven regular club rides crossing Portola Valley, contributing conservatively an additional 800 cyclists weekly. In fact there are so many club rides coming through Portola Valley that the Town maintains a calendar of their schedule for residents.

<http://www.portolavalley.net/index.aspx?page=316>

The volume of bicyclists is due to the routes rural beauty, its convenient connections to other designated bike routes, and the services provided by Portola Valley (e.g. markets, rest room facilities, water). Print sources from *New York Times* to *Sunset* magazine, as well as hundreds of online bicycling sites, highlight the Alpine/Portola route as one of the pre-eminent routes to cycle in California. Recreational cyclists travel on “The Loop,” a 12 mile route connecting Menlo Park, Palo Alto and Woodside with extensions North to Canada Road, West up to Skyline on San Mateo County roads out to the coast, and South via San Mateo County or Santa Clara County roads to Santa Cruz. The loop is also easily accessible to residents of Redwood City, San Carlos, Atherton, and East Palo Alto.

This project also helps improve connectivity to a network of cities, economic centers, and employment areas. The Alpine/Portola Road corridor is important: it links commuters to businesses and bikeways; to the Menlo Park and Palo Alto transit hubs; and to local hospitals and other areas of commerce. Commuter cyclists are seen in greater numbers now, due in part to the recent bike lane

striping improvements at Alpine Road and Interstate 280, which reduced the confusion surrounding bike and car positions. Shifting commuters from cars to bicycles reduces congestion not just in Portola Valley, but in neighboring communities as well.

Alpine Road and Portola Road are also used by local school children, to get to and from Portola Valley Schools, Portola Valley Town Center, Alpine Hills Tennis Club, and Roberts Market. Many more children will be encouraged to bicycle to school and around town with the improvements made to these two critical spots.

- 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?

Yes, the Town of Portola Valley understands that both Portola and Alpine Roads are noted in the San Mateo Countywide Bicycle Plan. These two roads are noted as important linear bikeways within the plan (page 60; also B-12)

- c. Yes No

Page number(s): **60 and B-12**

Is the project identified in a local Bicycle and/or Pedestrian Plan?

Yes No

Document Name and Page number(s): **Town of Portola Valley
General Circulation Plan. Pages 60 and 150.**

Town of Portola Valley General Circulation Plan Mission Statement

“The proposed system of circulation facilities includes riding and hiking trails, bicycle and walking paths, bicycle lanes, local roads and thoroughfares. This system would provide for a variety of types of travel throughout the planning area and would link related land uses. Thus, local trails would provide for movement for local residents within the planning area, whereas major trails connecting the planning area with other areas would be set apart on different alignments. Thoroughfares, including freeways and arterials, link the planning area to adjoining areas, provide channels of movement for through traffic and handle longer distance local trips. Local roads including land service roads, minor collectors and major collectors would provide access to abutting properties, handle short distance local trips and form connecting links with thoroughfares. Wherever possible, thoroughfares and major trails are combined in corridors of movement set in scenic corridors or greenways.

“Adequate provision should be made for pedestrian, bicycle and equestrian crossings at appropriate locations. Specific locations should be controlled to provide adequate sight distance and minimize hazard. Such crossings should be clearly distinguished by signs and lane markings.”

- 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:

Although there are no reported accidents according to the San Mateo County Sheriff, residents frequently complain about bicycle accidents and traffic conflicts due to a lack of shoulder space for bicycles in this corridor.

This project would provide enhanced safety, especially between cyclists and motor vehicles, by addressing two concerns:

- 1) More and more cyclists of all skill levels and ages are riding this corridor every day, sharing the road with motorists. Many of them do not have the experience or skills to navigate an intersection where there is ambiguity (e.g. the shoulder lane suddenly narrows, cars pass onto the shoulder illegally)**
- 2) Motorists lack visual clues how to navigate these “pinch points” where the shoulder narrows and cyclists, if present, are forced into the vehicle lane. This project would eliminate the ambiguity allowing all users in the road to feel confident while sharing the road.**

Specifically, at the intersection of Alpine Road and Arastradero Road, the shoulder narrows quickly from 4 feet to approximately 24 inches. Motor vehicles routinely approach this intersection at 40-45 mph from both directions, and some vehicles cars stop at the intersection to turn left onto Arastradero. Meanwhile, cyclists are coming from multiple directions and must cross Alpine Road to turn onto or from Arastradero. Cyclists are forced into the vehicle lane if there is any debris on the shoulder, or if they are passing another cyclist. Furthermore, visibility is limited due to the curvature of the road. A significant amount of extra space for travelers on bicycle or foot on the right shoulder, as well as signage marking the presence of cars and bicycles sharing this intersection, would greatly improve safety in this area.

Similar constraints exist at the location in front of Town Center along Portola Road. At this location, shoulders on both sides of the road narrow quickly to less than 24,” largely due to the left turn lane into Town Center, vegetation encroaching upon the roadway, and utility poles on both sides. Motor vehicles and cyclists passing through this pinch point also have to contend with pedestrians in the crosswalk, vehicles turning left or right onto a local street, and somewhat limited visibility due to the road curvature.

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

III. EFFECTIVENESS – Up to 35 points

- a. Does the project provide facilities that accommodate both pedestrians and bicycles? If so, please describe.

Yes, widening of the shoulders for this described project allows improvements for both cyclists and pedestrians to safely travel on the road's shoulder and safely coexist with vehicular traffic.

- b. What is the relationship of the project to other bicycle or pedestrian routes/facilities (i.e. does it provide access to, or close a gap in the countywide bicycle or pedestrian network)?

Both Portola and Alpine Roads are noted in the San Mateo Comprehensive Countywide Bicycle and Pedestrian Plan, and are part of the popular route for local, regional, and even nation-wide bicycle enthusiasts. Both roads lead to numerous bicycle lanes in Woodside, Redwood City, Menlo Park, and Unincorporated San Mateo County.

In addition, these roads are central to the official Portola Valley School District Safe Routes to School map.

- c. Does the project provide access to bicycle and/or pedestrian facilities in high use activity centers (schools, transit stations and other activity nodes)? If so, please describe.

The project provides greater access to local schools, centers of commerce, and transit stations such as the train station in Menlo Park and Palo Alto by creating a safer corridor along Alpine Road for both bicycle and pedestrian commuters. Due to its location west of Interstate 280, the town of Portola Valley does not have many public transportation options. However, the project does safely connect commuters to the network of cities just beyond Portola Valley town borders.

- d. Describe the cost effectiveness of the project. Does the project provide a relatively high impact for the cost?

This project addresses an important need that will benefit large populations of cyclists and pedestrians from both Portola Valley and the region. Cycling groups from San Mateo and Santa Clara Counties, local and regional bicycle enthusiasts, and local commuters from Portola Valley use these roads each week. Alpine and Portola Roads are even part of a national network of acclaimed bicycle destinations, attracting as many recreational bikers as any riding resource on the Peninsula.

This project will improve the roadways in Portola Valley for bicyclists and hikers and promote healthy active lifestyles for San Mateo County residents who use Portola Valley's roadways and trails as a recreational resource. This use supports Supervisor Carole Groom's "Active San Mateo County" program as well as Plan Bay Area's Sustainable Communities Strategy to reduce GHG emissions from cars

and trucks while connecting residents with open space and offering opportunities for outdoor activity.

- e. Does the project serve a low income/transit dependent population in the immediate vicinity? Provide supporting documentation.

No

IV. POLICY CONSISTENCY – Up to 10 points

- a. Demonstrate how the project is consistent with policy documents. List each document or policy, the publication date and the page upon which the project can be found. Attach relevant pages.

Document or Policy	Publication Date	Page
Portola Valley General Plan Circulation element	2003	See attached Exhibit D
Portola Valley General Plan Sustainability element	2009	See attached Exhibit D
San Mateo County Comprehensive bicycle and pedestrian program	9/8/2011	20, 34, 39, 40, 46, 60, A-11, B-12

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	\$309,500	69.16%
Local Match	\$118,000	26.37%
Contract/In-house Project Management (in-kind)	\$20,000	4.47%

Total Project Cost	\$447,500	100%
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Total matching funds to be provided:	\$ 138,000
Total project costs	\$ 447,500
Local match percentage =	30.84%

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

The Town of Portola Valley is looking to the Measure A dollars to make the improvements. Without Measure A dollars the Town will put off the improvement project. Local matching funds will be secured through the Town's Annual CIP Street resurfacing funds.

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

- 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.

Since the two projects applied for are on different roads, the projects can be separated into two phases.

Phase 1: Shoulder widening on Alpine Road at Arastradero Road

Phase 2: Shoulder widening on Portola Road at Farm Road in front of Portola Valley Town Center

VI. <u>SUSTAINABILITY</u>

- a. What are the environmental benefits of the project (e.g. reduces emissions and improves air quality, utilizes low environmental impact/green development practices)?

The Town believes that the shoulder widening will encourage more bicycle and pedestrian use in lieu of motor vehicle trips, reducing emissions and improving air quality. For contracting, the Town has a "Policy Concerning Environmentally Preferable Purchasing" (attached within Exhibit D)

While Portola Valley may have a reputation for being rural, the traffic counts along this corridor are large and growing. Over 8,000 vehicles drive past these intersections every day. This proposed road widening project will reduce traffic congestion, because both bicycles and motorists will know where to expect each other on the roadway, and because people will feel safer on the road in these two places, electing to bicycle instead of drive for some trips.

Our application is consistent with past Measure A applications which linked road widening with a reduction in traffic congestion. This project will help reduce emissions and improve air quality.

- 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?

Due to its location west of Interstate 280, Portola Valley does not have many public transportation options and cannot be considered a TOD. The improvements from this project help provide connectivity to designated bicycle loops, serving Portola Valley residents and workers, as well as bicycle commuters to and from train stations, local hospitals, Stanford and other areas of work. This project helps support existing economic activity by creating safer conditions for biking and walking, encouraging more people to bike to work, either within or beyond Portola Valley.

In addition, recreational cyclists and hikers can use these improved roadways to simply enjoy the recreational and health benefit of bicycling through a beautiful corner of the county.

The Town's circulation plan emphasizes access to town amenities by safe roadways and trails for walking or cycling; it preserves our scenic corridors for continued enjoyment, while providing for public safety therein. This project fits into the Town's and County's vision of a livable, walkable, and healthy community for all ages.

- c. Does the project support existing economic activity and/or new economic development in the immediate vicinity?

This project helps support existing economic activity through improved safety for cyclists and pedestrians, encouraging more people to walk or bike to places of commerce in Portola Valley and beyond. The project allows for safer and easier access to the following centers of commerce and activity within Portola Valley: Alpine Hills Tennis and Country Club (2,500 members), Roberts Market, Portola Valley Hardware, Alpine Inn, Town Center, Parkside Restaurant and Village Square Shopping Center, and the Ladera Shopping Center near Interstate 280.

PROJECT CONTACT INFORMATION

Primary Contact Person: Howard Young

Title: Public Works Director

Telephone Number: 650-851-1700 x 214

Email Address: hyoung@portolavalley.net

Secondary Contact Person: Nick Pegueros

Title: Town Manager

Telephone Number: 650-851-1700 x 215

Email Address: npegueros@portolavalley.net

Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening

Attachments:

Exhibit A

Endorsement letter from the Town Manager

Exhibit B

Required Non-Supplantation of Funds Certification

Exhibit C

Project Location Map, Plans, Photographs (Section II.1a.iii)

Exhibit D

Policy & Plan Consistency Documentation (Sections II.2.b and IV.a)

Exhibit E

Letters of Support (Section II.e)

Exhibit A

Endorsement letter from the Town Manager

TOWN of PORTOLA VALLEY

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

January 17, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

Re: Endorsement of Town of Portola Valley Applications for Measure A Funds FY 2014 & 2015

To Whom it May Concern:

Thank you for considering the Town of Portola Valley's applications for Measure A Funds. This serves as an endorsement letter for the Town's two project applications for:

1. Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening
2. Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks (West) Crosswalk

The Portola Valley Town Council will be asked to take formal action in support of this project at their meeting of January 22, 2014. A certified copy of their resolution supporting the project will be forwarded to your attention promptly upon execution, and before the receipt deadline of February 7, 2014.

If there are any further questions, you can contact me at 650-851-1700 x 215.

Thank you for consideration of our application.

Sincerely,


Nick Pegueros
Town Manager

cc: Howard Young, Public Works Director

Exhibit B

Required Non-Supplantation of Funds Certification



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: Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening

Sponsor: Town of Portola Valley

Nick Pegueros

Town Manager

PRINT NAME

TITLE*

Nick Pegueros
SIGNATURE

1/17/14
DATE

* This certification shall be signed by the City or County Manager or other

Exhibit C

Project Location Map, Plans, Photographs (Section II.1a.iii)

Regional Map

Location Map: Alpine Road at Arastradero Shoulder Widening

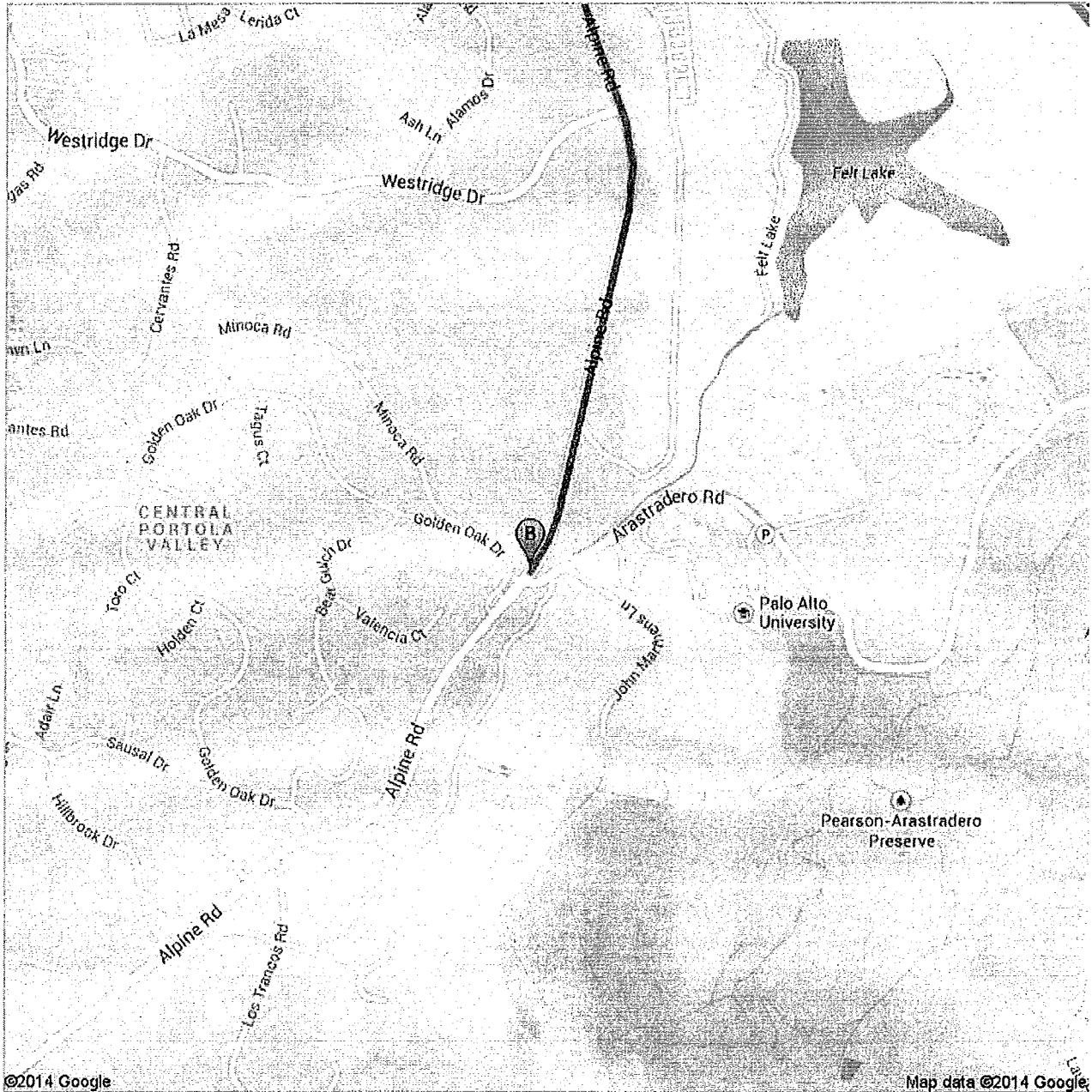
Location Photos: Alpine Road at Arastradero Shoulder
Widening

Location Map: Portola Road at Farm Road Shoulder Widening

Location Photos: Alpine Road at Farm Road Shoulder
Widening











Directions to Alpine Rd
13.5 mi – about 19 mins
Location map: Alpine Road at Arastradero shoulder widening

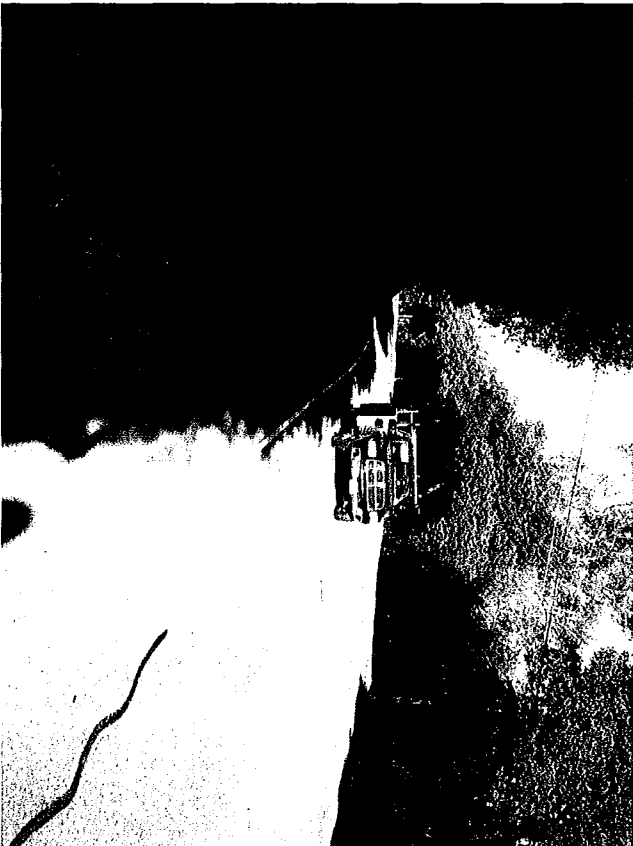




1250 San Carlos Ave, San Carlos, CA 94070

-
- | | |
|---|---------------|
| 1. Head southwest on San Carlos Ave toward Walnut St | go 0.6 mi |
| About 2 mins | total 0.6 mi |
|  2. Turn left toward Alameda De Las Pulgas | go 138 ft |
| | total 0.7 mi |
| 3. Continue straight onto Alameda De Las Pulgas | go 0.8 mi |
| About 2 mins | total 1.5 mi |
|  4. Turn right onto Brittan Ave | go 1.3 mi |
| About 3 mins | total 2.7 mi |
|  5. Turn left onto Crestview Dr | go 0.6 mi |
| About 1 min | total 3.3 mi |
|  6. Turn right onto Edgewood Rd | go 0.9 mi |
| About 1 min | total 4.3 mi |
|  7. Merge onto I-280 S via the ramp to San Jose | go 7.2 mi |
| About 6 mins | total 11.4 mi |
|  8. Take the Alpine Rd exit | go 0.3 mi |
| | total 11.7 mi |
|  9. Keep right at the fork, follow signs for Portola Valley and merge onto Alpine Rd | go 1.8 mi |
| About 3 mins | total 13.5 mi |
|  Alpine Rd | |
-

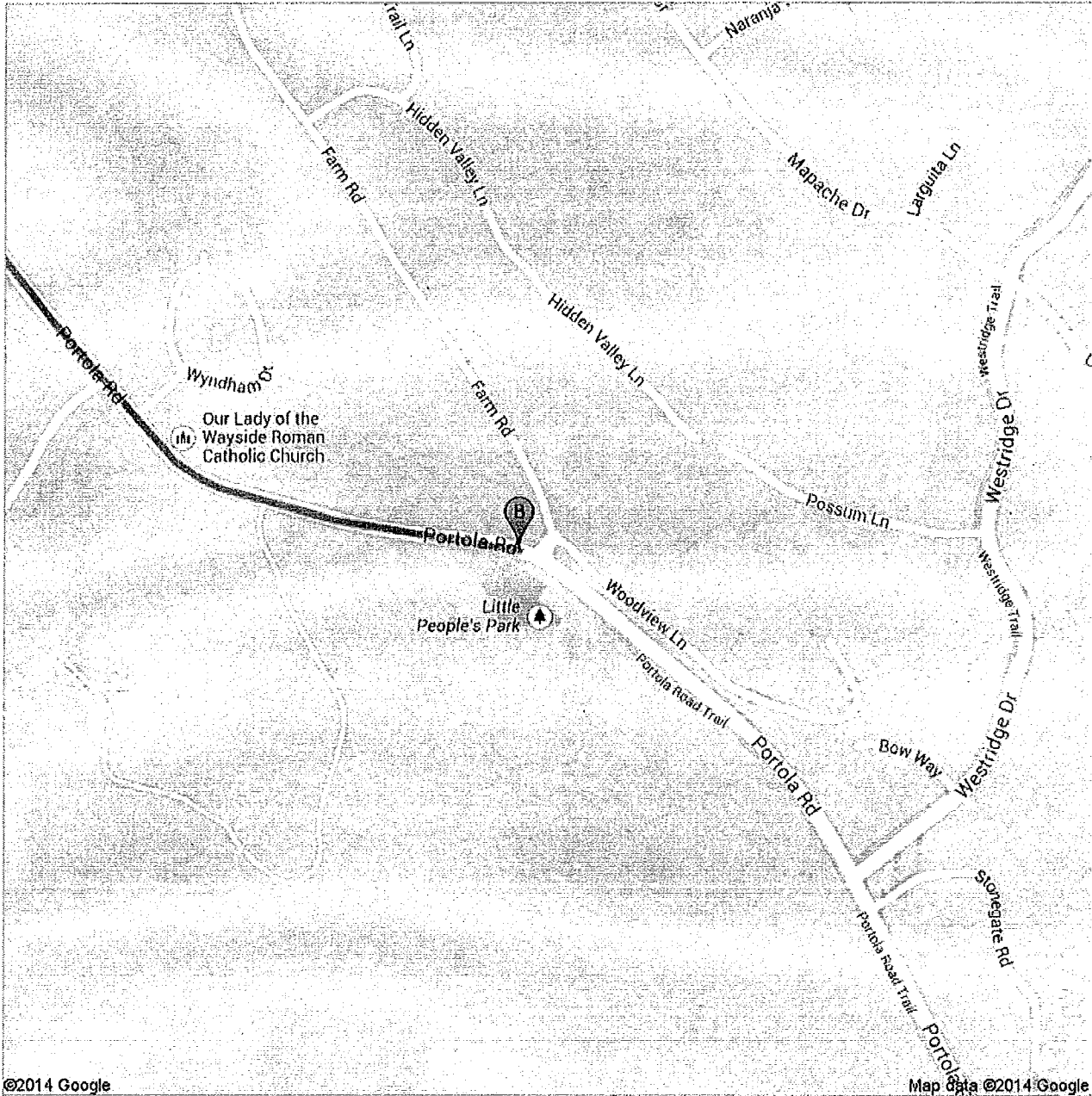
Alpine Road at Arastradero Road shoulder widening
(North / West Bound Lane)













Directions to Portola Rd
13.8 mi – about 21 mins

Location map to Portola Road at Farm Road Shoulder widening



 1250 San Carlos Ave, San Carlos, CA 94070

-
- 1. Head **southwest** on **San Carlos Ave** toward **Walnut St** go 0.6 mi
total 0.6 mi
About 2 mins
 -  2. Turn **left** toward **Alameda De Las Pulgas** go 138 ft
total 0.7 mi
 - 3. Continue straight onto **Alameda De Las Pulgas** go 0.8 mi
total 1.5 mi
About 2 mins
 -  4. Turn **right** onto **Brittan Ave** go 1.3 mi
total 2.7 mi
About 3 mins
 -  5. Turn **left** onto **Crestview Dr** go 0.6 mi
total 3.3 mi
About 1 min
 -  6. Turn **right** onto **Edgewood Rd** go 0.9 mi
total 4.3 mi
About 1 min
 -  7. Merge onto **I-280 S** via the ramp to **San Jose** go 5.4 mi
total 9.7 mi
About 5 mins
 -  8. Take the **Sand Hill Rd** exit toward **Menlo Park** go 0.2 mi
total 9.8 mi
 -  9. Keep right at the fork, follow signs for **Sand Hill Road W** and merge onto **Sand Hill Rd** go 2.1 mi
total 11.9 mi
About 3 mins
 - 10. Continue straight onto **Portola Rd** go 1.9 mi
total 13.8 mi
About 4 mins

 Portola Rd

Portola Road at Farm Road shoulder widening
(North and South Bound Lanes)

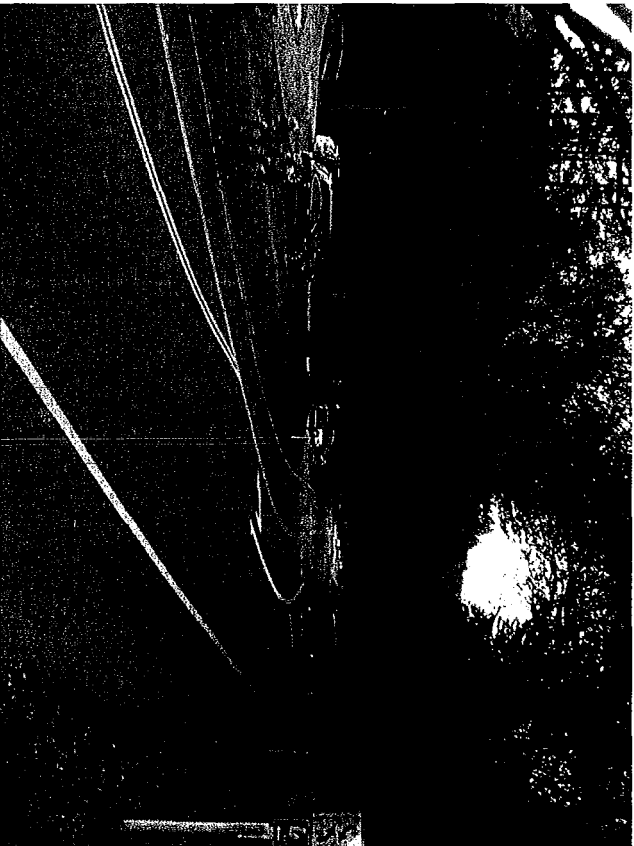


Exhibit D

Policy & Plan Consistency Documentation (Sections II.2.b and IV.a)

Circulation Element-Attachment 1

Objectives (page 5)

Standards (pages 6-7)

Trails and Paths

Objectives (pages 4-5)

Principles (pages 5-7)

Description (pages 9-12)

Multiuse Corridors (page 11)

Pedestrian Paths, Bicycle Paths, Bicycle Routes and Bicycle Lanes (pages 11-12)

Scenic Roads and Highway

Local Scenic Roads (pages 17-18)

Connecting Roads (page 18)

Sustainability Element-Attachment 2

Sustainability Goals and Objectives (page 6)

Appendix to Sustainability Element (pages 11-12)

San Mateo County Comprehensive Bicycle and Pedestrian Program-Attachment 3

Existing Conditions (page 20)

Relevant Plans, Policies and Guidelines (page 34)

Needs Analysis (pages 39-40,46, 60)

Appendices (pages A-11,A-12, A-13, B-12)

Policy Concerning Environmentally Preferable Purchasing for the Town of Portola Valley – Attachment 4

Part 3 – **CIRCULATION**

- 3000 The elements in this part describe all circulation proposals in the planning area. The circulation element provides the overall description of proposals and describes in detail proposals for streets and roads. Proposals for trails, paths and bicycle lanes are found in the trails and paths element. Finally, those roads designated as scenic roads are described in greater detail in the scenic roads and highways element.
- 3001 The two scenic corridor proposals in the plan – Skyline Scenic Corridor and Alpine Scenic Corridor – are described elsewhere. The Skyline Scenic Corridor is described in the recreation element and the Alpine Scenic Corridor is described in the Alpine Scenic Corridor Plan, Part 6.

Circulation Element

Introduction

- 3100 The circulation system is designed to provide for all necessary types of movement of people and goods within and through the planning area. All routes and facilities are interrelated and form a comprehensive system.
- 3100a The proposed system of circulation facilities includes riding and hiking trails, bicycle and walking paths, bicycle lanes, local roads and thoroughfares. This system would provide for a variety of types of travel throughout the planning area and would link related land uses. Thus, local trails would provide for movement for local residents within the planning area, whereas major trails connecting the planning area with other areas would be set apart on different alignments. Thoroughfares, including freeways and arterials, link the planning area to adjoining areas, provide channels of movement for through traffic and handle longer distance local trips. Local roads including land service roads, minor collectors and major collectors would provide access to abutting properties, handle short distance local trips and form connecting links with thoroughfares. Wherever possible, thoroughfares and major trails are combined in corridors of movement set in scenic corridors or greenways.
- 3100b While the circulation element provides the necessary roads to serve the planning area, it does not necessarily provide sufficient capacity on all roads to permit a free flow condition at all times. There may be portions of some of the two-lane roads where congestion will require reduced speeds at times and where special traffic control measures may be necessary in order to improve safety. These decisions will have to be made as an alternative to providing additional traffic lanes inasmuch as additional traffic lanes within

Circulation Element

the town with accompanying adverse environmental impacts are not compatible with major community goals. Furthermore, it has been assumed that there will be greater reliance on public transportation in the future which could serve to reduce the need for additional traffic lanes. In line with this possibility, attention will need to be given to possible public transportation stops along the more major trafficways within the planning area.

3100c Definitions

1. **Freeway.** A divided arterial highway for through traffic with full control of access. Trafficways carrying primarily inter-regional and inter-county traffic should be of freeway level.
2. **Arterial Road.** A trafficway for through traffic with intersections at grade but with direct access to abutting property limited to the greatest extent feasible. Routes accommodating heavy volumes of traffic and connecting other local roads with inter-community, inter-county or inter-regional routes should be of arterial road level.
3. **Major Collector.** A surface street with points of access to abutting property controlled or restricted, designed for local trips and mainly connecting minor collector streets and land service roads with arterial roads, and freeways.
4. **Minor Collector.** A surface road with no major limitation to access to abutting property and designed for shorter distance local trips. Minor collectors usually serve one of two functions: a) provide a route of travel alternative to that provided by major collectors; or, b) serve as a collector-distributor providing connections between land service roads and major collector roads or thoroughfares.
5. **Land Service Road.** A road primarily for access to abutting property and not designed for general traffic use.
6. **Scenic Corridors and Greenways.** See definitions in Section 2302.
7. **Emergency Access Road.** A road for vehicle use only in the event of an emergency. Such roads are gated, constructed to blend as much as possible with the surroundings, and with a surface appropriate for emergency use. Such roads are intended to provide an alternative route in emergencies to and from areas otherwise reached by a single means of access that is not considered sufficient for public safety.

Objectives

- 3101
1. To provide for movement within and through the planning area by automobile, bicycle, horse and foot on an integrated system of circulation facilities. (See the trails and paths element for proposals for movement by bicycle, horse and foot.)
 2. To accommodate the reasonable needs of each mode of transportation on a route designed and located to provide for the enjoyment and safety of the individual and to cause minimum interference with adjacent uses of land.
 3. To locate, design and develop circulation facilities so as to conserve the natural beauty of the area and minimize adverse effects on adjoining uses of the land.
 4. To provide a circulation system correlated with the land use element.
 5. To provide trafficways: a) to connect the planning area with adjoining areas; and, b) to the extent made necessary by physical conditions, to provide for travel through the planning area.
 6. To provide for safe and reasonably expeditious movement for local residents and minimize the disruptive influences of through traffic.
 7. To provide adequate local roads to: a) afford access to individual properties; b) permit safe, pleasant travel between parts of the planning area; and, c) connect local areas within the planning area to thoroughfares.
 8. Trafficways should be of a character and size that is compatible with the rural character of the town.
- 3102 (Not Used.)
- 3103 (Not Used.)
- 3104 (Not Used.)

Principles

- 3105
1. Through traffic should be handled on trafficways on the periphery of the planning area to the maximum extent possible.

Circulation Element

2. All thoroughfares and major local roads should be carefully located, designed and landscaped to preserve the beauty of the area, prevent ground failure and erosion, limit impervious surface and help shield residents from noise and air pollution. Particular care should be given to retaining trees and other vegetative cover. Cuts and fills should be minimized and molded to natural contours.
3. Scenic routes through the area should be developed as greenways and scenic corridors.
4. Thoroughfares and major collector roads should be located and designed so as not to separate residents from local service facilities.
5. The system of thoroughfares should be coordinated with thoroughfares in adjacent areas.
6. All thoroughfares should have rights-of-way of sufficient width to permit planting of trees and shrubs to provide a substantial buffer between the roadway and adjoining properties.
7. Where choice is required between a direct route which has adverse impact on local residents or disrupts the natural features of an area, and a less direct route which has less adverse impact, the second alternative should be preferred.
8. Roads should be designed for safe travel at moderate speeds and to minimize the cost of maintenance.
9. On-road parking should be discouraged.
10. Trafficways within the town and its spheres of influence, other than Junipero Serra Freeway, should be limited to two lanes except where additional lanes are needed for turning movements.

Standards

- 3106
1. Standards of curvature, grade, alignment and sight distance should be conducive to safe, convenient travel on the following classes of trafficways: freeways, arterial roads, major collectors, minor collectors, and land service roads. Within limits imposed by safety, these standards should be modified in steep and difficult terrain to ensure that the scenic qualities of the area are not damaged. Also, the "country lane" quality of roads should be fostered to the maximum extent feasible and still meet an acceptable level of safety.

Circulation Element

2. Adequate provision should be made for pedestrian, bicycle and equestrian crossings at appropriate locations. Specific locations should be controlled to provide adequate sight distance and minimize hazard. Such crossings should be clearly distinguished by signs and lane markings.
3. All traffic entering thoroughfares or major collector roads should be controlled by stop signs, channelization or other appropriate devices.
4. Where warranted by traffic volume and physical conditions, appropriate means of traffic control should be employed on roads other than thoroughfares and major collectors in order to provide safe, expeditious movement of traffic.

Description

3107 A system of freeways, arterials, and major and minor collectors provide for movement within and through the planning area. Major through traffic would use routes either on or near the boundaries of the planning area leaving most of the planning area with only local roads to serve local traffic.

Freeways

3108 The Junipero Serra Freeway is shown on the plan diagram. The Junipero Serra Freeway has had a very significant impact upon the planning area in terms of accessibility, noise and change to the landscape. Significant steps were taken to help assure that its design is compatible with the natural setting. Of particular concern have been the crossings over San Francisquito and Los Trancos Creeks. These crossings are on structures designed to minimize interference with the character of the creeks. At both of these crossings, there should be safe provisions for through trails and paths.

Arterials

3109 Nine arterials are shown on the plan diagram and described below.

3110 **Alpine Road.** Alpine Road serves as an arterial from Junipero Serra Boulevard to Portola Road. It is one of the two major arterials providing access to the majority of the planning area. It should remain as a two lane road within the town limits. This is described in detail in the Alpine Scenic Corridor Plan, Part 6.

3111 **Portola Road.** Portola Road should remain as a two lane road. As the main road through Portola Valley, it is important to control the development along the road and to carry out a planting program where natural vegetation is

Circulation Element

lacking. Buildings should be well set back from the roadway in order to preserve the open qualities essential to the present rural quality of the valley.

- 3112 **Skyline Boulevard.** Skyline Boulevard is a State Scenic Highway. The general plan designates the route as a scenic corridor. It is envisioned that this will remain a two-lane facility passing through largely undeveloped land within the planning area. As a part of the scenic corridor, several stopping points with outstanding vistas are proposed. Also, the route will be a corridor for trails and paths. Special building setbacks and design controls should be maintained on lands fronting on the road.
- 3113 **Sand Hill Road.** That portion of Sand Hill Road from Junipero Serra Freeway to Portola Road should be adequate as a two-lane road.
- 3114 **Junipero Serra Boulevard.** Junipero Serra Boulevard is a two-lane facility within the planning area.
- 3115 **Old La Honda Road.** Most of Old La Honda Road is outside the planning area. It is shown, however, because it provides the principal access to the portion of Portola Valley along Skyline Boulevard and also because of its importance as a route between the bayside and coastside of the peninsula. This road, which would be very difficult to widen, will be pushed to its capacity limits.
- 3116 **Whiskey Hill Road.** Whiskey Hill Road is now developed as a two-lane road and should have sufficient capacity.
- 3117 **Arastradero Road.** Besides accommodating traffic to and from the residential areas in the Palo Alto Foothills, Arastradero Road provides an important link for some residents of the planning area traveling to the south Palo Alto area. Two lanes should be sufficient.
- 3118 **Page Mill Road.** Page Mill Road will be an important road providing access to and from residential development in the lower Palo Alto Hills and Los Altos Hills. In addition, it plays an important role as a connection between the lower portion of Palo Alto and the Skyline Scenic corridor and the Palo Alto Foothill Park.

Major Collectors

- 3119 The plan diagram indicates several major collectors: Westridge Drive, Alpine Road from Portola Road to Willowbrook Road, Los Trancos Road from Alpine Road to Los Trancos Woods, and the La Mesa-La Cuesta loop in Ladera.

*Circulation Element**Minor Collectors*

- 3120 Some of the minor collectors indicated on the plan diagram are existing while others are proposed. The existing ones are proposed to follow essentially the existing alignments while the proposed routes are only general in location. Not all of the minor collectors are shown on the plan diagram. Additional minor collectors will be needed, and in the main these can be constructed in conjunction with private development.
- 3121 Alpine Road, from Willowbrook Drive, is designated a minor collector to its intersection with Ciervos Road (approximately 1,000 feet southeast of Joaquin Road). This length of road passes through a steep-sided, narrow canyon of great natural beauty. Accordingly, this canyon is designated as a greenway. This length of road can not be widened without great harm to the environment and should therefore remain a narrow road. It is likely it should remain a one-lane facility with increased places for passing. Southeast of Ciervos Road the grade and alignment are extremely poor and it is recommended that the road continue to be closed to other than emergency vehicles and used for trail and path purposes.
- 3122 While the comprehensive plan diagram does not show road connections from the floor of the valley to Skyline Boulevard within the planning area except for Old La Honda Road, it is recognized that some minor connections will be appropriate. Such connections should be for emergency purposes only.

Circulation Element

Trails and Paths Element

Introduction

- 3200 Many activities may be provided for by a network of trails and paths in the planning area. Children reach schools, shops and after-school play areas by bicycle and on foot, and they walk to bus stops. Strollers take short neighborhood walks, especially when the way is safe and pleasant. Horseback riders, hikers and runners take longer recreational trips and seek out the more remote areas. An occasional organized group sets off for out-of-town destinations. The hiker escapes to the most undeveloped and rugged places as do children. A nearby coach sends a track team to Skyline for training. Bicycle enthusiasts and runners from nearby and within the town travel along flat shoulders and paths for health and sport. Some Portola Valley residents bicycle to work. Increasingly, riders of mountain bikes seek dirt trails for travel to local destinations as well as for strenuous exercise in steep terrain. A school class walks to a select site for a nature lesson. A rider or a hiker stops at a scenic spot, a destination that has spurred the person on, to rest. People who pass one another at a leisurely pace, stop and chat. And those who use and appreciate the open spaces of the town should take on a protective attitude and seek to protect these areas against all manner of destruction—from fire to inappropriate development or use.
- 3200a The trails and paths element serves as a general guide for the development of a comprehensive system of trails and paths for the town. Standards for the construction of trails and paths are found in the “Trail and Path Construction & Maintenance Standards” adopted by the Town Council. Limitations on the use of trails and paths are found in the “Portola Valley Trail Usage” matrix adopted by the Town Council.

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- 3201 The trails and paths element includes objectives, principles, and standards; a description; and plan diagrams. The trails and paths element provides a guide to establishing a free and unimpeded network that will allow and promote trail and path use.
- 3202 The gradual development of the trail and path system will be accomplished through the subdivision process, through the application of regulations included in the town's subdivision ordinance at the time land is subdivided, through public programs of acquisition and development, and through cooperative private efforts.
- 3203 The trails and paths shown on the trails and paths plan diagrams (located in a pocket at the end of this general plan) include those presently developed and those proposed on public rights-of-way or easements, together with new trails in locations where no right-of-way or easement exists at present. Some trail and path routes are indicated as being on or adjacent to public streets or easements or following property lines, and such locations are intended to be controlling. Where proposed trails or paths traverse unsubdivided lands, routes are intended to indicate general location and could be secured even with considerable variation in location and alignment.
- 3204 Upon adoption of this plan, no trail or path shall be opened or developed on an existing trail or path easement, except in the normal subdivision process or conditional use permit process, without first: 1) determining if the proposal is in conformity with the general plan, and 2) holding a public hearing after giving notice to the owners of land abutting on such proposed trail, or path, or easement. Town council action on such matters will be taken only after giving due consideration to the facts and opinions presented at the public hearing.
- 3204 a Trail and path easements shall not be established on developed properties without the property owners' consent except in association with an application for a conditional use permit or a subdivision.
- 3204 b Development of trails and paths should be in accordance with the construction standards and inspection procedures previously adopted by the town. The town should give consideration to formulating maintenance standards and rules for trail and path users to provide additional guidance to the maintenance and use of the trails and paths system. Plantings in the public right of way shall not interfere with existing or planned public rails, paths or streets and shall be selected from the Town's Native Plant List.
- 3204 c It is recognized that from time to time trails and paths not shown on the trails and paths element diagram will be appropriate as a part of a

Trails and Paths Element

subdivision or conditional use permit approval process in order to meet the needs of persons traveling by foot, horse or bike within the town in locations that are safe. These trails will normally be expected to provide connections to the trail system shown on the trails and paths element plan diagram. Any such trail or path shall be in keeping with the objectives, goals and principles of this element.

- 3204 d In the event the town desires to develop a trail within an existing public road right of way, the town council shall, after having received a recommendation from the trails committee, hold a public hearing before designating the trail for development.
- 3205 The trails and paths element proposes a comprehensive system of trails and paths. This system provides for horseback riding, hiking for pleasure, walking to schools and other community facilities, and bicycling for pleasure as well as to and from local destinations. The more major trails and paths also provide for travel through the planning area, and for residents to travel from the town to nearby destinations. The character and quality of the trail and path system is intended to have high scenic value throughout because of the low density rural character of the community and the town's dedication to furthering the concept of Portola Valley as an open space preserve in the Midpeninsula.
- 3206 A portion of the trail system lies within the boundaries of land owned by the Midpeninsula Regional Open Space District. The trails are designed, built and maintained by the district. Nonetheless, the district consults with the town as it develops its trail system. The plan diagram shows some trails the town has added as suggestions to the district.
- 3207 An extensive trail system is shown on the Stanford lands in the town's sphere of influence but within Santa Clara County. The diagram shows the major components of a suggested trail system, most of which is in existence. Should this area be further developed, appropriate modifications and additions to the system should be made. For instance, a recreational trail would be desirable around Felt Lake. It is recognized, however, that the land is privately owned and controlled and public use is dependent on the permission of Stanford University.
- 3208 Definitions
1. **Hiking Trail** – A way suitable for hiking not generally used by horses. Generally unsurfaced.

Trails and Paths Element

2. **Equestrian/Hiking Trail** – A way suitable for horseback riding also used by hikers. Generally unsurfaced. Equestrian/hiking trails or segments may be used for off-road bicycles upon determination of the town council.
3. **Pedestrian Path** – A way suitable for pedestrians and minor bicycling. Has an all-weather surface. Not open to horses.
4. **Bicycle Path** – A way suitable for bicycling and for pedestrians. Has an all-weather surface. Not open to horses.
5. **Multiuse Corridor** – A major link within the trails and paths system within which is located a facility(ies) suitable for horseback riding, hiking, bicycling, pedestrians and similar users. At a minimum, the corridor shall include an all-weather surface suitable for bicycling, pedestrians and similar users.
6. **Bicycle Route** – A street where special attention is given to providing safety for bicyclists.
7. **Bicycle Lane** – A paved border of a road separated by a stripe or other means from the motor vehicle lanes. For use by bicycles with auto parking prohibited except for emergencies.
8. **Through Trail or Path** – A facility passing through Portola Valley, but which can also be used by residents for shorter trips within the town.
9. **Local Trail or Path** – A facility for trips within Portola Valley or affording connections to through trails or paths.
10. **Trailside Preserves** – Small areas generally near or on trails or paths accessible to users where unique, attractive, or valuable views, groves, or other natural features may be enjoyed or conserved.

Objectives

- 3209
1. To provide a system of trails, paths and bicycle routes and lanes to:
 - a. provide recreation, particularly scenic, quiet, leisurely neighborhood walks and rides;
 - b. furnish easy access to trails from individual properties;
 - c. permit safe, pleasant travel between parts of the community;

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- d. connect local areas within the town to through trails and paths within and adjoining the town;
 - e. create opportunities for nature and conservation education;
 - f. provide for solitary activities such as meditation and contemplation;
 - g. recognize the wide range of users including hikers, equestrians, road and mountain bikers, in-line skaters, those in wheelchairs and those using other suitable non-motorized vehicles;
 - h. provide safe and convenient facilities for use by children in reaching local schools, the library and playing fields; and
 - i. ensure that such facilities are designed and used so as to avoid habitat degradation.
2. To create a tradition of access to and use of open space so that citizens will not willingly relinquish these rights under the pressure of urbanization. Access to and use of open space should be circumscribed to the extent necessary to prevent undue interference with use and enjoyment of private property.

Principles

- 3210 1. General
- a. Whenever possible, trails and paths should be separated from auto parking areas and roads, particularly those carrying heavy traffic.
 - b. Plantings in public trail easements or public road rights of way shall be of native plants and trees and shall not interfere with the use of the easements for public purposes such as equestrians, hikers, pedestrians, bicyclists and runners.
 - c. When the town determines that an existing public trail easement or a public road right of way is to be used for public purposes such as equestrians, hikers, pedestrians, bicyclists and runners, such use(s) shall take precedence over private plantings and improvements in said easement or right of way.

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- d. Whenever possible, trails and paths should follow creeks and canyons, scenic ridges, and other routes of natural beauty and avoid developed properties.
- e. The system should provide a variety of local recreational loop trips convenient to residents.
- f. High usage may require separate alignment of facilities, but where use is moderate and other conditions allow, facilities may be combined.
- g. Routing, construction and use of trails and paths should be done with great care so that they:
 - 1) are designed to adapt to the existing conditions to the extent possible while still adhering to the intent, if not the detail, of engineering standards;
 - 2) disturb the natural conditions of terrain and vegetation as little as possible;
 - 3) provide a variety of experiences for users;
 - 4) provide convenient, safe passage;
 - 5) minimize intrusion on privacy in residential areas;
 - 6) encourage use without incurring excessive maintenance costs.
- h. The number of road crossings, particularly along thoroughfares, should be at a minimum, and where necessary, crossings should be located, designed and marked to provide maximum safety.
- i. The junctions of trails and paths with roads should be limited in number and designed and located to minimize over use by people arriving in motor vehicles.
- j. Through trails, paths and bicycle routes should connect to those in adjoining jurisdictions, and within the town special care should be taken to minimize intrusion into residential areas.
- k. Through routes should be marked so that they can be easily followed and so that deviation onto local trails will be minimal. Markers should be unobtrusive.

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- l. Fences, warning signs and gates to discourage wandering off trails and paths onto nearby properties should be used only where absolutely necessary. The emphasis should be put instead on routing trails and paths to avoid such problems with reliance on vegetation barriers and well-built, well-maintained and well-marked facilities to keep users on trails.
 - m. The trails and paths of the town are not to be used by motor vehicles. Design should discourage or prevent such use where feasible even if it creates some inconvenience to legitimate users.
 - n. Stopping places should be provided at scenic spots (trailside preserves) that can easily be reached on foot.
 - o. Trails and paths should skirt rather than traverse grasslands to avoid scarring and creating erosion problems.
 - p. Trails shall be designed and constructed so as to minimize changes in the natural flow of water across the land.
 - q. Residents are encouraged to assist in maintaining trails
 - r. In locating and designing trail heads, attention should be given to minimizing the need for automobile access. Where such access is necessary, the location and design should minimize the impact of traffic and parking on nearby residences.
 - s. Dogs, when permitted by town council policy on public trails, shall be on leashes.
 - t. In general, the trail and path system has been designed and should be developed so as to minimize the use of non-permeable surfaces.
 - u. Controls on the use of trails that may be established by town council policy should seek to prevent undue interference with use and enjoyment by users of the trails.
 - v. Where culs-de-sac are served by trails or paths, the ends of the culs-de-sac should be connected by the same type of facility when feasible.
2. Hiking Trails

Trails and Paths Element

- a. Because hiking trails and equestrian trails may require different grades and alignments, separate hiking and equestrian trails, especially in steep, unstable terrain, may be warranted.
 - b. Part of the hiking trail system should be constructed so as to provide for short, easy neighborhood strolling.
3. Equestrian/Hiking Trails
- a. Equestrian/hiking trails should be routed to serve community stables and residential areas where horsekeeping on lots is permitted.
 - b. Trail design should be such that horses are encouraged to remain on or near trails in developed parts of parks, shopping areas, school yards, and other such places where they could interfere with pedestrians and other users. Hitching racks should be provided at the limits of such areas to discourage passage through the areas.
 - c. Where equestrian/hiking trails cross driveways, non-slip surfaces shall be required.
 - d. Bicycles should only be allowed on equestrian/hiking trails where width, grade and sight distance provide sufficient safety and the town council, after considering concerns of habitat and erosion, has designated by policy that the specific segment of trail may be used by bicycles.
 - e. In the vicinity of schools, where children typically ride bikes to school, segments of trails should be studied with the objective of allowing bicycle use. The town council may make this decision. Such segments may have a suitable all-weather surface applied.
4. Multiuse Corridors
- a. Because corridors are intended to serve a wide variety of users, care must be taken in the design of facilities to recognize the special needs of each user group.
 - b. The exact location and design of the facility(ies) in the corridor should be tailored to respect conditions of the natural setting, including slopes, trees and drainages.
5. Pedestrian Paths, Bicycle Paths, Bicycle Routes, and Bicycle Lanes

Trails and Paths Element

- a. In the less precipitous parts of the town, multiuse corridors, pedestrian paths and bicycle paths, routes and lanes should provide convenient and safe access to community facilities, particularly to schools.
- b. Pedestrian paths should be provided where needed along busy streets to serve school bus stops.
- c. The pavement of short culs-de-sac may be used in lieu of paths and bicycle lanes if they provide safe bicycling and walking, but equestrian/hiking trails should not be on the pavement.
- d. Bicycle routes should be provided within town limits on the paved shoulders of most, if not all, arterials where high speed bicycling is anticipated, and provided elsewhere as necessary for more local use, especially to serve children going to school. Outside the town limits, bicycle lanes and bicycle routes should be provided.
- e. Bicycle routes, to the extent possible, should have striped shoulders to indicate the area preferred for bicycle use and receive scheduled maintenance.

Standards

- 3211 1. Safe facilities should provide access for children to schools within at least the following distances from schools as measured by the shortest traveled route:

	<i>Pedestrian Facility</i>	<i>Bicycle Facility</i>
Kindergarten - Grade 3	3/4 mile	1-1/4 miles
Grades 4 to 8	1 mile	2 miles

Description

- 3212 The facilities intended to meet the needs of hikers, pedestrians, equestrians and bicyclists are shown on the trails and paths plan diagram. This diagram shows a system of through trails for the entire planning area and a system of local trails and paths in the valley floor developed portion. In the large undeveloped hillside part of the town, it is recommended that as development plans are prepared the routes shown should be refined and a more extensive local trail and path system developed. Street shoulders

Trails and Paths Element

should be indicated as potential trails in lieu of a comprehensive sidewalk system.

- 3213 The connections of through trails to bordering jurisdictions are indicated. Hikers, pedestrians and equestrians from outside the town are expected to be relatively few – largely residents from near the town limits. Bicyclists, because they can travel further and faster than walkers and riders, are expected to be the principal visitors. To discourage use of local trails by motorists leaving their cars, no auto parking facilities should be provided adjacent to any trail, except as may be required to serve a local facility or as may be necessary to permit reasonable use and enjoyment of lands of the Midpeninsula Regional Open Space District.
- 3214 The diagram does not indicate through routes as distinct from the local routes, nor does it distinguish what can be called main routes. Main routes would include the through trails and paths and most heavily used and essential parts of the local routes, and would be the routes most clearly a public responsibility. The designation of the main routes and a study of maintenance cost for them is needed.
- 3215 While the trails and paths element plan diagram shows a system of trails and paths in the town, as proposed subdivisions or conditional use permits are reviewed by the town it may be appropriate to add trails and paths to provide safety for pedestrians, equestrians and bicyclists. Such additions are consistent with the trails and paths element as long as they meet the objectives, principles and standards of this element and are approved pursuant to public hearings for which affected property owners have been given notice.

Hiking Trails

- 3216 Equestrian/hiking trails will be used by hikers in all parts of the town but the hiking trails are limited to several areas where environments are particularly conducive to hiking and where hikers can generally find a “hiking only” experience.

Equestrian/Hiking Trails

- 3217 An extensive system of equestrian/hiking trails exists in the developed part of the town. It is primarily a roadside system on the road rights-of-way and adjacent private easements. The plan proposes only minor changes and additions to these existing trails to improve hazardous situations and secure the few opportunities that remain for good off-road riding and hiking in

Trails and Paths Element

natural surroundings. In Westridge, all trails except in Unit #10 (Escobar Road area) are private and are not maintained by the Town.

- 3218 Some of the best equestrian and hiking opportunities in the eastern portion of the town are outside the town limits but largely within the planning area – along the floor of Portola Valley to Searsville Lake, along San Francisquito Creek to Los Trancos Creek, and along Los Trancos Creek. Further development of a permanent riding system in these valley-bottom areas will be dependent upon cooperation with other jurisdictions and the major property owner, Stanford University. The integrity of Jasper Ridge and the Searsville Lake marsh needs to be protected in order to preserve these areas for research and wildlife; therefore, no trails or paths should penetrate these areas.
- 3219 In the western undeveloped part of the town, two major traversing equestrian/hiking trails are proposed. The upper trail would be an integral part of Skyline Scenic Corridor. A mid-level trail is proposed, but the final location will be dependent on future negotiations with land owners. Also, connections from the valley floor to the Skyline are proposed.

Multiuse Corridors

- 3220 These facilities are intended for a wide variety of users and have been likened by some to a “country lane.” With this design, separate facilities are not needed for different types of users. A major route is proposed along Portola Road from Alpine Road to the crosswalk opposite Wyndham Way. In addition to other users, this connection would serve as a principal source of equestrian traffic since it is directly accessible to the Springdown Farm Boarding Stable and close to the intersection of Westridge Drive with a trail connection serving Westridge. A second route is proposed at the base of the western hills starting north of the town center and extending south to Alpine Road. This second route is intended to provide an all-weather level route for use by residents to enjoy open spaces and bypass the more heavily travelled facilities along Portola Road. A third route is along Arastradero Road.

Pedestrian Paths, Bicycle Paths, Bicycle Routes and Bicycle Lanes

- 3221 The pedestrian path system is limited in extent. It provides permanent, safe, reasonably direct access to schools for children living nearby – the prime function of the paths. The system is limited because of the difficulty of providing paths in already developed areas, the desire to avoid the more urban aspects and costs of a complete walkway system. Improved bus loading areas and shelters as supported by the school district are recommended. Equestrian/hiking trails, upon approval by the town

Trails and Paths Element

council, may be used for bicycle use, and when necessary to allow year-round use, an all-weather surface may be added.

- 3222 While it is the intention to minimize the use of asphalt in the trail and path system, the use of asphalt for the heavily used path along Alpine Road is warranted to serve the needs of bikes, pedestrians, strollers, wheelchairs and similar uses. An alternate all-weather surface may be used instead of asphalt if such surface has been adopted by the town as a standard suitable for the users cited.
- 3223 Bicycle paths and bicycle routes provide for local trips to school and community facilities and for recreational loop trips. Most facilities proposed are restricted to the valley floor.
- 3224 In addition to the bicycle paths, the plan shows bicycle routes on Alpine Road and Portola Road inside the town and bicycle lanes outside the town. These two roads form two sides of the heavily used "triangle" which also includes Sandhill Road. The "triangle" accommodates bicycle groups or clubs as well as individuals. It is well known to those in the bicycling world. Also indicated are bicycle lanes along Skyline Scenic Boulevard where they can form part of a major regional facility.

3225-3230 (Not used.)

Plan Diagrams

- 3231 Plan Diagram A shows existing and proposed facilities within the town and is included separately in a pocket following this general plan.
- 3232 Plan Diagram B shows existing and proposed facilities outside of the town but within the town's sphere of influence and is enclosed separately in a pocket following this general plan.

Trails and Paths Element

Scenic Roads and Highways Element

Introduction

- 3300 The state scenic highway legislation passed in 1963 set up a plan and program for the designation of "Official State Scenic Highways." These were to be limited to state highways that traversed corridors of outstanding natural scenic beauty. The routes, nominated by local jurisdictions, were included in a master plan approved by the state. Official state designation comes only after the local jurisdiction provides assurance that the scenic quality of the road will be maintained and after such plans are approved by the Department of Transportation. Skyline Boulevard in San Mateo County, between Route 92 and the boundary with Santa Clara County, was the second highway in the state to receive official designation. Scenic highway law also authorizes the State Department of Transportation to designate county highways as "Official County Scenic Highways."
- 3301 In 1973, the legislature required all cities and counties to prepare a scenic highway element; however, the law was subsequently changed to make this an optional element. Inclusion of roads in this element could in some cases be a first step toward official designation as state or county scenic highways. The legislation also provides for "unofficial" scenic highways and is not meant to preclude local agencies from developing and adopting local scenic routes.

Scenic Roads and Highways Element

Objectives

- 3302
1. To provide policies with respect to designation of highways within the planning area that are or may be eligible for scenic highway designation by the state.
 2. To provide guidance regarding the maintenance of the scenic qualities of our major roads. Because Portola Valley is a place of unusual natural beauty, all roads in Portola Valley can be considered "scenic." However, it is possible that the pressure of increasing development and the resultant traffic could lead to the erosion of the aesthetic quality of our roadsides if care is not taken.

Principles

- 3303
- These principles are intended to guide future actions of the town and private parties.
1. Regulate density and land use, as provided in the general plan and zoning ordinances, with special attention to the view from the road.
 2. Give special consideration to site development, including controlled access for driveways and special setbacks for buildings.
 3. Keep the amount of roadway cuts and fills required in road maintenance or construction to a reasonable minimum.
 4. Contour and plant cut and fill slopes as an integral part of the road design, construction and maintenance process.
 5. Carefully control earth moving, grading, contouring and replanting in areas adjacent to and visible from the road.
 6. Keep traffic signs and markers to a minimum and place with consideration for the visual quality of the road. In addition, all commercial signs on scenic routes must be of such design as to be in keeping with a rural and natural atmosphere.
 7. Control the design of all structures abutting scenic routes, including review by the Architectural and Site Control Commission.
 8. Landscape all development along scenic routes and maintain such landscaping.

