



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, February 26, 2014  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

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

### ORAL COMMUNICATIONS

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

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (1) **Approval of Minutes** – Special Town Council Meeting of January 22, 2014 (3)
- (2) **Approval of Minutes** – Special Town Council Meeting of January 30, 2014 (15)
- (3) **Ratification of Warrant List** – February 12, 2014 (23)
- (4) **Approval of Warrant List** – February 26, 2014 (40)
- (5) **Report from Sustainability & Special Projects Manager** – Farmers' Market Quarterly Report (46)
- (6) **Recommendation by Town Manager** – Adoption of Policy for Use of Radio-Controlled Planes at Town Center (49)
- (7) **Recommendation by Town Attorney** – Adopt Ordinance Amending the Conflicts of Interest Code (51)
  - (a) Second Reading of Title, Waive Further Reading, and Adopt 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) **Appointment by Mayor** – Request for Appointment of Members to the Trails & Paths Committee (55)
- (9) **Appointment by Mayor** – Woodside Highlands Road Maintenance District Advisory Board (56)

### REGULAR AGENDA

- (10) **Recommendation by the Parks & Recreation Committee** – Trial Skateboard Ramp at Town Center / Project (57)  
Approval
- (11) **Recommendation by Town Attorney** – Adopt Ordinance for a Skate Park at Town Center (77)
  - (a) First Reading, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley (Ordinance No. \_\_)
- (12) **Recommendation by Sustainability & Special Projects Manager** – Consideration of Sustainability Committee (82)  
Projects for 2014 and Creation of an Ad-Hoc Water Conservation Task Force

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (13) **Discussion** – Participation in a Joint Funding for a CERPP Coordinator position at Woodside Fire Protection (88)  
District
- (14) **Reports from Commission and Committee Liaisons** (92)  
*There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (15) **Town Council Weekly Digest** – January 24, 2014 (93)
- (16) **Town Council Weekly Digest** – January 31, 2014 (115)

(17) **Town Council Weekly Digest** – February 7, 2014 (132)

(18) **Town Council Weekly Digest** – February 14, 2014 (159)

(19) **Town Council Weekly Digest** – February 21, 2014 (191)

## **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).

PORTOLA VALLEY TOWN COUNCIL SPECIAL JOINT MEETING/STUDY SESSION WITH PLANNING COMMISSION AND SPECIAL TOWN COUNCIL MEETING NO. 872, JANUARY 22, 2014

Mayor Wengert called the Town Council's joint meeting/study session with the Planning Commission to order at 6:30 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

Planning Commissioners Judith Hasko, Alexandra Von Feldt and Nate McKitterick; Vice Chair Nicholas Targ; Chair Denise Gilbert

Absent: None

Others: Nick Pegueros, Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk  
Tom Vlastic, Town Planner  
Karen Kristiansson, Deputy Town Planner  
Howard Young, Public Works Director  
Stacie Nerdahl, Administrative Services Manager

ORAL COMMUNICATIONS

None.

STUDY SESSION: Town Council/Planning Commission

(1) Joint Study Session: Draft Portola Road Corridor Plan

As Ms. Kristiansson explained, the draft Portola Road Corridor Plan is based on a report that summarized a specially formed Task Force's discussions and initial conclusions. The report was finalized in September 2013, after which the Planning Commission discussed it at seven different meetings (April 18, May 2, June 6, July 18, and October 17, 2012, and then again on February 6 and June 19, 2013). The meetings started with discussions of the process and continued through review of the Task Force report and development of a draft plan, which incorporated certain elements from the General Plan in addition to what the Task Force suggested.

Following re-circulation of the draft plan among Task Force members last spring, Ms. Kristiansson said, the Planning Commission reviewed their input at the June 19, 2013 Planning Commission meeting, identifying four specific items to be discussed with the Town Council during its review of the draft plan:

- 1) Section 6404, Objective 1: "natural views" –Commissioners were concerned that the phrase "natural views" may not be clear or accurate. For example, even the western hillsides might not be considered "natural" because historic logging there affected growth. There also was a feeling that this objective refers to views of undeveloped areas, as opposed to areas with buildings and roads, and some type of modifier was needed to ensure clarity. Whichever wording is finally selected, Commissioners agreed that the intended meaning should be clear, especially for future plan users.
- 2) Section 6406, Standard 4: thinning vegetation and opening views – The Planning Commission flagged this for discussion with the Council due to the potential for conflict along the Portola Road Corridor between clearing vegetation along the road to open views and preserving vegetation between the road and the trail to enhance the trail experience. 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 existing vegetation provides habitat for birds and other animals within the Portola Road Corridor, concerns about habitat also were raised in relation to clearing the frontage of the Midpeninsula Regional Open Space District (MROSD) property along Portola Road.

- 3) Section 6406, Standard 6: undergrounding utility lines – Discussion at the Planning Commission focused on what was seen as a disconnect in this standard, which reads, *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.* The first part states that the Town should pursue undergrounding utilities, but the second part suggests that other improvements may be more important. For example, the Task Force indicated that costs and benefits of undergrounding should be weighed vis-à-vis other Corridor improvements, such as widening shoulders and improving trails.
- 4) Section 6413: open and undeveloped view from the Corridor – In this section, which refers to the lands on the western side of the Portola Road Corridor between The Sequoias and Town Center, the Planning Commission struggled with how to describe the view – “open and undeveloped,” “open and rural,” or some other term. Debating whether the terminology should be the same as for the Meadow Preserve, Commissioners also discussed whether resolution of this issue should await work on updating General Plan language.

Susan Gold, Trails and Paths Committee Chair, emphasized the importance of the Corridor in terms of trail users – walkers and hikers, joggers, runners, hikers and horseback riders – as well as views from the road. She said that’s important to balance views and screening, preserve variability, and ensure separation of the trail from the road and shield it so that it provides an “almost woodland” experience.

Unidentified speaker from the audience expressed concerns about thinning the underbrush and thus changing the character of the Town, noting that environmental stewardship is not well-served by eliminating vegetation and trimming/maintenance would incur ongoing expenses.

Jon Silver, Portola Road, pointing out how much change he’s witnessed along the Corridor over the last 55 years, said that agricultural practices kept the views open. Further, he said underbrush next to the road has little effect on views. What’s important is to ensure that the mass of people can see the beauty of the hillsides, he said, and to enhance the experience for trail users.

Councilmembers and Commissioners began the discussion on Section 6404, expressing views on the term “natural views” for Objective 1. Among the comments:

- We don’t want to see a lot of buildings or highly developed areas
- “Unbuilt” or “undeveloped” might be alternative terminology
  - “Unbuilt” expresses a clear intention
  - “Unbuilt” may be ambiguous in terms of agricultural uses
- The term “natural” is unnecessary in the context of Objective 1
- It’s fine to leave the wording as is for now, shifting the approach over time if necessary
- It would be appropriate to look at each specific proposal on a case-by-case basis

In terms of Section 6406, Commissioner McKitterick – one of the Task Force members – said the Task Force had talked about whether locations for thinning and clearing should be specified in Standard 4, but they agreed to keep it general. Mayor Wengert noted that the compromises worked out with the MROSD in trimming and clearing vegetation to open views into the open-space area worked well. She also pointed

out that eventually we'll also need to deal with all the big eucalyptus trees that have grown along the Corridor.

Other points:

- We should refer to the outcome we want, and the guidance should be general
- We want more of a bias toward opening views
- The goals of vegetation and open views aren't necessarily incompatible, and it's not that hard to achieve balance
- Use the fewest words possible to say the most
- We can tighten up the wording and get the idea of balance across at the same time
- Preserving habitat is critical in terms of what's covered by the Endangered Species Act (ESA)

As for Standard 6 in Section 6406, Councilmembers and Commissioners basically agreed with staff recommendations, reasoning that although undergrounding utility lines is prohibitively expensive, mention of its desirability should remain in the Corridor Plan in case circumstances change. It was also noted that without actually undergrounding, efforts to reduce the numbers of poles and utility boxes along the Corridor might be productive without being costly.

In regard to Section 6413, some Councilmembers generally concurred with staff recommendations but made making several suggestions, and others said they were satisfied with the existing language in the draft. Among the suggestions:

- Consider expanding the definition of efforts to be more inclusive
- Steer away from adjectives
- Clarify the meaning of "preserve or protect" – we don't want to prohibit everything if the intention is to keep the Corridor in a "mostly" natural state
- Avoid use of Meadow Preserve language in the General Plan, because that's likely to change

Councilmember Richards took exception to dropping the word "undeveloped," because the intent is to prevent construction of homes in the Meadow Preserve. He said that "largely undeveloped" is better; it also applies to the barn approved for the Neely/Myers parcel, because this leaves the meadow "largely undeveloped." Councilmember Derwin said it's not clear whether "largely undeveloped" includes or excludes agriculture. Councilmember Hughes noted that the Neely vineyard is "developed," but 120 uphill acres of the property remain "undeveloped."

In terms of the General Plan in particular, Councilmembers agreed that inasmuch as interpretation will always be needed, the language in the General Plan should be general and as simple as possible. Following up on each of the four specific discussion points, the Council:

- 1) Agreed on "protect or reestablish open views within and from the Corridor" versus reference to: "natural views" in Section 6404, Objective 1
- 2) Concurred that opening views by thinning vegetation has a slightly higher priority but decisions on where vegetation should be preserved should be made on a case-by-case basis, balancing the trails user experience with the motorist experience (Section 6406, Standard 4)
- 3) Discussed the reality of how expensive it is to put utilities underground, but agreed it's important to continue to encourage it when feasible (Section 6406, Standard 6)

- 4) Wrestled with the wording “open and undeveloped view from the corridor” in Section 6413, and also expressed concern about what “preserve and protect” means

Mr. Vlastic reminded the Council that this wording did not control land use beyond the Corridor, as other General Plan provisions do that, particularly in the Land Use and Open Space Elements. The Portola Road Corridor Plan is intended to focusing particularly on lands in and immediately along the Corridor. Council concurred with his recommended wording: *Efforts should be made to work with the land owners to preserve and protect these lands, consistent with the other provisions of this General Plan, so that the view from the Corridor remains largely open and undeveloped.*

## TOWN COUNCIL SPECIAL MEETING

### (2) ASCC Interview

Because she’s had a business relationship with one of the candidates for the seat on the Architectural and Site Control Commission, Mayor Wengert recused herself.

Mike Mokolke, interviewed by Council during the meeting on January 8, 2014, withdrew his application. Vice Mayor Aalfs invited the final candidate, Brian Cairney, to introduce himself.

Mr. Cairney, who lived in and owned homes in Palo Alto, Menlo Park and Atherton before moving to Portola Valley three years ago, said all of them are great communities, but there is something special about Portola Valley, its sense of community and its rural feel.

With a father who was a general contractor and coming from a background in the building industry, Mr. Cairney said the first home he was involved in building was the family home in Pismo Beach. He said that experience, plus three homes he built three homes in Atherton and Menlo Park over the past 14 years, helped him develop:

- A fair and reasonable approach to team decision making
- A calm and thoughtful approach to business
- An appreciation of the need for building regulations and guidelines to ensure a consistent approach to preserving the Town’s natural beauty and rural quality

Mr. Cairney described himself as someone who keeps an open mind, drives for consensus, believes in the importance of considering others’ viewpoints and realizes that no two situations are identical. He said he’d bring to the ASCC a “different, holistic view of the process (that) links the needs of the community with the priorities of the homeowner.”

Expanding on his holistic view, Mr. Cairney said homeowner needs and requirements must be nested with the Town’s requirements, and as he sees it, there’s always a way to bring the two together. The Town may provide alternatives that work, he added, such as reducing the dominance of a home’s façade without compromising a view corridor.

Mr. Cairney said he’s very familiar with the ASCC process, having been involved during its reviews of a project on Cervantes Road. He said the process provided clarity, direction and an understanding of Town requirements. Anyone can read planning guidelines, he said, but clear and succinct feedback allows applicants to grab their plans, sit down with their architect and move forward: “We need to do this and this. It’s what the Town wants. This is what we want.” Because as a resident, he wants to ensure that we maintain the quality of this Town, he said, so he found the ASCC’s process great. He said his goal in applying to serve on the ASCC is to help provide continued clarity and direction for people while sustaining what the Town is looking for.



Councilmember Richards asked how Mr. Cairney envisions the ASCC handling a situation in which someone comes in with a plan that meets most of the guidelines but clearly upsets the neighbors. In response, Mr. Cairney said the ASCC must very clearly and transparently communicate the issues relative to the neighbors and the Town's view. In general, he said, if the neighbors don't like a project, chances are the Town doesn't like it either.

When Councilmember Hughes asked how he would deal with residents approaching him one-on-one as an ASCC member and pulling him into a dispute, Mr. Cairney said he'd be upfront in saying he can't be an individual's advocate, and remind the resident that ASCC is a body of five, and the best way to speak to an issue is present it to the whole body versus presenting it to me.

Noting that because ASCC decisions affect the way people can use and enjoy their property, some of its decisions can be very unpopular, Councilmember Derwin asked Mr. Cairney to comment on a time when he's had to make a difficult or unpopular decision. He said he's had to make many decisions like that, on both personal and professional levels. The decisions weren't well-received, he said, but they were the right thing to do.

Mr. Cairney said that he can foresee a time when some tough and potentially unpopular decisions will need to be made about some of the redwood trees in Town that have grown so large as to impinge on residents' treasured views. He said clear-cutting isn't the answer, but this is one difficult issue the Town may want to tackle on a broader level, either in land-use provisions or design guidelines, to come up with a balanced solution. "You don't want to turn neighbor against neighbor," he said. "You want this to be a community of friends."

The ASCC touches a fair number of projects, Mr. Cairney said, but with about 980 residences in Town, many, many projects go on unsupervised and untouched, with property owners putting in non-native plants, entire olive groves, etc., and long-term that also may be something the Town should address.

Vice Mayor Aalfs advised the Council that they could choose to extend the search for ASCC candidates or vote on a new ASCC member from among the three candidates available – Mr. Cairney, Karol Bondy and Iris Harrell.

Councilmember Richards, describing them as very strong candidates, said that each reminds him of someone he's known on the ASCC since the early 1980s, and he can visualize any of them as part of the ASCC. He said the one he's most familiar and comfortable with is Iris Harrell, who he's seen in action; she served on the Portola Valley Ranch Design Committee. "She has a very cool head and would do a great job," he said.

Acknowledging that some callers suggested extending the deadline for accepting applications, Councilmember Derwin said she's comfortable with voting tonight. She commented that all three candidates have been very thoughtful, adding that she enjoys the interviewing process in part because it enables her to meet people who are looking at the Town with fresh eyes, and gives her a totally different perspective.

Councilmember Hughes thanked all the candidates for their different perspectives and their desire to become more involved in the Town. Although he's not experienced the ASCC for as long as Councilmember Richards has, Councilmember Hughes said that he too has seen similar people on ASCC and believes any of these three candidates would do a good job. He's also taken calls from people who have advised extending the application deadline, he said, but not from potential applicants. Because he isn't convinced that more time would produce more applicants, he said he also wants to vote tonight. He tends to consider Ms. Harrell the strongest of the three candidates, he said, mainly due to her professional background, especially in green design.

Vice Mayor Aalfs also said he's ready to select a new ASCC member tonight and is drawn to Ms. Harrell.

(3) ASCC Appointment

Mr. Pegueros said the new appointee's term would expire in January 2017 because the new ASCC member would fill the seat vacated by Craig Hughes when he was elected to the Council.

Councilmember Derwin nominated Iris Harrell for the ASCC position. Seconded by Councilmember Richards, the motion carried 4-0.

Mayor Wengert returned to the dais.

#### CONSENT AGENDA

(4) Approval of Minutes: Regular Town Council Meeting of January 8, 2014 [*removed from Consent Agenda*]

(5) Ratification of Warrant List: January 22, 2014 in the amount of \$ 118,006.88

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

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

No: None

(6) Appointment by Mayor: 2014 Commissions and Committees

Councilmember Richards moved concurrence with the Mayor's appointments of the 2014 Commission and Committee members. Seconded by Councilmember Hughes, the motion carried 5-0.

#### REGULAR AGENDA

(7) Recommendation by Public Works Director: Adoption of Resolution 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 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. 2611-2014)

Mr. Young said that his memo to the Council dated January 22, 2014 is a follow-up to his January 8, 2014 memo, where the Town Council authorized the Town manager to submit two applications to the San Mateo Transportation Authority for grant funds for two projects. The first includes shoulder widening at Alpine Road at Arastradero Road and the Portola Road at Farm Road. The second is the rapid-flashing beacon system installation on Alpine Road at Golden Oaks Drive West.

The applications were submitted, Mr. Young said, and a lot of people's comments were incorporated. Among those who worked on the application were Bicycle, Pedestrian & Traffic Safety Committee members Leslie Latham and Kari Rust, plus Councilmember Derwin and Vice Mayor Aalfs. Follow-up items recommended include a resolution supporting the projects and applications submitted for Measure A funds and an authorization for the Town Manager to execute the required funding agreement and non-supplementation of funds certification.

Mr. Young said applications were to be evaluated during January and February 2014 by a TA-assigned panel, whose recommendations will go to a public meeting for a decision during March or April 2014. He said he's expecting to hear whether the TA wants to come out to check out the project sites and ask any follow-up questions. He said he didn't know which other communities or projects are seeking grants in addition to Portola Valley.



Mayor Wengert said she's heard, unofficially, that Redwood City Mayor Jeff Gee may be on the panel. Mr. Young said he doesn't have names of those on the panel, but it includes seven people – one from San Mateo County's City/County Association of Governments' (C/CAG) Bicycle and Pedestrian Advisory Committee (BPAC), some staff members and an elected official.

Vice Mayor Aalfs moved to adopt the resolution 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 and authorize the Town Manager to execute the Funding Agreement and Non-Supplantation of Funds. Seconded by Councilmember Derwin, the motion carried 5-0.

- (8) Recommendation by Administrative Services Manager Review and Accept the Independently Audited 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

Ms. Nerdahl highlighted several points from the Management's Discussion & Analysis (MD&A) section of independent auditor's Maze & Associates' financial statement document. She said the Town's net assets increased by \$4.2 million, and for the first time, it's not due to a capital asset increase but an increase of liquid assets. In terms of the General Fund, anomalous one-off events included:

- The County's recalculation on Tax Equity Allocation (TEA), which the state found it had previously calculated in error, which resulted in unanticipated income of nearly \$450,000
- A purchase that resulted in additional sales tax income of \$250,000
- A code violation that resulted in a \$75,000 penalty

According to Ms. Nerdahl, building activity was a harbinger of the improved economy. Along with the Town's revised fee schedule, it resulted in significantly higher revenue from building and permit activity.

Ms. Nerdahl also noted that:

- Aside from the General Fund, the Town's Inclusionary Fund has now been pulled out separately from Other Governmental Funds due to the substantial infusion of proceeds from the sale of the Blue Oaks lots.
- In terms of liabilities, most of the 16% increase is attributable to increased building and permit activity in the form of increased applicant deposits; last year, we had less than \$500,000 on account for our building activity and this year it was about \$632,000
- For the first time she can recall, the Town had a slight decrease in the net valuation on capital assets, owing primarily to the \$1 million retirement of the four Blue Oaks lots and a road project that was rather modest in comparison with prior years

Reviewing the comparison of actual revenues and expenditures to budgeted amounts, Ms. Nerdahl said she was pleased to report that in addition to General Fund revenues being higher than budgeted (for the reasons she indicated previously), expenditures were about \$500,000 lower. Primary factors contributing to lower expenditures were two delayed capital improvement projects. Only about one-third of the budgeted funds were expended on the Ford Field project in the fiscal year ended June 30, 2013, with the balance carried over to the current year, and additional work on the Crowder Trail was postponed to the current fiscal year.

Councilmember Hughes, emphasizing that the Town not only beat its budget in every category, but the amended budget as well, said it's good to come onto the Council and see that the Town is in a very nice financial position.

Council accepted the audit and financial statements for the fiscal year ended June 2013.

(9) Recommendation by Town Manager: Consideration of Establishing Fund Balance Assignments for the General Fund

Providing some background on this item, Mr. Pegueros began by noting that for several years ago, the Council established a reserve policy that requires setting aside 60% of annual operating expenditures for the General Fund. Because the amount set aside doesn't sit on the financial statements as reserve, designated or assigned in any way – only as an unassigned amount – staff and the Finance Committee agreed it might give the wrong impression to casual observers looking at the bottom line. Accordingly, it is recommended that the \$2.6 million of the unassigned fund balance from the fiscal year ended on June 30, 2013, be designed as reserves for 1) emergency capital replacement, 2) pension liabilities and 3) equipment replacement.

Emergency capital replacement: Mr. Pegueros said the Town spent \$10.25 million on repairs in the wake of the last large disaster created by El Niño in 1998. The Federal Emergency Management Agency (FEMA) ultimately reimbursed most of that money, but the cash-flow crunch during the lag time in between forced the Town to borrow \$3.5 million to meet ongoing obligations. Although Mr. Pegueros said it's impractical to expect amassing a reserve fund of \$10.25 million, it makes sense to have some set aside. Staff suggested a starting point of \$1.4 million to the Finance Committee, a figure based in part on the value of the Town's building and infrastructure assets, Mr. Pegueros said, along with a recommendation that Council look at each prior year's surplus and consider designating an additional sum for the emergency capital replacement and repairs fund.

Pension liabilities: One of the more pressing expenses anticipated is the Town's unfunded pension liability, Mr. Pegueros said, indicating that last year CalPERS informed the Town its unfunded amount as of June 30, 2011 was at least \$1.015 million. Thanks to prudent fiscal planning and the small size of its staff, Portola Valley's unfunded liability is relatively manageable; according to Mr. Pegueros, unfunded pension liability approaches \$50 million for their police forces alone in some communities. He recommends setting aside \$1 million in undesignated General Fund reserves for future payment of the unfunded liability.

Equipment replacement: The Town's has taken a pay-as-you-go approach to replacing equipment such as vehicles and office machines, Mr. Pegueros, and it can be difficult in terms of cash flow to budget for a \$50,000 vehicle, for example. His recommendation would be to earmark \$200,000 of the reserve funds for equipment replacement initially, with funds for future capital equipment purchases coming from additions to that account in future years.

In summary, he said the recommendation, which the Finance Committee has reviewed and approved, is to take \$2.6 million of the currently unassigned General Fund balance and assign it to those three purposes – \$1.4 million for emergency capital replacement, \$1 million for unfunded pension liabilities and \$200,000 for equipment replacement. If the Council agrees with those sums, he said the revised financial statements would show an undesignated fund balance of about \$700,000. Mr. Pegueros emphasized that if new information arises, the Council could change that assignment; the point is to have the financial statement show that the Town is planning for these items without irrevocably locking anything in place.

In response to Councilmember Hughes, Mr. Pegueros confirmed that if approved, this recommendation would be effective going forward but not retroactive. He also noted that he expects a surplus for FY 2013-2014; as of December 2013, the midpoint of the current fiscal year; revenues are about 25% ahead of budget and just about even on the expenditure side.

In terms of clean-up, Councilmember Hughes also inquired about balances assigned to such items as the Historic Museum, the Children's Theatre and the Open Space Acquisition assigned fund balance in the General Fund, asking whether we should determine that we're going to spend that money or perhaps "unassign" them. Mr. Pegueros said these items have been on the books for many years. He expects Town Historian Nancy Lund to provide information on the first two items. Staff research has been unable so far to determine why a previous Council set aside General Fund monies for open-space acquisition.

Depending on Ms. Lund's information, Councilmember Hughes would favor either 1) moving the funds earmarked for the Historic Museum and Children's Theatre – about \$3,000 each – back into the General Fund as unallocated or 2) making donations to a worthy historic museum and children's theatre company.

Mayor Wengert noted that when added to the money in the Open Space Acquisition Fund itself (not part of the General Fund), this money in the General Fund's Open Space Acquisition assigned fund balance would take the total amount set aside for open-space acquisition to more than \$4 million. Because the General Fund set-aside for open space acquisition pre-dates any members of the current Council, Mayor Wengert agreed that it makes sense to commingle the balance in the General Fund with the rest of the money set aside in the Open Space Acquisition Fund itself.

Councilmember Richards said he'd like to know the motivation for the General Fund assignment for open-space acquisition. Ms. Nerdahl indicated that Gary Nielsen, long-time member of the Open Space Acquisition Advisory Committee and Portola Valley Mayor in the late 1990s, might be able to shed some light on the reason. Mayor Wengert agreed it would be worth checking that out before shifting any funds from one account to the other.

Mayor Wengert said she supports the recommendation Mr. Pegueros outlined, and particularly favors covering the unfunded pension liability. "To be ahead of that curve is a very wise place to be," she said.

Councilmember Richards moved to make the General Fund reserve balance assignments as described. Seconded by Councilmember Hughes, the motion carried 5-0.

#### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

##### (10) Appointment by Mayor: 2014 Commission and Committee Council Liaisons

Mayor Wengert invited questions and comments about the list of recommended assignments.

Upon confirmation that the Town newsletter will continue, albeit in a new form, Councilmember Derwin said she'd like to keep that assignment.

Councilmember Hughes noted a scheduling conflict. He's assigned as an alternate to the Emergency Preparedness Committee, which meets at 8:00 a.m. on the second Thursday each month, but also assigned as liaison to the Cable and Utilities Undergrounding Committee, which meets at 8:15 a.m. on the second Thursday every other month (January, March, May, etc.) If and when Councilmember Richards needs an alternate for EPC meeting coverage, Mayor Wengert explained that someone else would be asked to step in.

Vice Mayor Aalfs moved to approve the liaison assignments as presented. Seconded by Councilmember Derwin, the motion carried 5-0.

##### (11) Recommendation by Mayor – Letter to the San Francisco International Airport Community Roundtable Urging the Roundtable to Advocate for Greater Public Participation in the Federal Aviation Administration's *NextGEN Initiative*

This topic was discussed under item #12 of Mayor Wengert's reports.

##### (12) Reports from Commission and Committee Liaisons

Councilmember Derwin:

###### (a) City/County Association of Governments (C/CAG)

C/CAG's January 9, 2014 meeting was canceled.

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

C/CAG's RMCP Committee canceled its January 15, 2014 meeting.

(c) Poet Laureate

Councilmember Derwin participated in a planning meeting for the reception honoring Caroline Goodwin, San Mateo County's first Poet Laureate. The public is invited to attend the event, which will run from 5:30 to 7:30 p.m. on February 4, 2014 at the main library in San Mateo. Councilmember Derwin said she would share the invitation specifically with the Cultural Arts Committee. Mr. Pegueros offered to post the information on the Town's website.

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

At its January 22, 2014 meeting, the HEART Board:

- Named San Mateo County Supervisor Don Horsley new HEART Vice Chair
- Began working on HEART'S annual luncheon, which will be held on May 7, 2014 at the South San Francisco Conference Center; it will feature Electronic Arts founder Trip Hawkins as keynote speaker
- Reviewed the organization's financial report, which showed HEART ending the year ahead of expectations
- Discussed how to handle issues that have arisen with the consultant that was engaged to conduct a study on the feasibility of raising \$200 million to fund building approximately 4,000 units of affordable housing in San Mateo County

Vice Mayor Aalfs:

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

Meeting on January 15, 2014, the Planning Commission:

- Continued its Housing Element study sessions, focusing discussion on the inclusionary housing program and density bonuses
- Appointed Denise Gilbert as Chair and Nicholas Targ as Vice Chair

Councilmember Derwin asked whether the Housing Element discussion included information about how having an inclusionary housing ordinance positions a community better to receive funds. Vice Mayor Aalfs said that didn't come up during the meeting. Ms. Prince, noting that a recent court case addressed the issue about the ability to challenge inclusionary requirements and that a Supreme Court case is pending now, said that our ordinance may be subject to change depending on the outcome of these cases. Also, she said that 21 Elements is looking into a study that might justify inclusionary housing and help determine the fees that could be charged.

Mayor Wengert:

(e) Trails and Paths Committee

Meeting on January 14, 2014, the Trails and Paths Committee:

- Followed up on the driveway scoring process

- Received updated information about the Conservation Committee's efforts in regard to trails and paths
- Discussed plans for the Town's 50th Anniversary celebration, and decided to form a subcommittee with the Historic Resources Committee for a special hike
- Interviewed two potential new Committee members, Joyce Shefren and Barb Eckstein

At a special meeting convened on January 21, 2014, the Committee interviewed a third candidate, Phil Reilly. All three applicants were approved and will go to the Mayor for a recommendation.

(f) Teen Committee

With members of the current Teen Committee approaching their high school graduation (and with few teenage years left!), Mayor Wengert is working with Chair Sharon Driscoll on recruiting some new people.

(g) 50th Anniversary Committee

The Town's new 50th Anniversary Committee held its first meeting on January 17, 2014, raising the 50th Anniversary flag. Members continue to work on a calendar of proposed activities.

(h) SFO Airport/Community Roundtable

The Roundtable is scheduled to meet on January 29, 2014. With the Council's concurrence, Mayor Wengert asked Councilmember Derwin to work with her on a letter to the Roundtable vis-à-vis the Town's recommendations for making sure we're part of the NextGen environmental assessment.

Councilmember Richards:

(i) Emergency Services Council

At its quarterly meeting, the San Mateo County Emergency Services Council discussed its healthy finances as well as:

- The Alaska Earthquake Exercise, a tsunami exercise scheduled for March 27, 2014
- The Silver Dragon, a pandemic exercise scheduled for April 17, 2014 and sponsored by the San Mateo County Health Department.
- Progress toward the launch of a new website that will feature, among other things, a rain-gauge project that presents real-time data on creek flows

Councilmember Hughes:

(j) Architectural and Site Control Commission (ASCC)

Meeting on January 13, 2014, the ASCC:

- Viewed the Villa Lauriston property, 5050 Alpine Road, in connection with consideration of a Site Development Permit application and some unauthorized clearing that had been done on the property

- Conducted a preliminary architectural review of a residential development proposed for 7 Veronica Place, a vacant 5.82-acre Woodside Priory subdivision property; regulated under specific Planned Unit Development provisions, the proposal includes a single-story residence, attached three-car garage, detached guest unit, driveway, auto court area, outdoor use spaces and provision for a pool in the future
- Discussed the Woodside Fire Protection District's request to provide feedback on a the idea of an ordinance restricting wood shake roofs; Mr. Pegueros said about 4% of permits issued for new roofs in the last five years were for wood shakes
- Responded to the Planning Commission's request for input on second-unit program considerations for the updated Housing Element
- Postponed the preliminary review of an amendment proposed for AT&T's CUP for the wireless facility adjacent to 4115 Alpine Road, across from the Alpine Hills Tennis and Swimming Club, because a neighbor in opposition was unable to participate

(k) Cable and Utilities Undergrounding Committee

The Cable and Utilities Undergrounding Committee did not have a quorum for its meeting on January 9, 2014.

WRITTEN COMMUNICATIONS

(13) Town Council January 10, 2014 Weekly Digest

(a) #6 – Report from San Mateo County Sheriff's Office – Incident Log for 12/17-29, 2013

In response to Councilmember Derwin's asking whether any additional information is available on the Escobar burglaries, Mr. Pegueros said not at this time; the incidents are still being investigated, and he may have an update next week. Since the start of the year, he added, there's been one auto burglary reported and no more home burglaries.

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.

(14) Town Council January 17, 2014 Weekly Digest – None

ADJOURNMENT: 9:15 p.m.

\_\_\_\_\_  
Mayor

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



JOINT SPECIAL MEETING OF PORTOLA VALLEY AND WOODSIDE TOWN COUNCILS WITH THE WOODSIDE FIRE PROTECTION DISTRICT; PORTOLA VALLEY MEETING NO. 873, JANUARY 30, 2014

Mayor Wengert called the Town Council's joint meeting with the Woodside City Council in the Portola Valley Community Hall to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Portola Valley Councilmembers Craig Hughes, Maryann Moise Derwin and John Richards; Mayor Ann Wengert

Woodside City Councilmembers: Deborah C. Gordon, Anne Kasten, Ron Romines, David Tanner and Peter Mason; Mayor David Burow

Absent: Portola Valley Vice Mayor Jeff Aalfs and Woodside Mayor Pro Tempore Thomas Shanahan

Others: Nick Pegueros, Portola Valley Town Manager  
Sharon Hanlon, Portola Valley Town Clerk  
Kevin Brandt, Woodside Town Manager  
Joanne Kurz, Woodside Deputy Building Official

COMMUNICATIONS

None.

NEW BUSINESS

- (1) Study Session: Discussion of potential for regulating use of Wood shake roofs to reduce fire risk

Mayor Wengert acknowledged the WFPD as primary coordinator of this discussion, inviting Fire Marshal Denise Enea to provide background. She said that after Ms. Enea's presentation, Councilmembers could ask questions and then they'd hear public comments before the matter returns to the Councils.

Ms. Enea said the WFPD has introduced the chipper program and various regulations to promote stewardship of the land and create defensible space, all in an effort to find better ways to succeed in its mission of protecting life, property and the environment. Despite the quality of the programs, equipment and personnel, she said homes have to stand alone in terms of ignitability and be made less vulnerable. The situation is worse than ever because the fire season, which once lasted from June through October, now continues for 12 months. Strike teams triage, she said, and if an overgrown driveway prevents access, they move on to the next space where they can safely prevent a house from catching fire. But creating defensible space isn't enough.

Part of the problem is the number of homes with highly flammable wood shake roofs, Ms. Enea said, noting that quite a number of such roofs are still being installed in both Woodside and Portola Valley. In Alpine Hills, she stated, a fire that starts in one house with a wood shake roof could potentially take out 20 homes.

She said this study session would be an opportunity to hash out the pros and cons of shake roofs and an ordinance restricting their use, as well as discuss educating residents about the severity of the drought and bringing the potential peak fire season to the forefront of their minds.

Among Bay Area communities, Ms. Enea said that only Berkeley actually has a restrictive wood shake ordinance. Very few Southern California communities allow wood shake roofs, she said. In El Dorado County, they are restricted in El Dorado Hills, Fallen Leaf, Lake Valley, Meeks Bay, South Lake Tahoe and other communities. Colorado Springs, which Ms. Enea said is much like Woodside and Portola

Valley, is highly evolved among Fire Adapted Communities (FACs), she said, and ranks in the forefront among FireWise community and very active in the National Fire Protection Association (NFPA).

In response to a request for elaboration about the wood shake ordinances she reviewed, Ms. Enea said they vary. Southern California is very strict in that it retroactively mandates that wood shake roofs be removed and replaced. In Berkeley, homeowners who replace more than 50% of old wood shake roofs must use non-wood products. Southern California communities typically specified a five-year span for replacing shakes initially but recently extended it by two years. She said she's proposing ordinances here that would address roofs installed going forward. Ms. Enea also noted that thanks to a grant from the California Emergency Management Agency (Cal EMA), El Dorado County gives residents up to \$6,500 to replace wood shake roofs.

Ms. Enea said she'd want the ordinances to be as simple as possible for the building department to enforce and also easy for the residents who need patches re-roofed. The 50% within two or three years seems to be a good, fair trigger, she said, but maybe 25% replacement with new materials would be a better place to start. Another option would be to develop an ordinance addressing full wood roof replacements or new construction. "What we're doing," Ms. Enea said, "is protecting homes 15 to 20 years from now."

She considers Berkeley's code the simplest, fairest and most straightforward: "Roof shall be a Class A minimum and shall comply with the requirements of Chapter 7A and Chapter 15. Roof shall have a roofing assembly installed in accordance with its listing and the manufacturer's installation instructions. Wooden shakes and shingles are prohibited roof coverings regardless of the assembly rating of the roof system. Exceptions: Replacement of less than 50% of the roof area within a five-year period."

Ms. Enea also explained that the Insurance Service Offices (ISO), an insurance advisory entity, classifies and numerically scores fire districts and fire departments. The rating is based on various items, ranging from training and equipment to staffing and infrastructure to prevention programs and certification to municipal codes and ordinances in the communities they serve. As Ms. Enea puts it, the more we do, the better fire hydrants, etc., the better the rating and the better the pricing on insurance premiums. She said that WFPD loses points on hydrants, and although it's "pretty good" in the ordinances arena, we could do better. ISO also recently began providing jurisdictions' building departments with score sheets, Ms. Enea said, which she will share with both Town Managers for follow-up.

Ms. Enea raised another potential discussion point in terms of homeowners' insurance, noting that she's: among those who've had policies "non-renewed" due to a wood shake roof on her home. Such decisions are beyond the purview of regulation, she said; it's something each insurance company decides. Among the most flexible companies, she mentioned that AIG works with homeowners but expects major mitigation if it agrees to insure a house with a wood shake roof. Ms. Enea said that AIG looks at water supply, type of construction, vegetation and other factors.

According to Ms. Enea, residents ask WFPD about chemically treated wood shakes and shingles. What chemicals are some manufacturers putting into to permeate them with fire retardant? How long is the chemical treatment effective – years, months, days? How much of the chemical leaches out into the groundwater and storm drains? Ms. Enea said the manufacturers warrant the fire-retardant properties for the useful life of the roof, but modifications to the roof, debris, leaf litter and other circumstances can invalidate the warranty. She explained that an accelerated weathering test is done before the materials are given a Class A rating, but it's an inexact science. She can't quantify the degradation, she said, but 10, 15 or 20 years after installation – even if the useful life of the roof is 30 years – it is not the same as when it's new.

Councilmember Gordon asked how many homes in Woodside and Portola Valley have wood shake roofs. Ms. Enea said the WFPD has more wood shake roofs than she probably can count, including new ones coming in. She noted that the biggest concentration is in Alpine Hills in Portola Valley, where a lot of ranch-style homes have older shake roofs that probably are not fire-retardant. Consistent with the California Building Code, she said both Woodside and Portola Valley currently require Class A roofing

materials; in order for a wood shake roof to achieve Class A rating, she said, requires an “underlayment” between the inside and outside of the house. Without that underlayment, wood shakes can rate no better than Class B. Ms. Enea said Ms. Kurz has some numbers on the cost of bringing a wood shake roof up to Class A standards.

Mayor Burrow pointed out that a number of things must be done to achieve the Class A rating with wood shakes, and that the fire-retardant chemicals used are highly corrosive. Furthermore, he said, installers must use either stainless steel or double hot-dipped nails to prevent the shingles from loosening and failing sooner.

Councilmember Gordon said she'd like to hear from the insurance companies as to what makes them decide which properties to insure and what changes they require in terms of roofing materials. She also asked about how the WFPD's efforts to improve the ISO rating have changed the ISO rating and what effect the better ratings have had on insurance premiums. In the last 12 years, Ms. Enea said they've managed to improve the rating by one point. The rating is done on a 10-point scale, with “1” being the best. At this time, she said central Portola Valley has a “4” rating, the Skyline, Los Trancos and hill communities have an “8” rating, due primarily to water-supply issues. She said the ISO raters know where the worst hydrants are located. The situation is improving, Ms. Enea said, citing the fact that Old La Honda Road has been taken over by Cal Water, which has a capital improvement plan. However, she added that such programs take years to complete.

When asked how much difference it would make to the ISO ratings if the towns were to introduce ordinances that ban wood shake roofs, Ms. Enea said it could be a big deal, but her research produced no specific numbers. In terms of homeowners' insurance premiums, she said she supposed residents in areas with an ISO rating of 8 would pay thousands of dollars more than those in areas with ratings of 4. Considering the drought and the severity and length of the wildfire season, she expects insurers to reevaluate where they're insuring homes.

Even as recently as 15 years ago, roofing material options were limited basically to wood shakes, composition shingles and clay tile. In contrast, now it seems as if architects and property owners are coming up with good substitutes for these materials. Wood shakes also have become very expensive – not as costly as slate roofs, but no longer a cheap. Still, wood shake roof installations persist, probably because they are seen as suitable for maintaining the rural aesthetic in Woodside and Portola Valley. Ms. Kurz said the building code only mandates a Class A “roofing assembly.” She added that residents are advised to check with their insurance carrier prior to installing wood shake roofs.

In regard to insurability, Tully Lehman, the Northern California spokesman for the Insurance Information Network of California (IINC), said every insurance company has a different approach to wood shake roofs, and not all them use ISO ratings as a factor or a major factor in underwriting decisions. He said approximately 135 different companies insure homes throughout California.

Mr. Lehman said his organization worked with various underwriting solutions two years ago to determine the number of homes actually at risk; it totaled about 270,000 residences, of which 39,000 were considered at high risk for wildfires due to terrain, structure types, population, construction density and other factors. Throughout the U.S., one of every three homes sits next to wildland space.

Following the 2007 wildfires in Southern California, Mr. Tully said, the Insurance Institute for Business & Home Safety (IBHS), built a full-fledged house in its test facility. Using several different roofing materials on different parts of the house, they subjected it to blowing embers, which cause more house fires than actual flames do. The flying embers (also called firebrands) ignite flammable materials wherever they land – in dry vegetation on the ground, in gutters or on the roof, on fences, in birds' nests and tree branches. (In Ms. Enea's report on “The Wood Shake Roof and Shingle Hazard” in the Councilmembers' agenda packets, she noted that firebrands, typically pine and redwood needles, eucalyptus, bark – and if houses are burning, wood shakes and shingles, can travel up to a mile to ignite receptive fuel beds.)

Gregg Georgakas, a broker and owner of Woodside Insurance Services who lives on La Questa Way in Woodside, said that AIG won't insure homes with wood shake roofs west of I-280 unless the shakes are treated with fire retardant. "Right off the bat," he said, "the big insurers do not want that type of risk." It's not only wood shakes, he added, but the whole wildfire threat. Some carriers won't insure homes up in the hills, period. And in some places, such as Old La Honda Road, there's also an access issue.

Ron Stahl, Vice President of Mid-Peninsula Roofing Inc., located on Marsten Avenue in Burlingame, questioned why the towns would want to limit residents' choices for roofing materials if they like wood shakes and can get a Class A rating on them. He noted that the type of roof dramatically influences the look of a home.

Bill Hendricks, who said his extensive experience in fire-safe roofing includes writing Chapter 7A building codes and 20 years as a representative of Chemco, said that during that time, the seven companies that came out with "fake shakes" have failed. Offering a brief description of the process of applying fire retardant, he said the chemicals used include potassium, nitrogen and marine sulfur mixed with a resin-based polymer. He also noted that Chemco-treated shakes have been subjected to all the Class A tests, and they also go through 10-year natural weathering tests. He described some of the tests, and explained that rather than burning, Chemco shakes char, which starves oxygen so they can't sustain flames. According to Mr. Hendricks, the homes lost in San Diego's Scripps Ranch area in 2003 had tile roofs, and embers got underneath the tiles and into the vents.

In addition to Chemco, Mr. Hendricks said that Hoover and Arch also produce retardant-treated wood, but it's intended for lumber rather than shingles. Ms. Enea added that Chemco is the only company producing Class A-rated wood shake roofing systems listed by the state fire marshal.

Don Oaks, who spent a long career as Santa Barbara County Fire Marshal prior to his retirement and now serves as a fire-protection consultant, said that he learned in travels around the state during the late 1960s and early 1970s, that WUI, the Wildland-Urban Interface, presented California's most severe fire exposure. Mr. Oaks also said the Chemco process works; "you have a safe roof." According to Mr. Oaks, the International Code Council (ICC) looks to California, which is one of the strictest in the country, for its standards. He said he hates to see the kind of fear that's been generated around wood roofs; in his view, most of the prohibitions that have been developed reflect "a bumper sticker approach . . . and not a lot of research." He said he admires Ms. Enea for the efforts she's making and the research she's doing, and that the Councils are addressing the issue in a fact-finding forum.

When insurance carriers want to scale back coverage in a particular area, they will find a problem to identify to associate with it – whether it's defensible space, roofs or something else, Mr. Oaks said. They may use wood shake roofs as the rationale to decrease their exposure in certain areas even if it isn't necessarily the reason. He also said that on their own, ordinances banning wood shake roofs probably wouldn't affect ISO ratings as much as the locations of fire stations, staffing and water-related issues. They make underwriting decisions on multiple variables.

Richard J. Lawson, Vice President of Lawson Roofing, located on Tennessee Street in San Francisco, pointed out that the underlayment is part of the roof assembly. He said the decision about an ordinance should be based on science and safety tests.

Ward Vercruyse, Cervantes Road, would like more hard data. For example, he asked, how many fires started through the roof in the last 20 years that could have been avoided? How much faster does a house burn if the fire starts inside? He said we need facts to support decisions.

Mayor Wengert brought the matter back to the Councils.

Councilmember Richards said he's now questioning his assumption that treated wood shake roofs lose some of their fire resistance over time, but would like to look more into the reality of the effectiveness of treated wood shingles. He said he's particularly concerned about the number of roofs he sees that have been neglected for so long they look as if they'd catch fire in the hot sun. Unfortunately, many of them are

on the homes of residents who've lived there a long time and may not be able to afford a roof replacement. Certainly complying with Class A requirements and undertaking the education process make a lot of sense, he said.

Councilmember Hughes agreed that education policy might take care of the few people – at least in Portola Valley – who still want wood shingle roofs. He said he doesn't have enough data at this point to support an ordinance banning wood shake roofs, suggesting that given the cost and availability of insurance, the problem may be taking care of itself to a certain extent. .

Councilmember Derwin, having worked with the WFPD and FireWise Committee for some years, said she came to this meeting supporting the Fire Marshal's ordinance recommendation, but Mr. Hendricks and Mr. Oaks have her reconsidering her stance. The shingles that undergo this amazing process are no longer even wood, she said, so she doesn't know what we'd achieve by banning them. On the other hand, she wants to understand the reason for the bans in so many places that have had big fires – Southern California, South Lake Tahoe, Colorado Springs, Berkeley, etc. – whether those bans are politically motivated or if there are other reasons.

Mayor Wengert, who believes sustained drought and the attendant increased fire risk is our “new reality,” especially in wildlands areas, said she sees an interesting dichotomy between insurance issues and the science and technology related to treatments such as Chemco's. Previously believing it would be a good idea to eliminate shake roofs, she now thinks the newer shake roofs may be a very different animal, and perhaps we should turn our attention to the older shake roofs.

Mayor Burow said it's hard to see why we should discriminate against one Class A-rated assembly versus the others. He would be interested in more information before creating a code that may be unnecessary. He asked what about the threshold to repair an old shake roof before being required to upgrade it to Class A materials; according to Ms. Kurz in Woodside anything over 300 square feet would not be considered a patch, and it would have to be replaced with Class A materials.

Councilmember Tanner concurred with both Mayor Wengert and Mayor Burow. He also said the old shake roofs are a problem and a program to remove them would be a good idea. In many cases, he said, he's seen evidence of roofing systems being installed incorrectly, which may be more of a problem than the assemblies themselves. Another big problem that needs attention, he said, is roof ventilation. Winds in a firestorm will drive super-heated air – as hot as 1,800 degrees – into an attic, where it will spontaneously combust without a spark. Southern California lost many stucco homes with tile roofs – because what those homes didn't do was stop the ventilation, he said. Protection requires a ventilation system installation that closes off the vents when heat hits them and keeps it from flowing in.

Councilmember Gordon, who also said she'd like to have more information, expressed reluctance to write an ordinance banning wood shake roofs when the real dangers may be associated with ventilation, neglect and other factors instead. She said perhaps a more appropriate direction would be to come up with a program to help reduce that risk instead of just “no more shake roofs.”

Mayor Wengert said she generally worries about the toxicity of chemicals in so many of the building materials we use, including formaldehyde and glues and oriented strand board. As for those used to make wood shakes fire-retardant, she said she realizes the roof is outdoors, but the chemicals may leach out into the water that drips off. She also expressed concern about the vent issue and the large inventory of older homes with aging roofs. We need to think about how to work on getting people to realize that's a problem, she said.

Mayor Burow, who appreciated hearing the expert opinions and the diversity of opinions, said he comes down on the side of looking at what we can do about getting newer, Class A roofs on more of the existing housing stock with older roofs, and also address the venting issue.

Councilmember Tanner who found the case “pretty persuasive” for Class A wood shake roofs being comparable in terms of safety to other Class A type of roofs, at least up to 10 years, said he'd like more



data. For example, he'd like to know how the different materials compare over a longer span of time – treated wood shakes, asphalt, shingle and tile and other types. He also brought up the idea of reducing the standard for roof replacement that meets Class A requirements to perhaps less than 300 square feet, which is the current threshold in Woodside when homeowners are replacing only a part of their roofs.

Councilmember Gordon said she'd like to know about how the installation itself affects the performance of a roof. She also inquired about what's done to ensure that installation is done correctly. In the case of a roof replacement, Ms. Kurz described a series of inspections, beginning with determining what's underneath once all the old roofing materials are torn off and determining the schedule of plywood used in the underlayment, then making sure installers follow all the correct steps for a Class A roofing assembly, including nailing patterns and type of nails. Inspectors also ensure that overlapping is correct, everything's nailed down properly, a spark arrestor's been installed if there's a wood-burning fireplace, screening is in the gutters, and vents have been replaced.

In summary, Councils agreed more information is needed, as well as more public education and some incentives for homeowners to replace older shake roofs, which are less likely to be made of the treated wood shake materials.

(2) Fire Prevention Initiatives: Discussion of fire prevention initiatives with the Woodside Fire Protection District (WFPD)

Like Ms. Enea, WFPD Fire Chief Dan Ghorso emphasized that we no longer have a fire season – it's now from January 1 to December 31. Although WFPD has only three stations and three engine companies staffed all day, through cooperative arrangements with the CalFire and San Mateo County Fire, 50-plus fire engines are available to us on any given day. In the case of a bad fire here, Mr. Ghorso said, we could expect 24 to 30 engines from Daly City through Menlo Park to be deployed in a matter of 10 to 15 minutes, hand crews plus planes, helicopters, bulldozers, etc. We're all part of the same MTZ, Mutual Threat Zone, he said; any fire that starts in our district is a threat to the state, and any county or state fire is a threat to our jurisdiction.

Strike teams from Santa Clara, Santa Cruz, Alameda, Contra Costa and San Francisco Counties also assist, Mr. Ghorso said. If we call in that help, we could get another 20 to 30 engines within 30 to 60 minutes. From Mr. Ghorso's point of view, we can't do any better in terms of fire-fighting resources. The caveat: this year will be different. Will they be available? It's not really about response now, it's about prevention.

We've moved from an extreme to an exceptional drought condition. The last extreme drought condition within the past 15 years was 33%; as of last week, it was 63%. In 2000, it was 0%. In 1977-1978, drought was pretty significant and there were some pretty bad fires.

Fires have three ways of fire spreading, Mr. Ghorso said. We can't do anything about two of the three: the topography (including steep hills) and weather (including wind and humidity). The third way fire spreads is through fuels, including vegetation and structures. Fuels are rated in terms of moisture readings – from one-hour fuels (healthy vegetation), 10-hour fuels (light brush), 100-hour fuels (heavy brush), and 1,000-hour fuels (heavy timber). To put this in perspective, as of two weeks ago our fuel moisture levels were the same as they were in mid-summer 2013, and today the fuels are even drier – at August 2013 levels.

People are wrong to think we can count on the moisture from the ocean, Mr. Ghorso said, adding that when humidity is down, there's no fuel moisture and things burn very easily. He cited a mid-January vegetation fire that burned "quite well" in San Bruno, which has higher fuel moisture readings than Woodside and Portola Valley, and gets more fog.

Mr. Ghorso cited some statistics: As of January 25, 2014, California has had more than 400 vegetation fires, as opposed to none at that point of 2013. The average over last five years as of January 25 is 69 vegetation fires statewide, he said, putting the total this year already at six times the average.



Interpolating those numbers locally means Woodside will have 200 vegetation fires this year, he said, and chances are that something will finally get away from us.

In this scenario, he said preventing fires from starting is the best thing. On the education front, he said that's a high priority for Ms. Enea, and WFPD's Selena Brown is an excellent educational officer. Short of preventing fires, the best thing is to keep them small. Toward that end, he said he and Ms. Enea would like to see Woodside and Portola Valley double the chipping program, making it available to residents as it's been in the past but keep it going year-round in parks, on the right-of-way, etc. starting in May 2014. His concern is that the additional cost will be exacerbated by having to hire contractors to help, because the CalFire hand crews who do the chipping may well be busy fighting fires. Still, he said, chipping will minimize the number and size of vegetation fires that start in yards and on roadways where they're easy to see and respond to quickly. As Mr. Ghiorso stated, "If we take out the dead old brush, the ladder fuels, and keep the fire on the ground, we have a fighting chance."

Fires that start in parklands and forests unfortunately often get a head start before anyone notices, Mr. Ghiorso said, and at that stage, they need air support because it's too dangerous to put people in. Firefighters will risk a lot to save lives but he won't risk their lives to save a park, he said.

In response to Mayor Wenger's asking what the Midpeninsula Regional Open Space District does in terms of fire prevention, Ms. Enea said MROSD participates on the San Mateo County Fire Safe Council, which meets monthly, regularly burns invasive vegetation (e.g., broom) and does considerable fire-management work on property closest to homes. (In response to Councilmember Gordon, Mr. Ghiorso said he's not a proponent of controlled burns, because only one mistake can be devastating.)

Councilmember Richards asked about WFPD's level of concern about Portola Valley's trails, including Razorback Ridge, Toyon and the system above Alpine Road, which are loaded with downed trees. Ms. Enea added that Sudden Oak Death (SOD) has created a big problem for both towns. Mr. Ghiorso said heavily used trails are a definite concern, and a campfire or kids playing with matches in those areas could have horrific results. In response to Councilmember Hughes, Mr. Ghiorso said that Ms. Brown works with the school district, where part of the effort involves teaching children not to play with fire. Ms. Brown also has developed a whole program aimed at juvenile fire-starters.

Given the new paradigm in terms of fire danger, Councilmember Romines asked whether it would be worth considering new signage at trailheads and other places that are vulnerable to folks who might set fires. Mr. Ghiorso said that he's not proposed that due to sign ordinances, but is not opposed if the towns approved it.

In addition to education and chipping, Mr. Ghiorso said he's trying to put together a FAC such as the one at The Ranch, where residents do a great job of making their community safe. It would probably take five years to get the whole district up to the level of a FAC, he said, but they're looking into how to fund it and make it happen. He suggested that CERPP, the Citizens Emergency and Response Preparedness Program, might have a role to play in achieving that goal. In the meantime, he urged town officials to intercede with homeowners' associations (HOAs) and other groups, because prevention really is up to the homeowners. By making themselves safe, they help make their neighbors safe. He also indicated that WFPD is more than willing to come out for fire-safety inspections and to help with risk assessment.

In response to Mayor Burrow, Mr. Ghiorso said WFPD follows up 100% when residents call in, anonymously if they so choose, to report concerns, which in many cases involves absentee owners who aren't monitoring their property for compliance with defensible-space guidelines. He said a new program that will have firefighters in a "prevention bureau" scouting higher-risk areas to check for specific hazards will launch soon. Becoming more aggressive may not be popular, Mr. Ghiorso said, but it's a necessity.

Councilmember Kasten said she's glad to hear about these efforts, because when she walks her neighborhood one of the things that worries her is residences where access is difficult, particularly if they're vacant or on a lot of land with a lot of dead brush.

Mayor Burrow brought up the idea of having a part-time paid CERPP Coordinator, which has been a topic of discussion for some time. Mr. Ghiorso said he's spoken with Ms. Brown about the possibility of her spending 20 hours a week in that capacity, with Portola Valley and Woodside, and possibly the County, sharing the cost with the WFPD. He hopes to find grant money to help CERPP, too, Mr. Ghiorso said. Cost figures will be developed over the next few weeks but early estimates \$12,000 to \$15,000 per town for the part-time CERPP Coordinator and about \$20,000 additional per town to expand the chipping program.

A resident on Old La Honda Road was pleased to see the emphasis on prevention, said citizens will be willing to pitch in and be proactive to develop special awareness and safety in this "new normal." Part of CERPP Division 18, he's been concerned about CERPP "withering on the vine," he said, wondering if it's for want of a mission because its original mission centered on earthquakes. He wants to rebuild CERPP and reactivate latent volunteers in both towns.

Mr. Ghiorso said he and Ms. Brown talked about her first goal if she becomes the CERPP Coordinator would be to go through its 25 divisions to determine their levels of activity – active, somewhat active, inactive – and then support those that are active, encourage those that are somewhat active, and engage people in those that aren't active.

Corrine Mosa, another Old La Honda resident, said she's really happy to hear of the support for a coordinated effort for fuel reduction, also citing concerns about problems with vacant properties and the "back 40" on some parcels. Ms. Mosa Also applauded the increased emphasis on education and expanding the chipper program. As she observed, "We have to deal with the conflicts of loving nature, protecting animal habitats and preserving tress."

ADJOURNMENT [10:15 p.m.]

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Mayor

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Town Clerk

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

MIKE AGOFF	Winter 2014 Instructor Fee	15013	02/12/2014	
			02/12/2014	
2341 KEHOE AVENUE	0016		02/12/2014	0.00
SAN MATEO	BOA	48361	02/12/2014	0.00
CA 94403				3,744.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,744.00	0.00

Check No.	48361	Total:	3,744.00
Total for	MIKE AGOFF		3,744.00

ALLIANT INSURANCE SERVICES	Add'l Event Ins, Oct - Dec 13	14993	02/12/2014	
			02/12/2014	
SPECIAL EVENTS	475		02/12/2014	0.00
NEWPORT BEACH	BOA	48362	02/12/2014	0.00
CA 92658				162.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	162.00	0.00

Check No.	48362	Total:	162.00
Total for	ALLIANT INSURANCE SERVICES		162.00

ALMANAC	January Advertising	14994	02/12/2014	
			02/12/2014	
3525 ALAMEDA DE LAS PULGAS	0048		02/12/2014	0.00
MENLO PARK	BOA	48363	02/12/2014	0.00
CA 94025	29131			754.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	754.00	0.00

Check No.	48363	Total:	754.00
Total for	ALMANAC		754.00

ANIMAL DAMAGE MGMT INC	Jan Pest Control, Fields	14956	02/12/2014	
			02/12/2014	
16170 VINEYARD BLVD. #150	804		02/12/2014	0.00
MORGAN HILL	BOA	48364	02/12/2014	0.00
CA 95037	72579			245.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	122.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	48364	Total:	245.00
Total for	ANIMAL DAMAGE MGMT INC		245.00

AT&T (2)	February M/W	14957	02/12/2014	
			02/12/2014	
P.O. BOX 5025	877		02/12/2014	0.00
CAROL STREAM	BOA	48365	02/12/2014	0.00
IL 60197-5025				64.25

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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
05-52-4152	Emerq Preparedness Committee	64.25	0.00

Check No.	48365	Total:	64.25
Total for	AT&T (2)		64.25

BANK OF AMERICA	January Statement	14958	02/12/2014	
Bank Card Center			02/12/2014	
P.O. BOX 53155	0022		02/12/2014	0.00
PHOENIX	BOA	48366	02/12/2014	0.00
AZ 85072-3155				1,612.82

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Comm'ty Events / 50th Anniv	98.99	0.00
05-52-4154	Historic Resources Committee	108.99	0.00
05-64-4308	Office Supplies	56.67	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4326	Education & Training	128.00	0.00
05-64-4336	Miscellaneous	1,159.36	0.00
05-66-4340	Building Maint Equip & Supp	50.82	0.00

Check No.	48366	Total:	1,612.82
Total for	BANK OF AMERICA		1,612.82

BAYSCAPE LANDSCAPE MGMT	TC/TP Mainline Repairs and Valve Install	14959	02/12/2014	
		00006170	02/12/2014	
P.O. BOX 880	949		02/12/2014	0.00
ALVISO	BOA	48367	02/12/2014	0.00
CA 95002	392099, 392100			2,242.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	604.00	604.00
05-66-4342	Landscape Supplies & Services	1,638.00	1,638.00

Check No.	48367	Total:	2,242.00
Total for	BAYSCAPE LANDSCAPE MGMT		2,242.00

BOTANICAL ART	Russ Miller Field Compost Tea	14995	02/12/2014	
			02/12/2014	
ALANE O'RIELLY WEBER	1242		02/12/2014	0.00
SAN MATEO	BOA	48368	02/12/2014	0.00
CA 94402	1168			1,060.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,060.40	0.00

Check No.	48368	Total:	1,060.40
Total for	BOTANICAL ART		1,060.40

BSN SPORTS	Outfield Fence Gear, Ford Fd	14996	02/12/2014	
		00006172	02/12/2014	
P.O. BOX 7726	0999		02/12/2014	0.00
DALLAS	BOA	48369	02/12/2014	0.00
TX 75209	95851523			1,180.69

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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
05-68-4531	Ford Field Renovation	1,180.69	1,180.69

Check No.	48369	Total:	1,180.69
Total for	BSN SPORTS		1,180.69

DENNIS CAHILL	Refund, Cancelled Encro Permit	14960	02/12/2014	
			02/12/2014	
1487 MYRTLE AVENUE	337		02/12/2014	0.00
SAN JOSE	BOA	48370	02/12/2014	0.00
CA 95118				726.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	726.00	0.00

Check No.	48370	Total:	726.00
Total for	DENNIS CAHILL		726.00

CALIFORNIA BLDG STANDARDS COMM	BSC Report, Oct - Dec 2013	14997	02/12/2014	
			02/12/2014	
2525 NATOMAS PARK DRIVE	458		02/12/2014	0.00
SACRAMENTO	BOA	48371	02/12/2014	0.00
CA 95833				413.10

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	413.10	0.00

Check No.	48371	Total:	413.10
Total for	CALIFORNIA BLDG STANDARDS C		413.10

CALIFORNIA WATER SERVICE CO	12/17 - 1/16 Statement	14998	02/12/2014	
			02/12/2014	
3525 ALAMEDA DE LAS PULGAS	0011		02/12/2014	0.00
MENLO PARK	BOA	48372	02/12/2014	0.00
CA 94025844				3,021.85

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	3,021.85	0.00

Check No.	48372	Total:	3,021.85
Total for	CALIFORNIA WATER SERVICE CC		3,021.85

CALPERS	January PERS	14982	02/12/2014	
			02/12/2014	
FISCAL SERVICES DIVISION			02/12/2014	0.00
ATTN: RETIREMENT PROG ACCTG	0107		02/12/2014	0.00
SACRAMENTO	BOA	48373	02/12/2014	0.00
CA 94229-2703				15,560.59

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

Check No.	48373	Total:	15,560.59
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State/Province Zip/Postal	Invoice Number			Check Amount

CALPERS	Retro Salary Adjustments	15025	02/12/2014	
FISCAL SERVICES DIVISION	Jul-Sept 2013		02/12/2014	
ATTN: RETIREMENT PROG ACCTG	0107		02/12/2014	0.00
SACRAMENTO	BOA	48374	02/12/2014	0.00
CA 94229-2703				1,719.96

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	1,719.96	0.00

Check No.	48374	Total:	1,719.96
Total for	CALPERS		17,280.55

COLONY LANDSCAPE MAINT, INC.	Rossotti/TC Soccer Fields	15014	02/12/2014	
	Final Payment		02/12/2014	
P.O. BOX 940	1102		02/12/2014	0.00
ALVISO	BOA	48375	02/12/2014	0.00
CA 95002	217328			14,950.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	14,950.00	0.00

Check No.	48375	Total:	14,950.00
Total for	COLONY LANDSCAPE MAINT, INC		14,950.00

COMCAST	WiFi, 1/21 - 2/20	14999	02/12/2014	
			02/12/2014	
P.O. BOX 34227	0045		02/12/2014	0.00
SEATTLE	BOA	48376	02/12/2014	0.00
WA 98124-1227				80.45

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

Check No.	48376	Total:	80.45
Total for	COMCAST		80.45

COTTON SHIRES & ASSOC. INC.	January Applicant Charges	14961	02/12/2014	
			02/12/2014	
330 VILLAGE LANE	0047		02/12/2014	0.00
LOS GATOS	BOA	48377	02/12/2014	0.00
CA 95030-7218				4,956.18

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	4,956.18	0.00

Check No.	48377	Total:	4,956.18
Total for	COTTON SHIRES & ASSOC. INC.		4,956.18

SCOTT DANCER	Refund, RDR Report	14962	02/12/2014	
			02/12/2014	
110 LANING DRIVE	336		02/12/2014	0.00
WOODSIDE	BOA	48378	02/12/2014	0.00
CA 94062				105.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	105.00	0.00



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

Check No.	48378	Total:	105.00
Total for	SCOTT DANCER		105.00

AMY DEBENEDICTIS	Winter 2014 Instructor Fee	15015	02/12/2014	
			02/12/2014	
819 LAUREL AVENUE	2130		02/12/2014	0.00
MENLO PARK	BOA	48379	02/12/2014	0.00
CA 94025				1,680.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,680.00	0.00

Check No.	48379	Total:	1,680.00
Total for	AMY DEBENEDICTIS		1,680.00

DEPARTMENT OF CONSERVATION	SMISHMF, Oct - Dec 2013	15000	02/12/2014	
Division of Administrative			02/12/2014	
801 K STREET MS22-15	0054		02/12/2014	0.00
SACRAMENTO	BOA	48380	02/12/2014	0.00
CA 95814-3531				920.42

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	920.42	0.00

Check No.	48380	Total:	920.42
Total for	DEPARTMENT OF CONSERVATIO		920.42

DIV OF THE STATE ARCHITECT	DSA Fee, Oct - Dec 2013	14963	02/12/2014	
			02/12/2014	
ATTN: SB 1186	1085		02/12/2014	0.00
SACRAMENTO	BOA	48381	02/12/2014	0.00
CA 95811				30.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4224	BSA/SMIP/DSA Fees	30.00	0.00

Check No.	48381	Total:	30.00
Total for	DIV OF THE STATE ARCHITECT		30.00

ESRI, INC.	GIS Maintenance Agreement	14964	02/12/2014	
		00006169	02/12/2014	
FILE #54630	0212		02/12/2014	0.00
LOS ANGELES	BOA	48382	02/12/2014	0.00
CA 90074-4630	92763429			1,399.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,399.00	1,399.00

Check No.	48382	Total:	1,399.00
Total for	ESRI, INC.		1,399.00

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

FLEX-PLAN SERVICES INC	Annual Processing Fee	15016	02/12/2014	
			02/12/2014	
P.O. BXO 53250	0379		02/12/2014	0.00
BELLEVUE	BOA	48383	02/12/2014	0.00
WA 98015	232884			1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4097	Cafeteria Plan Mgmt	1,000.00	0.00

Check No.	48383	Total:	1,000.00
Total for	FLEX-PLAN SERVICES INC		1,000.00

FRANCOTYP-POSTALIA, INC.	Meter Rental - 1/9 - 4/8	14965	02/12/2014	
			02/12/2014	
P.O. BOX 4510	0172		02/12/2014	0.00
CAROL STREAM	BOA	48384	02/12/2014	0.00
IL 60197-4510	RI101827239			88.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	88.29	0.00

Check No.	48384	Total:	88.29
Total for	FRANCOTYP-POSTALIA, INC.		88.29

JEANNIE GOLDMAN	Winter 2014 Instructor Fee	15017	02/12/2014	
			02/12/2014	
741 MANZANITA ROAD	706		02/12/2014	0.00
WOODSIDE	BOA	48385	02/12/2014	0.00
CA 94062				22,351.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	22,351.00	0.00

Check No.	48385	Total:	22,351.00
Total for	JEANNIE GOLDMAN		22,351.00

HILLYARD, INC	Janitorial Supplies	14966	02/12/2014	
			02/12/2014	
P.O. BOX 874338	531		02/12/2014	0.00
KANSAS CITY	BOA	48386	02/12/2014	0.00
MO 64187-4338	600993286			383.22

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	127.74	0.00
05-66-4341	Community Hall	127.74	0.00
25-66-4340	Building Maint Equip & Supp	127.74	0.00

Check No.	48386	Total:	383.22
Total for	HILLYARD, INC		383.22

HOLMAN & ASSOCIATES	Alpine Rd. Bank Project	15001	02/12/2014	
			02/12/2014	
3615 FOLSOM STREET	946		02/12/2014	0.00
SAN FRANCISCO	BOA	48387	02/12/2014	0.00
CA 94110	01-16-14			5,585.00

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
50-68-4475	Alpine Road Repairs	5,585.00	0.00	

Check No.	48387	Total:	5,585.00
Total for	HOLMAN & ASSOCIATES		5,585.00

ICMA	January Deferred Comp	14967	02/12/2014	
VANTAGE POINT TFER AGTS-304617			02/12/2014	
C/O M&T BANK	0084		02/12/2014	0.00
BALTIMORE	BOA	48388	02/12/2014	0.00
MD 21264-4553				591.84

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2557	Defer Comp	591.84	0.00	

Check No.	48388	Total:	591.84
Total for	ICMA		591.84

J.W. ENTERPRISES	Portable Lavs, 1/23-2/19	14968	02/12/2014	
1689 MORSE AVE	829		02/12/2014	0.00
VENTURA	BOA	48389	02/12/2014	0.00
CA 93003	173383			289.94

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4244	Portable Lavatories	289.94	0.00	

Check No.	48389	Total:	289.94
Total for	J.W. ENTERPRISES		289.94

LUCILLE KALMAN	Winter 2014 Instructor Fee	15018	02/12/2014	
245 OLD SPANISH TRAIL	1082		02/12/2014	0.00
PORTOLA VALLEY	BOA	48390	02/12/2014	0.00
CA 94028				2,212.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	2,212.00	0.00	

Check No.	48390	Total:	2,212.00
Total for	LUCILLE KALMAN		2,212.00

KAY PARK RECREATION	Dugout Bench, Ford Field	14969	02/12/2014	
1301 PINE STREET	1308	00006168	02/12/2014	0.00
JANESVILLE	BOA	48391	02/12/2014	0.00
IA 50647	00164469			2,545.18

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4531	Ford Field Renovation	2,545.18	2,751.01	

Check No.	48391	Total:	2,545.18
Total for	KAY PARK RECREATION		2,545.18

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

BRITNEY KING	Instructor Fees, winter 2014	15027	02/12/2014	
			02/12/2014	
4068A 26TH STREET	0380		02/12/2014	0.00
SAN FRANCISCO	BOA	48392	02/12/2014	0.00
CA 94131				5,231.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	5,231.00	0.00

Check No.	48392	Total:	5,231.00
Total for	BRITNEY KING		5,231.00

KUTZMANN & ASSOCIATES	January Plan Check	15002	02/12/2014	
			02/12/2014	
39355 CALIFORNIA STREET	0090		02/12/2014	0.00
FREMONT	BOA	48393	02/12/2014	0.00
CA 94538				18,839.01

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	18,839.01	0.00

Check No.	48393	Total:	18,839.01
Total for	KUTZMANN & ASSOCIATES		18,839.01

LEAGUE OF CALIFORNIA CITIES	2014 Member Dues	14970	02/12/2014	
			02/12/2014	
1400 K STREET, 4TH FLOOR	0093		02/12/2014	0.00
SACRAMENTO	BOA	48394	02/12/2014	0.00
CA 95814	1225			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	100.00	0.00

Check No.	48394	Total:	100.00
Total for	LEAGUE OF CALIFORNIA CITIES		100.00

LYNGSO GARDEN MATERIALS INC	Org Fert, Russ Miller Field	14971	02/12/2014	
		00006171	02/12/2014	
19 SEAPORT BOULEVARD	923		02/12/2014	0.00
REDWOOD CITY	BOA	48395	02/12/2014	0.00
CA 94063	867611			1,330.89

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,330.89	1,330.89

Check No.	48395	Total:	1,330.89
Total for	LYNGSO GARDEN MATERIALS INC		1,330.89

MENLO PARTNERS STAFFING	Temp Services, 1/7 - 1/31	14972	02/12/2014	
			02/12/2014	
P.B. BOX 26470	0371		02/12/2014	0.00
SAN FRANCISCO	BOA	48396	02/12/2014	0.00
CA 94123	742, 773			3,879.25

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	3,879.25	0.00

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

Check No.	48396	Total:	3,879.25
Total for	MENLO PARTNERS STAFFING		3,879.25

MILUM CORPORATION	OfficeTracker (2-yr renewal)	15012	02/12/2014	
			02/12/2014	
P.O. BOX 384	0378		02/12/2014	0.00
KINGSLAND	BOA	48397	02/12/2014	0.00
TX 78639	40761			650.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	650.00	0.00

Check No.	48397	Total:	650.00
Total for	MILUM CORPORATION		650.00

MODERN LANDSCAPING	Refund Deposit	14973	02/12/2014	
			02/12/2014	
214 CRISTICH LANE, SUITE 101	0372		02/12/2014	0.00
CAMPBELL	BOA	48398	02/12/2014	0.00
CA 95008				1,800.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,800.00	0.00

Check No.	48398	Total:	1,800.00
Total for	MODERN LANDSCAPING		1,800.00

ROBERT MORSE	Refund, RDR Overpmt	14974	02/12/2014	
			02/12/2014	
110 SHAWNEE PASS	0373		02/12/2014	0.00
PORTOLA VALLEY	BOA	48399	02/12/2014	0.00
CA 94028				10.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	10.00	0.00

Check No.	48399	Total:	10.00
Total for	ROBERT MORSE		10.00

MURRAY ENGINEERS	Refund Deposit	14975	02/12/2014	
			02/12/2014	
935 FREMONT AVE	0374		02/12/2014	0.00
LOS ALTOS	BOA	48400	02/12/2014	0.00
CA 94024				20.22

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	20.22	0.00

Check No.	48400	Total:	20.22
Total for	MURRAY ENGINEERS		20.22

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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
NAT'L NOTARY ASSN	2014 Insurance Renewal	14976	02/12/2014	
	Member#015206668		02/12/2014	
	806		02/12/2014	0.00
	BOA	48401	02/12/2014	0.00
				33.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	33.00	0.00

Check No.	48401	Total:	33.00
Total for	NAT'L NOTARY ASSN		33.00

NCE	PTAP Pavemt Design, Dec 13	15003	02/12/2014	
Nichols Consulting Engineers			02/12/2014	
1885 S. ARLINGTON AVE	0183		02/12/2014	0.00
RENO	BOA	48402	02/12/2014	0.00
NV 89509	424152003			457.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	457.50	0.00

Check No.	48402	Total:	457.50
Total for	NCE		457.50

NOLTE ASSOCIATES, INC	Applicant Charges	15004	02/12/2014	
			02/12/2014	
P.O. BOX 93243	0104		02/12/2014	0.00
LAS VEGAS	BOA	48403	02/12/2014	0.00
NV 89193-3243	14010292			1,584.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,584.00	0.00

Check No.	48403	Total:	1,584.00
Total for	NOLTE ASSOCIATES, INC		1,584.00

AMITABH PANDEY	Deposit Refund	14977	02/12/2014	
			02/12/2014	
69 VISTA VERDE	0375		02/12/2014	0.00
PORTOLA VALLEY	BOA	48404	02/12/2014	0.00
CA 94028				325.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	325.00	0.00

Check No.	48404	Total:	325.00
Total for	AMITABH PANDEY		325.00

PETTY CASH	Petty Cash Reimbursement	14979	02/12/2014	
			02/12/2014	
765 PORTOLA ROAD	993		02/12/2014	0.00
PORTOLA VALLEY	BOA	48405	02/12/2014	0.00
CA 94028				1,162.88

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	10.89	0.00



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

05-60-4267	Tools & Equipment	25.82	0.00	
05-64-4308	Office Supplies	32.66	0.00	
05-64-4326	Education & Training	75.22	0.00	
05-64-4328	Mileage Reimbursement	629.44	0.00	
05-64-4336	Miscellaneous	362.68	0.00	
05-66-4340	Building Maint Equip & Supp	26.17	0.00	

Check No.	48405	Total:	1,162.88
Total for	PETTY CASH		1,162.88

PG&E	Dec/Jan Statements	14980	02/12/2014	
			02/12/2014	
BOX 997300	0109		02/12/2014	0.00
SACRAMENTO	BOA	48406	02/12/2014	0.00
CA 95899-7300				5,103.95

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	5,103.95	0.00	

Check No.	48406	Total:	5,103.95
Total for	PG&E		5,103.95

PLATINUM FACILITY SERVICES	January Janitorial/ Holiday Deep Clean	15005	02/12/2014	
			02/12/2014	
1530 OAKLAND RD., #150	402		02/12/2014	0.00
SAN JOSE	BOA	48407	02/12/2014	0.00
CA 95112	15423, 15529			6,087.51

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4341	Community Hall	1,422.01	0.00	
05-66-4344	Janitorial Services	3,187.65	0.00	
25-66-4344	Janitorial Services	1,477.85	0.00	

Check No.	48407	Total:	6,087.51
Total for	PLATINUM FACILITY SERVICES		6,087.51

PORTOLA VALLEY HARDWARE	January Statements	14981	02/12/2014	
			02/12/2014	
112 PORTOLA VALLEY ROAD	0114		02/12/2014	0.00
PORTOLA VALLEY	BOA	48408	02/12/2014	0.00
CA 94028				679.87

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	169.64	0.00	
05-64-4334	Vehicle Maintenance	51.21	0.00	
05-66-4340	Building Maint Equip & Supp	232.04	0.00	
20-60-4260	Public Road Surface & Drainage	98.43	0.00	
25-66-4340	Building Maint Equip & Supp	128.55	0.00	

Check No.	48408	Total:	679.87
Total for	PORTOLA VALLEY HARDWARE		679.87

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

JOSE PRADO	Deposit Refund	15026	02/12/2014	
			02/12/2014	
333 WILLOWBROOK	411		02/12/2014	0.00
PORTOLA VALLEY	BOA	48409	02/12/2014	0.00
CA 94028				120.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	120.00	0.00

Check No.	48409	Total:	120.00
Total for	JOSE PRADO		120.00

REGINA PLUMBING INC	Triangle Park Fountain Repair	14985	02/12/2014	
			02/12/2014	
751 LAUREL ST., #445	685		02/12/2014	0.00
SAN CARLOS	BOA	48410	02/12/2014	0.00
CA 94070	960314			250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	250.00	0.00

Check No.	48410	Total:	250.00
Total for	REGINA PLUMBING INC		250.00

REGIONAL GOVERNMENT SERVICES	Jen, December 2013	14986	02/12/2014	
			02/12/2014	
P.O. BOX 1350	1165		02/12/2014	0.00
CARMEL VALLEY	BOA	48411	02/12/2014	0.00
CA 93924	3849			1,029.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	1,029.00	0.00

Check No.	48411	Total:	1,029.00
Total for	REGIONAL GOVERNMENT SERVIC		1,029.00

ANDREA REINHARDT	Refund Deposit	15006	02/12/2014	
			02/12/2014	
140 PINON DRIVE	0377		02/12/2014	0.00
PORTOLA VALLEY	BOA	48412	02/12/2014	0.00
CA 94028				5,000.00

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

Check No.	48412	Total:	5,000.00
Total for	ANDREA REINHARDT		5,000.00

SHARP BUSINESS SYSTEMS	January Copies	14987	02/12/2014	
			02/12/2014	
DEPT. LA 21510	0199		02/12/2014	0.00
PASADENA	BOA	48413	02/12/2014	0.00
CA 91185-1510	C810311-541			17.52

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	17.52	0.00

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

Check No.	48413	Total:	17.52
Total for	SHARP BUSINESS SYSTEMS		17.52

CONNIE STACK	Winter 2014 Instructor Fee	15019	02/12/2014	
			02/12/2014	
10127 LAMPLIGHTER SQUARE	648		02/12/2014	0.00
CUPERTINO	BOA	48414	02/12/2014	0.00
CA 95014				1,152.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,152.00	0.00

Check No.	48414	Total:	1,152.00
Total for	CONNIE STACK		1,152.00

STATE COMP INSURANCE FUND	February Premium	14988	02/12/2014	
			02/12/2014	
PO BOX 748170	0122		02/12/2014	0.00
LOS ANGELES	BOA	48415	02/12/2014	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.	48415	Total:	1,652.67
Total for	STATE COMP INSURANCE FUND		1,652.67

SHELLY SWEENEY	Winter 2014 Instructor Fee	15020	02/12/2014	
			02/12/2014	
285 GRANDVIEW DRIVE	407		02/12/2014	0.00
WOODSIDE	BOA	48416	02/12/2014	0.00
CA 94062				2,160.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,160.00	0.00

Check No.	48416	Total:	2,160.00
Total for	SHELLY SWEENEY		2,160.00

BARBARA TEMPLETON	Dec/Jan Transcription	14989	02/12/2014	
			02/12/2014	
304 MELVEN COURT	369		02/12/2014	0.00
SAN LEANDRO	BOA	48417	02/12/2014	0.00
CA 94577-2011	768			2,272.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	2,272.50	0.00

Check No.	48417	Total:	2,272.50
Total for	BARBARA TEMPLETON		2,272.50

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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

THERMAL MECHANICAL, INC	Radiant Heat Repair at TH	15021	02/12/2014	
			02/12/2014	
425 ALDO AVENUE	955		02/12/2014	0.00
SANTA CLARA	BOA	48418	02/12/2014	0.00
CA 95054	58185			431.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	431.25	0.00

THERMAL MECHANICAL, INC	November Bi-Monthly Maint	15022	02/12/2014	
			02/12/2014	
425 ALDO AVENUE	955		02/12/2014	0.00
SANTA CLARA	BOA	48418	02/12/2014	0.00
CA 95054	58163			1,468.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	489.34	0.00
05-66-4346	Mechanical Sys Maint & Repair	489.33	0.00
25-66-4340	Building Maint Equip & Supp	489.33	0.00

Check No.	48418	Total:	1,899.25
Total for	THERMAL MECHANICAL, INC		1,899.25

TOWNSEND MGMT, INC	Dec Applicant Erosion Insp	15007	02/12/2014	
			02/12/2014	
P.O. BOX 24442	609		02/12/2014	0.00
SAN FRANCISCO	BOA	48419	02/12/2014	0.00
CA 94124				4,085.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	1,140.00	0.00
96-54-4194	Engineer - Charges to Appls	2,945.00	0.00

Check No.	48419	Total:	4,085.00
Total for	TOWNSEND MGMT, INC		4,085.00

TREE SPECIALIST INC	Ford Field Tree Maint & Emergency Tree Removal	15008	02/12/2014	
			02/12/2014	
1198 NEVADA AVE	839		02/12/2014	0.00
SAN JOSE	BOA	48420	02/12/2014	0.00
CA 95125				1,900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	700.00	0.00
20-60-4271	Storm Damage	1,200.00	0.00

Check No.	48420	Total:	1,900.00
Total for	TREE SPECIALIST INC		1,900.00

U.S. BANK EQUIPMENT FINANCE	February Copier Lease	15009	02/12/2014	
			02/12/2014	
P.O. BOX 790448	472		02/12/2014	0.00
ST. LOUIS	BOA	48421	02/12/2014	0.00
MO 63179-0448	246300313			452.28

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

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

Check No.	48421	Total:	452.28
Total for	U.S. BANK EQUIPMENT FINANCE		452.28

VERIZON WIRELESS	January Cellular	15010	02/12/2014	
			02/12/2014	
P.O. BOX 660108	0131		02/12/2014	0.00
DALLAS	BOA	48422	02/12/2014	0.00
TX 75266-0108	9719030154			144.96

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	144.96	0.00

Check No.	48422	Total:	144.96
Total for	VERIZON WIRELESS		144.96

NICOLE VIDALAKIS	Deposit Refund	15011	02/12/2014	
			02/12/2014	
121 ASH LANE	1013		02/12/2014	0.00
PORTOLA VALLEY	BOA	48423	02/12/2014	0.00
CA 94028				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	250.00	0.00

Check No.	48423	Total:	250.00
Total for	NICOLE VIDALAKIS		250.00

VISION INTERNET PROVIDERS INC	January Website Hosting	14990	02/12/2014	
			02/12/2014	
P.O. BOX 251588	827		02/12/2014	0.00
LOS ANGELES	BOA	48424	02/12/2014	0.00
CA 90025	26460			200.00

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

Check No.	48424	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

KATHY WADDELL	Winter 2014 Instructor Fee	15023	02/12/2014	
			02/12/2014	
460 CERVANTES ROAD	1354		02/12/2014	0.00
PORTOLA VALLEY	BOA	48425	02/12/2014	0.00
CA 94028				6,444.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	6,444.00	0.00

Check No.	48425	Total:	6,444.00
Total for	KATHY WADDELL		6,444.00

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

TOM WASCHURA	Deposit Refund	14978	02/12/2014	
			02/12/2014	
115 SHAWNEE PASS	0376		02/12/2014	0.00
PORTOLA VALLEY	BOA	48426	02/12/2014	0.00
CA 94028				4,276.75

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,276.75	0.00

Check No.	48426	Total:	4,276.75
Total for	TOM WASCHURA		4,276.75

SCOTT WEBER	Reimbursement, Work Boots	14991	02/12/2014	
			02/12/2014	
	793		02/12/2014	0.00
	BOA	48427	02/12/2014	0.00
				66.71

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	66.71	0.00

Check No.	48427	Total:	66.71
Total for	SCOTT WEBER		66.71

WEMORPH INC	Stationery, Business Cards	14992	02/12/2014	
			02/12/2014	
904 INDUSTRIAL AVENUE	1360		02/12/2014	0.00
PALO ALTO	BOA	48428	02/12/2014	0.00
CA 94303	14171			366.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	366.93	0.00

Check No.	48428	Total:	366.93
Total for	WEMORPH INC		366.93

SUSAN WILSON	Refund for RDR Overpayment	15024	02/12/2014	
			02/12/2014	
	436		02/12/2014	0.00
	BOA	48429	02/12/2014	0.00
				5.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	5.00	0.00

Check No.	48429	Total:	5.00
Total for	SUSAN WILSON		5.00

Total Invoices:	70	Grand Total:	172,712.83
		Less Credit Memos:	0.00
		Net Total:	172,712.83
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	172,712.83

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**February 12, 2014**

Claims totaling \$172,712.83 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



**INVOICE APPROVAL LIST REPORT - DETAIL**

FEBRUARY 26, 2014

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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

BAY AREA RE-ROOFING INC	C&D Refund, 350 Cervantes	15028	02/26/2014	
			02/26/2014	
849 OLD COUNTY ROAD	415		02/26/2014	0.00
BELMONT	BOA	48430	02/26/2014	0.00
CA 94002				1,000.00
		<u>Check No.</u>	<u>48430</u>	<u>Total:</u>
		<u>Total for</u>	<u>BAY AREA RE-ROOFING INC</u>	<u>1,000.00</u>

CITY CLERKS ASSOC OF CA	2014 CCAC Dues, Hanlon	15029	02/26/2014	
			02/26/2014	
1400 "K" STREET	1231		02/26/2014	0.00
SACRAMENTO	BOA	48431	02/26/2014	0.00
CA 95814	358			90.00
		<u>Check No.</u>	<u>48431</u>	<u>Total:</u>
		<u>Total for</u>	<u>CITY CLERKS ASSOC OF CA</u>	<u>90.00</u>

CITY OF BELMONT	Dinner Meeting, Derwin/Wengert	15030	02/26/2014	
ATTN: CITY CLERK			02/26/2014	
ONE TWIN PINES LANE	511		02/26/2014	0.00
BELMONT	BOA	48432	02/26/2014	0.00
CA 94002				100.00
		<u>Check No.</u>	<u>48432</u>	<u>Total:</u>
		<u>Total for</u>	<u>CITY OF BELMONT</u>	<u>100.00</u>

CITY OF REDWOOD CITY (IT)	January IT Support	15031	02/26/2014	
			02/26/2014	
P.O. BOX 3629	586		02/26/2014	0.00
REDWOOD CITY	BOA	48433	02/26/2014	0.00
CA 94064	BR31877			1,957.70
		<u>Check No.</u>	<u>48433</u>	<u>Total:</u>
		<u>Total for</u>	<u>CITY OF REDWOOD CITY (IT)</u>	<u>1,957.70</u>

CONTEMPORARY ENGRAVING CO.	Name Plates (Hasko/Harrell)	15032	02/26/2014	
			02/26/2014	
425 LAMBERT AVE	0191		02/26/2014	0.00
PALO ALTO	BOA	48434	02/26/2014	0.00
CA 94306	31909			48.94
		<u>Check No.</u>	<u>48434</u>	<u>Total:</u>
		<u>Total for</u>	<u>CONTEMPORARY ENGRAVING CO</u>	<u>48.94</u>

COSMOS ROOFING	C&D Refund, 130 Deer Meadow	15033	02/26/2014	
			02/26/2014	
999 COMMERCIAL STREET #105	826		02/26/2014	0.00
PALO ALTO	BOA	48435	02/26/2014	0.00
CA 94303				1,000.00

**INVOICE APPROVAL LIST REPORT - DETAIL**

FEBRUARY 26, 2014

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TOWN OF PORTOLA VALLEY

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

Check No.	48435	Total:	1,000.00
Total for	COSMOS ROOFING		1,000.00

CULLIGAN	February Statement	15034	02/26/2014	
			02/26/2014	
1785 RUSSELL AVE	0250		02/26/2014	0.00
SANTA CLARA	BOA	48436	02/26/2014	0.00
IL 95054-2032	110587			41.20

Check No.	48436	Total:	41.20
Total for	CULLIGAN		41.20

FEDEX	Ship Charges	15041	02/26/2014	
			02/26/2014	
P.O. BOX 7221	0066		02/26/2014	0.00
PASADENA	BOA	48437	02/26/2014	0.00
CA 91109-7321	1-276-33244			87.81

Check No.	48437	Total:	87.81
Total for	FEDEX		87.81

JEANNETTE FOWLER	Reimb for Archival Storage	15035	02/26/2014	
			02/26/2014	
10 OHLONE	0300		02/26/2014	0.00
PORTOLA VALLEY	BOA	48438	02/26/2014	0.00
CA 94028				24.19

Check No.	48438	Total:	24.19
Total for	JEANNETTE FOWLER		24.19

ALVIN JEN	Reimb for Software	15036	02/26/2014	
			02/26/2014	
C/O MICHAEL WISZOWATY	417		02/26/2014	0.00
PORTOLA VALLEY	BOA	48439	02/26/2014	0.00
CA 94028				76.01