Scenic Roads and Highways Element

9. The town and user groups should be responsible for the regular pick up of trash in the rights of way of town scenic routes.
10. Encourage planting of native wildflowers, shrubs, and trees on public and private property. Wherever possible, remove aggressive exotic volunteers such as yellow star thistle, pampas grass, acacia, Scotch and French broom and eucalyptus.
11. Provide hiking and riding trails and bicycling paths separated from the pavement, where possible, as a part of future road improvements.
12. As a condition of their conditional use permit, require commercial developments along scenic roads to maintain a neat and tidy appearance. Surroundings of the buildings must be kept clean, and planted areas must be maintained.
13. Give high priority to placing underground all existing overhead utility lines, and structures to the extent possible, along the town scenic roads. Do not erect new or additional overhead facilities.

Description

3304 The regulations of the Town of Portola Valley are designed to protect the natural beauty of the whole area, including roadways. Skyline Boulevard is already an officially designated State Scenic Highway. It is not anticipated that official state designation will be sought for the Alpine or Portola Roads. Nevertheless it is the intention of the town to protect and enhance the appearance of scenic roads and highways by careful attention to adopted design principles.

State Highways

- 3305 The two state highways designated in this plan as scenic highways are Skyline Boulevard and Highway 280.
- 3306 Skyline Boulevard (Route 35), from the intersection with Route 92 south to the county border, became the second officially designated scenic highway of the state on January 22, 1968. The town, by Town Council Resolution No. 38-1965, joined with the Town of Woodside and San Mateo County in requesting the designation. Town regulations for that part of the Skyline corridor lying within the town, as approved by the state, may be found in pages 58 to 76 of *A Proposed Corridor Plan for a Scenic Highway, Skyline Boulevard, San Mateo County* published by San Mateo County in September of 1967.

Scenic Roads and Highways Element

3307 Special town regulations adopted for the Skyline corridor should continue to provide for special building setback lines and design reviews.

3308 Part of Highway 280 is within the planning area and the sphere of influence of the town. The town recommended and the state designated Interstate Highway 280 as a state scenic highway because of the beauty of the countryside through which it passes and because of the many excellent features of its design.

Local Scenic Roads

3309 The two roads designated in this plan as local scenic roads are Alpine Road and Portola Road.

3310 Alpine Road is now a route of great natural beauty and variety. The creeks it follows through the foothills are lined with tall trees, and the countryside has kept much of its rural tranquillity. The mountain canyon is still wild and new views open up at each turn of the road. A superb scenic route already exists. It is threatened by change. The challenge is to find and pursue the ways that can protect and preserve this route through the mountains for our present enjoyment and the delight of future generations.

3311 The town has, since its incorporation, endeavored to protect the scenic quality of the Alpine corridor. From a policy statement adopted in July 1969:

3312 "The policy of the Town of Portola Valley has always been to maintain a tranquil, rural atmosphere, and to preserve a maximum of green open space. The Alpine Scenic corridor should be developed in accordance with the policy. The natural look and feeling of the land between the road and the creek should be maintained. Trees and natural growth should be preserved and increased. Recreational uses should be in keeping with a peaceful and rural atmosphere."

3313 In May, 1971, the town adopted the Alpine Parkway Plan, subsequently renamed the Alpine Scenic Corridor Plan, as a part of the town general plan which includes detailed description of the road and of related design policies (see part 6). Special provisions to implement the plan and to protect the corridor include:

1. Open space zoning for sections of the corridor.
2. Special setback lines along a major portion of Alpine Road.

Scenic Roads and Highways Element

3. An open space program which does and should include recommendations for land acquisition and regulations pertaining to the corridor.
4. The recreation element and the trails and paths element which include proposals for trails and paths in the corridor.

- 3314 Alpine Road above the intersection with Ciervos Road is a recreation route restricted to horse, bicycle, pedestrian and emergency vehicle traffic. The town endorses this designation. Nothing in this plan is meant to negate this provision.
- 3315 Portola Road within the confines of Portola Valley is the most “urban” of the scenic roadways. It is nevertheless a road of more than usual natural beauty, running through what may be considered the heart of the town—the floor of Portola Valley including residential areas, The Sequoias, the meadow, orchards, stables and properties. Special consideration should be given to building size, design and setbacks along this road.
- 3316 It is town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality. Land to the south and west of Portola Road is under special restriction, local and state, because it is underlain by major fault traces. The regulations of the town, and the design principles for Portola Valley scenic roads, should be sufficient to preserve the natural rural beauty of this corridor.

Connecting Roads

- 3317 Scenic roads in other jurisdictions such as Woodside, Menlo Park, Palo Alto and San Mateo County which connect to Portola Valley scenic roads are to be encouraged so as to provide a continuous quality of road corridor. All scenic roads in Portola Valley do, in fact, continue into adjoining jurisdictions. Also, the small portion of Arastradero Road in the town should be treated so as to be compatible with the scenic character in Santa Clara County and Palo Alto.

Scenic Roads and Highways Element

7000 PART 7 – SUSTAINABILITY ELEMENT, PORTOLA VALLEY GENERAL PLAN (1/28/09)

INTRODUCTION

Sustainability in the broadest sense involves managing all aspects of our relationship with the environment so that survival of life on the planet as we know it will be sustained. This involves assessment of the current status of the environment, analysis of trends, and management of our future to ensure survivability.

The environment consists of air, water, land, plants and animals, each of which needs to be addressed when considering the sustainability of the earth. Gradually, countries around the world are starting to take actions to protect this environment. As a part of this undertaking, Portola Valley can influence much of its own environment and in so doing be a part of the much larger global effort to promote sustainability.

Fortunately, the concept of protecting the natural environment is addressed throughout the fourteen elements of the general plan and has been a fundamental objective of the town since incorporation. These plan provisions provide a strong foundation for the sustainability element. A good example of the town's philosophy is found in the first Major Community Goal in the general plan, which is:

To preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area.

While many provisions of the general plan support sustainability of the town's environment, more specific provisions are needed to address particular aspects of sustainability. The many relevant provisions in the plan are summarized below to provide a context for the sustainability element.

EXISTING PROVISIONS OF THE GENERAL PLAN THAT SUPPORT SUSTAINABILITY

General Policy Section (Section 1010 et seq)

This section addresses natural features, open space, development within natural physical constraints, a quiet environment, public trails and paths, protection from natural and human-created hazards, conservation of water and energy, use of renewable resources, protection of native vegetation and natural habitats, provision of civic and recreation facilities, provision for locally needed goods and services, protection of the heritage of the town and control of development so as to be subservient to the natural environment.

Land Use Element (Section 2000 et seq)

The land use element provides for the grouping of community and commercial activities in central locations and along major routes of travel. This design in turn results in convenience for residents and can result in reducing trip generation, air pollution and consumption of energy.

Open Space Element (Section 2200 et seq)

The open space element calls for the preservation of major parts of the town in a natural state. This contributes to a reduction in air pollution through the carbon absorption of plants, and to a healthy environment for residents by providing natural views, recreational opportunities, a sense of quiet, and clear night skies. Further, protection of open space preserves the habitat of animals and plant species.

Recreation Element (Section 2300 et seq)

The recreation element provides ample opportunities for active and passive recreation in the town thus reducing the need to travel out-of-town for these resources with a consequent reduction of trips by cars, reduction of air pollution and conservation of energy. These recreation resources also contribute to the physical and mental health of residents.

Housing Element (Section 2400 et seq)

The housing element seeks to provide affordable housing. To the extent that this housing is for persons employed locally, related policies lead to a reduction of traffic and consequent air pollution.

Historic Element (Section 2500 et seq)

The historic element is intended to help preserve the rich history of the town. This can lead to a population that appreciates the local history. A population that appreciates its historical environment is more likely to support measures that lead to protection of the environment including its sustainability.

Circulation Element (Section 3100 et seq)

The street system is designed to provide efficient access to the most frequently visited locations in the town. It also provides for a wide range of types of transportation: motor vehicles, bikes, horses and pedestrians. The design of the circulation system and provision for multiple forms of transportation results in savings in energy consumption and reduction of local air pollution.

Trails and Paths Element (Section 3200 et seq)

The trails and paths element provides a comprehensive system of hiking trails, equestrian/hiking trails, pedestrian paths, bicycle paths, multiple use corridors, bicycle routes and bicycle lanes. The system provides facilities that access major destinations including schools, and civic and commercial areas. The multi-modal system helps reduce reliance on motor vehicles. The system provides for recreation and accordingly for the pleasure and health of residents.

Scenic Roads and Highways Element (Section 3300 et seq)

The scenic roads and highways element is intended to help retain the natural qualities of the nearby roadsides. The element addresses Skyline Blvd, Highway 280, Portola Road

and Alpine Road. These roads and roadsides are a feature that residents value and to some extent contribute to residents spending more time in the town.

Safety Element (Section 4100 et seq)

The safety element addresses the major threats to the environment from geologic hazards, fire and flooding. The element therefore leads to a decrease in these hazards with the resultant retention of natural features that contribute to sustainability.

Conservation Element (Section 4200 et seq)

The conservation element provides for the conservation of the natural resources of the town including: water in the form of creeks, ponds, ground water and imported water; native vegetation; soils and geology; and wildlife. Accordingly, this element provides for the most comprehensive review, of all general plan elements, of development in the town with respect to the natural environment. The element stipulates that new development will be carried out in a manner that will help ensure conservation goals are met. The element provides a programmatic approach for the conservation, restoration, development and utilization of natural resources.

Noise Element (Section 4300 et seq)

The noise element provides for maintaining an acoustical environment that is consistent with a rural and largely natural setting. Control of noise contributes to health, well-being and the desire of residents to stay in the town because of the quietude rather than seeking this quality in trips to distant places.

Nathhorst Triangle Plan (Section 6100 et seq)

The Nathhorst Triangle plan provides for the grouping of the major commercial and business establishments in the town in central locations readily accessible to residents. The grouping of businesses reduces trips by residents when they combine shopping with other business activities.

Alpine Scenic Corridor Plan (Section 6200 et seq)

The Alpine Scenic Corridor plan has as its objective the protection of the rich natural environment along Alpine Road, and Los Trancos and Corte Madera creeks. Attractive paths are a part of the plan. The plan emphasizes the town's priority of ensuring structures are subservient to the native environment.

Town Center Area Plan (Section 6300 et seq)

The town center area plan seeks to combine civic functions along with commercial and office uses and several churches. The grouping of these facilities contributes to residents being able to accomplish several missions on a single trip and thereby reduce automobile traffic. A full range of trail and path facilities also serves this area. The town center helps instill a sense of pride in the community and its values which in turn can help lead to community consensus on sustainability programs.

SUSTAINABILITY GOALS AND OBJECTIVES

A major goal of the community is to ensure the sustainability of our environment. The provisions of this element, in addition to the above-referenced provisions in other parts of the general plan, are intended to help the community realize this goal. The element includes broad goals and objectives. In addition, the appendix to the element lists "Illustrative Policies and Practices" that the town could consider in furthering the goals and objectives of the element.

Following are the goals and objectives. The goals address: reduction of greenhouse gas emissions in the air, green building for new and existing structures, protection of water resources, protection of the natural environment, and community education and involvement. Each of the categories involves activities that can increase sustainability. The major goals are not mutually exclusive since sustainability is affected by many activities that occur in the town.

Overarching Goals –

To encourage and provide community education about sustainable principles and applications.

To encourage the use of renewable resources and minimize the use of nonrenewable resources.

To strive for an optimum balance among the activities of residents, the built environment and the natural environment so as to maintain and improve the condition of life for future generations.

To encourage and provide for enhanced resource efficiency and the use of sustainable materials in all building projects.

To employ the principles of "green" building.

To reduce carbon emissions to 1990 levels by the year 2020 and to 80% below 1990 levels by the year 2050.

To consider impacts on sustainability in all town decision-making.

Goal: *Community Education and Involvement* - Encourage broad community participation in programs to promote sustainability and provide the information people need to live in a sustainable way.

Objectives

1. To inform the community about sustainability and measures they can take to make sustainable choices and further sustainable goals.
2. To encourage education about sustainability in local schools.
3. To provide models of sustainability in town buildings and practices for purposes of education and demonstration.

4. To link interested residents with sustainable products and practices such as energy efficient products, water conservation measures, and waste reduction practices such as composting so that people have the tools they need to implement sustainable lifestyles.
5. To involve the community in shaping sustainability policies and in determining which measures are essential, which are desirable, and which are possible to further sustainability within our town.

Goal: *Existing Building Stock* – Encourage the use of energy efficient features and practices and the use of “green” building design standards in remodeling projects.

Objectives

1. To encourage residents to undertake energy audits of their homes.
2. To encourage an increase in energy efficiency of existing homes when they are remodeled.
3. To encourage reuse and recycling of materials when buildings are deconstructed or torn down.
4. To encourage property owners to make existing buildings more energy efficient.

Goal: *New Buildings* - Encourage, and where feasible, require new buildings to adhere to “green” building design standards.

Objectives

1. To require all new buildings to achieve a minimum level of sustainability based on an accepted “green” rating system.

The above objective addresses many topics including: use of passive and active solar energy as well as geothermal energy in the siting, design and construction of buildings; conservation of water through the use of drought-tolerant plant materials and recycling; reduced use of non-renewable resources in design and construction of buildings.

2. To balance in development projects the objectives of sustainability and conservation of resources with the objectives of the applicant in terms of the extent and design of site improvements.

Goal: *Transportation* – Provide for transportation needs by methods that reduce greenhouse gas emissions.

Objectives

1. To cluster community-serving land uses in centralized locations well served by transportation facilities in order to help minimize the number and length of vehicular trips.
2. To encourage means of transportation that do not rely on non-renewable sources of energy (for example, biking and walking) and to reduce the amount of vehicular traffic in town that relies on non-renewable sources of energy.
3. To reduce motor vehicle trips in the town.
4. To encourage and enable use of energy efficient low or zero emission vehicles and /or those powered by non-petroleum based alternative fuels.

Goal: *Water Resources* - Protect and conserve water resources in the town including imported water.

Objectives

1. To protect the watershed from pollution, debris, excess sediment and invasive plants.
2. To reduce consumption of water through conservation and more efficient appliances and fixtures.
3. To use drought resistant native plants in developments.
4. To maximize the collection and recycling of natural-sourced and public water.
5. To protect and preserve ground water resources and aquifer recharge areas.

Goal: *Living Environment* - Protect the natural environments for plants, animals and humans.

Objectives

1. To protect the interdependent plants and animals that together comprise a balanced ecosystem in our forests, grasslands, chaparral areas, and creek systems.
2. To protect extensive areas of native vegetation that support wildlife.
3. To protect forests and forms of vegetation that help contribute to air quality by absorbing carbon dioxide.
4. To protect the creek systems in the town.
5. To promote rehabilitation of ecosystems.

6. To control, reduce and eliminate invasive species

APPENDIX TO SUSTAINABILITY ELEMENT

This appendix contains a list of policies and practices that represent possible ways to achieve the Goals and Objectives in the sustainability element. Prior to implementation, each would need to be discussed by the town. The list is not meant to be all-inclusive, for additional policies and procedures may be suggested.

Goal: *Community Education and Involvement*

Illustrative Policies and Practices

Town Staff:

1. Coordinate the sustainability program of the town and develop an information source for use by all residents and public and private institutions in the town.
2. Develop a procedure to ensure all projects that come before the town are reviewed with respect to sustainability and make recommendations to help achieve sustainability objectives.
3. Develop ways that in the normal performance of duties staff can help ensure sustainability.
4. Provide technical assistance regarding sustainability.
5. Prepare an annual report on the status of the sustainability programs in the town and provide it to residents and elected officials.
6. Continue to research and to inform residents about new sustainability ideas applicable to the town.

Incorporated Town:

1. Maintain a sustainability and resource efficiency coordinator.
2. Maintain a policy that encourages sustainability of all town buildings and facilities.
3. Maintain a procurement policy that encourages sustainability.
4. Participate in appropriate waste conversion programs.
5. Support climate-friendly products and services.
6. Develop information for assistance to residents for energy audits and in determining the cost/benefit of capital outlays for sustainable practices.
7. Be alert to technical changes such as fuel cells and new solar panel designs and consider ways to take advantage of these changes.
8. Limit wood burning fireplaces, outdoor fire rings and burning of agricultural waste.

9. Add a section addressing sustainability to regularly distributed town publications such as the Newsletter as well as the town web site.
10. Encourage residents and businesses to go off the electric power grid when feasible.
11. Consider the relative advantages and disadvantages of harnessing wind power.

Town Outreach:

1. Use the new town center, including the library, as a display source for information on sustainability.
2. Use the town web site as a place for residents to convey information on sustainability to the town and other residents.
3. Assist in organizing group purchasing of sustainable products or energy efficient home improvements.
4. Establish cooperative networks in the town for energy conservation.
5. Encourage and work with residents to develop alternate forms of energy.
6. Announce and coordinate "green home" tours of houses in Portola Valley for residents.
7. Organize and implement community events focused on sustainability.

Resident Actions:

1. Encourage the use of energy efficient appliances.
2. Encourage adoption of energy saving measures including but not limited to the use of energy efficient lighting, solar panels and energy efficient vehicles.
3. Encourage the community to turn off unused electrical devices and when replacing such devices to acquire those that are energy efficient and, for example, do not consume energy when in a "standby" mode.
4. Encourage residents to institute energy use accounts and provide instructions on how to do this.
5. Encourage waste reduction through composting, recycling and when shopping to bring your own bag and choose products with reduced packaging.
6. Encourage community members to develop individual sustainability action plans.
7. Encourage the considerate and discreet drying of clothes out-of-doors.
8. Encourage residents to operate their cars efficiently (keep tires inflated, keep engine tuned, minimize idling of engines).

9. Consider colors for aesthetics vs. colors and materials for energy conservation.
10. Encourage water conservation through drought resistant native plants, efficient irrigation systems and rainwater collection.
11. Encourage residents to retrofit homes with low-flow toilets and showerheads.

Resident Group Actions:

1. In residential developments, where homes have great similarities, consider a coordinated effort to develop green building ideas that can apply to multiple residences.
2. Encourage local production of food in "kitchen gardens" and community gardens.

Goal: Existing Building Stock

Illustrative Policies and Practices

1. Establish a display at town center that provides information on products, materials and services that can be used in retrofitting existing homes.
2. Encourage persons to consider making their homes more energy efficient and to employ cost-benefit analyses to assist in making decisions.
3. Encourage residents who have remodeled their homes to make them more energy efficient to make their homes available at times for the education of other residents, or to provide data on their homes that can be posted on or linked by the town web site.
4. Encourage residents to consider remodeling instead of tearing down a home in order to replace it with a new building. A cost-benefit analysis may be helpful in deciding between a complete teardown and a remodel.
5. Encourage persons considering tearing down their homes for replacement to reutilize building materials in the house.
6. Work with local utilities to take advantage of programs that assist in conserving water and/or energy.

Goal: New Buildings

Illustrative Policies and Practices

1. Establish baseline data on greenhouse gas emissions and energy use related to buildings and periodically update with feedback into the green building program.
2. Study recent home construction trends to show the correlation between the extent of site improvements, greenhouse gas emissions and the consumption of non-renewable resources.

3. Evaluate aspects of construction projects other than buildings such as grading, landscaping and other outside improvements to help implement the conservation of non-renewable resources including but not limited to water and asphalt.
4. Encourage those building new homes to analyze how much time they will likely spend in each room and potential multiple uses of rooms in deciding how much house they really need to build.
5. Work with local utilities to take advantage of programs that assist in conserving water and/or energy.

Goal: *Transportation*

Illustrative Policies and Practices

1. Establish baseline data on greenhouse gas emissions and energy use related to motor vehicles and periodically update with feedback to monitor reduction of energy usage.
2. Analyze the feasibility of establishing a school-busing program or other local transportation program in order to significantly reduce the amount of in-town vehicular traffic and resulting greenhouse gas emissions. Involve the school district and parents in this program. Consider joining with other jurisdictions in such a program.
3. Consider possible linkages between existing bus services, such as the services of The Sequoias, the Priory, Stanford's Marguerite service and others.
4. Encourage and facilitate the use of the Internet for telecommuting to help reduce the need to travel.
5. Undertake a study of the trails, paths and bike lanes in town with the objective of increasing use by providing all-weather routes for children going to school as well as for the convenience and pleasure of other residents.
6. Consider ways to develop a ride-sharing program and shuttle system for residents for a variety of types of trips, particularly for older residents.
7. Consider encouraging or requiring contractors to consolidate trips by employees, trips for the delivery of materials, and trips for the removal of waste and recycling.
8. Be alert to innovation in electric vehicles and other alternative fuel vehicles and consider a program to encourage their use. As a part of this consider any needed changes with respect to road design and safety such as speed limits and signage.
9. When appropriate, consider establishing an electrical charging station for vehicles at town center and encouraging stations in homes as electric vehicles become increasingly available.
10. Provide for the conversion of town operated vehicles and equipment to vehicles relying on renewable energy.

11. Consider whether it would be advisable to encourage the establishment of sources of alternative fuels and electric stations for charging cars in town.
12. Consider cooperative programs with SamTrans, Caltrans and the Transportation Committee of Silicon Valley to improve bus service and/or create shuttle service.

Goal: *Water Resources*

Illustrative Policies and Practices

1. Consider measures to prevent the pollution of all sources of water.
2. Encourage the collection of rainwater for reuse.
3. Encourage the recycling of water when feasible.
4. Limit the scope of new impervious surfaces and encourage reduction of existing impervious surfaces for all new developments in order to reduce runoff.
5. Study the relative merits of on-site and off-site sewage disposal systems including consideration of soils and density of development. Determine which systems on balance better assist in sustainability in different environments.
6. In order to protect the aquifer, survey, in concert with San Mateo County, current well use in the town and provide for continuing monitoring.

Goal: *Living Environment*

Illustrative Policies and Practices

1. Support local programs to encourage the protection of the natural environment by purchasing open space and conservation easements.
2. Enforce creek setback regulations.
3. Adopt provisions to discourage the pollution of creeks.
4. Administer regulations so as to limit the potential for erosion and sedimentation.
5. Establish a fire safety mapping and fuel reduction program that will help sustain a healthy and safe natural environment.
6. Investigate policies concerning preservation of trees vs. solar access.
7. To conserve water, replace lawns with draught tolerant plants, update irrigation systems and hydro-zone planting areas.

San Mateo County Comprehensive Bicycle and Pedestrian Plan

Final

Adopted September 8, 2011

City/County Association of Governments of San Mateo County

Prepared by: Alta Planning + Design

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Existing Conditions

Project Name	Jurisdiction(s)	Description	Status (2010)
5. San Mateo County Bay Trail	Redwood City, San Carlos, Menlo Park	Gap closure between Bayfront Park in Menlo Park and Redwood Shores in Redwood City, composed of on- and off-street improvements.	Redwood City: Partially implemented; one Bay Trail gap closure will be completed with RBP grant funding
6. Recreational Route Bikeway Improvements	San Mateo County, Portola Valley, Woodside	Variety of improvements (signing, striping, shoulders, bridges, increased maintenance) along recreational routes in Woodside, County and Portola Valley. Consider Bear Gulch Road as alternative to La Honda Road. Paved route on Upper Alpine Road.	San Mateo County: striping and paving on Canada Road, bike lanes on Alpine Road to Stanford lands. Woodside: Bike lanes on Woodside Road from Alameda de las Pulgas to Kings Mountain Road
7. North Coast Bikeway	Pacifica, Daly City, Half Moon Bay	Pathway, wide shoulders, directional signing connecting Daly City, Pacifica and Half Moon Bay. Includes multi-use path on Highway 1.	Daly City: Bike lanes on Southgate Avenue Pacifica: Bike lanes on Palmetto Avenue, bike path along most of Highway 1 to San Pedro Mountain Road
8. North-South Bikeway (Old County Road Section)	Redwood City, San Carlos, Belmont, San Mateo	Connections to Old County Road. Bike lanes (if feasible) along Old County Road. Redwood City, San Carlos, Belmont, San Mateo. Connection through Bay Meadows.	Redwood City : Completed; San Carlos: Funding secured; Belmont: Proposed; San Mateo: completed from just north of Belmont City limit to Bay Meadows along Pacific Boulevard. Bike path is temporary and will be eliminated upon build-out of Bay Meadows Phase II. Also see North-South bikeway status

Relevant Plans, Policies and Guidelines

Jurisdiction	Bicycle or Pedestrian Master Plan	Other Relevant Plans	Bike/Ped Advisory Committee?
Town of Portola Valley	General Plan, Circulation Element (2003) General Plan, Sustainability Element (2009)	-- --	Use Traffic Committee
City of Redwood City	General Plan, Circulation Element (2010)	Downtown Precise Plan (2011)	Complete Streets Advisory Committee (proposed)
City of San Bruno	General Plan, Transportation Element (2009)	--	BPAC
City of San Carlos	General Plan, Circulation Element (2009) Bicycle Transportation Plan (2003) ²¹	Climate Action Plan (2009) --	Transportation and Circulation Commission
City of San Mateo	General Plan, Circulation Element (2010) Bicycle Master Plan ²² Pedestrian Master Plan ²³	Sustainable Initiatives Plan (2007) Climate Action Plan (2008) Downtown Area Plan (2009)	Public Works Commission
City of South San Francisco	General Plan, Transportation Element (N/A) Bicycle Master Plan (2011)	--	BPAC
Town of Woodside	General Plan, Circulation Element (1988)	Town Center Plan ; Skylonda Plan (1988)	Bicycle Committee
County of San Mateo	San Mateo County Trails Plan (2001) Being updated 2011.	ADA Transition Plan (N/A)	No

²¹Currently being updated

²²Bicycle Master Plan is expected to be adopted in July, 2011

²³ Pedestrian Master Plan is expected to be adopted in August, 2011

San Mateo County Comprehensive Bicycle and Pedestrian Plan

Source: Bay Area Travel Survey, 2000, Table 2.2.1.2B

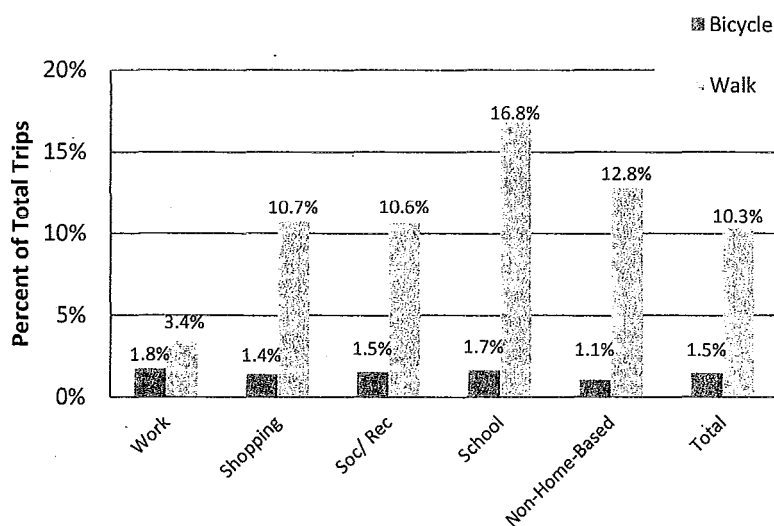


Figure 10: Bay Area Weekday Trips By Purpose: Biking and Walking Mode Share

Commute Mode Share

According to the U.S. Census' 2006-2008 American Community Survey, 1.4 percent of the county population biked to work, 2.7 percent of the county population walked to work, 7.5 percent used transit, and 82.7 percent drove to work.

The biking, walking, and transit percentages are lower than the Bay Area averages, although mode splits do vary by community. Table 6 shows that Redwood City and Menlo Park had the highest numbers of bicycle commuters in 2000. Menlo Park has the highest percentage of commuters commuting by bicycle-3.7 percent, which is more than three times the Bay Area average. Census data show that Menlo Park has further increased the percentage of people who commute to work by bike, to 7.2 percent of workers in 2006-2008.²⁸

In 2000, the City of San Mateo had the highest number of walk commuters, 1,210, of any other community in the County. While total commute numbers are low, the communities of Atherton, Woodside, and Portola Valley had high percentages of people walking to work. More recent Census data from 2006-2008 show that the percentage of people walking to work has increased slightly in many communities.²⁹

As many people walk to transit, the transit mode share can capture some additional walking trips. In 2000, Daly City had both the highest number of transit commuters, nearly 9,000, and the highest transit mode share, at 17.8 percent. With the extension of the BART line to Millbrae, the percentage of people taking transit to work has nearly doubled from 5.3 percent to 10.5 percent.³⁰ Other communities along the BART corridor have also seen increases between 2000 and 2006-2008.

²⁸ American Community Survey, 2006-2008 Three-year Estimates.

²⁹ Ibid.

³⁰ Ibid.

Needs Analysis

Table 6: Commute to Work Data by Mode of Transportation for Walk, Bike, Transit
(2000 Census)

Jurisdiction	Bike		Walk		Transit	
	Percent	Number	Percent	Number	Percent	Number
Atherton	0.0%	0	5.4%	167	3.2%	100
Belmont	0.4%	49	1.4%	190	3.8%	527
Brisbane	0.5%	10	2.1%	44	5.6%	117
Burlingame	0.7%	108	2.4%	360	7.6%	1,157
Colma	0.0%	0	4.4%	22	10.8%	54
Daly City	0.1%	39	1.3%	664	17.8%	8,858
East Palo Alto	1.8%	193	1.6%	171	6.2%	688
Foster City	0.7%	106	1.3%	201	3.6%	568
Half Moon Bay	1.5%	89	3.1%	184	1.6%	96
Hillsborough	0.0%	0	1.1%	52	2.4%	112
Menlo Park	3.7%	562	2.2%	338	4.0%	614
Millbrae	0.5%	45	2.0%	188	5.3%	502
Pacifica	0.2%	50	1.0%	206	8.1%	1,684
Portola Valley	0.0%	0	3.5%	69	0.0%	-
Redwood City	1.8%	697	2.8%	1,097	4.8%	1,899
San Bruno	0.5%	112	2.2%	457	7.9%	1,656
San Carlos	0.6%	86	1.4%	215	3.7%	557
San Mateo (City)	0.6%	275	2.6%	1,210	6.2%	2,931
South San Francisco	0.4%	118	2.6%	752	9.2%	2,680
Woodside	0.0%	0	4.8%	116	0.3%	7
Unincorporated County	1.2%	259	3.1%	653	4.8%	1,000
County	0.8%	2,896	2.1%	7,609	7.4%	26,029
Bay Area	1.1%		3.2%		9.7%	

5.3.2 Who is Biking and Walking in San Mateo County?

Data show that people who bike and walk for transportation tend to be younger and less affluent than the general population.

Age

In the Bay Area, school-age youth and people in their twenties are more likely to bike, than other age groups although bicycle trips still make up a very small percentage of total trips for these age groups (see Figure II).

Similarly, school-aged youth typically walk more than other age groups, with nearly 16 percent of trips made on foot.³¹ Although people in their forties tend to walk the least, the percentage of walking trips increases as one gets older.

³¹Metropolitan Transportation Commission's Bay Area Transportation Survey, 2000

Needs Analysis

Table 9 provides bicycle and pedestrian collisions by city or town during the period of data collection.

Table 9: Bicycle and Pedestrian Collisions by City or Town

City/Town in San Mateo County	% of Total County Bike Collisions ³⁴	% of Total County Pedestrian Collisions	% of Total County Population ³⁵
San Mateo	17%	17%	13.0%
Redwood City	15%	12%	10.6%
Unincorporated San Mateo County	14%	4%	8.8%
Menlo Park	9%	4%	4.3%
South San Francisco	5%	9%	8.5%
San Bruno	5%	7%	5.6%
Burlingame	5%	6%	4.0%
Daly City	4%	17%	14.5%
East Palo Alto	4%	5%	4.1%
San Carlos	4%	3%	3.9%
Pacifica	3%	5%	5.4%
Belmont	3%	2%	3.5%
Atherton	3%	1%	1.0%
Foster City	3%	1%	4.0%
Half Moon Bay	3%	1%	1.7%
Millbrae	2%	5%	2.9%
Hillsborough	1%	1%	1.5%
Woodside	1%	0%	0.8%
Colma	0%	1%	0.2%
Brisbane	0%	0%	0.5%
Broadmoor	0%	0%	0.6%
Portola Valley	0%	0%	0.6%

Nearly half of all bicyclist and pedestrian injury-causing collisions in San Mateo County occurred in the evening hours, between three and eight p.m. Forty-six (46) percent of bicycle fatalities occurred mid-day between 10 am and 3 pm, while 41 percent of pedestrian fatalities occurred at night between 8pm and 6am.

³⁴ Includes collisions on Caltrans right-of-way

³⁵ Based on 2010 Census Data.

Countywide Bikeway Network

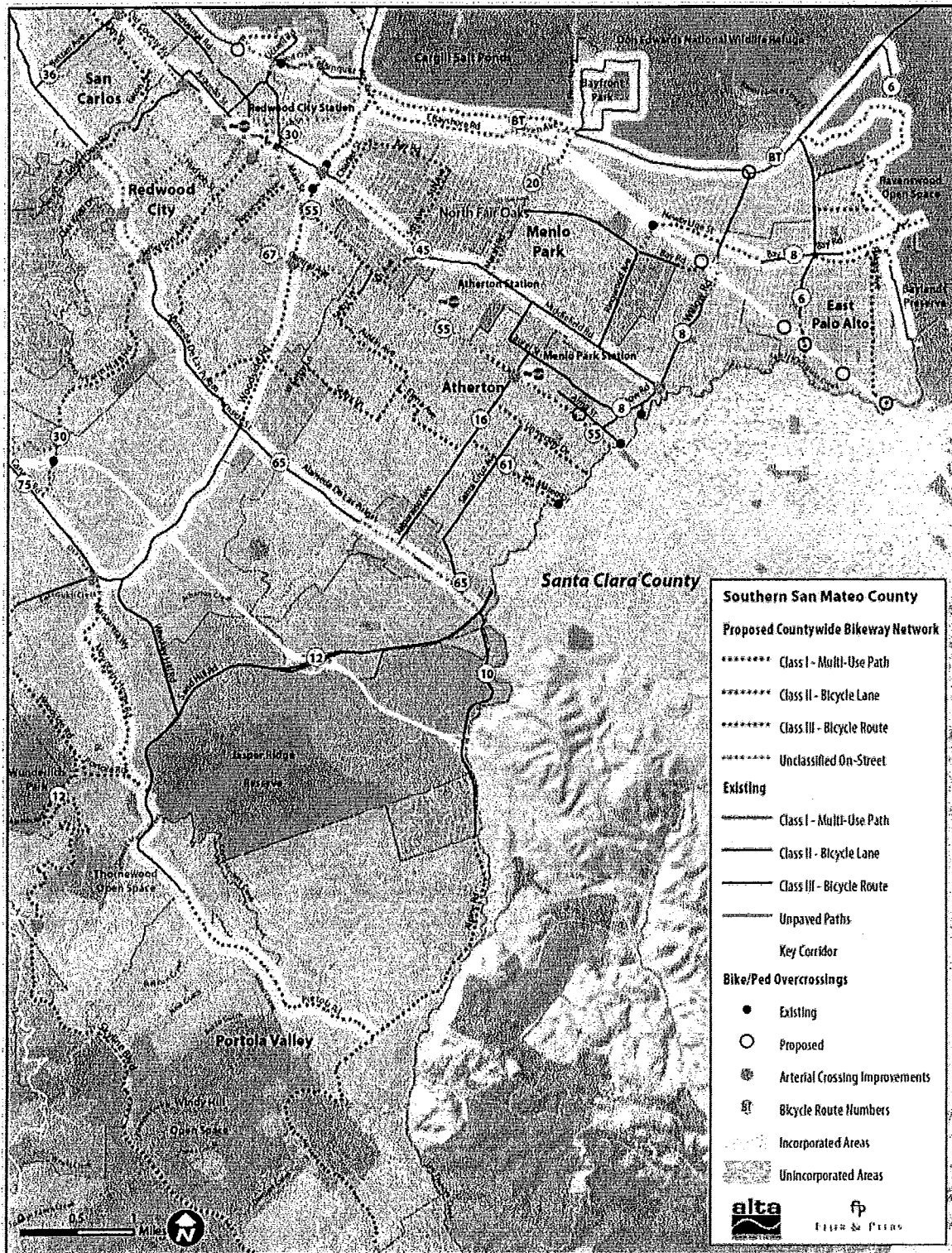


Figure 19: Countywide Bikeway Network Map South County

San Mateo County Comprehensive Bicycle and Pedestrian Plan

Table A-3: Category C Countywide Bikeway Network Projects

Notes: Class 1=multi-use path, Class 2=bike lanes, Class 3=bike route. Cost estimates are based on average cost per mile for bikeway type, rounded to the nearest thousand, and are subject to change. Where a proposed on-street bikeway does not have a designated class (Class 2/3), the per mile cost for bike lanes is used.

Location	Project Type	Project Name	Extents	Miles	Class	Cost
Millbrae	Linear Bikeway	S. McDonnell Road	San Francisco Airport to Coast Guard Road	0.31	2/3	\$13,000
Millbrae	Arterial Crossing	Center Street at El Camino Real				\$20,000
Millbrae	Arterial Crossing	Millbrae Avenue at El Camino Real				\$20,000
Millbrae	Overcrossing	E. Millbrae Avenue at US 101				\$12,000,000
Montara						
Montara	Linear Bikeway	Parallel Trail (Montara)	10th Street to 14th Street	0.3	2	\$13,000
Pacifica						
Pacifica	Linear Bikeway	Highway 1 Bike Path	Pedro Point to City Limits	0.31	1	\$197,000
Pacifica	Linear Bikeway	Skyline Drive	Daly City Line to Westline Drive	0.2	2/3	\$8,000
Pacifica	Interchange Improvement	1 & Sharp Park Road				\$10,000
Pacifica	Arterial Crossing	Hickey Boulevard at State Highway 35				\$10,000
Portola Valley						
Portola Valley	Linear Bikeway	Alpine Road	Portola Road to City Limits	2.18	3	\$3,000
Portola Valley	Linear Bikeway	Alpine Road	Portola Road to Santa Clara County	2.86	3	\$3,000
Portola Valley	Linear Bikeway	Portola Road	Woodside Line to Alpine Road	2.3	3	\$3,000
Redwood City						
Redwood City	Linear Bikeway	Alameda de las Pulgas	Eaton Avenue to Brewster Avenue	0.72	2/3	\$31,000
Redwood City	Linear Bikeway	Brewster Avenue	Emerald Lake Hills to Topaz Street	0.06	2/3	\$3,000
Redwood City	Linear Bikeway	Edgewood Road	City Limits to Blanford Boulevard	0.55	2	\$23,000
Redwood City	Linear Bikeway	Farm Hill Road	Woodside Line to Jefferson Avenue	1.57	2	\$67,000
Redwood City	Linear Bikeway	Jefferson Avenue	Farm Hill Boulevard to Oak Ridge Road	0.28	2	\$12,000
Redwood City	Linear Bikeway	Massachusetts Avenue	Alameda de las Pulgas to Woodside Road	0.62	3	\$5,000
Redwood City	Linear Bikeway	Redwood Shores Parkway	Governor's Bay Drive to Shoreline Drive	1.59	2	\$68,000
Redwood City	Linear Bikeway	Redwood Shores Trail	Steinberger Slough Trail to E. Belmont Slough Trail	1.89	1	\$1,214,000
Redwood City	Linear Bikeway	Somerset/Arlington/Woodstock	Edgewood Road to Whipple Avenue	0.3	2/3	\$13,000
Redwood City	Linear Bikeway	Warwick Street/Stanford Lane	San Carlos Avenue to Edgewood Road	0.1	3	\$1,000
San Bruno						
San Bruno	Linear Bikeway	Crestmoor Drive	Junipero Serra Park to Skyline Drive	1.18	3	\$9,000
San Bruno	Linear Bikeway	San Anselmo Avenue	Santa Inez Avenue to Santa Helena Avenue	0.28	3	\$2,000
San Bruno	Linear Bikeway	State Highway 35	San Bruno Avenue to Bike Path	0.71	2/3	\$30,000
San Bruno	Linear Bikeway	State Highway 35	Berkshire Drive to W. San Bruno Ave	1.16	2/3	\$50,000
San Bruno	Arterial Crossing	Sharp Park Road at State Highway 35				\$20,000
San Mateo						
San Mateo	Linear Bikeway	Coyote Point Drive	Peninsula Avenue to Coyote Point Drive	0.04	2/3	\$2,000
San Mateo	Linear Bikeway	De Anza Boulevard	State Highway 92 to Polhemus	0.34	3	\$3,000
San Mateo	Linear Bikeway	Franklin Street	Crystal Springs Road to Virginia Avenue	0.22	3	\$2,000
San Mateo	Linear Bikeway	Mariners Island Boulevard	Fashion Island Boulevard to Foster City Line	0.34	2	\$14,000
San Mateo	Arterial Crossing	De Anza Boulevard at State Highway 92 Exits				\$20,000
San Mateo	Arterial Crossing	Hillsdale Avenue at Alameda de las Pulgas				\$10,000

Appendix B: Detailed Maps of Countywide Bikeway Network

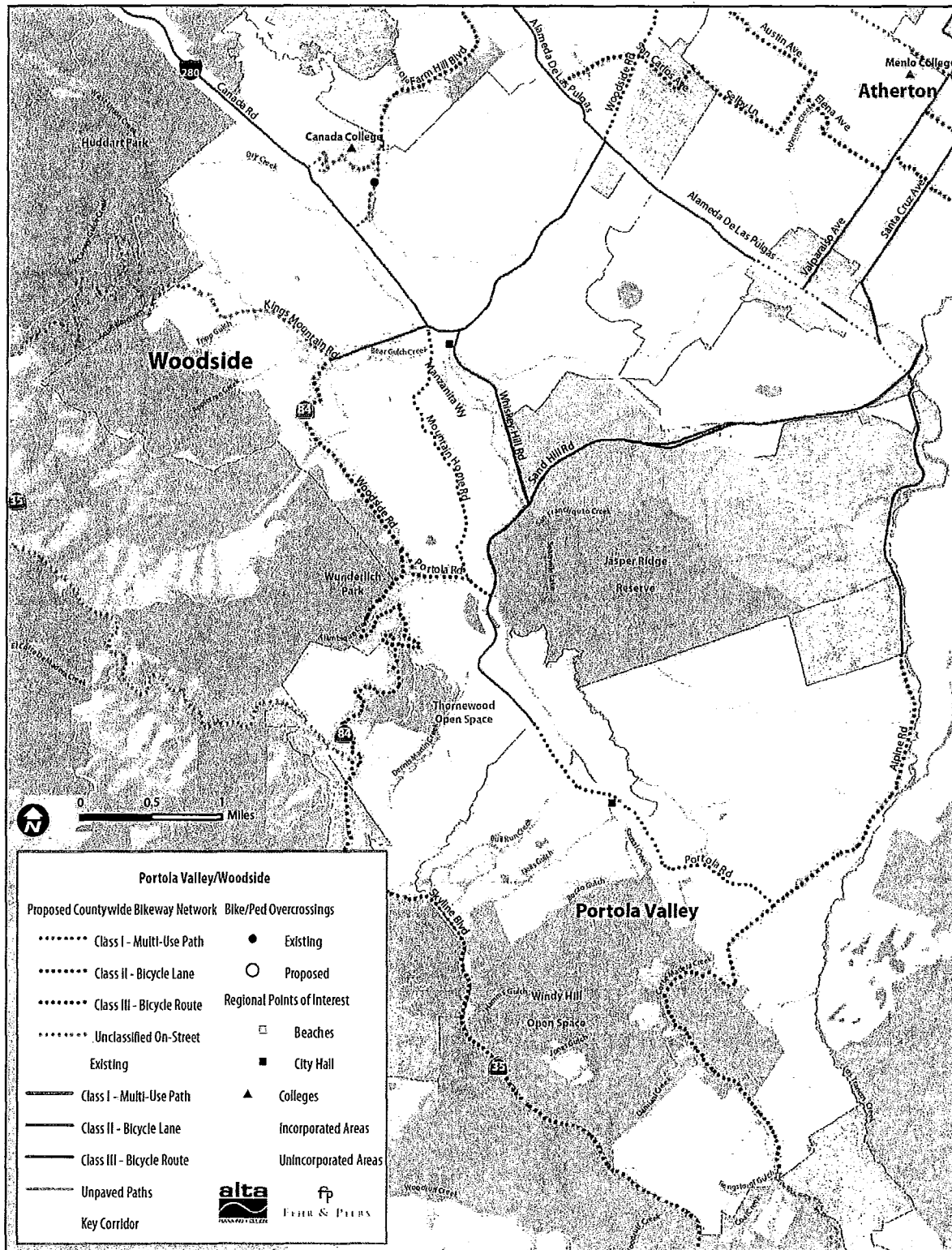


Figure B-12: Countywide Bikeway Network – Woodside, Atherton, and Portola Valley

TOWN OF PORTOLA VALLEY

Policy Concerning Environmentally Preferable Purchasing

1.0 PURPOSE

This policy is intended to encourage the purchase and use of environmentally preferable products and services by Town staff, elected officials, volunteers, consultants and contractors.

This Policy is adopted in order to:

- Raise staff awareness about the environmental issues affecting procurement by providing relevant information and training;
- Conserve natural resources;
- Minimize environmental impacts such as pollution and use of water and energy;
- Eliminate or reduce toxics that create hazards to workers and our community;
- Support strong recycling markets;
- Reduce materials that are land filled;
- Increase the use and availability of environmentally preferable products that protect the environment;
- Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices;
- Encourage providers of services to consider environmental impacts of service delivery; and
- Create a model for successfully purchasing environmentally preferable products and services that encourages other purchasers in our community to adopt similar goals.

2.0 DEFINITIONS

- 2.1 Environmentally Preferable: A product or service that has a lesser or reduced negative effect on human health and the environment when compared with competing products and services that fulfill the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and product disposal.
- 2.3 Practicable: Whenever possible and compatible with local, state and federal laws, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.
- 2.4 Recyclable Product: A product that, after its intended end use, can be diverted from the Town's solid waste stream for use as a raw materials in the manufacture of another product.

- 2.5 Recycled Content Product: A product containing recycled material.
- 2.6 Reusable Product: A product, such as a washable food or beverage container or a refillable ballpoint pen, that can be used several times for an intended use before being discarded or recycled.

3.0 POLICY

3.1 General

3.1.1 It is the policy of the Town of Portola Valley to:

Purchase products and services that, to the greatest extent practicable, minimize environmental impacts, toxics, pollution, and hazards to workers and the community; and

Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free and use wood from sustainably harvested forests.

3.1.2 Nothing contained in this policy shall be construed as requiring a purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

3.1.3 Nothing contained in this policy shall be construed as requiring the Town, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

3.2 Source Reduction

3.2.1 Whenever practicable and cost-effective, without reducing safety, workplace productivity and/or effectiveness, the Town will reduce waste, and purchase fewer products.

3.2.2 Whenever practicable, without reducing safety, workplace productivity and/or effectiveness, the Town will purchase remanufactured products such as laser toner cartridges, tires, furniture, equipment and automotive parts.

- 3.2.3 Whenever practicable, the Town shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in section 3.1.
- 3.2.4 Prior to purchasing products or services, the Town will consider their short and long-term costs in comparing alternatives. This includes evaluation of total costs expected during the period of ownership, including, but not limited to acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- 3.2.4 Preference will be given to products that are durable, long lasting, reusable or refillable.
- 3.2.5 Vendors will be encouraged to take back and reuse pallets and packaging materials.
- 3.2.6 Whenever practicable, all documents shall be printed and copied on both sides to reduce the use and purchase of paper.

3.3 Recycled Content Products

- 3.3.1 Copiers and printers will be compatible with recycled content materials and supplies.
- 3.3.2 Whenever practicable, the Town will use recycled, reusable or reground materials when specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects.
- 3.3.3 Whenever practicable, the Town will specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.

3.4 Energy and Water Savings

- 3.4.1 Where applicable, equipment will be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- 3.4.2 Whenever practicable, the Town will replace inefficient lighting with energy-efficient equipment.
- 3.4.3 Whenever practicable, the Town will purchase products for which the U. S. EPA Energy Star certification is available. When Energy Star labels are not available, The Town will choose energy-efficient

products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

3.4.4 Whenever practicable, the Town will purchase water-saving products.

3.5 Green Building - Construction and Renovations

3.5.1 Where appropriate, building and renovations undertaken by the Town will follow Green Building design, construction, and operation practices.

3.6 Landscaping

3.6.1 Whenever possible, all landscape renovations, construction and maintenance undertaken by the Town, including workers and contractors providing landscaping services, will employ Bay-Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance, including, but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost produced from regionally generated plant debris and/or food waste programs.

3.6.2 Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate, can grow to their natural size in the space allotted them, and are perennial rather than annual. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

3.6.3 Wherever practicable, the Town will limit the amount of impervious surfaces in the landscape. Hardscapes and landscape structures constructed of recycled content materials are encouraged. Permeable substitutes, such as permeable concrete, asphalt or pavers are encouraged for walkways, patios and driveways.

3.7 Toxics and Pollution

3.7.1 Whenever practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) will contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.

- 3.7.2 The use of chlorofluorocarbon-containing refrigerants, solvents and other products will be phased out and new purchases will not contain them.
 - 3.7.3 All surfactants and detergents will be readily biodegradable and, where practicable, will not contain phosphates.
 - 3.7.4 Whenever practicable, the Town will manage pest problems through prevention and physical, mechanical and biological controls.
 - 3.7.5 The Town will use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.
 - 3.7.6 Whenever possible, the Town will reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:
 - 3.7.6.1 Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives.
 - 3.7.6.2 Prohibiting purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies.
 - 3.7.7 Whenever possible, the Town will purchase products and equipment with no lead or mercury. For products that contain lead or mercury, The Town will give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
 - 3.7.8 When replacing vehicles, The Town will consider less-polluting alternatives such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.
- 3.8 Forest Conservation
- 3.8.1 Whenever practicable, the Town will procure wood products such as lumber and paper that originate from forests harvested in an environmentally sustainable manner. When possible, the Town will give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system will include

independent third-party audits, with standards equivalent to, or stricter than those of the Forest Stewardship Council certification.

3.9 Agricultural Bio-Based Products

3.9.1 Whenever practicable, vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged.

3.9.2 Whenever practicable, paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged.

4.0 IMPLEMENTATION

4.1 The Assistant Town Administrator shall implement this policy in coordination with other appropriate personnel.

4.2 Implementation of this policy will be phased based on available resources and Town priorities.

4.3 As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. Vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.

4.4 Vendors and contractors shall be encouraged to comply with applicable sections of this policy for products and service provided to the Town, where practicable.

4.5 If a vendor or contractor of the Town is no longer able to provide a product or service that meets the policy requirements, it shall notify the Assistant to the Town Administrator and provide written justification for why compliance is not practical.

5.0 EVALUATION

5.1 The Assistant Town Administrator shall evaluate the success of this policy's implementation on an annual basis.

Exhibit E

Letters of Support (Section II.e)

1. Silicon Valley Bicycle Coalition
2. Alto Velo Bicycle Racing Club
3. Palo Alto Bicycles
4. San Mateo County Office of Education
5. Portola Valley School District
6. On-Line Petitions utilizing Change.org with **231 supporters**
7. On-Line Petition comments



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Suite 420
San Jose, CA 95126

Tel: 408.287.7259
Fax: 408.213.7559

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EXECUTIVE DIRECTOR**
Corinne Winter

*SVBC is a 501(c)(3)
non-profit organization.
EIN 77-0338658*

<http://bikesiliconvalley.org>

January 15, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

Re: TA Measure A project application: Portola Valley Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening

To Mr. Rasmussen:

We are writing this letter in support of Portola Valley's application for the San Mateo County Transportation Authority's Measure A Pedestrian and Bicycle Program. Silicon Valley Bicycle Coalition (SVBC) is a member-based organization working in San Mateo and Santa Clara Counties to promote the bicycle for everyday use.

Alpine Road and Portola Road are regional thoroughfares connecting rural, residential areas to eastern business and transportation centers. Currently, there are a large number of people who bike on these roads, generally in the shoulder, yet the shoulder is not a consistent width. Creating a consistent 5-foot shoulder is a crucial first step in improving conditions for cyclists, particularly addressing the 24-inch sections at Alpine Road and Arastradero and Portola Road at Farm Road. These improvements will enhance safety and provide a clearer space for people who bike.

However, we also encourage the city to consider further bicycle infrastructure improvements on this road in the future. Creating designated bike lanes and enhancing traffic lights at intersections would be the recommended next steps to provide a more attractive and comfortable route for people to bike.

The Measure A Pedestrian and Bicycle Program promotes improvements for bicycling and walking accessibility and safety within the county and we feel that Alpine Road and Portola Road shoulder widening meets those criteria by addressing gaps and unsafe areas on a highly used cyclist corridor. While we support this application for funding, our support of the project is preliminary contingent on the final design; we hope to provide ongoing input in the design phase as well.

Thank you for your consideration.

Sincerely,

Corinne Winter
President and Executive Director

January 16th, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

**RE: Town of Portola Valley Measure A Funds Grant Application:
To broaden two "pinch points" on Alpine Road and Portola Road to be
consistent with minimum 5' shoulder lane width**

Dear Mr. Rasmussen,

I am writing on behalf of Alto Velo Bicycle Racing Club to lend our support to the Town of Portola Valley's Application for Measure A grant funding to broaden two "pinch points" on Alpine and Portola Roads.

Alto Velo promotes bicycle racing and helps develop racing cyclists. We welcome the opportunity to improve safety and reduce the potential for conflict with motor vehicles through improved and expanded bicycle infrastructure. Alto Velo strongly supports Portola Valley's grant application to broaden the Alpine/Portola Road corridor shoulder to a min. 5 feet.

The Town of Portola Valley's General Plan calls for trails and roadways to encourage all road users of all types. This scenic corridor is one of the premier cycling routes in the County and the Peninsula; an enormous and growing number of cyclists pass through Portola Valley every day on clean shoulders on average 5' wide. However, these two pinch points are a safety deficiency because the shoulder narrows to less than 2' forcing cyclists and motor vehicles into the same lane with little warning. These projects will further improve and strengthen this important and well-loved scenic corridor, shared by cyclists, pedestrians and motor vehicles.

We are excited at this opportunity and are in full support of this project. Thank you for your consideration.

Most sincerely,

Karen Brems
President, Alto Velo Bicycle Racing Club



January 16th, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

**RE: Town of Portola Valley Measure A Funds Grant Application:
To broaden two "pinch points" on Alpine Road and Portola Road to be
consistent with minimum 5' shoulder lane width**

Dear Mr. Rasmussen,

My name is Jeff Selzer and I manage Palo Alto Bicycles. I am also an avid cyclist who often rides in Portola Valley. I would like to lend my support to the Town of Portola Valley regarding their application for Measure A grant funding to broaden two pinch points on Alpine and Portola Roads.

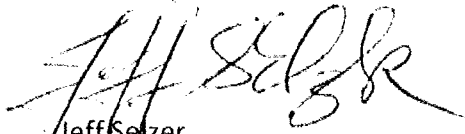
Palo Alto Bicycles has been active in advocacy to improve the health and safety for the many communities that make up the Peninsula for years. Our goal is not to simply improve cycling infrastructure rather it is to assist in the making all modes of transportation safe and accessible for all concerned. Couple that with the fact that the Town of Portola Valley's General Plan calls for trails and roadways to encourage all road users of all types we would strongly support Portola Valley's grant application to broaden the Alpine/ Portola Road corridor shoulder to a minimum of 5 feet.

This scenic corridor is one of the premier cycling routes in the County and the Peninsula; an enormous and growing number of cyclists pass through Portola Valley every day on clean shoulders on average 5' wide. However, these two pinch points are a safety deficiency because the shoulder narrows to less than 2' forcing cyclists and motor vehicles into the same lane with little warning. These projects will further improve and strengthen this important and well-loved scenic corridor, shared by cyclists, pedestrians and motor vehicles.

This issue is not only important to myself and the many cyclists that visit Portola Valley but to at least one long term resident of Portola Valley. The owner of Palo Alto Bicycles lives in Portola Valley and is an avid cyclist. He along with Palo Alto Bicycles are excited about the opportunity to improve this section of Alpine and Portola Valley roads and are in full support of this project

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jeff Seizer', written in a cursive style.

Jeff Seizer
General Manager
Palo Alto Bicycles



**SAN MATEO
COUNTY
OFFICE OF
EDUCATION**

Anne E. Campbell • County Superintendent of Schools

January 8, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

**RE: Town of Portola Valley Measure A Funds Grant Application:
To broaden two areas of Alpine Road and Portola Road to be consistent with minimum 5'
shoulder lane width**

Dear Mr. Rasmussen,

I am writing on behalf of the Safe Routes to School Program of the San Mateo County Office of Education to lend support to the Town of Portola Valley's Application for Measure A grant funding to broaden two segments of Alpine and Portola Roads that narrow dangerously. These segments pose a treacherous challenge to pedestrians and cyclists who share the road with motorists.

Safe Routes to School (SR2S) San Mateo County is a countywide program offered by the San Mateo County Office of Education. The goal of the program is to encourage and enable school children to walk and bicycle to school by implementing projects and activities that improve the health, well-being, and safety of children and result in less traffic congestion and emissions caused by school-related travel. The widening of Alpine and Portola Roads will facilitate increased walking and bicycling and as such, closely aligns with the program goals. Therefore, Safe Routes to School of the San Mateo County Office of Education strongly supports Portola Valley's grant application to broaden the Alpine/Portola Road corridor shoulder to a minimum of 5 feet.

The Town of Portola Valley's General Plan calls for trails and roadways to encourage all road users of all types. This scenic corridor is one of the premier cycling routes in the County and the Peninsula; an enormous and growing number of cyclists pass through Portola Valley every day on clean shoulders on average 5' wide. However, these two pinch points are a safety deficiency because the shoulder narrows to less than 2' forcing cyclists and motor vehicles into the same lane with little warning. These projects will further improve and strengthen this important and well-loved scenic corridor, shared by cyclists, pedestrians and motor vehicles.

We are excited at this opportunity and are in full support of this project. Thank you for your consideration.

Most sincerely,

Daina Lujan
Coordinator, Safe Routes to School

Portola Valley School District

Ormondale School (K-3) • Corte Madera School (4-8)

Board of Trustees: Caitha Ambler, Tim McAdam, Jocelyn Swisher, Karen Tate, and Linda Wong

Lisa Marie Gonzales, Ed.D., Superintendent

San Mateo County Transportation Authority
Measure A Pedestrian & Bicycle Program
January 8, 2014

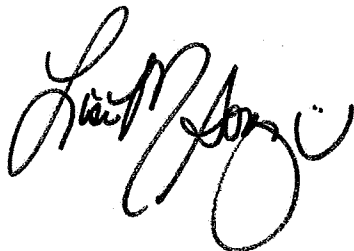
To Whom It May Concern:

The Portola Valley School District supports the grant application submitted to the San Mateo County Transportation Authority for the Measure A Pedestrian and Bicycle Program.

The grant application from the Town of Portola Valley includes beacon sign enhancements at the corner of Alpine Road and Golden Oaks Drive West, a location where students travel across intersections to get to school. Along with the Town's repaving and improved signage, the addition of the signs would certainly enhance pedestrian and bicyclist safety, for students and the greater community.

This application is further supported by groups like the Town's Safety Committee that have extensively focused on safe and effective movement of residents around our community, and their conclusions have been that this grant would have a notable impact on public safety. One of our primary concerns as a school district is the safe movement of students in our community, so any enhancements would be welcomed. Please let me know if I can provide any further documentation or assistance in the consideration of this grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Marie Gonzales". The signature is fluid and cursive, with the first name "Lisa" being the most prominent.

Lisa Marie Gonzales, Ed.D.
Superintendent

change.org Town of Portola Valley

Recipient: SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)

Letter: Greetings,

Please approve the grant application by the Town of Portola Valley for SMC Measure A funds to broaden two "pinch points" on Alpine Road and Portola Road to be consistent with minimum 5' shoulder lane width.

Signatures

Name	Location	Date
Matthew Self	Emerald Hills, CA, United States	2014-01-04
Robert Cronin	Menlo Park, CA, United States	2014-01-04
Leslie Latham	Portola Valley, CA	2014-01-04
Ted Huang	Menlo park, CA, United States	2014-01-05
Karen Zack	Menlo Park, CA, United States	2014-01-05
David stahl	San Jose, CA, United States	2014-01-05
Neil Heller	San Carlos, CA, United States	2014-01-05
Annie Carrino	Portola Valley, CA, United States	2014-01-05
Erik Salander	Belmont, CA, United States	2014-01-05
John Schiefer	Union City, CA, United States	2014-01-05
Franklin Rice	San Carlos, CA, United States	2014-01-05
Rene Larro	San Mateo, CA, United States	2014-01-05
Mike James	San Mateo, CA, United States	2014-01-05
Thomas Curran	Menlo Park, CA, United States	2014-01-05
Alun Lang	San Carlos, CA, United States	2014-01-05
Darren Yap	South San Francisco, CA, United States	2014-01-05
Asaf Matatyaou	San Carlos, CA, United States	2014-01-05
Andre Leiro	Redwood City, CA, United States	2014-01-05
Adam Weber	Hood River, OR, United States	2014-01-05
Jory Stein	Foster City, CA, United States	2014-01-05
Chuck Spiteri	San Mateo, CA, United States	2014-01-05
Menko Johnson	Sunnyvale, CA, United States	2014-01-05
Barry Burr	Mountain View, CA, United States	2014-01-05
Carola Berger	Mountain View, CA, United States	2014-01-05
Lisa Hern	San Francisco, CA, United States	2014-01-06
Dave Keefe	Mountain View, CA, United States	2014-01-06
Lenard Lesser	Oakland, CA, United States	2014-01-06
Tracy Colwell	Sunnyvale, CA, United States	2014-01-06
Greg Bollella	Redwood City, CA, United States	2014-01-06
Stefan Cameron	Mountain View, CA, United States	2014-01-06

Name	Location	Date
john novitsky	woodside, CA, United States	2014-01-06
Ralph Hipps	Cupertino, CA, United States	2014-01-06
John Suarez	San Francisco, CA, United States	2014-01-06
Cathy Wong	Santa Clara, CA, United States	2014-01-06
Miroslav Miklos	San Carlos, CA, United States	2014-01-06
James Rainbow	San Francisco, CA, United States	2014-01-06
barclay loftus	Redwood City, CA, United States	2014-01-06
Jeannie Suarez	San Francisco, CA, United States	2014-01-06
Joseph Winslow	Menlo Park, CA, United States	2014-01-06
Kelli King	Menlo Park, CA, United States	2014-01-06
Michelle Perez	Sunnyvale, CA, United States	2014-01-06
Ruth Temple	San Jose, CA, United States	2014-01-06
Jeffrey Radick	Sunnyvale, CA, United States	2014-01-06
Jeromy Cottell	Redwood City, CA, United States	2014-01-06
Reza Memar	Redwood City, CA, United States	2014-01-06
Lorri Lee Lown	Redwood City, CA, United States	2014-01-06
David Schaefer	Hayward, CA, United States	2014-01-06
Teresa Wheeler	Mountain View, CA, United States	2014-01-06
Margot Hyun	East Palo Alto, CA, United States	2014-01-06
Janet Lafleur	Mountain View, CA, United States	2014-01-06
Jay Culligan	Menlo Park, CA, United States	2014-01-06
Oscar Nunez	Menlo Park, CA, United States	2014-01-06
William Kennedy	Redwood City, CA, United States	2014-01-06
Jeff Pallin	Menlo Park, CA, United States	2014-01-06
Ken Gallardo	Belmont, CA, United States	2014-01-06
J Mock	Burlingame, CA, United States	2014-01-06
Kate Wormington	San Carlos, CA, United States	2014-01-06
colin mclaughlin	san mateo, CA, United States	2014-01-06
Pamela Levine	Menlo Park, CA, United States	2014-01-06
Ryan S	San Mateo, CA, United States	2014-01-06
Debra Stern	San Jose, CA, United States	2014-01-06
Chris Evans	Redwood City, CA, United States	2014-01-06

Name	Location	Date
Mark Langer	Larkspur, CA, United States	2014-01-06
Eric Chi	Cupertino, CA, United States	2014-01-06
Leigh Anne Dennis	Redwood City, CA, United States	2014-01-06
Robert Gegenwarth	San Mateo, CA, United States	2014-01-06
Michael Knighten	San Carlos, CA, United States	2014-01-06
Leslie Austere	Burlingame, CA, United States	2014-01-06
David Cauchi	Burlingame, CA, United States	2014-01-06
Jose Ortiz	San Mateo, CA, United States	2014-01-06
Peter Young	Palo Alto, CA, United States	2014-01-06
Eric Carter	San Mateo, CA, United States	2014-01-06
Sujatha Dube	United States	2014-01-06
Randall Smith	San Carlos, CA, United States	2014-01-06
Rod Smith	San Jose, CA, United States	2014-01-06
Kelley Gast	Irvine, CA, United States	2014-01-06
augie gonzale	Irvine, CA, United States	2014-01-06
Connor Gilbert	Stanford, CA, United States	2014-01-06
Ingrid McCarty	San Mateo, CA, United States	2014-01-06
Joseph McNulty	Belmont, CA, United States	2014-01-06
Anne Dowling	Stockton, CA, United States	2014-01-06
marcia furey	belmont, CA, United States	2014-01-06
Jennifer Cotner	San Francisco, CA, United States	2014-01-06
Thomas Greene	Emerald Hills, CA, United States	2014-01-06
Robert Wenzlau	Palo Alto, CA, United States	2014-01-06
Samuel Wilson	Emerald Hills, CA, United States	2014-01-06
Ed Roseboom	Palo Alto, CA, United States	2014-01-06
Jackie Gathright	San Jose, CA, United States	2014-01-06
Kwun Han	Santa Clara, CA, United States	2014-01-06
Paul Callary	San Jose, CA, United States	2014-01-06
Joel Klein	Belmont, CA, United States	2014-01-06
Gary Hanes	Portola Valley, CA, United States	2014-01-06
George Burkhard	Redwood City, CA, United States	2014-01-06
Julie Shobert	Covina, CA, United States	2014-01-07

Name	Location	Date
Leslie Lindop	Campbell, CA, United States	2014-01-07
Deb Jensen	Emerald Hills, CA, United States	2014-01-07
Jennifer Miller	Menlo Park, CA, United States	2014-01-07
Sandy Butler	Sunnyvale, CA, United States	2014-01-07
Freja Evans	Santa Clara, CA, United States	2014-01-07
Dan Palmer	Santa Cruz, CA, United States	2014-01-07
JAMES PEREIRA	SAN JOSE, CA, United States	2014-01-07
George Head	Hayward, CA, United States	2014-01-07
Peter Daly	Woodside, CA, United States	2014-01-07
Petro Hizalev	Palo Alto, CA, United States	2014-01-07
Richard St. Onge	San Jose, CA, United States	2014-01-07
Debbie Merritt	SUNNYVALE, CA, United States	2014-01-08
Jerri-Ann Meyer	Mountain View, CA, United States	2014-01-08
Alexis Grant	Portland, OR, United States	2014-01-08
Robert Panero	San Carlos, CA, United States	2014-01-09
Concerned Citizen	New City, NY, United States	2014-01-09
Gladwyn D'Souza	Belmont, CA, United States	2014-01-09
John Luk	Millbrae, CA, United States	2014-01-09
Lucia Mokres	Redwood City, CA, United States	2014-01-10
Elizabeth Rouan	San Mateo, CA, United States	2014-01-11
Eamonn Gormley	Campbell, CA, United States	2014-01-11
Craig Peters	Los Gatos, CA, United States	2014-01-11
Tracy Costello	Friendswood, TX, United States	2014-01-11
Ben Albracht	Monterey, CA, United States	2014-01-11
Greg McQuaid	San Francisco, CA, United States	2014-01-11
Rich Hill	Campbell, CA, United States	2014-01-11
Barry Gordon	Monte Sereno, CA, United States	2014-01-11
kerry stivaletti	los gatos, CA, United States	2014-01-11
Jamie Axt	Redwood City, CA, United States	2014-01-11
Margaret Cumming	Menlo Park, CA, United States	2014-01-11
Adrienne Belliveau	East Palo Alto, CA, United States	2014-01-11
Kevin Smith	San Jose, CA, United States	2014-01-11

Name	Location	Date
Gary Davis	Sunnyvale, CA, United States	2014-01-11
Andreas Vogel	San Francisco, CA, United States	2014-01-11
Clay Heberly	San Jose, CA, United States	2014-01-11
Patricia Holloway	Morgan Hill, CA, United States	2014-01-11
Brandi Bergstrom	San Francisco, CA, United States	2014-01-11
Katie Behroozi	Menlo Park, CA, United States	2014-01-11
Leigh Ann Tanner	Saratoga, CA, United States	2014-01-11
Shahram Moatazedi	Mountain View, CA, United States	2014-01-11
Irving Arguello	Millbrae, CA, United States	2014-01-11
Steve Mallard	Los Gatos, CA, United States	2014-01-12
Keith Simon	Mountain View, CA, United States	2014-01-12
Al Ghamgosar	San Mateo, CA, United States	2014-01-12
tamar fruchtman	portola valley, CA, United States	2014-01-12
Tim Cox	Redwood City, CA, United States	2014-01-12
Georges Auberger	Emerald Hills, CA, United States	2014-01-12
Chris Davis	San Jose, CA, United States	2014-01-12
jonathan krier-tran	san jose, CA, United States	2014-01-12
Luis Jevons	Sunnyvale, CA, United States	2014-01-12
Andrew Tucker	Portola Valley, CA, United States	2014-01-12
Katie Kelly	San Rafael, CA, CA, United States	2014-01-12
Holly Roberts	Sunnyvale, CA, United States	2014-01-12
Michael Casareo	Milpitas, CA, United States	2014-01-12
Richard Peate	Belmont, CA, United States	2014-01-12
Artem Nedoshepa	Los Altos Hills, CA, United States	2014-01-12
niklas barr	Mountain View, CA, United States	2014-01-12
Peter Kellner	San Jose, CA, United States	2014-01-12
Lovinda Beal	Menlo Park, CA, United States	2014-01-12
Jeff Blohm	Menlo Park, CA, United States	2014-01-12
Susie MacLean	Los Altos, CA, United States	2014-01-12
Larry Sullivan	Palo Alto, CA, United States	2014-01-12
Curt Engelhard	Portola Valley, CA, United States	2014-01-12
Ashley Fouts	Menlo Park, CA, United States	2014-01-12

Name	Location	Date
Onnolee Trapp	Portola Valley, CA, United States	2014-01-12
Joe Chouinard	San Mateo, CA, United States	2014-01-12
Carrie Davis	Portola Valley, CA, United States	2014-01-12
Amod Setlur	Portola Valley, CA, United States	2014-01-12
Tina Pretre	Woodside, CA, United States	2014-01-12
Virginia Bacon	Portola Valley, CA, United States	2014-01-12
Jared Casper	Stanford, CA, United States	2014-01-12
Eduardo Martins	United States	2014-01-12
John Crittenden	Oakland, CA, United States	2014-01-12
Kurt Hemmingsen	San Carlos, CA, United States	2014-01-12
Nat Maple	Campbell, CA, United States	2014-01-12
Thuy Nguyen	Campbell, CA, United States	2014-01-12
Linda Wong	Portola Valley, CA, United States	2014-01-12
Catherine Brown	Portola Valley, CA, United States	2014-01-12
Jeffray Hsieh	Sunnyvale, CA, United States	2014-01-12
Richard Vaughan	Redwood City, CA, United States	2014-01-12
Philip Reilly	Portola Valley, CA, United States	2014-01-12
Karen Maple	Portola Valley, CA, United States	2014-01-12
Susan Longar	Hillsborough, CA, United States	2014-01-12
Maren Christensen	Portola Valley, CA, United States	2014-01-12
Peter von Clemm	Palo Alto, CA, United States	2014-01-12
Pat Allen	Portola Valley, CA, United States	2014-01-12
Richard Friedman	Portola Valley, CA, United States	2014-01-12
Philip Berghausen	Portola Valley, CA, United States	2014-01-12
Don Coleman	Menlo Park, CA, United States	2014-01-12
Adelheid Ebenhoech	Prunedale, CA, United States	2014-01-12
Diane Rogers	Palo Alto, CA, United States	2014-01-12
Ramesh Subramonian	Portola Valley, CA, United States	2014-01-12
Robert Artigo	Foster City, CA, United States	2014-01-12
Ragni Pasturel	Portola Valley, CA, United States	2014-01-12
Karen Katz	Portola Valley, CA, United States	2014-01-12
Roger Katz	Portola Valley, CA, United States	2014-01-12

Name	Location	Date
Matthew Batz	Campbell, CA, United States	2014-01-12
Anne Valta	Santa Clara, CA, United States	2014-01-12
Marc Pasturel	Portola Valley, CA, United States	2014-01-12
Marie Susa	Half Moon Bay, CA, United States	2014-01-12
Andrea Koontz	Portola Valley, CA, United States	2014-01-12
Robert Matusiak	Sunnyvale, CA, United States	2014-01-12
Scott Shaffer	Burlingame, CA, United States	2014-01-12
Michael Rowe	Boulder Creek, CA, United States	2014-01-12
robert boyle	portola valley, CA, United States	2014-01-12
Carmen Leon	San Mateo, CA, United States	2014-01-12
Joyce Chung	Portola Valley, CA, United States	2014-01-12
Ann Wengert	Portola Valley, CA, United States	2014-01-13
TYLER HEERWAGEN	SARATOGA, CA, United States	2014-01-13
Louis Lalonde	Redwood City, CA, United States	2014-01-13
Joe Daly	San Mateo, CA, United States	2014-01-13
Ruslan Gilfanov	Mountain View, CA, United States	2014-01-13
Tamara Gilfanova	Mountain View, CA, United States	2014-01-13
Gabrielle Larkin	San Francisco, CA, United States	2014-01-13
James Yglesias	San Jose, CA, United States	2014-01-13
Andrejs Adamovics	Stockton, CA, United States	2014-01-13
Diana Koin	Portola Valley, CA, United States	2014-01-13
Warren Eide	Palo Alto, CA, United States	2014-01-13
Chris Sontag	Santa Clara, CA, United States	2014-01-13
Erik Ostly	Los Gatos, CA, United States	2014-01-13
Amamda Maffei	Portola Valley, CA, United States	2014-01-13
Linda Elkind	Portola Valley, CA, United States	2014-01-13
Tom McCullough	Bend, OR, United States	2014-01-13
Steve Levin	Portola Valley, CA, United States	2014-01-13
Brandie Revoy	Portola Valley, CA, United States	2014-01-13
Geoffrey Nelson	Los Altos, CA, United States	2014-01-14
Natallia Ivashkevich	Palo Alto, CA, United States	2014-01-14
Laura Stec	Portola Valley, CA, United States	2014-01-14

Name	Location	Date
Debra Dunn	Portola Valley, CA, United States	2014-01-14
Joanne Klebe	Portola Valley, CA, United States	2014-01-14
james tolosa	fremont, CA, United States	2014-01-14
charles walter	redwood city, CA, United States	2014-01-14
Frank McGorman	San Carlos, CA, United States	2014-01-14
Ekaterina Skliarova	Mountain View, CA, United States	2014-01-14
Vera Curyukina	Palo Alto, CA, United States	2014-01-14
Jose Valle	San Jose, CA, United States	2014-01-14
jeffrey baxter	san jose, CA, United States	2014-01-16

Town of Portola Valley
change.org

Recipient: SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)

Letter: Greetings,

Please approve the grant application by the Town of Portola Valley for SMC Measure A funds to broaden two "pinch points" on Alpine Road and Portola Road to be consistent with minimum 5' shoulder lane width.

Comments

Name	Location	Date	Comment
Matthew Self	Emerald Hills, CA	2014-01-04	This is a good opportunity for regional funds to support and amplify the work that the Town is also prioritizing.
Robert Cronin	Menlo Park, CA	2014-01-04	This has been a problem for many years. Not only is the shoulder narrow under the best conditions, but the tendency of the hillside to slump into the shoulder makes it even narrower.
Ted Huang	Menlo Park, CA	2014-01-05	I ride here almost every day and these areas should be widened to more safely accommodate cyclists.
Annie Carrino	Portola Valley, CA	2014-01-05	I am cyclist and a PV resident. I'd like to see a safer route so the road can be shared safely.
Erik Salander	Belmont, CA	2014-01-05	I ride these roads daily.
Jory Stein	Foster City, CA	2014-01-05	It is important to enhance a wider safety buffer in an area that is highly utilized by cyclists. It should also allow vehicle traffic to flow more smoothly if the bike lanes are widened away from the roadway.
Carola Berger	Mountain View, CA	2014-01-05	As an experienced coach and mentor I can assure you that even the most experienced cyclists need more than 24" of lane.
Dave Keefe	Mountain View, CA	2014-01-06	I want my children to know that when I go out for a bike ride that I can ride safely and not have to worry about getting run over.
Stefan Cameron	Mountain View, CA	2014-01-06	Portola Valley roads are part of my daily training and commuting routes.
John Novitsky	Woodside, CA	2014-01-06	Thousands of cyclists and joggers pass by these points daily. Improving the infrastructure to keep us all safer is important. Kill me when I am riding my bike, and PV loses a citizen who has (volunteer/not paid) been a) an AYSO commissioner for 5.5 years and has coached 18 seasons of kid soccer; b) been a little league commissioner for 2 years and coached 13 seasons of kid baseball/softball; c) served for 8 years on a local school board; d) 4 years as a cub scout/boy scout leader; e) etc. I also am active in the equestrian community, helping to improve that safety as well. I ride these roads daily, and if a motorist kills me, our community would be weakened in several ways. Thank you for the consideration of improving the infrastructure.
Ralph Hipps	Cupertino, CA	2014-01-06	I ride here every week, and it needs to be safe for all.
Cathy Wong	Santa Clara, CA	2014-01-06	Improved bicycle safety, leading to more people bicycling instead of driving. Less vehicle traffic. I bike these roads weekly. Thank you.
Miroslav Miklos	San Carlos, CA	2014-01-06	Safety of cyclists.
James Rainbow	San Francisco, CA	2014-01-06	I cycle this route most weekends.
Jeannie Suarez	San Francisco, CA	2014-01-06	My husband cycles this route several times a week. My 11 year old son joins him on rides almost every weekend. Please approve the grant application to widen the bike lanes and keep my family and other cyclists as safe as possible.
Lorri Lee Lown	Redwood City, CA	2014-01-06	Thank you for supporting improved infrastructure for bicycles and cars!
David Schaefer	Hayward, CA	2014-01-06	For the safety of motorists and cyclists. Surely a human life is worth more than the cost of repair.

Name	Location	Date	Comment
Janet Lafleur	mountain view, CA	2014-01-06	This corridor receives significant bike traffic on roads where car speeds regularly exceed 35 mph. A full-sized, complete shoulder is needed to so that people riding bikes have a less stressful place to ride that does not require merging with (and potentially slowing down) car traffic.
Jay Culligan	Menlo Park, CA	2014-01-06	Safety of every person that uses this part of the road... cars, trucks, bikes, runners, horses ?
Kate Penfound	dartmouth, Canada	2014-01-06	Great bike routes throughout San Mateo keep residents healthy.
Chris Evans	Mountain View, CA	2014-01-06	cycling is a better alternative to cars for transportation. Making it safer benefits all commuters, car and bicycle alike.
Leslie Austere	Burlingame, CA	2014-01-06	These roads need to be safer for all users. Pedestrians, Cyclists, Equestrians and any others. Please fund these improvements and save lives.
Rod Smith	San Jose, CA	2014-01-06	I ride in this area from time to time. It's extremely sad to ride by the spot where a fellow cyclist who I share names with was tragically run over several years ago.
Ingrid McCarty	San Mateo, CA	2014-01-06	Relatively small change will make a great improvement for cycling and driving safety.
Thomas Greene	Emerald Hills, CA	2014-01-06	I use this road often and feel this improvement is needed for safety of cars and bicyclists.
Samuel Wilson	Emerald Hills, CA	2014-01-06	Because I ride my bike on this stretch of road.
Jackie Gathright	San Jose, CA	2014-01-06	I'm a cyclist that rides this road alot and these two areas are very dangerous for us!
Gary Hanes	Portola Valley, CA	2014-01-06	Ride these roads at least twice weekly.
George Burkhard	Redwood City, CA	2014-01-06	I ride this road all the time and these danger zones are unnecessary and would be easy to fix!
Deborah Jensen	Redwood City, CA	2014-01-07	I am a bike commuter
Dan Palmer	Santa Cruz, CA	2014-01-07	I've love to ride in this area but it's dangerous. Widening it will help.
JAMES PEREIRA	SAN JOSE, CA	2014-01-07	I ride through these locations all the time and have found them to be unsafe or dangerous.
Robert Panero	San Carlos, CA	2014-01-09	I ride these two locations twice a week.
Tracy Costello	Friendswood, TX	2014-01-11	Keep cyclists safe! Approve the petition!
Greg McQuaid	San Francisco, CA	2014-01-11	I cycle here at least once a week and support safer roads.
Barry Gordon	Monte Sereno, CA	2014-01-11	My wife and I ride this road almost every Sunday and it is very special for us because we first met on this road on July 20, 1979!
Adrienne Belliveau	East Palo Alto, CA	2014-01-11	Safety! I ride for fun and commuting and appreciate when there is sufficient room for riders and cars. Feeling unsafe while riding kills all the fun of it. Too many cyclist are killed while on their bikes.
Kevin Smith	San Jose, CA	2014-01-11	We ride portola valley hills !
Gary Davis	Sunnyvale, CA	2014-01-11	Most motorists are unfamiliar with the difference of a fog line and a bike lane forcing cyclists to yield in an unsafe manner. Improvements would make this area safer for both cyclists and motorists.
Andreas Vogel	san Francisco, CA	2014-01-11	safety concerns when cycling
Patricia Holloway	Morgan Hill, CA	2014-01-11	it's important that bicyclists are given more than 5" inches to share the road.

Name	Location	Date	Comment
Brandi Bergstrom	San Francisco, CA	2014-01-11	I ride frequently in this area and have close friends that use this road regularly. Their safety is important to me. Also providing room for cyclists creates a barrier for Car Vs Bike incidents, as a driver I think reducing collisions helps drivers as well.
Steve Mallard	Los Gatos, CA	2014-01-12	I ride here regularly and value my safety.
Keith Simon	Mountain View, CA	2014-01-12	Safer for riders & makes it less stressful for drivers when passing
Holly Roberts	Sunnyvale, CA	2014-01-12	There are a great deal of distracted drivers, combined with new cyclists and all of us need all the room we can get out there, to ensure everyone's safety. These stretches are frightening to me, and I'm pretty experienced... I can only imagine how awful it is to someone new.
Michael Casareo	Milpitas, CA	2014-01-12	As a cyclist myself...I ride here a lot and I care for bicyclist safety. Thanks
Richard Peate	Belmont, CA	2014-01-12	As a road biker I believe this is important to improve safety for roader bikers and motorized vehicles to avoid any fatalities.
Lovinda Blohm	Menlo Park, CA	2014-01-12	Public safety. It's long overdue.
Jeff Blohm	Menlo Park, CA	2014-01-12	This is a heavily used corridor for both commuting and recreational cyclists (and cars too of course!). The road segment in front of the town center is particularly bad. With the curve and the turning lane, the flow of the road for cyclists is just plain bad. It should be widened as soon as possible.
Susie MacLean	Los Altos, CA	2014-01-12	Improved safety for cyclists and less confusion/frustration for drivers on the road. Please no more fatalities!
Larry Sullivan	Palo Alto, CA	2014-01-12	I don't want to get hit again.
Ashley Fouts	Menlo Park, CA	2014-01-12	Cyclists often get buzzed by cars or honked at in the couple places where the bike lane gets smaller.
Onnolee Trapp	Portola Valley, CA	2014-01-12	There is only one road that goes through Portola Valley, heavily traveled by cars, bikes, and pedestrians. Where the shoulder lane is less than 5', both cars and bikes are in danger when there is debris on the shoulder lane and when other traffic requires evasive actions. The present space is unsafe.
Joe Chouinard	San Mateo, CA	2014-01-12	I ride there often and safety is paramount.
Tina Pretre	Woodside, CA	2014-01-12	I both cycle on this road and also drive my kids to soccer in PVTC, Ormondale, etc. I don't want to either get hit or hit anyone!!!
Eduardo Martins		2014-01-12	Safety of cyclists.
John Crittenden	Oakland, CA	2014-01-12	My friends and I ride in this area and we want to be safe!
Nat Maple	Campbell, CA	2014-01-12	Bike user
Thuy Nguyen	Campbell, CA	2014-01-12	I ride my bike there every week. Safety is important.
Pat Allen	Portola Valley, CA	2014-01-12	Bicycle traffic is increasing. These are dangerous and very car busy locations.
Adelheid Ebenhoech	Prunedale, CA	2014-01-12	Former cyclist, current equestrian. Let's improve safety for all.
Ragni Pasturel	Portola Valley, CA	2014-01-12	Alpine is part of our bike route
Karen Katz	Portola Valley, CA	2014-01-12	Safety
Anne Valta	Santa Clara, CA	2014-01-12	I'm a cyclist and use this route often.
Marc Pasturel	Portola Valley, CA	2014-01-12	We are bicyclists, hikers and car drivers in the concerned area
Robert Matusiak	Sunnyvale, CA	2014-01-12	Because I ride this road a lot!
Michael Rowe	Boulder Creek, CA	2014-01-12	Long-time cyclist in the area.
robert boyle	portola valley, CA	2014-01-12	"A" is a dangerous area and not just because it's narrow. Cars entering Alpine from Golden Oak can't easily see the west bound cars coming around that bend

Name	Location	Date	Comment
carmen leon leon	San Mateo, CA	2014-01-12	I ride a bike
Chris Sontag	Santa Clara, CA	2014-01-13	I ride these roads every day!
Erik Ostly	Los Gatos, CA	2014-01-13	I ride regularly in Portola Valley and the narrow sections can be difficult for cars and cyclists to navigate.
Linda Elkind	Portola Valley, CA	2014-01-13	I drive Alpine Rd. at least twice a week and am disturbed by the squeeze at the Stanford Wedge. It is especially bad because it is at a curve and road entry.
Steve Levin	Portola Valley, CA	2014-01-13	We need to increase bicycle safety and the flow of auto traffic past bicyclists on this busy route.
Laura Stec	Portola Valley, CA	2014-01-14	I am a cyclist and use the road. Increased safety is always key.
james tolosa	fremont, CA	2014-01-14	I ride this loop at least once a month with my girlfriend. I've come close to being sideswiped on numerous occasions. As a taxpayer, I believe my taxdollars should be spend on useful projects such as this.
Frank McGorman	San Carlos, CA	2014-01-14	I cycle in Portola Valley every weekend.
Jose Valle	San Jose, CA	2014-01-14	I ride these roads often.
jeffrey baxter	san jose, CA	2014-01-16	I support the grant application to broaden the two pinch points on Alpine rd and Portola rd.

**Bicycle, Pedestrian and Traffic Safety Committee Meeting Minutes
Town of Portola Valley
December 5, 2012**

Members Attending: Kevin Welch Pat Baenen-Tapscott Chris Buja
Steve Marra Dale Lachtman Leslie Latham
Shandon Lloyd Mark Foster Ed Holland

Not Attending: Pedro Ruiz Erin Whalen

Attending: Ann Wengert (Council Liaison) Elise Gabrielson
Lt. Tim Reid, Sheriff Kari Rust
Gary Nielsen (Police Commissioner)

Meeting started at 8:07 pm.

Oral Communications from Members of the Public
none

Approve Minutes

Minutes from 7 Nov and 27 Nov were approved

Bike Lanes

Leslie outlined the plan for assessing bike lanes for January/February council session. Steve reiterated the input from kids to get regular bike lanes.

1. Motion to approve wider lanes passed 7-2 with the two "no" votes opting for full bike lanes.
2. Motion to make the shoulders 5 feet wide approved 9-0
3. Motion to implement shoulders in 2013 approved 5-4 with 2 pushing for incorporation with scheduled road repair and 2 focused on doing the hot spots first.
4. Motion to implement the shoulder widening at Town Center passes 9-0
5. Motion to direct Howard to obtain the cost of implementing five foot shoulders at the Arasterdero intersection on Alpine.

The general bicycle and pedestrian plan will be taken up in January.

One Bay Area Grant (OBAG) Application

Shandon outlines the bike improvement grants for which Howard is applying: cross walks and other improvements to reduce car usage.

Sheriff's Report

Tim reported an average number of tickets. He would continue the enforcement around Corte Madera school and at Alpine and Golden Oak. Priory and Ormondale would be added to the morning coverage

Adding Committee Members

Erin Whalen resigned from the committee.

Adjournment

The next meeting will be held on Wednesday, January 9, 2013 at 8:00. Meeting adjourned at 9:15 am.

/s/ Chris Buja

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

I. PROJECT FUNDING REQUEST

- a. AGENCY / SPONSOR: **Town of Portola Valley**
- b. PROJECT NAME: **Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oak Drive (West) crosswalk**
- c. TOTAL MEASURE A FUNDS REQUESTED: **\$45,000**
- d. **APPLICATION CHECKLIST: Attached as Exhibits A-E**
- 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 II.1.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.

This application proposes the installation of a Rectangular Rapid Flashing Beacon (RRFB) system at the existing 75' long crosswalk that crosses Alpine Road at Golden Oak Drive in Portola Valley. Improvements to this crosswalk will address concerns that have been raised by the community about this intersection in the past several years as both vehicular traffic volume and vehicle speed along this section of roadway have increased.

The proposed system is solar powered, and would include rapid flashing sign posts, with pedestrian push buttons mounted at each side of the crosswalk on Alpine Road. The flashing lights would alert drivers on Alpine Road to the presence of crosswalk users.

This intersection lies on the heavily-traveled Alpine Road-Portola Road bicycle corridor, and thousands of bicycles and motor vehicles pass through the intersection every week, for both commercial and recreational purposes. The proposed upgrades address concerns expressed by crosswalk users, and will improve the safety and convenience of the intersection for pedestrians, cyclists and motorists.

- 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.

For the described project in item I above:

Pre-project planning:

Setting scope, verifications of right of way, traffic engineering, verification with interest groups, cost estimates for budgeting, and proposals for engineering

Preliminary Engineering/Environmental:

Begin conceptual design, value engineering, verify need for environmental.

Plans / Specifications / Estimates (PS&E):

Develop 50% / 90% / 100% plan and specification sets and estimates.

Verification with interest groups.

ROW Acquisition and Utilities: n/a

Construction and Procurement:

Council approval of plans and specifications, public advertisement and call for public bids, award of contract, begin construction, testing, inspection, construction management, closeout.

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

See Attached Exhibit C for location maps and photos of project sites

- 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	5/2014	8/2014
Preliminary Engineering (PE)/Environmental (ENV)	9/2014	11/2014
Plans, Specifications & Estimates (PS&E)	11/2014	1/2015
ROW Acquisition and Utilities	n/a	n/a
Construction and Procurement	5/2015	6/2015

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	2,250	250	2,500
PE/ENV	2,250	250	2,500
PS&E	4,500	500	5,000
ROW Acquisition and Utilities	n/a	n/a	n/a
Construction and Procurement	36,000	4,000	40,000

b. ROW certification completed? Yes or N/A No

Comments: Improvements to be installed in existing Town right of way

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

- d. Discuss the public planning process that occurred, or will occur, for the proposed project:

Residents from surrounding neighborhoods, and members and staff from nearby Alpine Hills Tennis Club, have expressed their concerns about the safety of this intersection to the Town's Bicycle, Pedestrian, Traffic Safety (BPTS) Committee over the past 18 months. Residents and committee members both suggested a lighted crosswalk as one of the most effective ways to make this crosswalk more visible to drivers and cyclists alike. The BPTS committee will be making a formal recommendation to the Town Council to make all necessary improvements at this intersection, including improved signage and tree trimming for better visibility, and possible lane narrowing.

- e. Comment on level of public support. As appropriate, attach documents of support and state composition of relevant committee. (*examples: letters, meeting minutes, etc.*) (*see Exhibit E*)

The support for this project application comes from 5 types of groups, reflecting broad support:

Local government – Portola Valley Bicycle, Pedestrian and Traffic Committee – see *Committee minutes*

Residents in surrounding residential neighborhoods – see *Change.org petition*

Alpine Hills Tennis and Swim Club – see *Letter of support and Change.org petition*

Windmill School – see *letter of support and Change.org petition*

Safe Routes to School officials – see *letter from San Mateo County Safe Routes to School*

Portola Valley School District – see *letter of support*

2. *Project Need – Up to 15 points*

- a. Does the project meet commuter and/or recreational purposes?

Yes No

Explain:

There is a heavily-traveled paved trail, the C-1 trail, that runs west from unincorporated San Mateo County land near Interstate 280 to the intersection of Alpine and Portola Roads at Triangle Park. This crosswalk is a critical component of that trail, as the paved trail ends at the crosswalk and crosses to the north side of the street at this junction. It is the only road crossing for the hundreds of recreational cyclists and pedestrians who use the trail.

This crosswalk is also an important component of Portola Valley's Safe Routes to School network of trails and streets and is on the official Safe Routes to School designated safe routes map. The crosswalk connects

pedestrian walkways between residential neighborhoods, and provides access to the Alpine Hills Swim and Tennis Club, which serves hundreds of students in the community. More students will be encouraged to bike or walk to and from school as a result of this project.

The Alpine Hills Swim and Tennis Club entrance is located at the south side of the crosswalk. There are 2,500 members of Alpine Hills Swim and Tennis Club, many of whom regularly cross at this crosswalk to access the club. Even more members would be encouraged to walk or bicycle to club with a Rapid Flashing Beacon system installed at the crosswalk making their route to the club significantly safer.

In addition, Windmill Preschool leases space at the Alpine Hills Swim and Tennis Club and many of the preschool families bicycle or walk to school throughout the day, using this crosswalk to access the school.

Improvements to this crosswalk also serve the many recreational pedestrians and cyclists who use the paved trail that runs from unincorporated Portola Valley all the way west along Alpine Road several miles to the intersection of Portola Road. Commuters to and from Portola Valley would also benefit greatly from a crosswalk with the RRFB system as it would make their trips to places of commerce and business much safer.

This is also an important SamTrans bus stop location. Students heading to and from high schools in the area catch the SamTrans bus at the south side of the crosswalk in the mornings, and at the north side of the crosswalk for drop off in the afternoons.

- 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): **60 and B-12**

Is the project identified in a local Bicycle and/or Pedestrian Plan?

Yes No

Document Name and Page number(s): **Town of Portola Valley General Circulation Plan**

Town of Portola Valley General Circulation Plan Mission Statement

“The proposed system of circulation facilities includes riding and hiking trails, bicycle and walking paths, bicycle lanes, local roads and thoroughfares. This system would provide for a variety of types of travel throughout the planning area and would link related land uses. Thus, local trails would provide for movement for local residents within the planning area, whereas major trails connecting the planning area with other areas would be set apart on different alignments. Thoroughfares, including

freeways and arterials, link the planning area to adjoining areas, provide channels of movement for through traffic and handle longer distance local trips. Local roads including land service roads, minor collectors and major collectors would provide access to abutting properties, handle short distance local trips and form connecting links with thoroughfares. Wherever possible, thoroughfares and major trails are combined in corridors of movement set in scenic corridors or greenways.

“Adequate provision should be made for pedestrian, bicycle and equestrian crossings at appropriate locations. Specific locations should be controlled to provide adequate sight distance and minimize hazard. Such crossings should be clearly distinguished by signs and lane markings.”

- 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:

Pedestrian and bicycle safety for both commuters and recreational riders would be greatly improved because of this project. Motor vehicles routinely approach this intersection at 45 mph or faster from both directions, and drivers are often not aware of crossing pedestrians. In addition, cars are often stopped at the intersection to make left turns in both directions, onto Golden Oak Drive or into the Alpine Hills parking lot. Meanwhile, the thousands of cyclists who travel this road each week are coming at high speeds down Alpine Road through this crosswalk. Many pedestrians, including students, cross the street at this location. With so much motor vehicle, pedestrian and bicycle traffic, the crosswalk would greatly benefit from more prominent signage and regulation, and improved safety will lead to a significant increase in use of the crosswalk with the RRFB system.

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III. EFFECTIVENESS – Up to 35 points

- a. Does the project provide facilities that accommodate both pedestrians and bicycles? If so, please describe.

This crosswalk is used by both pedestrians and bicyclists. The paved trail on both sides of the road leading to the crosswalk is wide enough for bicycles, pedestrians, and other trail users. In addition, the Safe Routes to School road and trail system was established to accommodate both bicycles and pedestrians.

- b. What is the relationship of the project to other bicycle or pedestrian routes/facilities (i.e. does it provide access to, or close a gap in the countywide bicycle or pedestrian network)?

Alpine Road is noted in the San Mateo Comprehensive Countywide Bicycle and Pedestrian Plan, and is part of a very popular cycling route for local, regional, and even nation-wide bicycle enthusiasts. Alpine Road leads to extensive bicycle lanes in Woodside, Redwood City, Menlo Park, and Unincorporated San Mateo County.

In addition, Alpine Road is central to the Portola Valley School District's official Safe Routes to School Map.

- c. Does the project provide access to bicycle and/or pedestrian facilities in high use activity centers (schools, transit stations and other activity nodes)? If so, please describe.

The project provides access to all of the schools in town, public and private, as well as to the major centers of commerce, at the intersection of Alpine and Portola Roads, and at the Ladera Shopping Center. The project also provides access to the many resources of the Portola Valley Town Center, and to other recreational opportunities at or beyond the town limits.

Commuters to and from Portola Valley will benefit from this project by virtue of a safer crossing of Alpine Road if they are using the paved bike path, and cyclists using the roads can more safely access the Palo Alto train station, Stanford hospital, and many businesses just beyond the town's borders.

- d. Describe the cost effectiveness of the project. Does the project provide a relatively high impact for the cost?

The RRFB system has proven to be a more cost effective solution for lighting a crosswalk than an embedded lighted crosswalk system. Maintenance costs decrease substantially with the RRFB system versus the lighted crosswalks which require extensive bulb replacement, service calls, and traffic control to continually keep the crosswalk operational. A solar system also provides energy savings.

A RRFB system will be the most cost effective way to quickly make this intersection safer for the many local and regional users of this trail system and road. Compliance rates with the RRFB systems are extremely high, running from 75 to 100% based on studies done by the Federal Highway Administration.

The RRFB system benefits not only the residents of the town, but also the many commuters to the schools and businesses in town on a daily basis, as well as the many recreational users of the trail and roads on a larger, regional basis.

- e. Does the project serve a low income/transit dependent population in the immediate vicinity? Provide supporting documentation.

No

IV. POLICY CONSISTENCY – Up to 10 points

- a. Demonstrate how the project is consistent with policy documents. List each document or policy, the publication date and the page upon which the project can be found. Attach relevant pages.
-

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

Document or Policy	Publication Date	Page
General Plan Circulation element	2003	See Exhibit D
General Plan Sustainability element	2009	See Exhibit D
San Mateo County Comprehensive bicycle and pedestrian program	9/8/2011	20, 34, 39, 40, 46, 60, A-11, B-12

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	\$45,000	90%
Local Match TBD	\$ 5,000	10%
	\$	%
	\$	%
Total Project Cost	\$50,000	100%

Total matching funds to be provided:	\$ 5,000
Total project costs	\$ 50,000
Local match percentage =	10%

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

The Town of Portola Valley is looking to the Measure A dollars to make the improvements to the crosswalk on Alpine Road. Without Measure A dollars the Town will put off the improvement project. Local matching funds will be secured through the Towns Annual CIP Street resurfacing funds.

- 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>

- a. What are the environmental benefits of the project (e.g. reduces emissions and improves air quality, utilizes low environmental impact/green development practices)?

The RRFB systems are solar powered and eco-friendly. Energy costs to run the system once it is installed should be Use of RRFBs is less invasive and costs less over a long period of time due to decreased maintenance costs usually associated with a traditional embedded lighted crosswalk system.

This project will encourage more bicycle and pedestrian use by town residents for commuting and recreational purposes. The added environmental benefit will be reduced emissions through a decrease in vehicular traffic, especially at morning and afternoon commute times. For contracting, the Town has a "Policy Concerning Environmentally Preferable Purchasing" (attached within Exhibit D)

- 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?

Due to the small size of the Town, the Town does not have Transit Oriented Development. The improvements from this project improve the safety and convenience of a designated bicycle route for the use of Portola Valley residents and workers, as well as cyclists commuting to and from Stanford, train stations, local hospitals, and other areas of work. This project supports existing economic activity by creating a safer environment for biking and walking, and encouraging more people to bike to work, whether they come to work in Portola Valley, or leave Portola Valley to work elsewhere.

The Town's circulation plan emphasizes access to town amenities by safe roadways and trails, scenic corridors, and by providing a safer place for biking and walking. Crosswalks are a critical part of the town's Circulation Plan to connect all trails and streets. The project makes the town more walkable and allows residents to safely commute around town from home to various businesses. Walking, of course, is a proven, cost-effective means of improving health and well-being for people of all ages.

In addition, San Mateo County recreational bicycle users and commuters can use these improved roadways to connect to their favorite trails, or to their place of work. The project encourages more commuter use of the bicycle trail and access to Portola Valley from centers of commerce and transit outside of Town, such as the train station.

The improved safety of the crosswalk will encourage far more pedestrian and bicycle traffic from all of the schools as well, making the student community healthier. Safe Routes to School Portola Valley has enjoyed continued growth since its inception in 2011, and this project would allow even more students to bike and walk safely to and from school each day.

- c. Does the project support existing economic activity and/or new economic development in the immediate vicinity?

This project helps support existing economic activity by allowing for safer and improved access to the following centers of commerce and activity within Portola Valley: Alpine Hills Swim and Tennis Club (2,500 members), Roberts Market, Portola Valley Hardware, Alpine Inn, Town Center, Parkside Restaurant, Village Square Shopping Center, and the Ladera Shopping Center near Interstate 280.

PROJECT CONTACT INFORMATION

Primary Contact Person: Howard Young

Title: Public Works Director

Telephone Number: 650-851-1700 x 214

Email Address: hyoung@portolavalley.net

Secondary Contact Person: Nick Pegueros

Title: Town Manager

Telephone Number: 650-851-1700 x 215

Email Address: npegueros@portolavalley.net

**Rectangular Rapid Flashing Beacon system installation at the
Alpine Road and Golden Oaks Drive (West) crosswalk**

Attachments:

Exhibit A

Endorsement letter from the Town Manager

Exhibit B

Required Non-Supplantation of Funds Certification

Exhibit C

Project Location Map, Plans, Photographs (Section II.1a.iii)

Exhibit D

Policy & Plan Consistency Documentation (Sections II.2.b and IV.a)

Exhibit E

Letters of Support (Section II.e)

Exhibit A

Endorsement letter from the Town Manager

TOWN of PORTOLA VALLEY

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

January 17, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

Re: Endorsement of Town of Portola Valley Applications for Measure A Funds FY 2014 & 2015

To Whom it May Concern:

Thank you for considering the Town of Portola Valley's applications for Measure A Funds. This serves as an endorsement letter for the Town's two project applications for:

1. Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening
2. Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks (West) Crosswalk

The Portola Valley Town Council will be asked to take formal action in support of this project at their meeting of January 22, 2014. A certified copy of their resolution supporting the project will be forwarded to your attention promptly upon execution, and before the receipt deadline of February 7, 2014.

If there are any further questions, you can contact me at 650-851-1700 x 215.

Thank you for consideration of our application.

Sincerely,



Nick Pegueras
Town Manager

cc: Howard Young, Public Works Director

Exhibit B
Required Non-Supplantation of Funds Certification



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: Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks Drive (West) crosswalk

Sponsor: Town of Portola Valley

Nick Pegueros

Town Manager

PRINT NAME

TITLE*

Nick Pegueros
SIGNATURE

1/17/14
DATE

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

Exhibit C

Project Location Map, Plans, Photographs (Section II.1a.iii)

Regional Map

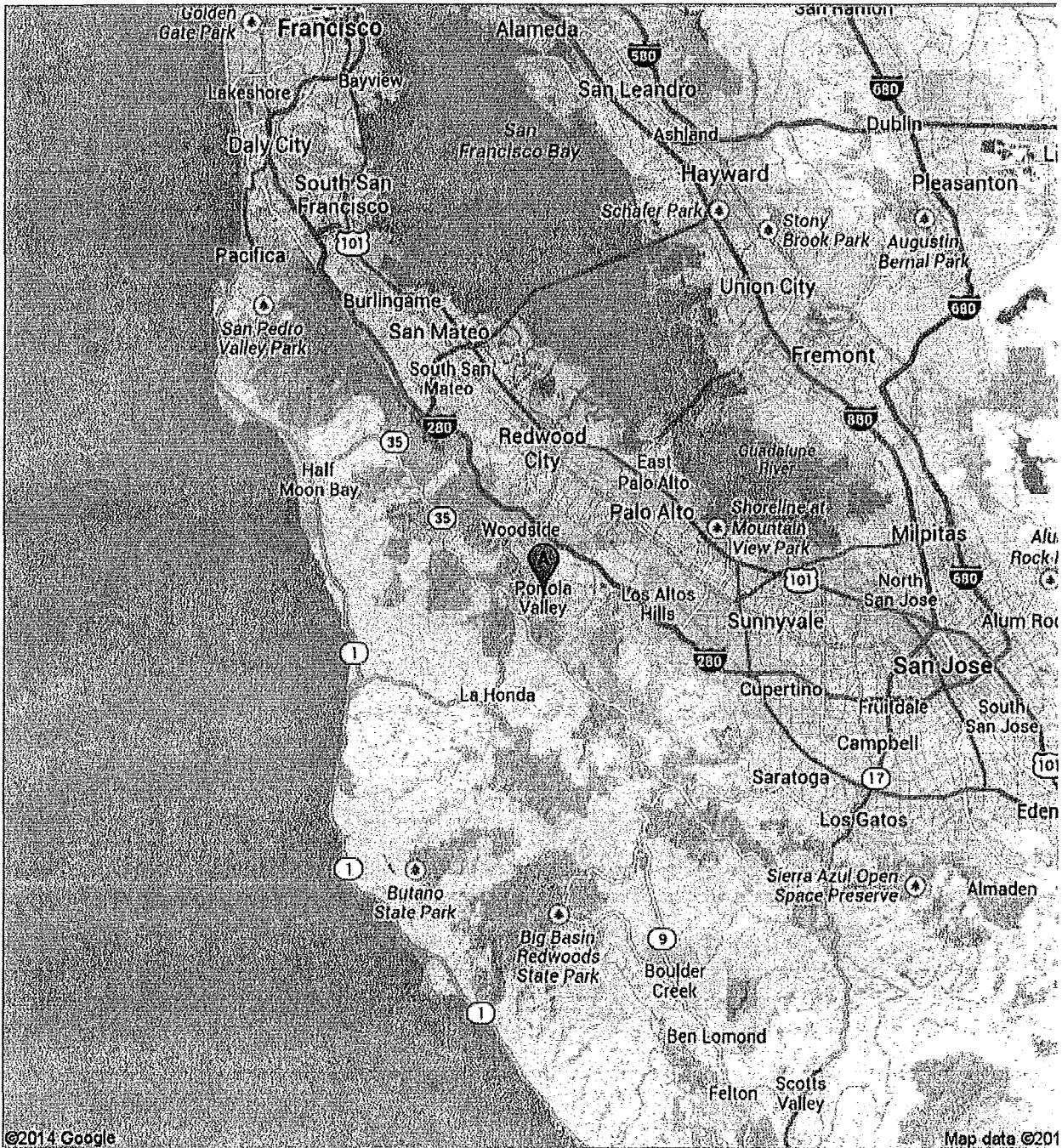
Location Map: Alpine Road at Golden Oaks Drive crosswalk

Location Photos

Google

Address **Portola Valley, CA**

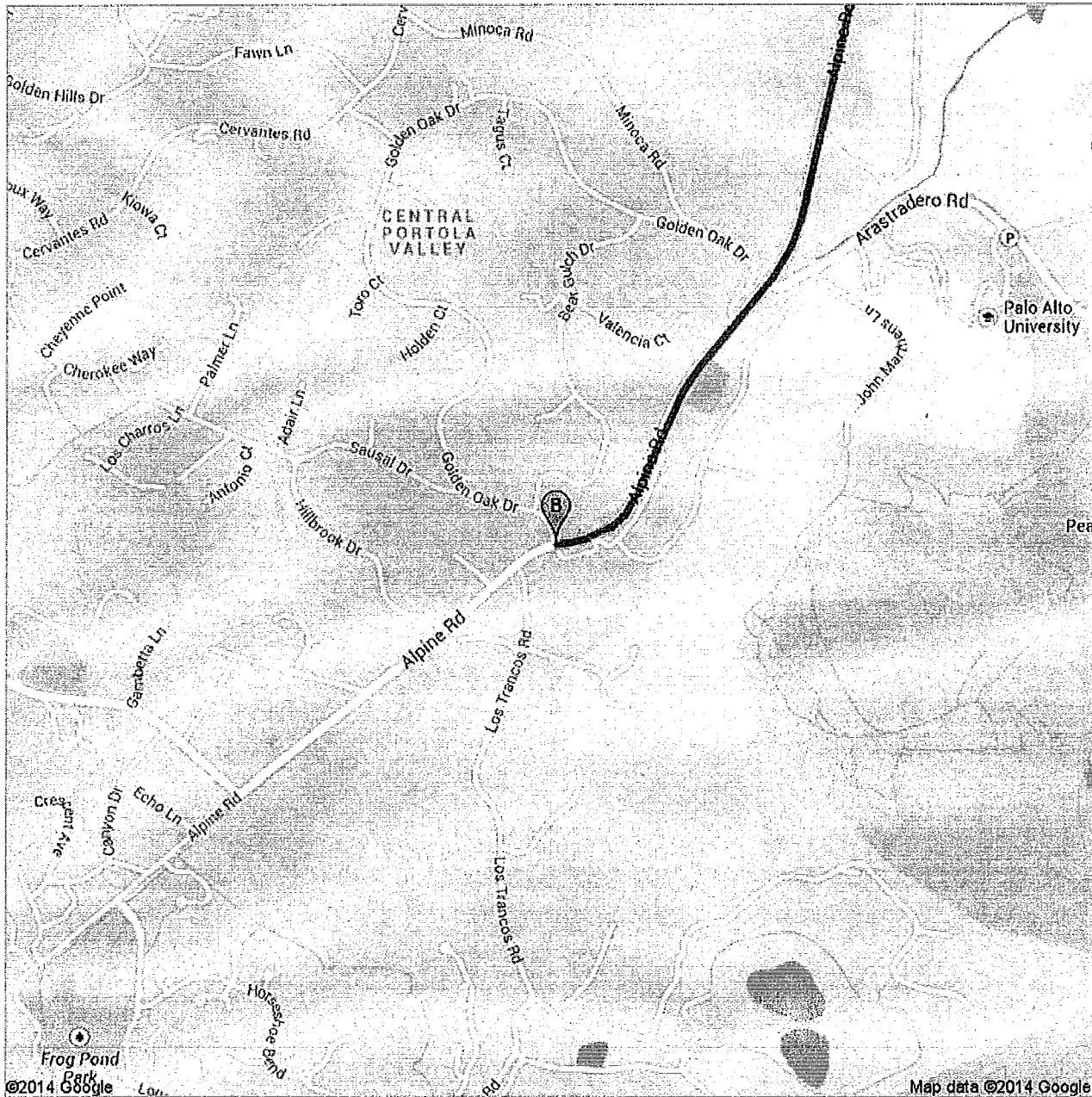
Regional













Directions to Alpine Rd
14.0 mi – about 21 mins

Location map: Alpine Road at Golden Oaks Drive crosswalk. Rectangular rapid flashing beacon



 1240 San Carlos Ave, San Carlos, CA 94070

-
- 1. Head **southwest** on **San Carlos Ave** toward **Walnut St**
About 2 mins go 0.6 mi
total 0.6 mi
 -  2. Turn left toward **Alameda De Las Pulgas**
go 138 ft
total 0.7 mi
 - 3. Continue straight onto **Alameda De Las Pulgas**
About 2 mins go 0.8 mi
total 1.5 mi
 -  4. Turn right onto **Brittan Ave**
About 3 mins go 1.3 mi
total 2.7 mi
 -  5. Turn left onto **Crestview Dr**
About 1 min go 0.6 mi
total 3.3 mi
 -  6. Turn right onto **Edgewood Rd**
About 1 min go 0.9 mi
total 4.3 mi
 -  7. Merge onto **I-280 S** via the ramp to **San Jose**
About 6 mins go 7.2 mi
total 11.4 mi
 -  8. Take the **Alpine Rd** exit go 0.3 mi
total 11.7 mi
 -  9. Keep right at the fork, follow signs for **Portola Valley** and merge onto **Alpine Rd**
About 4 mins go 2.4 mi
total 14.0 mi

 Alpine Rd

Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks Drive (West) crosswalk



Exhibit D

Policy & Plan Consistency Documentation (Sections II.2.b and IV.a)

Circulation Element-Attachment 1

Objectives (page 5)

Standards (pages 6-7)

Trails and Paths

Objectives (pages 4-5)

Principles (pages 5-7)

Description (pages 9-12)

Multiuse Corridors (page 11)

Pedestrian Paths, Bicycle Paths, Bicycle Routes and Bicycle Lanes (pages 11-12)

Scenic Roads and Highway

Local Scenic Roads (pages 17-18)

Connecting Roads (page 18)

Sustainability Element-Attachment 2

Sustainability Goals and Objectives (page 6)

Appendix to Sustainability Element (pages 11-12)

San Mateo County Comprehensive Bicycle and Pedestrian Program-Attachment 3

Existing Conditions (page 20)

Relevant Plans, Policies and Guidelines (page 34)

Needs Analysis (pages 39-40, 46, 60)

Appendices (pages A-11, A-12, A-13, B-12)

Policy Concerning Environmentally Preferable Purchasing for the Town of Portola Valley – Attachment 4

Part 3 – **CIRCULATION**

- 3000 The elements in this part describe all circulation proposals in the planning area. The circulation element provides the overall description of proposals and describes in detail proposals for streets and roads. Proposals for trails, paths and bicycle lanes are found in the trails and paths element. Finally, those roads designated as scenic roads are described in greater detail in the scenic roads and highways element.
- 3001 The two scenic corridor proposals in the plan – Skyline Scenic Corridor and Alpine Scenic Corridor – are described elsewhere. The Skyline Scenic Corridor is described in the recreation element and the Alpine Scenic Corridor is described in the Alpine Scenic Corridor Plan, Part 6.

Circulation Element

Introduction

- 3100 The circulation system is designed to provide for all necessary types of movement of people and goods within and through the planning area. All routes and facilities are interrelated and form a comprehensive system.
- 3100a The proposed system of circulation facilities includes riding and hiking trails, bicycle and walking paths, bicycle lanes, local roads and thoroughfares. This system would provide for a variety of types of travel throughout the planning area and would link related land uses. Thus, local trails would provide for movement for local residents within the planning area, whereas major trails connecting the planning area with other areas would be set apart on different alignments. Thoroughfares, including freeways and arterials, link the planning area to adjoining areas, provide channels of movement for through traffic and handle longer distance local trips. Local roads including land service roads, minor collectors and major collectors would provide access to abutting properties, handle short distance local trips and form connecting links with thoroughfares. Wherever possible, thoroughfares and major trails are combined in corridors of movement set in scenic corridors or greenways.
- 3100b While the circulation element provides the necessary roads to serve the planning area, it does not necessarily provide sufficient capacity on all roads to permit a free flow condition at all times. There may be portions of some of the two-lane roads where congestion will require reduced speeds at times and where special traffic control measures may be necessary in order to improve safety. These decisions will have to be made as an alternative to providing additional traffic lanes inasmuch as additional traffic lanes within

Circulation Element

the town with accompanying adverse environmental impacts are not compatible with major community goals. Furthermore, it has been assumed that there will be greater reliance on public transportation in the future which could serve to reduce the need for additional traffic lanes. In line with this possibility, attention will need to be given to possible public transportation stops along the more major trafficways within the planning area.

3100c Definitions

1. **Freeway.** A divided arterial highway for through traffic with full control of access. Trafficways carrying primarily inter-regional and inter-county traffic should be of freeway level.
2. **Arterial Road.** A trafficway for through traffic with intersections at grade but with direct access to abutting property limited to the greatest extent feasible. Routes accommodating heavy volumes of traffic and connecting other local roads with inter-community, inter-county or inter-regional routes should be of arterial road level.
3. **Major Collector.** A surface street with points of access to abutting property controlled or restricted, designed for local trips and mainly connecting minor collector streets and land service roads with arterial roads, and freeways.
4. **Minor Collector.** A surface road with no major limitation to access to abutting property and designed for shorter distance local trips. Minor collectors usually serve one of two functions: a) provide a route of travel alternative to that provided by major collectors; or, b) serve as a collector-distributor providing connections between land service roads and major collector roads or thoroughfares.
5. **Land Service Road.** A road primarily for access to abutting property and not designed for general traffic use.
6. **Scenic Corridors and Greenways.** See definitions in Section 2302.
7. **Emergency Access Road.** A road for vehicle use only in the event of an emergency. Such roads are gated, constructed to blend as much as possible with the surroundings, and with a surface appropriate for emergency use. Such roads are intended to provide an alternative route in emergencies to and from areas otherwise reached by a single means of access that is not considered sufficient for public safety.

Objectives

- 3101
1. To provide for movement within and through the planning area by automobile, bicycle, horse and foot on an integrated system of circulation facilities. (See the trails and paths element for proposals for movement by bicycle, horse and foot.)
 2. To accommodate the reasonable needs of each mode of transportation on a route designed and located to provide for the enjoyment and safety of the individual and to cause minimum interference with adjacent uses of land.
 3. To locate, design and develop circulation facilities so as to conserve the natural beauty of the area and minimize adverse effects on adjoining uses of the land.
 4. To provide a circulation system correlated with the land use element.
 5. To provide trafficways: a) to connect the planning area with adjoining areas; and, b) to the extent made necessary by physical conditions, to provide for travel through the planning area.
 6. To provide for safe and reasonably expeditious movement for local residents and minimize the disruptive influences of through traffic.
 7. To provide adequate local roads to: a) afford access to individual properties; b) permit safe, pleasant travel between parts of the planning area; and, c) connect local areas within the planning area to thoroughfares.
 8. Trafficways should be of a character and size that is compatible with the rural character of the town.

3102 (Not Used.)

3103 (Not Used.)

3104 (Not Used.)

Principles

- 3105
1. Through traffic should be handled on trafficways on the periphery of the planning area to the maximum extent possible.

Circulation Element

2. All thoroughfares and major local roads should be carefully located, designed and landscaped to preserve the beauty of the area, prevent ground failure and erosion, limit impervious surface and help shield residents from noise and air pollution. Particular care should be given to retaining trees and other vegetative cover. Cuts and fills should be minimized and molded to natural contours.
3. Scenic routes through the area should be developed as greenways and scenic corridors.
4. Thoroughfares and major collector roads should be located and designed so as not to separate residents from local service facilities.
5. The system of thoroughfares should be coordinated with thoroughfares in adjacent areas.
6. All thoroughfares should have rights-of-way of sufficient width to permit planting of trees and shrubs to provide a substantial buffer between the roadway and adjoining properties.
7. Where choice is required between a direct route which has adverse impact on local residents or disrupts the natural features of an area, and a less direct route which has less adverse impact, the second alternative should be preferred.
8. Roads should be designed for safe travel at moderate speeds and to minimize the cost of maintenance.
9. On-road parking should be discouraged.
10. Trafficways within the town and its spheres of influence, other than Junipero Serra Freeway, should be limited to two lanes except where additional lanes are needed for turning movements.