Check No.	48439	Total:	76.01
Total for	ALVIN JEN		76.01

JORGENSON SIEGEL MCCLURE & FLEGEL	January Statement	15037	02/26/2014	
			02/26/2014	
1100 ALMA STREET	0089		02/26/2014	0.00
MENLO PARK	BOA	48440	02/26/2014	0.00
CA 94025				9,443.50

Check No.	48440	Total:	9,443.50
Total for	JORGENSON SIEGEL MCCLURE &		9,443.50

**INVOICE APPROVAL LIST REPORT - DETAIL**

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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
LAUTZENHISER'S STATIONERY	Minute Book	15038	02/26/2014	
			02/26/2014	
1802 EASTMAN AVENUE	416		02/26/2014	0.00
VENTURA	BOA	48441	02/26/2014	0.00
CA 93003	11298			321.30

Check No.	48441	Total:	321.30
<u>Total for</u>	<u>LAUTZENHISER'S STATIONERY</u>		<u>321.30</u>

LEUKEMIA & LYMPHOMA SOCIETY	Litter Deposit Refund 1/25/14	15039	02/26/2014	
			02/26/2014	
675 N. 1ST STREET	516		02/26/2014	0.00
SAN JOSE	BOA	48442	02/26/2014	0.00
CA 95112				100.00

Check No.	48442	Total:	100.00
<u>Total for</u>	<u>LEUKEMIA &amp; LYMPHOMA SOCIETY</u>		<u>100.00</u>

NANCY LUND	Reimb for Historic Materials	15040	02/26/2014	
			02/26/2014	
240 GOLDEN HILLS	0241		02/26/2014	0.00
PORTOLA VALLEY	BOA	48443	02/26/2014	0.00
CA 94028				28.61

Check No.	48443	Total:	28.61
<u>Total for</u>	<u>NANCY LUND</u>		<u>28.61</u>

MENLO PARTNERS STAFFING	Temp Services, 2/3 - 2/14	15042	02/26/2014	
			02/26/2014	
P.O. BOX 26470	0371		02/26/2014	0.00
SAN FRANCISCO	BOA	48444	02/26/2014	0.00
CA 94123	785			2,207.49

Check No.	48444	Total:	2,207.49
<u>Total for</u>	<u>MENLO PARTNERS STAFFING</u>		<u>2,207.49</u>

NOLTE ASSOCIATES, INC	Applicant Charges, Dec-2013	15043	02/26/2014	
			02/26/2014	
P.O. BOX 93243	0104		02/26/2014	0.00
LAS VEGAS	BOA	48445	02/26/2014	0.00
NV 89193-3243	14010290			1,496.00

Check No.	48445	Total:	1,496.00
<u>Total for</u>	<u>NOLTE ASSOCIATES, INC</u>		<u>1,496.00</u>

PERS HEALTH	March Medical Premium	15044	02/26/2014	
			02/26/2014	
VIA EFT	0108		02/26/2014	0.00
	BOA	48446	02/26/2014	0.00
				16,640.46

**INVOICE APPROVAL LIST REPORT - DETAIL**

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TOWN OF PORTOLA VALLEY

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

Check No.	48446	Total:	16,640.46
Total for	PERS HEALTH		16,640.46

REGIONAL GOVERNMENT SERVICES	Jen Contract Svcs, Jan-2014	15045	02/26/2014	
			02/26/2014	
P.O. BOX 1350	1165		02/26/2014	0.00
CARMEL VALLEY	BOA	48447	02/26/2014	0.00
CA 93924	3912			3,731.84

Check No.	48447	Total:	3,731.84
Total for	REGIONAL GOVERNMENT SERVIK		3,731.84

RELIABLE FIRE EXTINGUISHER CO	Annual Extinguisher Service	15046	02/26/2014	
			02/26/2014	
P.O. BOX 3461	2028		02/26/2014	0.00
REDWOOD CITY	BOA	48448	02/26/2014	0.00
CA 94064	78722			318.80

Check No.	48448	Total:	318.80
Total for	RELIABLE FIRE EXTINGUISHER C		318.80

ROBERTS MARKET	Refreshments - Sust Focus Grps	15047	02/26/2014	
			02/26/2014	
3015 WOODSIDE ROAD	1236		02/26/2014	0.00
WOODSIDE	BOA	48449	02/26/2014	0.00
CA 94062				61.27

Check No.	48449	Total:	61.27
Total for	ROBERTS MARKET		61.27

RON RAMIES AUTOMOTIVE, INC.	January Fuel Statement	15048	02/26/2014	
			02/26/2014	
115 PORTOLA ROAD	422		02/26/2014	0.00
PORTOLA VALLEY	BOA	48450	02/26/2014	0.00
CA 94028				456.53

Check No.	48450	Total:	456.53
Total for	RON RAMIES AUTOMOTIVE, INC.		456.53

SAN CARLOS ROOFING	C&D Refund, 135 Portola Road	15049	02/26/2014	
			02/26/2014	
751 LAUREL #437	1201		02/26/2014	0.00
SAN CARLOS	BOA	48451	02/26/2014	0.00
CA 94070				1,000.00

Check No.	48451	Total:	1,000.00
Total for	SAN CARLOS ROOFING		1,000.00

**INVOICE APPROVAL LIST REPORT - DETAIL**

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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
SAN MATEO CO INF SERVICES	January Microwave	15052	02/26/2014	
			02/26/2014	
455 COUNTY CENTER, 3RD FLOOR	0307		02/26/2014	0.00
REDWOOD CITY	BOA	48452	02/26/2014	0.00
CA 94063	1YPV11401			76.00
		Check No. 48452	Total:	76.00
		Total for		SAN MATEO CO INF SERVICES 76.00

SAN MATEO SHERIFF	3Q 13-14 Sheriff Services	15051	02/26/2014	
OFFICE OF EMERGENCY SERVICES			02/26/2014	
400 COUNTY CENTER	0119		02/26/2014	0.00
REDWOOD CITY	BOA	48453	02/26/2014	0.00
CA 94063-0978	9738			223,535.00
		Check No. 48453	Total:	223,535.00
		Total for		SAN MATEO SHERIFF 223,535.00

SCHWAAB INC	Stamps	15053	02/26/2014	
			02/26/2014	
PO BOX 3128	0120		02/26/2014	0.00
MILWAUKEE	BOA	48454	02/26/2014	0.00
WI 53201-3128	3491			180.66
		Check No. 48454	Total:	180.66
		Total for		SCHWAAB INC 180.66

SMALL BUSINESS BENEFIT PLAN TR	March Dental/Vision Premium	15050	02/26/2014	
			02/26/2014	
	0132		02/26/2014	0.00
BELMONT	BOA	48455	02/26/2014	0.00
CA 94002-0156				2,190.20
		Check No. 48455	Total:	2,190.20
		Total for		SMALL BUSINESS BENEFIT PLAN 2,190.20

SPANGLE & ASSOCIATES	Dec 18 - Jan 27 Statement	15054	02/26/2014	
			02/26/2014	
770 MENLO AVENUE	0121		02/26/2014	0.00
MENLO PARK	BOA	48456	02/26/2014	0.00
CA 94025-4736				26,930.00
		Check No. 48456	Total:	26,930.00
		Total for		SPANGLE & ASSOCIATES 26,930.00

STAPLES	January Office Supplies	15055	02/26/2014	
			02/26/2014	
STAPLES CREDIT PLAN	430		02/26/2014	0.00
DES MOINES	BOA	48457	02/26/2014	0.00
IA 50368-9020				969.92

**INVOICE APPROVAL LIST REPORT - DETAIL**  
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TOWN OF PORTOLA VALLEY

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

Check No.	48457	Total:	969.92
Total for	STAPLES		969.92

JOHN TOOR	Deposit Refund	15056	02/26/2014	
			02/26/2014	
2 BUCK MEADOW DRIVE	1092		02/26/2014	0.00
PORTOLA VALLEY	BOA	48458	02/26/2014	0.00
CA 94028				11,465.60

Check No.	48458	Total:	11,465.60
Total for	JOHN TOOR		11,465.60

Total Invoices: 29

Grand Total:	305,579.03
Less Credit Memos:	0.00
Net Total:	305,579.03
Less Hand Check Total:	0.00
Outstanding Invoice Total:	305,579.03

Warrant Disbursement Journal ~ February 26, 2014

Claims totaling \$305,579.03 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, Town Manager

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

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
 Sharon Hanlon, Town Clerk

\_\_\_\_\_  
 Mayor



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** February 26, 2014

**RE:** **Farmers' Market Quarterly Report**

### **SUMMARY**

Per the Town Council's direction at their meeting on July 24, 2013, staff is providing the following quarterly report with assistance from market manager, Maggie Foard, on the weekly Farmers' Market at the Town Center.

### Schedule and Hours

On October 31<sup>st</sup>, the market hours changed to 2:00 – 5:00 p.m. as a result of the end of daylight savings. The winter hours are working well for the vendors and the market, although they do not provide much opportunity for springboard events into the evening (the time gap is too long). The market will return to daylight savings hours of 3:00 – 7:00 p.m. on March 13<sup>th</sup>, in conjunction with the time change on March 9<sup>th</sup>. Weather in general has worked in the market's favor. A couple of very cold and a couple of rainy days have passed, but foot traffic is not bad considering it is late winter.

The market was closed Thanksgiving Day and the day after Christmas. A very successful, Thanksgiving market was held on Wednesday, November 27<sup>th</sup>.

### Events

On Thursday, December 19<sup>th</sup>, the market teamed up with the Library and Webb Ranch to host a mini Winter Solstice event, which included additional artisans, holiday craft activities and the "Imagination Playground" blocks.

On Thursday, November 21<sup>st</sup>, Ms. Foard organized a very successful Holiday Food Drive with proceeds going to Haven House in Menlo Park. Market volunteer, Brook Coffee, her family and several other local residents delivered the donations at the close of market that day.



## Vendors

As mentioned in the July 24, 2013 staff report, the market will evolve and change, with continued emphasis on finding and engaging local farmers, food artisans, craftspeople and musicians. Ms. Foard has done an excellent job in engaging local food artisans and at least two of the market vendors have developed their business as a result of the Portola Valley Farmers' Market: Wings of Nature (honey) and Portola Valley Bread. A typical market day has 16-18 vendors.

Since the last report, new vendors include Namesake Cheesecake, Smit Farm (apples and juice), Haley's Sausages, and Sinbad vegetarian salads and burgers. The market has a good number of vendors for the winter foot traffic and Ms. Foard hopes to add a couple more as the spring season begins. The presence of the Roli Roti truck has bolstered attendance and sells out almost every Thursday. Ms. Foard is working on getting a local winemaker is hoping this will come about for the summer concert series. On February 13<sup>th</sup>, there was a special visiting cheese vendor who enjoyed the market and has promised to return for another day soon, perhaps for the summer concerts as well. Portola Valley Bread continues to do well with his amazingly delicious bread. Many small markets have a hard time keeping up with egg demand, but the Portola Valley market finally has a steady supply of eggs to go around. In addition to the produce and prepared food vendors, Ms. Foard has done an amazing job at attracting a variety of quality artisans to the market.

## Feedback from Community/Businesses

From the last report until now, there have been no complaints from neighbors or local businesses.

## **GOALS**

For now, the market is holding its own, size-wise. The eventual goal to have 20-25 vendors may be achieved on the busy concert days in summer. Ms. Foard is paying close attention to having enough activity, but not overfilling the market. Ms. Foard routinely gets new vendor inquiries, which is an indication that the word is out and that the Portola Valley market is a nice, little year-round market.

## Zero Waste

Another goal Ms. Foard is working on is to eliminate single-use plastic bags for produce and disposable plastic tasting spoons, etc. Many of the vendors have switched to biodegradable, compostable ware and Ms. Foard is working on the bags, encouraging vendors to switch over to paper and compostables. Awareness is high on this issue now and she will continue to work on the zero-waste goals, which are above and beyond the requirements of the Reusable Bag Ordinance adopted by the Town.

### Workshops

There is interest/discussion in a few workshops being held in conjunction with the farmer's market. Oscar, the owner of High Note Coffee, has volunteered to do another coffee workshop as his first was enjoyed by all who attended, especially Oscar! On December 12th, the market funded local chef, Laura Stec, to host a "Feed the Farmers" appetizer event, which gave market shoppers ideas for holiday appetizers. We are hoping Laura will host another event later in the year. Also in discussion is a pickle-making workshop with Joe from Jerk 'n Pickle and a bread-making workshop with Phil, the owner of Portola Valley Bread.

### **CONCLUSION**

The Farmers' Market continues to fulfill its intended goal of creating a local, community-oriented event that promotes fresh produce and products, provides a venue for residents to socialize with each other, and creates the opportunity to learn about agriculture and sustainability.

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Mayor and Members of the Town Council  
**FROM:** Nick Pegueros, Town Manager  
**DATE:** February 26, 2014  
**RE:** Policy for Radio-Controlled Flying at Town Center

### **RECOMMENDATION**

Re-authorize the attached policy pertaining to radio-controlled flying at Town Center.

### **BACKGROUND**

At their meeting on September 14, 2011, the Town Council adopted the attached policy which provides for rules flying radio-controlled devices at Town Center. The policy was scheduled to be reviewed by the Town Council in the spring of 2012.

### **DISCUSSION**

Over the past two years, there have been no known problems with individuals flying radio-controlled devices at Town Center; staff is therefore not recommending any changes to the policy. In the event that a policy change is needed in the future, staff will return to the Council with proposed amendments.

### **FISCAL IMPACT**

None.

### **ATTACHMENTS**

1. Policy for Radio-Controlled Flying at Town Center

**TOWN OF PORTOLA VALLEY**  
**Policy for Radio-Controlled Flying at Town Center**

Approved by the Portola Valley Town Council on ~~September 14, 2014~~ February 26, 2014

Rules

- 1) The Town Center Baseball field is reserved for Radio-Controlled model plane flying from Sunrise to 9AM - Tuesday, Thursday, and Saturday except during field maintenance operations.
- 2) Non-Flyers: Stay OFF the fields during flight operations.
- 3) Pilots: **You must hold current AMA membership**
  - a. Beginning fliers: You are welcome when under the instruction of a qualified pilot
- 4) Only "Park Flyer" models allowed
  - a. Electric power only, no gas engines
  - b. No turbine or ducted fan propulsion systems
- 5) DO NOT overfly tennis courts or the Spring Down equestrian center
- 6) Planes in the air must be kept at least 75 feet from non-flyers
- 7) Pilots are responsible for model planes lost in trees.

Questions or comments?

Please call Town Hall at 650-851-1700 x220



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** February 21, 2014

**RE:** Adoption of an Ordinance Amending the Conflicts of Interest Code

### RECOMMENDATION

It is recommended that the Town Council adopt the attached ordinance amending the appendix of Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code.

### BACKGROUND

At its January 8, 2014 meeting, the Town Council considered and voted to approve the amendment to the appendix of Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code.

This matter has come before the Council for second reading of the ordinance title, waiving further reading and adoption of the ordinance. If approved, the ordinance shall become effective thirty (30) days after the date of adoption and posting.

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

**ORDINANCE NO. 2014-**

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

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

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

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

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

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

**APPENDIX TO CHAPTER 2.36**

**DESIGNATED POSITIONS  
AND DISCLOSURE OBLIGATIONS**

**DESIGNATED PUBLIC OFFICIALS**

Member of Town Council  
Planning Commissioner  
Town Manager  
Town Attorney

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

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

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

### **DISCLOSURE CATEGORIES**

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

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

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

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

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



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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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

ATTEST:

APPROVED AS TO FORM:

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

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

**Sharon Hanlon**

---

**From:** Susan Gold [susanb.gold@gmail.com]  
**Sent:** Tuesday, January 21, 2014 10:54 AM  
**To:** Sharon Hanlon  
**Cc:** Judy Paris  
**Subject:** For Town Council

TO: Portola Valley Town Council

FROM: Portola Valley Trails and Paths Committee

SUBJECT: New Appointees to Trails Committee

DATE: January 21, 2014

The Trails Committee has completed interviewing three new applicants to our Committee.

We enthusiastically recommend and respectfully request that the Town Council appoint the following people to the Trails and Paths Committee:

Barb Eckstein

Philip Reilly

Joyce Shefren

Sincerely,

Susan Gold  
Chair, Trails and Paths Committee

**WOODSIDE HIGHLANDS ROAD  
MAINTENANCE DISTRICT**  
JOHN BOICE DISTRICT ADMINISTRATOR

ADVISORY BOARD

PRESIDENT-Andy Belk

SECRETARY- Jeff Milo

ROAD COMMISSIONER-Bruce Willard

MEMBER- Andy Browne

MEMBER-Ken Singleton

MEMBER- Kristen Stolzel

MEMBER-Craig Taylor

DATE: 1/30/14

TO: Nick Pegueros, Town Manager

FROM: John Boice, District Administrator

SUBJECT: Changes to the Woodside Highlands  
Maintenance Advisory Board

Please submit the following to the Town Council  
For appointment to the Advisory Board.

President, Andy Belk

Secretary, Jeff Milo

Road Commissioner, Bruce Willard

Member, Andy Browne

Member, Ken Singleton

Member, Kristen Stolzel

Member, Craig Taylor

John Boice will continue as District Administrator



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Howard Young, Public Works Director  
Simone LaValle, Parks and Recreation Committee Chair

**DATE:** February 26, 2014

**RE:** **Proposed Trial Skateboard Ramp at Town Center**

### RECOMMENDATION

That the Town Council approve the Trial Skateboard Ramp proposal at the Town Center All-sports / Basketball court as requested by the Parks and Recreation Committee.

### DISCUSSION

At the November 13, 2013 Town Council meeting, the Towns Park and Recreation Committee submitted a request for a 12 month trial period skateboard ramp to be placed on the northern half of the Town Center basketball court. The intention of the trial was to determine if there is significant interest and usage to warrant the possibility and consideration of a larger ½ pipe ramp in the future. After discussion, the Town Council directed staff to:

1. Obtain a final design from an architect/designer with skate ramp/park experience

The Town staff acquired the services of a well-known local landscape architect, Wormhoudt, Inc., that has extensive experience in design of skateboard parks for municipalities.

2. Request comments on the design from the ASCC

The preliminary design and a draft memo by Staff and the Committee Chair were submitted to the Deputy Town Planner to assemble a report for ASCC review (Exhibit A). The report was reviewed by the ASCC during a site meeting held at 3:30pm and its regular meeting held at 7:30pm on January 27, 2014. The minutes to the evening meeting concerning this subject are attached as Exhibit B. Full minutes to both

meetings are available at the office of the Town Clerk. The comments and responses are:

2A. The ramp should ideally be located further to the north on the all-sports court than the site meeting mock-up location, and to accommodate this, the northerly basketball standard should be removed. Moving the ramp would leave more area on the southern side of the court for basketball.

Staff response: Distances and clearances will be determined by the landscape architect

2B. The ramp and top deck surface should be in the natural finish of the sample material provided. The side and back of the ramp and any railing should be painted dark green to match the sport court.

Staff response: Concur

2C. The basketball standard hoop on the east side of the court towards the northerly end can be raised for safety, but that is the only one that should be raised.

Staff response: Distances and clearances will be determined by the landscape architect and use

2D. Any safety signage should be minimal and should be mounted on the ramp if possible.

Staff response: The Town Attorney indicates that the sign should be reasonably apparent at the entrance to the facility. Working with ASCC members and the Town Attorney, staff will consider an appropriate location of a brown colored sign.

2E. A shorter trial period should be considered, for example nine months. Approval of the trial installation should include a provision that the Town Council could end the trial period if problems are encountered. In offering this comment, members reflected on the concerns shared at the site meeting related to noise, hours of use, and safety issues.

Staff response: The Committee believes that the 12 month period is needed for valid data and to factor in children's school schedule, breaks, and holidays. This cannot be determined with a shorter trial period. However, staff can provide Council with an update report every 6 months, unless a shorter period is requested.

### 3. Develop the necessary rules and regulations required to comply with risk management best practices

The Town Attorney will be preparing a first reading of a draft Skate Park ordinance for Town Council Consideration

4. Return to the Town Council with the final project proposed for Council consideration.

Plans will be finalized once the Town Council provides any further input and approval for the proposed Trial Skateboard Ramp program and donations are received. This was done to minimize costs if the proposal was not considered. The Park and Recreation Committee Chair and volunteers have begun the fundraising process and have received initial commitments to fund the \$2,500 for construction of the ¼ pipe skate ramp.

The following is our anticipated project schedule for this project weather dependent, the project will not progress until the anticipated donation funds are received by the Town:

Collect Fundraising / Donations:	March 2014
Finalize plans:	March 2014
Contractor Installs:	April / May 2014

**FISCAL IMPACT**

The estimated cost of this project is:

1. Design \$1,200. This amount is funded by the Town.
2. Construction of ramp \$2,500. This amount would be fundraised by the Committee and Volunteers.
3. Raise basketball hoops/backboards \$1,000. This amount is funded by the Town.

Total estimated cost to Town less anticipated donations: \$2,200

The current adopted 2013/2014 budget did not anticipate this expenditure however sufficient funds can be identified and allocated under Town Center facilities maintenance budget line item.

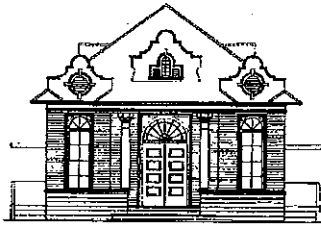
**ATTACHMENTS**

Exhibit A – ASCC report

Exhibit B - ASCC minutes concerning skate ramp 1/27/14

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

Cc: Parks and Recreation Committee



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC  
**FROM:** Karen Kristiansson, Deputy Town Planner  
**DATE:** January 23, 2014  
**RE:** Review of Design for Proposed Trial Skateboard Ramp at Town Center

At their November 13, 2013 meeting, the Town Council reviewed a proposal from the Parks and Recreation Committee to install a quarter-pipe skateboard ramp in the all-sport court at Town Center on a trial basis. As part of the action on that item, the Town Council directed staff to request comments from the ASCC on the design of the ramp.

Information about the proposed ramp is provided in the following attached documents:

- Memorandum from Howard Young, Public Works Director, and Simone LaValle, Parks and Recreation Committee Chair, dated January 21, 2014;
- Picture of the all-sport court with an arrow showing the proposed location for the ramp (Attachment 1);
- A series of four perspective renderings showing the ramp to scale, with a person's figure included for scale (Attachment 2);
- The proposal from the Parks and Recreation Committee, dated November 6, 2013, which the Town Council considered at its November 13, 2013 meeting (Attachment 3); and
- Minutes from the November 13, 2013 Town Council meeting (Attachment 4).

The location of the proposed skateboard ramp will be marked on the all-sport court at Town Center for the ASCC's **field meeting at 3:30 on January 27, 2014**, and the height of the ramp will be indicated on the court for that meeting as well.

The following comments are provided to assist the ASCC in their review of this proposal.

1. **Ramp Approval Process and ASCC Role.** The proposed ramp has been discussed at the Parks and Recreation Committee for approximately two years. The Town Council reviewed the ramp proposal in concept in November and provided direction to staff on how to move ahead with the project. Because the Town Council has final responsibility for the activities at Town Center, final action on the proposed skateboard ramp rests with the Council. The Town Council is tentatively scheduled to discuss the skateboard ramp and consider a ramp ordinance at its February 26, 2014 meeting. At that time, the Council will require that helmets, elbow pads and



knee pads be worn, as is required by state law, and the Council will also likely establish hours of operation for the ramp and any other rules deemed necessary.

The ASCC is being asked to review the design of the ramp and provide comments and recommendations to the Town Council from that perspective. The ASCC's recommendations and comments will be provided to the Town Council for their consideration at their February 26, 2014 meeting.

2. **Trial Basis.** The Town Council has discussed approving the skateboard ramp on a one year trial basis. The Parks and Recreation Committee will then make a recommendation to the Town Council as to whether the ramp should be installed permanently. At that time, the Committee could also recommend changing the ramp to a half-pipe or moving it to another location. Other possible locations that have been considered are discussed in the November 6, 2013 memo from the Committee to the Council. Additional review could be required for a permanent ramp.
3. **Ramp Design and Colors.** The back and sides of the ramp would be constructed out of wood and could be painted any color that was desired. For example, these surfaces could be painted a green color to match the all sports court and the tennis courts. Black, brown, grey or tan would also be possible.

The top deck and curved riding surface of the ramp would be constructed from a "super durable paper-composite material" with sheet metal at the toe of the ramp. The curved riding surface and the top deck of the ramp are recommended to be left unpainted. These may be available in several colors depending on the brand of ramp that the Town buys. Most ramp manufacturers appear to offer similar colors. The lightest shade is likely to be a "natural" color which looks like a medium-light wood, with some variation in the hue. The project supporters have expressed a preference for the "natural" color. Darker shades may also be available, such as a solid darker brown or asphalt color. The Public Works Director has requested samples which will hopefully be available for the ASCC to consider at Monday's meeting.

4. **Safety Railing.** The perspective renderings show a 42" railing around three sides of the top deck of the ramp. This railing is optional, and the Public Works Director is discussing the advantages and disadvantages of the railing with the ramp designer, who has experience with skateboard ramps. Information about those discussions will be provided at the January 27 ASCC meeting. If the railing will provide additional safety to ramp users, staff would likely recommend that it be included. The railing would be wooden and, like the ramp sides and back, could be painted any color.

After examining the proposed location at the 3:30 field meeting, the ASCC should consider the staff report, comments from members of the public, and any additional information offered at the field or evening meetings. The ASCC should then provide recommendations to the Town Council for consideration at their February 26, 2014 meeting, on the design of the trial ramp, including comments about the following:

1. The color of the riding surface and top deck of the ramp;
2. the color for the sides and back of the ramp; and
3. any recommendations about the safety railing and its color.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Karen Kristiansson, Deputy Town Planner

**FROM:** Howard Young, Public Works Director  
Simone LaValle, Parks and Recreation Committee Chair

**DATE:** January 21, 2014

**RE:** **Proposed Trial Skate Board Ramp on the Town Center All-Sports Court**

At its 11/13/13 meeting, the Town Council discussed the proposed trial skate ramp at Town Center and directed staff to obtain a design from an architect with skate park experience and to request comments on the design from the ASCC. The Town has acquired the services of a well-known local landscape architect (Wormhoudt, Inc.) that has extensive experience in design of skate board parks. Below is the information requested for your ASCC report concerning the proposed skate board ramp.

**1. A drawing showing the design and dimensions of what's proposed:**

*8' long x 10' deep x 3' high quarter pipe wooden skate board ramp  
42" high handrail on the deck is optional but recommended  
Story poles of the placement and dimensions of the ramp will be marked on the All sport court for the January 27<sup>th</sup> scheduled ASCC field meeting.  
See attached conceptual plan from the landscape architect*

**2. If you have pictures of something similar, that could also be helpful:**

*See attached conceptual plan from the landscape architect*

**3. Information about the materials and finishes of the ramp, including colors:**

*The ramp is mainly constructed of wood materials such as plywood and other sheet wood material. The toe of the ramp is sheet metal. The entire structure including the deck handrail, can be painted any color such as green to match the tennis courts (staffs initial color suggestion), tan, grey, or brown. It is preferred that the riding surface of the ramp and the deck be left as natural wood. See attached conceptual drawings from the landscape architect.*

**4. A site plan showing the proposed location of the ramp:**

*On the north end of the existing all sport / basketball court at the Town Center.  
See attached site plan from landscape architect*

**5. Why the ramp is needed/proposed:**

*To provide Portola Valley youth and other skateboard interested residents, with an additional space to be active and creative outdoors.*

**6. What process has the ramp application has gone through so far (Parks & Rec Committee, any Town Council consideration, Town Attorney consideration, etc.):**

*The Towns Parks & Recreation Committee was approached in 2011 by children and their parents to discuss and explore the possibility to bring a skateboarding venue to the Town. This topic has been on the committee's agendas and discussed at its public meetings since 2011 to present. A considerate amount of time was spent on the initial stage of discussing and brainstorming ideas to possible location, safety, and pros and cons. The initial idea was to install a half pipe skate board ramp that would occupy the full court, however the committee determined that it would be best to consider a smaller quarter pipe ramp that would occupy a half court for a trial period to determine community interest. The Parks and Rec Committee submitted the request to the Town Council and the item was agenized and discussed at the 11/13/13 Town Council meeting (Attachment )The agenda was posted on the PV Forum and the Town Website. The Parks & Rec committee reached out to the community via the PV Forum to provide feedback. The committee got an overwhelming amount of support especially from residents with children. The tennis community also provided the committee with feedback. They are in support of the experiential project but have concern in regards to safety and seemed to be satisfied with the ordinance that the Town Attorney has recommended to the Council.*

**7. Any hours of operation, rules, or restrictions on use that will apply to the ramp:**

*Once the ASCC comments on the design and the process moves along further, the Town Attorney along with input from the Committee and staff will draft an ordinance for the Town Council to consider at its February 26, 2014 meeting.*

**8. Whether the ramp is being proposed on a temporary or permanent basis at this time:**

*This quarter pipe ramp is an experimental project for 12 months. Usage will be closely monitored by the parents who initiated this process and in addition, members of the Park and Rec Committee. If there is a substantial interest, Parks & Rec will ask for the ramp to become permanent and potentially request a larger half pipe ramp that would occupy the full All sport / basketball court. This would undergo another evaluation process.*

**9. If anyone involved with this project has had any discussions with neighbors, such as Spring Down, that would also be good to note:**

*Jon Myers of the Park and Rec Committee has contacted Spring Down Equestrian Center and owners of neighboring properties. Jon Myers indicated that Spring Down Equestrian Center said they don't have any concerns for themselves because the All-sports court is far enough away from their horses. They expressed concern for other horse riders using the trail along Portola Road. Jon Myers also contacted one neighbor near the all sports court, but they didn't express any concern*

*Parks & Recs also reached out to the community at large via PVForum to get input.*

**10. What the next steps are after the ASCC review:**

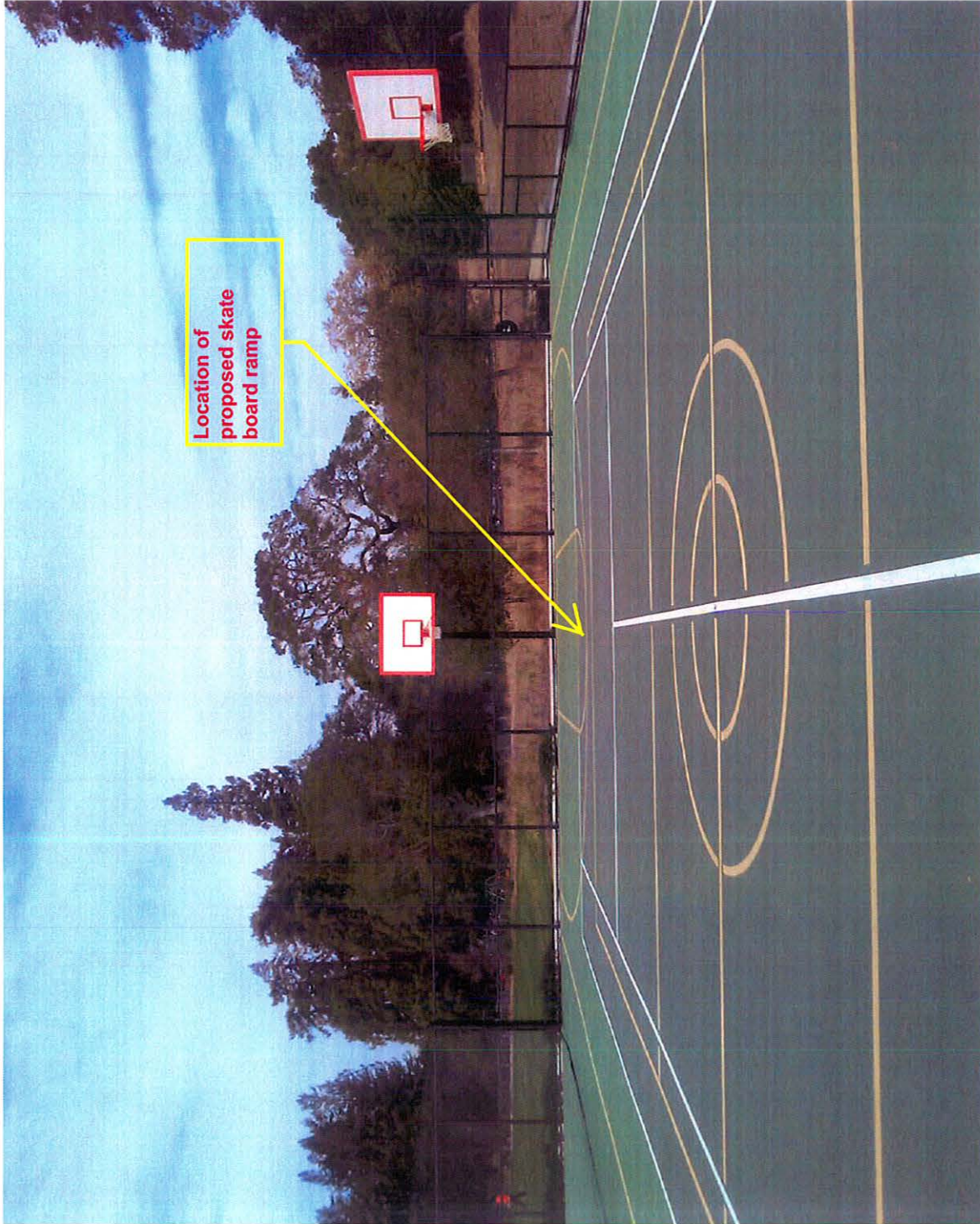
*ASCC comments along with the conceptual project plans will be presented to the Town Council at its February 26<sup>th</sup> meeting. If the Town Council approves the project, then the next steps would be to complete the fundraising by collecting the promised moneys, approve a draft skate board park ordinance, complete plans with incorporated comments, and install the ramp and signs. The intent is to have the ramp in place for use in the late Spring after the rain season.*

**Attachments:**

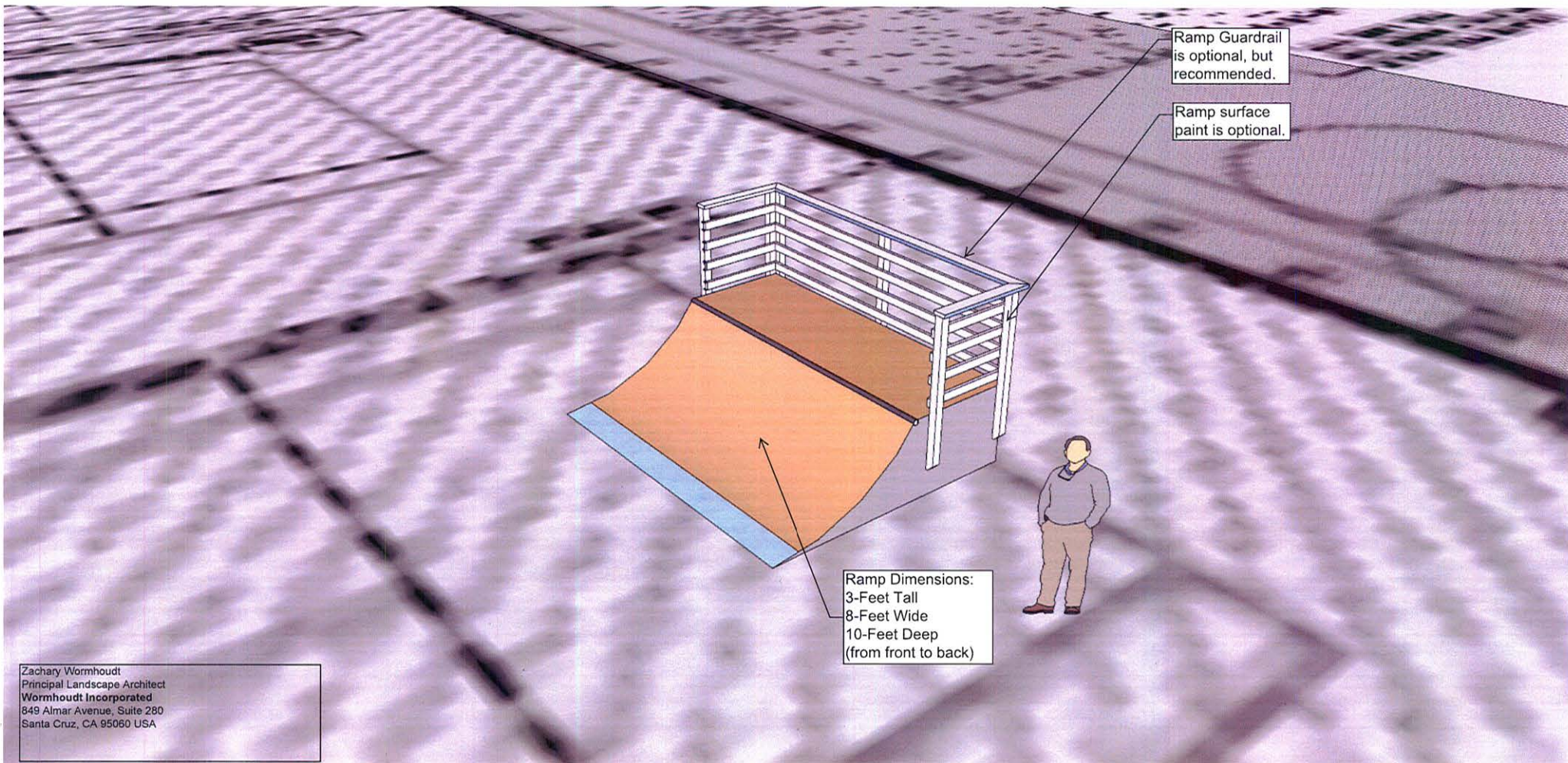
1. Photo of proposed location
2. Skateboard ramp conceptual design and Site Plan provided by Wormhoudt, Inc.
3. Town Council Agenda item 11/13/12 Skateboard ramp proposal by Jon Myers without attachments
4. Town Council meeting minutes 11/13/12



Attachment 1  
Photo of proposed  
location







Zachary Wormhoudt  
Principal Landscape Architect  
Wormhoudt Incorporated  
849 Almar Avenue, Suite 280  
Santa Cruz, CA 95060 USA

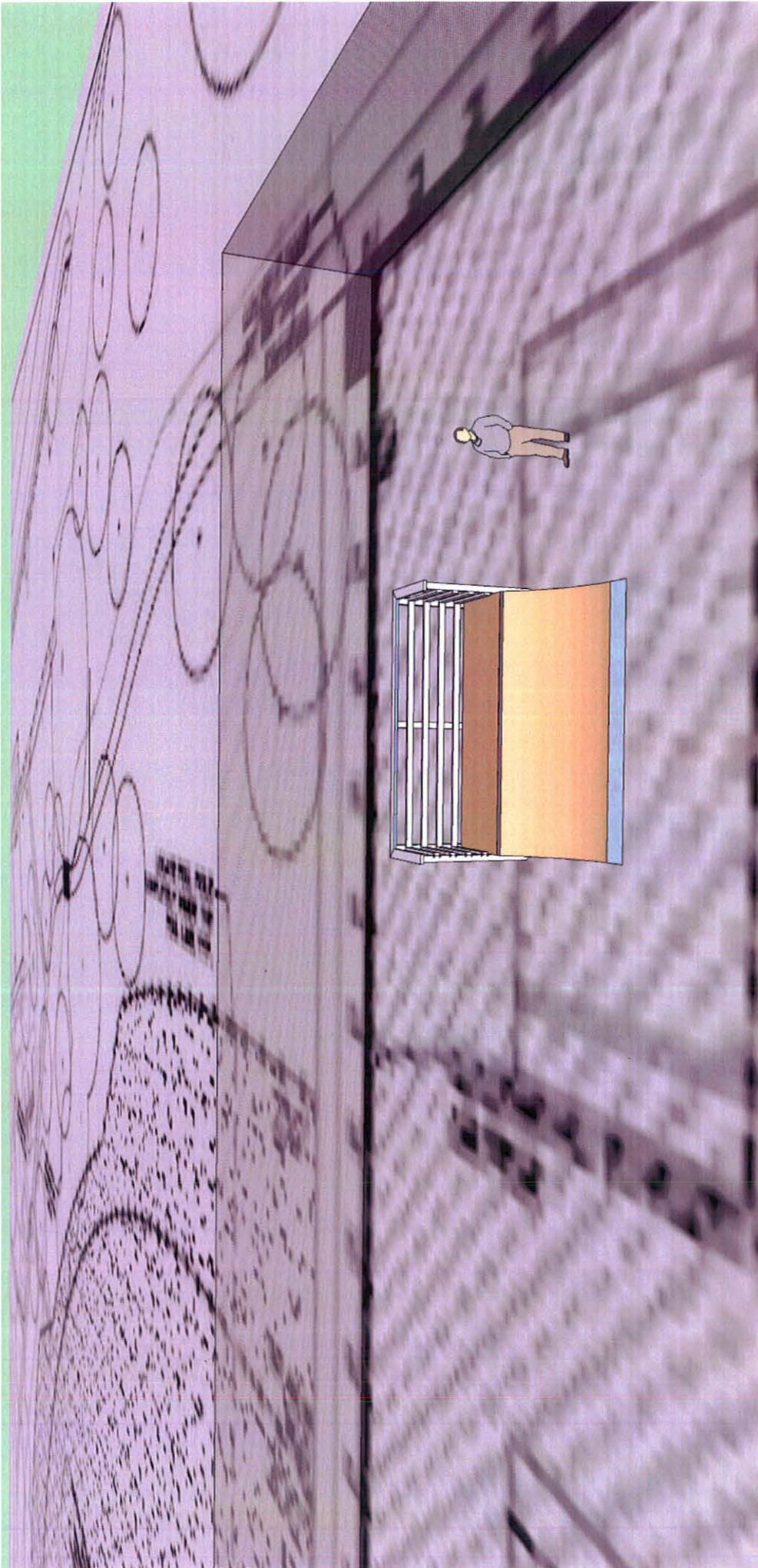
Ramp Guardrail  
is optional, but  
recommended.

Ramp surface  
paint is optional.