Standards

- 3106
1. Standards of curvature, grade, alignment and sight distance should be conducive to safe, convenient travel on the following classes of trafficways: freeways, arterial roads, major collectors, minor collectors, and land service roads. Within limits imposed by safety, these standards should be modified in steep and difficult terrain to ensure that the scenic qualities of the area are not damaged. Also, the "country lane" quality of roads should be fostered to the maximum extent feasible and still meet an acceptable level of safety.

Circulation Element

2. Adequate provision should be made for pedestrian, bicycle and equestrian crossings at appropriate locations. Specific locations should be controlled to provide adequate sight distance and minimize hazard. Such crossings should be clearly distinguished by signs and lane markings.
3. All traffic entering thoroughfares or major collector roads should be controlled by stop signs, channelization or other appropriate devices.
4. Where warranted by traffic volume and physical conditions, appropriate means of traffic control should be employed on roads other than thoroughfares and major collectors in order to provide safe, expeditious movement of traffic.

Description

3107 A system of freeways, arterials, and major and minor collectors provide for movement within and through the planning area. Major through traffic would use routes either on or near the boundaries of the planning area leaving most of the planning area with only local roads to serve local traffic.

Freeways

3108 The Junipero Serra Freeway is shown on the plan diagram. The Junipero Serra Freeway has had a very significant impact upon the planning area in terms of accessibility, noise and change to the landscape. Significant steps were taken to help assure that its design is compatible with the natural setting. Of particular concern have been the crossings over San Francisquito and Los Trancos Creeks. These crossings are on structures designed to minimize interference with the character of the creeks. At both of these crossings, there should be safe provisions for through trails and paths.

Arterials

3109 Nine arterials are shown on the plan diagram and described below.

3110 **Alpine Road.** Alpine Road serves as an arterial from Junipero Serra Boulevard to Portola Road. It is one of the two major arterials providing access to the majority of the planning area. It should remain as a two lane road within the town limits. This is described in detail in the Alpine Scenic Corridor Plan, Part 6.

3111 **Portola Road.** Portola Road should remain as a two lane road. As the main road through Portola Valley, it is important to control the development along the road and to carry out a planting program where natural vegetation is

Circulation Element

lacking. Buildings should be well set back from the roadway in order to preserve the open qualities essential to the present rural quality of the valley.

- 3112 **Skyline Boulevard.** Skyline Boulevard is a State Scenic Highway. The general plan designates the route as a scenic corridor. It is envisioned that this will remain a two-lane facility passing through largely undeveloped land within the planning area. As a part of the scenic corridor, several stopping points with outstanding vistas are proposed. Also, the route will be a corridor for trails and paths. Special building setbacks and design controls should be maintained on lands fronting on the road.
- 3113 **Sand Hill Road.** That portion of Sand Hill Road from Junipero Serra Freeway to Portola Road should be adequate as a two-lane road.
- 3114 **Junipero Serra Boulevard.** Junipero Serra Boulevard is a two-lane facility within the planning area.
- 3115 **Old La Honda Road.** Most of Old La Honda Road is outside the planning area. It is shown, however, because it provides the principal access to the portion of Portola Valley along Skyline Boulevard and also because of its importance as a route between the bayside and coastside of the peninsula. This road, which would be very difficult to widen, will be pushed to its capacity limits.
- 3116 **Whiskey Hill Road.** Whiskey Hill Road is now developed as a two-lane road and should have sufficient capacity.
- 3117 **Arastradero Road.** Besides accommodating traffic to and from the residential areas in the Palo Alto Foothills, Arastradero Road provides an important link for some residents of the planning area traveling to the south Palo Alto area. Two lanes should be sufficient.
- 3118 **Page Mill Road.** Page Mill Road will be an important road providing access to and from residential development in the lower Palo Alto Hills and Los Altos Hills. In addition, it plays an important role as a connection between the lower portion of Palo Alto and the Skyline Scenic corridor and the Palo Alto Foothill Park.

Major Collectors

- 3119 The plan diagram indicates several major collectors: Westridge Drive, Alpine Road from Portola Road to Willowbrook Road, Los Trancos Road from Alpine Road to Los Trancos Woods, and the La Mesa-La Cuesta loop in Ladera.

*Circulation Element**Minor Collectors*

- 3120 Some of the minor collectors indicated on the plan diagram are existing while others are proposed. The existing ones are proposed to follow essentially the existing alignments while the proposed routes are only general in location. Not all of the minor collectors are shown on the plan diagram. Additional minor collectors will be needed, and in the main these can be constructed in conjunction with private development.
- 3121 Alpine Road, from Willowbrook Drive, is designated a minor collector to its intersection with Ciervos Road (approximately 1,000 feet southeast of Joaquin Road). This length of road passes through a steep-sided, narrow canyon of great natural beauty. Accordingly, this canyon is designated as a greenway. This length of road can not be widened without great harm to the environment and should therefore remain a narrow road. It is likely it should remain a one-lane facility with increased places for passing. Southeast of Ciervos Road the grade and alignment are extremely poor and it is recommended that the road continue to be closed to other than emergency vehicles and used for trail and path purposes.
- 3122 While the comprehensive plan diagram does not show road connections from the floor of the valley to Skyline Boulevard within the planning area except for Old La Honda Road, it is recognized that some minor connections will be appropriate. Such connections should be for emergency purposes only.

Circulation Element

Trails and Paths Element

Introduction

- 3200 Many activities may be provided for by a network of trails and paths in the planning area. Children reach schools, shops and after-school play areas by bicycle and on foot, and they walk to bus stops. Strollers take short neighborhood walks, especially when the way is safe and pleasant. Horseback riders, hikers and runners take longer recreational trips and seek out the more remote areas. An occasional organized group sets off for out-of-town destinations. The hiker escapes to the most undeveloped and rugged places as do children. A nearby coach sends a track team to Skyline for training. Bicycle enthusiasts and runners from nearby and within the town travel along flat shoulders and paths for health and sport. Some Portola Valley residents bicycle to work. Increasingly, riders of mountain bikes seek dirt trails for travel to local destinations as well as for strenuous exercise in steep terrain. A school class walks to a select site for a nature lesson. A rider or a hiker stops at a scenic spot, a destination that has spurred the person on, to rest. People who pass one another at a leisurely pace, stop and chat. And those who use and appreciate the open spaces of the town should take on a protective attitude and seek to protect these areas against all manner of destruction—from fire to inappropriate development or use.
- 3200a The trails and paths element serves as a general guide for the development of a comprehensive system of trails and paths for the town. Standards for the construction of trails and paths are found in the “Trail and Path Construction & Maintenance Standards” adopted by the Town Council. Limitations on the use of trails and paths are found in the “Portola Valley Trail Usage” matrix adopted by the Town Council.

Trails and Paths Element

- 3201 The trails and paths element includes objectives, principles, and standards; a description; and plan diagrams. The trails and paths element provides a guide to establishing a free and unimpeded network that will allow and promote trail and path use.
- 3202 The gradual development of the trail and path system will be accomplished through the subdivision process, through the application of regulations included in the town's subdivision ordinance at the time land is subdivided, through public programs of acquisition and development, and through cooperative private efforts.
- 3203 The trails and paths shown on the trails and paths plan diagrams (located in a pocket at the end of this general plan) include those presently developed and those proposed on public rights-of-way or easements, together with new trails in locations where no right-of-way or easement exists at present. Some trail and path routes are indicated as being on or adjacent to public streets or easements or following property lines, and such locations are intended to be controlling. Where proposed trails or paths traverse unsubdivided lands, routes are intended to indicate general location and could be secured even with considerable variation in location and alignment.
- 3204 Upon adoption of this plan, no trail or path shall be opened or developed on an existing trail or path easement, except in the normal subdivision process or conditional use permit process, without first: 1) determining if the proposal is in conformity with the general plan, and 2) holding a public hearing after giving notice to the owners of land abutting on such proposed trail, or path, or easement. Town council action on such matters will be taken only after giving due consideration to the facts and opinions presented at the public hearing.
- 3204 a Trail and path easements shall not be established on developed properties without the property owners' consent except in association with an application for a conditional use permit or a subdivision.
- 3204 b Development of trails and paths should be in accordance with the construction standards and inspection procedures previously adopted by the town. The town should give consideration to formulating maintenance standards and rules for trail and path users to provide additional guidance to the maintenance and use of the trails and paths system. Plantings in the public right of way shall not interfere with existing or planned public rails, paths or streets and shall be selected from the Town's Native Plant List.
- 3204 c It is recognized that from time to time trails and paths not shown on the trails and paths element diagram will be appropriate as a part of a

Trails and Paths Element

subdivision or conditional use permit approval process in order to meet the needs of persons traveling by foot, horse or bike within the town in locations that are safe. These trails will normally be expected to provide connections to the trail system shown on the trails and paths element plan diagram. Any such trail or path shall be in keeping with the objectives, goals and principles of this element.

- 3204 d In the event the town desires to develop a trail within an existing public road right of way, the town council shall, after having received a recommendation from the trails committee, hold a public hearing before designating the trail for development.
- 3205 The trails and paths element proposes a comprehensive system of trails and paths. This system provides for horseback riding, hiking for pleasure, walking to schools and other community facilities, and bicycling for pleasure as well as to and from local destinations. The more major trails and paths also provide for travel through the planning area, and for residents to travel from the town to nearby destinations. The character and quality of the trail and path system is intended to have high scenic value throughout because of the low density rural character of the community and the town's dedication to furthering the concept of Portola Valley as an open space preserve in the Midpeninsula.
- 3206 A portion of the trail system lies within the boundaries of land owned by the Midpeninsula Regional Open Space District. The trails are designed, built and maintained by the district. Nonetheless, the district consults with the town as it develops its trail system. The plan diagram shows some trails the town has added as suggestions to the district.
- 3207 An extensive trail system is shown on the Stanford lands in the town's sphere of influence but within Santa Clara County. The diagram shows the major components of a suggested trail system, most of which is in existence. Should this area be further developed, appropriate modifications and additions to the system should be made. For instance, a recreational trail would be desirable around Felt Lake. It is recognized, however, that the land is privately owned and controlled and public use is dependent on the permission of Stanford University.
- 3208 Definitions
1. **Hiking Trail** - A way suitable for hiking not generally used by horses. Generally unsurfaced.

Trails and Paths Element

2. **Equestrian/Hiking Trail** - A way suitable for horseback riding also used by hikers. Generally unsurfaced. Equestrian/hiking trails or segments may be used for off-road bicycles upon determination of the town council.
3. **Pedestrian Path** - A way suitable for pedestrians and minor bicycling. Has an all-weather surface. Not open to horses.
4. **Bicycle Path** - A way suitable for bicycling and for pedestrians. Has an all-weather surface. Not open to horses.
5. **Multiuse Corridor** - A major link within the trails and paths system within which is located a facility(ies) suitable for horseback riding, hiking, bicycling, pedestrians and similar users. At a minimum, the corridor shall include an all-weather surface suitable for bicycling, pedestrians and similar users.
6. **Bicycle Route** - A street where special attention is given to providing safety for bicyclists.
7. **Bicycle Lane** - A paved border of a road separated by a stripe or other means from the motor vehicle lanes. For use by bicycles with auto parking prohibited except for emergencies.
8. **Through Trail or Path** - A facility passing through Portola Valley, but which can also be used by residents for shorter trips within the town.
9. **Local Trail or Path** - A facility for trips within Portola Valley or affording connections to through trails or paths.
10. **Trailside Preserves** - Small areas generally near or on trails or paths accessible to users where unique, attractive, or valuable views, groves, or other natural features may be enjoyed or conserved.

Objectives

- 3209
1. To provide a system of trails, paths and bicycle routes and lanes to:
 - a. provide recreation, particularly scenic, quiet, leisurely neighborhood walks and rides;
 - b. furnish easy access to trails from individual properties;
 - c. permit safe, pleasant travel between parts of the community;

Trails and Paths Element

- d. connect local areas within the town to through trails and paths within and adjoining the town;
 - e. create opportunities for nature and conservation education;
 - f. provide for solitary activities such as meditation and contemplation;
 - g. recognize the wide range of users including hikers, equestrians, road and mountain bikers, in-line skaters, those in wheelchairs and those using other suitable non-motorized vehicles;
 - h. provide safe and convenient facilities for use by children in reaching local schools, the library and playing fields; and
 - i. ensure that such facilities are designed and used so as to avoid habitat degradation.
2. To create a tradition of access to and use of open space so that citizens will not willingly relinquish these rights under the pressure of urbanization. Access to and use of open space should be circumscribed to the extent necessary to prevent undue interference with use and enjoyment of private property.

Principles

- 3210 1. General
- a. Whenever possible, trails and paths should be separated from auto parking areas and roads, particularly those carrying heavy traffic.
 - b. Plantings in public trail easements or public road rights of way shall be of native plants and trees and shall not interfere with the use of the easements for public purposes such as equestrians, hikers, pedestrians, bicyclists and runners.
 - c. When the town determines that an existing public trail easement or a public road right of way is to be used for public purposes such as equestrians, hikers, pedestrians, bicyclists and runners, such use(s) shall take precedence over private plantings and improvements in said easement or right of way.

Trails and Paths Element

- d. Whenever possible, trails and paths should follow creeks and canyons, scenic ridges, and other routes of natural beauty and avoid developed properties.
- e. The system should provide a variety of local recreational loop trips convenient to residents.
- f. High usage may require separate alignment of facilities, but where use is moderate and other conditions allow, facilities may be combined.
- g. Routing, construction and use of trails and paths should be done with great care so that they:
 - 1) are designed to adapt to the existing conditions to the extent possible while still adhering to the intent, if not the detail, of engineering standards;
 - 2) disturb the natural conditions of terrain and vegetation as little as possible;
 - 3) provide a variety of experiences for users;
 - 4) provide convenient, safe passage;
 - 5) minimize intrusion on privacy in residential areas;
 - 6) encourage use without incurring excessive maintenance costs.
- h. The number of road crossings, particularly along thoroughfares, should be at a minimum, and where necessary, crossings should be located, designed and marked to provide maximum safety.
- i. The junctions of trails and paths with roads should be limited in number and designed and located to minimize over use by people arriving in motor vehicles.
- j. Through trails, paths and bicycle routes should connect to those in adjoining jurisdictions, and within the town special care should be taken to minimize intrusion into residential areas.
- k. Through routes should be marked so that they can be easily followed and so that deviation onto local trails will be minimal. Markers should be unobtrusive.

Trails and Paths Element

- l. Fences, warning signs and gates to discourage wandering off trails and paths onto nearby properties should be used only where absolutely necessary. The emphasis should be put instead on routing trails and paths to avoid such problems with reliance on vegetation barriers and well-built, well-maintained and well-marked facilities to keep users on trails.
 - m. The trails and paths of the town are not to be used by motor vehicles. Design should discourage or prevent such use where feasible even if it creates some inconvenience to legitimate users.
 - n. Stopping places should be provided at scenic spots (trailside preserves) that can easily be reached on foot.
 - o. Trails and paths should skirt rather than traverse grasslands to avoid scarring and creating erosion problems.
 - p. Trails shall be designed and constructed so as to minimize changes in the natural flow of water across the land.
 - q. Residents are encouraged to assist in maintaining trails
 - r. In locating and designing trail heads, attention should be given to minimizing the need for automobile access. Where such access is necessary, the location and design should minimize the impact of traffic and parking on nearby residences.
 - s. Dogs, when permitted by town council policy on public trails, shall be on leashes.
 - t. In general, the trail and path system has been designed and should be developed so as to minimize the use of non-permeable surfaces.
 - u. Controls on the use of trails that may be established by town council policy should seek to prevent undue interference with use and enjoyment by users of the trails.
 - v. Where culs-de-sac are served by trails or paths, the ends of the culs-de-sac should be connected by the same type of facility when feasible.
2. Hiking Trails

Trails and Paths Element

- a. Because hiking trails and equestrian trails may require different grades and alignments, separate hiking and equestrian trails, especially in steep, unstable terrain, may be warranted.
 - b. Part of the hiking trail system should be constructed so as to provide for short, easy neighborhood strolling.
- 3. Equestrian/Hiking Trails
 - a. Equestrian/hiking trails should be routed to serve community stables and residential areas where horsekeeping on lots is permitted.
 - b. Trail design should be such that horses are encouraged to remain on or near trails in developed parts of parks, shopping areas, school yards, and other such places where they could interfere with pedestrians and other users. Hitching racks should be provided at the limits of such areas to discourage passage through the areas.
 - c. Where equestrian/hiking trails cross driveways, non-slip surfaces shall be required.
 - d. Bicycles should only be allowed on equestrian/hiking trails where width, grade and sight distance provide sufficient safety and the town council, after considering concerns of habitat and erosion, has designated by policy that the specific segment of trail may be used by bicycles.
 - e. In the vicinity of schools, where children typically ride bikes to school, segments of trails should be studied with the objective of allowing bicycle use. The town council may make this decision. Such segments may have a suitable all-weather surface applied.
- 4. Multiuse Corridors
 - a. Because corridors are intended to serve a wide variety of users, care must be taken in the design of facilities to recognize the special needs of each user group.
 - b. The exact location and design of the facility(ies) in the corridor should be tailored to respect conditions of the natural setting, including slopes, trees and drainages.
- 5. Pedestrian Paths, Bicycle Paths, Bicycle Routes, and Bicycle Lanes

Trails and Paths Element

- a. In the less precipitous parts of the town, multiuse corridors, pedestrian paths and bicycle paths, routes and lanes should provide convenient and safe access to community facilities, particularly to schools.
- b. Pedestrian paths should be provided where needed along busy streets to serve school bus stops.
- c. The pavement of short culs-de-sac may be used in lieu of paths and bicycle lanes if they provide safe bicycling and walking, but equestrian/hiking trails should not be on the pavement.
- d. Bicycle routes should be provided within town limits on the paved shoulders of most, if not all, arterials where high speed bicycling is anticipated, and provided elsewhere as necessary for more local use, especially to serve children going to school. Outside the town limits, bicycle lanes and bicycle routes should be provided.
- e. Bicycle routes, to the extent possible, should have striped shoulders to indicate the area preferred for bicycle use and receive scheduled maintenance.

Standards

- 3211 1. Safe facilities should provide access for children to schools within at least the following distances from schools as measured by the shortest traveled route:

	<i>Pedestrian Facility</i>	<i>Bicycle Facility</i>
Kindergarten - Grade 3	3/4 mile	1-1/4 miles
Grades 4 to 8	1 mile	2 miles

Description

- 3212 The facilities intended to meet the needs of hikers, pedestrians, equestrians and bicyclists are shown on the trails and paths plan diagram. This diagram shows a system of through trails for the entire planning area and a system of local trails and paths in the valley floor developed portion. In the large undeveloped hillside part of the town, it is recommended that as development plans are prepared the routes shown should be refined and a more extensive local trail and path system developed. Street shoulders

Trails and Paths Element

should be indicated as potential trails in lieu of a comprehensive sidewalk system.

- 3213 The connections of through trails to bordering jurisdictions are indicated. Hikers, pedestrians and equestrians from outside the town are expected to be relatively few – largely residents from near the town limits. Bicyclists, because they can travel further and faster than walkers and riders, are expected to be the principal visitors. To discourage use of local trails by motorists leaving their cars, no auto parking facilities should be provided adjacent to any trail, except as may be required to serve a local facility or as may be necessary to permit reasonable use and enjoyment of lands of the Midpeninsula Regional Open Space District.
- 3214 The diagram does not indicate through routes as distinct from the local routes, nor does it distinguish what can be called main routes. Main routes would include the through trails and paths and most heavily used and essential parts of the local routes, and would be the routes most clearly a public responsibility. The designation of the main routes and a study of maintenance cost for them is needed.
- 3215 While the trails and paths element plan diagram shows a system of trails and paths in the town, as proposed subdivisions or conditional use permits are reviewed by the town it may be appropriate to add trails and paths to provide safety for pedestrians, equestrians and bicyclists. Such additions are consistent with the trails and paths element as long as they meet the objectives, principles and standards of this element and are approved pursuant to public hearings for which affected property owners have been given notice.

Hiking Trails

- 3216 Equestrian/hiking trails will be used by hikers in all parts of the town but the hiking trails are limited to several areas where environments are particularly conducive to hiking and where hikers can generally find a “hiking only” experience.

Equestrian/Hiking Trails

- 3217 An extensive system of equestrian/hiking trails exists in the developed part of the town. It is primarily a roadside system on the road rights-of-way and adjacent private easements. The plan proposes only minor changes and additions to these existing trails to improve hazardous situations and secure the few opportunities that remain for good off-road riding and hiking in

Trails and Paths Element

natural surroundings. In Westridge, all trails except in Unit #10 (Escobar Road area) are private and are not maintained by the Town.

- 3218 Some of the best equestrian and hiking opportunities in the eastern portion of the town are outside the town limits but largely within the planning area – along the floor of Portola Valley to Searsville Lake, along San Francisquito Creek to Los Trancos Creek, and along Los Trancos Creek. Further development of a permanent riding system in these valley-bottom areas will be dependent upon cooperation with other jurisdictions and the major property owner, Stanford University. The integrity of Jasper Ridge and the Searsville Lake marsh needs to be protected in order to preserve these areas for research and wildlife; therefore, no trails or paths should penetrate these areas.
- 3219 In the western undeveloped part of the town, two major traversing equestrian/hiking trails are proposed. The upper trail would be an integral part of Skyline Scenic Corridor. A mid-level trail is proposed, but the final location will be dependent on future negotiations with land owners. Also, connections from the valley floor to the Skyline are proposed.

Multiuse Corridors

- 3220 These facilities are intended for a wide variety of users and have been likened by some to a “country lane.” With this design, separate facilities are not needed for different types of users. A major route is proposed along Portola Road from Alpine Road to the crosswalk opposite Wyndham Way. In addition to other users, this connection would serve as a principal source of equestrian traffic since it is directly accessible to the Springdown Farm Boarding Stable and close to the intersection of Westridge Drive with a trail connection serving Westridge. A second route is proposed at the base of the western hills starting north of the town center and extending south to Alpine Road. This second route is intended to provide an all-weather level route for use by residents to enjoy open spaces and bypass the more heavily travelled facilities along Portola Road. A third route is along Arastradero Road.

Pedestrian Paths, Bicycle Paths, Bicycle Routes and Bicycle Lanes

- 3221 The pedestrian path system is limited in extent. It provides permanent, safe, reasonably direct access to schools for children living nearby – the prime function of the paths. The system is limited because of the difficulty of providing paths in already developed areas, the desire to avoid the more urban aspects and costs of a complete walkway system. Improved bus loading areas and shelters as supported by the school district are recommended. Equestrian/hiking trails, upon approval by the town

Trails and Paths Element

council, may be used for bicycle use, and when necessary to allow year-round use, an all-weather surface may be added.

- 3222 While it is the intention to minimize the use of asphalt in the trail and path system, the use of asphalt for the heavily used path along Alpine Road is warranted to serve the needs of bikes, pedestrians, strollers, wheelchairs and similar uses. An alternate all-weather surface may be used instead of asphalt if such surface has been adopted by the town as a standard suitable for the users cited.
- 3223 Bicycle paths and bicycle routes provide for local trips to school and community facilities and for recreational loop trips. Most facilities proposed are restricted to the valley floor.
- 3224 In addition to the bicycle paths, the plan shows bicycle routes on Alpine Road and Portola Road inside the town and bicycle lanes outside the town. These two roads form two sides of the heavily used "triangle" which also includes Sandhill Road. The "triangle" accommodates bicycle groups or clubs as well as individuals. It is well known to those in the bicycling world. Also indicated are bicycle lanes along Skyline Scenic Boulevard where they can form part of a major regional facility.

3225-3230 (Not used.)

Plan Diagrams

- 3231 Plan Diagram A shows existing and proposed facilities within the town and is included separately in a pocket following this general plan.
- 3232 Plan Diagram B shows existing and proposed facilities outside of the town but within the town's sphere of influence and is enclosed separately in a pocket following this general plan.

Trails and Paths Element

Scenic Roads and Highways Element

Introduction

- 3300 The state scenic highway legislation passed in 1963 set up a plan and program for the designation of "Official State Scenic Highways." These were to be limited to state highways that traversed corridors of outstanding natural scenic beauty. The routes, nominated by local jurisdictions, were included in a master plan approved by the state. Official state designation comes only after the local jurisdiction provides assurance that the scenic quality of the road will be maintained and after such plans are approved by the Department of Transportation. Skyline Boulevard in San Mateo County, between Route 92 and the boundary with Santa Clara County, was the second highway in the state to receive official designation. Scenic highway law also authorizes the State Department of Transportation to designate county highways as "Official County Scenic Highways."
- 3301 In 1973, the legislature required all cities and counties to prepare a scenic highway element; however, the law was subsequently changed to make this an optional element. Inclusion of roads in this element could in some cases be a first step toward official designation as state or county scenic highways. The legislation also provides for "unofficial" scenic highways and is not meant to preclude local agencies from developing and adopting local scenic routes.

Scenic Roads and Highways Element

Objectives

- 3302
1. To provide policies with respect to designation of highways within the planning area that are or may be eligible for scenic highway designation by the state.
 2. To provide guidance regarding the maintenance of the scenic qualities of our major roads. Because Portola Valley is a place of unusual natural beauty, all roads in Portola Valley can be considered "scenic." However, it is possible that the pressure of increasing development and the resultant traffic could lead to the erosion of the aesthetic quality of our roadsides if care is not taken.

Principles

- 3303
- These principles are intended to guide future actions of the town and private parties.
1. Regulate density and land use, as provided in the general plan and zoning ordinances, with special attention to the view from the road.
 2. Give special consideration to site development, including controlled access for driveways and special setbacks for buildings.
 3. Keep the amount of roadway cuts and fills required in road maintenance or construction to a reasonable minimum.
 4. Contour and plant cut and fill slopes as an integral part of the road design, construction and maintenance process.
 5. Carefully control earth moving, grading, contouring and replanting in areas adjacent to and visible from the road.
 6. Keep traffic signs and markers to a minimum and place with consideration for the visual quality of the road. In addition, all commercial signs on scenic routes must be of such design as to be in keeping with a rural and natural atmosphere.
 7. Control the design of all structures abutting scenic routes, including review by the Architectural and Site Control Commission.
 8. Landscape all development along scenic routes and maintain such landscaping.

Scenic Roads and Highways Element

9. The town and user groups should be responsible for the regular pick up of trash in the rights of way of town scenic routes.
10. Encourage planting of native wildflowers, shrubs, and trees on public and private property. Wherever possible, remove aggressive exotic volunteers such as yellow star thistle, pampas grass, acacia, Scotch and French broom and eucalyptus.
11. Provide hiking and riding trails and bicycling paths separated from the pavement, where possible, as a part of future road improvements.
12. As a condition of their conditional use permit, require commercial developments along scenic roads to maintain a neat and tidy appearance. Surroundings of the buildings must be kept clean, and planted areas must be maintained.
13. Give high priority to placing underground all existing overhead utility lines, and structures to the extent possible, along the town scenic roads. Do not erect new or additional overhead facilities.

Description

3304 The regulations of the Town of Portola Valley are designed to protect the natural beauty of the whole area, including roadways. Skyline Boulevard is already an officially designated State Scenic Highway. It is not anticipated that official state designation will be sought for the Alpine or Portola Roads. Nevertheless it is the intention of the town to protect and enhance the appearance of scenic roads and highways by careful attention to adopted design principles.

State Highways

3305 The two state highways designated in this plan as scenic highways are Skyline Boulevard and Highway 280.

3306 Skyline Boulevard (Route 35), from the intersection with Route 92 south to the county border, became the second officially designated scenic highway of the state on January 22, 1968. The town, by Town Council Resolution No. 38-1965, joined with the Town of Woodside and San Mateo County in requesting the designation. Town regulations for that part of the Skyline corridor lying within the town, as approved by the state, may be found in pages 58 to 76 of *A Proposed Corridor Plan for a Scenic Highway, Skyline Boulevard, San Mateo County* published by San Mateo County in September of 1967.

Scenic Roads and Highways Element

3307 Special town regulations adopted for the Skyline corridor should continue to provide for special building setback lines and design reviews.

3308 Part of Highway 280 is within the planning area and the sphere of influence of the town. The town recommended and the state designated Interstate Highway 280 as a state scenic highway because of the beauty of the countryside through which it passes and because of the many excellent features of its design.

Local Scenic Roads

3309 The two roads designated in this plan as local scenic roads are Alpine Road and Portola Road.

3310 Alpine Road is now a route of great natural beauty and variety. The creeks it follows through the foothills are lined with tall trees, and the countryside has kept much of its rural tranquillity. The mountain canyon is still wild and new views open up at each turn of the road. A superb scenic route already exists. It is threatened by change. The challenge is to find and pursue the ways that can protect and preserve this route through the mountains for our present enjoyment and the delight of future generations.

3311 The town has, since its incorporation, endeavored to protect the scenic quality of the Alpine corridor. From a policy statement adopted in July 1969:

3312 "The policy of the Town of Portola Valley has always been to maintain a tranquil, rural atmosphere, and to preserve a maximum of green open space. The Alpine Scenic corridor should be developed in accordance with the policy. The natural look and feeling of the land between the road and the creek should be maintained. Trees and natural growth should be preserved and increased. Recreational uses should be in keeping with a peaceful and rural atmosphere."

3313 In May, 1971, the town adopted the Alpine Parkway Plan, subsequently renamed the Alpine Scenic Corridor Plan, as a part of the town general plan which includes detailed description of the road and of related design policies (see part 6). Special provisions to implement the plan and to protect the corridor include:

1. Open space zoning for sections of the corridor.
2. Special setback lines along a major portion of Alpine Road.

Scenic Roads and Highways Element

3. An open space program which does and should include recommendations for land acquisition and regulations pertaining to the corridor.
 4. The recreation element and the trails and paths element which include proposals for trails and paths in the corridor.
- 3314 Alpine Road above the intersection with Ciervos Road is a recreation route restricted to horse, bicycle, pedestrian and emergency vehicle traffic. The town endorses this designation. Nothing in this plan is meant to negate this provision.
- 3315 Portola Road within the confines of Portola Valley is the most “urban” of the scenic roadways. It is nevertheless a road of more than usual natural beauty, running through what may be considered the heart of the town—the floor of Portola Valley including residential areas, The Sequoias, the meadow, orchards, stables and properties. Special consideration should be given to building size, design and setbacks along this road.
- 3316 It is town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality. Land to the south and west of Portola Road is under special restriction, local and state, because it is underlain by major fault traces. The regulations of the town, and the design principles for Portola Valley scenic roads, should be sufficient to preserve the natural rural beauty of this corridor.

Connecting Roads

- 3317 Scenic roads in other jurisdictions such as Woodside, Menlo Park, Palo Alto and San Mateo County which connect to Portola Valley scenic roads are to be encouraged so as to provide a continuous quality of road corridor. All scenic roads in Portola Valley do, in fact, continue into adjoining jurisdictions. Also, the small portion of Arastradero Road in the town should be treated so as to be compatible with the scenic character in Santa Clara County and Palo Alto.

Scenic Roads and Highways Element

7000 PART 7 – SUSTAINABILITY ELEMENT, PORTOLA VALLEY GENERAL PLAN (1/28/09)

INTRODUCTION

Sustainability in the broadest sense involves managing all aspects of our relationship with the environment so that survival of life on the planet as we know it will be sustained. This involves assessment of the current status of the environment, analysis of trends, and management of our future to ensure survivability.

The environment consists of air, water, land, plants and animals, each of which needs to be addressed when considering the sustainability of the earth. Gradually, countries around the world are starting to take actions to protect this environment. As a part of this undertaking, Portola Valley can influence much of its own environment and in so doing be a part of the much larger global effort to promote sustainability.

Fortunately, the concept of protecting the natural environment is addressed throughout the fourteen elements of the general plan and has been a fundamental objective of the town since incorporation. These plan provisions provide a strong foundation for the sustainability element. A good example of the town's philosophy is found in the first Major Community Goal in the general plan, which is:

To preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area.

While many provisions of the general plan support sustainability of the town's environment, more specific provisions are needed to address particular aspects of sustainability. The many relevant provisions in the plan are summarized below to provide a context for the sustainability element.

EXISTING PROVISIONS OF THE GENERAL PLAN THAT SUPPORT SUSTAINABILITY

General Policy Section (Section 1010 et seq)

This section addresses natural features, open space, development within natural physical constraints, a quiet environment, public trails and paths, protection from natural and human-created hazards, conservation of water and energy, use of renewable resources, protection of native vegetation and natural habitats, provision of civic and recreation facilities, provision for locally needed goods and services, protection of the heritage of the town and control of development so as to be subservient to the natural environment.

Land Use Element (Section 2000 et seq)

The land use element provides for the grouping of community and commercial activities in central locations and along major routes of travel. This design in turn results in convenience for residents and can result in reducing trip generation, air pollution and consumption of energy.

Open Space Element (Section 2200 et seq)

The open space element calls for the preservation of major parts of the town in a natural state. This contributes to a reduction in air pollution through the carbon absorption of plants, and to a healthy environment for residents by providing natural views, recreational opportunities, a sense of quiet, and clear night skies. Further, protection of open space preserves the habitat of animals and plant species.

Recreation Element (Section 2300 et seq)

The recreation element provides ample opportunities for active and passive recreation in the town thus reducing the need to travel out-of-town for these resources with a consequent reduction of trips by cars, reduction of air pollution and conservation of energy. These recreation resources also contribute to the physical and mental health of residents.

Housing Element (Section 2400 et seq)

The housing element seeks to provide affordable housing. To the extent that this housing is for persons employed locally, related policies lead to a reduction of traffic and consequent air pollution.

Historic Element (Section 2500 et seq)

The historic element is intended to help preserve the rich history of the town. This can lead to a population that appreciates the local history. A population that appreciates its historical environment is more likely to support measures that lead to protection of the environment including its sustainability.

Circulation Element (Section 3100 et seq)

The street system is designed to provide efficient access to the most frequently visited locations in the town. It also provides for a wide range of types of transportation: motor vehicles, bikes, horses and pedestrians. The design of the circulation system and provision for multiple forms of transportation results in savings in energy consumption and reduction of local air pollution.

Trails and Paths Element (Section 3200 et seq)

The trails and paths element provides a comprehensive system of hiking trails, equestrian/hiking trails, pedestrian paths, bicycle paths, multiple use corridors, bicycle routes and bicycle lanes. The system provides facilities that access major destinations including schools, and civic and commercial areas. The multi-modal system helps reduce reliance on motor vehicles. The system provides for recreation and accordingly for the pleasure and health of residents.

Scenic Roads and Highways Element (Section 3300 et seq)

The scenic roads and highways element is intended to help retain the natural qualities of the nearby roadsides. The element addresses Skyline Blvd, Highway 280, Portola Road

and Alpine Road. These roads and roadsides are a feature that residents value and to some extent contribute to residents spending more time in the town.

Safety Element (Section 4100 et seq)

The safety element addresses the major threats to the environment from geologic hazards, fire and flooding. The element therefore leads to a decrease in these hazards with the resultant retention of natural features that contribute to sustainability.

Conservation Element (Section 4200 et seq)

The conservation element provides for the conservation of the natural resources of the town including: water in the form of creeks, ponds, ground water and imported water; native vegetation; soils and geology; and wildlife. Accordingly, this element provides for the most comprehensive review, of all general plan elements, of development in the town with respect to the natural environment. The element stipulates that new development will be carried out in a manner that will help ensure conservation goals are met. The element provides a programmatic approach for the conservation, restoration, development and utilization of natural resources.

Noise Element (Section 4300 et seq)

The noise element provides for maintaining an acoustical environment that is consistent with a rural and largely natural setting. Control of noise contributes to health, well-being and the desire of residents to stay in the town because of the quietude rather than seeking this quality in trips to distant places.

Nathhorst Triangle Plan (Section 6100 et seq)

The Nathhorst Triangle plan provides for the grouping of the major commercial and business establishments in the town in central locations readily accessible to residents. The grouping of businesses reduces trips by residents when they combine shopping with other business activities.

Alpine Scenic Corridor Plan (Section 6200 et seq)

The Alpine Scenic Corridor plan has as its objective the protection of the rich natural environment along Alpine Road, and Los Trancos and Corte Madera creeks. Attractive paths are a part of the plan. The plan emphasizes the town's priority of ensuring structures are subservient to the native environment.

Town Center Area Plan (Section 6300 et seq)

The town center area plan seeks to combine civic functions along with commercial and office uses and several churches. The grouping of these facilities contributes to residents being able to accomplish several missions on a single trip and thereby reduce automobile traffic. A full range of trail and path facilities also serves this area. The town center helps instill a sense of pride in the community and its values which in turn can help lead to community consensus on sustainability programs.

SUSTAINABILITY GOALS AND OBJECTIVES

A major goal of the community is to ensure the sustainability of our environment. The provisions of this element, in addition to the above-referenced provisions in other parts of the general plan, are intended to help the community realize this goal. The element includes broad goals and objectives. In addition, the appendix to the element lists "Illustrative Policies and Practices" that the town could consider in furthering the goals and objectives of the element.

Following are the goals and objectives. The goals address: reduction of greenhouse gas emissions in the air, green building for new and existing structures, protection of water resources, protection of the natural environment, and community education and involvement. Each of the categories involves activities that can increase sustainability. The major goals are not mutually exclusive since sustainability is affected by many activities that occur in the town.

Overarching Goals –

To encourage and provide community education about sustainable principles and applications.

To encourage the use of renewable resources and minimize the use of nonrenewable resources.

To strive for an optimum balance among the activities of residents, the built environment and the natural environment so as to maintain and improve the condition of life for future generations.

To encourage and provide for enhanced resource efficiency and the use of sustainable materials in all building projects.

To employ the principles of "green" building.

To reduce carbon emissions to 1990 levels by the year 2020 and to 80% below 1990 levels by the year 2050.

To consider impacts on sustainability in all town decision-making.

Goal: *Community Education and Involvement* - Encourage broad community participation in programs to promote sustainability and provide the information people need to live in a sustainable way.

Objectives

1. To inform the community about sustainability and measures they can take to make sustainable choices and further sustainable goals.
2. To encourage education about sustainability in local schools.
3. To provide models of sustainability in town buildings and practices for purposes of education and demonstration.

4. To link interested residents with sustainable products and practices such as energy efficient products, water conservation measures, and waste reduction practices such as composting so that people have the tools they need to implement sustainable lifestyles.
5. To involve the community in shaping sustainability policies and in determining which measures are essential, which are desirable, and which are possible to further sustainability within our town.

Goal: *Existing Building Stock* – Encourage the use of energy efficient features and practices and the use of “green” building design standards in remodeling projects.

Objectives

1. To encourage residents to undertake energy audits of their homes.
2. To encourage an increase in energy efficiency of existing homes when they are remodeled.
3. To encourage reuse and recycling of materials when buildings are deconstructed or torn down.
4. To encourage property owners to make existing buildings more energy efficient.

Goal: *New Buildings* - Encourage, and where feasible, require new buildings to adhere to “green” building design standards.

Objectives

1. To require all new buildings to achieve a minimum level of sustainability based on an accepted “green” rating system.

The above objective addresses many topics including: use of passive and active solar energy as well as geothermal energy in the siting, design and construction of buildings; conservation of water through the use of drought-tolerant plant materials and recycling; reduced use of non-renewable resources in design and construction of buildings.

2. To balance in development projects the objectives of sustainability and conservation of resources with the objectives of the applicant in terms of the extent and design of site improvements.

Goal: *Transportation* – Provide for transportation needs by methods that reduce greenhouse gas emissions.

Objectives

1. To cluster community-serving land uses in centralized locations well served by transportation facilities in order to help minimize the number and length of vehicular trips.
2. To encourage means of transportation that do not rely on non-renewable sources of energy (for example, biking and walking) and to reduce the amount of vehicular traffic in town that relies on non-renewable sources of energy.
3. To reduce motor vehicle trips in the town.
4. To encourage and enable use of energy efficient low or zero emission vehicles and /or those powered by non-petroleum based alternative fuels.

Goal: *Water Resources* - Protect and conserve water resources in the town including imported water.

Objectives

1. To protect the watershed from pollution, debris, excess sediment and invasive plants.
2. To reduce consumption of water through conservation and more efficient appliances and fixtures.
3. To use drought resistant native plants in developments.
4. To maximize the collection and recycling of natural-sourced and public water.
5. To protect and preserve ground water resources and aquifer recharge areas.

Goal: *Living Environment* - Protect the natural environments for plants, animals and humans.

Objectives

1. To protect the interdependent plants and animals that together comprise a balanced ecosystem in our forests, grasslands, chaparral areas, and creek systems.
2. To protect extensive areas of native vegetation that support wildlife.
3. To protect forests and forms of vegetation that help contribute to air quality by absorbing carbon dioxide.
4. To protect the creek systems in the town.
5. To promote rehabilitation of ecosystems.

6. To control, reduce and eliminate invasive species

APPENDIX TO SUSTAINABILITY ELEMENT

This appendix contains a list of policies and practices that represent possible ways to achieve the Goals and Objectives in the sustainability element. Prior to implementation, each would need to be discussed by the town. The list is not meant to be all-inclusive, for additional policies and procedures may be suggested.

Goal: *Community Education and Involvement*

Illustrative Policies and Practices

Town Staff:

1. Coordinate the sustainability program of the town and develop an information source for use by all residents and public and private institutions in the town.
2. Develop a procedure to ensure all projects that come before the town are reviewed with respect to sustainability and make recommendations to help achieve sustainability objectives.
3. Develop ways that in the normal performance of duties staff can help ensure sustainability.
4. Provide technical assistance regarding sustainability.
5. Prepare an annual report on the status of the sustainability programs in the town and provide it to residents and elected officials.
6. Continue to research and to inform residents about new sustainability ideas applicable to the town.

Incorporated Town:

1. Maintain a sustainability and resource efficiency coordinator.
2. Maintain a policy that encourages sustainability of all town buildings and facilities.
3. Maintain a procurement policy that encourages sustainability.
4. Participate in appropriate waste conversion programs.
5. Support climate-friendly products and services.
6. Develop information for assistance to residents for energy audits and in determining the cost/benefit of capital outlays for sustainable practices.
7. Be alert to technical changes such as fuel cells and new solar panel designs and consider ways to take advantage of these changes.
8. Limit wood burning fireplaces, outdoor fire rings and burning of agricultural waste.

9. Add a section addressing sustainability to regularly distributed town publications such as the Newsletter as well as the town web site.
10. Encourage residents and businesses to go off the electric power grid when feasible.
11. Consider the relative advantages and disadvantages of harnessing wind power.

Town Outreach:

1. Use the new town center, including the library, as a display source for information on sustainability.
2. Use the town web site as a place for residents to convey information on sustainability to the town and other residents.
3. Assist in organizing group purchasing of sustainable products or energy efficient home improvements.
4. Establish cooperative networks in the town for energy conservation.
5. Encourage and work with residents to develop alternate forms of energy.
6. Announce and coordinate "green home" tours of houses in Portola Valley for residents.
7. Organize and implement community events focused on sustainability.

Resident Actions:

1. Encourage the use of energy efficient appliances.
2. Encourage adoption of energy saving measures including but not limited to the use of energy efficient lighting, solar panels and energy efficient vehicles.
3. Encourage the community to turn off unused electrical devices and when replacing such devices to acquire those that are energy efficient and, for example, do not consume energy when in a "standby" mode.
4. Encourage residents to institute energy use accounts and provide instructions on how to do this.
5. Encourage waste reduction through composting, recycling and when shopping to bring your own bag and choose products with reduced packaging.
6. Encourage community members to develop individual sustainability action plans.
7. Encourage the considerate and discreet drying of clothes out-of-doors.
8. Encourage residents to operate their cars efficiently (keep tires inflated, keep engine tuned, minimize idling of engines).

9. Consider colors for aesthetics vs. colors and materials for energy conservation.
10. Encourage water conservation through drought resistant native plants, efficient irrigation systems and rainwater collection.
11. Encourage residents to retrofit homes with low-flow toilets and showerheads.

Resident Group Actions:

1. In residential developments, where homes have great similarities, consider a coordinated effort to develop green building ideas that can apply to multiple residences.
2. Encourage local production of food in "kitchen gardens" and community gardens.

Goal: Existing Building Stock

Illustrative Policies and Practices

1. Establish a display at town center that provides information on products, materials and services that can be used in retrofitting existing homes.
2. Encourage persons to consider making their homes more energy efficient and to employ cost-benefit analyses to assist in making decisions.
3. Encourage residents who have remodeled their homes to make them more energy efficient to make their homes available at times for the education of other residents, or to provide data on their homes that can be posted on or linked by the town web site.
4. Encourage residents to consider remodeling instead of tearing down a home in order to replace it with a new building. A cost-benefit analysis may be helpful in deciding between a complete teardown and a remodel.
5. Encourage persons considering tearing down their homes for replacement to reutilize building materials in the house.
6. Work with local utilities to take advantage of programs that assist in conserving water and/or energy.

Goal: New Buildings

Illustrative Policies and Practices

1. Establish baseline data on greenhouse gas emissions and energy use related to buildings and periodically update with feedback into the green building program.
2. Study recent home construction trends to show the correlation between the extent of site improvements, greenhouse gas emissions and the consumption of non-renewable resources.

3. Evaluate aspects of construction projects other than buildings such as grading, landscaping and other outside improvements to help implement the conservation of non-renewable resources including but not limited to water and asphalt.
4. Encourage those building new homes to analyze how much time they will likely spend in each room and potential multiple uses of rooms in deciding how much house they really need to build.
5. Work with local utilities to take advantage of programs that assist in conserving water and/or energy.

Goal: *Transportation*

Illustrative Policies and Practices

1. Establish baseline data on greenhouse gas emissions and energy use related to motor vehicles and periodically update with feedback to monitor reduction of energy usage.
2. Analyze the feasibility of establishing a school-busing program or other local transportation program in order to significantly reduce the amount of in-town vehicular traffic and resulting greenhouse gas emissions. Involve the school district and parents in this program. Consider joining with other jurisdictions in such a program.
3. Consider possible linkages between existing bus services, such as the services of The Sequoias, the Priory, Stanford's Marguerite service and others.
4. Encourage and facilitate the use of the Internet for telecommuting to help reduce the need to travel.
5. Undertake a study of the trails, paths and bike lanes in town with the objective of increasing use by providing all-weather routes for children going to school as well as for the convenience and pleasure of other residents.
6. Consider ways to develop a ride-sharing program and shuttle system for residents for a variety of types of trips, particularly for older residents.
7. Consider encouraging or requiring contractors to consolidate trips by employees, trips for the delivery of materials, and trips for the removal of waste and recycling.
8. Be alert to innovation in electric vehicles and other alternative fuel vehicles and consider a program to encourage their use. As a part of this consider any needed changes with respect to road design and safety such as speed limits and signage.
9. When appropriate, consider establishing an electrical charging station for vehicles at town center and encouraging stations in homes as electric vehicles become increasingly available.
10. Provide for the conversion of town operated vehicles and equipment to vehicles relying on renewable energy.

11. Consider whether it would be advisable to encourage the establishment of sources of alternative fuels and electric stations for charging cars in town.
12. Consider cooperative programs with SamTrans, Caltrans and the Transportation Committee of Silicon Valley to improve bus service and/or create shuttle service.

Goal: *Water Resources*

Illustrative Policies and Practices

1. Consider measures to prevent the pollution of all sources of water.
2. Encourage the collection of rainwater for reuse.
3. Encourage the recycling of water when feasible.
4. Limit the scope of new impervious surfaces and encourage reduction of existing impervious surfaces for all new developments in order to reduce runoff.
5. Study the relative merits of on-site and off-site sewage disposal systems including consideration of soils and density of development. Determine which systems on balance better assist in sustainability in different environments.
6. In order to protect the aquifer, survey, in concert with San Mateo County, current well use in the town and provide for continuing monitoring.

Goal: *Living Environment*

Illustrative Policies and Practices

1. Support local programs to encourage the protection of the natural environment by purchasing open space and conservation easements.
2. Enforce creek setback regulations.
3. Adopt provisions to discourage the pollution of creeks.
4. Administer regulations so as to limit the potential for erosion and sedimentation.
5. Establish a fire safety mapping and fuel reduction program that will help sustain a healthy and safe natural environment.
6. Investigate policies concerning preservation of trees vs. solar access.
7. To conserve water, replace lawns with draught tolerant plants, update irrigation systems and hydro-zone planting areas.

San Mateo County Comprehensive Bicycle and Pedestrian Plan

Final

Adopted September 8, 2011

City/County Association of Governments of San Mateo County

Prepared by: Alta Planning + Design

in association with Fehr & Peers and Eisen | Letunic

Existing Conditions

Project Name	Jurisdiction(s)	Description	Status (2010)
5. San Mateo County Bay Trail	Redwood City, San Carlos, Menlo Park	Gap closure between Bayfront Park in Menlo Park and Redwood Shores in Redwood City, composed of on- and off-street improvements.	Redwood City: Partially implemented; one Bay Trail gap closure will be completed with RBP grant funding
6. Recreational Route Bikeway Improvements	San Mateo County, Portola Valley, Woodside	Variety of improvements (signing, striping, shoulders, bridges, increased maintenance) along recreational routes in Woodside, County and Portola Valley. Consider Bear Gulch Road as alternative to La Honda Road. Paved route on Upper Alpine Road.	San Mateo County: striping and paving on Canada Road, bike lanes on Alpine Road to Stanford lands. Woodside: Bike lanes on Woodside Road from Alameda de las Pulgas to Kings Mountain Road
7. North Coast Bikeway	Pacifica, Daly City, Half Moon Bay	Pathway, wide shoulders, directional signing connecting Daly City, Pacifica and Half Moon Bay. Includes multi-use path on Highway 1.	Daly City: Bike lanes on Southgate Avenue Pacifica: Bike lanes on Palmetto Avenue, bike path along most of Highway 1 to San Pedro Mountain Road
8. North-South Bikeway (Old County Road Section)	Redwood City, San Carlos, Belmont, San Mateo	Connections to Old County Road. Bike lanes (if feasible) along Old County Road. Redwood City, San Carlos, Belmont, San Mateo. Connection through Bay Meadows.	Redwood City : Completed; San Carlos: Funding secured; Belmont: Proposed; San Mateo: completed from just north of Belmont City limit to Bay Meadows along Pacific Boulevard. Bike path is temporary and will be eliminated upon build-out of Bay Meadows Phase II. Also see North-South bikeway status

Relevant Plans, Policies and Guidelines

Jurisdiction	Bicycle or Pedestrian Master Plan	Other Relevant Plans	Bike/Ped Advisory Committee?
Town of Portola Valley	General Plan, Circulation Element (2003) General Plan, Sustainability Element (2009)	-- --	Use Traffic Committee
City of Redwood City	General Plan, Circulation Element (2010)	Downtown Precise Plan (2011)	Complete Streets Advisory Committee (proposed)
City of San Bruno	General Plan, Transportation Element (2009)	--	BPAC
City of San Carlos	General Plan, Circulation Element (2009) Bicycle Transportation Plan (2003) ²¹	Climate Action Plan (2009) --	Transportation and Circulation Commission
City of San Mateo	General Plan, Circulation Element (2010) Bicycle Master Plan ²² Pedestrian Master Plan ²³	Sustainable Initiatives Plan (2007) Climate Action Plan (2008) Downtown Area Plan (2009)	Public Works Commission
City of South San Francisco	General Plan, Transportation Element (N/A) Bicycle Master Plan (2011)	--	BPAC
Town of Woodside	General Plan, Circulation Element (1988)	Town Center Plan ; Skylonda Plan (1988)	Bicycle Committee
County of San Mateo	San Mateo County Trails Plan (2001) Being updated 2011.	ADA Transition Plan (N/A)	No

²¹Currently being updated

²²Bicycle Master Plan is expected to be adopted in July, 2011

²³Pedestrian Master Plan is expected to be adopted in August, 2011

San Mateo County Comprehensive Bicycle and Pedestrian Plan

Source: Bay Area Travel Survey, 2000, Table 2.2.1.2B

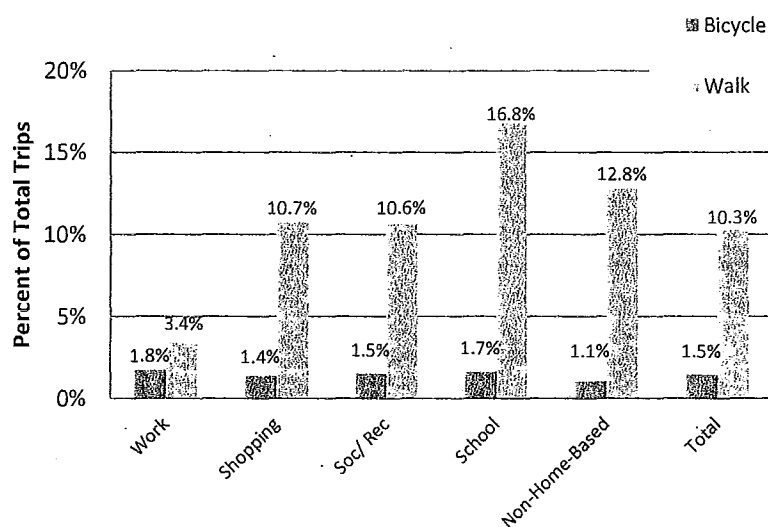


Figure 10: Bay Area Weekday Trips By Purpose: Biking and Walking Mode Share

Commute Mode Share

According to the U.S. Census' 2006-2008 American Community Survey, 1.4 percent of the county population biked to work, 2.7 percent of the county population walked to work, 7.5 percent used transit, and 82.7 percent drove to work.

The biking, walking, and transit percentages are lower than the Bay Area averages, although mode splits do vary by community. Table 6 shows that Redwood City and Menlo Park had the highest numbers of bicycle commuters in 2000. Menlo Park has the highest percentage of commuters commuting by bicycle-3.7 percent, which is more than three times the Bay Area average. Census data show that Menlo Park has further increased the percentage of people who commute to work by bike, to 7.2 percent of workers in 2006-2008.²⁸

In 2000, the City of San Mateo had the highest number of walk commuters, 1,210, of any other community in the County. While total commute numbers are low, the communities of Atherton, Woodside, and Portola Valley had high percentages of people walking to work. More recent Census data from 2006-2008 show that the percentage of people walking to work has increased slightly in many communities.²⁹

As many people walk to transit, the transit mode share can capture some additional walking trips. In 2000, Daly City had both the highest number of transit commuters, nearly 9,000, and the highest transit mode share, at 17.8 percent. With the extension of the BART line to Millbrae, the percentage of people taking transit to work has nearly doubled from 5.3 percent to 10.5 percent.³⁰ Other communities along the BART corridor have also seen increases between 2000 and 2006-2008.

²⁸American Community Survey, 2006-2008 Three-year Estimates.

²⁹Ibid.

³⁰Ibid.

Needs Analysis

Table 6: Commute to Work Data by Mode of Transportation for Walk, Bike, Transit
(2000 Census)

Jurisdiction	Bike		Walk		Transit	
	Percent	Number	Percent	Number	Percent	Number
Atherton	0.0%	0	5.4%	167	3.2%	100
Belmont	0.4%	49	1.4%	190	3.8%	527
Brisbane	0.5%	10	2.1%	44	5.6%	117
Burlingame	0.7%	108	2.4%	360	7.6%	1,157
Colma	0.0%	0	4.4%	22	10.8%	54
Daly City	0.1%	39	1.3%	664	17.8%	8,858
East Palo Alto	1.8%	193	1.6%	171	6.2%	688
Foster City	0.7%	106	1.3%	201	3.6%	568
Half Moon Bay	1.5%	89	3.1%	184	1.6%	96
Hillsborough	0.0%	0	1.1%	52	2.4%	112
Menlo Park	3.7%	562	2.2%	338	4.0%	614
Millbrae	0.5%	45	2.0%	188	5.3%	502
Pacifica	0.2%	50	1.0%	206	8.1%	1,684
Portola Valley	0.0%	0	3.5%	69	0.0%	-
Redwood City	1.8%	697	2.8%	1,097	4.8%	1,899
San Bruno	0.5%	112	2.2%	457	7.9%	1,656
San Carlos	0.6%	86	1.4%	215	3.7%	557
San Mateo (City)	0.6%	275	2.6%	1,210	6.2%	2,931
South San Francisco	0.4%	118	2.6%	752	9.2%	2,680
Woodside	0.0%	0	4.8%	116	0.3%	7
Unincorporated County	1.2%	259	3.1%	653	4.8%	1,000
County	0.8%	2,896	2.1%	7,609	7.4%	26,029
Bay Area	1.1%		3.2%		9.7%	

5.3.2 Who is Biking and Walking in San Mateo County?

Data show that people who bike and walk for transportation tend to be younger and less affluent than the general population.

Age

In the Bay Area, school-age youth and people in their twenties are more likely to bike, than other age groups although bicycle trips still make up a very small percentage of total trips for these age groups (see Figure 11).

Similarly, school-aged youth typically walk more than other age groups, with nearly 16 percent of trips made on foot.³¹ Although people in their forties tend to walk the least, the percentage of walking trips increases as one gets older.

³¹Metropolitan Transportation Commission's Bay Area Transportation Survey, 2000

Needs Analysis

Table 9 provides bicycle and pedestrian collisions by city or town during the period of data collection.

Table 9: Bicycle and Pedestrian Collisions by City or Town

City/Town in San Mateo County	% of Total County Bike Collisions ³⁴	% of Total County Pedestrian Collisions	% of Total County Population ³⁵
San Mateo	17%	17%	13.0%
Redwood City	15%	12%	10.6%
Unincorporated San Mateo County	14%	4%	8.8%
Menlo Park	9%	4%	4.3%
South San Francisco	5%	9%	8.5%
San Bruno	5%	7%	5.6%
Burlingame	5%	6%	4.0%
Daly City	4%	17%	14.5%
East Palo Alto	4%	5%	4.1%
San Carlos	4%	3%	3.9%
Pacifica	3%	5%	5.4%
Belmont	3%	2%	3.5%
Atherton	3%	1%	1.0%
Foster City	3%	1%	4.0%
Half Moon Bay	3%	1%	1.7%
Millbrae	2%	5%	2.9%
Hillsborough	1%	1%	1.5%
Woodside	1%	0%	0.8%
Colma	0%	1%	0.2%
Brisbane	0%	0%	0.5%
Broadmoor	0%	0%	0.6%
Portola Valley	0%	0%	0.6%

Nearly half of all bicyclist and pedestrian injury-causing collisions in San Mateo County occurred in the evening hours, between three and eight p.m. Forty-six (46) percent of bicycle fatalities occurred mid-day between 10 am and 3 pm, while 41 percent of pedestrian fatalities occurred at night between 8pm and 6am.

³⁴ Includes collisions on Caltrans right-of-way

³⁵Based on 2010 Census Data.