Ramp Dimensions:  
3-Foot Tall  
8-Foot Wide  
10-Foot Deep  
(from front to back)

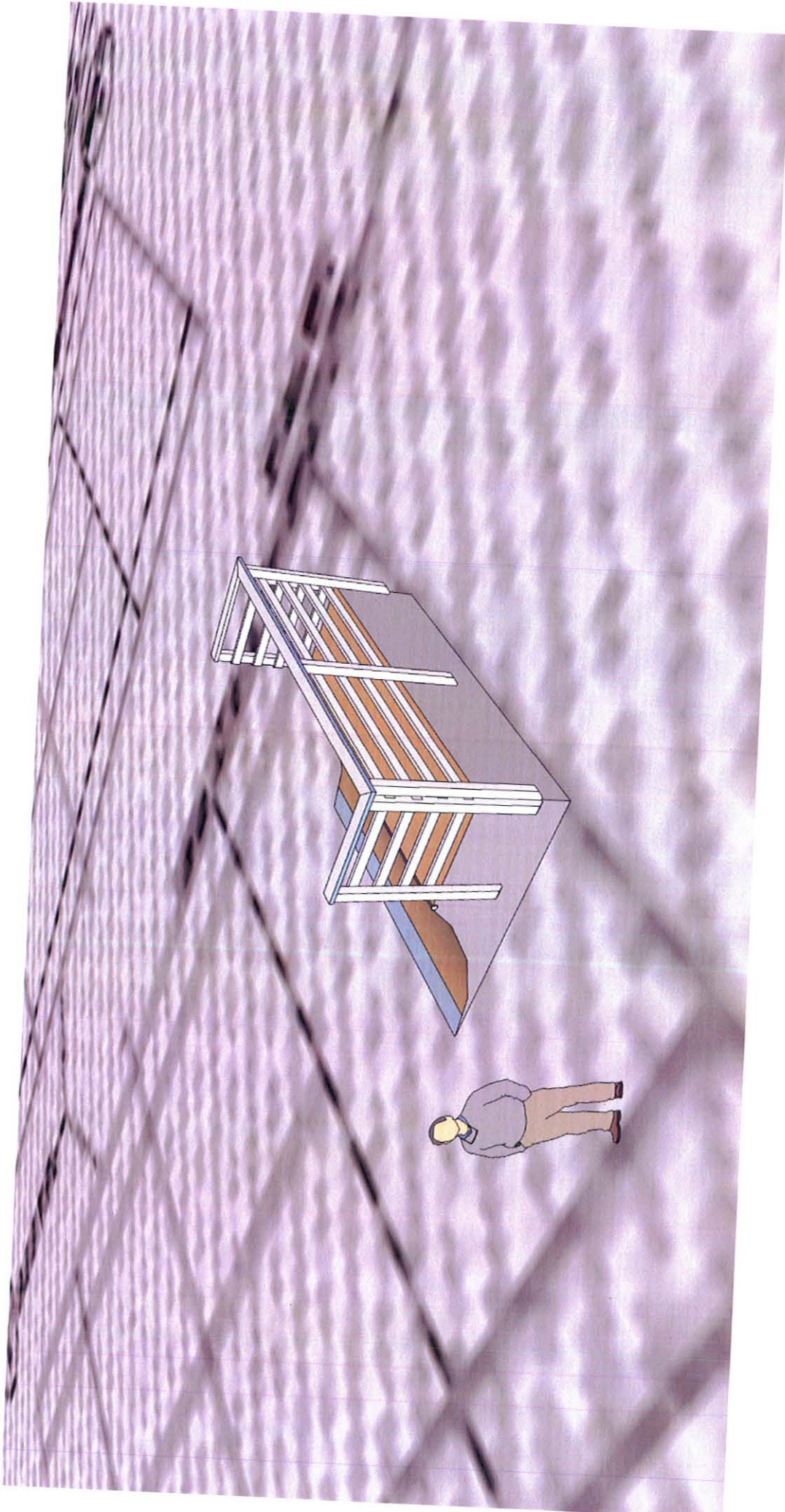
ATTACHMENT 2





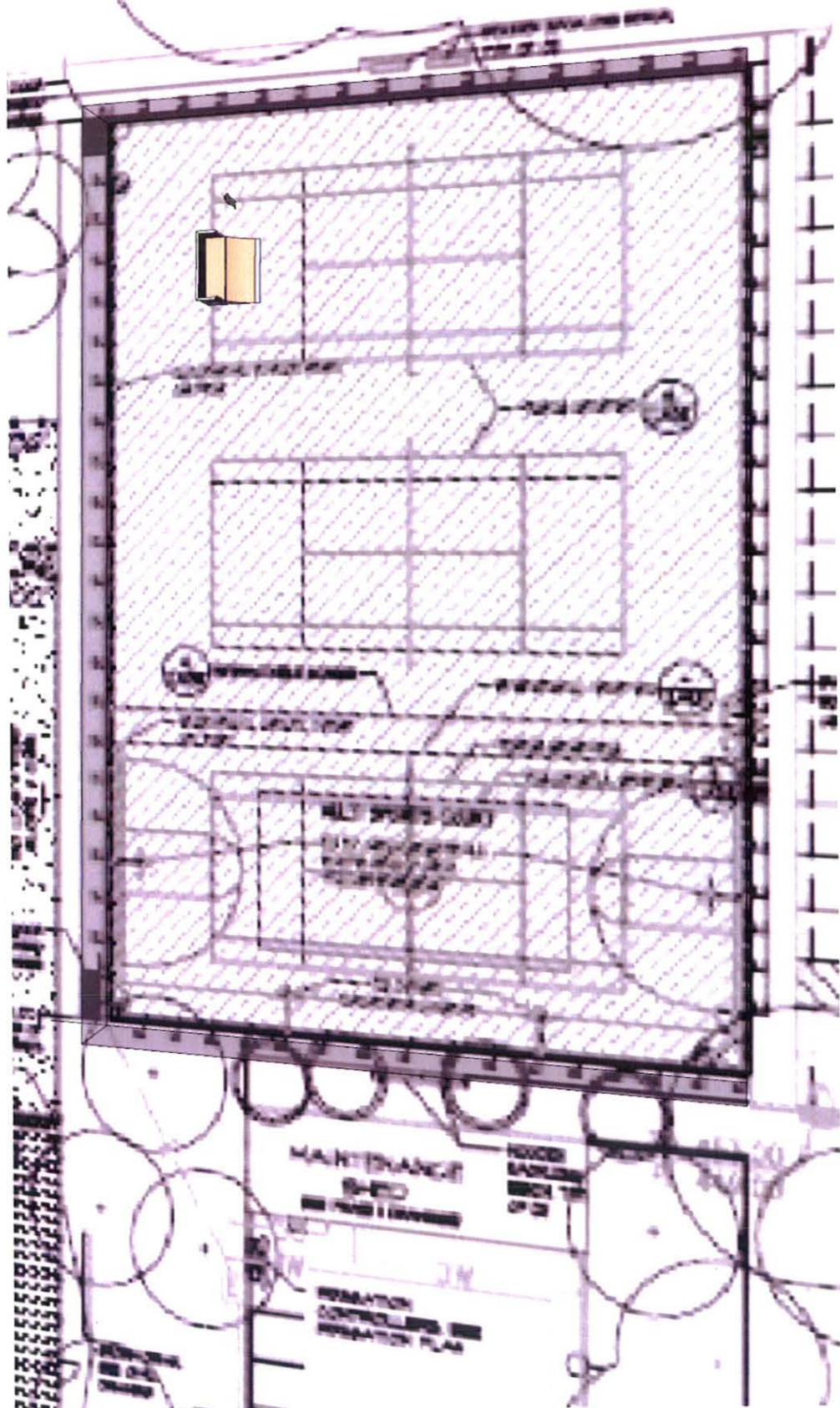
ATTACHMENT 2







ATTACHMENT 2





**Town of Portola Valley**  
**Parks & Recreation Committee**  
**Skateboard Ramp Proposal**  
**November 6, 2013**

Dear Town Council,

Members of the community approached the Parks & Recreation Committee to see if the Town would be willing to install a skateboard ramp in the Town. We believe there's significant interest in the Town for a skateboard ramp, there's an appropriate site for it, and it can be fully funded by donations from the community.

The proposal is to install a  $\frac{1}{4}$  pipe ramp (see Appendix A) on the sports court at the Town Center for a trial period of 12 months. The reason for a trial period is to gauge interest in the ramp and the impact on the Town of having a ramp at the Town Center. If there's significant interest and usage, we will investigate the possibility of whether a larger  $\frac{1}{2}$  pipe ramp could be installed at an appropriate location to be determined.

The dimensions of the  $\frac{1}{4}$  pipe ramp are 3 feet high, 8 feet wide, and 8 feet long. See Appendix B to see how it fits on the sports court. A  $\frac{1}{2}$  pipe would be 6 feet high, 20 feet wide, and 34 feet in long.

The other sites considered for both the trial period and the long term solution include:

1. Near Rossotti's field
  - a. There are two possible locations, both currently in the parking area
    - i. The first is the area next to the soccer field where the Porta Potties currently are
    - ii. The second is in the Town-owned part of the parking area closest to Alpine Inn
2. Ford Field
  - a. There are a few possible areas at Ford Field
    - i. In the parking area near the entrance closest to the creek
    - ii. Behind the batting cage
    - iii. Next to the open space area along the first base line
3. Near Corte Madera School
  - a. In the Town-owned area next to the soccer field near Alpine Road

We also investigated other possible locations owned by business owners and schools including Corte Madera, near Robert's market, etc. We did not reach agreement to locate the skate ramp at any of those locations.

The sports court was selected for the trial period due to its central location in the Town, and its firm, flat surface, as needed for a skateboard ramp.

The cost of the ramp will be approximately \$1,500. All \$1,500 is already committed in writing by residents.

To reduce the impact on other activities at the sports court, we discussed installing a net between the basketball area from the skateboard ramp area. The Parks and Recreation Committee recommends delaying installing a net until after the trial period. The cost of installing a net would raise the costs from \$1,500 to \$2,500 and we expect the impact on other activities to be limited.

There's already a net to separate the tennis courts from the sport court.

It may be necessary to raise the height of the fences near Portola Road (and the other side of the tennis courts) to limit usage of the ramp at night. The cost of this project would also be high and the Parks and Recreation Committee does not believe it's needed or would be effective.

A team has been formed to ensure there's appropriate oversight of the skateboarders and to establish communication with the skateboard community. They are Patrick Sullivan, Mark Sutherland and Dean Asborn. This team will also track the number of skateboarders using the ramp for the trial period. They will log the number of skateboarders they observe using the ramp per week.

Nick Pegueros is working with the Town Attorney and our insurer regarding the town's liability and risk management best practice.

Howard Young will evaluate the ramp to ensure it's assembled correctly and installed appropriately on the sports court. He will also review all safety and operational issues. He'll also look at any additional costs, if any.

Regards,  
Jon Myers  
Parks & Recreation Committee

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

#### REGULAR AGENDA

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

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

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

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

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

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

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



**Architectural and Site Control Commission January 27, 2014**  
**Special Site Meeting, Portola Valley Town Center, 765 Portola Road,  
Town Center Skateboard Ramp Trial Project, and  
Portola Road Right of Way adjacent to 4115 Portola Road,  
CUP Amendment X7D-161, AT&T Mobility**

and

**Regular Evening Meeting, 765 Portola Road, Portola Valley, California**

Chair Breen called the special site meeting to order at 3:36 p.m. at the northeasterly most, all-sport court in the tennis court facilities at the town center, 765 Portola Road.

**Roll Call:**

ASCC: Breen, Clark, Koch, Ross

Absent: Harrell

Town Staff: Town Planner Vlastic, Deputy Town Planner Kristiansson,  
Assistant Planner Borck, Public Works Director Young

**Others Present Relative to the Proposal for a Trial Period Skateboard ramp\*:**

Simone LaValle, Chair Parks and Recreation Committee

Carol Goodstein, Spring Down Equestrian Center, 725 Portola Road

Donna Andrighetto, 15 Woodview Lane, Woodside

Carole Fregosi, 35 Bow Way, Portola Valley

Menlo Park resident

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

**Town Council Referral – Review of design for proposed trial skateboard ramp at the Town Center tennis courts, 765 Portola Road**

Kristiansson presented the January 23, 2014 staff report on this referral of plans for installation, for a one-year trial basis, of a quarter-pipe skateboard ramp on the all-sport court at Town Center. Kristiansson clarified that the Town Council directed staff to request comments from the ASCC on the design of the ramp.

ASCC members considered the staff report and the following skateboard ramp proposal documents:

- Memorandum from Howard Young, Public Works Director, and Simone LaValle, Parks and Recreation Committee Chair, dated January 27, 2014.
- Picture of the all-sport court showing the proposed location for the ramp.
- A series of four perspective renderings showing the ramp to scale, with a person's figure included for scale.
- The proposal from the Parks and Recreation Committee, dated November 6, 2013, which the Town Council considered at its November 13, 2013 meeting.
- Minutes from the November 13, 2013 Town Council meeting.

Young reviewed the proposal and made use of a mock-up of the quarter-pipe ramp placed at the proposed trial location within the north half of the all sports court. He also shared samples of the proposed finish materials for the riding surface and top deck of the ramp in two colors: natural or black. The back and sides could be painted black, brown, dark green or any other color recommended by the ASCC. He also offered the following comments and clarifications:

- The ramp would weigh at least 400 lbs. and would be very difficult to move. It would be located consistent with the mock-up installation and left in that position.
- The basketball standards would be modified during the trial period with the basket removed on the northernmost standard and the backboard and basket raised on the easternmost standard in the middle of the court.
- In response to a question, it was explained that a net, similar to the one between the all-sport court and the other courts, could be used down the center of the all-sport court to separate the ramp from basketball uses, but that likely the full court would be used for skateboard activities too.
- In response to a question, it was noted that the one-year trial period could be shortened by the council if it was determined that the installation created unanticipated problems or issues. Kristiansson also reviewed the tentative provisions for a skateboard use ordinance including supervised and unsupervised use that was being prepared by the town attorney for town council adoption prior to ramp installation.
- The matter of the need for a safety railing is still being evaluated. If installed it would be painted to match the color recommended for the back and sides.
- In response to a question, it was noted that some impacts to the court surface were anticipated with the skateboard use, but it was envisioned that in any case the court surface would be ready for a normal resurfacing at the end of the trial period. It was noted that the current surface had fairly significant cracks in it that needed repair.
- Some safety signage will likely be needed and, depending on input from the town attorney, could potentially be installed on the sidewalls for the ramp rather than on the court fencing.

Simone LaValle reviewed the Parks and Recreation proposal and offered the following comments:

- Since this is only to be a quarter-pipe facility it would not attract the older, more aggressive skateboarders. It is for younger, beginner level “tweeners” and most would likely come with parent supervision. If the trial works, there could be consideration of a permanent installation, but this will depend on the experience with the trial ramp. She stressed that this is a trial and matters such as conflict with the desire for other court use will be considered before the Parks and Recreation Committee makes any recommendation to the town council for a permanent installation.
- The proposal is in response to input from community parents desiring such an installation.
- The ordinance being developed by the town attorney will be important relative to the ramp use.

- Noise can be an issue, but should be more limited given the small size of the ramp now proposed.

Public comments were requested and the following offered:

**Carol Goodstein** advised that noise could cause horses riding by on the trails to “spook” and a throw a rider. She noted that there is some concern now over skateboarders riding down the drive between the town center facilities and the Spring Down riding arena. At the same time, she commented that use of the ramp itself should not impact horses within her equestrian center facility.

**Donna Andrighetto** expressed concerns over noise impacts, safety, and hours of use.

**Carole Fregosi** worried over children riding skateboards on public roads and expressed general concerns over safety.

**A father from Menlo Park** advised that he had brought his child to the library and was interested in the skateboard ramp discussion. He noted that based on his experience the quarter-pipe facility would likely only serve younger children and that he did not see an issue with attracting more aggressive, older skateboarders.

ASCC members offered some questions regarding the trial period and also changes to the existing court uses during the trial period. Members, however, agreed they would offer additional comments for town council consideration at the regular evening meeting. Thereafter, at approximately 4:00 p.m., Breen thanked all present for participating in the skateboard ramp review and then advised that the special afternoon site meeting would continue at the AT&T wireless facility adjacent to 4115 Alpine Road for review of the proposed amendments to CUP X7D-161.

### **Continued Preliminary Review of proposed amendment to CUP X7D-161, modifications to existing wireless communication facilities adjacent to 4115 Alpine Road, AT&T Mobility**

At approximately 4:15 p.m. ASCC members Breen, Clark, Koch, and Ross convened at the AT&T mobility wireless facilities adjacent to 4115 Alpine Road. They were joined by the following individuals:

Judith Hasko, planning commissioner\*  
David Haddock, AT&T project representative  
Chris Wirth, AT&T project engineer  
Tom Vlasic, Town Planner  
Karen Kristiansson, Deputy Town Planner  
Carol Borck, Assistant Planner

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\*Note, this meeting was noticed as a joint session of the planning commission and ASCC, but a planning commission quorum was not present so the planning commission session could not be convened.

Vlasic presented the January 23, 2014 staff report and reviewed the background relative to the ASCC comments and suggestions for plan modifications offered at the December 9, 2013 ASCC meeting. He also reviewed the concerns of the neighbors at 50 Bear Gulch,

**Town Council Referral – Review of design for proposed trial skateboard ramp at the town center tennis courts, 765 Portola Road**

Kristiansson presented the January 23, 2014 staff report on this referral from the town council for ASCC comments and recommendations on the trial skateboard ramp to be placed at the north end of the town center all sports court. She reviewed the plans presented with the staff report and also discussed the events of the afternoon site meeting on the proposal (refer to above site meeting minutes).

Public comments were requested. **Judith Murphy, conservation committee**, wondered about the damage to the court surface from skateboard use. Kristiansson advised that the public works director has determined that in any case, the court surface would need to be redone and this would take place after the skateboard ramp trial period.

ASCC members then discussed the project and the findings from the site meeting. They then offered the following comments for town council consideration in acting on the trial proposal:

1. The ramp should ideally be located further to the north on the all-sports court than the site meeting mock-up location, and to accommodate this, the northerly basketball standard should be removed. Moving the ramp would leave more area on the southern side of the court for basketball.
2. The ramp and top deck surface should be in the natural finish of the sample material provided. The side and back of the ramp and any railing should be painted dark green to match the sport court.
3. The basketball standard hoop on the east side of the court towards the northerly end can be raised for safety, but that is the only one that should be raised.
4. Any safety signage should be minimal and should be mounted on the ramp if possible.
5. A shorter trial period should be considered, for example nine months. Approval of the trial installation should include a provision that the Town Council could end the trial period if problems are encountered. In offering this comment, members reflected on the concerns shared at the site meeting related to noise, hours of use, and safety issues.

There were some differences of opinion concerning whether the ramp would be safer with or without the railing. After discussion, the Commission agreed that the final decision should be based on safety and could be determined in light of additional analysis by the Parks and Recreation Committee and public works director.

Kristiansson advised that she would forward the ASCC comments to the town council for council consideration in acting on the trail proposal.





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

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

**DATE:** February 20, 2014

**RE:** Skate Park Ordinance

**Recommendation:** Read title, waive further reading and introduce the ordinance adding Chapter 8.30 [Skate Park] to Title 8 [Health & Safety] of the Portola Valley Municipal Code.

**Background:** The Town of Portola Valley (“Town”) is considering approving the temporary (12-month trial period) installation of a ¼ pipe skateboard ramp on the all sports court at Town Center. This skateboard park will not be supervised.

**Discussion:** Health & Safety Code §115800(a) provides that no operator of a skateboard park shall permit any person to ride a skateboard in the park, unless that person is wearing a helmet, elbow pads and knee pads. When a local public agency has a facility that is designed and maintained for the purpose of recreational skateboard use, and that park is not supervised on a regular basis, Health & Safety Code §115800(b) provides the local agency shall take the following two steps:

1. Adopt an ordinance requiring any person riding a skateboard at the facility to wear a helmet, elbow pads and knee pads.
2. Post signs at the facility providing reasonable notice that any person riding a skateboard in the facility must wear a helmet, elbow pads and knee pads and that any person failing to do so will be subject to citation under the ordinance.

If the Town approves the installation of a skateboard ramp at Town Center (even for a 12-month trial period), the Town needs to adopt an ordinance and post the signage required by the Health & Safety Code §115800. Attached to this staff report is an ordinance that complies with the requirements of Health & Safety Code §115800.

The ordinance also requires users of the skate park to comply with the rules and regulations already established by the Town for use of the all sports court. Those rules include restrictions on, among other things, alcohol, drugs, music and amplified sound.

The all sports court closes at sundown pursuant to existing Town rules; however, the Town Council may adopt different hours for the skate park, if desired, to address the interaction between different users of the all sports court. In addition, as this is a trial period, the Council could revisit the rules and regulations that specifically apply to the skate park at the end of the 12-month trial period and determine if any additional rules specific to the skate park are necessary and can, at that time, update the ordinance, if necessary.

The ordinance establishes penalties that increase with the number of violations in one year. This is an unsupervised skate park and the enforcement of the ordinance would be similar to the Town's other code enforcement activities in that it would be complaint driven. Violations of the skate park ordinance are infractions, which are a criminal penalty, and as such violators would be subject to citation by the Sheriff. Also, if there are a significant number of complaints, the Town Manager could temporarily close the park and inform the Council and at the end of the 12-month trial period the Council could decide to close the park and remove the ¼ pipe from the all sports court.

Attachments: Ordinance

cc: Town Manager

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 8.30 [SKATE PARK] TO TITLE 8 [HEALTH AND SAFETY] OF THE PORTOLA VALLEY MUNICIPAL CODE**

**WHEREAS**, the Town of Portola Valley (“Town”) is installing a ¼ pipe skateboard ramp on the all sports court at the Town Center (“Skate Park”);

**WHEREAS**, the Skate Park will not be supervised on a regular basis;

**WHEREAS**, Health & Safety Code Section 115800 requires the Town to adopt an ordinance requiring any user of the Skate Park to wear a helmet, elbow pads and knee pads and to post signs at the Skate Park affording reasonably notice of the same and indicating that any person failing to do so will be subject to citation.

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

1. ADDITION OF CODE. Chapter 8.30 [Skate Park] is hereby added to Title 8 [Health and Safety] to read as follows:

**“Chapter 8.30  
SKATE PARK**

**Sections:**

- 8.30.010 Purpose**
- 8.30.020 Helmet, elbow pads and knee pads required**
- 8.30.030 Signage**
- 8.30.040 Regulations of use and rules of conduct**
- 8.30.050 Penalties**

**8.30.010 Purpose**

The purpose of this chapter is to comply with Health and Safety Code Section 115800 and adopt an ordinance requiring persons using the skate park to wear a helmet, elbow pads and knee pads.

**8.30.020 Helmet, elbows pads and knee pads required**

It is prohibited for any person to ride a skateboard, in-line skates, or other similar device in the skate park unless that person is wearing a properly fitted and fastened helmet, elbow pads and knee pads.

**8.30.030 Signage**

Visible signage shall be erected and maintained at all skate parks which shall afford notice that any person failing to wear a properly fitted and fastened helmet, elbow pads, and knee pads at all times while in the skate park shall be subject to citation pursuant to this chapter.

**8.30.040 Regulations of use and rules of conduct**

In addition to the requirement that users of the skate park wear properly fitted and fastened helmet, elbow pads and knee pads, any person using the skate park shall comply with the rules and regulations established by the Town for use of the all sports court and the following rules and regulations:

1. The hours of use of the skate park shall be established by Town Council and shall be posted at the skate park. Use of the skate park at any time outside the hours posted is prohibited.
2. While skating or skateboarding, the participant may only use those areas designated for skateboarding or related skating activities.
3. No additional obstacles or other materials shall be placed in or utilized in the designated skate area.

**8.30.050 Penalties**

Any person convicted of an infraction under the provisions of this chapter shall be punishable by fine as follows: (i) upon a first conviction, by a fine of not exceeding thirty dollars (\$30.00); (ii) for a second conviction within a period of one year, by a fine of not exceeding fifty dollars (\$50.00); (iii) for each additional violation of the same section of this chapter within a period of one year, by a fine not exceeding seventy-five dollars (\$75.00).

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

3. ENVIRONMENTAL REVIEW. This ordinance is not a project for the purposes of the California Environmental Quality Act.

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

APPROVED AS TO FORM:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Brandi de Garneau, Sustainability & Special Projects Manager

**DATE:** February 26, 2014

**RE:** Consideration of Sustainability Committee Projects for 2014 & Creation of an Ad-Hoc Water Conservation Task Force

### RECOMMENDATION

Review and prioritize potential projects for the Sustainability Committee to pursue in 2014. Approve the formation of an Ad-Hoc Water Conservation Task Force to develop a comprehensive water conservation program for the town.

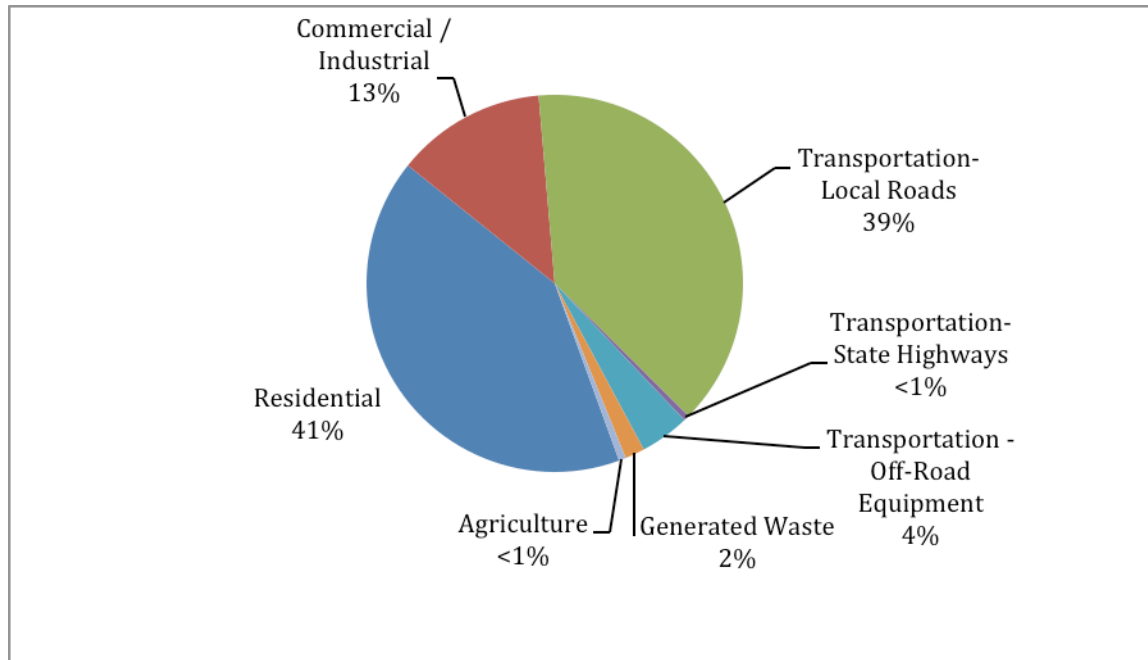
### BACKGROUND

The Sustainability Committee was formed in the spring of 2010 to assist the Town in meeting the adopted greenhouse gas emissions reduction targets and the goals and objectives outlined in the Sustainability Element of the General Plan. For the past three years, the Committee's primary mission has been to encourage residents to complete energy upgrades of their homes. The Committee has also encouraged residents to consider water conservation as a component of energy upgrades, but there hasn't been a specific focus towards this area.

The Committee has functioned as an advisory panel to Town Staff; however, Committee members have expressed interest in taking a more active role. Outlined below are three project areas presented by staff and the Committee for the Council to consider: 1.) a water conservation program; 2.) an energy efficiency recognition program; and 3.) transportation. Water conservation has been an ongoing topic with the Sustainability Committee. The council liaison and several members of the Committee have considered water a priority issue and the Committee was planning to make 2014/15 "the year of water" as a joint project with the Conservation Committee. In light of the current drought, the formation of an Ad-Hoc Water Conservation Task Force is more appropriate.

The other two project areas target reductions in the sectors with the most emissions (see chart below) - residential energy and transportation. The Committee has asked that the Council provide guidance and prioritize the project areas, so that their limited time and resources are used most effectively.

### Community Emissions by Sector<sup>1</sup> (2005)



## DISCUSSION

At this time, Staff recommends focusing efforts on water conservation and the energy efficiency recognition program, as transportation-related emissions are being dealt with at the regional level and are very difficult to address at the local level. If deemed appropriate, the Council could also assign the transportation-related projects to the Bicycle, Pedestrian & Traffic Safety Committee. Each of the project areas is outlined below in more detail.

### Ad-Hoc Water Conservation Task Force to Develop Comprehensive Conservation Program

The Water Conservation Task Force would be comprised of interested members of the Sustainability Committee, the Conservation Committee, a few local water-conservation experts, staff and a council liaison. The Task Force would enlist assistance from Cal Water and other partners as necessary. The primary goal would be to develop a comprehensive water conservation program for the town.

<sup>1</sup> While Portola Valley's water emissions are not displayed separately in the chart above, they have been accounted for in the commercial/industrial and residential building energy sectors.

**Deliverables:**

1. Work plan
2. Organize and host a “Community Forum on Water Conservation,” perhaps sponsored by a third party to draw on broader regional resources
3. List/messaging on targeted, high-impact actions for residents and/or businesses
4. List/outline of suggested updates to Town webpage
5. Recommendations on what Town could do to sponsor/encourage water conservation

**Energy Efficiency Recognition Program**

The Energy Efficiency Recognition Program would target the existing residential sector, which has been notoriously difficult to address. Staff worked with the Committee and other local jurisdictions to decide on this program after vetting many potential programs to address this sector.

This is a voluntary program that would recognize residents who have taken steps to increase their energy efficiency. The goal is to encourage residents to look at their energy bill, so that they have an understanding of their energy usage and are motivated to take steps to reduce it. The program could be modeled after the Portola Valley Backyard Habitat program. Staff will be bringing more data on the potential emissions reductions of this program later this spring with the draft Climate Action Plan.

**Deliverables:**

1. Work plan
2. Survey of existing recognition programs
3. Develop standard of energy efficiency
4. Develop application, list of resources and mock up for physical award
5. Develop outreach/marketing plan

**Transportation**

The Committee had several ideas for projects that address transportation. The two most prominent ideas are creating a local shuttle and developing a ride share app. The Town is working with the County to explore the availability of funding for a shuttle in the next funding cycle 2016/17. Once this project is further vetted, the Town could call on the Committee for assistance with needed research. Regarding the ride share app, the Committee could research and outline potential apps for use in town. There could be additional opportunities for exploring transportation-related projects as the Council sees fit. As mentioned above, staff recommends that this effort be tabled or assigned to the Bicycle, Pedestrian & Traffic Safety Committee.

**CONCLUSION**

If the Council decides to form a Water Conservation Task Force and/or approves the additional Committee projects, staff recommends that the Sustainability Committee change its meeting schedule to bi-monthly to not overwhelm the existing committee members.



**ATTACHMENTS**

1. Draft Ad-Hoc Water Conservation Task Force Charter

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

## ATTACHMENT 1

**Ad-Hoc Water Conservation Task Force Charter****BACKGROUND**

On Friday, January 17, 2014, Governor Jerry Brown declared a drought state of emergency and called on all Californians to voluntarily reduce their water use by 20%. Cal Water has indicated to the Town that its water systems are prepared to meet customer demand through 2014; however, even in non-drought years, Cal Water supports water-use reductions to meet the goal of a 20% reduction by 2020, as required by State law. In Portola Valley, residents use approximately 262% more water than the Bay Area residential average of 78 gallons per person per day (source: BAWSCA FY 2011-12 Annual Survey). In 2012, residential water use increased to 283 gallons per person per day from 251 in 2011 (source: Cal Water). As a result of the drought, in 2014, two of the Town's highest priorities have become water conservation and fire prevention; therefore, the Town Council has established an Ad-Hoc Water Conservation Task Force to look at this issue in further depth and to make recommendations to the Town Council on what we can all do to have the most impact.

**MISSION**

The Ad-Hoc Water Conservation Task Force's mission is to utilize available resources and draw on local partners to develop a comprehensive water conservation program for the town of Portola Valley.

**DELIVERABLES**

The Committee will focus their efforts on the following:

1. Developing an initial work plan & meeting schedule
2. Organizing and hosting a "Community Forum on Water Conservation," perhaps sponsored by a third party to draw on broader regional resources
3. Working with Cal Water to develop a list of and "messaging" on targeted, high-impact actions for residents and/or businesses
4. Developing a list and/or outline of suggested updates to the Town webpage
5. Developing recommendations on what more the Town could do to sponsor and/or encourage water conservation

**RESPONSIBLE TO**

Town Council

**COORDINATION**

Staff Liaison – Sustainability & Special Projects Manager  
Town Council Liaison

Adopted by the Town Council XX-XX-XX

MEMBERSHIP

The membership of this Task Force shall consist of a minimum of five (5) and a maximum of nine (9) members appointed whenever feasible to include at least one member of the Sustainability Committee and Conservation Committee. In addition, the Task Force may include advisory members from Cal Water, other local jurisdictions and/or local organizations working on water conservation issues.

MEETINGS

The Task Force will meet as deemed necessary.

REPORTS

The Task Force chair (or a representative) shall provide the work plan and meeting schedule to the Town Council at its regularly scheduled meeting on April 9, 2014 and a written or verbal report at least once a month for the duration of the Task Force.

DRAFT



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** February 26, 2014

**RE:** Participation in a Joint Funding for a CERPP Coordinator position  
Effective July 1, 2014

### **RECOMMENDATION**

The recommendation is that the Town Council direct staff to include funding of \$14,949.20 for a CERPP Coordinator in the 2014-15 budget.

### **DISCUSSION**

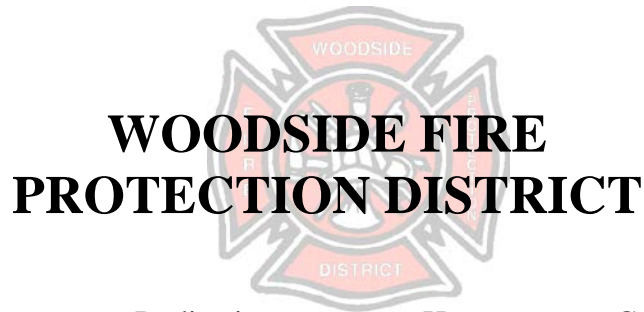
The Woodside Fire Protection District has submitted the attached memo which outlines the proposal. It should be noted that the CERPP Board voted unanimously on February 10<sup>th</sup> to support the proposal.

### **FISCAL IMPACT**

No fiscal impact on the current year budget. Staff will prioritize funding for this program when developing the 2014-15 budget if the Town Council provides such direction.

### **ATTACHMENTS**

1. Memo from Woodside Fire Protection District re: CERPP Coordinator dated February 10, 2014



Pride

Dedication

Honor

Commitment

TO: CERPP Board of Directors and Town Councils of Portola Valley and Woodside

FROM: Daniel J Ghorso, Fire Chief WFPD

SUBJECT: CERPP Coordinator

DATE: February 20, 2014

### RECOMMENDATION

In this report I would like to recommend the approval of a shared resource for the position of CERPP Coordinator. The position would be one that would demand 20 hours of service per week.

- Approval would be shared equally by 5 jurisdictions to include;
  - Woodside Fire Protection District
  - Town of Portola Valley
  - Town of Woodside
  - County of San Mateo, Los Trancos Community Water District
  - CERPP
- If a jurisdiction cannot participate at any given time, the cost would then be shared equally by the remaining jurisdictions. This speaks specifically to the LAFco position and Los Trancos Community Water District as a special district that may be dissolved.

### Background

As I would think most are aware, the position of coordinator was filled and paid for in previous years by the Woodside Fire Protection District. The towns did participate in Funding CERPP and their operations. Upon retirement of Gaylyne Mann and the soon to follow recession the position was never filled. It was the hope and intention of the CERPP Board to have volunteers fill that position. Over the years, the position has diminished to that of just a few hours of work by some resulting in a loss of involvement for the CERPP organization as a whole. This is not to disparage the great work, time and effort that the board and a few members have continued to provide over the years. Rather, this is to provide them with assistance in growing and maintaining CERPP for years to come.

Secondly I will refer to the Grand Jury Report dated 2005-2006 in regards to "Disaster Preparedness Training for The Residents of Cities in San Mateo County. This report recommends the training of at least 5% of its citizens in CERT type training. It further recommends all County Board of Supervisors be trained and all Councilmembers for the towns be trained. While we may have been compliant in the past, I am not sure we are compliant today.

### Discussion

Woodside Fire Protection District will provide our Fire Education Specialist/Public Education Officer (Selena Brown) as the CERPP Coordinator and commit her to this position for 20hours/week.

- It is our belief that her first actions should be that of evaluating all CERPP divisions and identifying those that;
  - Are active and have leadership in place.
  - Are not fully active and have only a few people in place as volunteers.
  - Are not active and have no responsible positions to correspond with.
  - Establishing a calendar of events to include evaluations of "Emergency Containers" located throughout the district and engaging the CERPP divisions in maintenance of those containers.
  - Be a liaison between the CERPP divisions and the Fire District in the annual Wildland drill.
  - Recruitment of new volunteers as needed in divisions both in training and leadership roles.
- More goals and or tasks can be evaluated by the CERPP Board in the coming year(s)

### Fiscal Impact

The cost of the recommended action is outlined below with 4 participants and 5 participants. The cost to be shared is a fully burdened cost to the fire district, which includes Salary, Health Care Benefits (includes Dental, Health and Vision), Medicare, Workers Compensation, Retirement, Unemployment Insurance, and any misc cost, i.e. uniforms.

WFPD will pay 50% of this cost (\$59,796.81 for FY2014-15) with the remaining cost to be shared as follows for 4 participants;

WFPD	@\$14949.20
TOW	@\$14949.20
TOPV	@\$14949.20
LTCWD/SMCo	@\$14949.20

This concludes my proposal to the board and towns. Having been here prior to the formation of CERPP, (actually one of the original instructors for the district in

NERT) I can tell you first hand the activity level in the mid-1990s to today is vastly different. While today we have a few highly trained volunteers as opposed to our early years, the involvement from those days has truly waned and I believe we (WFPD) have within our ranks the perfect person to move CERPP into the next decade.

QUESTIONS?

#14

There are no written materials for this agenda item.



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – January 24, 2014**

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1. Agenda (Action) – Town Council – Wednesday, January 22, 2014
2. Agenda – Sustainability Committee (Special meeting) – Monday, January 27, 2014
3. Agenda – ASCC – Monday, January 27, 2014
4. Agenda – Nature & Science Committee (Special meeting) – Tuesday, January 28, 2014
5. Agenda – Conservation Committee – Tuesday, January 28, 2014
6. Letter of Interest for serving on the HEART Board of Directors – Pradeep Gupta, Ph.D. (SSF)
7. Letter of Interest for serving on the HEART Board of Directors – Rick DeGolia (Atherton)
8. Letter of Interest for serving on the HEART Board of Directors – Wayne J. Lee (Millbrae)
9. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, January 24, 2014

### **Attached Separates (Council Only)**

1. None



**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**

## **ACTION 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

**All Present – Commissioner Targ arrived at 6:35**

### **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

**Council gave overall direction that language in the General Plan should be general and should be as simple as possible, realizing that interpretation will always be needed.**

**Four issues were presented to Council for discussion –**

**1) Section 6404, Objective 1: “natural views” – Council concurred to amend as follows: “protect or reestablish open views within and from the corridor.”**

**2) Section 6406, standard 4: *thinning vegetation and opening views* – Council concurred that opening views is a slightly higher priority but decisions should be on a case by case basis and should balance the trails user experience with the motorist experience.**

**3) Section 6406, Standard 6: *undergrounding utility lines* – Council discussed the expense to underground but agreed to continue to encourage undergrounding when feasible.**

**4) 6413, *open and undeveloped view from the corridor* – Council members wrestled with the wording “open and undeveloped view from the corridor” and also expressed concern about what was meant by “preserve and protect.” Town Planner Vlastic reminded them that this wording did not control land use beyond the corridor as that was addressed by other general plan provisions, particularly the land use and open space elements, and that the corridor plan was really just focusing on lands in and immediately along the corridor. Council concurred with Town Planner Vlastic’s recommended wording “Efforts should be made to work with the land owners to preserve and protect these lands, consistent with the other provisions of this general plan, so that the view from the corridor remains largely open and undeveloped.”**

### **SPECIAL MEETING AGENDA – TOWN COUNCIL - 7:30 PM**

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

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

(3) **Appointment of ASCC Commissioner**

**Council appointed Iris Harrell to the ASCC 4-0, Mayor Wengert recused herself**

### **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

**Approved as Amended 5-0**

- (5) **Approval of Warrant List** – January 22, 2014
- (6) **Appointment by Mayor** – 2014 Commissions and Committees

**Items 5 & 6 Approved 5-0**

**REGULAR AGENDA**

- (7) **Recommendation by Public Works Director** – Adoption of Resolution 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 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 an Application for Measure A Pedestrian and Bicycle Program Funding for the Projects (Resolution No. 2611-2014)

**Council Approved Adoption of the Resolution and Authorizing the Town Manager to execute the Funding Agreement and Non-Supplantation of Funds**

- (8) **Recommendation by Administrative Services Manager** – Review and Accept the Independently Audited 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

**Council Accepted the Audit and Financial Statements for FYE 06/2013**

- (9) **Recommendation by Town Manager** – Consideration of Establishing Fund Balance Assignments for the General Fund

**Council Approved designation of proposed Fund Balance Assignments**

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

- (10) **Appointment by Mayor** – 2014 Commission and Committee Council Liaisons

**Liaison Assignments Approved 5-0**

- (11) **Recommendation by Mayor** – Letter to the San Francisco International Airport Community Roundtable 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.*

**Council authorized the Mayor and Councilmember Derwin will draft a letter following the Airport Roundtable meeting, scheduled for January 29.**

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

**Councilmember Derwin** – Both C/CAG and Resource Management Climate Protection Committee cancelled their January meeting. The public is invited to attend a reception for the first Poet Laureate of San Mateo County, Caroline Goodwin. HEART Board nominated Don Horsley as new Vice Chair. HEART'S annual luncheon will be held on May 7<sup>th</sup> at the South San Francisco Conference Center. HEART is considering hiring a new consultant to do its feasibility study to raise \$200 million to build affordable housing in San Mateo County, which equates to approximately 4,000 units.

**Vice Mayor Aalfs** – Planning Commission discussed part of the housing element, inclusionary housing language and whether to adopt a density bonus. The Commission appointed Denise Gilbert as Chair and Nicholas Targ as Vice Chair.

**Mayor Wengert** – Trails & Paths Committee discussed driveway scoring, 50<sup>th</sup> Anniversary happenings and held interviews for two applicants. Teen Committee may soon lose several of its members and will need to recruit. 50<sup>th</sup> Anniversary Committee held its first meeting on January 17<sup>th</sup>, raising the 50<sup>th</sup> Anniversary flag and continues to work on a calendar of proposed activities.

**Councilmember Richards** – Emergency Services Council JPA discussed finances and two upcoming exercises; 'Alaska Earthquake Exercise' scheduled for March 27, which is a tsunami exercise and the 'Silver Dragon',

(pandemic exercise) sponsored by the health department, scheduled for April 17. The Emergency Services Council is working to launch a new website that will include a rain gauge project where you can see real time flow of creeks.

Councilmember Hughes – ASCC discussed the cell site across from Alpine Hills, Lauriston property restoration, and held discussion on wood roofs. Cable & Utilities Undergrounding January meeting did not have a quorum.

**WRITTEN COMMUNICATIONS**

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

Item #6 – Councilmember Derwin asked if there was additional information available on the Escobar burglaries.

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

None

**ADJOURNMENT: 9:15 pm**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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



**TOWN OF PORTOLA VALLEY**  
***Special Sustainability Committee Meeting***  
**Monday, January 27, 2014 3:30 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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## AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes
4. Update & Discussion on Programs/Projects/Outreach
  - a. Energy Upgrade
  - b. TED Device
  - c. Earth Fair 2014
5. Discussion on Committee Projects for 2014
6. Next Steps, Next Meeting Date & Reminders
  - a. *Special Sustainability Committee Meeting* – February 24 at 3:30 pm
  - b. *Energy Upgrade California Workshop* – February 13 at 6:30 pm at Town Center
  - c. *Silicon Valley Sustainable Landscape Summit* – March 24 from 9 – 1 pm in Foster City: <http://waterawards.org/index.php/component/content/article/17.html>
  - d. *USBGC/PG&E Water Conservation Showcase* – March 25 from 9 – 6 pm at PG&E Pacific Energy Center in San Francisco: <http://www.usgbc-ncc.org/water2014>
7. Announcements
8. Adjournment



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, January 27, 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\***

3:30 p.m. 765 Portola Road (Convene at tennis courts at town center) Field review is of a proposal for trial installation of a skateboard ramp and the town council has asked ASCC for input on the proposal. (ASCC review to continue at Regular Meeting)

**SPECIAL JOINT ASCC/PC FIELD MEETING\***

4:00 p.m. Alpine Road right-of-way (Adjacent to 4115 Alpine Road) Field meeting for continued review of proposals for changes to AT&T wireless facilities. (ASCC review to continue at Regular Meeting)

**7:30 PM - REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, 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
  - b. Continued Architectural Review for New Residence and Site Development Permit X9H-665, 7 Veronica Place, Waissar (*Continued to February 10, 2014 Meeting*)
5. New Business:
  - a. Town Council Referral – Review of Design for Proposed Trail Skateboard Ramp at the Town Center Tennis Courts, 765 Portola Road
  - b. Architectural Review for Detached Guest House, 157 Golden Hills Drive, Sinykin
  - c. Architectural Review for Residential Additions and Remodeling, 5 Hawkview, Portola Valley Ranch, Hine
6. a. Election of ASCC Chair and Vice Chair for 2014

b. Commission and Staff Reports:

7. Approval of Minutes: January 13, 2014
8. Adjournment:

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

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**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.

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**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**

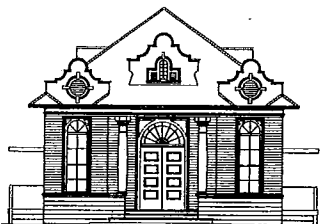
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or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

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: January 24, 2014

CheyAnne Brown  
Planning Technician



Town of Portola Valley  
**Nature and Science Committee Special Meeting**  
Tuesday, January 28, 2014 – 3:30 pm  
MROSD Hawthorns Property  
Los Trancos Road - Portola Valley, CA 94028

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### **SPECIAL MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Tour of Hawthorns Property led by Ariel Shaw of MROSD
4. Discussion of buildings and how could be used for a nature/interpretive center
5. Discussion of grounds and how they could be developed for nature study
6. Report on meeting of MROSD held on January 14<sup>th</sup> in Los Altos
7. Adjournment:
  - Next meeting of MROSD – January 29, 2014
  - Next meeting of the Nature & Science Committee – February 13, 2014





**TOWN OF PORTOLA VALLEY**  
***Conservation Committee***  
**Tuesday, January 28, 2014 - 7:45 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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## AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - November 26, 2013
4. Report from Town Staff - Hosting Community Events and Outreach Opportunities
5. Site Permits -
  - NEW - 128 Escobar (ASCC late Jan?)
  - 229 Corte Madera (ASCC 3/10)
  - 17/8 Redberry Ridge (ASCC 3/10)
  - 7 Veronica (Revised)
  - 
  - REVISED – Lauriston restoration plan
  - 
  - Tree Removals –
6. Old Business
  - A. Backyard Habitat program - DeStaebler
    - 1) Subcommittee report
    - 2) Next steps
  - B. Native Plant Garden at Town Center
    - 1) Issues with GoNative?
  - C. Broom Pull March 8/9 - how to make successful? Tie into Anniversary?
  - D. Committee cooperation ASCC/Trails/Open Space
  - E. Tip of the month - drought? - Plunder
  - F. Our website page
  - G. PV Anniversary year celebration - welcome basket - Subcommittee
  - H. SM Co creekside mitigation
  - I. Position on wholesale removal of Bay
  - J. Adjust protection of Madrones? Add Buckeyes to Significant Trees?
  - K. New member?
7. New Business
  - A. Year of Water, cooperate with Sustainability Committee, help draft drought tolerant plant list
8. Action Plan
9. Announcements
10. Adjournment



## 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 23, 2014

Dear Mayor/Council Members:

I want to thank those cities who are supporting my candidacy for the ABAG position and I want those of you who are undecided to know my style of participation on regional bodies. First and foremost, I read the packet of information that comes before the body I have the honor to sit on.