Countywide Bikeway Network

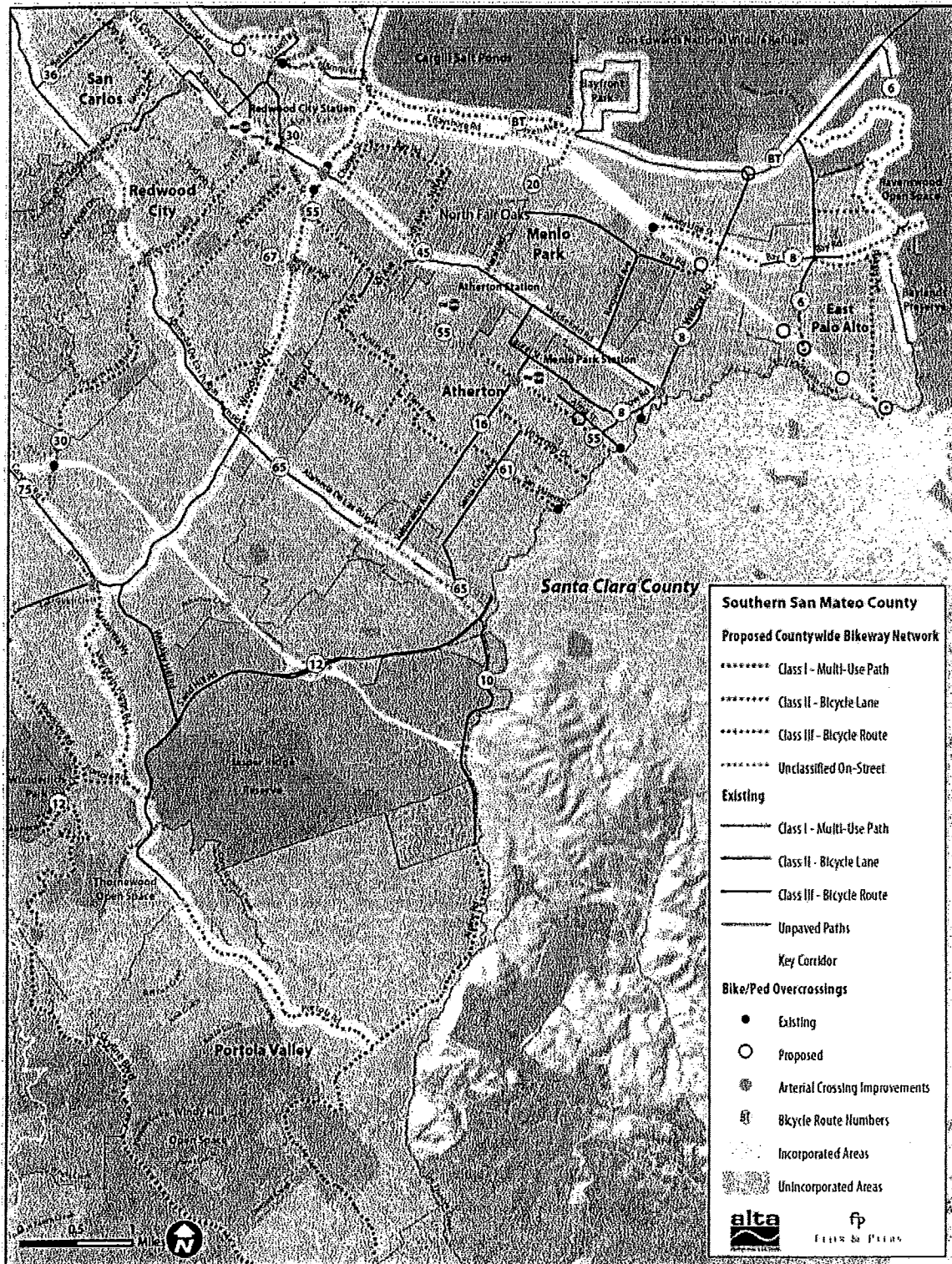


Figure 19: Countywide Bikeway Network Map South County

San Mateo County Comprehensive Bicycle and Pedestrian Plan

Table A-3: Category C Countywide Bikeway Network Projects

Notes: Class 1=multi-use path, Class 2=bike lanes, Class 3=bike route. Cost estimates are based on average cost per mile for bikeway type, rounded to the nearest thousand, and are subject to change. Where a proposed on-street bikeway does not have a designated class (Class 2/3), the per mile cost for bike lanes is used.

Location	Project Type	Project Name	Extents	Miles	Class	Cost
Millbrae	Linear Bikeway	S. McDonnell Road	San Francisco Airport to Coast Guard Road	0.31	2/3	\$13,000
Millbrae	Arterial Crossing	Center Street at El Camino Real				\$20,000
Millbrae	Arterial Crossing	Millbrae Avenue at El Camino Real				\$20,000
Millbrae	Overcrossing	E. Millbrae Avenue at US 101				\$12,000,000
Montara						
Montara	Linear Bikeway	Parallel Trail (Montara)	10th Street to 14th Street	0.3	2	\$13,000
Pacifica						
Pacifica	Linear Bikeway	Highway 1 Bike Path	Pedro Point to City Limits	0.31	1	\$197,000
Pacifica	Linear Bikeway	Skyline Drive	Daly City Line to Westline Drive	0.2	2/3	\$8,000
Pacifica	Interchange Improvement	1 & Sharp Park Road				\$10,000
Pacifica	Arterial Crossing	Hickey Boulevard at State Highway 35				\$10,000
Portola Valley						
Portola Valley	Linear Bikeway	Alpine Road	Portola Road to City Limits	2.18	3	\$3,000
Portola Valley	Linear Bikeway	Alpine Road	Portola Road to Santa Clara County	2.86	3	\$3,000
Portola Valley	Linear Bikeway	Portola Road	Woodside Line to Alpine Road	2.3	3	\$3,000
Redwood City						
Redwood City	Linear Bikeway	Alameda de las Pulgas	Eaton Avenue to Brewster Avenue	0.72	2/3	\$31,000
Redwood City	Linear Bikeway	Brewster Avenue	Emerald Lake Hills to Topaz Street	0.06	2/3	\$3,000
Redwood City	Linear Bikeway	Edgewood Road	City Limits to Blanford Boulevard	0.55	2	\$23,000
Redwood City	Linear Bikeway	Farm Hill Road	Woodside Line to Jefferson Avenue	1.57	2	\$67,000
Redwood City	Linear Bikeway	Jefferson Avenue	Farm Hill Boulevard to Oak Ridge Road	0.28	2	\$12,000
Redwood City	Linear Bikeway	Massachusetts Avenue	Alameda de las Pulgas to Woodside Road	0.62	3	\$5,000
Redwood City	Linear Bikeway	Redwood Shores Parkway	Governor's Bay Drive to Shoreline Drive	1.59	2	\$68,000
Redwood City	Linear Bikeway	Redwood Shores Trail	Steinberger Slough Trail to E. Belmont Slough Trail	1.89	1	\$1,214,000
Redwood City	Linear Bikeway	Somerset/Arlington/Woodstock	Edgewood Road to Whipple Avenue	0.3	2/3	\$13,000
Redwood City	Linear Bikeway	Warwick Street/Stanford Lane	San Carlos Avenue to Edgewood Road	0.1	3	\$1,000
San Bruno						
San Bruno	Linear Bikeway	Crestmoor Drive	Junipero Serra Park to Skyline Drive	1.18	3	\$9,000
San Bruno	Linear Bikeway	San Anselmo Avenue	Santa Inez Avenue to Santa Helena Avenue	0.28	3	\$2,000
San Bruno	Linear Bikeway	State Highway 35	San Bruno Avenue to Bike Path	0.71	2/3	\$30,000
San Bruno	Linear Bikeway	State Highway 35	Berkshire Drive to W. San Bruno Ave	1.16	2/3	\$50,000
San Bruno	Arterial Crossing	Sharp Park Road at State Highway 35				\$20,000
San Mateo						
San Mateo	Linear Bikeway	Coyote Point Drive	Peninsula Avenue to Coyote Point Drive	0.04	2/3	\$2,000
San Mateo	Linear Bikeway	De Anza Boulevard	State Highway 92 to Polhemus	0.34	3	\$3,000
San Mateo	Linear Bikeway	Franklin Street	Crystal Springs Road to Virginia Avenue	0.22	3	\$2,000
San Mateo	Linear Bikeway	Mariners Island Boulevard	Fashion Island Boulevard to Foster City Line	0.34	2	\$14,000
San Mateo	Arterial Crossing	De Anza Boulevard at State Highway 92 Exits				\$20,000
San Mateo	Arterial Crossing	Hillsdale Avenue at Alameda de las Pulgas				\$10,000

Appendix B: Detailed Maps of Countywide Bikeway Network

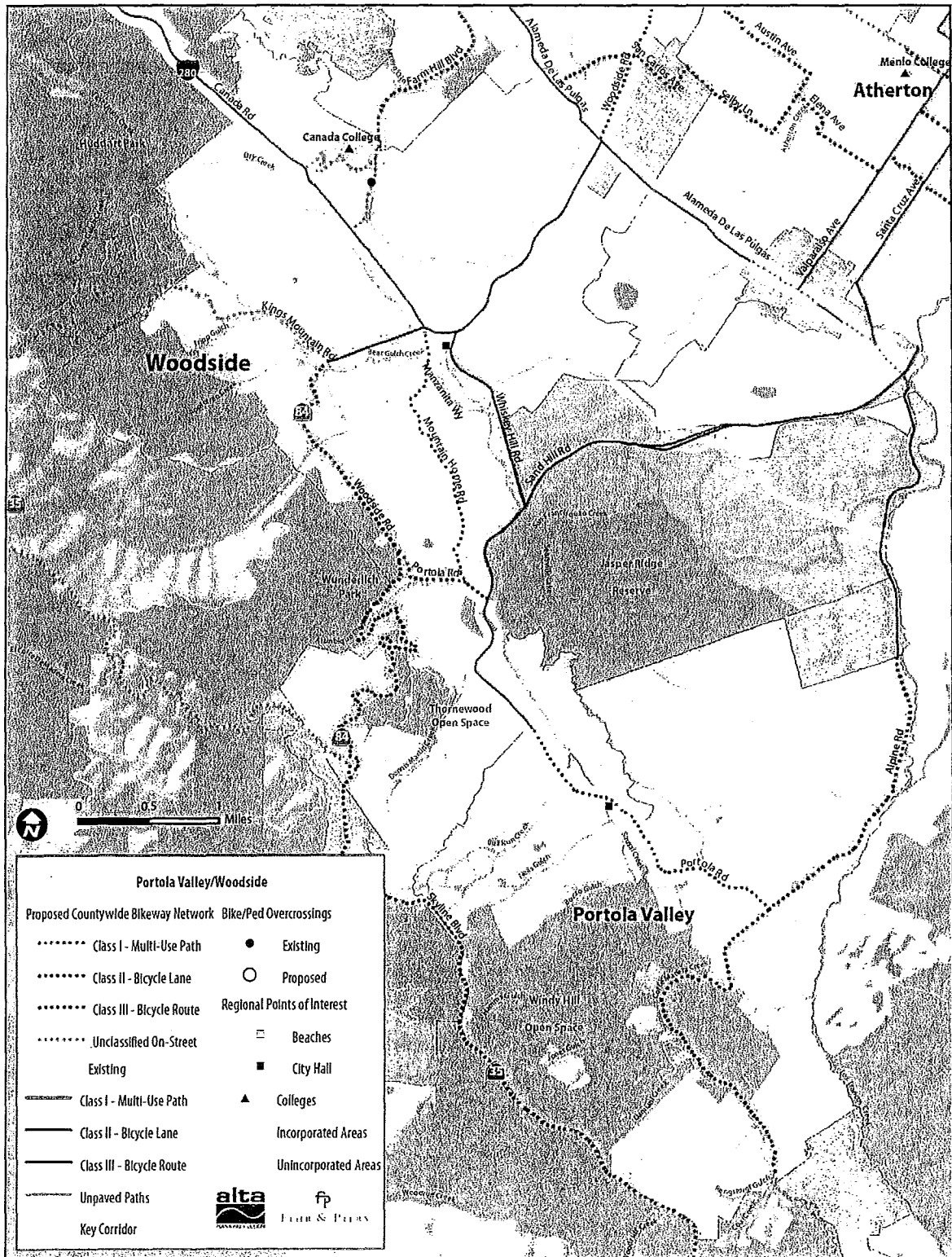


Figure B-12: Countywide Bikeway Network – Woodside, Atherton, and Portola Valley

TOWN OF PORTOLA VALLEY

Policy Concerning Environmentally Preferable Purchasing

1.0 PURPOSE

This policy is intended to encourage the purchase and use of environmentally preferable products and services by Town staff, elected officials, volunteers, consultants and contractors.

This Policy is adopted in order to:

- Raise staff awareness about the environmental issues affecting procurement by providing relevant information and training;
- Conserve natural resources;
- Minimize environmental impacts such as pollution and use of water and energy;
- Eliminate or reduce toxics that create hazards to workers and our community;
- Support strong recycling markets;
- Reduce materials that are land filled;
- Increase the use and availability of environmentally preferable products that protect the environment;
- Encourage suppliers and contractors to offer environmentally preferable products and services at competitive prices;
- Encourage providers of services to consider environmental impacts of service delivery; and
- Create a model for successfully purchasing environmentally preferable products and services that encourages other purchasers in our community to adopt similar goals.

2.0 DEFINITIONS

- 2.1 Environmentally Preferable: A product or service that has a lesser or reduced negative effect on human health and the environment when compared with competing products and services that fulfill the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and product disposal.
- 2.3 Practicable: Whenever possible and compatible with local, state and federal laws, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.
- 2.4 Recyclable Product: A product that, after its intended end use, can be diverted from the Town's solid waste stream for use as a raw materials in the manufacture of another product.

- 2.5 Recycled Content Product: A product containing recycled material.
- 2.6 Reusable Product: A product, such as a washable food or beverage container or a refillable ballpoint pen, that can be used several times for an intended use before being discarded or recycled.

3.0 POLICY

3.1 General

3.1.1 It is the policy of the Town of Portola Valley to:

Purchase products and services that, to the greatest extent practicable, minimize environmental impacts, toxics, pollution, and hazards to workers and the community; and

Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free and use wood from sustainably harvested forests.

3.1.2 Nothing contained in this policy shall be construed as requiring a purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

3.1.3 Nothing contained in this policy shall be construed as requiring the Town, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

3.2 Source Reduction

3.2.1 Whenever practicable and cost-effective, without reducing safety, workplace productivity and/or effectiveness, the Town will reduce waste, and purchase fewer products.

3.2.2 Whenever practicable, without reducing safety, workplace productivity and/or effectiveness, the Town will purchase remanufactured products such as laser toner cartridges, tires, furniture, equipment and automotive parts.

- 3.2.3 Whenever practicable, the Town shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in section 3.1.
- 3.2.4 Prior to purchasing products or services, the Town will consider their short and long-term costs in comparing alternatives. This includes evaluation of total costs expected during the period of ownership, including, but not limited to acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- 3.2.4 Preference will be given to products that are durable, long lasting, reusable or refillable.
- 3.2.5 Vendors will be encouraged to take back and reuse pallets and packaging materials.
- 3.2.6 Whenever practicable, all documents shall be printed and copied on both sides to reduce the use and purchase of paper.

3.3 Recycled Content Products

- 3.3.1 Copiers and printers will be compatible with recycled content materials and supplies.
- 3.3.2 Whenever practicable, the Town will use recycled, reusable or reground materials when specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects.
- 3.3.3 Whenever practicable, the Town will specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.

3.4 Energy and Water Savings

- 3.4.1 Where applicable, equipment will be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- 3.4.2 Whenever practicable, the Town will replace inefficient lighting with energy-efficient equipment.
- 3.4.3 Whenever practicable, the Town will purchase products for which the U. S. EPA Energy Star certification is available. When Energy Star labels are not available, The Town will choose energy-efficient

products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

3.4.4 Whenever practicable, the Town will purchase water-saving products.

3.5 Green Building - Construction and Renovations

3.5.1 Where appropriate, building and renovations undertaken by the Town will follow Green Building design, construction, and operation practices.

3.6 Landscaping

3.6.1 Whenever possible, all landscape renovations, construction and maintenance undertaken by the Town, including workers and contractors providing landscaping services, will employ Bay-Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance, including, but not limited to, integrated pest management, grass cycling, drip irrigation, composting, and procurement and use of mulch and compost produced from regionally generated plant debris and/or food waste programs.

3.6.2 Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate, can grow to their natural size in the space allotted them, and are perennial rather than annual. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

3.6.3 Wherever practicable, the Town will limit the amount of impervious surfaces in the landscape. Hardscapes and landscape structures constructed of recycled content materials are encouraged. Permeable substitutes, such as permeable concrete, asphalt or pavers are encouraged for walkways, patios and driveways.

3.7 Toxics and Pollution

3.7.1 Whenever practicable, no cleaning or disinfecting products (i.e. for janitorial or automotive use) will contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.

- 3.7.2 The use of chlorofluorocarbon-containing refrigerants, solvents and other products will be phased out and new purchases will not contain them.
- 3.7.3 All surfactants and detergents will be readily biodegradable and, where practicable, will not contain phosphates.
- 3.7.4 Whenever practicable, the Town will manage pest problems through prevention and physical, mechanical and biological controls.
- 3.7.5 The Town will use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.
- 3.7.6 Whenever possible, the Town will reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:
 - 3.7.6.1 Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives.
 - 3.7.6.2 Prohibiting purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies.
- 3.7.7 Whenever possible, the Town will purchase products and equipment with no lead or mercury. For products that contain lead or mercury, The Town will give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
- 3.7.8 When replacing vehicles, The Town will consider less-polluting alternatives such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

3.8 Forest Conservation

- 3.8.1 Whenever practicable, the Town will procure wood products such as lumber and paper that originate from forests harvested in an environmentally sustainable manner. When possible, the Town will give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system will include

independent third-party audits, with standards equivalent to, or stricter than those of the Forest Stewardship Council certification.

3.9 Agricultural Bio-Based Products

3.9.1 Whenever practicable, vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged.

3.9.2 Whenever practicable, paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged.

4.0 IMPLEMENTATION

4.1 The Assistant Town Administrator shall implement this policy in coordination with other appropriate personnel.

4.2 Implementation of this policy will be phased based on available resources and Town priorities.

4.3 As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. Vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.

4.4 Vendors and contractors shall be encouraged to comply with applicable sections of this policy for products and service provided to the Town, where practicable.

4.5 If a vendor or contractor of the Town is no longer able to provide a product or service that meets the policy requirements, it shall notify the Assistant to the Town Administrator and provide written justification for why compliance is not practical.

5.0 EVALUATION

5.1 The Assistant Town Administrator shall evaluate the success of this policy's implementation on an annual basis.

Exhibit E

Letters of Support (Section II.e)

1. San Mateo County Office of Education
2. Windmill School Board of Directors President
3. Alpine Hill Tennis and Swimming Club
4. Portola Valley School District
5. On-Line Petitions utilizing Change.org with **276 supporters**
6. On-Line Petition comments



**SAN MATEO
COUNTY
OFFICE OF
EDUCATION**

Anna E. Campbell • County Superintendent of Schools
January 13, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

**RE: Town of Portola Valley Measure A Funds Grant Application:
For installation of a RRFB (Rectangular Rapid Flashing Beacon) System**

Dear Mr. Rasmussen,

I am writing on behalf of the Safe Routes to School Program of the San Mateo County Office of Education to lend support to the Town of Portola Valley's Application for Measure A grant funding to install a Rectangular Rapid Flashing Beacon (RRFB) system at the existing crosswalk on Alpine Road at Golden Oak Drive.

Safe Routes to School San Mateo County is a countywide program offered by the San Mateo County Office of Education. The goal of the program is to encourage and enable school children to walk and bicycle to school by implementing projects and activities that improve the health, well-being, and safety of children and result in less traffic congestion and emissions caused by school-related travel. The installation of an RRFB system closely aligns with the goals of the Safe Routes to School Program. RRFB systems greatly increase pedestrian safety because they have a 100% percent motorist yield rate to pedestrians and as such, facilitate increased pedestrian activity.

In a community of cyclists and walkers, presently 69% of students are driven to school. The 2013-14 Safe Routes to School parent survey suggests that the number one and two concerns of Portola Valley parents that prevent them from allowing their children to walk and cycle to school are speeding and unsafe intersections. An RRFB system would greatly increase the ability of students to safely cross a main thoroughfare of Portola Valley, Alpine Road. As such, the installation of such a system would likely increase the number of students who walk to school. Therefore, Safe Routes to School of the San Mateo County Office of Education strongly supports Portola Valley's grant application to alert drivers on Alpine Road of crosswalk users.

Furthermore, the Town of Portola Valley's General Plan calls for trails and roadways to connect for road users of all types. This crosswalk is a critical component of the town's network of paved trails, connecting the schools, recreation centers, and centers of commerce for both pedestrians and bicyclists. The improved safety of this crosswalk will further improve and strengthen this important route along Alpine Road, to Alpine Hills Tennis and Swim Club and to neighborhoods beyond.

We are excited at this opportunity and are in full support of this project. Thank you for your consideration.

Most sincerely,

Daina Lujan

Coordinator, Safe Routes to School

January 15, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

**RE: Town of Portola Valley Measure A Funds Grant Application:
For installation of a RRFB (Rectangular Rapid Flashing Beacon)
system at the Alpine Road and Golden Oak Drive (West)
crosswalk**

Dear Mr. Rasmussen,

I am writing on behalf of Windmill School to lend our support to the Town of Portola Valley's Application for Measure A grant funding to install a RRFB system at the existing crosswalk on Alpine Road at Golden Oak Drive.

Windmill School strongly supports Portola Valley's grant application to alert drivers on Alpine Road of crosswalk users and to make this important crosswalk safer. Windmill School is located at the entrance to the Alpine Hills Swim and Tennis Club, directly at the south side of the crosswalk in the proposal. Windmill School uses the crosswalk at Alpine Road and Golden Oak Drive daily for our 55 students at the school, many of whom use this crosswalk to access the school. When parking is congested at Alpine Hills, I have parked across the street and have had motorists come very close to hitting myself and my young son in the crosswalk. I know that I am not alone in this harrowing experience.

We are strong advocates of making our roads, paths, and trails safer for all recreational and commuter purposes. This crosswalk is a critical component of the town's network of paved trails, connecting the schools, recreation centers, and centers of commerce for both pedestrians and bicyclists. Many of our families commute to and from school from home with small kids on bikes, scooters, or in strollers. Windmill School families rely on the paved Dwight Crowder Trail and this crosswalk to access the school. We are strong believers in a healthy, walkable community for our students and their families, and the improved safety of this crosswalk will further our goal and the Town of Portola Valley's goal to make our school safely accessible to pedestrians and bicycles.

We are excited about this opportunity and are in full support of this project. Thank you for your consideration.

Most sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Poggi". The signature is written in a cursive style with a large initial "E" and a long, sweeping underline.

Elizabeth Poggi
President of the Windmill School Board of Directors

January 16, 2014

San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

**RE: Town of Portola Valley Measure A Funds Grant Application:
For installation of a RRFB (Rectangular Rapid Flashing Beacon) system at the
Alpine Road and Golden Oak Drive (West) crosswalk**

Dear Mr. Rasmussen,

I am writing on behalf of Alpine Hills Tennis and Swim Club to lend our support to the Town of Portola Valley's Application for Measure A grant funding to install a RRFB system at the existing crosswalk on Alpine Road at Golden Oak Drive.

The Alpine Hills Club strongly supports Portola Valley's grant application to alert drivers on Alpine Road of crosswalk users and to make this important crosswalk safer. The entrance to the club is located directly at the south side of the crosswalk. Hundreds of Alpine Hills Club members use the crosswalk at Alpine Road and Golden Oak Drive daily, as do a significant number of school students who walk down to the club after school each day.

We are strong advocates of making our roads, paths, and trails safer for all recreational and commuter purposes. This crosswalk is a critical component of the town's network of paved trails, connecting the schools, recreation centers, and centers of commerce for both pedestrians and bicyclists. Many of our members commute to and from the club from home. Alpine Hills members rely on the paved Dwight Crowder Trail and this crosswalk to access the club. We are strong believers in a healthy, walkable community for our members, and the improved safety of this crosswalk will further our goal and the Town of Portola Valley's goal to make our recreational and social center safely accessible to pedestrians and bicycles.

We are excited about this opportunity and are in full support of this project. Thank you for your consideration.

Most sincerely,



Eric Quade

General Manager Alpine Hills Tennis and Swimming Club

Portola Valley School District
Ormondale School (K-3) • Corte Madera School (4-8)

Board of Trustees: Caitha Ambler, Tim McAdam, Jocelyn Swisher, Karen Tate, and Linda Wong

Lisa Marie Gonzales, Ed.D., Superintendent

San Mateo County Transportation Authority
Measure A Pedestrian & Bicycle Program
January 8, 2014

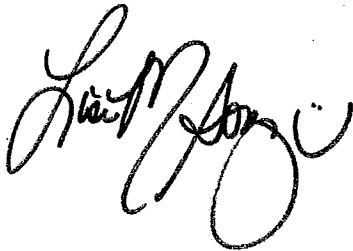
To Whom It May Concern:

The Portola Valley School District supports the grant application submitted to the San Mateo County Transportation Authority for the Measure A Pedestrian and Bicycle Program.

The grant application from the Town of Portola Valley includes beacon sign enhancements at the corner of Alpine Road and Golden Oaks Drive West, a location where students travel across intersections to get to school. Along with the Town's repaving and improved signage, the addition of the signs would certainly enhance pedestrian and bicyclist safety, for students and the greater community.

This application is further supported by groups like the Town's Safety Committee that have extensively focused on safe and effective movement of residents around our community, and their conclusions have been that this grant would have a notable impact on public safety. One of our primary concerns as a school district is the safe movement of students in our community, so any enhancements would be welcomed. Please let me know if I can provide any further documentation or assistance in the consideration of this grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Marie Gonzales". The signature is fluid and cursive, with the first name "Lisa" being the most prominent.

Lisa Marie Gonzales, Ed.D.
Superintendent

Change.org Portola Valley

Recipient: SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)

Letter: Greetings,

Please approve grant application by the Town of Portola Valley to install a rectangular rapid flashing beacon (RRFB) system at the existing 75 foot long crosswalk at Alpine Road and Golden Oak Drive.

Signatures

Name	Location	Date
Elizabeth Chae	Portola Valley, CA, United States	2014-01-07
Eric Quade	Portola Valley, CA, United States	2014-01-07
elizabeth holmes	portola valley, CA, United States	2014-01-07
TODD SCHEUER	PORTOLA VALLEY, CA, United States	2014-01-07
Stephen Cassani	Portola Valley, CA, United States	2014-01-07
Rachel Warner	Atherton, CA, United States	2014-01-07
Sandra Vaughn	Portola Valley, CA, United States	2014-01-07
Patricia Law	Portola Valley, CA, United States	2014-01-07
Jaime Maliksi	Portola Valley, CA, United States	2014-01-07
Mary Kiely	Portola Valley, CA, United States	2014-01-07
michele kastelein	Portola Valley, CA, United States	2014-01-07
Gregory Sampson	Portola Valley, CA, United States	2014-01-07
Teri Wolf	Portola Valley, CA, United States	2014-01-07
Lori Lopez	PORTOLA VALLEY, CA, United States	2014-01-07
Tricia Suvari	Portola Valley, CA, United States	2014-01-07
Judy Gilbert	PORTOLA VALLEY, CA, United States	2014-01-07
Joseph Krauskopf	Portola Valley, CA, United States	2014-01-07
George Zdasiuk	Portola Valley, CA, United States	2014-01-07
Deborah Romani	Portola Valley, CA, United States	2014-01-07
Beth Rabuczewski	Portola Valley, CA, United States	2014-01-07
Stacey Low	Portola Valley, CA, United States	2014-01-07
John Sculley	Woodside, CA, United States	2014-01-07
Amy Fox	menlo park, CA, United States	2014-01-07
Beth Taylor	Portola Valley, CA, United States	2014-01-07
Diana Raines	Portola Valley, CA, United States	2014-01-07
Richard Zamboldi	Portola Valley, CA, United States	2014-01-07
Sarah Dorahy	Portola Valley, CA, United States	2014-01-07
Cathy Carlson	Portola Valley, CA, United States	2014-01-07
usha nesamoney	Atherton, CA, United States	2014-01-07
Judi Jaeger	Los Altos, CA, United States	2014-01-07

Name	Location	Date
Thomas Riordan	Los Altos, CA, United States	2014-01-07
Randy Gabrielson	Portola Valley, CA, United States	2014-01-07
Jack Walker	Portola Valley, CA, United States	2014-01-07
Brad Turner	Portola Valley, CA, United States	2014-01-07
Roger Katz	Portola Valley, CA, United States	2014-01-07
Mary Waters-Sayer	Portola Valley, CA, United States	2014-01-07
Kim Zamboldi	Portola Valley, CA, United States	2014-01-07
Adrienne Roberts	Portola Valley, CA, United States	2014-01-07
Albert Jerng	Woodside, CA, United States	2014-01-07
Brian Harley	Portola Valley, CA, United States	2014-01-07
Denise Bullwinkel	Portola Valley, CA, United States	2014-01-07
Jon Kawaja	portola valley, CA, United States	2014-01-07
Bob Waterman	Portola Valley, CA, United States	2014-01-07
Karen Urbanek	Portola Valley, CA, United States	2014-01-07
Glen Howard	Portola Valley, CA, United States	2014-01-07
George Tidmarsh	Portola Valley, CA, United States	2014-01-07
Joyce Chung	Portola Valley, CA, United States	2014-01-07
TERRY BELLAS	KAILUA, HI, United States	2014-01-07
Ginny Borelli	Portola Valley, CA, United States	2014-01-07
Thomas La Perle	Portola Valley, CA, United States	2014-01-07
Firouzeh Murray	Portola Valley, CA, United States	2014-01-07
Elin Pedersen	Portola Valley, CA, United States	2014-01-07
CATHERINE BROWN	Portola Valley, CA, United States	2014-01-07
Fred Wang	Portola Valley, CA, United States	2014-01-07
Stephen Pogue	Portola Valley, CA, United States	2014-01-07
John Weintraut	Portola Valley, CA, United States	2014-01-07
Kristi Patterson	Portola Valley, CA, United States	2014-01-07
Julie Dyson	Portola Valley, CA, United States	2014-01-07
Courtney Tidmarsh	Portola Valley, CA, United States	2014-01-07
Peggy Schmidt	Portola Valley, CA, United States	2014-01-07
Karen Jordan	Portola Valley, CA, United States	2014-01-07
Ruth Taylor	Portola Valley, CA, United States	2014-01-07

Name	Location	Date
M. J. Miller	Redwood City, CA, United States	2014-01-07
Andrew Barrows	Portola Valley, CA, United States	2014-01-07
Buffie Williams	Portola Valley, CA, United States	2014-01-07
elisa fabian	portola valley, CA, United States	2014-01-07
Loni Austin	portola valley, CA, United States	2014-01-07
Jami Worthington	Portola Valley, CA, United States	2014-01-07
Carol Sontag	Portola Valley, CA, United States	2014-01-07
Margaret Wilmer	Portola Valley, CA, United States	2014-01-07
Lauren Donovan	Portola Valley, CA, United States	2014-01-07
Linda Wong	Portola Valley, CA, United States	2014-01-07
Erik Engelson	Menlo Park, CA, United States	2014-01-07
Philip Friedly	Menlo Park, CA, United States	2014-01-07
carole lucchesi	menlo park, CA, United States	2014-01-07
Mary Southam	Portola Valley, CA, United States	2014-01-07
Todd Utrecht	Portola Valley, CA, United States	2014-01-07
Tom Tebben	Menlo Park, CA, United States	2014-01-07
Mary Ryan	Portola Valley, CA, United States	2014-01-07
John Howard	Portola Valley, CA, United States	2014-01-07
Fenton Allen	Portola Valley, CA, United States	2014-01-07
Lisa Westrich	PORTOLA VALLEY, CA, United States	2014-01-07
AL MINOR	Portola Valley, CA, United States	2014-01-07
Susan Kritzik	Portola Valley, CA, United States	2014-01-07
Lori Hunter	Portola Valley, CA, United States	2014-01-07
Ray Tabibiazar	Portola Valley, CA, United States	2014-01-07
Renee Lewis	Portola Valley, CA, United States	2014-01-07
Bill Leckonby	Portola Vallley, CA, United States	2014-01-07
Maren Christensen	Portola Valley, CA, United States	2014-01-07
Patricia Turnquist	Portola Valley, CA, United States	2014-01-07
Katie Sutherland	Portola Valley, CA, United States	2014-01-07
Lorraine Duval	Portola Valley, CA, United States	2014-01-07
melissa beriker	portola valley, CA, United States	2014-01-07
Lisa Troedson	PORTOLA VALLEY, CA, United States	2014-01-07

Name	Location	Date
Susan Kirtley	Portola Valley, CA, United States	2014-01-07
Joi Deaser	Portola Valley, CA, United States	2014-01-07
William Crown	Portola Valley, CA, United States	2014-01-07
Lance Ginner	Portola Valley, CA, United States	2014-01-07
Timothy Brady	Portola Valley, CA, United States	2014-01-07
Kristen Howard	Portola Valley, CA, United States	2014-01-07
Isaac Bright	Portola Valley, CA, United States	2014-01-07
Stefanie Trenchard	Woodside, CA, United States	2014-01-07
Michael Deggelman	Portola Valley, CA, United States	2014-01-07
David Beaver	Portola Valley, CA, United States	2014-01-07
Carter Warr	Portola Valley, CA, United States	2014-01-07
Kathryn Fitzgerald	Portola Valley, CA, United States	2014-01-07
Peter Draeger	Portola Valley, CA, United States	2014-01-07
Sharon Shaffer	Portola Valley, CA, United States	2014-01-07
Larry Williams	Menlo Park, CA, United States	2014-01-07
Robert T Adams	Portola Valley, CA, United States	2014-01-07
Teri McKelvy	Portola Valley, CA, United States	2014-01-07
Marybeth Dorst	Menlo Park, CA, United States	2014-01-07
Mark Sutherland	Portola Valley, CA, United States	2014-01-07
Mieke Barrows	Portola Valley, CA, United States	2014-01-07
donna Wells	Portola Valley, CA, United States	2014-01-07
Gregory King	Portola Valley, CA, United States	2014-01-07
Lauren Benz	Woodside, CA, United States	2014-01-07
Jackie Kubicka	PORTOLA VALLEY, CA, United States	2014-01-07
Caitlin Kortlang	PORTOLA VALLEY, CA, United States	2014-01-07
deirdre clark	portola valley, CA, United States	2014-01-07
Elizabeth Bartlett	Portola Valley, CA, United States	2014-01-07
Leslie Latham	Portola Valley, CA	2014-01-07
Kari Rust	Portola Valley, CA, United States	2014-01-07
Terri Kerwin	Portola Valley, CA, United States	2014-01-07
Julia Shepardson	Portola Valley, CA, United States	2014-01-07
Leslie Wraith	Portola Valley, CA, United States	2014-01-07

Name	Location	Date
Debbie Dalzell	Portola Valley, CA, United States	2014-01-07
Darren Ward	Redwood City, CA, United States	2014-01-07
Carrie Kehring	Woodside, CA, United States	2014-01-07
Robert Bellas	portola valley, CA, United States	2014-01-07
Karen Fryling	Portola Valley, CA, United States	2014-01-07
Rebecca Long	Portola Valley, CA, United States	2014-01-07
Victoria Kojola	Portola Valley, CA, United States	2014-01-07
Katie Howard	Portola Valley, CA, United States	2014-01-07
Kay Erikson	Portola valley, CA, United States	2014-01-07
Gavin Christensen	Portola Valley, CA, United States	2014-01-08
Kurt Jagers	Portola Valley, CA, United States	2014-01-08
Angela Schillace	Portola Valley, CA, United States	2014-01-08
Joanne Donsky	Portola Valley, CA, United States	2014-01-08
Tracy Cowperthwaite	Portola Valley, CA, United States	2014-01-08
renee courington	portola valley, CA, United States	2014-01-08
Dan Swisher	Portola Valley, CA, United States	2014-01-08
Gloria Edwards	Portola Valley, CA, United States	2014-01-08
Drew Lanza	Portola Valley, CA, United States	2014-01-08
Brian Cairney	Portola Valley, CA, United States	2014-01-08
Sally Ann Reiss	Portola Valley, CA, United States	2014-01-08
Nilima Ragavan	Portola Valley, CA, United States	2014-01-08
lauren wiefels	portola valley, CA, United States	2014-01-08
Gerald Sauer	Portola Valley, CA, United States	2014-01-08
joan dake	portola valley, CA, United States	2014-01-08
Julie Seipp	Portola Valley, CA, United States	2014-01-08
John Brew	Portola Valley, CA, United States	2014-01-08
Tina Molumphy	Portola Valley, CA, United States	2014-01-08
Taryn Lamm	Portola Valley, CA, United States	2014-01-08
Kristin Brew	Portola Valley, CA, United States	2014-01-08
Andy Hewett	Portola Valley, CA, United States	2014-01-08
Tammy Crown	Portola Valley, CA, United States	2014-01-08
Elise Gabrielson	Portola Valley, CA, United States	2014-01-08

Name	Location	Date
Crissy Untrecht	Portola Valley, CA, United States	2014-01-08
Nancy Hollister	Woodside, CA, United States	2014-01-08
Stephanie Laila Tuxen Bisgaard	Portola Valley, CA, United States	2014-01-08
Lyndsay Lyle	Portola Valley, CA, United States	2014-01-08
Kristi Travers	Portola Valley, CA, United States	2014-01-08
julie dickerson	Portola Valley, CA, United States	2014-01-08
Clay Bullwinkel	Portola Valley, CA, United States	2014-01-08
Marjel Scheuer	Portola Valley, CA, United States	2014-01-08
Jill Howard	Portola Valley, CA, United States	2014-01-08
Ann Marie Draeger	Portola Valley, CA, United States	2014-01-08
Paul Bartlett	Portola Valley, CA, United States	2014-01-08
christine loredo	menlo park, CA, United States	2014-01-08
Monika Cheney	Portola Valley, CA, United States	2014-01-08
Jodi Cocconi	Portola Valley, CA, United States	2014-01-08
Colin Duwe	Portola Valley, CA, United States	2014-01-08
Emma Morton-Bours	Portola Valley, CA, United States	2014-01-08
Johonna Katz	Portola Valley, CA, United States	2014-01-08
Stephany Ayotte	Menlo Park, CA, United States	2014-01-08
Anne Fazioli-Khiari	Menlo Park, CA, United States	2014-01-08
Brent Austin	Portola Valley, CA, United States	2014-01-08
Lalanie Robins	Portola Valley, CA, United States	2014-01-08
Rochelle Karr	Menlo Park, CA, United States	2014-01-08
Hilary Duwe	Portola Valley, CA, United States	2014-01-08
sharon humphreys	portola valley, CA, United States	2014-01-08
Rob Cheney	Portola Valley, CA, United States	2014-01-08
Melanie Raanes	Portola Valley, CA, United States	2014-01-08
Howard Lau	Portola Valley, CA, United States	2014-01-08
Scott Brown	Portola Valley, CA, United States	2014-01-08
Susan Doherty	Woodside, CA, United States	2014-01-08
Frazier Miller	PV, CA, United States	2014-01-08
scott taylor	Portola Valley, CA, United States	2014-01-08
Lynn Holthaus	Portola Valley, CA, United States	2014-01-08

Name	Location	Date
Mia Banks	Portola Valley, CA, United States	2014-01-08
Wendy Rutherford	Portola Valley, CA, United States	2014-01-08
Kelly Richardson	Portola Valley, CA, United States	2014-01-08
Katherine Anderson	portola valley, CA, United States	2014-01-08
Bill Welch	Portola Valley, CA, United States	2014-01-08
Kerry Brown	Portola Valley, CA, United States	2014-01-08
Wanda Ginner	Portola Valley, CA, United States	2014-01-08
Jeff Garver	Portola Valley, CA, United States	2014-01-09
Jon Shank	Portola Valley, CA, United States	2014-01-09
Allison Kroeger	Portola Valley, CA, United States	2014-01-09
Becky Vaughan	Portola Valley, CA, United States	2014-01-09
Holly Nybo	Portola Valley, CA, United States	2014-01-09
Marc Tarpenning	Woodside, CA, United States	2014-01-09
Hilary Harmssen	Portola Valley, CA, United States	2014-01-09
Chuck Falore	Portola Valley, CA, United States	2014-01-09
Tim Dyson	Portola Valley, CA, United States	2014-01-09
jenny harley	portola valley, CA, United States	2014-01-09
Elizabeth Cushman	Woodside, CA, United States	2014-01-09
Leslie Lian	Woodside, CA, United States	2014-01-09
Concerned Citizen	New City, NY, United States	2014-01-09
Darlene Rutherford	Portola Valley, CA, United States	2014-01-09
Leslie Kraus	Portola Valley, CA, United States	2014-01-09
Sarah Murphy	Woodside, CA, United States	2014-01-09
Ken Ferrone	Portola Valley, CA, United States	2014-01-09
Jacqueline Howe	Portola Valley, CA, United States	2014-01-09
Susan Schelley	Portola Valley, CA, United States	2014-01-09
john and	portola valley, CA, United States	2014-01-09
Monica Ferrone	Portola Valley, CA, United States	2014-01-09
Susan Ferrone	Portola Valley, CA, United States	2014-01-09
Jennifer Sheldon	Menlo Park, CA, United States	2014-01-09
Gerd Morhenn	Germany	2014-01-09
Vanessa Maffia	Menlo Park, CA, United States	2014-01-09

Name	Location	Date
Leeroy Kloezeman	Portola Valley, CA, United States	2014-01-09
Paul Cushman	Woodside, CA, United States	2014-01-09
Adam Weber	Hood River, OR, United States	2014-01-09
Shannon Basch	Portola Valley, CA, United States	2014-01-09
Craig Boniface	Portola Valley, CA, United States	2014-01-10
Todd Johnson	Portola Valley, CA, United States	2014-01-10
Sinda Mein	Portola Valley, CA, United States	2014-01-10
Sherry Andrighetto	Portola Valley, CA, United States	2014-01-10
Julie Fouquet	PORTOLA VALLEY, CA, United States	2014-01-10
Becky Hilderbrand	Portola Valley, CA, United States	2014-01-10
Thorsten Achterkirchen	Portola Valley, CA, United States	2014-01-10
David Connolly	Woodside, CA, United States	2014-01-10
Jeanne Connolly	Woodside, CA, United States	2014-01-10
James Connolly	Woodside, CA, United States	2014-01-10
Katherine Connolly	Woodside, CA, United States	2014-01-10
William Connolly	Woodside, CA, United States	2014-01-10
Geraldine Welch	Portola Valley, CA, United States	2014-01-11
Ann Sydeman	Woodside, CA, United States	2014-01-11
Eloise Pollock	Portola Valley, CA, United States	2014-01-12
tamar fruchtman	portola valley, CA, United States	2014-01-12
Andrew Tucker	Portola Valley, CA, United States	2014-01-12
Ragni Pasturel	Portola Valley, CA, United States	2014-01-12
Onnolee Trapp	Portola Valley, CA, United States	2014-01-12
Amod Setlur	Portola Valley, CA, United States	2014-01-12
Carrie Davis	Portola Valley, CA, United States	2014-01-12
Catherine Hoffmann	Portola Valley, CA, United States	2014-01-12
Drew Hoffmann	Portola Valley, CA, United States	2014-01-12
Amanda Maffei	Menlo Park, CA, United States	2014-01-12
Richard Vaughan	Portola Valley, CA, United States	2014-01-12
Jane Lanza	Portola Valley, CA, United States	2014-01-12
Soheil Eizadi	Portola Valley, CA, United States	2014-01-12
Karen Maple	Portola Valley, CA, United States	2014-01-12

Name	Location	Date
Andrea Reid	Woodside, CA, United States	2014-01-12
Richard Friedman	Portola Valley, CA, United States	2014-01-12
Philip Berghausen	Portola Valley, CA, United States	2014-01-12
Marc Pasturel	Portola Valley, CA, United States	2014-01-12
Gary Raines	Portola Valley, CA, United States	2014-01-12
Andrea Koontz	Portola Valley, CA, United States	2014-01-12
robert boyle	portola valley, CA, United States	2014-01-12
Ann Wengert	Portola Valley, CA, United States	2014-01-13
Micheal Cohen	Portola Valley, CA, United States	2014-01-13
Diana Koin	Portola Valley, CA, United States	2014-01-13
Katherine Gilpin	Portola Valley, CA, United States	2014-01-13
Steve Levin	Portola Valley, CA, United States	2014-01-13
Brandie Revoy	Portola Valley, CA, United States	2014-01-13
Jennifer Hipple	Portola Valley, CA, United States	2014-01-13
laura Dahl	Portola valley, CA, United States	2014-01-14
Joanne Klebe	Portola Valley, CA, United States	2014-01-14
Frank McGorman	San Carlos, CA, United States	2014-01-14
Caroline Krauskopf	Portola Valley, CA, United States	2014-01-14
Laura Cornish	Portola Valley, CA, United States	2014-01-14
Lynn Wilcox	Redwood City, CA, United States	2014-01-14
Kerry Bratton	Portola Valley, CA, United States	2014-01-15
Jeff Aalfs	Portola Valley, CA, United States	2014-01-16

Town of Portola Valley
Change.org

Recipient: SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)

Letter: Greetings,

Please approve grant application by the Town of Portola Valley to install a rectangular rapid flashing beacon (RRFB) system at the existing 75 foot long crosswalk at Alpine Road and Golden Oak Drive.

Comments

Name	Location	Date	Comment
Eric Quade	Portola Valley, CA	2014-01-07	I have witnessed several close calls at this intersection between cars people crossing this crosswalk.
TODD SCHEUER	PORTOLA VALLEY, CA	2014-01-07	SAFETY OF OUT CHILDREN.
Patricia Law	Portola Valley, CA	2014-01-07	Please make safety of our pedestrians at this busy and uncontrolled intersection a high priority and install a flashing beacon system!
Jim Maliksi	Menlo Park, CA	2014-01-07	We live in the immediate neighborhood it will be so much safer to cross Alpine road when we're walking and running to and from the club. We also use the trails so it's a good thing for everyone.
Glen Howard	Portola Valley, CA	2014-01-07	This section of Alpine Road has limited visibility, many shadows and because of the nearby intersections with both Los Trancos and Golden Oak the traffic can be entering and exiting the area at many different speeds. Add to this the rapid downhill speed and slow uphill speed of bicyclists along the shoulders this creates many potential conflicts between motorists, bicyclists and pedestrians. I strongly support the addition of a rectangular rapid flashing beacon (RRFB) system at the existing 75 foot long crosswalk at Alpine Road and Golden Oaks Drive to reduce the risk to pedestrians.
Joseph Krauskopf	Portola Valley, CA	2014-01-07	My youngest use this crosswalk every day to go to school. This is a sensible safety improvement.
George Zdasiuk	Portola Valley, CA	2014-01-07	My family frequently either walk or bike to Alpine from our home on Hillbrook Drive. We need to safely cross Alpine; this can be very dangerous, especially during times of heavy traffic (cars do not stop for the existing crosswalk); or, when shadows obscure pedestrians. A lighted crosswalk with flashing lights would bring attention to drivers that someone wants to cross Alpine Road.
Deborah Romani	Portola Valley, CA	2014-01-07	We frequently cross at this intersection, and drive through it multiple times daily. It would be MUCH safer with lights, as it is difficult to see pedestrians between the lighting and the curvature of the road.
Stacey Low	Portola Valley, CA	2014-01-07	This is a very important crosswalk for young kids--connecting schools, community hub, and neighborhood. Right now feels very dangerous. Thank you!!
Beth Taylor	Portola Valley, CA	2014-01-07	This is an extremely dangerous crossing. I have seen many near-misses. Due to the limited sight lines, and the high speeds of cars on Alpine Rd, a pedestrian over- or under-pass would be preferable.
Diana Raines	Portola Valley, CA	2014-01-07	I live on Alpine Road and know the traffic is much too fast. At least we can protect our kids (and me) when we try to cross the road.
usha nesamoney	Atherton, CA	2014-01-07	To make crossing the road safe for our kids
Thomas Riordan	Los Altos, CA	2014-01-07	I use this crossing all the time.
Randy Gabrielson	Portola Valley, CA	2014-01-07	Let's be proactive and not reactive. Let's not wait until we have a tragedy. It is a very dangerous crosswalk.
Jack Walker	Portola Valley, CA	2014-01-07	safety for children
Brad Turner	Portola Valley, CA	2014-01-07	My son uses that crosswalk every day.
Roger Katz	Portola Valley, CA	2014-01-07	Safety on Alpine Rd. is a key concern. There's both locals, and non locals using this street, and Alpine Hills generates member and event traffic. Need to ensure pedestrian safety!

Name	Location	Date	Comment
Kim Zamboldi	Portola Valley, CA	2014-01-07	We went to preschool at Windmill and it was always scary to have to cross that intersection! We walk and bike around town now with our 1st and 3rd graders and there is no way I envision letting them ever go out on their own if it involves having to cross that intersection. Far too dangerous.
Adrienne Roberts	Portola Valley, CA	2014-01-07	Because my kids ride their bikes to Alpine, and nobody ever stops for them or anyone else in the crosswalks. Often on Alpine Road if one does stop at a crosswalk, the folks behind start honking, or worse, drive around So frustrating and unsafe.
Denise Bullwinkel	Portola Valley, CA	2014-01-07	I walk to the Club from my house and often the cars/trucks are going to fast and do not stop. I would like to make this cross walk safer, especially for the children in the neighborhood.
Glen Howard	Portola Valley, CA	2014-01-07	This section of Alpine Road has minimum visibility and many shadows that make it difficult to see pedestrians on a timely basis. A RRFB system could improve this situation dramatically and avoid potential accidents.
George Tidmarsh	Portola Valley, CA	2014-01-07	This is often a difficult crosswalk with many children using. If we do not do something, it is only a matter of time before someone is injured.
Ginny Borelli	Portola Valley, CA	2014-01-07	We have three children and we often walk to Alpine Hills or take our dog for a walk. One of my children walks home from school and I have her meet us at AH because I'm too afraid for her to cross Alpine alone. Please install the flashing beacon.
Firouzeh Murray	Portola Valley, CA	2014-01-07	Safety for our kids
Elin Pedersen	Portola Valley, CA	2014-01-07	I use the crosswalk daily, walking my dog. I often have to wait at the beginning of the crosswalk while cars rush by with no hesitation.
Stephen Pogue	Portola Valley, CA	2014-01-07	Dangerous area, many cars drive very fast with lots of kids all day
John Weintraut	Portola Valley, CA	2014-01-07	The safety of my eight year-old daughter and her friends.
Kristi Patterson	Portola Valley, CA	2014-01-07	My kids use the cross-walk when walking from school.
Peggy Schmidt	Portola Valley, CA	2014-01-07	Use this crosswalk regularly, but with great caution as many bicyclists and drivers do not see you or know they must stop.
Karen Jordan	Portola Valley, CA	2014-01-07	Cars approach the crosswalk on a long downhill so gather quite a bit of speed. Also the crosswalk appears after a turn so it is difficult to see. Lots of children use the crosswalk to go to after school activities at the club. I was almost hit in this crosswalk. It is important to make this crosswalk more visible and safer for children and adults.
Ruth Taylor	Portola Valley, CA	2014-01-07	This is a heavily used cross walk and we need to ensure the safety for all that use it.
M. J. Miller	Redwood City, CA	2014-01-07	Safety for community
elisa fabian	portola valley, CA	2014-01-07	safety of the kids....
loni austin	porto, CA	2014-01-07	I have almost been hit several times crossing with a bright yellow jogging stroller. I have even had a car side swipe the sign in the middle of the crosswalk requiring by state law for cars to stop. I see huge groups of children daily walking to Alpine after school and think it's a miracle no one has been hit yet. My children will be walking there soon!! I am so pleased to see the town and club taking proactive steps to curb what is likely to be a future tragedy.
Carol Sontag	Portola Valley, CA	2014-01-07	Safety (particularly of children) who need to cross a very busy and dangerous intersection
Margaret Wilmer	Portola Valley, CA	2014-01-07	Many kids and families walking across this busy street...this will make it safer for everyone and encourage activity!

Name	Location	Date	Comment
Lauren Donovan Bradford	So San Francisco, CA	2014-01-07	My kids need protection when out walking and cars drive too fast in the area.
Linda Wong	Portola Valley, CA	2014-01-07	Our family, along with many others in the community, use that crosswalk regularly. There is a blind curve on Alpine Rd. right before the crosswalk, and vehicles are often traveling at high speeds along that stretch. A flashing beacon system would improve the visibility and safety of that crosswalk. Thank you.
Philip Friedly	Menlo Park, CA	2014-01-07	I drive past this intersection almost daily and frequently see children and other pedestrians trying to negotiate a hazardous crossing of the street. It would enhance safety greatly.
Lisa Westrich	PORTOLA VALLEY, CA	2014-01-07	This is a terribly dangerous crosswalk. Traffic speeds around the blind curve without the ability to see a pedestrian until the last second. I am not comfortable allowing my children to cross alone. Installing flashing lights on the crosswalk itself as well as on signs alerting drivers in advance that someone is in the crosswalk would help dramatically.
AL MINOR	Portola Valley, CA	2014-01-07	for the safety of our children and citizens crossing a very busy intersection in PV
Lorraine Duval	Portola Valley, CA	2014-01-07	This will improve safety for all of us, walkers, bikers, drivers, and runners.
Susan Kirtley	Portola Valley, CA	2014-01-07	To prevent accidents and slow traffic
Lance Ginner	Portola Valley, CA	2014-01-07	We drive this area every day and it is dangerous...
Stefanie Trenchard	Woodside, CA	2014-01-07	We have young kids that try to cross the street at that intersection.
Michael Deggelman	Portola Valley, CA	2014-01-07	Safety - crosswalk as is is dangerous.
David Beaver	Portola Valley, CA	2014-01-07	This crosswalk is very scary, for adults and kids, as cars come around the corner at 40+ mph often into bright sun. The lights would be a good improvement.
Kathryn Fitzgerald	Portola Valley, CA	2014-01-07	A flashing light system would be beneficial to all those involved on foot, bikes and in motorized vehicles. Thank you in advance for approving this grant!
Sharon Shaffer	Portola Valley, CA	2014-01-07	I have witnessed several close calls of pedestrian vs. car at this highly trafficked crosswalk.
Larry Williams	Menlo Park, CA	2014-01-07	Safety crossing street.
Marybeth Dorst	Menlo Park, CA	2014-01-07	Safety for our club members and for the drivers on Alpine Road.
Jacqueline Kubicka	Portola Valle, CA	2014-01-07	Dangerous for kids and adults alike. Never let my son cross alone when he was a kid -- he had to call me so that I could come to the crosswalk and assist him. What about all of the children who don't have a parent nearby....? We need lights!
Elizabeth Bartlett	Portola Valley, CA	2014-01-07	My family and I use this crosswalk very often, as do lots of community members. Cars come FLYING down the road and often do not stop for pedestrians, despite the existing marked crosswalk. Lots of school-aged kids use this crosswalk to get to the swim and tennis club across the road -- and I have seen lots of "near misses".
Terri Kerwin	Portola Valley, CA	2014-01-07	Safety
Debbie Dalzell	Portola Valley, CA	2014-01-07	I live in the area and walk my dog there.
Darren Ward	Redwood City, CA	2014-01-07	Safety for the variety of pedestrian, bike, and auto traffic at this busy interchange.
Kurt Jagers	Portola Valley, CA	2014-01-08	Needed for improving safety at a dangerous crosswalk.

Name	Location	Date	Comment
Dan Swisher	Portola Valley, CA	2014-01-08	As a father of two children who use the club and often walk from friends or school, I worry for their safety on this busy road. Anything we can do to increase safety around this crosswalk would have our strong support. Dan and Jocelyn Swisher
Drew Lanza	Portola Valley, CA	2014-01-08	We've lived next door to the club for more than 25 years. This is a tricky intersection. Someone will eventually get killed. What can we do?
Sally Ann Reiss	Portola Valley, CA	2014-01-08	Safety for myself, my family and my neighbors. This is a dangerous place to cross!
John Brew	Portola Valley, CA	2014-01-08	This is a very dangerous crosswalk. We would like to walk to the club more, but I'm afraid to let my kids cross it now.
Andy Hewett	Portola Valley, CA	2014-01-08	The kids in our community often walk from school to Alpine Hills -- cross Alpine Road is very dangerous.
Stephanie Laila Tuxen Bisgaard	Portola Valley, CA	2014-01-08	It is not safe as it is right now with kids crossing alpine rd to the club.
Lyndsay Lyle	Portola Valley, CA	2014-01-08	Dangerous crosswalk with turns nearby - lighting would help quite a bit
julie dickerson	Portola Valley, CA	2014-01-08	safety for our kids!
Clay Bullwinkel	Portola Valley, CA	2014-01-08	Common sense safety! I cross that street about 200 times annually. It is a very dangerous crosswalk due to traffic speeds and nearby curves.
Ann Marie Draeger	Portola Valley, CA	2014-01-08	Safety is my concern
Paul Bartlett	Portola Valley, CA	2014-01-08	i have kids who use this cross walk all the time. I walk my dogs and use this crosswalk all the time. Cars almost never stop correctly while i am using the cross walk. There are curves in the road on either side of this cross walk that lend to cars having less visibility while still going fast which makes this particularly dangerous.
Christine Loreda	Menlo park, CA	2014-01-08	Because my child and other children play and live at Alpine Hills. needs to be a safe environment
Jodi Cocconi	Portola Valley, CA	2014-01-08	This is a busy intersection where cars drive fast and many children/families are crossing the street.
Lalanie Robins	Portola Valley, CA	2014-01-08	Alpine is a fast moving busy road, it's important that ppl are able to cross with ease, especially children.
Rob Cheney	Portola Valley, CA	2014-01-08	Lots of kids use this crosswalk on a busy street.
Frazier Miller	PV, CA	2014-01-08	We walk to Alpine Hills regularly. Big help!!
Mia Banks	Portola Valley, CA	2014-01-08	Safety for pedestrians
Wendy Rutherford	Portola Valley, CA	2014-01-08	Our family crosses this intersection every day. The increase of traffic poses a greater risk to all and people do not respect the crosswalk!
Kelly Richardson	Portola Valley, CA	2014-01-08	My children walk across this street frequently and I want it to be safer.
Katherine Anderson	portola valley, CA	2014-01-08	We use this intersection often.
Bill Welch	Portola Valley, CA	2014-01-08	safety for children
Wanda Ginner	Portola Valley, CA	2014-01-08	It is a dangerous intersection for pedestrians, and many children use this crosswalk.
Jeff Garver	Portola Valley, CA	2014-01-09	Use the crossing myself and so do family - many cars do not slow down or stop - they come racing around the corner at a high speed. It is a dangerous crossing.
Allison Kroeger	Portola Valley, CA	2014-01-09	safety for pedestrians

Name	Location	Date	Comment
Marc Tarpenning	Woodside, CA	2014-01-09	Having safe routes for pedestrians on PV's main roads is crucial for safety, and for the rural character of the town
Elizabeth Cushman	Woodside, CA	2014-01-09	That crosswalk abuts a preschool and a swim and tennis club that serves as a gathering place for families in the community. That section of Alpine Road seems quite wide, and the cars go fast, making it dangerous to cross, particularly with small children. The lighted crosswalk near the Woodside Priory is very effective, and that stretch of road isn't nearly as wide.
Darlene Rutherford	Portola Valley, CA	2014-01-09	This is critical for the safety of children and adults.
Gerd Morhenn	Germany	2014-01-09	My grandchildren live there
Becky Hilderbrand	Portola Valley, CA	2014-01-10	Children cross at this location every day walking home from school. Cars travel very fast here and are often not on the lookout for pedestrians.
Thorsten Achterkirchen	Portola Valley, CA	2014-01-10	My children go to school here, and I've used the crosswalk myself many times, often running across to avoid fast-moving traffic.
Jeanne Connolly	Woodside, CA	2014-01-10	safety of our children
Geraldine Welch	Portola Valley, CA	2014-01-11	The crosswalk is not a safe crossing as it exists due to heavy traffic and poor visibility.
Ann Sydeman	Woodside, CA	2014-01-11	Very busy road. Curve in road makes it hard to see far ahead and spot pedestrians.
Onnolee Trapp	Portola Valley, CA	2014-01-12	An RRFB system on this heavily traveled road at this crosswalk is sorely needed, due to speed of traffic and short sight lines, especially when the area is shaded or weather is not clear.
Catherine Hoffmann	Portola Valley, CA	2014-01-12	I use this crosswalk often, and traffic does not want to stop or is going too fast to stop.
Drew Hoffmann	Portola Valley, CA	2014-01-12	I want my child to be able to cross this intersection safely.
Richard Vaughan	Redwood City, CA	2014-01-12	Pedestrian Safety, especially in this high traffic zone, should always be considered a priority
Jane Lanza	Portola Valley, CA	2014-01-12	This crosswalks connects a pre-school and local swimming/tennis club to a heavily populated residential area. Alpine Road is getting busier all the time.
Marc Pasturel	Portola Valley, CA	2014-01-12	We are bicyclists, hikers and car drivers in the concerned area
Gary Raines	Portola Valley, CA	2014-01-12	Traffic is extremely fast here, either driving down from Portola Road or coming around the corner driving toward Portola Road. There also needs to be signage in both directions prior to the crossing lane indicating a crossing lane ahead and the flashers for everyone's safety.
Andrea Koontz	Portola Valley, CA	2014-01-12	I turn onto Alpine by this crosswalk several times a day and see the dangers of many fast moving cars and pedestrians trying to cross.
robert boyle	portola valley, CA	2014-01-12	i do worry that improvements at this "dangerous" intersection will give those people crossing a false sense of security. Traffic calming also needs to be looked at here.
Katherine Gilpin	Portola Valley, CA	2014-01-13	safety & also will slow the people speeding along Alpine
Steve Levin	Portola Valley, CA	2014-01-13	This is a great way to increase pedestrian safety without the hassle of a stoplight
laura Dahl	Portola valley, CA	2014-01-14	pedestrian safety!
Caroline Krauskopf	Portola Valley, CA	2014-01-14	Would make route to school safer!