If elected, I believe that input from any of the twenty cities in the County is important as I would be one of council members representing you. I am cognizant that matters I vote on could directly impact your cities, thus I would like you to know how I plan to represent your city.

1. Before each ABAG Board meeting, I will inform your city of the upcoming major policy items on the agenda. The objective will be to discuss any issues your city might like to be considered.
2. After each meeting, I will send you a summary of the major policy decisions and any shifts in ABAG's current thinking.
3. Lastly, I will bring to your attention any "hot button" issue that is slated to come before ABAG.

I believe that these steps will enhance communications and hopefully improve the quality of policy decisions.

Sincerely,

A handwritten signature in black ink, appearing to read "P Gupta".

Pradeep Gupta, Ph.D.  
Councilmember, South San Francisco

cc: Steven T. Mattas, Interim City Manager  
South San Francisco City Council



## Town of Atherton

91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0500  
Fax: (650) 688-6528  
[www.ci.atherton.ca.us](http://www.ci.atherton.ca.us)

January 16, 2014

Dear Mayors and Council Members:

I write to ask for your support at the January meeting of the Council of Cities for my appointment to the ABAG Executive Board to complete the remainder of Pedro Gonzalez's term.

Representatives of the Town of Atherton have been very active in the Bay Area community since our incorporation in 1923. While I am new to the Atherton City Council, I have served on the board of directors of several non-profit organizations, including the American Electronics Association (Silicon Valley Chapter), the Cleantech Open and Mercado Global, as well as many for profit high technology companies. I have lived all around the bay, including Berkeley (where I was on the Charter Review Committee), San Francisco, Oakland, Los Altos and Atherton. My family has been in San Mateo County since the early 1940's and the Bay Area since the 1870's. I am very committed to protecting the Bay Area as a unique and wonderful environmental and social ecosystem.

I would bring to ABAG a career of experience working in Silicon Valley, as a business attorney with Wilson, Sonsini, Goodrich & Rosati in Palo Alto, and as a high tech executive with private and public companies based in San Francisco and San Mateo County. My educational background is the University of California, Berkeley (AB in American Studies and Phi Beta Kappa, 1981) and Harvard Law School (1985).

I strongly support ABAG's mission to improve the quality of life in the Bay Area. I am an extremely collaborative person, as evidenced by my ability to generate substantial support from all sides of the Atherton electorate in the recent election and my focus on the council to forge consensus. I am also a strong believer in advocacy, as evidenced by my deep involvement in lobbying legislators in Sacramento for AB 32, the California Global Warming Solutions Act, and my visits to Washington DC to lobby Congress for an energy bill that would incentivize Americans to reduce our dependence on fossil fuels and to reduce our greenhouse gas output.

I would very much like to bring my experience, collaborative skills and commitment to ABAG to represent San Mateo County cities and to protect our wonderful natural resources.

Sincerely,

Rick DeGolia, Vice Mayor  
Town of Atherton



January 7, 2014

*City of Millbrae*  
621 Magnolia Avenue, Millbrae, CA 94030

WAYNE J. LEE  
Mayor

Dear Esteemed Colleagues, Honorable Mayors and Council Members:

I respectfully request your support of my candidacy for the open position on the Association of Bay Area Governments (ABAG) Executive Board. I believe the Bay Area is at a crossroads with the elimination of redevelopment districts and increases in cost-of-living. As a City Council Member, I have been working closely with other cities to address the common concerns and needs that affect us all. As your representative on the ABAG Executive Board, I promise to be a strong advocate who is committed to addressing the needs of each city and town in San Mateo County.

**Background:**

Three generations of my family have called this great San Francisco Bay Area home. They have all worked hard to provide for their families and benefitted from the great opportunities that this region is known for. Now, I am raising my family here. Times have clearly changed and I see first-hand the stresses of a new generation - the challenges of finding affordable housing, the efforts to avoid traffic and congestion, and the hard work needed to provide for families and a sustainable community.

Because my job has taken me all over the Bay Area for many years, I have gained a great appreciation of our region and what we can achieve if we work together. My public service and community activities have given me the opportunity to improve the lives of many people. In seeking the Executive Board position, I hope to continue my service in an organization that was designed to encourage collaborations between jurisdictions so we can work together to enhance our quality of life and plan for an excellent future.

**My regional and local experience:**

- Millbrae City Council since 2011 (Mayor 2013-2014);
- ABAG Executive Board Alternate to the Honorable Pedro Gonzalez (2013 -- present);
- Representative on ABAG (2012-Present); Economic Development Committee Founder; Technology Comm., Park and Recreation Liaison, Fire Merger Delegate; Board Member Peninsula Traffic Congestion Relief Alliance;
- Appointed - Metropolitan Transportation Minority Advisory committee.
- Bay Area Air Quality Management District - 18 years, interacting with State and multi-agencies in multiple Bay Area counties and State;
- Enforcing or affecting environmental quality regulations -24 years;
- Millbrae Lions Club Board of Directors, Millbrae Leos Club Adviser, Community Organizer, PTA President;
- Millbrae Planning Commission 2006-2011 (two times chairman) - Worked on the approval of the largest increase of affordable housing in the city's history;
- Founding President of the Millbrae Education Foundation;
- Founding President of the Millbrae Dog Park.

**Extensive experience and commitment that will make a positive difference:**

As your representative to the ABAG Executive Board, I will bring a fresh perspective, strong commitment, and extensive experience that will make a positive difference for all of us.

I would be honored to have your vote on January 24, 2014. Thank you for your consideration. Please call me if you need any further information (650) 307-5220.

Sincerely,

A handwritten signature in cursive script that reads "Wayne J. Lee". The signature is written in black ink and is positioned above the printed name.

Wayne J. Lee  
Mayor, City of Millbrae



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: January 24, 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 24, 2014.

1. **League Policy Committee Meeting** – I attended the League’s Administrative Services Policy Committee meeting in Sacramento this week. The Committee received (agenda attached) updates on pending legislation regarding the Brown Act and elections as well as an update on the State’s budget.
2. **CalWater Press Release** – In their press release on 1/17, CalWater stated that, “...its water systems are prepared to meet customer demand despite continuing dry conditions.” At the request of the Mayor, staff continues to work with CalWater on their messaging to the community regarding the drought. Additionally, staff will be meeting with Judy Murphy from the Sustainability and Conservation Committees to discuss volunteer assistance with programs and efforts to help encourage water conservation by town residents.
3. **Code Enforcement Cases** – Staff continues to work closely with the owners of 1260 Westridge (Carano) and 5050 Alpine Road (Villa Lauriston) on their open code enforcement cases. The owners have been responsive to staff’s inquiries and requests.
4. **Letters of Support for AB418 (Mullin)** – C/CAG has asked all San Mateo County cities to send letters of support (attached) for Assemblyman Mullin’s legislation that would allow C/CAG to sponsor a countywide effort to seek voter approval of a parcel tax that would help fund efforts to comply with mandates from the San Francisco Bay Regional Water Quality Control Board. Staff will review this matter with the Mayor and Vice Mayor to determine if the Town should send a letter of support prior to January 30<sup>th</sup> as requested by C/CAG.

**ADMINISTRATIVE SERVICES POLICY COMMITTEE**  
 Thursday, January 23, 2014  
**10:00 a.m. – 3:00 p.m.**  
 League of California Cities, 1400 K Street, 3<sup>rd</sup> Floor, Sacramento

**A G E N D A**

**SPECIAL ORDER: State Budget and Issues Briefing for all policy committee members**  
**10:00 – 10:45 a.m., Room 204, Sacramento Convention Center**  
*Upon adjournment, individual policy committee meetings will begin*

- I. Welcome and Introductions**
- II. Public Comment**
- III. Overview of Parliamentary Procedure and Roberts Rules** (*Attachment A*) *Informational*
- IV. Committee Orientation** (*Attachment B*) *Informational*
- V. League Mission Statement and Strategic Goals for 2014** (*Attachment C*) *Informational*
- VI. Review of Existing Policy & Guiding Principles** (*Attachment D*) *Action Item*
- VII. State and Federal Legislative Update**
- VIII. Draft 2014 Work Program** (*Attachment E*) *Action Item*
- IX. Discussion with Legislative Policy Consultants**  
*Speakers:*
- Elections
    - Darren Chesin, Chief Consultant, Senate Elections, Reapportionment & Constitutional Amendments
    - Ethan Jones, Chief Consultant, Assembly Elections & Redistricting Committee
  - Local Government
    - Toby Ewing, Consultant, Senate Governance & Finance
    - Angela Mapp, Principal Consultant, Assembly Local Government
- X. Discussion on the California Voting Rights Act and At-Large v. District Based Elections**  
*Speaker: Paul Mitchell, partner, Redistricting Partners*
- XI. Next Meeting: Thursday, April 3, 2014, Doubletree Hotel, Ontario**

*Brown Act Reminder: The League of California Cities' Board of Directors has a policy of complying with the spirit of open meeting laws. Generally, off-agenda items may be taken up only if:*

- 1) *Two-thirds of the policy committee members find a need for immediate action exists and the need to take action came to the attention of the policy committee after the agenda was prepared (Note: If fewer than two-thirds of policy committee members are present, taking up an off-agenda item requires a unanimous vote); or*
- 2) *A majority of the policy committee finds an emergency (for example: work stoppage or disaster) exists.*

*A majority of a city council may not, consistent with the Brown Act, discuss specific substantive issues among themselves at League meetings. Any such discussion is subject to the Brown Act and must occur in a meeting that complies with its requirements.*

*NOTE: Policy committee members should be aware that lunch is usually served at these meetings. The state's Fair Political Practices Commission takes the position that the value of the lunch should be reported on city officials' statement of economic interests form. Because of the service you provide at these meetings, the League takes the position that the value of the lunch should be reported as income (in return for your service to the committee) as opposed to a gift (note that this is not income for state or federal income tax purposes—just Political Reform Act reporting purposes). The League has been persistent, but unsuccessful, in attempting to change the FPPC's mind about this interpretation. As such, we feel we need to let you know about the issue so you can determine your course of action.*

*If you would prefer not to have to report the value of the lunches as income, we will let you know the amount so you may reimburse the League. The lunches tend to run in the \$30 to \$45 range. To review a copy of the FPPC's most recent letter on this issue, please go to [www.cacities.org/FPPCletter](http://www.cacities.org/FPPCletter) on the League's Website.*



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## Districts are prepared to meet customer demand despite drought emergency

Posted on January 17, 2014

In the wake of Governor Jerry Brown's proclamation of a drought emergency this morning, Cal Water provided a water supply update today for its 21 service areas throughout the state, indicating that its water systems are prepared to meet customer demand despite continuing dry conditions.

According to Cal Water, 2013 was the driest year on record in the state of California. Although the utility does not anticipate requiring mandatory water use restrictions at this time, it does encourage customers to "keep up the good work" and continue using water efficiently. Cal Water has been a leader in conservation and since 2007 has spent nearly \$32 million helping customers to save water. A reflection of the success of the program: Per capita water use has declined an average of 15% throughout the company's service territories since 2007.

"Regardless of what happens at the state level, water supply availability varies by community. We plan for dry conditions, and where possible, we secure multiple sources of supply. So we are prepared. Having said that, water is a precious resource that should never be wasted, and we encourage our customers to continue using water as efficiently as possible," said Vice President of Engineering and Water Quality Robert R. Guzzetta.

Cal Water will closely monitor the situation; conditions could change if the lack of precipitation continues over the next few months. Cal Water will continue to provide a variety of conservation rebates and programs to help customers use water wisely and efficiently, which can be found at [www.calwater.com/conservation](http://www.calwater.com/conservation).

ON AGENCY LETTERHEAD  
DATE

Honorable Kevin Mullin  
California State Assembly  
State Capitol  
P.O. Box 942849  
Sacramento, CA 94249-0022  
SENT VIA FAX: (916) 319-2122

RE: Assembly Bill 418 – C/CAG Stormwater Funding Legislation

Dear Assembly Member Mullin:

I am writing to express **CITY/TOWN/COUNTY'S** SUPPORT for AB 418, which would authorize the City/County Association of Governments of San Mateo County (C/CAG) to pursue local funding on behalf of its member agencies for stormwater pollution prevention programs. As you know, municipalities are facing ever-increasing costs under municipal stormwater regulations and significant new funding streams are necessary for jurisdictions to continue protecting natural resources within our communities and remain in compliance with these important state and federal requirements. C/CAG is a joint powers agency with the 21 municipalities within the county as members and designated by those member agencies as the entity that manages water pollution prevention efforts at a countywide level. All of C/CAG's member agencies have authority to pursue local funding and AB 418 clarifies that C/CAG may implement those authorities on behalf of its member agencies at a countywide level. While ultimate approval of any new funding stream still rests with the voters and property owners within our jurisdictions pursuant to the State Constitution, AB 418 will enable a coordinated countywide approach to funding stormwater pollution prevention programs consistent with the consolidated regional regulations issued by the San Francisco Bay Regional Water Quality Control Board. We appreciate your leadership on this important issue and urge the Legislature to SUPPORT AB 418.

Please feel free to contact me with any questions or concerns.

Sincerely,

**City/Town/County Manager or Designee**

Cc: Sandy Wong, Executive Director, C/CAG

AMENDED IN SENATE JANUARY 6, 2014  
AMENDED IN SENATE SEPTEMBER 5, 2013  
AMENDED IN SENATE AUGUST 12, 2013  
AMENDED IN ASSEMBLY APRIL 15, 2013

CALIFORNIA LEGISLATURE—2013–14 REGULAR SESSION

**ASSEMBLY BILL**

**No. 418**

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**Introduced by Assembly Members Mullin and Eggman**

February 15, 2013

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~~An act relating to electric vehicles, and making an appropriation therefor.~~ *to add the heading of Article 1 (commencing with Section 65089.11) to Chapter 2.65 of, and to add Article 2 (commencing with Section 65089.50) to Chapter 2.65 of, Division 1 of Title 7 of, the Government Code, relating to local government, and declaring the urgency thereof, to take effect immediately.*

LEGISLATIVE COUNSEL'S DIGEST

AB 418, as amended, Mullin. ~~Electric vehicles.~~ *Local government: special tax, assessment, or property-related fee.*

*Existing law, until January 1, 2013, authorized the City/County Association of Governments of San Mateo County to impose a fee of up to \$4 on motor vehicles registered within San Mateo County for a program for the management of traffic congestion and stormwater pollution within that county.*

*This bill would authorize the City/County Association of Governments of San Mateo County, in accordance with specified provisions of the California Constitution, to impose a parcel tax or a property-related*

*fee for the purpose of implementing stormwater management programs, as prescribed.*

*This bill would declare that it is to take effect immediately as an urgency statute.*

~~Existing law establishes the Air Quality Improvement Program that is administered by the State Air Resources Board for the purposes of funding projects related to, among other things, reduction of criteria air pollutants and improvement of air quality. Existing law requires, until January 1, 2016, that a portion of the registration fees for motor vehicles and vessels be deposited into the Air Quality Improvement Fund and, upon appropriation, be expended for the implementation of the program. Pursuant to the Air Quality Improvement Program, the state board has established the Clean Vehicle Rebate Project to promote the production and use of zero-emission vehicles and the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project to provide vouchers to help California fleets to purchase hybrid and zero-emission trucks and buses.~~

~~Existing law establishes the Vehicle Inspection and Repair Fund, which serves as a repository for fees collected by the Department of Consumer Affairs pursuant to the Automotive Repair Act.~~

~~This bill would require the Controller, upon the order of the Director of Finance, to transfer, as a loan, \$30,000,000 from the Vehicle Inspection and Repair Fund to the Air Quality Improvement Fund. The bill would appropriate to the state board \$30,000,000 from the Air Quality Improvement Fund for the Clean Vehicle Rebate Project and the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, thereby making an appropriation.~~

~~Vote: majority <sup>2</sup>/<sub>3</sub>. Appropriation: *yes/no*. Fiscal committee: *yes/no*. State-mandated local program: *no*.~~

*The people of the State of California do enact as follows:*

- 1 *SECTION 1. The Legislature finds and declares all of the*
- 2 *following:*
- 3 *(a) The County of San Mateo and each of the 20 incorporated*
- 4 *cities within this county have joined together to form the*
- 5 *21-member City/County Association of Governments of San Mateo*
- 6 *County, a joint powers agency that addresses issues of countywide*
- 7 *significance, including water pollution prevention programs.*
- 8 *(b) Each of the 21-member agencies of the City/County*
- 9 *Association of Governments of San Mateo County is mandated to*

1 *comply with municipal stormwater permit requirements issued by*  
2 *the San Francisco Bay Regional Water Quality Control Board.*

3 *(c) The City/County Association of Governments of San Mateo*  
4 *County helps coordinate municipal stormwater permit compliance*  
5 *activities among its member agencies and, in cases where*  
6 *compliance activities are more effectively implemented at a*  
7 *countywide level, does so on their behalf as directed by its member*  
8 *agencies.*

9 *(d) The addition of Section 65089.50 to the Government Code*  
10 *will better enable the City/County Association of Governments of*  
11 *San Mateo County to do, among other things, all of the following:*

12 *(1) In conjunction with its member agencies, protect the natural*  
13 *resources within the County of San Mateo and restore and enhance*  
14 *the environment, including the long-term protection of the waters*  
15 *of local creeks, the San Francisco Bay, and the coastline along*  
16 *the Pacific Ocean.*

17 *(2) Develop and adopt a countywide stormwater management*  
18 *program designed to coordinate, fund, and implement water*  
19 *pollution prevention programs within the County of San Mateo,*  
20 *by the City/County Association of Governments of San Mateo*  
21 *County or its member agencies.*

22 *(3) Impose, consistent with and pursuant to the California*  
23 *Constitution, a special tax or property-related fee within its*  
24 *boundaries to fund activities outlined in its joint powers agreement*  
25 *and consistent with municipal stormwater permit requirements*  
26 *mandated by the San Francisco Bay Regional Water Quality*  
27 *Control Board.*

28 *SEC. 2. The heading of Article 1 (commencing with Section*  
29 *65089.11) is added to Chapter 2.65 of Division 1 of Title 7 of the*  
30 *Government Code, to read:*

31

32 *Article 1. Traffic Congestion and Stormwater Pollution*

33

34 *SEC. 3. Article 2 (commencing with Section 65089.50) is added*  
35 *to Chapter 2.65 of Division 1 of Title 7 of the Government Code,*  
36 *to read:*

1                    *Article 2. Stormwater Management*

2  
3        65089.50. (a) *The City/County Association of Governments*  
4 *of San Mateo County may impose either a special tax subject to*  
5 *the procedures and requirements set forth in subdivision (d) of*  
6 *Section 2 of Article XIII C of the California Constitution, or a*  
7 *property-related fee subject to the procedures and requirements*  
8 *set forth in subdivisions (a), (b), and (c) of Section 6 of Article XIII*  
9 *D of the California Constitution, for the purposes of implementing*  
10 *stormwater management programs consistent with the agencies'*  
11 *joint powers agreement.*

12        (b) *The special tax or property-related fee, at the option of the*  
13 *City/County Association of Governments of San Mateo County,*  
14 *may be collected on the tax rolls of the county in the same manner,*  
15 *by the same persons, subject to the same penalties, and at the same*  
16 *time as, together with and not separate from, county ad valorem*  
17 *property taxes. In that event, from the amount collected pursuant*  
18 *to this paragraph, the county auditor may deduct that amount*  
19 *required to reimburse the county for its actual cost of collection.*

20        *SEC. 4. The Legislature finds and declares that, because of*  
21 *the unique circumstances applicable only to the City/County*  
22 *Association of Governments of San Mateo County an existing joint*  
23 *powers agency composed of the county and every city and town*  
24 *within the county that coordinates and provides stormwater permit*  
25 *compliance activities, a statute of general application cannot be*  
26 *enacted within the meaning of subdivision (b) of Section 16 of*  
27 *Article IV of the California Constitution. Therefore, this special*  
28 *statute is necessary.*

29        *SEC. 5. This act is an urgency statute necessary for the*  
30 *immediate preservation of the public peace, health, or safety within*  
31 *the meaning of Article IV of the Constitution and shall go into*  
32 *immediate effect. The facts constituting the necessity are:*

33        *In order to timely provide for the protection the water of local*  
34 *creeks, the San Francisco Bay, and the coastline for the use and*  
35 *enjoyment of the citizens of San Mateo and aquatic life, it is*  
36 *necessary that this act take effect immediately.*

37        ~~SECTION 1. (a) The sum of thirty million dollars~~  
38 ~~(\$30,000,000) is hereby appropriated from the Air Quality~~  
39 ~~Improvement Fund to the State Air Resources Board for the Clean~~  
40 ~~Vehicle Rebate Project and Hybrid and Zero-Emission Truck and~~

1 ~~Bus Voucher Incentive Project established pursuant to Article 3~~  
2 ~~(commencing with Section 44274) of Chapter 8.9 of Part 5 of~~  
3 ~~Division 26 of the Health and Safety Code.~~

4 ~~(b) Upon the order of the Director of Finance, the sum of thirty~~  
5 ~~million dollars (\$30,000,000) shall be transferred by the Controller,~~  
6 ~~as a loan from the Vehicle Inspection and Repair Fund to the Air~~  
7 ~~Quality Improvement Fund. No later than June 30, 2016, the loan~~  
8 ~~shall be repaid with interest at the rate earned by the Pooled Money~~  
9 ~~Investment Account at the time of the transfer.~~



## **TOWN COUNCIL WEEKLY DIGEST**

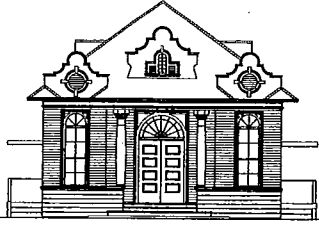
**Friday – January 31, 2014**

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1. Agenda (Action) – ASCC – Monday, January 27, 2014
2. Agenda (Action) – Town Council – Wednesday, January 30, 2014
3. Agenda – Parks and Recreation Committee – Monday, February 3, 2014
4. Agenda – Bicycle, Pedestrian and Traffic Safety Committee – Wednesday, February 5, 2014
5. Agenda – Planning Commission – Wednesday, February 5, 2014
6. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, January 31, 2014
7. Monthly Meeting Schedule – February 2014
8. Sheriff's Memo - February 2014
9. Invitation to the Town Council from Jeff Gee, Mayor of Redwood City re: Lunar New Year Celebration – February 8, 2014
10. Invitation to Apply - C/CAG re: Committee Vacancies for Elected Officials – January 29, 2014
11. Letter from Bay Area Air Quality Management District re: Public Hearing re: Bay Area Commuter Benefits Program

### **Attached Separates (Council Only)**

1. None



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, January 27, 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

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ACTION

**SPECIAL ASCC FIELD MEETING\***

3:30 p.m. 765 Portola Road (Convene at tennis courts at town center) Field review is of a proposal for trial installation of a skateboard ramp and the town council has asked ASCC for input on the proposal. (ASCC review to continue at Regular Meeting) **Kristiansson presented the staff report summary and she and Howard Young, Public Works Director, responded to questions. Public comment received and ASCC comments were held for the evening meeting.**

**SPECIAL JOINT ASCC/PC FIELD MEETING\***

4:00 p.m. Alpine Road right-of-way (Adjacent to 4115 Alpine Road) Field meeting for continued review of proposals for changes to AT&T wireless facilities. (ASCC review to continue at Regular Meeting) **Vlasic provided a summary of changes in response to Commission comments, project team answered questions and provided additional information. ASCC comments were held for the evening meeting.**

**7:30 PM - REGULAR AGENDA\***

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Harrell, Koch, Ross (Harrell absent. Also present: Tom Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner, Alex VonFeldt Planning Commission Liaison; John Richards Town Council Liaison)
3. Oral Communications: None.

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

4. Old Business:
  - a. Continued 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 **Vlasic provided project summary and list of potential conditions. Project team responded to questions and ASCC provided comments to be forwarded to the Planning Commission.**
  - b. Continued Architectural Review for New Residence and Site Development Permit X9H-665, 7 Veronica Place, Waissar (*Continued to February 10, 2014 Meeting*)

5. New Business:
  - a. Town Council Referral – Review of Design for Proposed Trial Skateboard Ramp at the Town Center Tennis Courts, 765 Portola Road **Kristiansson provided proposal summary and responded to questions. ASCC provided comments to be forwarded to the Town Council.**
  - b. Architectural Review for Detached Guest House, 157 Golden Hills Drive, Sinykin **Borck presented staff report summary and project team responded to questions. Project approved subject to conditions to be met to the satisfaction of planning staff and a designated ASCC member.**
  - c. Architectural Review for Residential Additions and Remodeling, 5 Hawkview, Portola Valley Ranch, Hine **Borck presented staff report summary and project team responded to questions. ASCC provided comments and approved project subject to conditions to be met to the satisfaction of planning staff prior to building permit issuance.**
6. a. Election of ASCC Chair and Vice Chair for 2014 **Koch elected Chair, Ross**
7. **elected Vice-Chair.**
  - b. Commission and Staff Reports:
    - Breen – screen planting evaluation site visit at 140 Pinon;**
    - reviewed WFPD required access/grading for barn at 1155 Westridge**
    - Breen/Clark – subcommittee meeting for planting plan for 5050 Alpine**
    - Vlasic – meeting with 1260 Westridge owner and attorney concerning fencing,**
    - planting and possible PUD/Tentative Map approval issues with this**
    - code violation;**
    - discussed owner/trustee status of Alpine Inn’s operations**
8. Approval of Minutes: January 13, 2014 **approved as submitted.**
9. Adjournment: **8:58 p.m.**

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

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**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.

## ACTION AGENDA

### WOODSIDE/PORTOLA VALLEY TOWN COUNCIL JOINT SPECIAL MEETING AGENDA

January 30, 2014, 7:30 p.m.

Community Hall at Portola Valley Town Center, 765 Portola Road,  
Portola Valley, CA 94028

CALL TO ORDER: 7:30 pm

ROLL CALL - WOODSIDE Mayor Pro Tempore Shanahan absent

ROLL CALL - PORTOLA VALLEY Vice Mayor Aalfs absent

COMMUNICATIONS - None

NEW BUSINESS

1. Study Session: Discussion of Potential for Regulating the Use of Wood Shake Roofs to Reduce Fire Risk.

**More data is needed before implementing an ordinance banning wood roofs. The treated wood shake Class A roof assembly that is available today and approved by the State Fire Marshal may be as safe as any other Class A roof approved by the state as Class A. Ventilation should also be looked at in the event of a fire.**

**Councils agreed that there is need for more public education and to institute an incentive plan for homeowners to replace their older shake roof which are less likely to be made of the new treated wood shake materials.**

2. Discussion of Fire Prevention Initiatives with the Woodside Fire Protection District.

**Fire Chief Dan Ghiorso proposed that Woodside Fire Protection District and the two towns double the current chipping program and hire a part-time CERPP Coordinator. Chief Ghiorso said there is more education needed for homeowners, including the need to maintain not less than 30 ft. of defensible space around their home. Clearing more undergrowth and dead vegetation on trails and surrounding parks. The cost of the programs will be developed over the next several weeks but early estimates are about \$20K additional per town for the chipping program and \$12 – 15K per town for the part-time CERPP Coordinator.**

ADJOURNMENT: 10:15 pm

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE TOWN CLERK AT (650) 851-6790. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

PLEASE NOTE THAT PURSUANT TO THE STATE OF CALIFORNIA'S OPEN MEETING RULES, THIS MEETING IS BEING AUDIO TAPED.

ANY WRITINGS OR DOCUMENTS PROVIDED TO A MAJORITY OF THE TOWN COUNCIL REGARDING ANY ITEM ON THIS AGENDA WILL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE ADMINISTRATION COUNTER AT TOWN HALL LOCATED AT 2955 WOODSIDE ROAD DURING NORMAL BUSINESS HOURS.



**Town of Portola Valley**  
**Parks & Recreation Committee Meeting**  
**Monday, February 3, 2014 – 7:30 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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## **AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: January 6, 2013
4. Reports from Staff and Council
5. Skate Ramp Update
6. Ford Field Update
7. Fields Use Policy
  - a) Discuss current issues with large user groups vs. small user groups
  - b) Discuss whether town field policy should become more specific

Next meeting: Monday, March 3, 2014

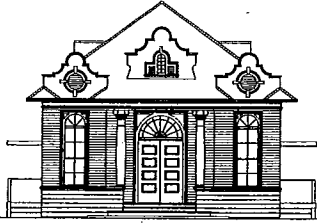


**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee**  
**Wednesday, February 5, 2014 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Approve Minutes of the January 8 meeting
5. Sheriff's Report (October)
  - 1) Updated requests for law enforcement presence  
Windy Hill Parking lot entrance, Weekend mornings
6. Public Works Report
  - 1) Bike lane/shoulder improvement study submission  
Grant application: funding of road widening in areas identified by the Bike Lane Study
  - 2) Windy Hill parking controls
7. Ongoing items:
  - 1) Corte Madera and School Traffic
    - a) Study by Parisi Consulting – Update (Kari Rust)
    - b) Proposal: To vote on drafting a recommendation to be submitted to Town Council pending review of the Parisi Associates report on Corte Madera School traffic by the Portola Valley School Board
    - c) Concerns regarding parking on Horseshoe Bend at times commensurate with CM school pickup
8. Update on Outreach and Teaching programs
  - 1) Bike Rodeo – May 10, 2014
  - 2) Bike and Walk to School Day
9. Other Business
10. Time and date for March 2014 meeting
11. Adjournment



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, February 5, 2014 – 7:30 p.m.  
Council Chambers (Historic Schoolhouse)

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### REGULAR AGENDA

#### Call to Order, Roll Call

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

#### Oral Communications

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

#### Regular Agenda

1. *Public Hearing*: Proposed Amendment to Conditional Use Permit (CUP) X7D-161, AT&T Mobility, 4115 Alpine Road
2. Request for Waiver from Town Utility Undergrounding requirements, 151 Cervantes Road, Linebarger
3. Follow-up Study Session – Portola Road Corridor Plan
4. Continued Study Session – Housing Element Update Program

#### Commission, Staff, Committee Reports and Recommendations

#### Adjournment:

### **ASSISTANCE FOR PERSONS WITH DISABILITIES**

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

### **AVAILABILITY OF INFORMATION**

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



Planning Commission Agenda  
February 5, 2014  
Page Two

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

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

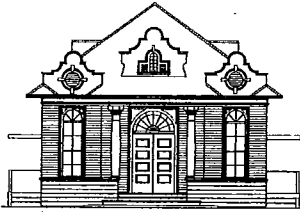
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This Notice is posted in compliance with the Government Code of the State of California.

Date: January 31, 2014

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: January 31, 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 31, 2014.

1. **Ford Field Ribbon Cutting** – The Little League has arranged for a ribbon-cutting ceremony at Ford Field on Saturday, February 8<sup>th</sup> at 10:00AM.
2. **Letters of Support for AB418 (Mullin)** – The Mayor signed the letter of support as requested by C/CAG (Attached).
3. **5050 Alpine Road Code Violation** – Staff met with the ownership and management team of 5050 Alpine Road and they reconfirmed their desire to remedy to code violation in an expeditious manner.
4. **Emergency Management Services Consultant** – Staff has contracted with Marsha Hovey, LLC to update the Town's Emergency Operations Plan which was last updated in 2005-06. Marsha will also design and lead training sessions for Town staff that are specific to the Town's EOC and staff roles in the event of an emergency.
5. **Planning Department Transition** – After seven months of transitioning the planning function to in-house staff from Spangle, it has become evident that additional resources are necessary to help the transition succeed. Karen and I are working on a proposal that would provide for supplemental consulting services to complete projects such as the Housing Element update, code enforcement, and policies development, such as how to measure 200ft when determining a home's proximity to an existing sewer line. With consultants focusing on these special projects for the next year, Karen and her team will have the time to manage land development applications under the tutelage of Tom Vlasic.

# TOWN of PORTOLA VALLEY

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

January 28, 2014

Honorable Kevin Mullin  
California State Assembly  
State Capitol  
P.O. Box 942849  
Sacramento, CA 94249-0022  
SENT VIA FAX: (650) 851-4677

RE: Assembly Bill 418 – C/CAG Stormwater Funding Legislation

Dear Assembly Member Mullin:

I am writing to express the Town of Portola Valley's SUPPORT for AB 418, which would authorize the City/County Association of Governments of San Mateo County (C/CAG) to pursue local funding on behalf of its member agencies for stormwater pollution prevention programs. As you know, municipalities are facing ever-increasing costs under municipal stormwater regulations and significant new funding streams are necessary for jurisdictions to continue protecting natural resources within our communities and remain in compliance with these important state and federal requirements. C/CAG is a joint powers agency with the 21 municipalities within the county as members and designated by those member agencies as the entity that manages water pollution prevention efforts at a countywide level. All of C/CAG's member agencies have authority to pursue local funding and AB 418 clarifies that C/CAG may implement those authorities on behalf of its member agencies at a countywide level. While ultimate approval of any new funding stream still rests with the voters and property owners within our jurisdictions pursuant to the State Constitution, AB 418 will enable a coordinated countywide approach to funding stormwater pollution prevention programs consistent with the consolidated regional regulations issued by the San Francisco Bay Regional Water Quality Control Board. We appreciate your leadership on this important issue and urge the Legislature to SUPPORT AB 418.

Please feel free to contact me with any questions or concerns.

Sincerely,



Ann Wengert  
Mayor

Cc: Sandy Wong, Executive Director, C/CAG

# Town of Portola Valley

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

## FEBRUARY 2014 MEETING SCHEDULE

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

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

Wednesday, February 12, 2014 – **CANCELLED**

Wednesday, February 26, 2014

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

Council Liaison – Jeff Aalfs (for months January, February, March)

Wednesday, February 5, 2014

Wednesday, February 19, 2014 – **CANCELLED**

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

Council Liaison – Craig Hughes (for months January, February, March)

Monday, February 10, 2014

Monday, February 24, 2014

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

Council Liaison – Maryann Derwin

Wednesday, February 5, 2014

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

Council Liaison – Craig Hughes

CONSERVATION COMMITTEE – 7:45 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, February 25, 2014

CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, February 13, 2014

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

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, February 13, 2014

FINANCE COMMITTEE

Council Liaison – Ann Wengert

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

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

Council Liaison – Craig Hughes

Thursday, February 13, 2014

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes

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

Council Liaison – Ann Wengert

Monday, February 3, 2014

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs

As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3<sup>rd</sup> Monday)

Council Liaison – Maryann Derwin

Monday, February 17, 2014 – CANCELLED

Monday, February 24, 2014 – Special Meeting

TEEN COMMITTEE

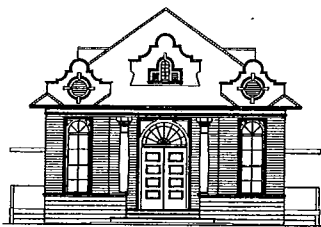
Council Liaison – Ann Wengert

As announced

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

Council Liaison – Ann Wengert

Tuesday, February 11, 2014 – 8:15 AM



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** San Mateo County Sheriff's Department  
**FROM:** Sharon Hanlon  
**DATE:** January 30, 2014  
**SUBJ:** Town Center Reservations for February 2014

Following is the current schedule of events for the Town Center and surrounding area for February 2014.

February 8: Ford Field Ribbon Cutting / Saturday, February 8, 2014 / 10:00 a.m.  
February 17: Town Hall closed in observance of Presidents' Day

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 31, 2014

Honorable Mayor, Councilmembers and Elected Officials

On behalf of Redwood City International, the San Mateo County History Museum, and the City of Redwood City, I would like to extend an invitation to join us to celebrate the Lunar New Year on Saturday, February 8, 2014, 11:00 AM – 4:00 PM at Courthouse Square (220 Broadway) in Redwood City.

The day will include arts and crafts for the kids, free admission to the museum, lion dance performances by the Shaolin Culture Center and the Far East Lion Dance Association, martial arts demonstrations by California Kung Fu and Tai Chi Institute and the Shaolin Culture Center, a taiko performance by the Somei Yoshino Taiko Ensemble, the Red Panda Acrobats and a performance by Chinese composer, and recording artist, Benjamin Sun.

Our opening lion dance is at 11:00 a.m., with official recognition and comments shortly thereafter. Kristen Sze, co-anchor of ABC7 Morning News, will emcee the opening comments. In addition, we are honored to have Crystal Lee, Miss California, and first runner up in last year's Miss America pageant. Please be at Courthouse Square by 11:00 a.m., near the stage, so that we may recognize you - it is also a great place to see the lion dance!

This year is the Year of the Horse. **People** born in the **Year of the Horse** have unique and clever communication skills, and in their community, they always want to be in the limelight. The Lunar New Year is one of the most important holidays in Asian heritage, often celebrated with big family gatherings, gift giving, the eating of symbolic foods, and displays of festive decorations - all focused on bringing good luck for the New Year and celebrating the imminent arrival of spring. Additional information regarding the celebration and the schedule of performance can be found on our City's website at [www.Redwoodcityevents.com](http://www.Redwoodcityevents.com)

I hope that you will be able to join us for this special celebration.

Very truly yours,

朱健文

Jeff Gee, Mayor  
City of Redwood City



# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

Date: January 29, 2014

To: All Councilpersons of San Mateo County Cities and  
Members of the Board of Supervisors  
All City/ County Managers

From: Mary Ann Nihart, Vice Chair, City/County Association of Governments

Subject: **C/CAG Committee Vacancies for Elected Officials**

The City/County Association of Governments of San Mateo County (C/CAG) currently has vacancies on three of its standing Committees for elected officials of City Councils and/or the Board of Supervisors. The vacancies are:

**2 Seats – Congestion Management & Environmental Quality (CMEQ) Committee**  
**1 Seat – Resource Management and Climate Protection (RMCP) Committee**  
**2 Seats – Legislative Committee**

Individuals wishing to be considered for appointment to any of these Committees should send a letter of interest to:

Sandy Wong, C/CAG Executive Director  
 City/County Association of Governments  
 555 County Center, 5<sup>th</sup> Floor  
 Redwood City, CA 94063  
 or e-mail to [slwong@smcgov.org](mailto:slwong@smcgov.org)

Individuals must be an elected official of one of the twenty City Councils in San Mateo County or an elected official of the County Board of Supervisors. Individuals may send a letter of interest for a specific committee or a letter expressing interest in serving on any of the committees where there are vacancies. All letters of interest will be considered by the C/CAG Board of Directors.

About the committees:

1. **The Congestion Management and Environmental Quality Committee (CMEQ)** provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, travel demand management, coordination of land use and transportation planning, mobile source air quality programs, energy resources and conservation, and other environmental issues facing the local jurisdictions in San Mateo County. The role of the CMEQ Committee also includes making recommendations to the C/CAG Board on the allocation of funding for specific projects and activities addressing these programmatic areas. The Committee meets on the last Monday of each month from 3:00 p.m. to 5:00 p.m. in the San Mateo City Hall. There are two vacancies on this committee.

2. **The Resource Management and Climate Protection Committee (RMCP)** provides advice and recommendations to the full C/CAG Board and provides updates to the Congestion Management and Environmental Quality (CMEQ) Committee on matters related to energy, water use and climate action efforts in San Mateo County and develops and promotes actions, programs and resources on the same. The RMCP committee also reports on the San Mateo County Energy Watch (SMCEW) and promotes the goals outlined in the San Mateo County Energy Strategy, including: energy, water, collaboration between cities and the utilities, leadership, and economic development opportunities. There is one vacancy on this committee, which meets on the 3<sup>rd</sup> Wednesday, approximately 8 months out of the year from 2-4 p.m.
  
3. **The Legislative Committee** provides advice and recommendations to the full C/CAG Board on all matters dealing with State Legislation, ballot measures, and positions to take on specific bills. The Committee is also the liaison with C/CAG's Lobbyist in Sacramento. The Committee meets at 5:30 p.m. on the 2nd Thursday of the month, immediately before the regular C/CAG Board meeting. The Committee generally cancels its meetings when the State Legislature is in recess. There are two vacancies on this committee.

If you would like to be considered for any of these Committees, please submit your letter of interest by **February 27, 2014**.

If you have any questions about these Committees or this appointment process, please feel free to contact any of the C/CAG Staff as follows:

For CMEQ:  
Sandy Wong  
650-599-1409  
[slwong@smcgov.org](mailto:slwong@smcgov.org)

For RMCP:  
Kim Springer  
650-599-1412  
[kspringer@smcgov.org](mailto:kspringer@smcgov.org)

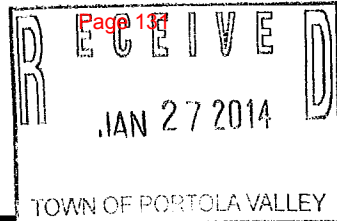
For Legislative Committee:  
Jean Higaki  
650-599-1462  
[jhigaki@smcgov.org](mailto:jhigaki@smcgov.org)

Sincerely,



Mary Ann Nihart  
C/CAG Vice Chair

//



# PUBLIC HEARING NOTICE

January 21, 2014

BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

TO: INTERESTED PARTIES  
FROM: EXECUTIVE OFFICER / APCO  
SUBJECT: **PUBLIC HEARING: PROPOSED REGULATION 14,  
RULE 1: BAY AREA COMMUTER BENEFITS  
PROGRAM**

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On **Wednesday, March 19, 2014**, the Board of Directors of the Bay Area Air Quality Management District will conduct a public hearing to consider adoption of proposed **Regulation 14: Mobile Source Emissions Reduction Measures, Rule 1: Bay Area Commuter Benefits Program**, and also to consider adoption of a CEQA Negative Declaration. The hearing will be held in the 7th floor Board Room of the District Office, 939 Ellis Street, San Francisco. **District Board meetings commence at 9:45 a.m.**

California Government Code § 65081 (added by Senate Bill 1339 in 2012) authorizes the Bay Area Air Quality Management District (Air District) and the Metropolitan Transportation Commission (MTC) to jointly adopt and implement a Bay Area commuter benefits ordinance on a pilot basis through the end of year 2016. In response to Senate Bill 1339, the Air District is proposing adoption of Regulation 14, Rule 1: *Mobile Source Emissions Reduction Measures, Bay Area Commuter Benefits Program*. The proposed rule will serve as the foundation for the Bay Area Commuter Benefits Program (Program). The primary objective of the Program is to reduce emissions of greenhouse gases (GHGs) and criteria air pollutants. The Program would accomplish this by expanding the number of employers who provide commuter benefits to their employees.

The Program would apply to employers with 50 or more full-time employees within the jurisdiction of the Air District,<sup>1</sup> based on the total number of full-time employees at all Bay Area worksites combined. The Program would require these employers to select one of four commuter benefit options to offer their employees.

- Option 1: Pre-tax option: Allow employees to exclude their transit or vanpooling costs from taxable wages, consistent with Section 132(f) of the Internal Revenue Code;
- Option 2: Employer-provided subsidy: A transit or vanpool subsidy to reduce or cover employees' monthly transit/vanpool costs, to a maximum of \$75 per month;

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<sup>1</sup> The District's jurisdiction consists of nine counties, including all of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Santa Clara counties, as well as the western portion of Solano County and the southern portion of Sonoma County. See <http://www.arb.ca.gov/app/dislookup/dislookup.php>

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – February 7, 2014**

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1. Agenda – ASCC – Monday, February 10, 2014
2. Agenda – Trails & Paths Committee – Tuesday, February 11, 2014
3. Agenda – (Cancellation) – Emergency Preparedness Committee – Thursday, February 13, 2014
4. Agenda – Cultural Arts Committee – Thursday, February 13, 2014
5. Agenda – Nature & Science Committee – Thursday, February 13, 2014
6. Message from the Mayor – Drought State of Emergency
7. Grant Activity Report - Community Hall at Town Center
8. Energy Upgrade California – Homeowner Workshop – Thursday, February 13, 2014
9. Report from San Mateo County Sheriff's Office – Incident Log for 01/17/14 – 01/29/14

### **Attached Separates (Council Only)**

1. Invitation from Peninsula Volunteers, Inc. – Mayors for Meals 2014 – March 19, 2014
2. Invitation from Sustainable San Mateo County – 15<sup>th</sup> Annual Sustainability Awards for 2014 – April 3, 2014
3. Metropolitan Transportation Commission – Nomination for *Excellence in Motion* Award



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, February 10, 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\***

4:00 p.m. 302 Portola Road, The Priory School (Convene at Benedictine Square) Continued *preliminary* review of evolving plans for additions and improvements to both Benedictine and Church Squares as authorized by the Priory's current CUP master plan. (ASCC review to continue at Regular Meeting)

**7:30 PM - REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, 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 Architectural Review for New Residence and Site Development Permit X9H-665, 7 Veronica Place, Waissar
  - b. Continued Preliminary Review for Conformity with CUP X7D-30 and Site Development Permit X9H-668: New building at Benedictine Square and Proposed Changes to Benedictine and Church Squares, 302 Portola, The Priory School
5. New Business:
  - a. Review for Conformity with Portola Valley Ranch PUD X7D-74 – Ranch Design Committee Proposed Revisions to Solar Panel Design Guidelines
6. Commission and Staff Reports:
7. Approval of Minutes: January 27, 2014
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

Architectural & Site Control Commission  
February 10, 2014 Agenda  
Page Two

start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

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**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.