Name	Location	Date	Comment
Jeff Aalfs	Portola Valley, CA	2014-01-16	<p>1. The Alpine Road corridor is a heavily-traveled transportation route through Portola Valley, and this intersection is a major safety concern.</p> <p>2. The corridor is used by both local residents and recreational bikers and hikers from the greater peninsula, and this improvement benefits all parties.</p> <p>3. The road serves commercial, emergency, and recreational uses, and this improvement will benefit all three.</p> <p>This is of benefit to residents of Portola Valley, including our children, as well as the many visitors from San Mateo County who come to enjoy our hiking and biking trails. This is an investment with far-reaching dividends. Respectfully, Jeff Aalfs, Town Council, Portola Valley</p>

Town Council Memo

2. Exhibit B – TA Funding Agreement template

FUNDING AGREEMENT
SAN MATEO COUNTY TRANSPORTATION AUTHORITY MEASURE A FUNDS
(PEDESTRIAN AND BICYCLE PROGRAM)
[NAME/TITLE OF CAPITAL PROJECT BEING FUNDED]

This Funding Agreement (Agreement) is made this ___ day of _____, 20[XX] (Execution Date) by and between the San Mateo County Transportation Authority (TA) and the [PROJECT SPONSOR] (Sponsor), together referred to herein as the "Parties."

RECITALS

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the TA of a half-cent transactions and use tax in San Mateo County for 20 years with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

AND/OR

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the Measure A half-cent transaction and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan, beginning January 1, 2009 (New Measure A); and

WHEREAS, Sponsor requested that the TA provide [\$AMOUNT] of Measure A funds for the [PROJECT NAME/TITLE] (Project); and

WHEREAS, Project meets the intent of the [1988 Transportation Expenditure Plan AND/OR 2004 Transportation Expenditure Plan] and the TA's 2009–2013 Strategic Plan; and

WHEREAS, on [DATE] and [DATE], respectively, the TA's Board of Directors programmed and allocated up to [\$AMOUNT] from the New Measure A Pedestrian and Bicycle Program Category (hereinafter "Measure A Funds") for the [PHASE(S)] phase (Scope of Work) of/for the Project through Resolution XXXX-XX; and

WHEREAS, the TA and Sponsor desire to enter into this Agreement to establish the process, terms and conditions governing the allocation and expenditure of Measure A Funds on the Project.

Now therefore, the Parties agree as follows:

SECTION 1: Scope of Work Oversight and Reporting

1.1 Sponsor Oversight; Work Plan. Sponsor is responsible for the completion of the Scope of Work as described in Exhibit A, "Scope of Work Information," which is

attached to this Agreement and incorporated herein by this reference. Sponsor assumes responsibility for procuring and administering any professional service and/or other contracts entered into in connection with the Scope of Work. Sponsor will oversee completion of the Scope of Work. Sponsor may appoint a designee or engage contractor(s) to perform work necessary for Scope of Work completion, but Sponsor remains responsible to the TA for the completion of the Scope of Work.

1.2 Required Approvals. Prior to commencement of the Scope of Work, Sponsor or its designee (e.g., a consultant) will obtain all applicable local, state and federal approvals and permits for the Scope of Work. In addition, Sponsor must comply with all applicable federal, state and local laws and regulations applicable to the Project. All appraisals must comply with USPAP. Any right-of-way activities involving property on the Caltrans right-of-way must be conducted in accordance with the current version of the Caltrans Right-of-Way manual.

1.3 Contract Award and Change Orders. The Sponsor must comply with state and local agency requirements for the award of any contract(s) for the performance of the Scope of Work and any change orders. As the Scope of Work proceeds, the Sponsor must advise the TA of any contracts awarded and change orders as part of the regular progress reporting requirements (Section 1.4). Notice of any contracts and change orders provided to the TA will not constitute approval by the TA of the contracts and change orders nor obligate the TA to provide funds in excess of its maximum contribution stated in Section 2.1 of this Agreement.

1.4 Progress Reports. Sponsor will prepare and submit to the TA quarterly progress reports during the entire term of the Scope of Work and covering all Scope of Work activities for work completed during the previous quarter using the template in Exhibit B. The reports must describe:

- a) The current status of, and any changes in, scope, schedule, budget, and funding plans of the Scope of Work and the Project;
- b) Any risk factors;
- c) The work performed during the previous quarter and projected for the next quarter;
- d) Scope of Work Costs (as defined in Section 2.1, below) projected to be expended during the next quarter; and
- e) Any other information requested by the TA.

1.5 Final Report. Within ninety (90) days of the Sponsor's final acceptance of the Scope of Work and all incidental work, Sponsor must prepare and submit to the TA a final report detailing the following and all other relevant information:

- a) A description of the Project, including a statement detailing the overall progress and success of the Scope of Work and the Project, a compilation of any data collected during the active phase(s) of the Project, and changes/additions to the scope of the Project.
- b) Total costs for the Scope of Work, including an accounting of all Measure A Funds expended in connection with the Scope of Work, and reflecting any unexpended Measure A Funds.
- c) An explanation and the status of any outstanding obligations or potential obligations related to the Scope of Work.
- d) A discussion of any pertinent issues or problems that arose during the implementation of the Scope of Work.
- e) Any copies of press articles, press releases, newsletter articles and any other publicity materials regarding the Project.
- f) Written confirmation [or a Project Close-out form, if it is the final project phase] that no further reimbursements associated with the Scope of Work are anticipated and that all draw-down requests have been made.
- g) Photographs for all construction projects that satisfactorily demonstrate: 1) site conditions before the project was implemented; 2) work in progress; and 3) completed improvements.

1.6 Access to Records and Record Retention. At all reasonable times, Sponsor will permit the TA access to all reports, designs, drawings, plans, specifications, schedules and other materials prepared, or in the process of being prepared, for the Scope of Work by the Sponsor or any contractor or consultant of the Sponsor. Sponsor will also make available to the TA upon request any professional service agreements, change orders and any other agreements that are related to the Scope of Work. The Sponsor will provide copies of any documents described in this Section to the TA upon request. Sponsor will retain all records pertaining to the Scope of Work for at least three years after completion of the Project.

1.7 Audits.

- a) The TA, or its authorized agents, may, at any reasonable time during business hours, conduct an audit of the Sponsor's performance under this Agreement. The Sponsor will permit the TA, or its authorized agents, to examine, inspect, make excerpts from, transcribe or photocopy books, documents, papers and other records of the Sponsor which the TA reasonably determines to be relevant to this Agreement.
- b) Sponsor will transmit to the TA the Independent Auditor's Report prepared for Sponsor's Comprehensive Annual Financial Report within thirty (30) days of receipt by Sponsor and highlight the section that pertains to the Measure A funding.

SECTION 2: Funding and Payment

2.1 Funding Commitment. The TA allocates to the Sponsor up to [\$AMOUNT] for reimbursement of expenditures related to the Scope of Work ("Scope of Work costs") as provided in this Section 2. The Sponsor will contribute, or provide for the contribution of, the entire amount in excess of [\$AMOUNT] needed to complete the Scope of Work [and must provide at least x% of the total Scope of Work costs – *if there are other funding sources identified and secured for the Scope of Work at the time this funding agreement is executed and if it is contextually appropriate for the TA to preserve a proportional share of project savings*]. The TA's funding commitment under this Agreement in no way establishes a right for the Sponsor to receive additional funding from the TA. All funding obligations of the TA under this Agreement are subject to downward adjustment based on actual sales tax receipts for the fiscal years indicated.

The Sponsor will assess and confirm its ability to complete the Scope of Work within budget as part of the quarterly reporting requirements established in Section 1.4, above. The Sponsor must further notify the TA between reporting cycles if the Sponsor determines that the budget will not be sufficient to complete the Scope of Work. The TA retains authority to suspend its funding obligation as set forth in Section 3.4 of this Agreement upon such notice, and until the Sponsor develops a credible funding plan acceptable to the TA to fund and complete the Scope of Work.

2.2 Use of Funds. Sponsor will use Measure A Funds only for the Scope of Work. Sponsor agrees to use Measure A Funds to supplement existing revenue. Sponsor will not use Measure A Funds to replace other local taxes or revenues already programmed and available for use for the same purpose.

If the TA determines that the Sponsor has used Measure A Funds other than for the approved Scope of Work, the TA will notify Sponsor of its determination. Within thirty (30) days of receipt of notification, Sponsor will either (i) repay such funds to the TA, or (ii) explain in writing how the funds in question were spent for the approved Scope of Work. The TA will respond to the Sponsor's written explanation within thirty (30) days of receipt. Unless otherwise stated in the response, the TA's response will be final, and the Sponsor will repay any funds used other than for the approved Scope of Work within thirty (30) days.

2.3 Reimbursement Basis. Sponsor may seek reimbursement for Scope of Work costs incurred on or after the Execution Date. Scope of Work Costs must be incurred and paid by the Sponsor prior to requesting reimbursement from the TA. Sufficient documentation must accompany all requests for reimbursement, including the submittal of all due quarterly progress reports.

2.4 Accounting and Request for Reimbursement Procedures. Sponsor, in coordination with and to the satisfaction of the TA, will establish procedures for Scope of Work

accounting and requests for reimbursement. These procedures will track and reflect the accumulation of the TA's pro rata share of costs for all work within the Scope of Work. Sponsor will detail the TA's pro rata share of Scope of Work costs for all work funded under this Agreement with each Reimbursement Claim Form. Sponsor will maintain all necessary books and records in accordance with generally accepted accounting principles.

2.5 Invoices; Payments.

- a) Sponsor must prepare and submit billing statements consistent with the "Reimbursement Claim Form," which is attached to this Agreement as Exhibit C and incorporated herein, with all required supporting documentation. Supporting documentation, may include but is not limited to copies of vendor invoices, timesheets, backup documentation, checks, and payment advice, requesting reimbursement of Measure A Funds for the TA's pro rata share of costs for the Scope of Work as contemplated by this Agreement.
- b) For any property acquisitions for which Sponsor seeks reimbursement from the TA, Sponsor must provide the following supporting documentation for each property:
 - i. Copies of the final real estate appraisal and any appraisal review conducted on behalf of Sponsor;
 - ii. For any right-of-way activities involving property on the Caltrans right-of-way, written confirmation that the acquisition process was conducted in accordance with the then-current version of the Caltrans Right-of-Way manual;
 - iii. A Phase One Environmental Assessment and any recommended additional testing (unless waived by the TA);
 - iv. Copy of the offer package provided to the property owner(s);
 - v. Copy of the Notice of Exemption or other required document for environmental clearance under CEQA/NEPA for the purchase of the property, and evidence of the date of filing such Notice; and
 - vi. Written justification acceptable to the TA of any settlement at an amount higher than the offer.
- c) For each voluntary real property transaction, Sponsor must also provide:
 - i. Copy of the fully executed purchase and sale agreement;
 - ii. Copy of an executed and recorded deed, in a form consistent with the requirements set forth in the then-current Caltrans Right-of-Way manual;

- iii. Copy of the Policy of Title insurance; and
- iv. Copy of the final closing statement from the escrow.
- d) For each real property acquisition undertaken through condemnation, Sponsor must also provide:
 - i. Copy of the recorded Final Order of Condemnation; and
 - ii. Copy of the litigation guarantee issued by a title insurer.
- e) Sponsor must detail the tasks performed, associated costs, and pro rata share of Scope of Work Costs to be borne by the TA with each reimbursement request.
- f) The TA will endeavor to disburse reimbursements for approved Scope of Work costs within thirty (30) days after the TA's approval of each claim, subject to the limits on the TA's maximum contribution as established in Section 2.1. The TA's obligation to reimburse Scope of Work costs to the Sponsor as provided in this section is conditioned upon the TA's prompt receipt of quarterly progress reports from Sponsor pursuant to Section 1.4 above.
- g) Invoices may be submitted, no more frequently than once a quarter, by mail to:

Accounts Payable
 San Mateo County Transportation Authority
 1250 San Carlos Avenue
 San Carlos, CA 94070

Or by e-mail to: <accountspayable@samtrans.com>

2.6 Return of Project Cost Savings. Upon submission of the Final Report detailed in Section 1.5 of this Agreement, if the total Scope of Work Costs are less than [\$AMOUNT], Sponsor will return to the TA that proportion of the Project cost savings that is equal to the percentage of the original Scope of Work budget that consisted of Measure A Funds.

SECTION 3: Term

3.1 Term. The term of this Agreement will commence on [*Allocation date*] and conclude upon the earliest of: (a) [[EVENT]], (b) the TA's final reimbursement to Sponsor for work performed hereunder, (c) termination by Sponsor or the TA pursuant to this Section 3, or (d) [[DATE – *Time of Performance plus 6 months*]].

3.2 Sponsor's Right to Terminate; Repayment upon Termination. Sponsor may at any time terminate the Scope of Work by giving ten (10) days' written notice to the TA of its

election to do so. Upon such termination, Sponsor will not be reimbursed for any further Scope of Work Costs and will reimburse the TA for all monies paid by the TA and costs incurred by the TA in connection with the Scope of Work within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs.

3.3 Termination by the TA. The TA may terminate this Agreement, with or without cause, by giving ten (10) days' written notice of such termination. If the TA terminates the Agreement for Sponsor's default, Sponsor will reimburse the TA for all funds paid to the Sponsor in connection with the Scope of Work, and for all costs incurred by the TA in connection with the Scope of Work, within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs. If the TA terminates the Agreement for convenience, the TA is obligated to pay to Sponsor all costs and expenses incurred by Sponsor up to the date of notice of termination, as well as all reasonable costs and expenses incurred to effect such termination.

3.4 Expiration/Suspension of TA's Financial Obligations. Any and all financial obligations of the TA pursuant to this Agreement shall expire upon the expenditure of TA's maximum contribution to the Scope of Work as established in Section 2.1 above or the conclusion of Term as defined in Section 3.1, whichever occurs first. The TA reserves the right to suspend its financial obligation, with ten (10) days' advance notice, in the event the Sponsor identifies a risk of not being able to complete the Scope of Work within budget. If the Sponsor cannot provide a credible funding plan acceptable to the TA to fund and complete Scope of Work, the TA may terminate this agreement. If Sponsor identifies a risk of not being able to complete the Scope of Work within budget, failure to report such risk to the TA is cause for termination under Section 3.3.

3.5 Time of Performance. The Scope of Work must be completed no later than [DATE] *[two years from the Allocation Date if the Scope of Services includes only preconstruction activity, three years from the Allocation Date if the Scope of Services includes only construction activity, and five years from the Allocation Date if the Scope of Services includes both preconstruction and construction activities].*

3.6 Time Extension. If the Scope of Work cannot be completed within the Time of Performance as defined in Section 3.5, the Sponsor must submit a request in writing to the TA no later than six (6) months before the Time of Performance for an extension for the Time of Performance. The TA will review the request, and grant the extension if it is justified in TA's sole and complete discretion. Costs incurred for the Scope of Work after the Time of Performance are at risk of denial for reimbursement by the TA. The unreimbursed portion of the Measure A allocation will be retained by the TA for the Measure A Pedestrian and Bicycle Program.

SECTION 4: Indemnification and Insurance

- a) The Sponsor will fully release, indemnify, hold harmless and defend the TA and its directors/councilmembers, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses arising

from loss of or damage to property, and injuries to or death of any person (including but not limited to the property or employees of each Party) when arising out of or resulting from any act or omission by the Sponsor, its agents, employees, contractors or subcontractors in connection with any aspect of the Project, including Project design, construction and/or maintenance.

- b) The Sponsor will also fully release, indemnify, hold harmless and defend the Indemnitees from and against any and all claims or suits that may be brought by any of the Sponsor's contractors or subcontractors performing work in connection with or related to the Project.
- c) The Sponsor's obligation to defend includes the payment of all attorneys' fees and all other costs and expenses of suit, and if any judgment is rendered, or settlement entered, against any Indemnitee, the Sponsor must, at its expense, satisfy and discharge the same. Indemnitees may require the Sponsor to obtain counsel satisfactory to the Indemnitees.
- d) The Sponsor will fully release, indemnify, hold harmless and defend the Indemnitees against any and all claims and expenses associated with the response to, removal and remediation of the release of hazardous chemicals or substances related to implementation of the Scope of Work, including without limit, payment of any fines or penalties levied by any agency as a result of such release. For purposes of this paragraph, the term "claims" includes (1) all notices, orders, directives, administrative, or judicial proceedings, fines, penalties, fees, or charges imposed by any governmental agency with jurisdiction; and (2) any claim, cause of action, or administrative or judicial proceeding brought against the Indemnitees for any loss, cost (including reasonable attorneys' fees), damage or liability, sustained or suffered by any person or entity, including the Indemnitees.
- e) This indemnification will survive termination or expiration of this Funding Agreement.

4.2 Insurance. For the purposes of this Insurance section, "Entity" is defined as any entity designing, approving designs and/or performing the Scope of Work funded by this Agreement. Entities may include Sponsor, a contractor of Sponsor, another body on behalf of which Sponsor submitted its funding application, and/or a contractor of such other body.

All Entities will provide the appropriate insurance covering the work being performed. The insurance requirements specified in this section will cover each Entity's own liability and any liability arising out of work or services of Entity subcontractors, subconsultants, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations (hereinafter collectively referred to as Agents) working on

the Project. If Sponsor itself is an Entity, Sponsor must also provide its own insurance meeting the requirements of this Section.

- a) Minimum Types and Scope of Insurance. Each Entity is required to procure and maintain at its sole cost and expense insurance subject to the requirements set forth below. Such insurance will remain in full force and effect throughout performance of the Scope of Work. Each Entity is also required to assess the risks associated with work to be performed by Agents and to require that Agents maintain adequate insurance coverages with appropriate limits and endorsements to cover such risks. To the extent that its Agent does not procure and maintain such insurance coverage, an Entity is responsible for and assumes any and all costs and expenses that may be incurred in securing said coverage or in fulfilling Entity's indemnity obligations as to itself or any of its Agents in the absence of coverage. Entities may self-insure against the risks associated with the Scope of Work, but in such case, waive subrogation in favor of the TA respecting any and all claims that may arise.
- i. Workers' Compensation and Employer's Liability Insurance. Insurance coverage must meet statutory minimums and include a Waiver of Subrogation in favor of the TA.
 - ii. Commercial General Liability Insurance. The limit for Commercial General Liability Insurance in each contract and subcontract cannot be less than [\$1 (one)/\$5 (five)/ \$10 (ten)] ¹ million. Commercial General Liability Insurance must be primary to any other insurance, name the TA as an Additional Insured, include a Separation of Interests endorsement, and include a Waiver of Subrogation in favor of the TA.
 - iii. Business Automobile Liability Insurance. The limit for Business Automobile Liability Insurance in each contract and subcontract cannot be less than [\$1 (one)/\$5 (five)/ \$10 (ten)] ¹ million. Insurance must cover all owned, non-owned and hired autos, and include a Waiver of Subrogation in favor of the TA.

¹ To be customized based on project phase and cost:

* For all projects: \$1M for Project Planning, Project Initiation, Project Approval & Environmental Design and Right of Way Phases

* For capital projects with budgets of up to \$10M (e.g., road widening): \$1M for Design and Construction Phases

* For capital projects with budgets between \$10M and \$40M (e.g., freeway interchange): \$5M for Design and Construction Phases

* For capital projects with budgets of \$40M or more: \$10M limits for Design and Construction Phases

- iv. Property Insurance. Property Insurance must cover an Entity's and/or Agent's own equipment as well as any materials to be installed. Property Insurance must include a Waiver of Subrogation in favor of the TA.
 - v. Professional Liability Insurance. If deemed appropriate by the Sponsor or an Entity in consideration of the work required for the Project, insurance should cover each Entity's and any Agent's professional work on the Project. The limit for Professional Liability Insurance in each appropriate contract and subcontract should not be less than \$1 million.
 - vi. Contractors' Pollution Liability Insurance and/or Environmental Liability Insurance. If deemed appropriate by Sponsor or an Entity in consideration of the work required for the Project, insurance should cover potential pollution or environmental contamination or accidents. The limit for Pollution and/or Environmental Liability Insurance in each appropriate contract and subcontract should not be less than \$1 million. Such insurance must name the TA as an Additional Insured and include a Waiver of Subrogation in favor of the TA.
 - vii. Railroad Protective Liability Insurance. Insurance is required if the Project will include any construction or demolition work within 50 feet of railroad tracks. The limit for Railroad Protective Liability Insurance in each appropriate contract and subcontract cannot be less than \$2 million per occurrence and \$6 million annual aggregate.
- b) Excess or Umbrella Coverage. Sponsor and/or any other Entity may opt to procure excess or umbrella coverage to meet the above requirements, but in such case, these policies must also satisfy all specified endorsements and stipulations for the underlying coverages and include provisions that the policy holder's insurance is to be primary without any right of contribution from the TA.
 - c) Deductibles and Retentions. Sponsor must ensure that deductibles or retentions on any of the above insurance policies are paid without right of contribution from the TA. Deductible and retention provisions cannot contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the named insured is unacceptable.
- In the event that any policy contains a deductible or self-insured retention, and in the event that the TA seeks coverage under such policy as an additional insured, Sponsor will ensure that the policy holder satisfies such deductible to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of the Entity or Agents, even if neither the Entity nor Agents are named defendants in the lawsuit.
- d) Claims Made Coverage. If any insurance specified above is provided on a claim-

made basis, then in addition to coverage requirements above, such policy must provide that:

- i. Policy retroactive date coincides with or precedes the Entity's start of work (including subsequent policies purchased as renewals or replacements).
 - ii. Entity will make every effort to maintain similar insurance for at least three (3) years following project completion, including the requirement of adding all additional insureds.
 - iii. If insurance is terminated for any reason, each Entity agrees to purchase an extended reporting provision of at least three (3) years to report claims arising from work performed in connection with this Agreement.
 - iv. Policy allows for reporting of circumstances or incidents that might give rise to future claims.
- e) Failure to Procure Adequate Insurance. Failure by any Entity to procure sufficient insurance to financially support Section 4.1, Indemnity by Sponsor, of this Agreement does not excuse Sponsor from meeting all obligations of Section 4.1 and the remainder of this Agreement, generally.

Prior to beginning work under this Agreement, Sponsor must obtain, and produce upon request of the TA, satisfactory evidence of compliance with the insurance requirements of this section.

SECTION 5: Miscellaneous

5.1 Notices. All notices required or permitted to be given under this Agreement, excluding progress reports, the final report, and invoices, must be in writing and mailed postage prepaid by certified or registered mail, return receipt requested, or by personal delivery or overnight courier to the appropriate address indicated below or at such other place(s) that either Party may designate in written notice to the other. Notices are received upon delivery if personally served, one (1) day after mailing if delivered via overnight courier, or two (2) days after mailing if mailed as provided above.

To TA: San Mateo County Transportation Authority
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070-1306
Attn: Michael Scanlon
Executive Director

To [SPONSOR]: [SPONSOR]
ADDRESS LINE ONE
ADDRESS LINE TWO
Attn: PROJECT SPONSOR CONTACT
TITLE

5.2 No Waiver. No waiver of any default or breach of any covenant of this Agreement by either Party will be implied from any omission by either Party to take action on account of such default if such default persists or is repeated. Express waivers are limited in scope and duration to their express provisions. Consent to one action does not imply consent to any future action.

5.3 Assignment. Parties are prohibited from assigning, transferring or otherwise substituting their interests or obligations under this Agreement without the written consent of all other Parties.

5.4 Governing Law. This Agreement is governed by the laws of the State of California as applied to contracts that are made and performed entirely in California.

5.5 Compliance with Laws. In performance of this Agreement, the Parties must comply with all applicable Federal, State and local laws, regulations and ordinances.

5.6 Modifications. This Agreement may only be modified in a writing executed by both Parties.

5.7 Attorneys' Fees. In the event legal proceedings are instituted to enforce any provision of this Agreement, the prevailing Party in said proceedings is entitled to its costs, including reasonable attorneys' fees.

5.8 Relationship of the Parties. It is understood that this is an Agreement by and between Independent Contractors and does not create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship other than that of Independent Contractor.

5.9 Ownership of Work. All reports, designs, drawings, plans, specifications, schedules, studies, memoranda, and other documents assembled for or prepared by or for, in the process of being assembled or prepared by or for, or furnished to Sponsor under this Agreement are the joint property of the TA and the Sponsor, and will not be destroyed without the prior written consent of the TA. The TA is entitled to copies and access to these materials during the progress of the Project and upon completion or termination of the Project or this Agreement. Sponsor may retain a copy of all material produced under this Agreement for its use in its general activities. This Section does not preclude additional shared ownership of work with other entities under contract with the Sponsor for funding of the Project.

5.10 Non-discrimination. Sponsor and any contractors performing services on behalf of Sponsor will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

5.11 Accessibility of Services to Persons with Disabilities. The Project implementation must comply with, and not subject the TA or Sponsor to liability under, the Americans with Disabilities Act, the California Disabled Persons Act, or any other state or federal laws protecting the rights of persons with disabilities.

5.12 Warranty of Authority to Execute Agreement. Each Party to this Agreement represents and warrants that each person whose signature appears hereon is authorized and has the full authority to execute this Agreement on behalf of the entity that is a Party to this Agreement.

5.13 Severability. If any portion of this Agreement, or the application thereof is held by a court of competent jurisdiction to be invalid, void or unenforceable, all remaining portions of this Agreement, or the application thereof will remain in full force and effect.

5.14 Counterparts. This Agreement may be executed in counterparts..

5.15 Attribution to the TA. Sponsor must include attribution that indicates work was funded with Measure A Funding from the TA. This provision applies to any project, or publication, that was funded in part or in whole by Measure A Funds. Acceptable forms of attribution include TA branding on Project-related documents, construction signs, public information materials, and any other applicable documents.

5.16 Entire Agreement. This Agreement constitutes the entire agreement between the Parties pertaining to its subject matter and supersedes any prior or contemporaneous written or oral agreement between the Parties on the same subject.

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names the day and year indicated below.

[SPONSOR]

By: _____
Name: _____
Its: _____

Approved as to Form:

Legal Counsel for the [SPONSOR]

**SAN MATEO COUNTY TRANSPORTATION
AUTHORITY**

By: _____
Name: Michael J. Scanlon
Its: Executive Director

Attest:

TA Secretary

Approved as to Form:

Legal Counsel for the TA

- Exhibit A: Scope of Work Information**
- Exhibit B: Progress Reporting Template**
- Exhibit C: Reimbursement Claim Form**

EXHIBIT A: SCOPE OF WORK INFORMATION

[Project Title: Phases/Activities]

Sponsoring Agency: *[Insert Jurisdiction]*

Contact: *[Name, Title, Phone, email, address]*

Implementing Agency: *[Insert Jurisdiction]*

Contact: *[Name, Title, Phone, email, address]*

Overall Project Description:
[Describe project limits, nature of improvements, ultimate project]

Measure A Funded Scope of Work:

[Description of specific scope of work being delivered with the Measure A Funds. Attach maps, designs, plans, etc. as appropriate]

Scope of Work Schedule *[add or change milestones/phases for greater detail if applicable]:*

	<u>Begin</u>	<u>End</u>
Planning	MM/YY	MM/YY
Environmental	MM/YY	MM/YY
Design	MM/YY	MM/YY
Right-of-Way	MM/YY	MM/YY
Construction	MM/YY	MM/YY

Scope of Work Budget/ Source of Funding:

Include funding plan for scope of work defined above, including use of TA staff and/or consultant support if applicable.

TA Support (if applicable)				
Total:	\$0		\$0	\$0

* The other fund sources are provided for information purposes.

Cash Flow Projection for Measure A Funds only

The cash flow projection is provided for informational purposes only.

Task/Activity	FY12				Subtotal FY12	FY13				Subtotal FY13
	1st Quarter (Jul 1-Sept 30)	2nd Quarter (Oct 1-Dec 31)	3rd Quarter (Jan 1-Mar 31)	4th Quarter (Apr 1-Jun 30)		1st Quarter (Jul 1-Sept 30)	2nd Quarter (Oct 1-Dec 31)	3rd Quarter (Jan 1-Mar 31)	4th Quarter (Apr 1-Jun 30)	
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
					\$0					\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative to Date	\$0	\$0	\$0	\$0	Correct	\$0	\$0	\$0	\$0	Correct

Task/Activity	FY14				Subtotal FY14	FY15	FY16	FY17	Subtotal for FY15-FY17	Project Total
	1st Quarter (Jul 1-Sept 30)	2nd Quarter (Oct 1-Dec 31)	3rd Quarter (Jan 1-Mar 31)	4th Quarter (Apr 1-Jun 30)						
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
					\$0				\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative to Date	\$0	\$0	\$0	\$0	Correct	\$0	\$0	\$0	Correct	Correct

Operating Responsibility: *[jurisdiction, for post construction conditions]*

Maintenance Responsibility: *[jurisdiction, for post construction conditions]*

Scope of Work Implementation Responsibility: *[i.e. city, consultant, other agency]*

Scope of Work Oversight Responsibility: *[i.e. city, consultant, other agency]*

EXHIBIT B: PROGRESS REPORTING TEMPLATE

REPORTING PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy

SMCTA Project # 00XXX – [Project Title/Phases]
[Carryover to additional pages as necessary]**Contact:** [Name, Title, Phone, email, address]

1) Scope:

[Describe scope of work here, specify project limits, phases of project. Identify the Measure A funded components]

Status Summary: [Provide Status]**Issues:** [List any issues, i.e. potential scope changes]

2) Schedule:

	Original Baseline		Current Baseline		Current Forecast	
	Start	Finish	Start	Finish	Start	Finish
Milestones:						
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY
[Activity]	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY	MM/DD/YY

Progress This Reporting Period:
[Describe progress and activities]

Measure A Funds Expended This Reporting Period: \$

Future Activities, Next Reporting Period:
[Describe planned future activities]

Projected Measure A Funds Expenditure Next Reporting Period: \$

Issues: *[List any issues, such as impacts to schedule]*

3) Scope of Work Total Budget:

	A	B	C	D	E	F
Phase/Activity	Original Budget (per Funding Agreement)	Updated Cost Estimate	Total Change from Approved (B-A)	Total Expended to Date	% of Revised Budget Expended (D/B)	% of Work Completed
			-		0.00%	0.00%
			-		0.00%	0.00%
			-		0.00%	0.00%
Total Project	-	-	-	-	# DIV / 01	

4) Scope of Work Measure A Budget:

	A	B	C	D	E	F
Phase/Activity	Original Measure A allocation (per Funding Agreement)	Current Measure A allocation	Change in Measure A allocation from Approved/Funding Agmt (B-A)	Total Measure A Expended to date	% of current Measure A allocation expended (D/B)	% of Work Completed
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	
<i>Total Scope of Work</i>	\$0	\$0	\$0	\$0	#DIV/0!	

Issues: [List any issues, i.e. potential cost increases]

5) Funding: [List additional sources as needed, Fill out the following matrix for each phase for the Scope of Work. i.e. environmental, design, etc.]

	Original	Original %	Current	Current %	Estimated at Completion	EAC %
	Contribution		Contribution		Contribution	
SMCTA		#DIV/0!		#DIV/0!		#DIV/0!
Others:						
Federal (specify)		#DIV/0!		#DIV/0!		#DIV/0!
State (specify)						#DIV/0!
Other (specify)						
Total	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!

Issues: [List any issues such as changes in non-Measure A funding]

Submit Progress Reports To: xxxxx@samtrans.com
 or: SMCTA
 Planning & Development
 1250 San Carlos Avenue
 San Carlos, CA 94070

RESOLUTION NO.**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY****SUPPORTING THE PROJECTS AND SUBMITTING THE APPLICATIONS FOR MEASURE A PEDESTRIAN AND BICYCLE PROGRAM FUNDING FOR THE PROJECTS**

RESOLVED by the Town Council of the Town of Portola Valley, that

WHEREAS, the Projects are named and described in the attached applications as: Alpine Road at Arastradero Road and Portola Road at Farm Road shoulder widening , and Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks Drive (West) crosswalk, and

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, TA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program on December 9, 2013, and

WHEREAS, TA requires a governing board resolution from the Town in support of the Town's application for \$354,500 in San Mateo County Measure A Pedestrian and Bicycle Program funds for shoulder widening on Alpine Road at Arastradero Road and Portola Road at Farm Road , and for rectangular rapid flashing beacon system installation at the Alpine Road and Golden Oaks Drive (West) crosswalk, and

WHEREAS, TA requires a governing board resolution from the Town committing the Town to the completion of the project scopes contained in the applications, including the commitment of any matching funds needed for implementation, and

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

1. Directs staff to submit an application for TA Measure A Pedestrian and Bicycle Program funds for \$309,500 for the Alpine Road at Arastradero Road and the Portola Road at Farm Road shoulder widening project and for \$45,000 for the Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks Drive (West) crosswalk.
2. Authorizes the Town Manager to execute a funding agreement with the San Mateo County Transportation Authority to encumber any TA Measure A Pedestrian and Bicycle Program funds awarded.
3. Let it be known the Town commits \$138,000 to the completion of the Alpine Road at Arastradero Road and the Portola Road at Farm Road shoulder widening project and \$5,000 for the completion of the Rectangular Rapid Flashing Beacon system installation at the Alpine Road and Golden Oaks Drive (West) crosswalk , including the commitment of any matching funds needed for implementation, if awarded the requested TA Measure A Grade Separation Program funds

* * * * *

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Portola Valley, California, held on the 22nd day of January, 2014 by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

TOWN OF PORTOLA VALLEY

By: _____

Ann Wengert, Mayor

ATTEST:

Sharon Hanlon, Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: January 22, 2014

RE: **Audit and Financial Statements for FYE 06/30/13**

RECOMMENDATION:

It is recommended that the Town Council review, accept, and file the attached *Basic Financial Statements* and *Memorandum on Internal Control (MOIC)* for the fiscal year ending June 30, 2013.

BACKGROUND:

The Town's independent auditor, Maze & Associates, has completed the Town's *Basic Financial Statements* for the fiscal year ending June 30, 2013.

The Town is required to annually utilize the services of an independent auditor to review and audit the Town's financial records. The audit has been completed on all Town funds and the results are found in the attached reports. We are pleased to report that both documents indicate their satisfaction that the financial position of the Town's activities, major funds, and aggregate remaining fund information has been presented fairly in all material respects.

At its January 9 meeting, the Finance Committee reviewed the *Basic Financial Statements* and recommended forwarding this document to the Town Council for consideration and acceptance.

ATTACHMENT:

1. *Basic Financial Statements* and *MOIC* for FYE 06-30-13

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

TOWN OF PORTOLA VALLEY
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED
JUNE 30, 2013

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TOWN OF PORTOLA VALLEY
Basic Financial Statements
For the Year Ended June 30, 2013
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TOWN OF PORTOLA VALLEY
Basic Financial Statements
For the Year Ended June 30, 2013
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INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the Town Council
Town of Portola Valley, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Portola Valley as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2013, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Management adopted the provisions of the following Governmental Accounting Standards Board Statements, which became effective during the year ended June 30, 2013 and required certain format changes in the financial statements and certain nomenclature revisions in the footnotes accompanying the financial statements:

Statement 63 - *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. See note 1E to the financial statements for relevant disclosures.

The emphasis of this matter does not constitute a modification to our opinions.

Other Matters***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements as a whole. The Supplemental Information are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The Supplemental Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Mare & Associates

Pleasant Hill, California
October 3, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

This analysis of the Town of Portola Valley's (Town) financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2013. Please read it in conjunction with the accompanying financial statements.

FINANCIAL HIGHLIGHTS:

- The Town's net assets increased by \$4,232,490 (or 11%) to \$43,259,005. (page 13)
- The General Fund's total fund balance increased by \$1,429,995 (or 57%) to \$3,956,573. This significant increase is primarily due to the County's disbursement of recalculated prior and current year Tax Equity Allocation (TEA) disbursements and a sales & use tax disbursement from a one-time purchase. (page 19)
- The Town's total funds reported combined ending fund balances of \$10,962,125, an increase of \$4,285,485 (or 64%) over the prior year. Of this amount, \$47,694 is considered *non-spendable* in that it is a loan receivable. Approximately \$2.7 million of the increase is attributed to sale of the below market rate housing lots owned by the Town in the Blue Oaks subdivision. The amount of the sale (less the associated costs to sell the land) increased the net assets of the Inclusionary Housing Fund at year-end. The remaining funds are composed of *restricted, assigned, and unassigned* funds and are therefore available to finance government operations in accordance with the funds' intended purposes. (page 17)
- The Town's total liabilities increased by \$158,324 (or 16%) to \$1,168,902 of which \$474,231 is for accounts payable paid in July/August 2013 for goods and services received prior to June 30, 2013. The remaining liability is related to refundable deposits and compensated absences. (page 12)
- The Town's capital assets decreased by \$48,917 to \$32,359,129 with zero related long-term liability. The slight decrease is the net effect of the fiscal year's additions less annual depreciation and the \$1 million retirement of the original four Blue Oaks lots. (page 33)

OVERVIEW OF THE FINANCIAL STATEMENTS:

With the implementation of Governmental Accounting Standards Board No. 34 (GASB 34), the Town's financial statements include an additional set of financial statements. These government-wide financial statements provide both long-term and short-term information about the Town's overall financial status, and include the Town's capital assets and long-term debt and liabilities. The comparative condensed statements included in this discussion and analysis provides a helpful tool for "at-a-glance" analysis of the Town's financial performance.

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements that are comprised of three components: 1) Government-Wide Financial Statements, 2) Fund Financial Statements, and 3) Notes to Basic Financial Statements. This report also contains other supplementary information in addition to the basic financial statements for further information and analysis.

Government-Wide Financial Statements

The government-wide financial statements present the financial picture of the Town and provide readers with a broad view of the Town's finances. All of the current year's revenues and expenses are taken into account, regardless of when cash is received or paid.

The Statement of Net Position (page 12) and the Statement of Activities (page 13) report information about the Town as a whole and about its activities. These statements include *all* assets, liabilities, revenues and expenses of the Town using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies.

The Statement of Net Position presents information on all of the Town's assets and liabilities, with the difference between the two reported as net assets. Over time, increases in net assets may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net assets changed during the year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows.

Fund Financial Statements

The fund financial statements (pages 16-21) provide detailed information about the Town's major funds—not the Town as a whole. Some funds are required to be established by State law. However, management establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money.

The fund financial statements include statements for governmental funds only. The governmental activities are prepared using the current financial resources measurement focus and modified accrual basis of accounting. The governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds financial statements focus on current financial resources that emphasize near-term inflows and outflows of spendable resources as well as balances of spendable resources at the end of the fiscal year. This information is essential in evaluating the Town's near-term financial requirements.

In order to better understand the Town's long-term and short-term requirements, it is useful to compare the Town's governmental fund statements with the governmental activities in the government-wide financial statements. Reconciliations are provided for both the governmental funds Balance Sheet and Statement of Revenues, Expenditures, and Changes in fund balances to facilitate this comparison.

The General Fund, Open Space Restricted Fund, Road Impact Fees Fund and Inclusionary-in-Lieu Fund are considered major funds. They are reported in detail in the Governmental Funds financial statements. All other funds are non-major funds and reported in the aggregate.

With the implementation of GASB-54 in 2011, the usefulness of fund balance information has been enhanced by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In the case of the Town's statements, fund balances within the General Fund that were formerly classified as "designated" by the Council are now reclassified as "assigned" fund balances. In the case of the Town's loan receivable and the stock donation, these have now been reclassified as "nonspendable" fund balance.

Notes to Basic Financial Statements

The notes (pages 25-40) provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information

In addition to the basic financial statements, this report also presents certain Required Supplementary Information (pages 43-47) including the Town's budgetary comparison schedules for the General, Open Space Restricted, Inclusionary-in-Lieu and Road Impact Fee funds.

Supplementary Information

Supplementary schedules (pages 50-62) concerning balance sheets and changes in fund balances for all other funds are presented immediately following the Required Supplementary Information. Financial activity related to the Town's agency funds (maintenance districts) is also presented separately in this section.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Statement of Net Position

Formerly titled the Statement of Net Assets, the Net Position is a good indicator of an agency's financial position. At the end of this fiscal year, the Town's net position increased by \$4.2 million to \$43,259,005, representing a 10.8% increase over the prior year.

The following is the condensed Statement of Net Assets for the fiscal year ended 6/30/2013.

	Fiscal Year Ended		Change	
	6/30/2013	6/30/2012	Amount	Percent
Assets:				
Current Assets	\$ 12,068,779	\$ 7,629,048	\$ 4,439,731	58.2%
Capital Assets, Net	32,359,128	32,408,045	(48,917)	-0.2%
Total Assets	44,427,907	40,037,093	4,390,814	11.0%
Liabilities:				
Current Liabilities	474,231	462,911	11,320	2.4%
Long-term Liabilities	694,671	547,667	147,004	26.8%
Total Liabilities	1,168,902	1,010,578	158,324	15.7%
Net Position:				
Invested in Capital Assets, Net of Related Debt	32,359,128	32,408,045	(48,917)	-0.2%
Restricted	7,026,229	4,150,062	2,876,167	69.3%
Unrestricted	3,873,648	2,468,408	1,405,240	56.9%
Total Net Position	\$ 43,259,005	\$ 39,026,515	\$ 4,232,490	10.8%

The Town's *Current Assets* of \$12 million represent readily available cash, accounts receivable and a loan receivable. The increase of 58% is primarily related to the sale of the Blue Oaks lots, disbursement of recalculated property tax revenues, and an inflated sales tax disbursement for a one-time purchase.

The Town's *Total Liabilities* of \$1.1 million represent 2.6% of the *Total Assets*.

The Town has \$7 million in restricted net assets that it cannot spend at its discretion because these funds are restricted by State law, municipal code and contractual obligation for public works, safety and open space. Additional information on these restricted assets is provided in the discussion of the fund financial statements.

The Town has \$3.9 million in unrestricted assets that represents funds that are not restricted by law; however \$483,050 of these funds remain assigned by the Town for special programs.

Statement of Activities

The following is the condensed Statement of Activities for the fiscal year ended 6/30/2013, along with comparative data for the previous fiscal year ending 6/30/2012.

	Fiscal Year Ended		Change	
	6/30/2013	6/30/2012	Amount	Percent
Revenues				
Program Revenues:				
Charges for Services	\$ 1,162,889	\$ 807,125	\$ 355,764	44.1%
Grants and Contributions	1,962,542	1,759,756	202,786	11.5%
General Revenues:				
Property Taxes	2,657,794	1,955,891	701,903	35.9%
Agency Revenues	542,243	315,621	226,622	71.8%
Franchise Fees	257,626	251,260	6,366	2.5%
Utility Users Tax	787,883	775,585	12,298	1.6%
Investment Earnings	31,179	7,810	23,369	299.2%
Miscellaneous	19,784	51,043	(31,259)	-61.2%
Gain on Sale of Land	1,761,296	-	1,761,296	0.0%
Total Revenues	9,183,236	5,924,091	3,259,145	55.0%
Expenses:				
General Government	2,667,042	2,970,979	(303,937)	-10.2%
Parks and Recreation	205,346	230,481	(25,135)	-10.9%
Town Center Facilities	539,032	540,086	(1,054)	-0.2%
Public Safety	905,143	875,398	29,745	3.4%
Road Impact Fees	-	46,495	(46,495)	0.0%
Public Works	553,677	430,085	123,592	28.7%
Miscellaneous Expenses	80,506	-	80,506	0.0%
Total Expenses	4,950,746	5,093,524	(142,778)	-2.8%
Change in Net Assets	4,232,490	830,567	3,401,923	409.6%
Net Position - Beginning	39,026,515	38,195,948	830,567	2.2%
Net Position - Ending	\$ 43,259,005	\$ 39,026,515	\$ 4,232,490	10.8%

Revenues increased by 55% over the prior fiscal year due primarily to a \$1.76 million net *Gain of Sale of Land*. The county's disbursement of recalculated prior and current year Tax Equity Allocation (TEA) disbursements increased *Property Taxes* by nearly 36% over the prior year's revenues, and the new building and permit fees combined with increased activity resulted in a 44% increase in revenues for *Charges for Services*. A one-time transaction that was subject to use tax increased *Agency Revenues* by nearly 72%. Finally, *Grants and Contributions* reflect revenues related to the completion of the Ford Field fundraising campaign and the value of the Buck Meadow parcel that was donated to the Town for protection as open space.

Expenses decreased by 2.8% from the prior year, with the 10.2% decrease in *General Government* primarily due to the prior year's payoff of almost \$320,000 for the PERS pension side fund. *Parks & Recreation* also decreased by nearly 11% due to reduced maintenance expenditures. The increase of nearly 29% for *Public Works* reflects the new bio-maintenance costs on the new C-1 (Dwight Crowder) Trail, increased budgets for road maintenance and engineering consulting support, and depreciation for infrastructure.

FUND FINANCIAL STATEMENT ANALYSIS

The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

At year-end the Town's governmental funds reported combined fund balances of \$10,962,125. The following fund balances can only be used for their specified purpose *within the General Fund*; however, the assigned fund balances can be reassigned at the Council's discretion:

- | | |
|---------------------------------------|-----------|
| • Nonspendable (loan receivable) | \$ 47,694 |
| • Assigned for open space acquisition | 377,499 |
| • Assigned for other purposes | 105,551 |

The Town has at its discretion \$10.9 million for future use. Of this amount \$3.4 million is unassigned within the General Fund and therefore available for any purpose. The remainder of \$7 million in restricted funds can only be used for projects within the intended purpose of the funds.

As of June 30, 2013, the Town has assigned \$50,000 to fund the estimated \$1.055 million unfunded pension liability that CalPERS disclosed to the Town in their actuarial valuation as of June 30, 2011, the most recent information available to the Town.

Additional detail on specific fund balances can be found at Note 7.

Fund Budgetary Highlights

The Town's overall adopted budget for 2012-13 was \$5.8 million, with the General Fund portion of the budget \$4.4 million. In August 2013, the Council approved staff's recommended General Fund budget amendments totaling just over \$700,000 that allowed for additional property tax, sales & use tax, and C/CAG revenues.

In May 2013, the Council approved budget amendments to allow for revenue for the sale of the Blue Oaks lots (Inclusionary Fund), and expenditures related to ongoing storm damage repairs to Alpine Road (Storm Damage Fund), which will ultimately be reimbursed by federal and state agencies.

In total, actual General Fund revenues of \$5,409,973 were 2.2% over the amended budget of \$5,295,485. Revenue budgetary highlights include the following:

- The improvement of the economy along with implementation of the new fee schedule resulted in actual building and fee-related revenues at 50% over budgeted amounts.
- As mentioned before, the County recalculated all prior year disbursements of Tax Equity Allocation (TEA) funds, which along with the recalculated current year's allocation, resulted in an additional \$443,000 in property tax revenues.
- A one-time transaction that was subject to use tax increased sales & use tax remittance by over \$255,000 late in the fiscal year.
- A code violation fine of \$75,000 that was levied due to unauthorized tree removal in a Town right-of-way was received by the Town.

Total expenditures for the General Fund were nearly \$500,000 less than the budget of \$4,466,282, with actual expenditures less than budgeted in every category.

- With staffing fluctuations during the fiscal year and reduced expenditures for consultants, services and supplies, actual expenditures for General Government were \$46,032 less than budgeted.
- Additional savings of nearly \$60,000 were realized through reduced maintenance-related expenditures for the Town Center buildings and grounds.
- The re-design and subsequent re-bid process of the Ford Field renovation project resulted in a delay of the construction process, therefore the bulk of this budgeted capital project's expenditures were incurred in the subsequent 2013-14 fiscal year.
- Capital improvements to be made to the Dwight Crowder Trail (C-1) were also carried forward to the 2013-14 fiscal year.

In summary, due to the above-referenced increased revenues and reduced expenditures over budgeted amounts, the General Fund increased over \$600,000 in fund balance during the fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2013, the Town had \$32.4 million invested primarily in buildings and land, as summarized below. During the year the Town acquired nearly \$1.8 million in capital assets. This included donation of a parcel of land for open space, the annual road project, and equipment purchases of a new tractor and the AM radio station equipment. Additional information on the Town's capital assets can be found in Note 3.

	6/30/2013	6/30/2012	Amount	Percent
Land	\$ 6,690,959	\$ 6,485,959	\$ 205,000	3%
Construction in Progress	146,214	33,796	112,418	
Land improvements	2,627,145	2,627,145	-	0%
Buildings	19,752,463	19,752,463	-	0%
Equipment	280,965	229,414	51,551	22%
Infrastructure	<u>7,011,218</u>	<u>6,611,926</u>	<u>399,292</u>	6%
Total Capital Assets	36,508,964	35,740,703	768,261	2%
Accumulated Depreciation	<u>(4,149,836)</u>	<u>(3,332,658)</u>	<u>(817,178)</u>	25%
Total Net Capital Assets	<u>\$ 32,359,128</u>	<u>\$ 32,408,045</u>	<u>\$ (48,917)</u>	0%

Long-Term Debt

The Town has \$62,248 in the long-term liability of compensated absences, with no new debt incurred during the fiscal year.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The factors that most significantly impact the Town and its budget are driven by property values, building activity, and labor costs. The local real estate market remained steady during the recession and housing demand in the region is very high. These two factors directly impact property taxes, which are the Town's largest revenue source. Strong demand for housing and a stronger regional economy has also resulted in greater private investment in the existing housing stock. This has, in turn, resulted in greater demand for the Town's planning and building services, which are fee-based and experienced a decrease during the recession.

Finally, as the single largest expenditure for the Town, labor costs will continue to be an area of attention for the Town. In 2013-14, the Town will revisit the structure of employee medical benefits in an effort to introduce long-term expenditure predictability through premium cost-sharing with employees. The Town will also consider an aggressive plan to fund the Town's unfunded pension liability of \$1.055 million (as of the most current PERS actuarial report dated June 30, 2011).

CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or would like additional financial information, please contact the Town of Portola Valley, 765 Portola Road, Portola Valley, California 94028.

TOWN OF PORTOLA VALLEY**STATEMENT OF NET POSITION
AND STATEMENT OF ACTIVITIES**

The purpose of the Statement of Net Position and the Statement of Activities is to summarize the Town's entire financial activities and financial position. They are prepared on the same basis as is used by most businesses, which means they include all the Town's assets and all its liabilities, as well as all its revenues and expenses. This is known as the full accrual basis—the effect of all the Town's transactions is taken into account, regardless of whether or when cash changes hands, but all material internal transactions between Town funds have been eliminated.

The Statement of Net Position reports the difference between the Town's total assets and deferred outflows of resources, if any; and the Town's total liabilities and deferred inflows of resources, if any, including all the Town's capital assets and all its long-term debt.

The Statement of Net Position summarizes the financial position of all of the Town's Governmental Activities in a single column.

The Town's Governmental Activities include the activities of its General Fund along with all its Special Revenue Funds.

The Statement of Activities reports increases and decreases in the Town's net position. It is also prepared on the full accrual basis, which means it includes all the Town's revenues and all its expenses, regardless of when cash changes hands. This differs from the "modified accrual" basis used in the Fund financial statements, which reflect only current assets, current liabilities, available revenues and measurable expenditures.

The Statement of Activities presents the Town's expenses first, listed by program. Program revenues—that is, revenues which are generated directly by these programs—are then deducted from program expenses to arrive at the net expense of each governmental program. The Town's general revenues are then listed in the Governmental Activities column and the Change in Net Position is computed and reconciled with the Statement of Net Position.

TOWN OF PORTOLA VALLEY
STATEMENT OF NET POSITION
JUNE 30, 2013

	Governmental Activities
ASSETS	
Cash and investments (Note 2)	\$10,057,341
Restricted cash - customer deposits (Note 2)	632,423
Accounts and interest receivable	1,331,321
Loans receivable (Note 5)	47,694
Capital assets, net (Note 3)	
Nondepreciable	6,837,173
Depreciable, net of accumulated depreciation	25,521,955
Total Assets	44,427,907
LIABILITIES	
Accounts payable	474,231
Refundable customer deposits	632,423
Accrued compensated absences due within one year (Note 1G)	62,248
Total Liabilities	1,168,902
NET POSITION (Note 6)	
Net Investment in capital assets	32,359,128
Restricted for:	
Special Revenue Projects	4,136,031
Capital Projects	2,890,198
Unrestricted	3,873,648
Total Net Position	\$43,259,005

See accompanying notes to financial statements

TOWN OF PORTOLA VALLEY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

Functions/Programs	Operating Expenses	Program Revenues		Capital Grants and Contributions	Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions		
Governmental Activities:					
General government	\$2,667,042	\$801,905		\$1,233,100	(\$632,037)
Parks and recreation	205,346	123,422		233,157	151,233
Town center facilities	539,032	237,562			(301,470)
Public safety	905,143		103,592		(801,551)
Public works	553,677		325,646	67,047	(160,984)
Miscellaneous expenses	80,506				(80,506)
Total governmental activities	<u>\$4,950,746</u>	<u>\$1,162,889</u>	<u>\$429,238</u>	<u>\$1,533,304</u>	<u>(1,825,315)</u>
General Revenues:					
Property Tax Revenues.....					2,657,794
Agency Revenues.....					542,243
Franchise Fees.....					257,626
Utility User Tax.....					787,883
Investment Earnings.....					31,179
Miscellaneous Revenue.....					19,784
Gain on Sale of Land.....					1,761,296
Total general revenues					<u>6,057,805</u>
Change in net position					4,232,490
Net Position, beginning of year					<u>39,026,515</u>
Net Position, end of year					<u>\$43,259,005</u>

See accompanying notes to financial statements

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FUND FINANCIAL STATEMENTS

The Fund Financial Statements present only individual major funds, while non-major funds are combined in a single column. Major funds are defined generally as having significant activities or balances in the current year.

The funds described below were determined to be Major Funds by the Town in fiscal year 2013. Individual non-major funds may be found in the Supplemental section.

GENERAL FUND

Accounts for all financial resources except those required to be accounted for in another fund.

OPEN SPACE RESTRICTED

Accounts for monies accrued from a special 2% utility tax approved by the voters in 1997, 2001, 2005, 2009 and from private donations. It can be used for the acquisition and support of open space within the Town. Private donations are generally in the form of tax-deductible checks or appreciated securities.

ROAD IMPACT FEES

Accounts for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles.

INCLUSIONARY-IN-LIEU

Accounts for the subdivision developer's fee, payable by fee or land that can only be used for affordable housing.

TOWN OF PORTOLA VALLEY
GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2013

	General	Open Space Restricted	Road Impact Fees
ASSETS			
Cash and investments (Note 2)	\$2,868,556	\$3,557,576	\$161,907
Restricted cash - customer deposits (Note 2)	632,423		
Accounts and interest receivable	1,219,326	24,716	86
Due from other funds (Note 4)	48,683		
Loans receivable (Note 5)	47,694		
	<u>47,694</u>	<u> </u>	<u> </u>
Total Assets	<u>\$4,816,682</u>	<u>\$3,582,292</u>	<u>\$161,993</u>
LIABILITIES			
Accounts payable	\$227,686	\$800	\$121,009
Refundable deposits	632,423		
Due to other funds (Note 4)			
	<u> </u>	<u> </u>	<u> </u>
Total Liabilities	<u>860,109</u>	<u>800</u>	<u>121,009</u>
FUND BALANCES (Note 6)			
Nonspendable	47,694		
Restricted		3,581,492	40,984
Assigned	483,050		
Unassigned	3,425,829		
	<u>3,425,829</u>	<u> </u>	<u> </u>
Total Fund Balances	<u>3,956,573</u>	<u>3,581,492</u>	<u>40,984</u>
Total Liabilities and Fund Balances	<u>\$4,816,682</u>	<u>\$3,582,292</u>	<u>\$161,993</u>

See accompanying notes to financial statements

Inclusionary In-Lieu	Other Governmental Funds	Total Governmental Funds
\$2,875,006	\$594,296	\$10,057,341
		632,423
1,778	85,415	1,331,321
		48,683
		47,694
<u>\$2,876,784</u>	<u>\$679,711</u>	<u>\$12,117,462</u>
\$2,792	\$121,944	\$474,231
		632,423
	48,683	48,683
<u>2,792</u>	<u>170,627</u>	<u>1,155,337</u>
2,873,992	529,761	47,694
		7,026,229
		483,050
	(20,677)	3,405,152
<u>2,873,992</u>	<u>509,084</u>	<u>10,962,125</u>
<u>\$2,876,784</u>	<u>\$679,711</u>	<u>\$12,117,462</u>

TOWN OF PORTOLA VALLEY
 RECONCILIATION OF THE
 GOVERNMENTAL FUNDS BALANCE SHEET
 TO THE
 STATEMENT OF NET POSITION
 JUNE 30, 2013

Fund Balances - Total Governmental Funds \$10,962,125

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:

Governmental capital assets	36,508,964	
Less: accumulated depreciation	<u>(4,149,836)</u>	32,359,128

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds

Compensated absences	<u>(62,248)</u>	<u>(62,248)</u>
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Net Position of Governmental Activities \$43,259,005

See accompanying notes to financial statements

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TOWN OF PORTOLA VALLEY
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2013

	General Fund	Open Space Restricted	Road Impact Fees
REVENUES			
Taxes			
Property taxes	\$2,657,794		
Sales tax	414,914		
Utility users tax	545,456	\$242,427	
Gas tax			
Business license tax and other taxes	78,399		
	<u>3,696,563</u>	<u>242,427</u>	
Total taxes			
Agency revenues	7,838		
Grants			
Contributions	233,257	7,274	
Franchise fees	257,626		
Licenses and permits	639,876		
Service charges and fees	162,029		
Parks and recreation	279,441		
Investment and other revenues	133,343	10,240	\$430
	<u>5,409,973</u>	<u>259,941</u>	<u>430</u>
Total Revenues			
EXPENDITURES			
General government	2,659,763		
Parks and recreation	173,745		
Town center facilities	82,850		
Public safety	804,196		
Public works	19,961		
Capital improvement program	184,032	1,016	97,926
Miscellaneous expenses		800	
	<u>3,924,547</u>	<u>1,816</u>	<u>97,926</u>
Total Expenditures			
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>1,485,426</u>	<u>258,125</u>	<u>(97,496)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in (Note 4)		24,875	
Transfers (out) (Note 4)	(55,431)		
Sale of land			
	<u>(55,431)</u>	<u>24,875</u>	
Total Other Financing Sources (Uses)			
NET CHANGE IN FUND BALANCES	1,429,995	283,000	(97,496)
FUND BALANCES, BEGINNING OF YEAR	<u>2,526,578</u>	<u>3,298,492</u>	<u>138,480</u>
FUND BALANCES, END OF YEAR	<u><u>\$3,956,573</u></u>	<u><u>\$3,581,492</u></u>	<u><u>\$40,984</u></u>

See accompanying notes to financial statements

Inclusionary In-Lieu	Other Governmental Funds	Total Governmental Funds
		\$2,657,794
	\$254,312	669,226
		787,883
	118,125	118,125
		78,399
	<u>372,437</u>	<u>4,311,427</u>
	40,960	48,798
	97,893	97,893
		240,531
		257,626
		639,876
		162,029
		279,441
<u>\$33,500</u>	<u>1,806</u>	<u>179,319</u>
<u>33,500</u>	<u>513,096</u>	<u>6,216,940</u>
		2,659,763
		173,745
	9,838	92,688
	100,000	904,196
	198,632	218,593
	280,286	563,260
<u>79,706</u>		<u>80,506</u>
<u>79,706</u>	<u>588,756</u>	<u>4,692,751</u>
<u>(46,206)</u>	<u>(75,660)</u>	<u>1,524,189</u>
	72,918	97,793
	(42,362)	(97,793)
<u>2,761,296</u>		<u>2,761,296</u>
<u>2,761,296</u>	<u>30,556</u>	<u>2,761,296</u>
2,715,090	(45,104)	4,285,485
<u>158,902</u>	<u>554,188</u>	<u>6,676,640</u>
<u>\$2,873,992</u>	<u>\$509,084</u>	<u>\$10,962,125</u>

TOWN OF PORTOLA VALLEY
RECONCILIATION OF THE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN THE FUND BALANCE OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

Net Change in Fund Balances - Total Governmental Funds		\$4,285,485
Amounts reported for governmental activities in the statement of net position are different because:		
Capital contributions		1,205,000
<p>Capital outlay is an expenditure in the government funds financial statement, but the cost of those assets is allocated over their estimated useful lives as depreciation expense in the statement of activities.</p>		
Sale of land		(1,000,000)
Capital outlay and other capitalized expenditures	\$563,261	
Depreciation expense	<u>(817,178)</u>	(253,917)
Net change in compensated absences		<u>(4,078)</u>
Change in Net Position of Governmental Activities		<u><u>\$4,232,490</u></u>

See accompanying notes to financial statements

AGENCY FUNDS

Agency funds are used to account for assets held by the Town as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Entity – wide financial statements, but are presented in separate Agency Fund financial statements.

TOWN OF PORTOLA VALLEY
AGENCY FUNDS
STATEMENT OF NET POSITION
JUNE 30, 2013

	<u>Agency Funds</u>
ASSETS	
Cash and investments (Note 2)	\$245,565
Accounts and interest receivable	<u>252</u>
Total Assets	<u><u>\$245,817</u></u>
LIABILITIES	
Deposits and accrued liabilities	<u>\$245,817</u>
Total Liabilities	<u><u>\$245,817</u></u>

See accompanying notes to financial statements

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of accounting policies of the Town:

A. Reporting Entity

The Town of Portola Valley (the Town) was incorporated on July 14, 1964 under the laws of the State of California. Portola Valley operates under a Council-Manager form of government. The Town provides a full range of municipal services to its citizens including public safety, culture, recreation, public improvements, planning and zoning, and general administrative support. These financial statements present the financial status of the Town.

B. Basis of Presentation

The Town's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These Statements require that the financial statements described below be presented.

Government-wide Statements: The Statement of Net Position and the Statement of Activities display information about the primary government (the Town). These statements include the financial activities of the overall Town government. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Town's funds. The emphasis of fund financial statements is on major individual governmental funds, each of which is displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

C. Major Funds

The Town's major governmental funds are presented separately in the fund financial statements. All other funds, called non-major funds, are combined and reported in a single column, regardless of their fund-type.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Major funds are defined as funds that have either assets, liabilities, revenues or expenditures/expenses equal to ten percent of their fund-type total and five percent of the grand total. The General Fund is always a major fund. The Town may also select other funds it believes should be presented as major funds.

The Town reported the following major governmental funds in the accompanying financial statements:

General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

Open Space Restricted Fund is a major fund of the Town. Through the years, residents and others have raised funds to preserve some 100 acres of open space within the Town's boundaries. Several fund-raising committees have worked at various times to achieve this goal, culminating in today's Open Space Acquisition Fund (PVOSAF). This fund, overseen by the Town Council, is composed of monies accrued from a special 2% utility tax approved by the voters in 1997, 2001, 2005, 2009 and from private donations. It can be used for the acquisition and support of open space within the Town. Private donations are generally in the form of tax-deductible checks or appreciated securities.

Road Impact Fees is used to account for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles. Collection of this fee was suspended in February 2010.

Inclusionary-In-Lieu is used to account for the subdivision developer's fee, payable by fee or land that can only be used for affordable housing.

The Town also reports the following fund types:

Fiduciary Funds. Agency Funds are used to account for assets held by the Town as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Government-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Governmental funds financial statements are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when *measurable* and *available*. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 45 to 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of governmental long-term debt and acquisitions under capital leases are reported as *other financing sources*.

Those revenues susceptible to accrual are property tax, sales tax, utility user tax, interest revenue and franchise fees. Fines, licenses and permits are not susceptible to accrual because they are not measurable until received in cash.

Non-exchange transactions, in which the Town gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Town may fund programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Town's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

Certain indirect costs are included in program expenses reported for individual functions and activities.

E. Implementation of Governmental Accounting Standards Board Statements

GASB Statement No. 63 – In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*. This Statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2011. The pronouncement required a format change in certain financial statements and certain nomenclature revisions in the footnotes accompanying the financial statements.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Property Taxes

County tax assessments include secured and unsecured property taxes. Unsecured taxes are taxes on personal property. Tax assessments are secured by liens on the property being taxed.

Revenue is recognized in the period for which the tax and assessment is levied. The County of San Mateo levies, bills and collects property taxes for the Town. The County remits the entire amount levied and handles all delinquencies, retaining interest and penalties.

Secured and unsecured property taxes are levied on January 1. Secured property tax is due in two installments, on November 1 and February 1, and becomes a lien on those dates. It becomes delinquent on December 10 and April 10, respectively. Unsecured property tax is due on July 1 and becomes delinquent on August 31.

G. Compensated Absences

Compensated absences represent the vested portion of accumulated vacation, compensation time and overtime. Upon termination, 100% of vacation leave will be paid. The Town records a liability for unpaid compensated absences.

The changes of the compensated absences are as follows:

Beginning balance	\$58,170
Additions	74,221
Payments	<u>(70,143)</u>
Ending balance	<u><u>\$62,248</u></u>

Accumulated sick leave benefits are not recognized as liabilities of the Town. The Town's policy is to record sick leave as an operation expense in the period taken since such benefits do not vest nor is payment probable.

For all governmental funds, amounts that have matured are recorded as fund liabilities; the long-term portion is recorded in the Statement of Net Position.

Compensated absences are liquidated by the fund that has recorded the liability. The long-term portion of governmental activities compensated absences is liquidated primarily by the General Fund.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. *Deferred Compensation Plan*

Town employees may defer a portion of their compensation under Town sponsored Deferred Compensation Plans created in accordance with Internal Revenue Code Section 457. Under these plans, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plans.

The laws governing deferred compensation plan assets required them to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Town's property and are not subject to the Town control, they have been excluded from these financial statements.

I. *Expenditures in Excess of Budget*

The funds below incurred expenditures in excess of their budgets in the amounts below for the year ended June 30, 2013:

Inclusionary In-Lieu Capital Projects Fund	\$7,792
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J. *Use of Estimates*

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

K. *Reactivated Fund*

In fiscal year 2013 the Town reactivated the Storm Damage Capital Projects Fund.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 2 - CASH AND INVESTMENTS

The Town pools cash from all sources and all funds so that it can be invested at the maximum yield consistent with safety and liquidity, while individual funds can make expenditures at any time.

A. Policies

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Town's cash on deposit or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Town's name and places the Town ahead of general creditors of the institution.

The Town's investments are carried at fair value, as required by the generally accepted accounting principles. The Town adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

B. Classification

Cash and investments are classified in the financial statements as follows:

Statement of Net Assets:	
Cash and Investments	\$10,057,341
Restricted cash and investments	632,423
Cash and investments of the Town	<u>10,689,764</u>
Cash and investments in Fiduciary Funds (separate statement)	<u>245,565</u>
Total cash and investments	<u><u>\$10,935,329</u></u>

C. Investments Authorized by the California Government Code and the Town's Investment Policy

The Town's Investment Policy and the California Government Code allow the Town to invest in the following, provided the credit ratings of the issuers are acceptable to the Town; and approved percentages and maturities are not exceeded.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment In One Issuer</u>
U.S. Treasury Obligations	5 years	None	None
Negotiable Certificates of Deposits	5 years	30%	None
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	None
California Local Agency Investment Fund	N/A	None	\$40 million

TOWN OF PORTOLA VALLEY NOTES TO BASIC FINANCIAL STATEMENTS For the Year Ended June 30, 2013
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NOTE 2 - CASH AND INVESTMENTS (Continued)
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The Town does not enter into repurchase or reverse repurchase agreements.

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates will be.

Information on the fair values of the Town's cash and investments at June 30, 2013, is provided by the following table:

	Cash and Investments	Restricted Cash and Investments	Total
California Local Agency Investment Fund	\$9,906,498	\$632,423	\$10,538,921
Cash in Bank			
Checking Account	394,908		394,908
Cash on Hand	1,500		1,500
Total cash and investments	<u>\$10,302,906</u>	<u>\$632,423</u>	<u>\$10,935,329</u>

During the fiscal year, the Town sold its donated stock.

The Town is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Town reports its investment in LAIF at the fair value amount provided by LAIF. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligation, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. At June 30, 2013, these investments matured in an average of 278 days.

E. Credit Risk

Credit Risk is the risk that an issuer will not fulfill its obligation to the holder of the investment. The Town invests in the California Local Agency Investment Fund, which is not rated.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 3 - CAPITAL ASSETS

The Town defines capital assets as assets with an initial cost generally of \$5,000 or more and an estimated useful life in excess of two years except for land which is always capitalized and buildings, land improvements and infrastructure which have a \$25,000 capitalization threshold.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed.

The Town is required to record all its public domain (infrastructure) capital assets. The Town has elected to prospectively record its infrastructure placed into service beginning in fiscal year 2004, including roads, curbs and gutters, streets, sidewalks, trails, paths and drainage systems.

All capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The Town has assigned the useful lives listed below to capital assets:

Asset Class	Useful Lives
Infrastructure	20 - 50 years
Improvements other than Buildings	35 years
Buildings and Improvements	20 - 50 years
Equipment	5 - 20 years

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

TOWN OF PORTOLA VALLEY NOTES TO BASIC FINANCIAL STATEMENTS For the Year Ended June 30, 2013
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NOTE 3 - CAPITAL ASSETS (Continued)
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A. Capital Asset Additions and Retirements

Capital asset activity during the fiscal year ended June 30, 2013 was as follows:

	<u>Balance</u>			<u>Balance</u>
	<u>June 30, 2012</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 2013</u>
Governmental Activities				
Capital assets not being depreciated:				
Land	\$6,485,959	\$1,205,000	(\$1,000,000)	\$6,690,959
Construction in Progress	33,796	112,418		146,214
	<u>6,519,755</u>	<u>1,317,418</u>	<u>(1,000,000)</u>	<u>6,837,173</u>
Capital assets being depreciated:				
Infrastructure	6,611,926	399,292		7,011,218
Land improvements	2,627,145			2,627,145
Buildings and improvements	19,752,463			19,752,463
Equipment	229,414	51,551		280,965
	<u>29,220,948</u>	<u>450,843</u>		<u>29,671,791</u>
Less accumulated depreciation for:				
Infrastructure	(1,185,341)	(335,084)		(1,520,425)
Land improvements	(601,437)	(73,565)		(675,002)
Buildings and improvements	(1,378,400)	(395,049)		(1,773,449)
Equipment	(167,480)	(13,480)		(180,960)
	<u>(3,332,658)</u>	<u>(817,178)</u>		<u>(4,149,836)</u>
Total depreciable assets, net	<u>25,888,290</u>	<u>(\$366,335)</u>	<u>(\$1,000,000)</u>	<u>25,521,955</u>
Capital assets, net	<u>\$32,408,045</u>			<u>\$32,359,128</u>

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 3 - CAPITAL ASSETS (Continued)

B. Depreciation Allocation

Depreciation expense is charged to functions and programs based on their usage of the related assets. The amounts allocated to each function or program is as follows:

Governmental Activities	
General Government	\$3,201
Parks and Recreation	31,601
Town Center Facilities	446,345
Public Safety	947
Public Works	<u>335,084</u>
Total Governmental Activities	<u><u>\$817,178</u></u>

NOTE 4 - INTERFUND TRANSACTIONS

A. Current Interfund Balances

Current interfund balances arise in the normal course of business and are expected to be repaid shortly after the end of the fiscal year. As of June 30, 2013, the Public Safety COPS Special Revenue Fund, the Measure M Special Revenue Fund, and the Storm Damage Capital Projects Fund owe the General Fund \$3,439; \$41,253, and \$3,991 correspondingly.

B. Transfers

With Council approval, resources may be transferred from one Town fund to another. The purpose of the majority of transfers is to finance operations of the fund receiving the transfer. Less often, a transfer may be made to open or close a fund.

Transfers between individual funds during the fiscal year ended June 30, 2013 are shown below. These transfers were generally made to reimburse the receiving fund for expenditures made on behalf of the fund making the transfer.

<u>Fund Making Transfers</u>	<u>Fund Receiving Transfers</u>	<u>Amount</u>
General Fund	Open Space Restricted Special Revenue Fund	\$24,875 (A)
	Non Major Governmental Funds	30,556 (B)
Non Major Governmental Funds	Non Major Governmental Funds	<u>42,362 (B)</u>
		<u><u>\$97,793</u></u>

Purpose of transfer:

(A) General Fund transfer of proceeds from Blues & BBQ to the Town's Open Space Fund

(B) Annual transfers from Measure A Fund and General Fund to the Gas Tax Fund

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 5 – LOANS RECEIVABLE

The Town issued loans to Wayside II Road Maintenance District to maintain the private roads within the Wayside Road area of the Town. The District repays the Town on annual basis and the interest rate varies in each fiscal year based on quarterly LAIF statements. As of June 30, 2013, the remaining balance of the loan is \$47,694.

NOTE 6 – NET POSITION AND FUND BALANCES

A. Net Position

Net Position is measured on the full accrual basis and are the excesses of all the Town's assets and deferred outflows of resources over all its liabilities, and deferred inflows of resources. Net Position is divided into three captions which are determined only at the Government-wide level, and are described below:

Net Investment in Capital Assets describes the portion of Net Position which is represented by the current net book value of the Town's capital assets, less the outstanding balance of any retention payables.

Restricted describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the Town cannot unilaterally alter.

Unrestricted describes the portion of Net Position which is not restricted to use.

B. Fund Balances

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities.

The Town's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the Town to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the Town prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned.

Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendable represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Assets not expected to be converted to cash, such as prepaids and notes receivable are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then nonspendable amounts are required to be presented as a component of the applicable category.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 6 – NET POSITION AND FUND BALANCES (Continued)

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Nonspendable amounts subject to restrictions are included along with spendable resources.

Committed fund balances have constraints imposed by formal action of the Town Council which may be altered only by formal action of the Town Council. Nonspendable amounts subject to council commitments are included along with spendable resources.

Assigned fund balances are amounts constrained by the Town's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Town Council and may be changed at the discretion of the Town Council. This category includes *nonspendables*, when it is the Town's intent to use proceeds or collections for a specific purpose; and residual fund balances, if any, of Special Revenue Funds which have not been restricted or committed.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual General Fund balance and residual fund deficits, if any, of other governmental funds.

Detailed classifications of the Town's fund balances, as of June 30, 2013, are below:

	General Fund	Major Special Revenue Funds		Capital Project Fund	Other Governmental Funds	Total
		Open Space Restricted	Road Impact Fee	Inclusionary In-lieu		
Fund balances:						
Nonspendables:						
Loans receivable	\$47,694					\$47,694
Restricted for:						
Open space acquisition		\$3,581,492				3,581,492
Road impact fees			\$40,984			40,984
Public safety Gas Tax					\$20,676	20,676
Public safety COPS					17,427	17,427
Library fund					475,452	475,452
Park in-lieu					6,245	6,245
Inclusionary in-lieu				\$2,873,992		2,873,992
Grants					9,961	9,961
Assigned to:						
Open space acquisition	377,499					377,499
Children's theater	2,660					2,660
Historic museum fund	2,891					2,891
Legal contingency	100,000					100,000
Unassigned	3,425,829				(20,677)	3,405,152
Total fund balances	\$3,956,573	\$3,581,492	\$40,984	\$2,873,992	\$509,084	\$10,962,125

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 6 – NET POSITION AND FUND BALANCES (Continued)

C. General Fund Minimum Fund Balance Policy

Town is required to maintain a minimum of 60% of its annual budgeted operating expenditures (excluding capital improvement expenditures) within the General Fund's unrestricted fund balance. This amount is to be calculated annually via the adopted budget for the next fiscal year. The General Fund unrestricted fund at June 30, 2013 is as follows:

Fiscal 2013-14 Adopted Budget General Fund Operating Expenditures	\$3,951,870
Multiplied by 60%:	
Required minimum unrestricted General Fund fund balance	<u>\$2,371,122</u>
General Fund unrestricted fund balance as of June 30, 2013	<u>\$3,908,879</u>

NOTE 7 - PERS PENSION PLAN

CALPERS Miscellaneous Employees Plan

Substantially all Town employees are eligible to participate in the pension plan offered by California Public Employees Retirement System (CALPERS), an agent multiple employer defined benefit pension plan which acts as a common investment and administrative agent for its participating member employers. CALPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. The Town's employees participate in the Miscellaneous Employee Plan. Benefit provisions under the Plan are established by State statute and Town resolution. Benefits are based on years of credited service, equal to one year of full time employment. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CALPERS; the Town must contribute these amounts. The Plan provisions and benefits in effect at June 30, 2013, are summarized as follows:

	Prior to January 1, 2013	After January 1, 2013
	<u>Miscellaneous</u>	<u>Miscellaneous</u>
Benefit vesting schedule	5 years	5 years
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits, as a % of annual salary	1.426% - 2.418%	2%
Required employee contribution rates	7%	6.25%
Required employer contribution rates	9.716%	6.25%

The Town pays employee contributions as well as its own for employees hired prior to January 1, 2013. The town does not pay employee contributions for employees hired after January 1, 2013.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 7 - PERS PENSION PLAN (Continued)

CALPERS determines contribution requirements using a modification of the Entry Age Normal Method. Under this method, the Town's total normal benefit cost for each employee from date of hire to date of retirement is expressed as a level percentage of the related total payroll cost. Normal benefit cost under this method is the level amount the employer must pay annually to fund an employee's projected retirement benefit. This level percentage of payroll method is used to amortize any unfunded actuarial liabilities. The actuarial assumptions used to compute contribution requirements are also used to compute the actuarially accrued liability. The Town uses the actuarially determined percentages of payroll to calculate and pay contributions to CALPERS. This results in no net pension obligations or unpaid contributions.

CALPERS uses the market related value method of valuing the Plan's assets. An investment rate of return of 7.5% is assumed, including inflation rate at 2.75%. Annual salary increases are assumed to vary by duration of service. Changes in liability due to plan amendments, changes in actuarial assumptions, or changes in actuarial methods are amortized as a level percentage of payroll on a closed basis over twenty years. Investment gains and losses are accumulated as they are realized and amortized over a rolling thirty year period.

The Town uses the actuarially determined percentages of payroll to calculate and pay contributions to CALPERS. This results in no net pension obligations or unpaid contributions. Annual Pension Costs, representing the payment of all contributions required by CALPERS, for the last three fiscal years were as follows:

Fiscal Year	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
2011	\$232,343	100%	\$0
2012	225,434	100%	0
2013	171,218	100%	0

The latest available actuarial values of the above State-wide pools (which differs from market value) and funding progress were set forth as follow. The information presented below relates to the State-wide pools as a whole, of which the Town is one of the participating employers:

State-wide Pool Miscellaneous Plan:

Actuarial

Actuarial Valuation Date	Entry Age Accrued Liability	Value of Assets	Unfunded (Overfunded) Liability	Funded Ratio	Annual Covered Payroll	(Overfunded) Liability as % of Payroll
2009	\$3,104,798,222	\$2,758,511,101	\$346,287,121	88.8%	\$742,981,488	46.6%
2010	3,309,064,934	2,946,408,106	362,656,828	89.0%	748,401,352	48.5%
2011	3,619,835,876	3,203,214,899	416,620,977	88.5%	759,263,518	54.9%

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 7 - PERS PENSION PLAN (Continued)

As required by new State law, effective July 1, 2005, the City's Miscellaneous Plan was terminated, and the employees in that plan were required by CALPERS to join new State-wide pools. One of the conditions of entry to this pool was that the City true-up any unfunded liabilities in the former Plan, either by paying cash or by increasing its future contribution rates through a Side Fund offered by CALPERS. The Town satisfied its Miscellaneous Plan's unfunded liability at July 1, 2012 by making a lump sum contribution of \$319,066 on June 26, 2012.

The Town's Miscellaneous Plan represents approximately 0.15%, 0.15%, 0.14% of the State-wide pool for the years ended June 30, 2011, 2010, 2009, respectively, based on covered payroll of \$1,154,924, \$1,177,344, and \$1,068,566 for those years.

Audited annual financial statements are available from CALPERS at P.O. Box 942709, Sacramento, CA 94229-2709.

NOTE 8 - RISK MANAGEMENT

The Town participates in the following public entity risk pools; other risks are covered by commercial insurance.

A. *Liability Coverage*

ABAG Plan Corporation (ABAG Plan) provides the first \$5 million of general liability coverage. If a general liability claim exceeds \$5 million, the excess liability would kick in. As a member of ABAG Plan, the Town has \$20 million in excess liability limits, for total liability limits of \$25 million. The Town has a deductible or uninsured liability of up to \$25,000 per claim. During the fiscal year ended June 30, 2013, the Town contributed \$47,656 for current year coverage.

ABAG Plan pool is governed by a board consisting of representatives from member municipalities. The board controls the operations, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on the board.

Financial statements for ABAG Plan may be obtained from ABAG, P.O. Box 2050, Oakland, California, 94604-2050.

B. *Workers Compensation Coverage*

The State Compensation Insurance Fund covers workers compensation claims up to \$200,000 for each claim and has coverage above that limit to a maximum of \$1,000,000. The Town has no deductible for these claims. During the fiscal year ended June 30, 2013, the Town contributed \$40,181 for current year coverage.

C. *Liability for Uninsured Claims*

The Town has retained the risk for the deductible or uninsured portion of general liability claims. The Town's liability for uninsured claims at June 30, 2013 is believed by management to be nil based on the absence of any asserted claims.

TOWN OF PORTOLA VALLEY
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2013

NOTE 9 - JOINT POWERS AGREEMENT

A. C/CAG

The Town participates in the City/County Association of Governments of San Mateo County (C/CAG), which is governed by a board consisting of a representative from each member. The board controls the operations of C/CAG, including selection of management and approval of operating budgets, independent of any influence by each member beyond member representation on the Board.

C/CAG was established under a 1990 Joint Exercise of Powers Agreement between the Town, San Mateo County and a majority of cities within San Mateo County for the purpose of developing State mandated plans such as an integrated waste management plan. The Town makes annual nonrefundable contributions to C/CAG which are used along with other member contributions to finance C/CAG operations. Audited financial statements may be obtained from the Town of San Carlos, 666 Elm Street, San Carlos, CA, 94070. The Town's payments to C/CAG during the year totaled \$11,637. The Town's share of year-end assets, liabilities, or fund equity has not been calculated by C/CAG.

B. San Mateo County Free Library Systems

The Town is a participant with the County of San Mateo in the San Mateo County Free Library System (the Library System), a joint powers agency created to provide extended library services to the residents of the Town and the County. The Agency is governed by a 12-member board made up of a representative from each participating City or Town. The Agency shall continue, uninterrupted, until two thirds of the members vote to terminate the Agency. However, an individual member can terminate its membership with a six-month notice. Upon individual member termination, the member would not be entitled to the return of any funds contributed to the Joint Powers Agency nor to the return in cash or in kind of any materials or supplies contributed. Upon full termination of the Joint Powers Agency the member would receive any surplus money on hand proportionate to its contribution to the joint Powers Agency. However, all property acquired by the Joint Powers Agency during the term of the agreement shall become the property of the County Free Library System. The Library System's financial statements can be obtained by contacting the San Mateo Library System, 25 Tower Road, San Mateo, California 94402.

NOTE 10 - COMMITMENTS AND CONTINGENT LIABILITIES

The Town is subject to litigation arising in the normal course of business. In the opinion of the Town Attorney there is no pending litigation which is likely to have a material adverse effect on the financial position of the Town. Litigation outstanding in prior years has been settled without material cost to the Town.

REQUIRED SUPPLEMENTARY INFORMATION

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TOWN OF PORTOLA VALLEY
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance Positive (Negative)
REVENUES				
Taxes:				
Property taxes	\$2,156,150	\$2,599,177	\$2,657,794	\$58,617
Sales tax	174,000	412,914	414,914	2,000
Business license tax and other taxes	104,000	104,000	78,399	(25,601)
Total Taxes	<u>2,434,150</u>	<u>3,116,091</u>	<u>3,151,107</u>	<u>35,016</u>
Franchise fees	247,452	247,452	257,626	10,174
Utility users tax	558,598	558,598	545,456	(13,142)
Agency revenues	5,000	5,000	7,838	2,838
Contributions	407,500	407,500	233,257	(174,243)
Licenses and permits	430,268	430,268	639,876	209,608
Service charges and fees	54,501	54,501	162,029	107,528
Parks and recreation	338,550	338,550	279,441	(59,109)
Investment and other revenues	112,570	137,525	133,343	(4,182)
Total Revenues	<u>4,588,589</u>	<u>5,295,485</u>	<u>5,409,973</u>	<u>114,488</u>
EXPENDITURES				
General government	2,705,795	2,705,795	2,659,763	46,032
Parks and recreation	196,950	196,950	173,745	23,205
Town center facilities	118,841	118,841	82,850	35,991
Public safety	804,196	804,196	804,196	
Public works	23,000	23,000	19,961	3,039
Capital improvement program	520,500	520,500	184,032	336,468
Total Expenditures	<u>4,369,282</u>	<u>4,369,282</u>	<u>3,924,547</u>	<u>444,735</u>
Excess (Deficiency) of Revenues Over Expenses	<u>219,307</u>	<u>926,203</u>	<u>1,485,426</u>	<u>559,223</u>
OTHER FINANCING SOURCES (USES)				
Transfers (out)	(97,000)	(97,000)	(55,431)	41,569
Total Other Financing Sources (Uses)	<u>(97,000)</u>	<u>(97,000)</u>	<u>(55,431)</u>	<u>41,569</u>
NET CHANGE IN FUND BALANCE	<u>\$122,307</u>	<u>\$829,203</u>	1,429,995	<u>\$600,792</u>
Fund balance at beginning of year			<u>2,526,578</u>	
Fund balance at end of year			<u>\$3,956,573</u>	

TOWN OF PORTOLA VALLEY
 OPEN SPACE RESTRICTED SPECIAL REVENUE FUND
 SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED JUNE 30, 2013

	Original and Final Budget	Actual	Variance Positive (Negative)
REVENUES			
Utility users tax	\$247,931	\$242,427	(\$5,504)
Contribution	5,000	7,274	2,274
Investment and other revenues		10,240	10,240
	<u>252,931</u>	<u>259,941</u>	<u>7,010</u>
EXPENDITURES			
Capital improvement program	90,705	1,016	89,689
Miscellaneous expense		800	(800)
	<u>90,705</u>	<u>1,816</u>	<u>88,889</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	50,000	24,875	(25,125)
	<u>50,000</u>	<u>24,875</u>	<u>(25,125)</u>
Net change in fund balance	<u>\$302,931</u>	283,000	<u>(\$19,931)</u>
Fund balance at beginning of year		<u>3,298,492</u>	
Fund balance at end of year		<u>\$3,581,492</u>	

TOWN OF PORTOLA VALLEY
ROAD IMPACT FEES SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2013

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
REVENUES				
Investment and other revenues			\$430	\$430
Total Revenues			430	430
EXPENDITURES				
Capital improvement program	\$143,000	\$143,000	97,926	45,074
Total Expenditures	143,000	143,000	97,926	45,074
Net change in fund balance	<u>(\$143,000)</u>	<u>(\$143,000)</u>	(97,496)	<u>\$45,504</u>
Fund balance at beginning of year			<u>138,480</u>	
Fund balance at end of year			<u>\$40,984</u>	

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TOWN OF PORTOLA VALLEY Notes to Required Supplementary Information

The Town follows these procedures annually in establishing the budgetary data reflected in the financial statements:

1. The Town Manager submits a proposed budget to the Finance Committee for review and approval.
2. The Town Manager then submits to the Town Council a recommended draft budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
3. The Town Council reviews the proposed budget at one of its regularly scheduled meetings which is open to the public. The Council also conducts a public hearing on the proposed budget to obtain comments from interested persons.
4. Prior to July 1, the budget is adopted through the passage of a resolution. All appropriations lapse at year end.
5. From the effective date of the budget, which is adopted and controlled by the Town Manager at the fund level, the amounts stated therein as proposed expenditures become appropriations to the various Town activities. The Town Council may amend the budget by resolution during the fiscal year.
6. Capital Projects Funds are budgeted on a project length basis.

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OTHER SUPPLEMENTAL INFORMATION

TOWN OF PORTOLA VALLEY
 INCLUSIONARY IN-LIEU CAPITAL PROJECT FUND
 SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED JUNE 30, 2013

	Original and Final Budget	Actual	Variance Positive (Negative)
REVENUES			
Investment and other revenues	\$28,800	\$33,500	\$4,700
Total Revenues	28,800	33,500	4,700
EXPENDITURES			
Miscellaneous expenses	71,914	79,706	(7,792)
Total Expenditures	71,914	79,706	(7,792)
Excess (Deficiency) of Revenues Over Expenses	(43,114)	(46,206)	(3,092)
OTHER FINANCING SOURCES (USES)			
Sale of land	2,761,296	2,761,296	
Net change in fund balance	\$2,718,182	2,715,090	(\$3,092)
Fund balance at beginning of year		158,902	
Fund balance at end of year		\$2,873,992	

NON-MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS:**PUBLIC SAFETY**

Accounts for half-cent State sales tax revenue designated exclusively for local agency public safety services, (Sec. 35 of Art. XIII of California Constitution).

GAS TAX

Accounts for maintenance and repair for streets.

PUBLIC SAFETY COPS (Citizens' Options for Public Safety)

Accounts for the supplemental State law enforcement fund for special law and traffic enforcement.

LIBRARY FUND

Accounts for library service revenue from San Mateo County Library JPA that can only be used for library related activities.

MEASURE M

Accounts for County-generated vehicle registration revenue to be used for local streets and roads for congestion mitigation and water pollution prevention programs.

CAPITAL PROJECTS FUNDS:**MEASURE A**

Accounts for the half-cent County sales tax revenue restricted for the improvement of local transportation, including streets and roads for the recovery of road repair costs from building permit applicants due to road wear and tear from construction vehicles.

PARK-IN-LIEU

Accounts for the subdivision developer's fee that can only be used for parks or recreational purposes.

GRANTS

Accounts for grant activities.

STORM DAMAGE

This fund is used as necessary to track federal or state-reimbursed storm-related road repairs.

TOWN OF PORTOLA VALLEY
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEETS
JUNE 30, 2013

	Special Revenue Funds			
	Public Safety	Gas Tax	Public Safety COPS	Library Fund
ASSETS				
Cash and investments	\$19,711	\$62,276		\$478,388
Accounts and interest receivable	965		\$20,866	297
Total Assets	\$20,676	\$62,276	\$20,866	\$478,685
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable		\$62,276		\$3,233
Due to other funds			\$3,439	
Total Liabilities		62,276	3,439	3,233
FUND BALANCES (DEFICIT)				
Restricted	\$20,676		17,427	475,452
Unassigned				
Total Fund Balance	20,676		17,427	475,452
Total Liabilities and Fund Balances	\$20,676	\$62,276	\$20,866	\$478,685

Special Revenue Fund	Capital Projects Funds				
Measure M	Measure A	Park In-Lieu	Grants	Storm Damage	Totals
\$40,960	\$17,719 22,323	\$6,241 4	\$9,961		\$594,296 85,415
<u>\$40,960</u>	<u>\$40,042</u>	<u>\$6,245</u>	<u>\$9,961</u>		<u>\$679,711</u>
\$41,253	\$40,042			\$16,393 3,991	\$121,944 48,683
<u>41,253</u>	<u>40,042</u>			<u>20,384</u>	<u>170,627</u>
(293)		\$6,245	\$9,961	(20,384)	\$529,761 (20,677)
<u>(293)</u>		<u>6,245</u>	<u>9,961</u>	<u>(20,384)</u>	<u>509,084</u>
<u>\$40,960</u>	<u>\$40,042</u>	<u>\$6,245</u>	<u>\$9,961</u>		<u>\$679,711</u>

TOWN OF PORTOLA VALLEY
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2013

	Special Revenue Funds			
	Public Safety	Gas Tax	Public Safety COPS	Library Fund
REVENUES				
Taxes				
Sales tax	\$12,301			
Gas tax		\$118,125		
Total taxes	12,301	118,125		
Agency revenues				
Grants			\$91,291	
Investment and other revenues	42		19	\$1,452
Total Revenues	12,343	118,125	91,310	1,452
EXPENDITURES				
Town center facilities				9,838
Public safety			100,000	
Public works		192,030		
Capital improvement program			18,942	
Total Expenditures		192,030	118,942	9,838
Excess (Deficiency) of Revenues Over Expenses	12,343	(73,905)	(27,632)	(8,386)
OTHER FINANCING SOURCES (USES)				
Transfers in (Note 4)		72,918		
Transfers out (Note 4)				
Total Other Financing Sources (Uses)		72,918		
Net change in fund balances	12,343	(987)	(27,632)	(8,386)
Fund balances at beginning of year	8,333	987	45,059	483,838
Fund balances (deficit) at end of year	\$20,676	\$987	\$17,427	\$475,452

Special Revenue Fund	Capital Projects Funds				
Measure M	Measure A	Park In-Lieu	Grants	Storm Damage	Totals
	\$242,011				\$254,312
					118,125
	242,011				372,437
\$40,960					40,960
			\$6,602		97,893
	\$274	\$19			1,806
40,960	242,285	19	6,602		513,096
					9,838
					100,000
40,960	200,000		6,602	\$20,384	198,632
					280,286
40,960	200,000		6,602	20,384	588,756
	42,285	19		(20,384)	(75,660)
					72,918
	(42,362)				(42,362)
	(42,362)				30,556
	(77)	19		(20,384)	(45,104)
(293)	77	6,226	9,961		554,188
(\$293)		\$6,245	\$9,961	(\$20,384)	\$509,084

TOWN OF PORTOLA VALLEY
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2013

	PUBLIC SAFETY			GAS TAX		
	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
REVENUES						
Taxes						
Sales tax	\$11,679	\$12,301	\$622			
Gas tax				\$127,977	\$118,125	(\$9,852)
Total taxes	<u>11,679</u>	<u>12,301</u>	<u>622</u>	<u>127,977</u>	<u>118,125</u>	<u>(9,852)</u>
Agency revenues						
Grants						
Investment and other revenues		42	42			
Total Revenues	<u>11,679</u>	<u>12,343</u>	<u>664</u>	<u>127,977</u>	<u>118,125</u>	<u>(9,852)</u>
EXPENDITURES						
Town center facilities						
Public safety						
Public works				204,730	192,030	12,700
Capital improvement program						
Total Expenditures				<u>204,730</u>	<u>192,030</u>	<u>12,700</u>
Excess (Deficiency) of Revenues Over Expenses	<u>11,679</u>	<u>12,343</u>	<u>664</u>	<u>(76,753)</u>	<u>(73,905)</u>	<u>(22,552)</u>
OTHER FINANCING SOURCES (USES)						
Transfers in				77,000	72,918	
Transfers (out)						
Total Other Financing Sources				<u>77,000</u>	<u>72,918</u>	
Net change in fund balances	<u>\$11,679</u>	<u>12,343</u>	<u></u>	<u>\$247</u>	<u>(987)</u>	<u>(\$22,552)</u>
Fund balances, beginning of Year		<u>8,333</u>			<u>987</u>	
Fund balances, (deficit) end of Year		<u>\$20,676</u>				

PUBLIC SAFETY COPS			LIBRARY FUND			MEASURE M		
Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
						\$75,000	\$40,960	(\$34,040)
\$100,000	\$91,291	(\$8,709)		\$1,452	\$1,452			
	19	19						
100,000	91,310	(8,690)		1,452	1,452	75,000	40,960	(34,040)
			\$10,000	9,838	162			
100,000	100,000							
30,000	18,942	11,058				75,000	40,960	34,040
130,000	118,942	11,058	10,000	9,838	162	75,000	40,960	34,040
(30,000)	(27,632)	(19,748)	(10,000)	(8,386)	1,290			(68,080)
<u>(\$30,000)</u>	<u>(27,632)</u>	<u>(\$19,748)</u>	<u>(\$10,000)</u>	<u>(8,386)</u>	<u>\$1,290</u>			<u>(\$68,080)</u>
	45,059			483,838			(293)	
	<u>\$17,427</u>			<u>\$475,452</u>			<u>(\$293)</u>	

(Continued)

TOWN OF PORTOLA VALLEY
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2013

	MEASURE A			GRANTS		
	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
REVENUES						
Taxes						
Sales tax	\$230,720	\$242,011	\$11,291			
Gas tax						
Total taxes	<u>230,720</u>	<u>242,011</u>	<u>11,291</u>			
Agency revenues						
Grants				\$252,000	\$6,602	(\$245,398)
Investment and other revenues		274	274			
Total Revenues	<u>230,720</u>	<u>242,285</u>	<u>11,565</u>	<u>252,000</u>	<u>6,602</u>	<u>(245,398)</u>
EXPENDITURES						
Town center facilities						
Public safety						
Public works				20,000	6,602	13,398
Capital improvement program	200,000	200,000		232,000		232,000
Total Expenditures	<u>200,000</u>	<u>200,000</u>		<u>252,000</u>	<u>6,602</u>	<u>245,398</u>
Excess (Deficiency) of Revenues Over Expenses	<u>30,720</u>	<u>42,285</u>	<u>11,565</u>			<u>(490,796)</u>
OTHER FINANCING SOURCES (USES)						
Transfers in						
Transfers (out)	(30,000)	(42,362)	(12,362)			
Total Other Financing Sources	<u>(30,000)</u>	<u>(42,362)</u>	<u>(12,362)</u>			
Net change in fund balances	<u>\$720</u>	<u>(77)</u>	<u>(\$797)</u>			<u>(\$490,796)</u>
Fund balances, beginning of Year		<u>77</u>			<u>9,961</u>	
Fund balances, end of Year					<u>\$9,961</u>	

<u>STORM DAMAGE</u>		
<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
<u>\$22,000</u>	<u>\$20,384</u>	<u>\$1,616</u>
<u>22,000</u>	<u>20,384</u>	<u>1,616</u>
<u>(22,000)</u>	<u>(20,384)</u>	<u>(1,616)</u>
<u>(\$22,000)</u>	<u>(20,384)</u>	<u>(\$1,616)</u>
	<u>(\$20,384)</u>	

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AGENCY FUNDS

Agency Funds are presented separately from the Government-wide and Fund financial statements.

Agency Funds account for assets held by the Town as agent for individuals, governmental entities, and non-public organizations.

MAINTENANCE DISTRICTS

Accounts for all revenues and expenditures related to the maintenance districts.

TOWN OF PORTOLA VALLEY
 AGENCY FUNDS
 STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
 FOR THE YEAR ENDED JUNE 30, 2013

	Balance June 30, 2012	Additions	Deductions	Balance June 30, 2013
<u>Maintenance Districts</u>				
<u>Assets</u>				
Cash and investments	\$273,228	\$99,550	\$127,213	\$245,565
Accounts and interest receivable	176	76		252
Total assets	<u>\$273,404</u>	<u>\$99,626</u>	<u>\$127,213</u>	<u>\$245,817</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$273,404</u>	<u>\$99,626</u>	<u>\$127,213</u>	<u>\$245,817</u>
<u>Total Agency Funds</u>				
<u>Assets</u>				
Cash and investments	\$273,228	\$99,550	\$127,213	\$245,565
Accounts and interest receivable	176	76		252
Total assets	<u>\$273,404</u>	<u>\$99,626</u>	<u>\$127,213</u>	<u>\$245,817</u>
<u>Liabilities</u>				
Deposits and other liabilities	<u>\$273,404</u>	<u>\$99,626</u>	<u>\$127,213</u>	<u>\$245,817</u>

**TOWN OF PORTOLA VALLEY
MEMORANDUM ON INTERNAL CONTROL
AND
REQUIRED COMMUNICATIONS

FOR THE YEAR ENDED
JUNE 30, 2013**

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**TOWN OF PORTOLA VALLEY
MEMORANDUM ON INTERNAL CONTROL
AND
REQUIRED COMMUNICATIONS**

For The Year Ended June 30, 2013

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MEMORANDUM ON INTERNAL CONTROL

October 3, 2013

To the Honorable Mayor and Members of the Town Council
Town of Portola Valley, California

We have audited the basic financial statements of the Town of Portola Valley for the year ended June 30, 2013, and have issued our report thereon dated October 3, 2013. In planning and performing our audit of the basic financial statements of the Town of Portola Valley, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe to be of potential benefit to the Town.

This communication is intended solely for the information and use of management, Town Council, others within the organization, and agencies and pass-through entities requiring compliance with generally accepted government auditing standards, and is not intended to be and should not be used by anyone other than these specified parties.

Maze & Associates

Pleasant Hill, California
October 3, 2013

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MEMORANDUM ON INTERNAL CONTROL

SCHEDULE OF OTHER MATTERS

2013-01 Upcoming Governmental Accounting Standards Board Pronouncements

The following pronouncements are effective in fiscal year 2014/15:

GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)

This Statement will have material impact on the Town's financial statement. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions.

This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

Note disclosure and required supplementary information requirements about pensions also are addressed. Distinctions are made regarding the particular requirements for employers based on the number of employees whose employees are provided with pensions through the pension plan and whether pension obligations and pension plan assets are shared.

The following are the major impacts:

- This Statement requires the liability of employers and nonemployer contributing entities to employees for defined benefit pensions (**net pension liability**) to be measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service (**total pension liability**), less the amount of the pension plan's **fiduciary net position**.
- Actuarial valuations of the total pension liability are required to be performed at least every two years, with more frequent valuations encouraged. If a valuation is not performed as of the measurement date, the total pension liability is required to be based on update procedures to roll forward amounts from an earlier actuarial valuation (performed as of a date no more than 30 months and 1 day prior to the employer's most recent year-end).
- The actuarial present value of projected benefit payments is required to be attributed to periods of employee service using the entry age actuarial cost method with each period's service cost determined as a level percentage of pay. The actuarial present value is required to be attributed for each employee individually, from the period when the employee first accrues pensions through the period when the employee retires.

MEMORANDUM ON INTERNAL CONTROL

SCHEDULE OF OTHER MATTERS

GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)
(Continued)**Cost-Sharing Employers**

- Government-wide and accrual basis of accounting financial statements: A cost-sharing employer that does not have a special funding situation is required to recognize a liability for its **proportionate** share of the net pension liability (of all employers for benefits provided through the pension plan)—the collective net pension liability. An employer's proportion is required to be determined on a basis that is consistent with the manner in which contributions to the pension plan are determined, and consideration should be given to separate rates, if any, related to separate portions of the collective net pension liability. The use of the employer's projected long-term contribution effort as compared to the total projected long-term contribution effort of all employers as the basis for determining an employer's proportion is encouraged.
- A cost-sharing employer is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective deferred outflows of resources and deferred inflows of resources related to pensions.
- In addition, the effects of (1) a change in the employer's proportion of the collective net pension liability and (2) differences during the measurement period between the employer's contributions and its proportionate share of the total of contributions from employers included in the collective net pension liability are required to be determined. These effects are required to be recognized in the employer's pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan (active employees and inactive employees). The portions of the effects not recognized in the employer's pension expense are required to be reported as deferred outflows of resources or deferred inflows of resources related to pensions. Employer contributions to the pension plan subsequent to the measurement date of the collective net pension liability also are required to be reported as deferred outflows of resources related to pensions.

MEMORANDUM ON INTERNAL CONTROL**SCHEDULE OF OTHER MATTERS****GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)**
(Continued)

- In governmental fund financial statements, the cost-sharing employer's proportionate share of the collective net pension liability is required to be recognized to the extent the liability is normally expected to be liquidated with expendable available financial resources. Pension expenditures should be recognized equal to the total of (1) amounts paid by the employer to the pension plan and (2) the change between the beginning and ending balances of amounts normally expected to be liquidated with expendable available financial resources.
- Notes to financial statements of cost-sharing employers include descriptive information about the pension plans through which the pensions are provided. Cost-sharing employers should identify the discount rate and assumptions made in the measurement of their proportionate shares of net pension liabilities, similar to the disclosures about those items that should be made by single and agent employers. Cost-sharing employers, like single and agent employers, also should disclose information about how their contributions to the pension plan are determined.
- This Statement requires cost-sharing employers to present in required supplementary information 10-year schedules containing (1) the net pension liability and certain related ratios and (2) if applicable, information about statutorily or contractually required contributions, contributions to the pension plan, and related ratios.

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REQUIRED COMMUNICATIONS

October 3, 2013

To the Honorable Mayor and Members of the Town Council
Town of Portola Valley, California

We have audited the basic financial statements of the Town of Portola Valley for the year ended June 30, 2013. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

Significant Audit Findings

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Portola Valley are described in Note 1E to the financial statements. The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 60 - *Accounting and Financial Reporting for Service Concession Arrangements*

GASB 62 - *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*

The following pronouncements became effective, and required a format change in the Statement of Net Assets and certain nomenclature revisions in the footnotes accompanying the financial statements

GASB 63 - *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*

This Statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. *Concepts Statement No. 4, Elements of Financial Statements*, introduced and defined those elements as a consumption of net assets by the government that is applicable to a future reporting period, and an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities.

Concepts Statement 4 also identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in *Statement No. 34, Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets.

Unusual Transactions, Controversial or Emerging Areas

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Town's financial statements were:

- Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 3 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.
- Accrued compensated absences are estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 1G to the Financial Statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the entity's financial reporting process.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated October 3, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information Accompanying the Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

With respect to the required supplementary information accompanying the financial statements, applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

This information is intended solely for the use of Town Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Mare & Associates

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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: January 22, 2014

RE: **Recommended Fund Balance Assignments**

RECOMMENDATION

Authorize the creation of fund balance assignments in the General Fund.

BACKGROUND

In order to protect the fiscal solvency of the Town, the Town Council adopted a policy that requires a minimum unreserved and spendable fund balance within the General Fund equal to 60% of the annual operating expenditures in the General Fund. The Town has remained compliant with this policy since its adoption through prudent budgetary decisions. For 2012-13, the minimum fund balance as required by the policy was \$2.4 million and the actual spendable fund balance (both assigned and unassigned) totaled \$3,908,879.

DISCUSSION

As of June 30, 2013, the General Fund's spendable fund balance totaled \$3.9 million and someone unfamiliar with the Town's financial obligations might conclude that the Town is nearly \$1.6 million over its minimum required fund balance. This, however, is not the case. The Town has known needs for cash in the future and staff is recommending that the Town Council take the necessary actions to clarify the true amount of fund balance that is unassigned and can be reasonably appropriated without impairing the Town's fiscal health.

With the support of the Town's Finance Committee, as approved at their meeting on January 9, 2014, it is recommended that the Town "assign" \$2,615,000 of the previously unassigned fund balance for three purposes: emergency capital replacements/repairs, unfunded pension liabilities, and equipment replacement. The recommended assignments and amounts are:

1. **\$1,400,000 for emergency capital replacement/repairs** – This amount would provide a reasonable amount of spendable fund balance in the event of major damage to the Town's infrastructure or facilities. In the 1998 El Nino disaster, it should be noted that the Town had to wait upwards of two years for significant

reimbursements from FEMA to pay for the required repairs. In that instance, the Town had to borrow \$3.5 million to provide the necessary cash flow for Town operations. Overall, the cost for the 1998 disaster was \$10.25 million and FEMA reimbursed 99.10%. While there is no right or wrong amount to reserve for emergency capital replacements/repairs, staff and the Town's Finance Committee are comfortable that \$1.4 million is a good initial step. Additions to this reserve should be evaluated annually as budget surpluses are available.

2. **\$1,015,000 for unfunded pension liability** – As of CalPERS' October 2013 actuarial report for the Town's pension benefits that are provided to employees, the Town's share of the unfunded pension liability is \$1,015,000. CalPERS staff have indicated that in light of pension reform, the risk pool model that was adopted in 2003 may not be sustainable into the future. With pension reform, new employees are put into the lower benefit risk pool which results in pension contributions to the risk pool for classic/legacy employees shrinking over time with very little corresponding reduction in liabilities.

To address this, CalPERS staff has developed a conceptual plan to consolidate pre-pension reform with post-pension reform risk pools. If the plan is approved by the CalPERS Board of Trustees, the consolidation would require all agencies to fully fund their pension liabilities as of the effective date. Agencies will then have the opportunity to amortize the liability over a yet-to-be-determined number of years and discount rate or pay all or a portion of the liability.

It is recommended that the Town fully assign the unfunded pension liability as reported by CalPERS in the fourth quarter of each calendar year. For 2013, this amount is \$1,015,000. If CalPERS combines risk pools, then it would be recommended that the Finance Committee study the benefits of paying a portion or all of the unfunded liability. This recommendation does not result in transferring town funds to CalPERS at this time.

3. **\$200,000 for equipment replacement** – This amount would provide a reserve fund to replace obsolete equipment such as vehicles and office machines rather than paying for the equipment as needed. The recommendation is to make annual additions to this reserve so that the cost of equipment replacements are amortized over a period not to exceed 20 years thereby smoothing the impact of capital equipment purchases on the annual operating budget.

It is important to note that in addition to the assignments above, the Town currently has both nonspendable fund balance and assigned fund balance. As of June 30, 2013, \$47,694 of the fund balance is classified as "nonspendable" and represents the value of the loans receivable (an asset) for the Town issued loans to Wayside II Road Maintenance District. An additional \$483,050 is classified as "assigned" to open space acquisition, children's theater, historic museum, and legal contingency. These assignments have been carried on the Town's books for many years and represent

general fund monies that the Town Council could appropriate for any purpose desired. Staff was unable to locate the records that would indicate why these amounts were assigned but additional research can be done at the request of the Town Council.

It is also important to note that assigned fund balance amounts can be increased, decreased, reallocated, or eliminated by the Town Council at any time. The purpose of the assigned amounts is not to commit the Town's funds to a specific purpose, but rather to acknowledge that future obligations are likely to demand a certain amount and should be disclosed to avoid potential misunderstanding of the Town's available resources by someone who is unfamiliar with the Town's finances.

FISCAL IMPACT

This recommendation assigns \$2,615,000 of the General Fund's unassigned fund balance as of June 30, 2014. The result would be a projected unassigned fund balance of \$710,597 that could be appropriated at the Town Council's discretion. Of this amount, \$123,000 has been earmarked as matching funds for the San Mateo County Transportation Authority Measure A grant applications. Staff intends to return to the Town Council in the next several months recommending two additional programmatic enhancements, fire prevention and code enforcement, that could further draw down on the unassigned fund balance. Finally, as stated in the body of this report, it is important to reiterate that all assigned fund balances can be modified at any time by a vote of the Town Council.

ATTACHMENTS

1. General Fund Reserves worksheet updated January 16, 2014


Town of Portola Valley
 Proposed General Fund Reserve Allocations
 Updated January 16, 2014

General Fund Reserves

Audited Fund Balance, 6/30/13	<u>General Fund</u>
Nondspendable	\$ 47,694
Assigned	483,050
Unassigned	3,425,829
Total Fund Balance, 6/30/13	<u>3,956,573</u>

2013-14 Budget Surplus/(Deficit) (100,232) Ford Field project revenue v. expense timing

Projected Fund Balance, 6/30/14	\$ 3,856,341
--	---------------------

Assigned Fund Balance/Reserves	Adopted 2013-14	Proposed 2013-14, adjusted
Historic Museum	\$ 2,891	\$ 2,891
Legal Contingency	100,000	100,000
Open Space Acquisition	377,499	377,499
Children's Theater	2,660	2,660
* Unfunded Pension Liability Reserve	100,000	1,015,000
* Equipment Replacement	-	200,000
* Emergency Capital Reserve Fund	-	1,400,000
Assigned	\$ 583,050	\$ 3,098,050
Nondspendable	47,694	47,694
 Unassigned	3,225,597	710,597
Total Fund Balance	<u>\$ 3,856,341</u>	<u>\$ 3,856,341</u>

2014 Council Liaison Appointments

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
Craig Hughes			
Town	<u>ASCC (Jan, Feb, March)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (April, May & June)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Cable & Utilities Undergrounding Committee</u>	Liaison	alternate/odd months, 2 nd Thursday at 8:15 am
Town	<u>Nature and Science Committee</u>	Liaison	alternate/even months, 2 nd Thursday at 4:00 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Liaison	as announced
Town	<u>Emergency Preparedness Committee</u>	Alt	2 nd Thursday at 8:00 am
Town	<u>Finance Committee</u>	Alt	as announced
Town	<u>Geologic Safety Committee</u>	Alt	as announced
Town	<u>Parks & Recreation Committee</u>	Alt	1 st Monday of every month at 7:30 pm
County	<u>FireWise Committee</u>	Alt	3 rd Thursday at 4:00 pm
County	<u>MROSD</u>	Liaison	as needed
Special	<u>West Bay Sanitary District</u>	Rep	as needed
Other	<u>Stanford University</u>	Alt	as needed

Maryann Derwin

Town	<u>ASCC (July, Aug, Sept)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (Oct, Nov & Dec)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Liaison	1 st Wednesday at 8:15 am
Town	<u>Sustainability Committee</u>	Liaison	3 rd Monday at 3:30 pm
Town	<u>Friends of the Library</u>	Liaison	alternate/odd months, last Thursday at 7:15 pm
Town	<u>Town Newsletter</u>	Liaison	meets biannual
Town	<u>Cultural Arts Committee</u>	Alt	2 nd Thursday of each month
Regional	<u>Library JPA</u>	Liaison	1 st Monday at 8:00 am
Regional	<u>ABAG</u>	Alt	as needed
Regional	<u>Airport Roundtable</u>	Alt	1 st Wed., 7 pm
Regional	<u>League of CA Cities</u>	Rep	quarterly, or as announced
County	<u>City/County JPA C/CAG</u>	Rep	2 nd Thursday, 7 pm
County	<u>Council of Cities</u>	Rep	4 th Friday, 6 pm
County	<u>Housing Endowment and Regional Trust (HEART) of San Mateo County</u>	Rep	bi-annually
County	<u>Resource Management and Climate Protection (RMCP) Committee C/CAG</u>	Rep	2 nd Friday, 3 pm

John Richards

Town	<u>ASCC (Oct, Nov, Dec)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (July, Aug & Sept)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Conservation Committee</u>	Liaison	4 th Tuesday at 7:45 pm
Town	<u>Cultural Arts Committee</u>	Liaison	2 nd Thursday of each month
Town	<u>Emergency Preparedness Committee</u>	Liaison	2 nd Thursday at 8:00 am
Town	<u>Historic Resources Committee</u>	Alt	as announced
Town	<u>Public Works Committee</u>	Alt	as announced
Town	<u>Trails and Paths Committee</u>	Alt	2 nd Tuesday at 8:15 am, or as needed
Town	<u>PV School District</u>	Liaison	as needed
Town	<u>The Sequoias</u>	Liaison	as needed
Regional	<u>Woodside Fire Protection District</u>	Liaison	as needed
County	<u>Housing Endowment and Regional Trust (HEART) of San Mateo County</u>	Alt	bi-annually
County	<u>Emergency Services Council</u>	Liaison	quarterly

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
Ann Wengert (Mayor)			
Town	<u>Finance Committee</u>	Liaison	as announced
Town	<u>Parks & Recreation Committee</u>	Liaison	1 st Monday of every month at 7:30 pm
Town	<u>Teen Committee</u>	Liaison	as announced
Town	<u>Trails and Paths Committee</u>	Liaison	2 nd Tuesday at 8:15 am, or as needed
Town	<u>50th Anniversary Ad Hoc Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian & Traffic Safety Committee</u>	Alt	1 st Wednesday at 8:15 am
Town	<u>PV School District</u>	Alt	as needed
Regional	<u>ABAG</u>	Rep	as needed
Regional	<u>League of CA Cities</u>	Alt	quarterly, or as announced
Regional	<u>Airport Roundtable</u>	Rep	1 st Wed., 7 pm
County	<u>Council of Cities</u>	Alt	4 th Friday, 6 pm
County	<u>City/County JPA C/CAG</u>	Alt	2 nd Thursday, 7 pm
County	<u>SCS/RHNA Policy Advisory Committee</u>	Alt	as needed
County	<u>FireWise Committee</u>	Rep	3 rd Thursday at 4:00 pm
Other	<u>Stanford University</u>	Liaison	as needed

Jeff Aalfs (Vice Mayor)

Town	<u>ASCC (April, May, June)</u>	Liaison	2 nd and 4 th Mondays at 7:30 pm
Town	<u>Planning Commission (Jan, Feb, March)</u>	Liaison	1 st and 3 rd Wednesdays at 7:30 pm
Town	<u>Geologic Safety Committee</u>	Liaison	as announced
Town	<u>Historic Resources Committee</u>	Liaison	as announced
Town	<u>Public Works Committee</u>	Liaison	as announced
Town	<u>Cable & Utilities Undergrounding Committee</u>	Alt	alternate/odd months, 2 nd Thursday at 8:15 am
Town	<u>Conservation Committee</u>	Alt	4 th Tuesday at 7:45 pm
Town	<u>Nature and Science Committee</u>	Alt	alternate/even months, 2 nd Thursday at 4:00 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Alt	as announced
Town	<u>Sustainability Committee</u>	Alt	3 rd Monday at 3:30 pm
Town	<u>Teen Committee</u>	Alt	as announced
Town	<u>50th Anniversary Ad Hoc Committee</u>	Alt	as announced
County	<u>Los Trancos/Vista Verde</u>	Rep	as needed
County	<u>SCS/RHNA Policy Advisory Committee</u>	Liaison	as needed
Special	<u>West Bay Sanitary District</u>	Alt	as needed

#11

There are no written materials for this agenda item.

#12

There are no written materials for this agenda item.