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### **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).

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: February 7, 2014

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
***Trails and Paths Committee***  
**Tuesday, February 11, 2014 - 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes from January 14, 2014 and January 21, 2014 special meeting
4. Financial Review and Trail Work
5. Old Business
  - a) Driveway scoring process
  - b) Update - Conservation Committee
  - c) Planning for Trails and Paths Committee event for Town 50<sup>th</sup> Anniversary
6. New Business
  - a) Trail Closure process
7. Other Business
8. Adjournment

**Enclosures:**

Minutes from Regular Meeting of January 21, 2014

Financial Review

Trail work Map and Memo – January 2014





**Emergency Preparedness Committee  
Notice of Cancellation  
Thursday, February 13, 2014 8:00 AM  
EOC / Town Hall Conference Room**

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# **EMERGENCY PREPAREDNESS COMMITTEE**

## **NOTICE OF CANCELLATION**

**Thursday, February 13, 2014**

The Emergency Preparedness Committee meeting scheduled for Thursday, February 13, 2014 has been cancelled.



**TOWN OF PORTOLA VALLEY**  
***Cultural Arts Committee***  
**Thursday, February 13, 2014 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of January minutes
4. Old Business:
  - Holiday Faire – document on recommendations/changes for 2014 even
5. New Business:
  - CAC projects/events for 50<sup>th</sup> PV Anniversary celebration
    - Consideration of projects
    - Decisions
    - Dates for projects
6. Adjournment



**Town of Portola Valley**  
***Nature and Science Committee Meeting***  
**Thursday, February 13, 2014 – 4:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Approval of December 12, 2013 regular meeting and February 4, 2014 special meeting minutes
4. Reports:
  - Update on the Hawthorns vision meetings
  - Town of Portola Valley 50<sup>th</sup> anniversary planning
5. Planning:
  - Hawthorns discussion and next-steps planning
  - Town of Portola Valley 50<sup>th</sup> anniversary planning for 2014
    - Bird Field Day – April 5
    - Earth Day – April 26
    - Flight Night – May 16
    - Seasonal Hike – August 14
    - Star Party – August 29
    - Portola Valley focus for Ecology Day – October 18
    - Other possible involvement
6. Budget Report:
  - Update on budget balance and recent purchases
7. Action Items:
  - Allocate program funds as needed
  - Recommendation regarding Hawthorns
8. Publicity:
  - Banners, Almanac articles, PV Forum, Post, etc.
9. Other reports including Sub-Committee/Liaison Reports:
  - Climate Protection Task Force
  - Conservation Committee
  - Sudden Oak Death Study Group
10. Adjournment:
  - Next meeting, April 10, 2014

**Note: This message was posted to the PV Forum and sent out as a "Town News" item from the Town website on Friday, February 7, 2014.**

***Message from the Mayor – Drought State of Emergency***



On Friday, January 17, 2014, Governor Jerry Brown declared a drought state of emergency. While the state of emergency does not specifically include San Mateo County, the Governor called on all Californians to voluntarily reduce their water use by 20 percent. In 2014, two of the Town's highest priorities are water conservation and fire prevention. We are working closely with Cal Water (Portola Valley's water utility) to understand the situation and provide information to residents.

Cal Water has indicated to the Town that its water systems are prepared to meet customer demand through 2014; however, even in non-drought years, Cal Water supports water use reductions to meet the goal of a 20% reduction by 2020, as required by State law. Although the utility does not anticipate mandatory water use restrictions at this time, it does encourage customers to continue taking steps to use water more efficiently.

There is room for us to do more, together, as a community. In Portola Valley, we use approximately **262% more water** than the Bay Area residential average of 78 gallons per person per day (source: BAWSCA FY 2011-12 Annual Survey). In 2012, our residential water use increased to 283 gallons per person per day from 251 in 2011 (source: Cal Water). A taskforce of volunteers from the Sustainability Committee and Conservation Committee has been asked to look at this issue in further depth and to make recommendations to the Town Council on what we can do to have the most impact.

Cal Water will closely monitor the situation, as conditions could change if the lack of precipitation continues over the next few months. Initial voluntary efforts will help us to avoid or delay mandatory restrictions. For more information on what you can do NOW to reduce your water use, visit Cal Water's webpage ([www.calwater.com/conservation](http://www.calwater.com/conservation)). Thank you in advance for your cooperation.

Sincerely,

Ann Wengert  
Mayor, Town of Portola Valley

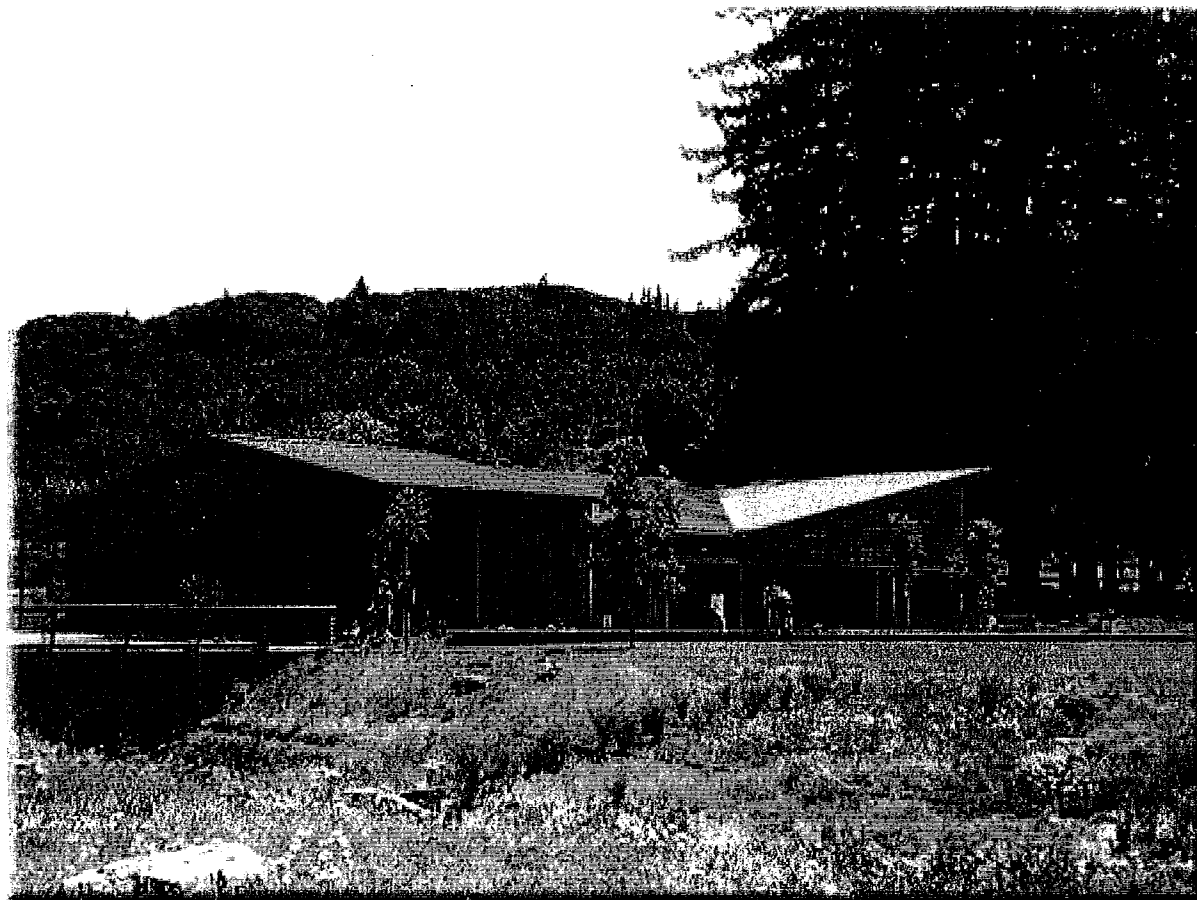
**Excerpt from the Governor's Proclamation (<http://gov.ca.gov/news.php?id=18368>):**

*"We can't make it rain, but we can be much better prepared for the terrible consequences that California's drought now threatens, including dramatically less water for our farms and communities and increased fires in both urban and rural areas," said Governor Brown. "I've declared this emergency and I'm calling all Californians to conserve water in every way possible."*



# Town of Portola Valley

765 Portola Road  
Portola Valley, CA 94028  
(650) 851-1700



## Grant Activity Report July 1 through December 31, 2013

Prepared for:

Wipfler & Partner  
Steuerberater-Sozietät



## Community Hall Activity/Revenue July through December 2013

The following is a summary of the activities and revenue generated through use of the Portola Valley Community Hall during the period of July 1 through December 31, 2013:

### I. Classes (Schedule Included as Exhibit A)

#### Revenue

Total classes:	38	
Total enrolled:	300	
Total Revenue .....		<b>\$68,478</b>

#### Expenses

Instructor Fees	\$54,782	
Facility Expenditures (1/2) <sup>A</sup>	10,445	
Staff Costs <sup>B</sup>	3,251	
Total Expenses .....		<b>\$68,478</b>

Note A: Facility expenditures are as detailed:

Cleaning and janitorial services	\$3,763
Maintenance supplies	\$775
Mechanical repairs	\$2,448
Annual grant evaluation	\$13,904
Total expenditures for report period	\$20,890

Note B: Actual Town staff costs were \$21,295 (see detail below). Therefore, a general fund subsidy in the amount of \$18,044 was required.

Office Assistant <sup>1</sup>	\$7,488	(35% of salary/benefits)
Accounting Assistant <sup>2</sup>	\$11,718	(17% of salary/benefits)
Administrative Services Manager	\$2,089	(3% of salary/benefits)
Total staff costs for report period	\$21,295	

#### Notes:

1. The position of Office Assistant was vacated as of September 24, 2013. Costs for this position therefore only include period of July 1 through September 24, 2013.
2. Accounting Assistant provided support and ongoing training for class-related activities for the Office Assistant through September 24. From September 25 through December 31, 2013, the Accounting Assistant became the primary staff member in support of class-related activities in the Community Hall.

**II. Community Events (Schedule Included as Exhibit B)**

In July 2013, the Town Council approved staff's recommendation to limit private rental of the Community Hall to Portola Valley residents only.

In addition, refundable event deposits are now recorded as a liability instead of as revenue, as the majority of these deposits are fully refunded at an event's conclusion. Activity reports now include deposit-based revenue only as a result of deposit forfeiture (typically due to non-compliance with usage policies). There was one partial deposit forfeiture of \$200 during this reporting period, and as of 12/31/13 the Town held \$6,350 in its refundable deposit liability account.

Number of Public Events: 74  
 Number of Private Events: 7

**Revenue**

Fees Collected .....	\$11,500
Partial Deposit Forfeiture.....	200
Insurance (Applicant Paid) .....	<u>1,012</u>
<b>Total Revenue .....</b>	<b>\$12,712</b>

**Expenses**

Facility Expenditures (91% of 1/2).....	\$9,505
Insurance (Applicant Paid) .....	1,012
Town Staff Costs <sup>A</sup> .....	<u>2,195</u>
<b>Total Expenses .....</b>	<b>\$12,712</b>

Note A: German Tax Authority/Auditor requirements mandate that salary costs related to private events may not be included as part of the Community Hall operations. As 9% of the total number of events held during this reporting period were private, salaries and maintenance costs eligible for inclusion in operational costs are reported at 91% of the total cost. Actual Town staff costs were \$18,989 (see detail below). An additional general fund subsidy in the amount of \$16,794 was required.

Office Assistant <sup>1</sup>	(33%)	\$7,060	x 91%	\$6,425
Accounting Assistant <sup>2</sup>	(17%)	11,718	x 91%	10,663
Administrative Services Manager	(3%)	<u>2,089</u>	x 91%	<u>1,901</u>
<b>Totals</b>		<b>\$20,867</b>	<b>x 91%</b>	<b>\$18,989</b>

1. The position of Office Assistant was vacated as of September 24, 2013. Therefore, costs for this position are from July 1 through September 24, 2013.
2. Accounting Assistant provided support and ongoing training for event-related activities for the Office Assistant through September 24. From September 25 through December 31, 2013, the Accounting Assistant became the primary staff member in support of event-related activities in the Community Hall.





**TOWN OF PORTOLA VALLEY**  
Community Hall Classes: July 1, 2013 to December 31, 2013  
Summer and Fall Quarters 2013

**SUMMER 2013**

Class Name	Instructor/ Room	Days/Time/Session Dates	Fee per student/# of students enrolled	Revenue	Insurance	\$Paid to Instructor (80%)	\$Paid to Town (20%)
Kid's Karate KA-1 Beginner	Mike Agoff Community Hall	Tuesdays & Thursdays 4:00 - 4:45 pm June 18th - July 18th	\$180.00/ 12 Students Enrolled	\$2,160.00	Provided by instructor	\$1,728.00	\$432.00
Kid's Karate KA-3/4 Beginner/Intermediate	Mike Agoff Community Hall	Tuesdays & Thursdays 4:00 - 4:45 pm July 23rd - August 22nd	\$180.00/ 5 Students Enrolled	\$900.00	Provided by instructor	\$720.00	\$180.00
<b>Totals for Mike Agoff</b>			<b>17 Students Enrolled</b>	<b>\$3,060.00</b>	<b>N/A</b>	<b>\$2,448.00</b>	<b>\$612.00</b>
Creative Art for Young Children Session #1-A	Jeannie Goldman Alder Room	Monday/Wednesday/Friday 10:00 am - 12:00 pm July 8th - July 19th	\$230/ 9 Students Enrolled	\$2,070.00	Arranged by Town	\$1,656.00	\$414.00
Creative Art for Young Children Session #1-B	Jeannie Goldman Alder Room	Monday/Wednesday/Friday 1:00 pm - 3:30 pm July 8th - July 19th	\$290/ 5 Students Enrolled	\$1,160.00	Arranged by Town	\$928.00	\$232.00
Creative Art for Young Children Session #2-A	Jeannie Goldman Alder Room	Monday/Wednesday/Friday 10:00 am - 12:00 pm July 22nd - August 2	\$230/ 9 Students Enrolled	\$2,070.00	Arranged by Town	\$1,656.00	\$414.00
Creative Art for Young Children Session #2-B	Jeannie Goldman Alder Room	Monday/Wednesday/Friday 1:00 pm - 3:30 pm July 22nd - August 2	\$290/ 7 Students Enrolled	\$2,030.00	Arranged by Town	\$1,624.00	\$406.00
Creative Art for Young Children Session #3-A	Jeannie Goldman Alder Room	Monday/Wednesday/Friday 10:00 am - 12:00 pm August 5th - August 16th	\$230/ 11 Students Enrolled	\$2,530.00	Arranged by Town	\$2,024.00	\$506.00
Creative Art for Young Children Session #3-B	Jeannie Goldman Alder Room	Monday/Wednesday/Friday 1:00 pm - 3:30 pm August 5th - August 16th	\$290/ 6 Students Enrolled	\$1,740.00	Arranged by Town	\$1,392.00	\$348.00
Creative Art for Young Children Session #4-A	Jeannie Goldman Alder Room	Tuesdays & Thursdays 1:00 pm - 4:00 pm July 16th - 18th	\$120/ 3 Students Enrolled	\$360.00	Arranged by Town	\$288.00	\$72.00

## SUMMER 2013 - Continued

Class Name	Instructor/ Room	Days/Time/Session Dates	Fee per student/# of students enrolled	Revenue	Insurance	\$Paid to Instructor (80%)	\$Paid to Town (20%)
Creative Art for Young Children Session #5-A	Jeannie Goldman Alder Room	Tuesdays & Thursdays 1:00 pm - 4:00 pm August 6th - August 8th	\$120/ 4 Students Enrolled	\$480.00	Arranged by Town	\$384.00	\$96.00
<b>Totals for Jeannie Goldman - SEE NOTE 1 &amp; 2</b>			<b>54 Students Enrolled</b>	<b>\$12,440.00</b>	<b>\$49.00</b>	<b>\$9,952.00</b>	<b>\$2,488.00</b>
Cooking Fun CF-2	Linda Ross Community Hall - Kitchen	Tuesday & Wednesday 9:30 am - 12:30 pm July 30th - July 31st	\$95 10 Students enrolled	\$950.00	Arranged by Town	\$760.00	\$190.00
Cooking Fun CF-3	Linda Ross Community Hall - Kitchen	Tuesday & Wednesday 9:30 am - 12:30 pm August 6th & August 7th	\$95 8 Students enrolled	\$760.00	Arranged by Town	\$608.00	\$152.00
<b>Totals for Linda Ross</b>			<b>18 Students Enrolled</b>	<b>\$1,710.00</b>	<b>\$49.00</b>	<b>\$1,368.00</b>	<b>\$342.00</b>
P.V. Fitness	Shelly Sweeney Community Hall	Mondays/Wednesdays/Fridays 7:00 am - 8:00 am July 1st - September 30th	\$360.00/3 days a week \$180.00/1 day a week 8 Students Enrolled	\$2,880.00	Provided by instructor	\$2,304.00	\$576.00
<b>Totals for Shelly Sweeney</b>			<b>8 Students Enrolled</b>	<b>\$2,880.00</b>	<b>N/A</b>	<b>\$2,304.00</b>	<b>\$576.00</b>
Aerobic Dancing	Connie Stack Community Hall	Tuesdays & Thursdays 7:15 am - 8:15 am July 9th - September 19th	\$216 - \$285 7 Students enrolled	\$1,773.00	Provided by instructor	\$1,418.40	\$354.60
<b>Totals for Connie Stack</b>			<b>7 Students Enrolled</b>	<b>\$1,773.00</b>	<b>N/A</b>	<b>\$1,418.40</b>	<b>\$354.60</b>
Puppy Play & Learn Session #1	Amy de Benedictis Alder Room	Sundays 11:00 am - 12:00 pm June 3rd - July 28th	\$110.00/ 4 Students Enrolled	\$440.00	Provided by instructor	\$352.00	\$88.00
Puppy Play & Learn Session #2	Amy de Benedictis Alder Room	Sundays 11:00 am - 12:00 pm August 11th - September 15th	\$110.00/ 8 Students Enrolled	\$880.00	Provided by instructor	\$704.00	\$176.00
Let's Go On Leash Session #2	Amy de Benedictis Alder Room	Sundays 11:00 am - 12:00 pm August 11th - September 15th	\$125.00/ 5 Students Enrolled	\$625.00	Provided by instructor	\$500.00	\$125.00
<b>Totals for Amy de Benedictis - SEE NOTE 3</b>			<b>18 Students Enrolled</b>	<b>\$1,945.00</b>	<b>N/A</b>	<b>\$1,556.00</b>	<b>\$389.00</b>
Baby Boomer Blast Session #1	LuAnne Kalman Community Hall	Tuesdays & Thursdays 11:30 am - 12:45 pm July 18th - July 16th	\$125.00/ 7 Students Enrolled	\$875.00	Provided by instructor	\$700.00	\$175.00
Baby Boomer Blast Session #2	LuAnne Kalman Community Hall	Tuesdays & Thursdays 11:30 am - 12:45 pm July 30th - August	\$125.00/ 6 Students Enrolled	\$750.00	Provided by instructor	\$600.00	\$150.00
<b>Totals for LuAnne Kalman</b>			<b>13 Students Enrolled</b>	<b>\$1,625.00</b>	<b>N/A</b>	<b>\$1,300.00</b>	<b>\$325.00</b>
Yoga Flow	Kathy Waddell Community Hall	Tuesdays & Thursdays 9:30 am - 10:30 pm June 16th - July 18th	\$60-120/ 18 Students Enrolled	\$1,440.00	Provided by instructor	\$1,152.00	\$288.00
<b>Totals for Kathy Waddell</b>			<b>18 Students Enrolled</b>	<b>\$1,440.00</b>	<b>N/A</b>	<b>\$1,152.00</b>	<b>\$288.00</b>

TOTALS FOR SUMMER 2013

Number of Classes Offered	Students Enrolled	Revenue	Insurance - amount to be deducted from total paid to instructor	Paid to Instructors 80%	Paid to Town of Portola Valley 20%
20	152	\$26,873.00	\$98.00	\$21,498.40	\$5,374.60

**NOTES TO SUMMER 2013:**

**NOTE 1:** Instructor Jeannie Goldman was overpaid by \$96, this overpayment will be deducted from the Winter 2014 payment.

**NOTE 2:** A refund was processed (August 2013) in the amount of \$230, registration fee paid by Jennifer Min for son Timothy Harrick (R#33716)

**NOTE 3:** Late registration for Let's Go On Leash (Amy de Benedictis) was not included in registration paperwork. Instructor's payment of \$100 will be included with Winter 2014 payment.

# FALL 2013

Class Name	Instructor/Room	Days/Time/Session Dates	Fee per student/# of students enrolled	Revenue	Insurance	\$Paid to Instructor (80%)	\$Paid to Town (20%)
Kid's Karate KA-1 Beginning	Mike Agoff Community Hall	Mondays & Wednesdays 4:00 pm - 4:45 pm September 9th - December 19th	\$360/ 12 Students Enrolled	\$4,320.00	Provided by instructor	\$3,456.00	\$864.00
<b>Totals for Mike Agoff</b>			<b>12 Students Enrolled</b>	<b>\$4,320.00</b>	<b>N/A</b>	<b>\$3,456.00</b>	<b>\$864.00</b>
Creative Art for Young Children CA-1: K - Ages: 3-5	Jeannie Goldman Alder Room	Wednesdays 1:00 pm - 3:00 pm September 17th - December 7th	\$380/ 7 Students Enrolled	\$2,560.00	Arranged by Town	\$2,048.00	\$512.00
Creative Art for Young Children CA-3: K - 2nd grade	Jeannie Goldman Alder Room	Thursdays 3:30 pm - 5:30 pm September 17th - December 7th	\$380/ 18 Students Enrolled	\$6,460.00	Arranged by Town	\$5,168.00	\$1,292.00
Creative Art for Young Children CA-4: Pre-K - Kinder	Jeannie Goldman Alder Room	Fridays 1:00 pm - 3:00 pm September 17th - December 7th	\$380/ 6 Students Enrolled	\$2,280.00	Arranged by Town	\$1,824.00	\$456.00
Creative Art for Young Children CA-5: Grades 3 - 5	Jeannie Goldman Alder Room	Fridays 3:30 pm - 5:30 pm September 17th - December 7th	\$380/ 2 Students Enrolled	\$760.00	Arranged by Town	\$608.00	\$152.00
Creative Art for Young Children CA-6: Ages 4 - 8	Jeannie Goldman Alder Room	Saturdays 1:00 pm - 3:00 pm September 17th - December 7th	\$380/ 10 Students Enrolled	\$3,800.00	Arranged by Town	\$3,040.00	\$760.00
Creative Art for Young Children CA-7: Ages 4 - 8	Jeannie Goldman Alder Room	Saturdays 1:00 pm - 3:00 pm September 17th - December 7th	\$380/ 8 Students Enrolled	\$3,040.00	Arranged by Town	\$2,432.00	\$608.00
<b>Totals for Jeannie Goldman</b>			<b>51 Students Enrolled</b>	<b>\$18,900.00</b>	<b>\$49.00</b>	<b>\$15,120.00</b>	<b>\$3,780.00</b>
Cooking Fun	Linda Ross Community Hall - Kitchen	Mondays 3:30 pm - 5:00 pm September 16th - November 25th	\$360/ 5 Students Enrolled	\$1,800.00	Arranged by Town	\$1,440.00	\$360.00
<b>Totals for Linda Ross</b>			<b>5 Students Enrolled</b>	<b>\$1,800.00</b>	<b>\$49.00</b>	<b>\$1,440.00</b>	<b>\$360.00</b>
Science & Nature	Yvonne Tryce Buckeye Room	Wednesdays 3:30 pm - 5:00 pm September 25th - November 13th	\$200/ 4 Students Enrolled	\$800.00	Arranged by Town	\$640.00	\$160.00
<b>Totals for Yvonne Tryce</b>			<b>4 Students Enrolled</b>	<b>\$800.00</b>	<b>\$49.00</b>	<b>\$640.00</b>	<b>\$160.00</b>
P.V. Fitness and Conditioning	Shelly Sweeney Community Hall	Monday/Wednesday/Friday 7:00 am - 8:00 am October 2nd - December 30th	\$360/3 days a week \$180/1 day a week 9 Students Enrolled	\$2,880.00	Provided by Instructor	\$2,304.00	\$576.00
<b>Totals for Shelly Sweeney</b>			<b>9 Students Enrolled</b>	<b>\$2,880.00</b>	<b>N/A</b>	<b>\$2,304.00</b>	<b>\$576.00</b>
Aerobic Dancing	Connie Stack Community Hall	Tuesdays & Thursdays 7:10 am - 8:10 am October 17th - December 19th	\$15/per class 7 Students Enrolled	\$1,638.00	Provided by Instructor	\$1,310.40	\$327.60
<b>Totals for Connie Stack</b>			<b>7 Students Enrolled</b>	<b>\$1,638.00</b>	<b>N/A</b>	<b>\$1,310.40</b>	<b>\$327.60</b>

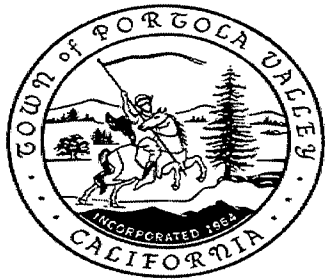
## FALL 2013 - Continued

Class Name	Instructor/Room	Days/Time/Session Dates	Fee per student/# of students enrolled	Revenue	Insurance	\$Paid to Instructor (80%)	\$Paid to Town (20%)
Puppy Play & Learn	Amy de Benedictis Alder Room	Sundays 11:00 am - 12:00 pm September 22nd - October 20th	\$110/ 6 Students Enrolled	\$660.00	Provided by Instructor	\$528.00	\$132.00
Let's go on Leash!	Amy de Benedictis Alder Room	Sundays 12:15 pm - 1:15 pm September 16th - October 27th	\$125/ 3 Students Enrolled	\$375.00	Provided by Instructor	\$300.00	\$75.00
Let's go on Leash!	Amy de Benedictis Alder Room	Sundays 12:15 pm - 1:15 pm November 3rd - December 8th	\$125/ 7 Students Enrolled	\$875.00	Provided by Instructor	\$700.00	\$175.00
<b>Totals for Amy de Benedictis</b>			<b>16 Students Enrolled</b>	<b>\$1,910.00</b>	<b>N/A</b>	<b>\$1,528.00</b>	<b>\$382.00</b>
"Oh! For a Good Night's Sleep!"	Patty McLucas Community Hall	Monday 6:30 pm - 8:30 pm September 9th	\$50/ 2 Students Enrolled	\$100.00	Provided by Instructor	\$80.00	\$20.00
<b>Totals for Patty McLucas</b>			<b>2 Students Enrolled</b>	<b>\$100.00</b>	<b>N/A</b>	<b>\$80.00</b>	<b>\$20.00</b>
Boomer Stability Ball	LuAnne Kalman Community Hall	Tuesdays & Thursdays 10:30 am - 11:30 pm September 10th - December 12th	\$156/1x week \$300/2x week 8 Students Enrolled	\$1,536.00	Provided by Instructor	\$1,228.80	\$307.20
Boomer Fitness Blast	LuAnne Kalman Community Hall	Mondays 7:00 pm - 8:00 pm September 9th - November 4th	\$115 - \$156 6 Students Enrolled	\$731.00	Provided by Instructor	\$584.80	\$146.20
<b>Totals for Patty McLucas</b>			<b>14 Students Enrolled</b>	<b>\$2,267.00</b>	<b>N/A</b>	<b>\$1,813.60</b>	<b>\$453.40</b>
Yoga Flow	Kathy Waddell Community Hall	Tuesdays & Thursdays 9:30 am - 10:30 am September 3rd - December 17th	\$195 - \$390 27 Students Enrolled	\$6,990.00	Provided by Instructor	\$5,592.00	\$1,398.00
<b>Totals for Kathy Waddell</b>			<b>27 Students Enrolled</b>	<b>\$6,990.00</b>	<b>N/A</b>	<b>\$5,592.00</b>	<b>\$1,398.00</b>

### TOTALS FOR FALL 2013

Number of Classes Offered	Students Enrolled	Revenue	Insurance - amount to be deducted from total paid to instructor	Paid to Instructors 80%	Paid to Town of Portola Valley 20%
18	147	\$41,605.00	\$147.00	\$33,284.00	\$8,321.00





# TOWN OF PORTOLA VALLEY

## COMMUNITY HALL EVENTS ACTIVITY REPORT

July through December 2013

**Key to Events:**  
 Red: Community/Neighborhood  
 Green: Town Sponsored  
 Lavender: Public Agency/Government/Schools  
 Plum: Special/Private Event

DATE	TIME	EVENT	ROOM	FEE	DEPOSIT	INSURANCE	EVENT EXPS	NET REVENUE
July 2, 9, 16, 23, 30, 2013	1:00 pm - 3:00 pm	Portola Valley Knitting Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
7/6/2013	8:00 am - Midnight	Susan Thomas/Patty Cullen - Wedding & Reception Private/Special Event #6	Community Hall, Kitchen	\$1,800 R#32024 8/21/12 & \$1,000 R#33443 6/20/2013	\$1,000 R#32024 8/21/12	Town Issued - \$173 R#33191 4/26/13	Refund Deposit \$1,000 - August 2013	\$2,800
7/9/2013	5:30 pm - 10:30 pm	Green Speaker Series	Community Hall and Kitchen	N/A	N/A	N/A	N/A	N/A
7/10/2013	8:00 pm - 6:00 pm	The Sequoias - Meeting/Training Seminar	Community Hall	N/A	\$1,000 R#33550 7/2/13 *Note 2	Applicant provided insurance	Rolling Deposit (New)	N/A
7/18/2013	9:45 pm - 11:30 pm	Portola Valley Garden Club	Buckeye Room	N/A	\$250 *Note 1	Town Issued in January 2013 for all 2013 events	Rolling Deposit	N/A
7/20/2013	8:00 am - Midnight	Steve Toben - Foundation Mtg Private/Special Event #4	Community Hall/Kitchen	\$1,800 R#31907 8-02-12	\$919 R#31907 8-2-12	Town Issued - \$81 deducted from deposit rec'vd	Deposit Refund - \$919 See Note 3	\$1,800
7/22/2013	10:00 am - 12:00 pm	Bicycle, Pedestrian, Traffic Safety Committee - Bicycle Safety Training	Buckeye Room	N/A	N/A	N/A	N/A	N/A

DATE	TIME	EVENT	ROOM	FEE	DEPOSIT	INSURANCE	EVENT EXPS	NET REVENUE
7/23/2013	9:00 am - 12:00 pm	SMCL - Portola Valley Library, Slide Lecture	Community Hall	N/A	N/A	Applicant Provided	N/A	N/A
8/1/2013	6:00 am - 10:30 pm	Los Trancos County Water District Board Meeting	Buckeye Room	N/A	N/A	Applicant Provided	N/A	N/A
8/5/2013	12:30 pm - 2:30 pm	Portola Valley Book Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
August 6, 13, 20, 27, 2013	1:00 pm - 3:00 pm	Portola Valley Knitting Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
8/10/2013	6:00 pm - 10:00 pm	Nature & Science Committee - Annual Star Party Event	Alder, Buckeye & Kitchen	N/A	N/A	N/A	N/A	N/A
8/14/2013	8:00 pm - 6:00 pm	The Sequoias - Meeting/Training Seminar	Community Hall	N/A	\$1,000 *Note 2	Applicant provided insurance	Rolling Deposit (New)	N/A
8/15/2013	9:45 pm - 11:30 pm	Portola Valley Garden Club	Buckeye Room	N/A	\$250 *Note 1	Town Issued in January 2013 for all 2013 events	Rolling Deposit	N/A
8/15/2013	6:00 pm - 9:15 pm	Green Speaker Series	Community Hall and Kitchen	N/A	N/A	N/A	N/A	N/A
8/22/2013	12:00 pm - 2:00 pm	Portola Valley Quilters Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
8/23/2013	6:00 pm - 10:30 pm	Portola Valley Teen Committee Movie Night	Community Hall/Performance Lawn	N/A	N/A	N/A	N/A	N/A
8/30/2013	5:30 pm - 8:30 pm	Portola Valley Girl Scouts - Troop #32859, Troop Meeting	Alder Room	N/A	\$250 *Note 1	Applicant Provided	N/A	N/A
8/31/2013	8:00 am - 11:30 pm	Aris Gonzales/Stephanie Rustia Wedding & Reception - Private/Special Event #9	Community Hall	\$2,800 R#32954 3/13/13	\$1,000 R#32954 3/13/13	\$173 R#32954 3/13/13	Refund Deposit \$800 *Note 3	\$3,000.00



DATE	TIME	EVENT	ROOM	FEE	DEPOSIT	INSURANCE	EVENT EXPS	NET REVENUE
9/3/2013	10:00 am - 9:00 pm	Town Attorney - Retirement Event	Community Hall	N/A	N/A	N/A	N/A	N/A
September 3, 10, 17, 24, 2013	1:00 pm - 3:00 pm	Portola Valley Knitting Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
9/5/2013	6:00 pm - 10:30 pm	Los Francos County Water District Board Meeting	Buckeye Room	N/A	N/A	Applicant Provided	N/A	N/A
9/5/2013	4:00 pm - 7:00 pm	Portola Valley Library - Cooking Demo	Kitchen	N/A	N/A	Applicant Provided	N/A	N/A
9/7/2013	12:00 pm - 5:00 pm	Portola Valley Cub Scouts Advancement Ceremony	Community Hall	N/A	\$1,000 R#33836 8-16-13	Applicant Provided	Refund Deposit - Oct 2013 \$1,000	N/A
9/9/2013	12:30 pm - 2:30 pm	Portola Valley Book Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
9/11/2013	8:00 pm - 6:00 pm	The Sequoias - Meeting/Training Seminar	Community Hall	N/A	\$1,000 *Note 2	Applicant provided insurance	Rolling Deposit (New)	N/A
9/13/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #32365: Troop Meeting	Buckeye Room	N/A	\$250 *Note 1	N/A	Rolling Deposit	N/A
9/13/2013	5:30 pm - 8:30 pm	Portola Valley Girl Scouts - Troop #32859: Meeting	Alder Room	N/A	\$250 *Note 1	Applicant provided insurance	Rolling Deposit	N/A
9/14/2013	12:00 pm - 5:00 pm	Portola Valley Library Family Music Concert	Performance Lawn	N/A	N/A	Applicant Provided	N/A	N/A
9/17/2013	8:30 am - 12:30 pm	Woodside / Atherton Garden Club Meeting	Community Hall	N/A	\$1,000 *Note 1	Applicant provided insurance	Rolling Deposit	N/A
9/19/2013	4:30 pm - 7:00 pm	Portola Valley Library - Interpretation Playground	Community Hall	N/A	N/A	Applicant Provided	N/A	N/A

DATE	TIME	EVENT	ROOM	FEE	DEPOSIT	INSURANCE	EVENT EXPS	NET REVENUE
9/19/2013	9:45 pm - 11:30 pm	Portola Valley Garden Club	Buckeye Room	N/A	\$250 *Note 1	Town Issued in January 2013 for all 2013 events	Rolling Deposit	N/A
9/20/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #62216: Troop Meeting	Buckeye Room	N/A	\$250 R#33997 9/27/13 *Note 2	N/A	Rolling Deposit (New)	N/A
9/26/2013	5:00 pm - 10:00 pm	Sponsored by The Historic Resources Committee - Jasper Ridge Biological Preserve Presentation	Community Hall and Kitchen	N/A	N/A	Applicant provided insurance	N/A	N/A
9/28/2013	8:00 am - Midnight	Scott Weber - Wedding Ceremony & Reception - Special/Private Event #7	Community Hall and Redwood Grove	\$500 R#33926 9/6/2013	\$1,000 R#33926 9/6/2013	Town Issued \$141 R#33961 9/27/13	Refund Deposit \$1,000 - October 2013	\$500
9/30/2013	5:30 pm - 7:00 pm	CERPP Board of Directors - Meeting	Buckeye Room	N/A	N/A	N/A	N/A	N/A
10/1/2013	5:30 pm - 9:30 pm	Woodside High School Foundation - Meeting	Alder Room & Kitchen	N/A	N/A	Town Issued - \$141, R#33768 8-5-13	N/A	N/A
October 3rd & 5th 2013	11:30 am - 10:00 pm & 12:00 pm - 5:00pm	SOD Presentation Event - Town Sponsored	Community Hall and Kitchen	N/A	N/A	N/A	N/A	N/A
10/6/2013	4:30 pm - 6:00 pm	Teen Committee Meeting	Buckeye Room	N/A	N/A	N/A	N/A	N/A
10/7/2013	9:00 am - 12:00 pm	Los Trancos County Water District Board Meeting	Buckeye Room	N/A	N/A	Applicant Provided	N/A	N/A
10/7/2013	12:30 pm - 2:30 pm	Portola Valley Book Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
October 8, 15, 22, 29, 2013	1:00 pm - 3:00 pm	Portola Valley Knitting Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A

DATE	TIME	EVENT	ROOM	FEE	DEPOSIT	INSURANCE	EVENT EXPS	NET REVENUE
10/10/2013	6:30 pm - 10:30 pm	Portola Valley Schools Foundation - Meeting	Alder Room & Buckeye Room	N/A	N/A	Applicant Provided	N/A	N/A
10/11/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #32365: Troop Meeting	Buckeye Room	N/A	\$250 *Note 1	N/A	Rolling Deposit	N/A
10/15/2013	2:00 pm - 9:00 pm	Peninsula Open Space Trust Donor Event - Special/Private Event #10	Community Hall and Kitchen	\$2,800 R#33904 9/3/13	\$1,000 R#33212 5/1/13	Applicant provided insurance	Refund Deposit - Nov 2013 \$1,000	\$2,800
10/17/2013	9:45 pm - 11:30 pm	Portola Valley Garden Club	Buckeye Room	N/A	\$250 *Note 1	Town Issued in January 2013 for all 2013 events	Rolling Deposit	N/A
10/18/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #62216: Troop Meeting	Buckeye Room	N/A	\$250 *Note 2	N/A	Rolling Deposit	N/A
10/25/2013	5:30 pm - 8:30 pm	Portola Valley Girl Scouts - Troop #32859: Meeting	Alder Room	N/A	\$250 *Note 1	Applicant provided insurance	Rolling Deposit	N/A
10/27/2013	11:00 am - 6:00 pm	Nature & Science Committee - Bird Day Event	Community Hall, Buckeye Room and Kitchen	N/A	N/A	N/A	N/A	N/A
10/28/2013	2:00 pm - 5:30 pm	Bicycle Traffic Safety Committee - Bicycling Leadership Class	Community Hall	N/A	N/A	N/A	N/A	N/A
10/30/2013	6:00 pm - 10:00 pm	Los Trancos County Water District Board - Special Meeting	Community Hall, Kitchen	N/A	N/A	Applicant Provided	N/A	N/A
10/31/2013	12:00 pm - 2:00 pm	Portola Valley Quilters Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
11/4/2013	2:00 pm - 5:30 pm	Parks & Recreation Committee Meeting	Community Hall	N/A	N/A	N/A	N/A	N/A
November 5, 12, 19, 26, 2013	1:00 pm - 3:00 pm	Portola Valley Knitting Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
11/8/2013	9:00 am - 10:00 pm	Portola Valley Women's Club - Harvest Soiree	Community Hall and kitchen	N/A	\$1,000 *Note 1	Town Issued - \$141 - R#33905 9/3/13	Rolling Deposit	N/A

DATE	TIME	EVENT	ROOM	FEE	DEPOSIT	INSURANCE	EVENT EXPS	NET REVENUE
11/12/2013	2:00 pm - 5:30 pm	EUPV Focus Group - Town Sponsored Event	Alder Room	N/A	N/A	N/A	N/A	N/A
11/13/2013	8:00 am - 5:00 pm	County Recycling Committee Meeting	Community Hall	N/A	N/A	N/A	N/A	N/A
11/12/2013	8:00 am - 12:00 pm	EUPV Focus Group - Town Sponsored Event	Alder Room	N/A	N/A	N/A	N/A	N/A
11/14/2013	3:00 pm - 5:00 pm	Portola Valley Boy Scouts: Troop Meeting	Alder Room	N/A	\$250 *Note 1	N/A	Rolling Deposit	N/A
11/15/2013	3:00 pm - 6:30 pm	Portola Valley Schools Foundation - Years of Service Awards	Community Hall	N/A	N/A	Applicant Provided	N/A	N/A
11/15/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #32365	Buckeye & Alder Rooms	N/A	\$250 *Note 1	Applicant provided insurance	Rolling Deposit	N/A
11/15/2013	5:30 pm - 8:30 pm	Portola Valley Girl Scouts - Troop #32859: Meeting	Alder Room	N/A	\$250 *Note 1	Applicant provided insurance	Rolling Deposit	N/A
11/19/2013	3:00 pm - 6:30 pm	LAFCO - Local Agency Formation Commission: Public Meeting	Community Hall	N/A	N/A	Applicant Provided	N/A	N/A
11/21/2013	9:45 pm - 11:30 pm	Portola Valley Garden Club	Buckeye Room	N/A	\$250 *Note 1	Town Issued in January 2013 for all 2013 events	Rolling Deposit	N/A
11/21/2013	3:00 pm - 5:00 pm	Portola Valley Boy Scouts: Troop Meeting	Alder Room	N/A	\$250 *Note 1	N/A	Rolling Deposit	N/A
11/22/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #62216: Troop Meeting	Buckeye Room	N/A	\$250 *Note 2	N/A	Rolling Deposit	N/A
11/25/2013	2:00 pm - 9:00 pm	Stanford Positive Care: Meeting - Private/Special Event #11	Buckeye Room and Kitchen	\$400 R#34194 11-4-13	\$250 R#34194 4-13	Town Issued - \$81 - R#34194 11-4-13	Refund Deposit Jan 2014 \$250	\$400
11/28/2013	12:00 pm - 2:00 pm	Portola Valley Quilters Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
12/2/2013	12:30 pm - 2:30 pm	Portola Valley Book Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
12/3/2013	12:00 pm - 10:00 pm	EUPV Focus Group - Town Sponsored Event	Alder Room	N/A	N/A	N/A	N/A	N/A

DATE	TIME	EVENT	ROOM	FEE	DEPOSIT	INSURANCE	EVENT EXPS	NET REVENUE
December 3, 10, 17, 2013	1:00 pm - 3:00 pm	Portola Valley Knitting Club	Buckeye Room	N/A	N/A	N/A	N/A	N/A
12/5/2013	3:00 pm - 5:00 pm	Portola Valley Boy Scouts: Troop Meeting	Alder Room	N/A	\$250 *Note 1	N/A	Rolling Deposit	N/A
12/6/2013	12:00 pm - 10:00 pm	Annual Holiday Volunteer Appreciation Party	Community Hall, Kitchen	N/A	N/A	N/A	N/A	N/A
12/8/2013	2:00 pm - 5:30 pm	Portola Valley Girl Scouts - Troop #61712: Troop Meeting	Alder Room, Kitchen	N/A	\$250 - Note 1 Add'l Deposit \$100, 12-5-13 R#34332 *Note 2	Applicant provided insurance	Rolling Deposit(s)	N/A
12/12/2013	3:00 pm - 5:00 pm	Portola Valley Boy Scouts: Troop Meeting	Alder Room	N/A	\$250 *Note 1	N/A	Rolling Deposit	N/A
12/13/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #32365	Buckeye & Alder Rooms	N/A	N/A	Applicant provided insurance	Rolling Deposit	N/A
12/13/2013	3:00 pm - 5:00 pm	Portola Valley Girl Scouts - Troop #62216: Troop Meeting	Buckeye Room	N/A	\$250 *Note 2	N/A	Rolling Deposit	N/A
12/13/2013	5:30 pm - 8:30 pm	Portola Valley Girl Scouts - Troop #32859: Meeting	Alder Room	N/A	\$250 *Note 1	Applicant provided insurance	Rolling Deposit	N/A
12/14/2013	9:00 am - 1:00 pm	Nicole Vidalakis: Cookie Decorating - Private/Special Event #12	Community Hall and Kitchen	\$400 R#34255 11-19-13	\$250 R#34255 11-19-13	Town Issued - \$81 - R#34255 11-19-13	Refund Deposit - Feb 2014 \$250	\$400
12/19/2013	9:45 pm - 11:30 pm	Portola Valley Garden Club	Buckeye Room	N/A	\$250 *Note 1	Town Issued in January 2013 for all 2013 events	Rolling Deposit	N/A
12/19/2013	12:00 pm - 10:00 pm	Winter Solstice Event - Town Sponsored	Community Hall, Kitchen	N/A	N/A	N/A	N/A	N/A

**NOTE 1: Prior Rolling Deposits**

PV Boy Scouts: \$250 was collected in 2009 as a rolling deposit  
 PV Garden Club: \$250 was collected in 2009 as a rolling deposit  
 PV Womens Club: \$1,000 collected in July 2012 and remains for future events  
 Girl Scouts T#61712: \$250 collected in Sept 2012 and remains for future events  
 Girl Scouts T#32365: \$250 collected in Sept 2012 and remains for future events  
 Girl Scouts T#32859: \$250 collected May 2013 and remains for future events.  
 PV AYSO: \$250 collected Feb 2013 and remains for future events.  
 W-A Garden Club: \$1,000 collected Oct 2012 and remains for Sept 2013 event.