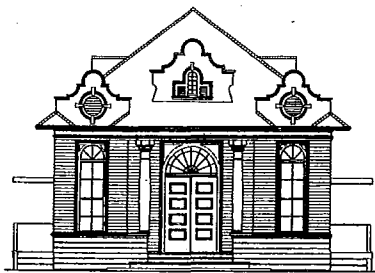
TOWN COUNCIL WEEKLY DIGEST

Friday – January 10, 2014

1. Agenda (Action) – Town Council - Wednesday, January 8, 2014
2. Agenda – ASCC – Monday, January 13, 2014
3. Agenda – Trails & Paths Committee – Tuesday, January 14, 2014
4. Agenda – Planning Commission – Wednesday, January 15, 2014
5. Letter from resident Marilyn Walters to the Town Council re: Open Space in Town
6. Report from San Mateo County Sheriff's Office – Incident Log for 12/17/13 – 12/29/13
7. Report from San Mateo County Sheriff's Office – Incident Log for 12/30/13 – 01/08/14
8. C/CAG San Mateo County - Safe Routes to School Newsletter – January / February 2014
9. Email from Becky Romero, to the Town Council re: Available seats / January City Selection meeting
10. Letter of Interest for serving on the ABAG Board of Directors – applicant / Pradeep Gupta
11. Invitation to the Council of Cities dinner meeting for January 24, 2014
12. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, January 10, 2014

Attached Separates (Council Only)

1. Western City – January 2014
2. Kaiser Permanente Community Briefings Newsletter – Winter 2014
3. Catalyst Magazine – Microsoft Silicon Valley



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

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

All Present

ORAL COMMUNICATIONS

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

Resident Virginia Bacon said she was pleased to see Craig Hughes seated at the dais.

- (1) PRESENTATION – Laura Fanucchi, Associate Director of HIP Housing - Update on HIP Housing Programs

Laura Fanucchi reviewed the many programs offered by HIP housing and presented Council with its 2014 calendar.

- (2) PRESENTATION – Residents Danna Breen and Cindie White with an Update on the Town's 50th Anniversary Celebration

Residents Danna Breen and Cindie White informed the Council of numerous events planned for the upcoming months, which begin with raising of the 50th Anniversary flag in January. The major celebration is scheduled for September 21, 2014 at Town Center. The Committee will submit a calendar of planned events as they continue to organize.

- (3) PLANNING COMMISSIONER INTERVIEWS AND APPOINTMENT

- (a) Mike Mokolke
 (b) Judith Hasko

Judith Hasko was appointed to the Planning Commission 5-0 vote

- (4) ASCC COMMISSIONER INTERVIEWS

- (a) Karol Bondy
 (b) Iris Harrell

Applicants, Karol Bondy and Iris Harrell were interviewed by the Town Council. Possible additional interviews as well as an appointment will be made at the January 22 Council agenda.

CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (5) Approval of Minutes – Regular Town Council Meeting of December 11, 2013
- (6) Approval of Warrant List – January 8, 2014
- (7) Recommendation by Town Attorney – Adopt Ordinance Amending the Conflicts of Interest Code
- (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

Items 5 – 8 Approved 5-0. A second reading of the ordinance amending the Conflict of Interest Code will be on the February 12 Council agenda.

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

Council approved of the site restoration report as received and to allow processing of the development plans as submitted. Approved 5-0

- (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
- (a) Portola Road shoulder widening at Town Center and various sections of Portola and Alpine Roads
 - (b) Alpine Road shoulder widening at Arastradero Road
 - (c) Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive (West)

Council authorized staff to submit applications for the Transit Authority grant funding and to provide a local match up to \$120,000 for the projects.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (11) **Appointment of Planning Commissioner**

Council appointed Judith Hasko to the Planning Commission.

- (12) **Appointment by Mayor** – Town's 50th Anniversary Ad-Hoc Committee

Council appointed Rebecca Arora, Virginia Bacon, Danna Breen, Brook Coffee, Leslie Field Barth, Erica Hughes, Nancy Lund, Phil Reilly, Kari Seligman, Cindie White and Karen Mobley to the Town's 50th Anniversary Ad-Hoc Committee.

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

There are no written materials for this item.

Councilmember Richards – Emergency Preparedness Committee discussed the emergency radio, agreed on the need for continued training in 2014, has question on who's in charge in the event of an emergency and appointed Ray Rothrock as Chair and Anne Kopf-Sill as Vice Chair.

Councilmember Derwin – Sustainability Committee discussed energy upgrade, climate action plan, and reported that Portola Valley will host the Earth Day Fair on April 26. Their focus for 2014 is transportation, water and the award recognition program.

Council of Cities – Town of Portola Valley will host the November 2014 Council of Cities dinner meeting.

Bicycle, Pedestrian & Traffic Safety Committee discussed the grant application for the Transit Authority and the traffic safety study at Corte Madera.

C/CAG heard from Assemblyman Richard Gordon who reported that three years ago the status was at a 27 billion dollar deficit, today there is a surplus. The Governor will release his new budget on January 10.

Councilmember Hughes – Planning Commission discussed a cell antenna on a utility pole across from Alpine Hills and continued discussion on the Housing Element, including discussion on second units.

Vice Mayor Aalfs – Nature & Science Committee discussed their involvement in the Town's 50th Anniversary celebrations and reported that a committee member attended a meeting with Mid Pen re: the Hawthorne property.

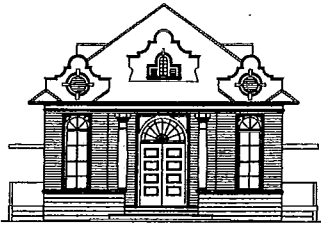
Mayor Wengert – Parks & Recreation Committee discussed the skateboard ramp, field use policy, town picnic scheduled for June 7th, and the ribbon cutting for Ford Field opening.

WRITTEN COMMUNICATIONS

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

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

ADJOURNMENT: 10:45 pm



TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, January 13, 2014
Special Field Meetings (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

SPECIAL ASCC FIELD MEETING*

2:00 p.m. 5050 Alpine Road (Convene at 2:00 p.m. at the parking lot in front of the Historic Schoolhouse at the Town Center, 765 Portola Road) Field meeting for consideration of Site Development Permit application X9H-666. (ASCC review to continue at Regular Meeting)

4:00 p.m. 7 Veronica Place (time is approximate) Field meeting for preliminary consideration of plans for new residential development of this vacant Woodside Priory subdivision parcel. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Koch, Ross
3. Oral Communications:

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

4. Old Business:
 - a. Continued Preliminary Review of Proposed Amendment to Conditional Use Permit (CUP) X7D-161, Modifications to Existing Wireless Communication Facilities Adjacent to 4115 Alpine Road, AT&T Mobility
5. New Business:
 - a. Site Development Permit X9H-666, Erosion Control Work to Stabilize A Slope Impacted by Unauthorized Clearing Above Jones Gulch, 5050 Alpine Road, Monte Leon LLC
 - b. Preliminary Architectural Review for New Residence and Site Development Permit X9H-665, 7 Veronica Place, Waissar
 - c. Architectural Review for Residential Additions and Remodeling, 315 Grove Drive, Feldman
6.
 - a. Discussion and Report, Proposal for Prohibition of the Use of Wood Roofs
 - b. Study Session – Planning Commission Referral of Possible Housing Element Changes Relative to the Second Unit Program

c. Commission and Staff Reports:

7. Approval of Minutes: December 9, 2013
8. Adjournment:

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

PUBLIC HEARINGS

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

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: January 10, 2014

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, January 14, 2014 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from December 10, 2013
4. Financial Review and Trail Work
5. Old Business
 - a) Follow up on Driveway Scoring Process Discussions
 - b) Update on Conservation Committee Efforts Relevant to Town Trails and Paths
 - c) Update on contacts with Westridge trails administration
 - d) Planning for Trails and Paths Committee Events for Town 50th Anniversary Year
6. New Business
 - a) Interview applicants for Committee membership
7. Other Business
8. Adjournment

Enclosures:

Minutes from Regular Meeting of December 10, 2013

Financial Review

Trail work Map and Memo – December 2013

Applications: J. Shefren and B. Eckstein



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, January 15, 2014 – 7:30 p.m.
Special Joint Field Meeting (time and place as listed herein)
Council Chambers (Historic Schoolhouse)

SPECIAL JOINT ASSC/PLANNING COMMISSION FIELD MEETING

4:00 p.m. Alpine Road (Adjacent to 4115 Alpine) Field meeting for consideration of Proposed Amendment to Conditional Use Permit (CUP) X7D-161, AT&T Mobility (review to continue at Regular Meeting)

REGULAR AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. Continued 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
3. Election of Chair and Vice-Chairpersons

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: December 4, 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

Planning Commission Agenda
January 15, 2013
Page Two

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

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

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

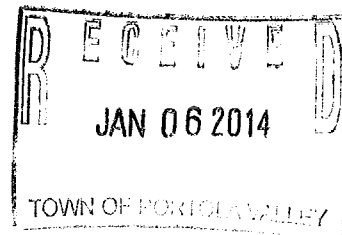
This Notice is posted in compliance with the Government Code of the State of California.

Date: January 10, 2014

CheyAnne Brown
Planning Technician

5

To: Town Council
From: Marilyn Walter
Subject: Town Survey
Date: December 30, 2013



Here is a 1995 survey of opinions on the protection of open space in our town. Red circles
Protecting open space near roads is overwhelmingly preferred. (Neely meadow??)

PLANNING
COMMISSION

95 Page 410

Summary of Answers

Question 1

Do you agree that further steps should be taken to protect and or acquire open space within the town?

Yes - 124

No - 12

Question - 2

What open spaces seem most important to protect?

- Melchor Property - (9)
- Western Hillside - (20)
- Anywhere possible - 5
- Areas contiguous to existing open spaces - 4
- Fogarty property - 1
- Jelich Property (orchard) (31)
- Morsehead Property (20)
- Woods property - 14
- Mariani (or Blue Oaks) - 20
- Alpine and Portola road corridors (21)
- Open space dedications within developments. - 14
- Springdown 1
- Properties that do not make good building sites, such as parts of Morsehead and Blue Oaks.
- Woodside Priory 14
- Land along trails - 7
- Ridgetops 3
- Meadow (hayfield) on Portola Road (19)
- A linked network for trails 4
- Gambetta Property

Question 3

Methods of Funding

Gifts or donations - 35

Gifts with tax advantages to donor - 32

Bond issue 26

Supports all suggestions on questionnaire- 13

Cooperation with Post, the Regional Park District, Nature Conservancy or any private, state or federal agency. 6

Special tax, approved by voters - 10

Allowing some development in exchange for open space land. 4

Parcel or per person tax -3

A \$25 a year charge per household for 3 or 4 years. - 1

Donations of land - 1

Small tax assessment on residents and businesses - 1

Encourage gifts of land, or money for it, as memorials -2

Corporate donor soliciting 1

Foundation similar to existing school foundation. 2

Establish a fund and encourage donations. 4

Solicit funds from govt agencies and private organizations 1

Vote for a one-time tax to establish an open space trust 1

Pay-as-you-go funding, supported by special taxes or fees - 6

Open Space Assessment per owner 2

Comment

The first question, as to what open spaces seemed most important to protect, usually was answered by more than one choice. And the same property could be described in several different ways. For instance, the Melchor property, which stretches from Alpine Road to the Skyline includes the meadow, or hayfield, which lies along Portola Road, adjacent to the Sequoias. This meadow of course is part of the Alpine-Portola road corridor. Nine ballots gave a preference for the "Melchor property", "the meadow" got 19, there were 21 for the Alpine-Portola Road corridor, and "Western Hillsides" got 20.

It is obvious that land along Portola Road is of major interest. It was also obvious from the answers that many people are uninformed about who owns what piece of land, and which pieces are already protected and which are not.

The Jelich orchard property received a preference on 31 ballots, And if we add the corridor vote the figure is 51.

The Morsehead property (20 votes) qualifies also as part of the ^{Portola} Alpine corridor (21) and of the Western hillside (20). The totals would be 41 and 40.

The Woods property (14) and the Priory (14) also qualify as part of the road corridor, making a total of 28 for each.

And so does the Springdown riding stable, adjacent to the Town Center., with 1 vote. I think people must have forgotten about this. piece of land.

The Mariani, or Blue Oaks subdivision, off by itself up the Los Trancos road canyon, got 20 votes. This was from Portola Valley residents. Much of the outspoken opposition to this subdivision would seem to come from Los Trancos Woods residents, and some from the Ranch. This subdivision is now offering 68% of its property to dedicated open space, which would qualify it for the 14 votes for "Open space dedications within developments."

Eleanor Boushey, Chair, Open Space Acquisition Advisory Committee



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 12/17/13 to Sunday 12/29/13

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-10784	01/26/13 12:50PM	First Street / Harte Street Woodside	Stored Vehicle	A deputy observed a Harley Davidson motorcycle with a solo rider/occupant. The Harley Davidson had expired tabs on its license plate. The deputy pulled behind the motorcycle and activated his emergency lights and siren and the solo motorcycle rider stopped in front of Robert's Market. The deputy contacted the male rider and asked him if he had his driver's license with him. The rider stated that he forgot it at home. The rider was also unable to provide his registration card and any proof of insurance. County Communications advised the deputy that the registration on the Harley Davidson was expired as of February of 2013. The deputy issued the rider a citation and the motorcycle was towed.
13-10789	12/17/13 10:11AM	Stone Gate Rd. Portola Valley	Traffic Accident – No Injuries	Party #1 was driving Vehicle #1 and was traveling eastbound on Stonegate Rd., at approximately 20 mph. Party #1 saw a vehicle driving westbound and was concerned that the other vehicle was speeding and on the wrong side of the roadway. Party #1 pulled to the right and

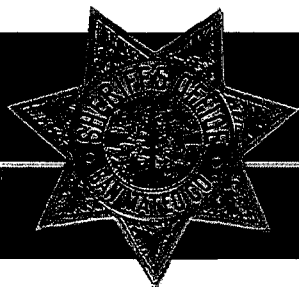
				collided with a tree. The other vehicle stopped approximately 20 feet from Vehicle #1, and therefore was not a factor in the collision. The resulting impact caused damage to the right top corner of Vehicle #1 and caused the tree to fall over into the street. Woodside Fire Department was able to remove the tree from the roadway. Vehicle #1 was able to drive away.
13-10793	12/17/13 2:07PM	500 Blk. Portola Rd. Portola Valley	Burglary	Sometime between 12:00pm and 1:50pm on 12/17/13, unknown suspect(s) entered the victim's locked Volkswagen Tiguan by breaking the left side, rear passenger window. This burglary occurred in the parking lot of the Windy Hill Open Space Preserve. There was no physical evidence left at the scene and there are no witnesses to this crime. The estimated loss is \$150.00.
13-10801	12/17/13 3:02PM	100 Blk. Old La Honda Rd. Woodside	Burglary	Sometime between 1:30pm and 3:00pm on 12/17/13, unknown suspect(s) entered the victim's locked Infiniti G37X by breaking the right side, front passenger window. This burglary occurred next to Old La Honda Road next to the Dennis Martin Creek gate for the Thornewood Preserve in the Town of Woodside. There was no physical evidence left at the scene and there are no witnesses to this crime. The estimated loss is \$125.00.
13-10818	12/18/13 10:05AM	3000 Blk. Alpine Rd. Portola Valley	Traffic Accident – Minor Injury	Vehicle #2 had stopped in eastbound traffic, with his left turn signal on, to turn north onto a driveway of the 3000 Blk of Alpine Rd. Vehicle #1 who was east on Alpine Rd behind the truck, driving at approximately 30-40 mph, failed to stop in time because of her speed and inattention to the road, struck the vehicle from behind without braking.
13-10839	12/18/13 11:58AM	400 Blk. Moore Rd. Woodside	Burglary	Deputies responded to an alarm call on Moore Rd. Dispatch advised that the alarm was a motion and front door activation. Upon arrival another Deputy was already on scene and had made contact with several gardeners, who were at the house waiting for law enforcement to arrive.

				Deputies walked through the residence to secure it and noticed that there was a broken window at the rear of the house. The house appeared to have been ransacked because the dresser drawers and closets were open. A deputy spoke to the victim who was out of town for the holidays and she stated she would be unable to provide a list of items taken at that time. The victim stated she would provide a list of items that were stolen at a later date. There was no suspect information or estimated loss at that time.
13-10840	12/18/13 1:52PM	3000 Blk. Tripp Rd. Woodside	Petty Theft Federal Mail Theft	Unknown suspect(s) stole mail from the victim's mailbox on Tripp Road. At the time of this report, the victim's bank accounts were not compromised. There are no leads or evidence in this case at this time.
13-10858	12/18/13 8:04PM	300 Blk. Escobar Rd. Portola Valley	Burglary	Deputies responded to Escobar Road on a report of a residential burglary. Upon arrival, they met with the victim who discovered the burglary. Entry had been made by smashing a window in front of the house. Taken from the residence was jewelry and cash. There are no suspect leads at this time. The estimated loss is \$5,500.00.
13-10863	12/19/13 9:03AM	700 Blk. Patrol Rd. Woodside	Petty Theft / Tamper w/ Vehicle	The victim explained that on 12/05/13, he parked his Ford F250 vehicle in front of his home (at that time both license plates were present on his vehicle). On 12/18/13 the victim noticed that his front plate was missing. The victim saw that the front plate had been moved to the rear of his vehicle, and, his rear plate (with registration tabs) was gone. The victim stated that he did not have any witness, evidence, or suspect information.
13-11005	12/21/13	400 Blk. Portola Rd. Portola Valley	Possession/Use False ID	The suspect was contacted as the driver of a motor vehicle stop, for unsafe speed. The driver is found to be in possession of an out of state false driver's license, which the suspect admits is for use to purchase alcohol. The suspect is issued a notice to appear and released from the scene.

13-11034	12/22/13 8:15AM	4200 FarmHill Blvd Woodside	Recovered Outside Stolen Vehicle	A deputy saw an item which appeared to be a black and gray colored motorcycle engine lying on the gravel along northbound of Canada Road roadway. The deputy exited his vehicle and confirmed that the item in question was a motorcycle engine installed onto a partial motorcycle frame. The deputy conducted a records check of the VIN# with county communications. County Communications advised that the engine was from a stolen 2012 Yamaha motorcycle which was originally reported stolen from San Jose Police Department. San Jose Police Department was notified of the recovered component.
13-11044	12/22/13 3:25PM	3000 Blk Alpine Rd. Ladera	Grand Theft	Unknown suspect(s) removed an outdoor heater from the overhang of the Lobster Shack restaurant located at 3130 Alpine Road. The estimated loss is \$1200.00. There is no suspect information at this time.
13-11055	12/22/13 10:00PM	1300 Blk. Westridge Dr. Portola Valley	DUI Alcohol / Drugs	Rick Trenner from Portola Valley was arrested for driving under the influence of alcohol. Trenner was arrested and transported to First Chance.
13-11086	12/23/13 10:00AM	Portola Rd. / Sand Hill Rd. Woodside	DUI Alcohol/Drugs	A vehicle was observed driving erratically (swerving and speeding). A traffic stop was affected and the driver displayed objective symptoms of being under the influence of alcohol. Lauren Gontram from Woodside was arrested for DUI and booked into the San Mateo County Jail. The vehicle was secured and left at the scene.
13-11119	12/25/13 1:55PM	Alpine Rd. / Los Trancos Portola Valley	Traffic Accident – Minor Injury	Driver #1 was approaching the intersection of Alpine Road and Los Trancos Dr. Driver #1 had the intentions of making a left turn onto southbound Los Trancos Drive from Alpine Road. At the time, the sun was at its highest point in the day, and was virtually blinding drivers traveling westbound on Alpine Road. Per driver #1 he slowed from approximately 35 MPH to approximately 10 MPH as he began his turn. While making his turn, driver #1 failed to see driver #2 riding her bicycle, eastbound on Alpine Road

				in a clearly marked bicycle lane. Driver #1 turned into the path of Driver #2, causing her to impact his vehicle on the passenger side quarter panel, ejecting her off of her bicycle and onto his hood. Driver #1 was not injured as a result of this collision and Driver #2 complained of pain to her left side. She was transported Stanford Medical Center.
13-11125	12/26/13 1:55PM	Oakhaven Way / Woodside Woodside	Stored Vehicle	Deputies were dispatched to the area of Woodside Drive and Oakhaven Way on a report of an unoccupied suspicious white truck which appeared abandoned. Upon arrival, the deputies located a white Dodge Ram utility truck parked on the Oakhaven way. The vehicle was parked partially on the dirt shoulder and on the street, partially blocking the roadway. The registration to the vehicle was expired January of 2012. The owner could not be located. The vehicle was towed and stored. The vehicle was entered into the Stolen Vehicle System.
13-11141	12/26/13 12:56PM	4000 Blk. Woodside Rd. Woodside	Burglary	The victim stated she arrived at the park at approximately 10:30AM with her son to go on a hike. Just before she left for the hike, she put her purse in the back trunk of her vehicle and left. She returned at approximately 12:00PM when her son noticed the rear seat was folded down which she did not remember doing. She then noticed the window to the rear driver side window was smashed and there was glass everywhere. She noticed her purse, which was behind the rear seat, was missing. She stated nothing else in the vehicle was missing or disturbed. The estimated loss of the purse is \$200.00. The estimated replacement of a new window is \$250.
13-11148	12/26/13 2:56PM	400 Blk. Manzanita Way Woodside	Obtain/Use Personal ID w/o Authorization	On 12-12-13, the victim was informed that she and her husband were the victims of identity theft. Since then, at least 7 accounts have been opened in their names with their information. Further investigation continuing.
13-11182	12/27/13	Midglen Way / Southdale	Found Property	A deputy was dispatched to a report of found mail. Upon

	5:37PM	Way Woodside		arrival the deputy contacted the reporting party who stated he was on a walk in the area of Midglen Way and Southdale Way when he located numerous items of U.S. Mail along the roadway. He collected the mail from the roadway and took it home to call the Sheriff's Office.
13-11199	12/28/13 10:28AM	Dead End of Cinnabar Rd. Woodside	Recovered Outside Stolen Vehicle	A deputy was dispatched to the dead end of Cinnabar Rd. on the report of a suspicious vehicle. Upon arrival the vehicle was a black Ford Expedition "high sided" on a large rock over-looking the open space park. Upon inspection of the vehicle the deputy could see that it had several fresh "key" scratches on various areas of the vehicle. The vehicle was unlocked and the stereo appeared to have been removed as well as cables. Dispatch arranged to have Redwood City PD Officer(s) contact the registered owner who lives in their jurisdiction. RWC PD made contact with the owner and determined that his vehicle had in fact been stolen from out of their area.
13-11209	12/28/13 8:18PM	2000 Blk. Manzanita Ave. West Menlo Park	False Pretenses	Unknown suspect(s) used an email account to defraud the victim of money for the rental of a vacation home. The victim was contacted by the actual owner of the rental property to be advised of the fraudulent use of his own email account. The financial loss to the victim was approximately \$12,600.00 dollars. This report is for informational purposes at this time.



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 12/30/13 to Wednesday 01/08/14

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
13-11252	12/30/13 10:49AM	3000 Blk. Alpine Rd. West Menlo Park	Personate to Get Money / Fraud	A deputy was dispatched to contact a New York resident (victim) regarding a fraud where money was taken from her Chase bank savings account. The victim was told by Chase Bank that a female suspect went to the branch in Ladera and obtained a cashier's check from her personal savings account in the amount of \$8,300.00 without her permission. The suspect provided a Florida Drivers' License with stated she was the victim. The unknown suspect said she couldn't remember the account number so the teller looked it up for her. The money was withdrawn, the cashier's check was produced and it was given to the unknown female suspect with no further checks regarding her identity. The victim alleges that someone obtained her old Florida personal information from 2004 and reproduced a fraudulent driver's license that does not have her picture on it. The victim was told by her New Your branch of Chase Bank that she would be reimbursed the \$8300.00 and the case was under investigation by internal security.

13-11260	12/30/13 8:46PM	100 Blk. Monticello Court Woodside	Vandalism	The victim stated between 12/29/13 and 12/30/13 unknown suspect(s) vandalized her Volkswagen Bug. The victim stated the vehicle had been parked inside the gated driveway, in front of her residence, facing the garage, during the time she alleged the vandalism occurred. The victim estimated the damage to be \$800.
13-11286	12/31/13 1:49PM	2000 Blk. Valparaiso Ave. West Menlo Park	Theft	On 12/29/13 the victim was visiting family in Southern California and attempted to use her GE Capital Retail Bank MasterCard at a local grocery store to purchase some groceries for her family. The victim's credit purchase was declined. The victim thought it was because she was in Southern California and her credit card company was being extra secure with purchases outside the normal card holder's region. On 12/30/13 the victim attempted to use her MasterCard at a store in Palo Alto and it was again declined. The victim called her credit card company a customer service representative informed her that her credit account had been frozen as the result of a large purchase in the amount of \$2182.91 at the Apple store in Pleasanton CA. The victim informed the representative that she had not used her credit card for any purchases at the Apple store in Pleasanton. The victim stated she did not know how the suspect(s) obtained her credit card number.
13-11287	12/31/13 1:54PM	Windy Hill Parking Portola Valley	Possible Controlled Substance w/o Prescription	A Mid-Peninsula Ranger stated to a deputy that he was driving in the Open Space Preserve when he happened to see two hikers. The Ranger stopped to tell them the trail / road was ending when he smelled a strong odor resembling Marijuana. The ranger asked the hikers if they were smoking Marijuana and they said yes. The ranger, with consent, looked into the backpacks of the hikers and found a small amount of marijuana, a small container which contained hash oil residue, marijuana pipes (paraphernalia), commercial bags of herbal supplements, and a prescription bottle of Hydrocodone. Based on what the Deputy observed, the minor amount of marijuana and paraphernalia

				was not enough to seek prosecution. A citation was issued to one of the hikers for having possession of a prescription drug (Hydrocodone).
14-00014	01/01/14	2300 Woodside Rd. Woodside	Possession of Controlled Substance	Kenneth Middlebrook from Mountain view was arrested for possession of methamphetamine, possession of syringes and possession of concentrated cannabis. Middlebrook was transported and booked into the San Mateo County Jail. His vehicle was towed.
14-00039	01/02/14 2:20PM	4000 Blk. Alpine Rd. Portola Valley	Theft via Fraud	The Reporting Party was the victim of theft via fraud when a charged appeared on his credit card account in the form of a cash advance in the amount of \$4,800.00. There are no suspects or leads at this time.
14-00064	01/03/14 11:22AM	Woodside Road Under 280 Woodside	Traffic Accident – No Injuries	Party #1 failed to stop for the W/B red signal light and entered the intersection, causing the vehicle's front left corner to collide with Party #2's rear left wheel area. The resulting impact caused Party #1 to veer to the right and stop. The impact caused Party #2 to spin around and come to a stop in the intersection. Both vehicles stabilized without further collisions. Vehicle #2 moved but found that the rear wheel was damaged.
14-141	01/06/14 12:32PM	2000 Blk. Camino A Los Cerro West Menlo Park	Grand Theft	Unknown suspect(s) entered the victim's unlocked vehicle which was parked in a driveway on the 2000 Blk. Of Camino A Los Cerro. The suspect(s) took a lap top computer and fled the scene. The estimated loss is \$1,500.00. There are no leads or evidence in this case.
14-207	01/08/14 1:00PM	100 Blk. Tynan Way Portola Valley	Obtain/Use personal ID w/o Authorization	The victim received two packages addressed to him with merchandise he did not purchase. With further investigation, the victim learned that unknown suspect(s) obtained his social security number and created an account through "Bill Me Later" which had a line of credit of \$2,450. The unknown suspect(s) purchase \$79.00 worth of merchandise. The victim made a fraud report with "Bill Me

				Later" and the account has been canceled. There are no leads or suspect information at this time.
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Safe Routes to School: San Mateo County

January 2014/February 2014
Volume 2, Issue 3

In this Issue

Getting Creative With Safe Routes to School in Rural Communities

Safe Routes to School Programs and activities have unique opportunities and needs in rural areas. At the Safe Routes to School National Partnership Annual meeting in August, several advocates from rural areas shared their creative ideas to creating thriving programs in rural areas. One of the great things about Safe Routes to School is that it is not a "one size fits all program" and it provides the flexibility for communities and schools to make their local program a success.

Some ideas shared by the National Safe Routes Partnership are included below:

Immanuel Lutheran School, Greenville: For International Walk to School Day each year, students are bused from their school to a local park. Students walk a 2.0 mile trail within the community park.

Green Lake Elementary School, Green Lake: Green Lake Elementary School started its walking school bus program in 2010 with just one route and nine students the first year. Today it has grown to three routes and more than 20 students. Advocates within this district have also worked diligently with the City of Green Lake and the Green Lake School District to make sure that the students have a safe place to walk.

Waupaca Learning Center, Waupaca: In Waupaca, senior citizens walk with students during their Walking Wednesday program. This provides students and senior citizens with a great form of exercise in the morning and is a great way to connect the youth with an older generation.

Looking for more ideas? Visit <http://saferoutespartnership.org/blog/getting-creative-safe-routes-school-rural-communities>

Rural Safe Routes

Off to a Golden Start

Cycling on Water Article

Cycling in Copenhagen

Progress for Safe Routes

Share the Road Campaign



Save the Date!

Call for Grant Applications

1/13/14

smcoe.org/sr2s

Golden Sneaker Workshop

1/23/14

9 - 11 am

Operations Committee Meeting and Grant Orientation

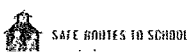
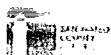
2/6/14

9:00 - 10:30 am

Policy Committee Meeting

2/11/14

1 - 2 pm



Off to a Golden Start

In the City of South San Francisco and the Portola Valley School District, Safe Routes Coordinators, Tim Moriarty and Kari Rust, wasted no time when it came to building excitement for walking, biking, and carpooling to school. Following successful International Walk to School Day events on October 9, Moriarty and Rust each coordinated Golden Sneaker Events as a way of capitalizing on the interest and enthusiasm for walking and biking to school.

In South San Francisco, Moriarty outlined formal walking routes and volunteers to lead walking buses each day of the weeklong contest. Participation in each of the routes increased many fold over the course of the week as students eagerly competed to win a bike blender party. In Portola Valley, thanks to a lovely network of trails, Rust advertised remote drop off locations and highlighted existing trails that could be used to trek to school. To overcome the barrier of asking teachers to take on "one more thing," Rust visited many classrooms and conducted the participation counts herself!

Safe Routes to School San Mateo County will be following the lead of Moriarty and Rust with a County-wide Golden Sneaker Contest. With Safe Routes, many coordinators notice a large dip in walking and biking as winter drags on. Cold weather, dark mornings, inclement weather are all logical reasons for skipping a walking or biking adventure to school. Unfortunately, as the weather warms up many people forget about how awesome walking and biking are without some encouragement.

Wednesday, February 26 through Wednesday, March 12 will be the County-wide Golden Sneaker Contest. Golden Sneaker awards, posters, and tracking posters will be available to all schools interested in participating. If you are interested in taking advantage of these free resources to help jump start your program in the spring, please sign up at https://docs.google.com/forms/d/1NrAfqJsfat8QI98uBIBkypqQUb7zV02Eyk_elosnLU/viewform

Cycling on Water

According to Judah Schiller, founder of the BayCycle Project, "The ride doesn't end at the water's edge," and that is just what Schiller has set about to prove. On September 27, Judah Schiller, pedaled his bike across the SF Bay with a journey that began at Port View Park in Oakland and commenced at the San Francisco Ferry Building. The roughly 4 mile ride over water took just under an hour. Schiller repeated the amazing feat of cycling across water on October 4th when he cycled across the Hudson from Hoboken, NJ to Pier 66 in Manhattan, NY.

To accomplish the cycling on water feat, Schiller purchased an Italian water bike kit and began to practice riding his bike. The kit includes a small propeller, two pontoons, and a mount for the bike. Schiller is now working on making water cycling an affordable and practical commute alternative for those who are interested.

More about his project is available at <http://baycycleproject.com/>.





Cycling in Copenhagen

At the most recent Operations Committee Meeting, the question of, "We've conducted a walk audit and have all of these recommendations, so what's the next step?" came up. Part of the answer lies with experts in the field and finding funding sources. But, sometimes funding sources pop up when priorities are shared between key stakeholders, experts in the field, included. With shared priorities, a stakeholder group seeks funding and advocates to a far larger audience than one lone voice.

"Cycling in Copenhagen Through North American Eyes," is a great example of what happens when a large group of stakeholders work together and also highlights how sometimes priorities can only shift after new possibilities are realized. This video was created in 2010 by StreetFilms during the Velo-City 2010 Conference in Copenhagen, so for some, this is not a new video. However, if you have not had the pleasure of viewing, you can check it out at <https://vimeo.com/13499122>.

Progress for Safe Routes

Alonso Barahona

The National Center for Safe Routes to School recently released their report on "Trends for Walking and Biking to School" in October. The report included data collected from 2007 through 2012. Analysis of the results suggests that the number of students walking to school increased "from 12.4% to 15.7% in the morning and from 15.8% to 19.7% in the afternoon" (NCSR2S, pg.1). In San Mateo County, many school districts and schools are working hard to get more students to walk, bike, and take other alternative means of transportation. Many districts and schools are starting to show interest and many others are working to foster sustainable Safe Routes to School programs. Coordinating with parents to understand their perceptions and zeroing in on specific issues that are prevalent at their child's school is one of the many ways schools are building capacity for the program. The National report highlights growth in the number of schools submitting parent survey data, with increases from 382 in 2007 to 8119 in 2012 (NCSR2S, pg. 6). Also highlighted is the percentage of parents feeling that they are being supported in the program, which also rose from 24.9% to 33% (NCSR2S, 22). Even though the report is not reflective of all Safe Routes Programs, it represents the whole nation, and it suggests that students are starting to walk more to school, especially in cities and suburban areas. As the school year progresses, continuing our dedication to the 5 E's and beyond to show how different issues effect our school communities, is important to overcoming the obstacles that prevent many families in using different forms of alternative transportation to get to/from school.

To find out more on the National Safe Routes to School report, please follow the link:

<http://www.saferoutesinfo.org/program-tools/school-travel-trends-2007-to-2012>

Coordinator Corner

Call for Grant Applications

The 2014-2015 Safe Routes to School Call for Grant Applications will be released on January 13. The call will be released to all District Superintendents, present grantees, and private schools in San Mateo County via e-mail. Application materials will also be available for download from www.smcoe.org/sr2s under the Grant Information tab.

A grant orientation will be held February 6, 2014 from 9:00-10:30 am as part of the regularly scheduled Safe Routes to School Coordinator Meeting. All are welcome to attend.

Applications are due by 5:00 pm on March 28. Applications may be submitted via e-mail, USPS, pony, or fax. For delivery information please review the application materials.

Coordinator Survey

Safe Routes to School San Mateo County is looking for input for program planning. Please take 3 minutes to answer 5 questions at

<https://www.surveymonkey.com/s/sr2scoordinators>

All interested coordinators who complete the survey before January 15 at 3:00 pm may enter a drawing for a \$25 gift card to Target.

Important Dates

January 23: Golden Sneaker Workshop 9 - 11 am

February 6: Grant Orientation and Operations Committee Meeting 9:00 - 10:30 am

February 11: Policy Committee Meeting 1 - 2 pm

Please register for events at <http://sanmateo.k12oms.org/index.php> Early registration is recommended to ensure enough materials are available.

Data Analysis

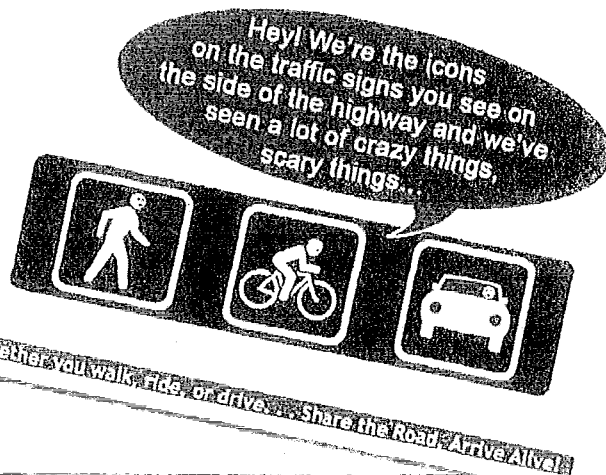
Parent survey data and classroom tallies will be downloaded beginning in January. District level analysis of four points of comparison including: parental awareness of the program, mode split to school, mode split for travel home, and key parent concerns will be conducted. Findings will be summarized and provided to coordinators along with the raw data. Reports will be provided as soon as they are completed.

Share the Road-Arrive Alive

Looking for some new tools to engage drivers about the importance of sharing the road? "Share the Road - Arrive Alive" is a series of public service announcements appearing on TV, radio, and in movie theaters to raise awareness about pedestrian, bicycle, and driver traffic safety.

Characters Carly, Walker, and Ryder share traffic safety tips in this series produced by Caltrans District 1, headquartered in Eureka, and includes the counties of Del Norte, Humboldt, Lake, and Mendocino, with funding from the Federal Highway Administration.

The campaign is on the web at ArriveAliveNow.org.



VOLUME 2, ISSUE 3

JANUARY 2014/FEBRUARY 2014



Your Feedback

At the Safe Routes to School, San Mateo County, we aim to provide Safe Routes to School advocates with quality services and products. Your feedback is an integral part of being able to provide high quality services and products. Service provider feedback should be submitted at <http://www.surveymonkey.com/s/sr2sproviders>.



Upcoming Conferences and Webinars

Safe Routes to School and Liability Webinar

January 16 at 11:00 am

<https://attendee.gotowebinar.com/register/851271943612115969>

Silicon Valley Transportation Choices and Healthy Communities Summit

February 22 9:00 am to 5:00 pm

<http://transform.nonprofitsoapbox.com/summit2014>

San Mateo County Wellness Summit

February 27 and 28

<http://sanmateo.k12oms.org/eventdetail.php?id=77936>

Request future webinar topics to be addressed by the

San Mateo County Office of Education
Safe Routes to School

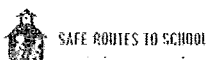
101 Twin Dolphin Drive
Redwood City, CA 94065

Fun Program Ideas

During the cold winter months sometimes it's hard to encourage people to forgo the warm car for a brisk walk. Here are some fun ideas from Belmont-Redwood Shores School District and SVBC to reenergize enthusiasm for the program during the cold winter months:

- Themed Walk to School Days such as Umbrella Walks where everyone who walks with an umbrella whether its raining or not earns an extra incentive or spirit points for their class.
- Secret Bike Squad with Secret Bike Squad, a few volunteers tie ribbons to the bikes on campus during a two-week period. Students turn over their ribbons to their teacher and the class with the most ribbons wins a prize such as small cup of hot cocoa (with approval from school and district administration). Random days (five out of the ten school days) are selected over the two-week period, so students are motivated to ride everyday during the two week period.

If you have tried a fun idea that others may like, please email it to dlujan@smcoe.org for future editions of the newsletter.



Subject: Letters of Interest for the January 24th CSC Meeting
Importance: High

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

From: Becky Romero [mailto:bromero@smcgov.org]
Sent: Monday, January 06, 2014 2:42 PM

Subject: Sorry for the late notification - Letters of Interest for the January 24th CSC Meeting
Importance: High

**** High Priority ****

Hello Honorable Mayors & Council Members;

I apologize for the late notice, but the venue for dinner has just been confirmed - the invite will be sent soon!
The meeting itself will be held in Board Chambers on Friday, January 24, 2014.

The following seats will be on the January City Selection agenda:

Selection of one (1) Council Member to serve on the Association of Bay Area Governments (ABAG) representing Cities, fulfilling Pedro Gonzalez's term through June 30, 2015

Selection of one (1) Council Member to serve on the Housing Endowment and Regional Trust (HEART) Board representing Cities, fulfilling Pam Frisella's term through February 28, 2017

Selection of one (1) Council Member to serve on the Housing Endowment and Regional Trust (HEART) Board representing Cities for a term of three (3) years beginning March 1, 2014

Please submit your letter of interest for any of the above seats on city letterhead, signed and in PDF format to me no later than 4:00 PM on Thursday, January 16th.

Thank you,
Becky Romero
Secretary, City Selection Committee
rxromero@smcgov.org
(650) 363-1802 Direct
(650) 363-1916 Fax



CITY COUNCIL 2014

KARYL MATSUMOTO, MAYOR
 RICHARD A. GARBARINO, VICE MAYOR
 MARK ADDIEGO, COUNCILMEMBER
 PRADEEP GUPTA, PH.D., COUNCILMEMBER
 LIZA NORMANDY, COUNCILMEMBER

STEVEN T. MATTAS, INTERIM CITY MANAGER

OFFICE OF THE CITY COUNCIL

January 8, 2014

Dear San Mateo County Mayors and City Council Members:

I am writing to express my interest in serving on the Association of Bay Area Governments (ABAG) Board of Directors. The key phrase in ABAG's Mission Statement is "enhancing the quality of life in the San Francisco Bay Area." As I am committed to do so for the City of South San Francisco, I would welcome the opportunity to work on the behalf of the cities and County of San Mateo.

In the upcoming years, each of our cities will be faced with daunting challenges and I believe that through regional sharing and cooperation we will be able to work together to resolve regional issues.

My professional experience and qualifications include:

- Retired electrical power engineer with over 25 years in the US electric power industry; directing research at Electric Power Research Institute (EPRI) on the issues of energy efficiency and utility investments under uncertainty; 8 years at Southern California Edison managing their energy efficiency group and developing long term energy conversation plans
- PhD in Electrical Engineering, Purdue University
- Lifetime Senior Member of the Institute of Electrical and Electronics Engineers (IEEE)

My city committees include:

- Community Coalition
- Housing
- School Liaison

I served on the Planning Commission and was appointed to the City Council December 2012 and elected in 2013. I believe my background will be an asset in serving your cities and constituencies. Thank you for your consideration and I would appreciate your vote.

Sincerely yours,

Pradeep Gupta, Ph.D.
 Councilmember, City of South San Francisco

cc: Steven T. Mattas, Interim City Manager
 South San Francisco City Council

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

Meeting Announcement & Agenda
 Friday, January 24, 2014

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

Location	Schedule	
San Mateo County History Museum 2200 Broadway, Redwood City	6:15 p.m.	Presentation by HEART Executive Director, Mark Moulton
	6:30 p.m.	City Selection Committee Meeting
(650) 703-0545 (Becky's cell phone)	7:00 p.m.	Dinner
	8:00 p.m.	Council of Cities Program
Directions are attached below	9:00 p.m.	Meeting is Adjourned

Please contact Chairperson Mary Ann Nihart if you wish to bring up an item for group discussion or give a committee report.
 Telephone: (650) 738-7301 or email: nihartm@ci.pacifica.ca.us

***Note: The City Selection Committee Agenda will be sent out separately by City Selection Committee Secretary Ms. Becky Romero.**

Buffet Style Dinner

\$45.00 per person

RSVP by noon on Thursday, January 22, 2014

Chris Hunter at (650) 599-1024 or chunter@smcgov.org

PLEASE MAKE CHECKS PAYABLE TO: CHRIS HUNTER

PLEASE MAIL CHECK TO:

CHRIS HUNTER

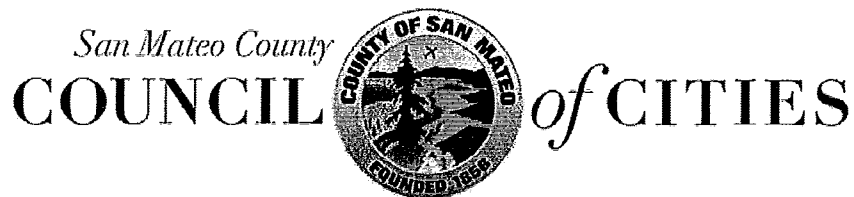
OFFICE OF SUPERVISOR DON HORSLEY

400 COUNTY CENTER / BOS-104

REDWOOD CITY, CA 94063

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

Questions or need more information? Please call 650-599-1024



Business meeting
Friday, January 24, 2014
8:00 P.M.

- Call to Order
- Roll Call and Introductions by City Mayors, Councilmembers, and Guests
- Welcome by Board President Dave Pine and Supervisor Don Horsley
- State of the County Address by President of the Board of Supervisors Dave Pine
- Approval of previous meetings minutes and Treasurers report
- Committee Reports
- Old Business
- New Business
- Announcements

Directions: (Parking on the street is free after 6:00 p.m.)

2200 Broadway, San Mateo County History Museum, Redwood City, CA, 94063



From San Francisco:

From 101:

Take 101 South, exit at Whipple Avenue.
Continue on Veterans Boulevard.
Turn right at Middlefield Road.
Turn right at Broadway.

From 280:

Take 280 South, exit at Farm Hill Boulevard.
Turn left on to Farm Hill Boulevard.
Continue on Jefferson Avenue.
Turn left at Broadway.

From El Camino:

Take El Camino Real South.
Turn left at Jefferson Avenue.
Turn left at Broadway.

From San Jose:

From 101:

Take 101 North, exit at Whipple Avenue.
Turn left at Whipple Avenue.
Turn left at Veterans Boulevard.
Turn right at Middlefield Road.
Turn right at Broadway.

From 280:

Take 280 North, exit at Farm Hill Boulevard.
Continue on Jefferson Avenue.
Turn left at Broadway.

From El Camino:

Take El Camino Real North.

Turn right at Jefferson Avenue.
Turn left at Broadway.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: January 10, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended January 10, 2014.

1. **Carol Borck's 15-Year Anniversary** – Carol celebrates her 15-year anniversary with the town today (officially 1/11). I want to congratulate Carol for reaching this milestone and thank her for her years of dedicated service to the Town.
2. **Measure A Grant Funds Application** – Staff and volunteers from the BPTS continue to work on the grant applications for Measure A funds. Our goal is to post updated applications to the website by Saturday morning and then ask for community support using a change.org petition by announcing the petition on the PV Forum shortly after the applications have been uploaded.
3. **50th Anniversary Flag Ceremony** – Staff is working with the committee co-chairs on the flag ceremony, which is scheduled for January 16th at 4:00 p.m. at the Historic Schoolhouse (unless something unforeseen occurs).
4. **Joint Meeting with Woodside Town Council** – The joint meeting recommended by the Firewise Committee to look into the possibility of banning wood shake and shingle roofs on new construction, roof replacements, and major repairs has been rescheduled to Thursday, January 30th at 7:30 p.m. in the Portola Valley Town Center Community Hall.
5. **ASCC Application Deadline Next Wednesday** – The deadline for residents to express their interest in serving on the ASCC is January 15th. The Council agenda for January 22nd will include interviews of new applicants (if any) and appointment of the commissioner.

Memo to Mayor and Members of the Council
Page 2 of 2
January 10, 2014

6. **CalPERS Conference Call** – CalPERS and the League of California Cities hosted a conference call to advise cities of the upcoming rate increase (effective July 1, 2016) due to changes in demographic assumptions used to calculate pension liabilities. The most significant change is the mortality assumption. CalPERS has found that, on average, men are living 2 years longer and women are living 1.5 years longer than the existing assumptions. The conference call also revealed a proposal under consideration by CalPERS staff to merge the risk pools for legacy employees and the new risk pools created by pension reform. The effect of this plan would result in the Town having a new side fund that could be paid off to fully fund the Town's unfunded pension liability, which currently sits at \$1.015 million.
7. **Assemblyman Gordon's Housing Element Committee** – The Assemblyman has invited planning staff from cities in his district to attend a meeting on January 16th to discuss Housing Element law. Karen Kristiansson and I will be attending.

TOWN COUNCIL WEEKLY DIGEST

Friday – January 17, 2014

1. Agenda – (Action) – Monday, January 13, 2014
2. Agenda – 50th Anniversary Celebration Ad-Hoc Committee – Thursday, January 16, 2014
3. Agenda – (Special meeting) – Trails & Paths Committee – Tuesday, January 21, 2014
4. Month End Financial Report – December 2013
5. Town Hall will be closed in observance of Martin Luther King Jr. Day – Monday, January 20, 2014
6. Report from San Mateo County Sheriff's Office – Incident Log for 01/09/14 – 01/16/14
7. Letters of Interest for serving on the HEART Board of Directors – Diane Howard (RWC) and Liza Normandy (SSF)

Attached Separates (Council Only)

1. San Mateo County Mosquito and Vector Control District Report – November/December 2013
2. Local Government Commission with an Invitation to attend 'Building Livable Communities' – March 14 –16, 2014



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, January 13, 2014
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 ASCC FIELD MEETING*

2:00 p.m. 5050 Alpine Road (Convene at 2:00 p.m. at the parking lot in front of the Historic Schoolhouse at the Town Center, 765 Portola Road) Field meeting for consideration of Site Development Permit application X9H-666. (ASCC review to continue at Regular Meeting) **Kristiansson presented the staff report and commissioners were walked through to view the site by the project team who answered questions and made clarifications. Comments were held for the evening meeting.**

4:00 p.m. 7 Veronica Place (time is approximate) Field meeting for preliminary consideration of plans for new residential development of this vacant Woodside Priory subdivision parcel. (ASCC review to continue at Regular Meeting) **Borck presented the staff report and project team lead commissioners through the site, discussed design intent, and answered questions. Public comment was taken, properties at 91 and 85 Hillbrook were visited, and ASCC comment was held for the evening meeting.**

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Koch, Ross (Ross absent. Also present: Tom Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Denise Gilbert Planning Commission Liaison; Craig Hughes Town Council Liaison)

3. Oral Communications: **None.**

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

4. Old Business:
 - a. Continued Preliminary Review of Proposed Amendment to Conditional Use Permit (CUP) X7D-161, Modifications to Existing Wireless Communication Facilities Adjacent to 4115 Alpine Road, AT&T Mobility **Continued to 1/27/14 meeting.**
5. New Business:
 - a. Site Development Permit X9H-666, Erosion Control Work to Stabilize A Slope Impacted by Unauthorized Clearing Above Jones Gulch, 5050 Alpine Road, Monte Leon LLC **Restoration proposal approved subject to conditions to be met to the satisfaction of ASCC subcommittee review and conditions in the staff**

report. Applicant shall return to a full ASCC meeting for site review when plantings are installed.

- b. Preliminary Architectural Review for New Residence and Site Development Permit X9H-665, 7 Veronica Place, Waissar **Project review continued to 1/27/14.**
 - c. Architectural Review for Residential Additions and Remodeling, 315 Grove Drive, Feldman **Project approved subject to conditions to be met to the satisfaction of planning staff.**
6. a. Discussion and Report, Proposal for Prohibition of the Use of Wood Roofs Vlasic **provided background and considerations of the proposal and answered commissioner questions.**
- b. Study Session – Planning Commission Referral of Possible Housing Element Changes Relative to the Second Unit Program Kristiansson **provided the background on Planning Commission work on the Housing Element and the items forwarded to the ASCC for comment. ASCC offered questions and comments and heard public comment. Comments to be forward to the Planning Commission.**
- c. Commission and Staff Reports: **None were reported.**
7. Approval of Minutes: December 9, 2013 **Approved as submitted.**
8. Adjournment: **9:50 p.m.**

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

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

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

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48



TOWN OF PORTOLA VALLEY
Ad-Hoc 50th Anniversary Celebration Committee
Thursday, January 16, 2014 – 4:30PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Update on Celebration Plans
4. Open Discussion
5. Schedule Next Meeting
6. Adjournment



TOWN OF PORTOLA VALLEY
Special Trails and Paths Committee
Tuesday, January 21, 2014 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. New Business
 - a) Interview Applicant for Committee Membership
 - b) Discussion and Determination of New Committee Member
4. Other Business
5. Adjournment

Enclosures:

Application: P. Reilly



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: DECEMBER 2013

C A S H	Bank of America	\$	92,303.32
	Local Agency Investment Fund (0.264%)	\$	12,202,140.13
	Total Cash	\$	12,294,443.45
F U N D S	05 General Fund		\$4,320,762.06
	08 Grants		(128,689.04)
	10 Safety Tax		(3,632.08)
	15 Open Space		3,702,621.96
	20 Gas Tax		34,598.70
	22 Measure M		(293.47)
	25 Library Fund		465,671.07
	30 Public Safety/COPS		(70,190.78)
	40 Park in Lieu		6,248.66
	45 Inclusion In Lieu		2,875,907.45
	50 Storm Damage		(30,495.03)
	60 Measure A		104,440.49
	65 Road Fees		41,015.21
	75 Crescent M.D.		102,999.93
	80 PVR M.D.		14,239.72
	85 Wayside I M.D.		5,744.48
	86 Wayside II M.D.		(12,332.43)
90 Woodside Highlands M.D.		162,117.38	
95 Arrowhead Mdws M.D.		(1,799.67)	
96 Customer Deposits		705,508.84	
	Total Fund Balance	\$	12,294,443.45
A C T I V I T Y R E C A P	Beginning Cash Balance:		\$11,275,978.82
	Revenues for Month:		1,255,948.39
	Total Revenues for Month:		1,255,948.39
	Warrant List 12/11/14		(139,011.33)
	Warrant List 12/25/14		-
	Payroll		(97,394.88)
	Total Expenses for Month:		(236,406.21)
	Total JE's and Void Checks:		(1,077.55)
	Ending Cash Balance	\$	12,294,443.45

FISCAL HEALTH SUMMARY

Unreserved/Spendable Percentage of General Fund: 109.33%

Adopted Town Policy is 60%

Days of Running Liquidity of Spendable General Fund: 399

GASB recommends no less than 90 days

PORTOLA VALLEY TOWN HALL

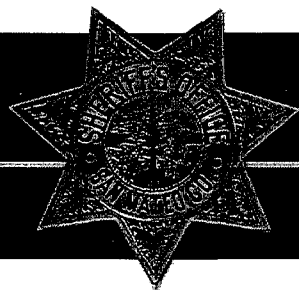


WILL BE CLOSED

**Monday,
January 20, 2014**

**In observance of Martin Luther
King Jr. Day**

In Case of Emergency: Sheriff's Office: 911



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Thursday 01/09/14 to Thursday 01/16/14

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-00236	1/09/14 10:30 AM	1700 Blk. Fernside St. Woodside	Burglary	Unknown suspect(s) broke a window on a parked locked vehicle. The victim's laptop was stolen. Reporting party stated that the cost to repair the window was \$200.00 and the laptop cost \$1,800.00. No suspect information or investigative leads were found.
14-00304	1/12/14 10:44 AM	Cinnabar Rd. Woodside	Warrant arrest	Deputy was dispatched to investigate a suspicious vehicle. County communications advised that the vehicle was parked in the area with several occupants inside smoking marijuana. A traffic stop was conducted on the vehicle with the two occupants. A records check was conducted on the two subjects. The driver of the vehicle, Richard Carver had an active bench warrant. Richard Carver was arrested and transported to the Maguire Correctional Facility.
14-00382	1/13/14 6:00 PM	400 Blk Vine St. West Menlo Park	Stolen vehicle	The victim called to report that his vehicle had been stolen from the street. Victim didn't give anyone permission to drive his pick up and doesn't know who stole it. There were no witnesses or evidence collected.

14-00392	1/15/14 8:01 AM	Canada/Woodside Woodside	Traffic Accident No Injuries	Deputy dispatched to a three vehicle collision. No injuries reported. Driver #1 dropped his father's hearing aid on the floor of the vehicle and leaned down to pick it up. He took his eyes off the road and when he looked up, the traffic ahead of him had stopped completely. Unable to stop he rear ended the vehicle in front of him, which in turn rear ended the vehicle in front of him. The driver of vehicle #1 found to be at fault due to his speed and inattention to the road.
14-00411	1/15/14 6:03 PM	4200 Farm Hill Blvd. Woodside	Traffic Accident Complaint of pain	Deputy dispatched to a solo vehicle collision. Driver of the vehicle was transported to Stanford hospital for an unknown complaint of pain. Driver's vehicle sustained major damage to the front end and quarter panel. Driver was traveling at an unsafe speed while cresting a hill, he deliberately steered off the roadway causing the vehicle to collide with the curb and a metal light pole along the shoulder of the roadway. Deputy determined that the subject met the criteria for a 5150 evaluation.

Mayor Jeffrey Gee
Vice Mayor Rosanne S. Foust

Council Members
Alicia C. Aguirre
Ian Bain
Diane Howard
Barbara Pierce
John D. Seybert



1017 MIDDLEFIELD ROAD
Redwood City, California 94063
Telephone (650) 780-7220
FAX (650) 261-9102
www.redwoodcity.org

January 13, 2014

Subject: Interest to Serve on the Housing Endowment and Regional Trust (HEART)

Dear San Mateo County Mayors and Council Members,

I am writing to express my interest in serving on the Housing Endowment and Regional Trust (HEART) Board of Directors. I served on the Redwood City Council from 1994-2009, and was elected to serve again this past November 2013. I have attached my resume of past service, which included serving for ten years on our City's Housing & Human Concerns Committee and I was member of the original HEART Board of Directors.

I would consider it an honor to serve on this board once again. I know that trying to provide a balance of housing types in our County is a daunting challenge, but I believe that through regional cooperation we can make a difference in the jobs/housing ratio in San Mateo County.

Thank you so much for your consideration, and I would appreciate your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane Howard". The signature is fluid and cursive, with a long horizontal line extending to the right.

Diane Howard
Redwood City Council Member

Enclosure

C: City Council Redwood City

Diane Howard

Age: 63

Occupation: Redwood City Council Member, Nurse

Pertinent Experience:

- Redwood City Council Member, 1994-2009 and re-elected November 2013
- Mayor of Redwood City, 1997-1999
- Vice Mayor, 1995-1997 and 2007-2009
- Current Chair of the Pride & Beautification Committee
- Current Co-Chair of the San Mateo County Water Transit Advocates
- Current Chair of the Water Emergency Transit Authority Citizens Advisory Committee
- Current Board Member with the Sequoia YMCA, Kainos Home & Training Center and Redwood City International
- Current Member of Redwood City's Downtown Business Group, the Redwood City/San Mateo County Chamber of Commerce, and the Redwood City's Parks & Arts Foundation
- Past Chair & Committee Member of the Housing & Human Concerns Committee, 1984-1994
- Past Chair & Committee Member of the Parks, Recreation & Community Services, 1982-1994
- Physician Relations Representative, 2010-2013, Sequoia Hospital, Redwood City, CA
- Family Practice Medical Office Manager, 1981-2009
- Orthopedic Nurse, 1972-1981, Southside Hospital, Bay Shore, New York

Education:

- Lewis Wilson School of Nursing, 1970-1972, Lindenhurst, New York
- Suffolk County Community College, 1972-1981, Selden, New York

Years of Residence in Redwood City: 32 years

Family:

- I grew up in East Islip, Long Island, NY.
- I am the oldest of 8 children -- 4 sisters and 3 brothers, all who live on the East Coast.
- I have been married to Steven Howard, MD for 32 years.
- We have a son, Geoffrey, who is a former Marine and a Nurse. He is married to Irene, also a Nurse, and they live in Princeton, New Jersey.

My website is: www.dianehoward.org. My email address is: dhoward@redwoodcity.org

CITY COUNCIL 2014



KARYL MATSUMOTO, MAYOR
RICHARD A. GARBARINO, VICE MAYOR
MARK ADDIEGO, COUNCILMEMBER
PRADEEP GUPTA, PH.D., COUNCILMEMBER
LIZA NORMANDY, COUNCILMEMBER

STEVEN T. MATTAS, INTERIM CITY MANAGER

OFFICE OF THE CITY COUNCIL

January 13, 2014

Dear Mayors and Council Members:

I write to ask for your support for my appointment to the HEART Board at the January meeting of the Council of Cities.

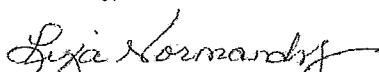
South San Francisco has been very assertive in the area of affordable housing. We have a 20% inclusionary housing policy. While new to the City Council, I have served on the Board of the South San Francisco Unified School District since 2006 and have supported the City's policy as it provided affordable housing not only for the District's children but also teaching and administrative staff. South San Francisco has worked hand-in-hand with HEART and I would be honored to continue the working relationship on behalf of the cities of San Mateo County.

As you well know, housing and transportation have a tremendous impact on our residents and funding options are scarce. The need for affordable housing continues to grow and I very much would like the opportunity to work with the HEART Board to increase and enhance the City's housing stock. I am also fortunate to have a knowledgeable and experienced staff available as a resource.

I will work diligently to assist HEART in achieving their vision that San Mateo County has the ability to offer housing that is attainable for all.

Should you have any questions, please do not hesitate calling me. I can be reached at (650) 291-1481. Thank you for your consideration.

Sincerely,


Liza Normandy, Councilmember
City of South San Francisco