**NOTE 2: New Rolling Deposits**

The Sequoias: \$1,000 collected July 2013 and remains for future events.  
 Girl Scouts T#62216: \$250 Collected September 2013, held for future events  
 Girl Scouts T#61712: \$100 Collected December 2013, held for future 2014 events

**NOTE 3: Deposit Forfeitures**

Aris Gonzalez/Stephanie Rustia Wedding 8/31/13 - Floor Damage, retained \$200  
 Steve Toben: Foundation Event - Insurance was not received; deduction from the deposit

# Energy Upgrade California™ Home Upgrade **FREE Homeowner Workshop**

*Learn how to get **\$1,000-\$4,500** in energy efficiency rebates and incentives! Every home has room for improvement when it comes to saving energy and money.*

## **Thurs. Feb. 13, 2014**

## **6:30 – 8:00 pm**

### **Portola Valley Town Center – Community Hall 765 Portola Rd., Portola Valley**

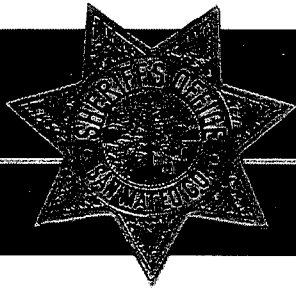
Hosted by the County of San Mateo

**RSVP online:**

<http://EnergyUpgradeWorkshop.eventbrite.com/>

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# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Friday 01/17/14 to Wednesday 01/29/14

Greg Munks  
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-497	01/18/14 9:10AM	500 Blk. Portola Rd. Portola Valley	Drive W/ Suspended License	A deputy affected a traffic stop due to loud and unusual noises coming from the vehicle. The driver was contacted and was found to be driving on a suspended California Driver's License with knowledge and the vehicle was found to have modified emissions. The suspect was cited and released from the scene.
14-572	01/21/14 10:25AM	199 Churchill Ave. Woodside	General Information Case	A deputy was dispatched to Woodside High School for a schedule mediation hearing. The hearing stemmed from a vandalism case off-campus, which escalated into a non-physical confrontation in the school parking lot. The two students have completed the mediation and have agreed to the terms.
14-574	01/21/14 12:45PM	700 Blk. Alpine Rd. Portola Valley	Obtain/Use Personal ID w/o authorization/ Personate Get Money	Unknown suspect(s) obtained the victim's personal information and opened a Visa Credit Card and made over \$17,000.00 in fraudulent charges. All the charges occurred in the Sacramento Area. The victim has not incurred any other losses or further identity theft at this time. Through



				this investigation a possible suspect has emerged and lives in the Sacramento area. There are no further leads at this 01time.
14-632	01/23/14 12:55PM	4200 Farm Hill Blvd Woodside	Warrant Arrest	Gerald Elliott from Vallejo was arrested for having an outstanding warrant out of Santa Cruz in the amount of \$100,000 for Burglary. Elliott was transported and booked into the San Mateo County Jail.
14-635	01/23/14 2:02AM	La Honda Rd. / Portola Rd. Woodside	General Information Case	A mountain lion was seen in the area of La Honda Rd. between Portola Road and Fox Hill Road. An area check was conducted with negative results. Fish and Game and Office of Emergency Services were advised.
14-676	01/23/14 9:07PM	199 Churchill Ave. Woodside	General Information Case	The Reporting Party called from Woodside High School, to report that a student was caught with marijuana on campus, and was also under the influence of marijuana. The R/P also stated that another student tried to discard the marijuana before it was discovered by campus aides. Upon arrival the deputy recovered a miniscule amount of marijuana, and evaluated one of the students for marijuana use. There was no merit to him being under the influence of marijuana. Both students were punished administratively, and the miniscule amount of marijuana was destroyed.
14-677	01/24/14 12:50PM	Fox Hill / La Honda Rd. Woodside	Driver w/ Suspended License	The suspect was contacted as the driver of a motor vehicle stopped for a vehicle code violation. The suspect/driver was found to be driving on a suspended license with knowledge. The vehicle was found to have a plate belonging to another vehicle. The driver was cited for having a suspended license and released from the scene. The vehicle was towed from the scene.
14-747	01/26/14 3:17PM	Alpine Rd. / WillowBrook Dr.	Burglary	Unknown suspect(s) entered the victim's vehicle by smashing the window. A Thinkpad laptop, gift cards, laptop bag and Speck Design business paperwork were taken. The estimated loss is \$2,150.00. There are no suspect(s) at this

				time.
14-753	01/26/14 5:56PM	Canada Rd. / Jefferson Ave. Woodside	Burglary	The victim stated that she parked and locked her vehicle on the west shoulder of Canada Road approximately a half mile north of Jefferson Ave. at 4:30PM. When she returned at 5:30PM she found the front driver's side window had been smashed and her purse, wallet, and iPad had been stolen. The victim had called and cancelled her checks and credit cards prior to making this report. The estimated loss is \$1,300.00.
14-853	01/29/14 6:58PM	3000 Blk. Woodside Rd. Woodside	General Information Case	A deputy was dispatched to investigate a report of a mountain lion sighting. Upon arrival the deputy checked the area and then made contact with the Reporting Party. The Reporting Party stated that he saw the mountain lion on the northwest side of the church (3154 Woodside Road) near the rock wall. The deputy checked the area but was unable to locate the animal, fur, or tracks.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – February 14, 2014**

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1. Agenda – (Action) - ASCC – Monday, February 10, 2014
2. Agenda – (Cancellation) – Sustainability Committee – Monday, February 17, 2014
3. Agenda – (Special) - Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, February 19, 2014
4. Agenda – (Cancellation) – Planning Commission – Wednesday, February 19, 2014
5. Agenda – (Special) Emergency Preparedness Committee – Thursday, February 20, 2014
6. Month End Financial Report - January 2014
7. Town Hall will be Closed Monday, February 17, 2014 in observance of Presidents' Day
8. Midpeninsula Regional Open Space District Report re: Hawthorn Property
9. Invitation to the Council of Cities dinner meeting for February 28, 2014
10. San Mateo County Mosquito and Vector Control District Report – January 2014
11. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, February 14, 2014

### **Attached Separates (Council Only)**

1. None



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, February 10, 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\*

4:00 p.m. 302 Portola Road, The Priory School (Convene at Benedictine Square) Continued preliminary review of evolving plans for additions and improvements to both Benedictine and Church Squares as authorized by the Priory's current CUP master plan. (ASCC review to continue at Regular Meeting) **Kristiansson provided a brief summary of the staff report. The project team led the ASCC through the sites, discussed the project, presented landscape materials, and answered questions. Review continued to the evening meeting.**

7:30 PM - REGULAR AGENDA\*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Harrell, Koch, Ross (**All present. Also present: Tom Vlasic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Nate McKittrick 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 Architectural Review for New Residence and Site Development Permit X9H-665, 7 Veronica Place, Waissar **Borck presented the staff report and the project team answered questions/provided information. Public comments were heard. Project approved subject to conditions to be met to the satisfaction of planning staff, a designated member, and subcommittee.**
  - b. Continued Preliminary Review for Conformity with CUP X7D-30 and Site Development Permit X9H-668: New building at Benedictine Square and Proposed Changes to Benedictine and Church Squares, 302 Portola, The Priory School **Kristiansson reviewed comments and information from the site meeting and project team provided additional presentation on the project. ASCC provided comments and review was continued to the 2/24/14 meeting.**
5. New Business:
  - a. Review for Conformity with Portola Valley Ranch PUD X7D-74 – Ranch Design Committee Proposed Revisions to Solar Panel Design Guidelines **Kristiansson provided staff report summary and Ranch representatives were present to**

**respond to questions. McKitterick provided comments concerning legalities of solar guidelines versus State regulations. ASCC approved the revised guidelines and found them in conformance with the Ranch PUD.**

6. Commission and Staff Reports:  
**Clark – 5050 Alpine has hired Rana Creek to assist with landscape plan**  
**Hughes – informed the ASCC that the Town Council had a joint meeting with Woodside and that the Council is in favor of continuing to allow wood roofs provided they meet the Class A assembly requirement**
7. Approval of Minutes: January 27, 2014 **Approved as submitted.**
8. Adjournment: **9:27 p.m.**

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

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**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.

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#### **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).

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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: February 7, 2014

CheyAnne Brown  
Planning Technician



Sustainability Committee  
Notice of Cancellation  
Monday, February 17, 2014

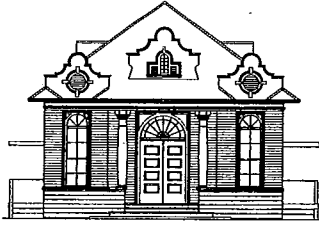
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# **SUSTAINABILITY COMMITTEE MEETING**

## **NOTICE OF CANCELLATION**

**Monday, February 17, 2014**

The Sustainability Committee meeting regularly scheduled for Monday, February 17, 2014 has been cancelled. A special meeting will be held on Monday, February 24<sup>th</sup> at 3:30 p.m.



**TOWN OF PORTOLA VALLEY**  
**Special Bicycle, Pedestrian and Traffic**  
**Safety Committee Meeting**  
**Wednesday, February 19, 2014 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call meeting to order
2. Roll Call
3. Oral Communications
4. Approve Minutes of the January 8 meeting
5. Sheriff's Report (October)
  - 1) Updated requests for law enforcement presence  
Windy Hill Parking lot entrance, Weekend mornings
6. Public Works Report
  - 1) Bike lane/shoulder improvement study submission  
Grant application: funding of road widening in areas identified by the Bike Lane/ shoulder improvement Study
  - 2) Windy Hill parking controls
7. Ongoing items:
  - 1) Any updates on Corte Madera and School Traffic items
8. Update on Outreach and Teaching programs
  - 1) Bike Rodeo – May 10, 2014
  - 2) Bike and Walk to School Day
  - 3) Town's 50<sup>th</sup> anniversary planning
  - 4) Additional proposed plans for Bike to Work Day
9. Other Business
10. Time and date for March 2014 meeting
11. Adjournment





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** February 14, 2014

**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, February 19, 2014 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, March 5, 2014 at 7:30 p.m.

cc: Town Manager  
Town Council  
Town Planner  
The Almanac  
Barbara Templeton

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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: February 14, 2014

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**Special Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, February 20, 2014 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call to order -  
Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp, and Stuart Young
2. Oral communications
3. Review and approve minutes of January 9, 2014 meeting
4. AM Radio Status
5. 2014 Agenda for Comment and approval
6. Medical Plan
7. Other Business
8. Adjourn. Next meeting is March 13, 2014

Note: All are welcomed to join the Medical Subcommittee to meet subsequent to the EPC meeting, at 9 am, to hear in detail the action plan for Medical.



# MONTH END FINANCIAL REPORT

FOR THE MONTH OF: JANUARY 2014

C A S H	Bank of America	\$	123,043.26
	Local Agency Investment Fund (0.244%)	\$	12,369,465.68
	<b>Total Cash</b>	<b>\$</b>	<b>12,492,508.94</b>

F U N D S	05 General Fund	\$4,421,044.01	<i>General Fund Assignments:</i>	
	08 Grants	(128,689.04)	<i>Emergency Capital</i>	\$1,400,000.00
	10 Safety Tax	(2,640.25)	<i>Unfunded Pension</i>	1,015,000.00
	15 Open Space	3,750,809.91	<i>Open Space Acquisition</i>	377,499.04
	20 Gas Tax	37,013.94	<i>Equipment Replacement</i>	200,000.00
	22 Measure M	(15,443.47)	<i>Legal Contingency</i>	100,000.00
	25 Library Fund	462,912.87	<i>Historic Museum</i>	2,890.95
	30 Public Safety/COPS	(63,411.59)	<i>Children's Theatre</i>	2,659.62
	40 Park in Lieu	6,252.76	<i>UNASSIGNED BALANCE</i>	\$1,322,994.40
	45 Inclusion In Lieu	2,877,795.91	<i>General Fund Total</i>	\$4,421,044.01
	50 Storm Damage	(30,495.03)		
	60 Measure A	142,934.29		
	65 Road Fees	41,042.14		
	75 Crescent M.D.	99,959.37		
	80 PVR M.D.	14,255.00		
	85 Wayside I M.D.	5,748.25		
	86 Wayside II M.D.	(10,328.04)		
	90 Woodside Highlands M.D.	154,693.82		
	95 Arrowhead Meadows M.D.	(1,799.67)		
	96 Customer Deposits	730,853.76		
	<b>Total Fund Balance</b>		<b>\$</b>	<b>12,492,508.94</b>

A C T I V I T Y R E C A P	Beginning Cash Balance:	\$12,294,443.45
	Revenues for Month:	581,217.29
	<b>Total Revenues for Month:</b>	<b>581,217.29</b>
	Warrant List 1/8/14	(141,545.30)
	Warrant List 1/22/14	(118,006.88)
	Payroll	(122,367.26)
	<b>Total Expenses for Month:</b>	<b>(381,919.44)</b>
	<b>Total JE's and Void Checks:</b>	<b>(1,232.36)</b>
	<b>Ending Cash Balance</b>	<b>\$ 12,492,508.94</b>

<b>FISCAL HEALTH SUMMARY:</b>	
Unreserved/Spendable Percentage of General Fund (Adopted Policy Is 60%)	110.67%
<i>Calculated at current GF fund balance, less non-spendable funds, divided by current year budgeted operating expenditures</i>	
Days of Running Liquidity of Spendable General Fund	408
<i>GASB recommends no less than 90 days</i>	

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last business day of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be reflected in the month where the information comes to Town staff's attention.

# PORTOLA VALLEY TOWN HALL



**WILL BE CLOSED**

**MONDAY,  
FEBRUARY 17, 2014**

**IN OBSERVANCE OF  
PRESIDENTS' DAY**

IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911



## PLANNING AND NATURAL RESOURCES COMMITTEE

R-14-41  
February 18, 2014

### AGENDA ITEM 4

#### AGENDA ITEM

Acceptance of Consultant Reports and Direction to Initiate Partnership Development for the Hawthorn Historic Complex at Windy Hill Open Space Preserve

#### GENERAL MANAGER'S RECOMMENDATION(S)

1. Accept the Historic Resource Study, Structure Conditions Assessment, and Findings for the Hawthorn Historic Complex at Windy Hill Open Space Preserve.
2. Direct the General Manager to prepare and release a Request for Letters of Interest and provide copies of the reports listed above to solicit potential partnerships with outside entities for the restoration, reuse, and maintenance of the Hawthorn Historic Complex.

#### SUMMARY

The following detailed reports regarding the Hawthorn Historic Complex at Windy Hill Open Space Preserve are complete: 1) a Historic Resource Study and 2) a Structure Conditions Assessment (see Attachments 1 and 2 for summaries). With the completion of these reports, the General Manager is seeking Committee direction to release the information along with a Request for Letters of Interest (RLOI) (see Attachment 3 for an outline) to solicit proposals for potential partnerships from outside entities that may be interested in restoring, reusing, and maintaining the Hawthorn Historic Complex. The RLOI would provide the District with conceptual proposals for the restoration and reuse of the property and include sufficient detail to understand the financial viability of each proposal.

#### DISCUSSION

##### Background

The Hawthorn Historic Complex is located on a 79-acre triangular piece of land located between Alpine and Los Trancos Roads in the Town of Portola Valley. The property became a part of Windy Hill Open Space Preserve in 2011, when the District acquired the property, historically known as "Hawthorn", from the estate of Frederick N. Woods, III. The hilly terrain includes a roughly north-to-south ridgeline that bisects the property through the center. The land to the east side of this ridgeline contains the historic residential and agricultural complex associated with the late 19th and early 20th century development of the site by the Allen and Woods families (referred to as the Hawthorn Historic Complex). Generally, other than a later residence (added in 1952) and an overgrown olive grove (in the southwestern corner of the property), the western portion is undeveloped.

To prepare the District in developing potential partnerships for the rehabilitation of the Historic Complex, the District hired Knapp Architects to survey and evaluate the history and condition of the historic structures. Attachments 1 and 2, summaries of the Historic Resource Study and Structure Conditions Assessment, present the key findings of this work.

**Hawthorn House**

The most notable structure, the Hawthorn house, which forms part of the Historic Complex, is an approximately 9,000 square foot, wood-framed, shingle-style, two-story residence constructed in 1887. Overall, the structure is in fair condition, despite years of abandonment, and holds promise for potential reuse. According to the Historic Resource Study, the house represents the social, agricultural and architectural history of an era when many wealthy and prominent San Francisco families owned estate property on the Peninsula both for use as a year round family house and as a summer retreat. The structure retains a remarkable level of historic integrity. While other buildings and some of the landscape features within the Historic Complex are in poor condition, they still retain important components of the required aspects of integrity including: location, design, setting, materials, workmanship, feeling, and association. The Historic Complex appears eligible for the National Register of Historic Places at the local level as an historic district under Criterion A (broad patterns of history) with importance in the areas of agriculture, architecture, and social history.

**Prior Stabilization Work**

Since the District's ownership of the property in 2011, the District has focused on implementing site stabilization measures to temporarily halt the deterioration of the historic structures until surveys and reports could be completed to inform the future reuse of the site. These measures have included: sealing window and door openings to prevent trespassing, rodent control, extensive bee hive removal, debris removal, tree trimming, and shrink wrapping the roof to prevent moisture intrusion. These stabilization measures are not intended to be long-term solutions.

**Potential Partnerships**

With the completion of the Historic Resource Study and Structure Conditions Assessment, the District now has the necessary background documentation regarding the condition of the buildings and their potential historic significance to initiate meaningful discussions with potential partners regarding the future rehabilitation and reuse of the Historic Complex. The General Manager recommends releasing a Request for Letters of Interest (RLOI) to solicit potential partnership proposals for the rehabilitation, reuse, and maintenance of the site.

**Request for Letters of Interest**

The proposed Request for Letters of Interest would include background information about the Hawthorn property and establish clear development parameters for the historic site and structures (see Attachment 3, RLOI summary outline). The RLOI would also describe the minimum partnership requirements and specific responsibilities of each party, and include examples of potential lease options that the District may consider. Moreover, the RLOI would also specify the requirements that would need to be submitted as part of each Letter of Interest, which would include:

- Description of the proposed use and development of the site;
- Detailed conceptual budget, including anticipated budgets for design and engineering, structural repairs, habitability improvements, hazardous materials abatement, environmental review, and permitting, and any other cost associated with the proposed use;
- Description of any fundraising requirements;
- Schedule for completion of the proposed rehabilitation and reuse; and,
- Proposal for ongoing maintenance and management of the site once the work is complete.

**FISCAL IMPACT**

Partnership Development for the Hawthorn Property is included in the proposed Fiscal Year 2014-15 Action Plan for the Planning Department as a Priority 1 project. Project costs vary depending on the success of the partnership development. If no suitable partner is interested or has the capacity to restore and maintain this property, the District would need to consider implementing additional building stabilization for long-term weatherization ("mothballing"). These costs would be borne from the endowment fund and are anticipated to be \$130,000. Should a suitable partnership be developed,

depending on the final terms of the agreement, the partner may assume responsibility for all building rehabilitation and ongoing maintenance costs.

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. Interested parties and neighbors within 300-feet of the property have also been notified.

## **CEQA COMPLIANCE**

The proposed actions do not constitute a physical change to the environment, and are therefore not subject to the California Environmental Quality Act (CEQA). Any future proposal to make improvements or renovations to the structures would be subject to CEQA review prior to implementation.

## **NEXT STEPS**

If the proposed Request for Letters of Interest approach is agreed to by the Committee, the General Manager would prepare a Board FYI to inform the full Board of the proposed approach for partnership development and the upcoming release of a Request for Letters of Interest (RLOI). The General Manager would subsequently direct staff to release the RLOI to solicit proposals from potential partners and to provide copies of the Historic Resource Study and Structures Conditions Assessment to potential proposers as background information. Notice of the RLOI would be provided to the Town of Portola Valley, neighbors, and interested parties. Once proposals are submitted and scored, staff would return to the Committee with a recommendation for selection of a partner/proposal and an outline of the proposed terms and conditions for the partnership agreement. The Committee would then forward a recommendation for entering into a partnership agreement to the full Board for review and consideration. If a suitable partner is not identified before the onset of the next rainy season, the District would need to consider implementing additional stabilization and/or long-term weatherization (“mothballing”) measures to prevent further deterioration.

### Attachments

1. Summary of Findings: Hawthorn Historic Resource Study
2. Summary of Findings: Hawthorn Historic Complex - Structure Conditions Assessment
3. RLOI outline

### Responsible Department Head:

Meredith Manning, Co-Acting Planning Manager and Senior Planner

### Prepared by:

Ariel Shaw, Planner I

### Graphics prepared by:

Ariel Shaw, Planner I

Casey Cleve, GIS Coordinator

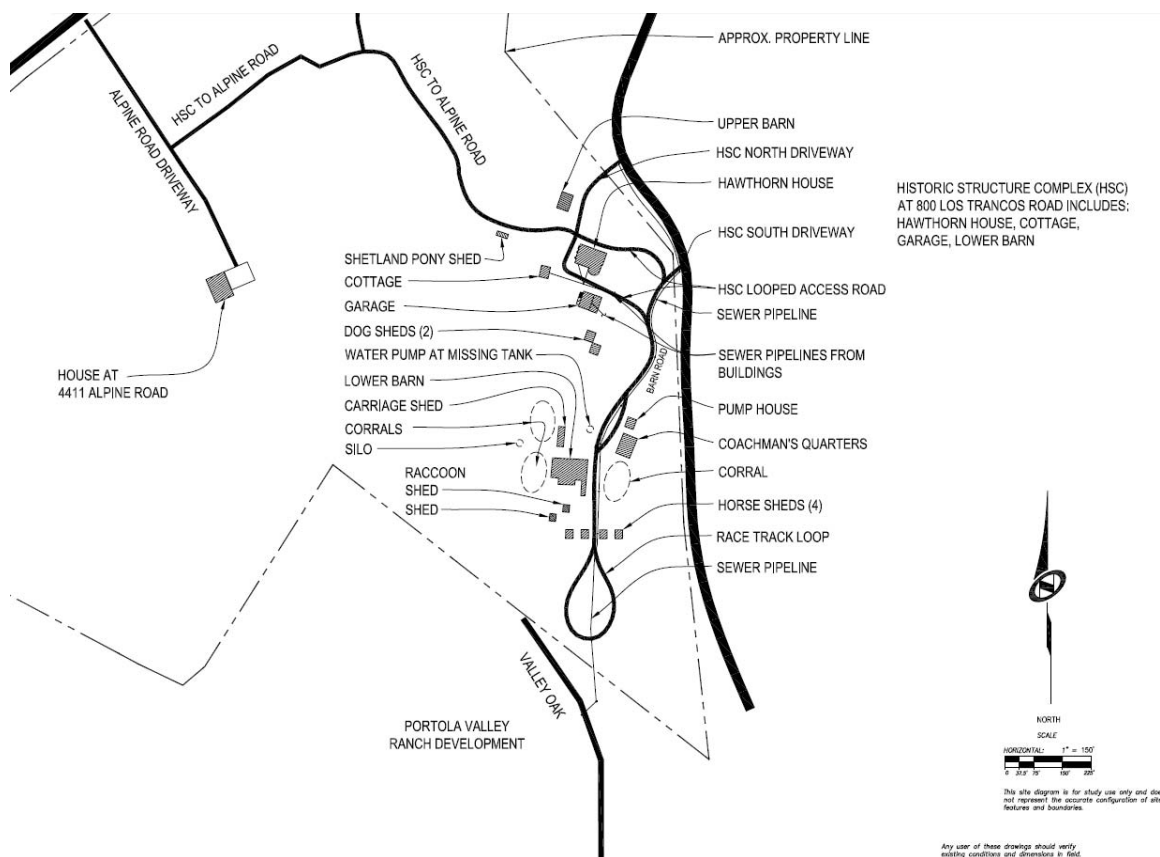


## HAWTHORN PROPERTY WINDY HILL OPEN SPACE PRESERVE

### HISTORIC RESOURCE STUDY – SUMMARY OF FINDINGS

#### INTRODUCTION

A Historic Resource Study was completed by Knapp Architects and Denise Bradley in the summer of 2013 for the Hawthorn Historic Complex, located on the Hawthorn Property within Windy Hill Open Space Preserve in the town of Portola Valley, California. A summary of the key findings from the Historic Resource Study are provided below.



*Hawthorn Historic Complex map, courtesy of Knapp Architects*

#### SUMMARY OF KEY FINDINGS:

1. **The Hawthorn Historic Complex (HHC) as a whole appears eligible for the National Register of Historic Places under Criterion A**, broad patterns of history, at the local level. No one structure is deemed historically significant alone. The HHC demonstrates importance in the areas of:
  - a. Agriculture
  - b. Architecture
  - c. Social History

2. **The HHC retains a remarkable and unique level of historic integrity**, even though some of the buildings and landscape features are in poor condition.
  - a. **The HHC remains relatively intact since the 1920s.** The Allen family purchased property in 1886 from the Martinez family. It was a small portion of the Martinez’s Rancho El Corte de Madera. The Allen family sold to the Woods family in 1916. Woods completed additions and renovations to the estate in the 1920’s. Since that time, little to no upgrades have occurred and the estate is relatively intact, closely resembling its appearance in the 1920s. The result is a high level of historic integrity, providing a strong sense of time and place.
  - b. Integrity features include:
    - i. Location
    - ii. Design
    - iii. Setting
    - iv. Workmanship
    - v. Feeling
    - vi. Association
  
3. **The Hawthorn HHC meets the definition of a Historic District Resource under the California Environmental Quality Act (CEQA).**
  
4. **Specific Historic & Cultural Defining Features include:**
  - a. **Excellent example of the “Gentleman’s Farm”:**
    - i. Serves as an example of small farming estates that merged agricultural uses and recreational activities.
    - ii. Lifestyle attracted middle and upper class families of San Francisco to the peninsula – facilitated by the development of the railroad.
    - iii. Cultural / landscape defining features of the Gentlemen’s farm that are still extant at Hawthorn include:
      - Hawthorn House -built by Allen family in 1886-87
      - Barn - age unknown; likely built by Allen family at same time as House
      - Cottage - age unknown; assumed to pre-date House
      - Olive Orchard – planted by Allen family
      - Road System - gravel/dirt roads appear to all be of original Allen family period
      - Stone walls – appear to be constructed by Allen family
      - Fences – from both Allen and Woods family era
  - b. **Woods Era use of HHC reflects the change in pattern of settlement** on the peninsula from summer and weekend retreat to full-time residence. Although the Woods family retained a home in San Francisco, they eventually settled full time at Hawthorn.



*Hawthorn House, Allen era, north façade. Credit: G.T. White, 1893, Town of Portola Collection*

**5. The HHC includes a number of primary and secondary structures, as well as landscape features that lend significance to the site as a Historic District.**

- a. Primary structures:
  - i. Hawthorn House
  - ii. Cottage
  - iii. Garage
  - iv. Lower Barn
- b. Secondary structures:
  - i. Upper Barn
  - ii. Shetland Shed
  - iii. Dog Sheds
  - iv. Carriage Shed
  - v. Pump House
  - vi. Coachman's Quarters
  - vii. Raccoon Sheds
  - viii. Horse Sheds
- c. Landscape features:
  - i. Natural Topography – how structures/facilities were developed into site contours
  - ii. Olive Grove
  - iii. Clustering of Structures
  - iv. Internal Road network
  - v. Rock walls & edging
  - vi. Free-standing brick oven

**HAWTHORN PROPERTY**  
**WINDY HILL OPEN SPACE PRESERVE**

**STRUCTURE CONDITIONS ASSESSMENT – SUMMARY OF FINDINGS**

**INTRODUCTION**

A Structure Conditions Assessment (SCA) was completed by Knapp Architects in 2014 for the Hawthorn Historic Complex, located on the Hawthorn Property within Windy Hill Open Space Preserve in the town of Portola Valley, California. The historic structures on this property have not been inhabited, utilized, nor maintained for many years and have sustained considerable deterioration. Documentation of their general design and construction condition is essential to inform future development of the site as a whole, as well as improvements to individual structures. The SCA focuses on the conditions of the historic site and the four major structures that are located within it. A primary objective of the SCA is to provide information to potential partners who are assessing the viability of rehabilitation and reuse of the site and structures.

The SCA assumes that the California Historical Building Code (CHBC) may be applied so that the historic fabric can be maintained to the greatest extent possible; application of the regular California Building Code (CBC) may otherwise jeopardize the historic integrity of the site. (Note: use of the CHBC would need to be evaluated by potential partners if use thereof facilitates their proposed site reuse; local jurisdictions would need to be consulted to determine application of the CHBC versus CBC). Code requirements will vary depending on the rehabilitation and reuse plans proposed for the site.

A summary of the SCA findings are provided below.

**SUMMARY OF KEY FINDINGS:**

**A. Site Conditions**

1. The site is in considerable disrepair; landscaping and structures have not been maintained for decades.
2. Site Access – the HHC is accessed from two entry drives off Los Trancos Road.
  - The entry drives will need to be widened and site-lines assessed, and repaved with compacted aggregate baserock.
  - The larger network of roads would need to be assessed for improvement on a case-by-case basis.
3. Surface Drainage
  - Improvements will be required to address erosion control and the potential for runoff to Los Trancos Creek.
4. Site Utilities
  - Electrical - PG&E service is available on site; new services would need to be installed at structures and service extended.
  - Sewer – the House, Garage and Cottage appear to have formerly been on a septic system; although a sewer main runs through the site, there is no current hook-up to this system. Depending on proposed rehabilitation and reuse plans, the site could be either served by a new septic system or connected to the sewer main.

- Water – no existing water source exists on site. A new water service would be required and is available from a water main located in Los Trancos Road.
- Gas – no existing gas service exists on site. A new gas service could be extended from the main in Los Trancos Road. Depending on the proposed rehabilitation and reuse plans, propane may be an option.

5. Site geology and structural stability

- The House and Garage are set on stable, unconsolidated granular material and the Cottage is underlain by stable bedrock.
- There is the potential for strong to very strong ground shaking due to a seismic event on one of the nearby faults.
- Structures have evidence of some distress as a result of undersized footings and settlement.
- New foundations should be reset on stable or engineered backfill with adequate depth and adequate drainage.

**B. Primary Structures**

1. Hawthorn House

- Built in 1887
- Fair condition; good candidate for reuse

2. Garage

- Built in 1916
- Fair condition; good candidate for reuse

3. Cottage

- Built in early 1880s
- Fair-to-poor condition; stabilize for exterior viewing

4. Lower Barn

- Built in early 1880s
- Fair-to-poor condition; stabilize for exterior viewing

**C. Recommendations for primary structures:**

1. Replace roofs with new asphaltic roofing that matches the aesthetic of original shingles.
2. Strengthen roof framing.
3. Repair external additions and staircases that have deteriorated.
4. Repair or replace siding and shingles and repaint structures; match historic aesthetic.
5. Repair doors and windows and replace broken glazing.
6. Repair and refinish interior walls, ceilings, and floors as necessary, matching historic standards.
7. Implement pest intrusion and prevention measures.
8. Reinforce or replace foundations and bring up to code.
9. Replace deteriorated, inadequate, or dangerous system components in all structures with new electrical, plumbing, heating and ventilations systems.
10. Potentially add HVAC systems to the Cottage and Barn if reuse is planned.
11. Retain and repair historic lighting and plumbing fixtures when feasible. Select new fixtures that are compatible with the historic building.



**D. Hawthorns Secondary structures and outbuildings** – all secondary structures have been deemed to be in either poor condition or deteriorated, and many have already collapsed; these structures pose a long-term maintenance issue as well as fire and safety concerns.

1. Upper Barn
2. Coachman's Quarters
3. Pump House
4. Silo

Sheds

**E. Recommendations for secondary structures/outbuildings**

1. Photo-document each structure
2. Demolish most of the outbuildings.



*Hawthorns House circa 2013; photo courtesy of Knapp Architects*

# Request for Letters of Interest for Partner Selection

## Hawthorn Property

The following document outlines the proposed schedule and components for the proposed Hawthorn Partnership Development Process, including the timing of the Request for Letters of Interest (RLOI).

### Proposed Schedule:

- January – Prepare the proposed partnership approach and RLOI outline for Planning and Natural Resources (PNR) Committee review and agreement
- February – Present the partnership approach and RLOI to the PNR
- March – If agreed by PNR, submit a Board FYI on the proposed approach and issue the RLOI
- April through May – Review Letters of Interest (proposals)
- June – Present proposals, scoring, and recommended top proposal to the PNR for confirmation
- July through September – negotiate initial terms and conditions of agreement with potential Partner
- October – Present recommended partnership agreement to the full Board for review and consideration

### Proposed Components of the RLOI:

#### 1. General Background Information

- a. Description of District mission, goals, and objectives
- b. Examples of existing District-private partnerships on other properties
- c. Description of potential lease types / options for partnership
  - ex. i. Master site lease with a 15 initial year term and two options for extensions not to exceed 5 years in length for each extension
  - ex. ii. Life estate
- d. General description of property
  - i. Historic District parameters – reference Historic Resource Study
  - ii. Condition of structures – reference Structure Conditions Assessment

#### 2. General Property Requirements

- a. Development parameters
  - i. Town of Portola Valley
    1. Zoning requirements
    2. Permitting requirements
  - ii. Consistency with Historic District
  - iii. Consistency with surrounding neighborhood
  - iv. Consistency with future public use, access, and use of remainder of property



- b. Minimum Partner requirements and responsibilities
  - i. Hold public tours minimum twice a year;
  - ii. Maintain property lease area consistent with predetermined landscaping and maintenance requirements (i.e. exterior structure maintenance; tree trimming, defensible space clearing, etc.);
  - iii. No site development inconsistent with Historic District (i.e. no paved roads, swimming pools, spas, ornate gardens, large lawns, etc.);
  - iv. No interior remodel inconsistent with historic elements: no removal of walls, windows, finishes, etc. without appropriate review and approval by District
  - v. Use shall be consistent with that allowed and approved by Town of Portola Valley;
  - vi. Partner responsible for all costs associated with property use, including but not limited to renovations, permitting, infrastructure, etc.;
- c. District activities and responsibilities
  - i. District to maintain surrounding property as open space with native vegetation;
  - ii. District to have regular ranger patrols of the site (which may also include a ranger residing in the Alpine Road house located on the property);
  - iii. District may fund additional site stabilization measures, as required, to keep structures status quo, whether purposed for re-use by Partner or not, until Partner completes fund raising and implements work on site;

### **3. Letter of Interest Submittal Requirements**

- a. Summary Statement of intended use (residential, agricultural, commercial, other);
- b. Description of how proposed use aligns with District mission / objectives;
- c. Schedule outline for rehabilitation and reuse;
- d. Budget outline for proposed rehabilitation and site improvements (including funding sources and detailed funding plan);
- e. Statement of understanding that Partner would be financially responsible for all costs associated with development: design, engineering, environmental, regulatory, permitting and construction;
- f. Statement of understanding that Partner shall be responsible for all upkeep and maintenance costs associated with Partner's use of the premises;
- g. Statement of agreement to develop project in compliance with Historic District parameters;
- h. Statement of understanding that Partner would provide access for public tours at least twice a year;

### **4. Evaluation of Letters of Interest & selection of potential Partner**

- a. District would select a Partner based on the following, prioritized criteria:
  - i. Financial viability of Partner proposal;
  - ii. Site rehabilitation and reuse conformance with District mission and goals, zoning, surrounding character, and historic uses;

- iii. Expediency and timing - due to ongoing structures deterioration, time is of essence; higher score given to Partners with plans that can be executed more quickly;
- iv. Partner lease terms (e.g., proposed lease structure, proposed lease area, proposed lease terms and extensions).

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

**Meeting Announcement & Agenda  
 February 28, 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	
Shalazaar Restaurant	6:15 p.m.	City Selection Committee Meeting
300 El Camino real	7:00 p.m.	Dinner
Belmont CA 94002	8:00 p.m.	Council of Cities Program
650-596-9000	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](mailto:nihartm@ci.pacifica.ca.us)

**Persian Cuisine Menu**

**PLEASE MAKE CHECKS PAYABLE TO:**

\$50.00 per person

RSVP by noon on Tuesday, February 25, 2014

650-595-7408, or [jplut@belmont.gov](mailto:jplut@belmont.gov)

Make checks payable to: City of Belmont

Mail to: Jozi Plut

c/o City Manager's Office

One Twin Pines Lane, Suite 340

Belmont, CA 94002

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 650-595-7408***



Business meeting  
Friday, February 28, 2014  
8:00 P.M.

- Call to Order
- Roll Call and Introductions by City Mayors, Councilmembers, and Guests
- Welcome by Mayor Warren Lieberman
- Approval of previous meetings minutes and Treasurers report
- Committee Reports
- Old Business
- New Business
- Announcements

**Program:**

**Speaker:** Chris McKenzie, Executive Director, League of California Cities

**Topic:** Update From Sacramento - Mr. McKenzie will update city officials on the latest Sacramento developments concerning transportation, water resources, economic development, pension reform, local control and other city priorities.

## **Directions to the Shalizaar**

### **From Highway 101:**

Take the Ralston Avenue exit, go west (right turn if coming from the north, left turn if coming from the south). Turn right on El Camino, just under the Caltrain tracks. Restaurant is about three blocks on the left, corner of Anita and El Camino Real.

### **From Highway 280:**

Take the Highway 92/Ralston exit. Turn left (east) after exiting freeway. Travel approximately three miles to El Camino. Turn left. Restaurant is about three blocks on the left, corner of Anita and El Camino Real.

January 2014



# District Report



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Mosquito Sources and Service Requests	2
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Balance Sheet	3
Profit and Loss	4
Operations Report	5
Lyme Disease at Water Dog Lake	6



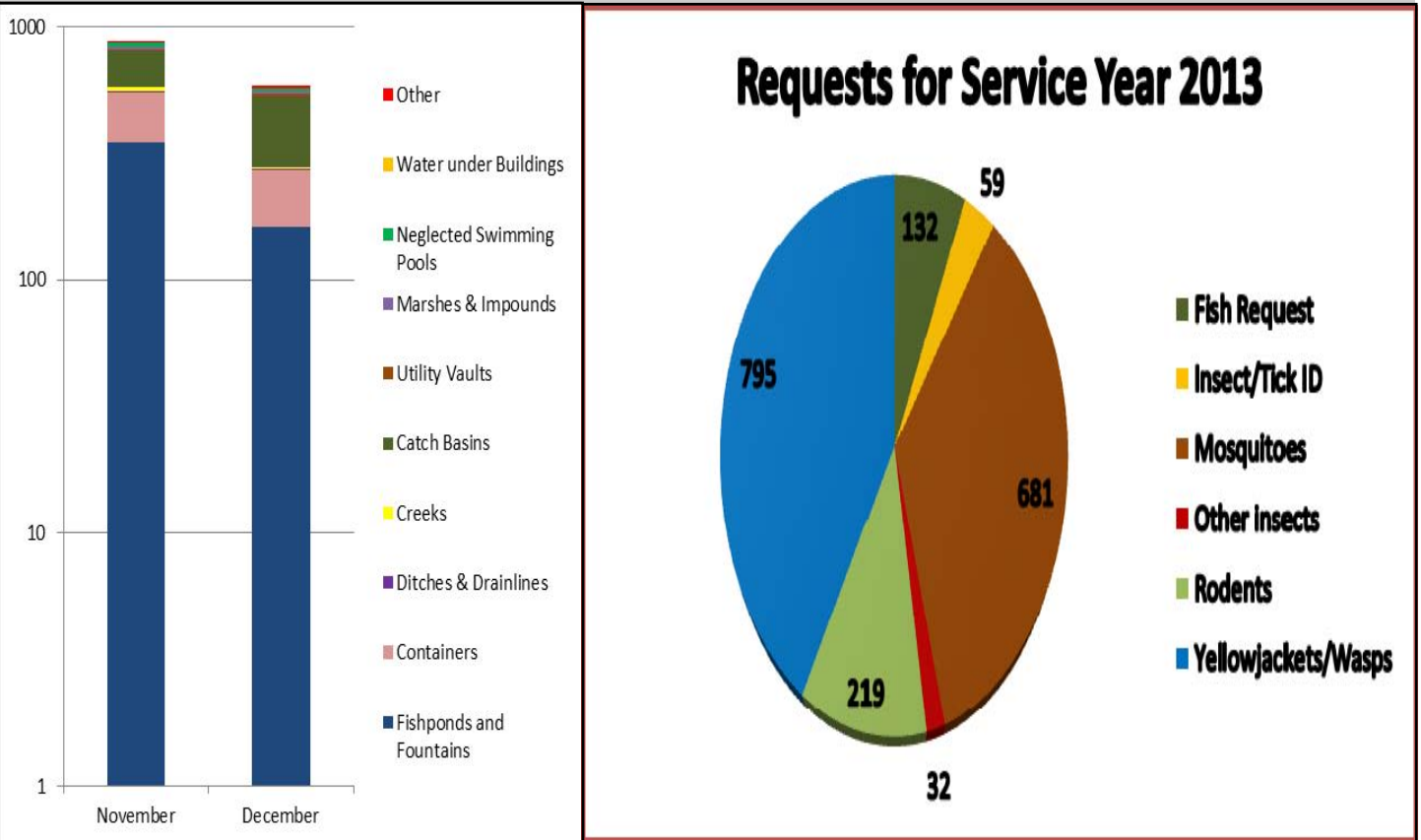
Traps for female *Aedes aegypti* deployed in Menlo Park and cemeteries throughout the county for the District's *Aedes* Surveillance Program. The traps are monitored until late fall. From left to right: Autocidal Gravid Ovitrap (AGO) and ovitrap (pint cup).

## District News

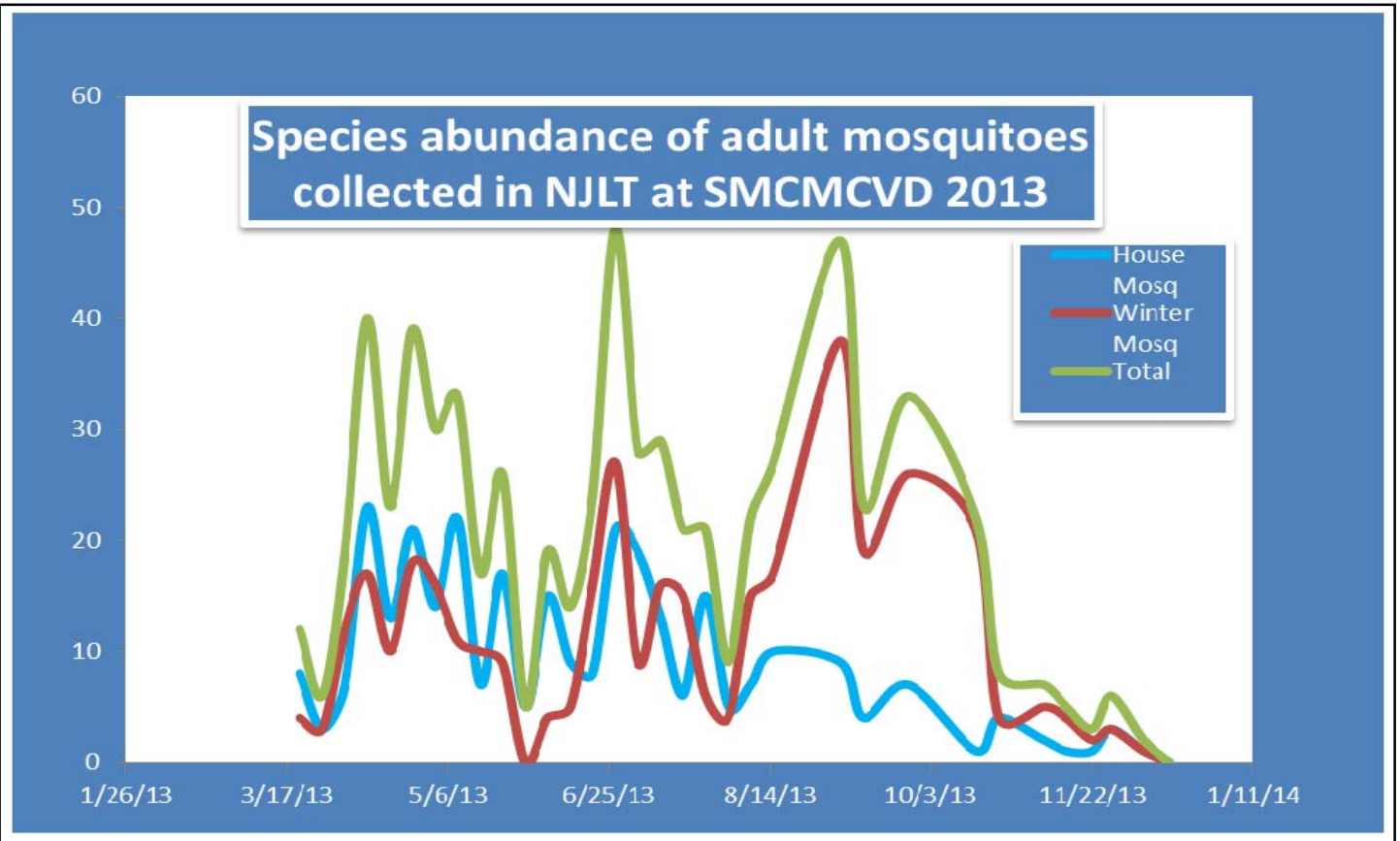
- In response to the detection of *Aedes aegypti* eggs and larvae in Menlo Park this month, the District's *Aedes* Surveillance Program was ramped up in San Mateo County for weekly monitoring until the fall. AGO traps were deployed at Holy Cross Cemetery and the surrounding area where immature stages of *Aedes aegypti* were observed. Ovitrap cups were deployed at eight cemeteries representatively situated throughout the county. Operations staff launched door-to-door inspections in the residential area where the *Aedes aegypti* eggs and larvae were collected as residents were reminded of the public health significance of *Aedes aegypti*.
- Due to the unseasonably low level of precipitation this winter, Operations staff has initiated the District's Catch Basin Program earlier than usual for controlling urban breeding sources of *Culex pipiens*, the mosquito species that is the vector for West Nile Virus.
- Among the ticks (*Ixodes pacificus*) collected from Water Dog Lake Park in Belmont, six ticks tested positive for Lyme Disease. Lab seasonal, Erik Michaels Betz was brought on board to assist with the tick collection efforts at various parks throughout San Mateo County.
- Lab Assistant, Warren Macdonald thoroughly engaged the Environmental Science classes at Aragon High School in San Mateo with his presentation on the District's programs and vector-borne diseases.



Mosquito Sources Treated and the Total Number of Service Requests in 2013



New Jersey Light Trap - Number of Adult Mosquitoes collected with Weekly Monitoring







## District Balance Sheet - Consolidated Funds As of December 31, 2013

	<b>Dec 31, 13</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 - Cash	6,110,520
1010A01 - Cash-VCJPA Property Contingency	36,903
1010A02 - Cash-VCJPA Member Contingency	317,978
1020 - Cash - Petty Cash	200
<b>Total Checking/Savings</b>	6,465,601
<b>Accounts Receivable</b>	
1012 - 1012 - Accounts Receivable-001	63,253
<b>Total Accounts Receivable</b>	63,253
<b>Total Current Assets</b>	6,528,854
<b>TOTAL ASSETS</b>	<b>6,528,854</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 - 4300-1 - Accounts Payable	55,079
<b>Total Accounts Payable</b>	55,079
<b>Credit Cards</b>	
US Bank Credit Card	-
<b>Total Credit Cards</b>	-
<b>Total Current Liabilities</b>	55,079
<b>Total Liabilities</b>	55,079
<b>Equity</b>	
32000 - Retained Earnings	6,107,309
Net Income	366,466
<b>Total Equity</b>	6,473,775
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,528,854</b>



## District Profit & Loss - Consolidated Funds As of December 31, 2013

REVENUES	MTD December-13	YTD FY13/14	Budgeted FY13/14	YTD Dec%	50%
				Balance Remaining	% of FY 13/14 Budget
1021 Prop. taxes, current, secured	745,262	829,004	1,521,718	692,714	54.5%
1024 PY Secured Rede	2,485	2,485	5,000	2,515	49.7%
1031 Prop. taxes, current unsecured	0	87,019	86,000	(1,019)	101.2%
1033 Prop. taxes, prior, unsecured	0	(4,115)	1,000	5,115	-411.5%
1041 Prop taxes CY secured SB 813	8,113	13,699	26,000	12,301	52.7%
1042 Prop taxes CY unsecured SB 813	0	0	650	650	0.0%
1043 PY SB 813 REDEM	0	0	1,400	1,400	0.0%
1045 Prop. taxes unsecured SB 813	0	0	320	320	0.0%
1046 1046 - ERAF Rebate	0	0	215,000	215,000	0.0%
1521-11 VCJPA-Interest Income	174	1,816	1,500	(316)	121.1%
1521 Interest Earned	0	17,521	40,500	22,979	43.3%
1831 Homeowner Prop	1,645	1,645	5,500	3,855	29.9%
2031 Benefit Assessment	744,983	744,983	1,438,911	693,928	51.8%
2439 Mosquito Control Tax	242,279	242,279	464,181	221,902	52.2%
2451 Service Abatement Income	248	230,058	255,000	24,942	90.2%
2647 Misc Refunds/RDA/RPTTF	0	19,057	40,000	20,943	47.6%
2658-11 VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2658 Other	200,198	257,126	48,000	(209,126)	535.7%
<b>Total Revenue</b>	<b>1,945,387</b>	<b>2,442,578</b>	<b>4,160,690</b>	<b>1,718,104</b>	<b>58.7%</b>
<b>EXPENDITURES</b>					
<b>Salary &amp; Benefits</b>					
4111 Regular Full Time	112,475	690,206	1,515,000	824,794	45.6%
4161 Regular Part Time	616	89,985	129,000	39,015	69.8%
4311 Social Security	156	6,191	10,000	3,809	61.9%
4321 Retirement	33,739	228,800	478,000	249,200	47.9%
4412 Health Insurance	29,498	167,543	369,000	201,457	45.4%
4414 Great-West Deferred Comp	1,000	6,000	13,000	7,000	46.2%
4415 Medicare Insurance	1,653	11,379	24,000	12,621	47.4%
4422 Dental Insurance	2,915	17,878	38,000	20,124	47.0%
4431 Vision Insurance Plan (VSP)	435	2,589	5,300	2,711	48.9%
4440 Employee Commute Benefit	276	2,166	5,500	3,334	39.4%
4442 Long Term Disability	829	5,069	11,300	6,231	44.9%
4451 Unemployment Insurance	330	4,403	18,000	13,597	24.5%
4621 AFLAC Insurance	442	2,901	6,500	3,599	44.6%
Subtotal	184,363	1,235,109	2,622,600	1,367,491	47.1%
<b>Services &amp; Supplies</b>					
5111 Pesticides	11,130	74,586	250,000	175,414	29.8%
5121 Clothing	1,266	9,853	23,700	13,847	41.6%
5156 Household	234	1,516	4,200	2,684	36.1%
5171 Medical/Laboratory	948	16,116	18,800	2,684	85.7%
5188 Other Misc (Union Bank Fee)	37	226	1,800	1,574	12.6%
5199 Office	789	6,104	20,100	13,996	30.4%
5233 Tools/Equipment	304	10,853	19,350	8,497	56.1%
5331 Memberships	0	15,764	18,845	3,081	83.7%
5416 Gasoline/Oil	1,714	33,201	67,000	33,799	49.6%
5428 Miscellaneous Repair	1,155	192,195	295,000	102,805	65.2%
5472 General Maintenance	301	1,844	9,300	7,456	19.8%
5631 Electric/Gas	2,057	12,292	20,900	8,608	58.8%
5635 Water/Sewer Disposal	1,096	5,541	9,700	4,159	57.1%
5721 Meetings/Conferences	8,420	28,668	91,800	63,132	31.2%
5856 Services/Consultation	18,949	123,945	238,800	114,655	51.9%
5966 District Special Expenses	3,434	18,228	123,750	105,522	14.7%
6712 Telephone	1,360	10,513	22,500	11,987	46.7%
6725 Liability Insurance	0	41,358	53,000	11,642	78.0%
6731 Other Insurance	0	119,443	102,100	(17,343)	117.0%
Subtotal	53,195	722,249	1,390,445	668,196	51.9%
<b>Fixed Assets</b>					
7211 Structures/Improvements	0	0	0	0	0.0%
7311 Equipment	0	118,753	144,300	25,547	82.3%
Subtotal	0	118,753	144,300	25,547	
<b>Total Expenditures</b>	<b>237,558</b>	<b>2,076,110</b>	<b>4,157,345</b>	<b>2,081,235</b>	<b>49.9%</b>
<b>NET INCOME</b>					
<b>Net Income</b>	<b>1,707,829</b>	<b>366,468</b>	<b>3,335</b>		



## Operations Report

### Inspection of Bioretention Basins

#### What is a Bioretention basin?

"Bioretention basins are landscaped depressions or shallow basins used to slow and treat on-site storm water runoff. Storm water is directed to the basin and then percolates through the system where it is treated by a number of physical, chemical and biological processes. The slowed, cleaned water is allowed to infiltrate native soils or directed to nearby storm water drains." ([www.lakesuperiorstreams.org/stormwater/toolkit/bioretention.html](http://www.lakesuperiorstreams.org/stormwater/toolkit/bioretention.html))

#### Why the need to inspect Bioretention basins?

Cities will not approve a completed building site until multiple agencies have reviewed certain aspects of the building plans. District staff inspect bioretention basins as potential mosquito breeding sources. This multi-agency collaboration allows District staff to build positive working relationships into the future. In January, District staff inspected two completed sites: a new trailhead off of Skyline Boulevard in Woodside (funded by Midpeninsula Regional Open Space District); and a new paddock at The Horse Park in Woodside.



Left to right: building (20,000 sq. ft<sup>2</sup>) with retention basin design; percolating section of the basin; and white, hillside drain directing storm water runoff into retention basin.

### Stagnant Water Underneath Buildings

Stagnant water pooling under buildings is an ongoing problem in San Mateo County and is typically caused by broken drainage pipes. A service request from a resident who reported observing numerous mosquitoes had prompted Technician, Richard Chow, to initiate house-to-house inspections to find the mosquito breeding source. With persistence, Richard located the main breeding source two blocks away from where the caller resides. The resident with water under his building was notified of the problem. Unaware that the problem existed, the resident pumped out the stagnant water and has scheduled a repair of his drainage pipes. Great job Richard!



Left to right: stagnant water under a building in San Mateo; condensation on window; and Richard Chow using a backpack fogger to apply an adulticide treatment underneath the building.



"An Independent Special District Working for You Since 1916"

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL

1351 Rollins Road Burlingame, CA 94010

Phone: 650-344-8592 Fax: 650-344-3843 info@smcmad.org www.smcmad.org

The San Mateo County Mosquito and Vector Control District is an independent, Special District funded by a property tax voted in by individual cities. Our mission is to safeguard the health and comfort of our citizens through a planned program to reduce mosquitoes and other vectors in an environmentally responsible manner.

	Extension
Robert B. Gay, Manager	12
Brian Weber, Assistant Manager	16
Nayer Zahiri, Laboratory Director	32
Tina Sebay, Vector Ecologist	38
Theresa Shelton, Vector Ecologist	44
Warren Macdonald, Laboratory Assistant	31
Rosendo Rodriguez, Finance Director	11

*"A VECTOR is any animal that can transmit disease to animals or people."*

**Ticks (*Ixodes pacificus*) Tested Positive for Lyme Disease at Water Dog Lake Park in Belmont**

Water Dog Lake is a popular recreational destination for biking, hiking and dog walking. In January, San Mateo County Environmental Health sent a notification that a park patron contracted Lyme Disease from an infected tick during dog walking activities.

As part of the 2013 -2014 Tick Disease Surveillance Program, District staff had already begun collecting ticks at Water Dog Lake in Belmont. Six (6) ticks among those collected tested positive for Lyme Disease. In response, District staff notified City of Belmont officials and posted tick habitat warning signs at the entrances to the main trailheads. A control treatment for ticks will be scheduled.



A main trail meandering through Water Dog Lake Park that accommodates both hikers and bicyclists.

To avoid tick bites:

- Apply a tick repellent to clothing and exposed parts of the body
- Stay in the middle of trails and avoid contact with grasses, shrubs, and leaf litter under trees
- Wear light-colored, long-sleeved clothing and tuck into pants and socks or shoes
- Regularly examine yourself for ticks and remove ticks promptly
- Remove an attached tick carefully by pulling it straight out; do not twist, smother, or burn a tick to remove it
- Pets can easily pick up ticks if allowed to roam off-trail; consult your veterinarian regarding tick control





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: February 14, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended February 14, 2014.

1. **Volunteers To Help Enforce Driveway Scoring Requirements** – Trails Committee chair Susan Gold has agreed to take the lead on working with property owners to score their driveways per Town policy to reduce the risk of slippage for horses using the trail system. The Committee has identified eight driveways of particular concern.
2. **Volunteers Installed Bleachers at Ford Field** – Much thanks to Mark Paris and others who worked to assemble and install the bleachers at Ford Field in advance of the now-postponed ribbon cutting. Mark's effort, yet again, helped the Town to keep its costs down. Ford Field is now in use and the ribbon-cutting ceremony has been rescheduled for Saturday, March 1<sup>st</sup>.
3. **Meeting with School District Regarding Traffic Study** – Staff and Councilmember Richards met with representatives of the District this week to discuss the recent traffic study that was commissioned by the District. Funded by Safe Routes to School grant funds, the purpose of the study was to assess opportunities to improve traffic flows and pedestrian safety at CMS and surrounding intersections. Since the report was commissioned by the District, Town staff will make their recommendations to the Town Council *after* the District Board has taken action on the report's recommendations and considerations. It is important to note that specific concerns expressed by residents in the Corte Madera neighborhood regarding speed and volume of traffic on CM were outside the scope of the District's report and must therefore be addressed separately by the Town. Staff will work with the Mayor and Vice Mayor early next week to develop a process to address this additional concern.

4. **Sheriff's Forum on Neighborhood Safety** – The Sheriff's Office held a forum on neighborhood safety for town residents on Wednesday night. The event was attended by about 30 people and we received positive feedback.
5. **CERPP Board Meeting** – At the CERPP Board meeting this week, the Fire Chief outlined his proposal to share the cost of a volunteer/CERPP emergency preparedness coordinator between Woodside, PV, the District, and unincorporated county areas. The cost to the Town would be \$15,000 per year beginning July 1, 2014. If the two towns are supportive, the District will launch the program effective March 1<sup>st</sup> and pay for the first four months.
6. **Home Energy Efficiency Workshop** – On Thursday, February 13th, the Town hosted a home energy efficiency workshop in conjunction with San Mateo County. The workshop included information on the current rebates available through the Energy Upgrade California program, a testimonial from a homeowner who completed an upgrade and technical details from the contractor who performed the work. The 28 attendees asked numerous questions and stayed after to ask individual questions of the presenters and the Sustainability Manager. More information on the program can be located at [www.bayareaenergyupgrade.org](http://www.bayareaenergyupgrade.org).

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – February 21, 2014**

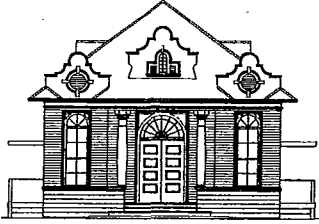
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1. Agenda – ASCC – Monday, February 24, 2014
2. Agenda – (Special) - Sustainability Committee – Monday, February 24, 2014
3. Agenda – Conservation Committee – Tuesday, February 25, 2014
4. Report from San Mateo County Sheriff's Office – Incident Log for 01/30/14 – 02/29/14
5. Report from San Mateo County Sheriff's Office – Incident Log for 02/10/14 – 02/17/14
6. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, February 21, 2014

### **Attached Separates (Council Only)**

1. None





**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, February 24, 2014  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**7:30 PM - REGULAR AGENDA\***

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, 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 Review for Conformity with CUP X7D-30 and Site Development Permit X9H-668: New building at Benedictine Square and Proposed Changes to Benedictine and Church Squares, 302 Portola, The Priory School
5. New Business:
  - a. Architectural Review for Detached Guest House, 385 Westridge Drive, Prella
6. Commission and Staff Reports:
7. Approval of Minutes: February 10, 2014
8. Adjournment:

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

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**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.

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#### **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).

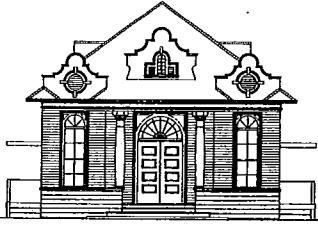
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: February 21, 2014

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
***Special Sustainability Committee Meeting***  
**Monday, February 24, 2014 3:30 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

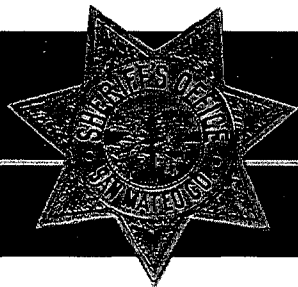
1. Call To Order
2. Oral Communications
3. Approval of Minutes
  - a. October 28, 2013
  - b. December 16, 2013
  - c. January 27, 2014
4. Update & Discussion on Programs/Projects/Outreach
  - a. Energy Upgrade
  - b. Earth Fair 2014
5. Update on Committee Projects for 2014
6. Next Steps, Next Meeting Date & Reminders
  - a. *Next Sustainability Committee Meeting* – March 17<sup>th</sup> at 3:30 pm
  - b. *Silicon Valley Sustainable Landscape Summit* – March 24 from 9 – 1 pm in Foster City:  
<http://waterawards.org/index.php/component/content/article/17.html>
  - c. *USBGC/PG&E Water Conservation Showcase* – March 25 from 9 – 6 pm at PG&E Pacific Energy Center in San Francisco: <http://www.usgbc-ncc.org/water2014>
7. Announcements
8. Adjournment



**TOWN OF PORTOLA VALLEY**  
***Conservation Committee***  
**Tuesday, February 25, 2014 - 7:45 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

## AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - November 26, 2013 and January 28, 2014
4. Site Permits -
  - NEW - 128 Escobar (ASCC March)
  - 30 Cheyenne Point (ASCC 3/24) retroactive
  - 7 Veronica
  
  - REVISED – Lauriston restoration plan
  - 17 Redberry (revisited)
  
  - Tree Removals –
5. Old Business
  - A. Backyard Habitat program - DeStaebler
    - 1) Subcommittee report
    - 2) Next steps
  - B. Planting plan for Oak Grove; revised
    - 1) Issues with GoNative?
  - C. Broom Pull - April date - how to make successful? How to tie into anniversary? Scouts?
  - D. Year of Water - Cooperate with Sustainability Committee to help draft locally appropriate drought tolerant plant list
  - E. Tip of the month - drought again? - Plunder
  - F. PV Anniversary year celebration - welcome basket - Subcommittee Murphy, Kearney; blog contribution Eastman
  - G. Additions to plant lists - Ulmus
  - H. Position on:
    - 1) Wholesale removal of Bay
    - 2) Increase protection of Madrones - decrease diameter to 5 inches?
    - 3) Add Buckeyes to Significant Trees?
  - I. New member? Increase membership to 10?
6. New Business
  - A. Budget
7. Action Plan
8. Announcements
9. Adjournment



# 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 01/30/14 to Sunday 02/09/14

Greg Munks  
Sheriff

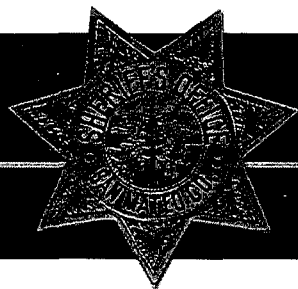
CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-920	01/31/14 2:14PM	100 Blk. Barrett Drive Woodside	Theft / Forgery / Counterfeit Checks	Joicelyn Gonzalez from East Palo Alto was arrested and transported to the San Mateo County Jail where she was booked on theft from an elder, forgery, and committing a felony while out on bail.
14-927	01/31/14 6:37PM	State Highway 84 Woodside	Traffic Accident – Minor Injury	Party #1 was driving Vehicle#1 west on Woodside Road. Party #2 was riding her bicycle east on Woodside Road approaching Vehicle #1. Party #1 crossed Vehicle #1 into oncoming, east bound traffic. Party #1 was unable to take action to avoid a collision. Vehicle #1 Struck Party #2 on her bicycle. Party #2 was transported to the hospital for her injuries.
14-947	02/01/14 1:50PM	3000 Blk. SR84 Woodside	Traffic Accident – No Injuries	Party #1 was driving Vehicle #1 and was traveling southbound in a parking lot on the 3000 Blk. of SR84. Vehicle #2 was legally parked along the south roadway edge, facing eastbound on the 3000 Blk. of SR84. Vehicle #1 turned left onto e/b SR84. V- #1 made an unsafe turning movement, by not turning enough, which caused the right

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				front end of V-#1 to collide with the left rear end of V-#2, causing minor damage to both vehicles.
14-961	02/02/14 12:12PM	3000 Blk. Woodside Rd. Woodside	Possible Marijuana w/ driving	A deputy activated his overhead emergency lights to conduct a traffic stop. The suspect vehicle came to a stop on the 3000 Blk. of Woodside Road. The deputy made contact with the driver and sole occupant of the Vehicle, who identified himself using a CDL. While speaking with the driver the deputy could smell the odor of marijuana coming from inside the vehicle and located suspected marijuana cigarettes. The deputy issued the driver a citation for possession of Marijuana and released him from the scene.
14-966	02/02/14 1:18AM	Portola Rd. / Family Farm Portola Valley	DUI Alcohol / Drugs	Autumn Williams from Woodside was arrested for driving under the influence of alcohol. Williams was transported to First Chance and was issued a citation.
14-1050	02/05/14 10:59AM	3000 Blk. Woodside Rd. Woodside	Grand Theft	A deputy was dispatched to Robert's Market grocery store, on the report of a theft of a purse. Upon arrival the deputy met with the victim who stated that she pushed the cart to her car, to the front of the driver side, with her purse in it and she pulled the bag of groceries out of the cart and placed it in her car. She said she sat there for a while and she was going to write something down and remembered she had a pen in her purse. Then she noticed her purse was gone. She did not see the cart anymore. She did not see anyone come by and take the cart. She described the purse to be a large brown special edition Hermes bag valued at approximately \$6,000. She said her wallet with her credit cards, identification, and cash (\$300) were in the purse. There are no leads at this time.
14-1055	02/05/14 11:26AM	Alpine Rd. / WillowBrook Dr. Portola Valley	Auto Burglary	Victim #1 and Victim #2 were the victims of auto burglary by unknown suspect(s). This occurred at the dirt lot of "The Spanish Trail". Entry was made via a window smash and the loss was a small coin purse in the glove box of Veh #1 and a purse in the rear luggage compartment.

14-1056	02/05/14 12:26PM	Alpine Rd. / WillowBrook Dr. Portola Valley	Auto Burglary	A deputy was dispatched to a parking lot located near Alpine Rd and Willowbrook Dr, on the report of a recent auto burglary. Upon arrived the deputy met with the victim who stated that she met went hiking at approximately 9:30AM. When she returned at around 11:30 some bicyclists rode by and mentioned some vehicles had got broken into. She arrived to her vehicle and noticed her vehicle and her friend's vehicle both had been broken into. She stated the only thing missing was a large bag made for the rear compartment of her vehicle.
14-1149	02/08/14 9:15AM	Canada Rd. / West Entry Woodside	Traffic Accident	Driver #1 stated that she was driving north on Canada Road behind a large truck. While behind the truck she couldn't see because of the water that was being sprayed on her car. She slowed down and attempted to pull over on the dirt/muddy shoulder. She applied the brakes but was going a little too fast and couldn't stop in time and hit an AT&T box. Driver #1 did not have any visible injuries or any complaint of pain, and declined medical attention.
14-1166	02/09/14 3:33PM	1000 Blk. Orange Ave. West Menlo Park	Driver w/ suspended license w/ DUI	A deputy was dispatched to the report of a possible drunk driver. The driver was located and she was not under the influence of alcohol. The driver was issued a citation for driving with a suspended driver's license with a prior DUI.





# 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 02/10/14 to Monday 02/17/14

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-1183	02/10/14 10:37AM	100 Blk. Leland Ave. West Menlo Park	Federal Mail Theft	A deputy was dispatched to the report of mail theft. Upon arrival the deputy met with the victim who stated that his neighbor notified him of found mail which was two blocks from the victim's residence. The found mail was an empty white shipping bag, which was ripped open. The victim stated the bag contained his prescription medication. The victim believes the prescription was taken from his mail box sometime between 02/08/2014 and 02/10/2014. The deputy conducted an area check and was unable to locate any additional witnesses or cameras. There are no suspects at this time.
14-1211	02/11/14 10:38AM	100 Blk. N. Castanya Way Ladera	Burglary	Unknown suspect(s) entered the victim's vehicle by smashing the window. The suspect(s) removed the victim's purse from the front seat. The loss to the victim is approximately \$5,000.00 in property and cash.
14-0056	01/03/14 7:47AM	400 Blk. 5 <sup>th</sup> Ave. Portola Valley	Petty Theft	The victim called the Sheriff's Office to report that an unknown suspect(s) stole his black and white specialized mountain bike from his front yard. The victim also

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				discovered the driver's side door to his Chevy truck, which was parked in his driveway, was slightly open. A Pioneer CD stereo and metal dash cover was also missing from inside the truck. The victim's vehicle was not locked and the alarm was not activated. The victim found a blue Jam mountain bike lying on the sidewalk in front of his residence. It is unknown who the bike belongs to, and there may be a possibility the bike may belong to the suspect related to this investigation. The estimated loss at this time is \$750.00.
14-1226	02/11/14 5:26PM	La Honda Rd. / Portola Rd. Woodside	Traffic Accident	Party #1 was riding his bicycle eastbound La Honda Road approximately a quarter mile west of Portola Road. Party #1 lost control of his bicycle and fell to the ground. Party #1 was transported to the hospital for his injuries.
14-1239	02/12/14 10:49AM	200 Blk. Greer Rd. Woodside	Theft by Forgery	Unknown suspect(s) used the victim's credit card information to make an online purchase in the amount of \$20,500.00 from a business in Oregon. The product (solar panels) was scheduled to ship to an unknown address in Laredo, TX. There is no suspect information at this time. This case is pending.
14-1253	02/12/14 10:49AM	Canada Rd. / Runnymede Rd. Woodside	General Information Case	A deputy responded to the area of Canada Road at Runnymede Road, on the report of a vehicle "off-roading" on the shoulder/grass. The R/P advised that she was no longer in the area and that the vehicle was last seen driving northbound Canada Road. The R/P also described the driver of the vehicle as a young Caucasian male adult and the vehicle as an older model Jeep. The R/P advised that the Jeep had large tires and was covered in mud. Upon arrival the deputy observed that the grass area and shoulder had tire tracks and looked to be damaged due to off-roading vehicles driving through it. At this time there are no suspects or any other witnesses.
14-1257	02/12/14	100 Blk. La Sandra Way	General Information	The Reporting Party stated she and her husband were

	7:10PM	Portola Valley	Case	leaving a residence and turned southbound once they were through the property gate. By the time they completed the turn they saw the back of a mountain lion, running. The mountain lion then disappeared into the bushes across the street. The reporting party stated the mountain lion did not appear to be injured or sick. She said that no people or domesticated animals appeared to be at risk. The deputy conducted a thorough check of La Sandra Way and no mountain lions were located in the area.
14-1273	02/13/14 11:19PM	1000 Blk. La Honda Rd. Woodside	Traffic Accident	Vehicle #1 was traveling east on La Honda Road on a descending grade. Vehicle #1 did not slow for a turn in the roadway, which caused her to lose control of her bicycle which then she was ejected and hit the asphalt pavement.
14-1304	02/14/14 4:20AM	S/B 280 / Farm Hill Blvd. Woodside	Driver w/ Suspended License	A deputy saw a Ford van pass him by traveling at a high rate of speed. The deputy caught up with the vehicle and paced it for approximately ½ mile at a little over 85 miles per hour. The deputy conducted a traffic stop and contacted the male driver who identified himself with a California Identification card. The deputy explained to the driver the reason why he pulled him over asked to see his driver license registration and proof of insurance. The driver stated his license was suspended due to numerous citations. The driver was issued another citation and released from the scene.
14-1348	02/15/14 1:00PM	State Route 84 Woodside	General Information Case	A deputy was dispatched to a report of a vehicle traffic hazard on SR 84 near Friars Ln. The deputy found the vehicle unoccupied, with its hazard lights on. The vehicle was stopped in the westbound lane, causing a traffic hazard. The deputy issued the vehicle a citation for violation of being parked on a state route. The vehicle was towed and stored to avoid any collisions.
14-1386	02/16/14 11:16PM	Cinnabar Rd. / Crest Rd. Woodside	Contributing to Delinquent Minor	The suspect was contacted inside a vehicle with three juveniles. The suspect had just provided marijuana to all

				three juveniles. The juveniles were released to their parents. The suspect was cited and released at the scene.
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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: February 21, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended February 21, 2014.

1. **MROSD Committee Meeting on the Hawthorns/Woods Property** – MROSD's Planning & Natural Resources Committee met this week to consider a staff proposal to accept the historic resource study and structure conditions assessment report for the historic complex located on the Hawthorns property. Staff also proposed that the committee authorize the General Manager to issue a request for letters of interest to manage the historic complex. Both recommendations were supported by the committee and the MROSD report is attached.
2. **Solicitors** – Staff received complaints that solicitors were in town this past weekend even though no permits were issued. It is important that residents be reminded to contact the Sheriff's Office if approached by an unpermitted solicitor.
3. **Speed Trailers** – The Sheriff's Office has moved the speed trailers on Alpine & Portola Road to allow bike passage on the shoulder. The trailers are periodically mobilized by the SO to different locations in their service area as an enforcement tool. The Town has its own speed trailer that is placed at different locations by the Police Commissioner.
4. **Noise Monitors** - SFO airplane noise office wraps up its 2<sup>nd</sup> round of aircraft noise monitoring here in PV. The next session will be 5/7 - 5/21.

## PLANNING AND NATURAL RESOURCES COMMITTEE

R-14-41  
February 18, 2014

### AGENDA ITEM 4

#### AGENDA ITEM

Acceptance of Consultant Reports and Direction to Initiate Partnership Development for the Hawthorn Historic Complex at Windy Hill Open Space Preserve

#### GENERAL MANAGER'S RECOMMENDATION(S)

1. Accept the Historic Resource Study, Structure Conditions Assessment, and Findings for the Hawthorn Historic Complex at Windy Hill Open Space Preserve.
2. Direct the General Manager to prepare and release a Request for Letters of Interest and provide copies of the reports listed above to solicit potential partnerships with outside entities for the restoration, reuse, and maintenance of the Hawthorn Historic Complex.

#### SUMMARY

The following detailed reports regarding the Hawthorn Historic Complex at Windy Hill Open Space Preserve are complete: 1) a Historic Resource Study and 2) a Structure Conditions Assessment (see Attachments 1 and 2 for summaries). With the completion of these reports, the General Manager is seeking Committee direction to release the information along with a Request for Letters of Interest (RLOI) (see Attachment 3 for an outline) to solicit proposals for potential partnerships from outside entities that may be interested in restoring, reusing, and maintaining the Hawthorn Historic Complex. The RLOI would provide the District with conceptual proposals for the restoration and reuse of the property and include sufficient detail to understand the financial viability of each proposal.

#### DISCUSSION

##### Background

The Hawthorn Historic Complex is located on a 79-acre triangular piece of land located between Alpine and Los Trancos Roads in the Town of Portola Valley. The property became a part of Windy Hill Open Space Preserve in 2011, when the District acquired the property, historically known as "Hawthorn", from the estate of Frederick N. Woods, III. The hilly terrain includes a roughly north-to-south ridgeline that bisects the property through the center. The land to the east side of this ridgeline contains the historic residential and agricultural complex associated with the late 19th and early 20th century development of the site by the Allen and Woods families (referred to as the Hawthorn Historic Complex). Generally, other than a later residence (added in 1952) and an overgrown olive grove (in the southwestern corner of the property), the western portion is undeveloped.

To prepare the District in developing potential partnerships for the rehabilitation of the Historic Complex, the District hired Knapp Architects to survey and evaluate the history and condition of the historic structures. Attachments 1 and 2, summaries of the Historic Resource Study and Structure Conditions Assessment, present the key findings of this work.

### **Hawthorn House**

The most notable structure, the Hawthorn house, which forms part of the Historic Complex, is an approximately 9,000 square foot, wood-framed, shingle-style, two-story residence constructed in 1887. Overall, the structure is in fair condition, despite years of abandonment, and holds promise for potential reuse. According to the Historic Resource Study, the house represents the social, agricultural and architectural history of an era when many wealthy and prominent San Francisco families owned estate property on the Peninsula both for use as a year round family house and as a summer retreat. The structure retains a remarkable level of historic integrity. While other buildings and some of the landscape features within the Historic Complex are in poor condition, they still retain important components of the required aspects of integrity including: location, design, setting, materials, workmanship, feeling, and association. The Historic Complex appears eligible for the National Register of Historic Places at the local level as an historic district under Criterion A (broad patterns of history) with importance in the areas of agriculture, architecture, and social history.

### **Prior Stabilization Work**

Since the District's ownership of the property in 2011, the District has focused on implementing site stabilization measures to temporarily halt the deterioration of the historic structures until surveys and reports could be completed to inform the future reuse of the site. These measures have included: sealing window and door openings to prevent trespassing, rodent control, extensive bee hive removal, debris removal, tree trimming, and shrink wrapping the roof to prevent moisture intrusion. These stabilization measures are not intended to be long-term solutions.

### **Potential Partnerships**

With the completion of the Historic Resource Study and Structure Conditions Assessment, the District now has the necessary background documentation regarding the condition of the buildings and their potential historic significance to initiate meaningful discussions with potential partners regarding the future rehabilitation and reuse of the Historic Complex. The General Manager recommends releasing a Request for Letters of Interest (RLOI) to solicit potential partnership proposals for the rehabilitation, reuse, and maintenance of the site.

### **Request for Letters of Interest**

The proposed Request for Letters of Interest would include background information about the Hawthorn property and establish clear development parameters for the historic site and structures (see Attachment 3, RLOI summary outline). The RLOI would also describe the minimum partnership requirements and specific responsibilities of each party, and include examples of potential lease options that the District may consider. Moreover, the RLOI would also specify the requirements that would need to be submitted as part of each Letter of Interest, which would include:

- Description of the proposed use and development of the site;
- Detailed conceptual budget, including anticipated budgets for design and engineering, structural repairs, habitability improvements, hazardous materials abatement, environmental review, and permitting, and any other cost associated with the proposed use;
- Description of any fundraising requirements;
- Schedule for completion of the proposed rehabilitation and reuse; and,
- Proposal for ongoing maintenance and management of the site once the work is complete.

### **FISCAL IMPACT**

Partnership Development for the Hawthorn Property is included in the proposed Fiscal Year 2014-15 Action Plan for the Planning Department as a Priority 1 project. Project costs vary depending on the success of the partnership development. If no suitable partner is interested or has the capacity to restore and maintain this property, the District would need to consider implementing additional building stabilization for long-term weatherization ("mothballing"). These costs would be borne from the endowment fund and are anticipated to be \$130,000. Should a suitable partnership be developed,



depending on the final terms of the agreement, the partner may assume responsibility for all building rehabilitation and ongoing maintenance costs.

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. Interested parties and neighbors within 300-feet of the property have also been notified.

## **CEQA COMPLIANCE**

The proposed actions do not constitute a physical change to the environment, and are therefore not subject to the California Environmental Quality Act (CEQA). Any future proposal to make improvements or renovations to the structures would be subject to CEQA review prior to implementation.

## **NEXT STEPS**

If the proposed Request for Letters of Interest approach is agreed to by the Committee, the General Manager would prepare a Board FYI to inform the full Board of the proposed approach for partnership development and the upcoming release of a Request for Letters of Interest (RLOI). The General Manager would subsequently direct staff to release the RLOI to solicit proposals from potential partners and to provide copies of the Historic Resource Study and Structures Conditions Assessment to potential proposers as background information. Notice of the RLOI would be provided to the Town of Portola Valley, neighbors, and interested parties. Once proposals are submitted and scored, staff would return to the Committee with a recommendation for selection of a partner/proposal and an outline of the proposed terms and conditions for the partnership agreement. The Committee would then forward a recommendation for entering into a partnership agreement to the full Board for review and consideration. If a suitable partner is not identified before the onset of the next rainy season, the District would need to consider implementing additional stabilization and/or long-term weatherization (“mothballing”) measures to prevent further deterioration.

### Attachments

1. Summary of Findings: Hawthorn Historic Resource Study
2. Summary of Findings: Hawthorn Historic Complex - Structure Conditions Assessment
3. RLOI outline

### Responsible Department Head:

Meredith Manning, Co-Acting Planning Manager and Senior Planner

### Prepared by:

Ariel Shaw, Planner I

### Graphics prepared by:

Ariel Shaw, Planner I

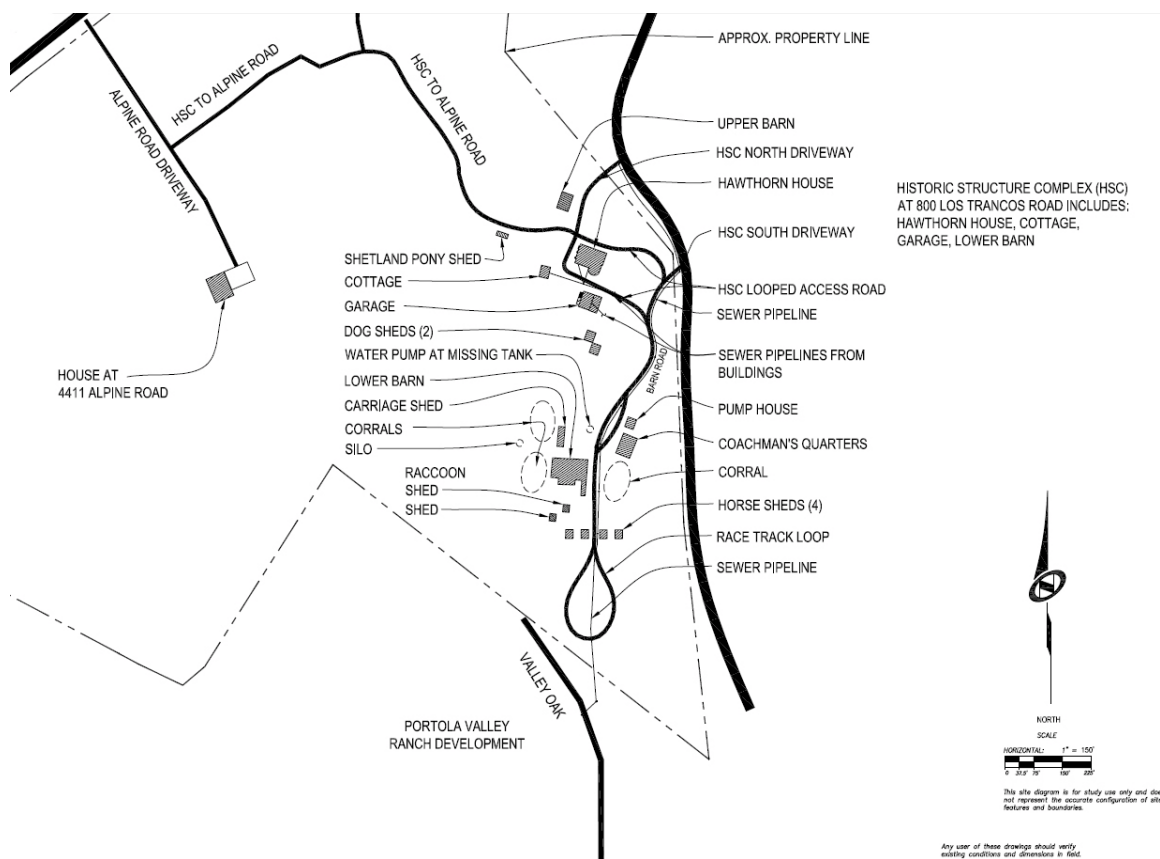
Casey Cleve, GIS Coordinator

## HAWTHORN PROPERTY WINDY HILL OPEN SPACE PRESERVE

### HISTORIC RESOURCE STUDY – SUMMARY OF FINDINGS

#### INTRODUCTION

A Historic Resource Study was completed by Knapp Architects and Denise Bradley in the summer of 2013 for the Hawthorn Historic Complex, located on the Hawthorn Property within Windy Hill Open Space Preserve in the town of Portola Valley, California. A summary of the key findings from the Historic Resource Study are provided below.



*Hawthorn Historic Complex map, courtesy of Knapp Architects*

#### SUMMARY OF KEY FINDINGS:

1. **The Hawthorn Historic Complex (HHC) as a whole appears eligible for the National Register of Historic Places under Criterion A**, broad patterns of history, at the local level. No one structure is deemed historically significant alone. The HHC demonstrates importance in the areas of:
  - a. Agriculture
  - b. Architecture
  - c. Social History

2. **The HHC retains a remarkable and unique level of historic integrity**, even though some of the buildings and landscape features are in poor condition.
  - a. **The HHC remains relatively intact since the 1920s.** The Allen family purchased property in 1886 from the Martinez family. It was a small portion of the Martinez's Rancho El Corte de Madera. The Allen family sold to the Woods family in 1916. Woods completed additions and renovations to the estate in the 1920's. Since that time, little to no upgrades have occurred and the estate is relatively intact, closely resembling its appearance in the 1920s. The result is a high level of historic integrity, providing a strong sense of time and place.
  - b. Integrity features include:
    - i. Location
    - ii. Design
    - iii. Setting
    - iv. Workmanship
    - v. Feeling
    - vi. Association
  
3. **The Hawthorn HHC meets the definition of a Historic District Resource under the California Environmental Quality Act (CEQA).**
  
4. **Specific Historic & Cultural Defining Features include:**
  - a. **Excellent example of the "Gentleman's Farm":**
    - i. Serves as an example of small farming estates that merged agricultural uses and recreational activities.
    - ii. Lifestyle attracted middle and upper class families of San Francisco to the peninsula – facilitated by the development of the railroad.
    - iii. Cultural / landscape defining features of the Gentlemen's farm that are still extant at Hawthorn include:
      - Hawthorn House -built by Allen family in 1886-87
      - Barn - age unknown; likely built by Allen family at same time as House
      - Cottage - age unknown; assumed to pre-date House
      - Olive Orchard – planted by Allen family
      - Road System - gravel/dirt roads appear to all be of original Allen family period
      - Stone walls – appear to be constructed by Allen family
      - Fences – from both Allen and Woods family era
  - b. **Woods Era use of HHC reflects the change in pattern of settlement** on the peninsula from summer and weekend retreat to full-time residence. Although the Woods family retained a home in San Francisco, they eventually settled full time at Hawthorn.



*Hawthorn House, Allen era, north façade. Credit: G.T. White, 1893, Town of Portola Collection*

**5. The HHC includes a number of **primary and secondary structures, as well as landscape features that lend significance to the site as a Historic District.****

- a. Primary structures:
  - i. Hawthorn House
  - ii. Cottage
  - iii. Garage
  - iv. Lower Barn
- b. Secondary structures:
  - i. Upper Barn
  - ii. Shetland Shed
  - iii. Dog Sheds
  - iv. Carriage Shed
  - v. Pump House
  - vi. Coachman's Quarters
  - vii. Raccoon Sheds
  - viii. Horse Sheds
- c. Landscape features:
  - i. Natural Topography – how structures/facilities were developed into site contours
  - ii. Olive Grove
  - iii. Clustering of Structures
  - iv. Internal Road network
  - v. Rock walls & edging
  - vi. Free-standing brick oven

**HAWTHORN PROPERTY**  
**WINDY HILL OPEN SPACE PRESERVE**

**STRUCTURE CONDITIONS ASSESSMENT – SUMMARY OF FINDINGS**

**INTRODUCTION**

A Structure Conditions Assessment (SCA) was completed by Knapp Architects in 2014 for the Hawthorn Historic Complex, located on the Hawthorn Property within Windy Hill Open Space Preserve in the town of Portola Valley, California. The historic structures on this property have not been inhabited, utilized, nor maintained for many years and have sustained considerable deterioration. Documentation of their general design and construction condition is essential to inform future development of the site as a whole, as well as improvements to individual structures. The SCA focuses on the conditions of the historic site and the four major structures that are located within it. A primary objective of the SCA is to provide information to potential partners who are assessing the viability of rehabilitation and reuse of the site and structures.

The SCA assumes that the California Historical Building Code (CHBC) may be applied so that the historic fabric can be maintained to the greatest extent possible; application of the regular California Building Code (CBC) may otherwise jeopardize the historic integrity of the site. (Note: use of the CHBC would need to be evaluated by potential partners if use thereof facilitates their proposed site reuse; local jurisdictions would need to be consulted to determine application of the CHBC versus CBC). Code requirements will vary depending on the rehabilitation and reuse plans proposed for the site.

A summary of the SCA findings are provided below.

**SUMMARY OF KEY FINDINGS:**

**A. Site Conditions**

1. The site is in considerable disrepair; landscaping and structures have not been maintained for decades.
2. Site Access – the HHC is accessed from two entry drives off Los Trancos Road.
  - The entry drives will need to be widened and site-lines assessed, and repaved with compacted aggregate baserock.
  - The larger network of roads would need to be assessed for improvement on a case-by-case basis.
3. Surface Drainage
  - Improvements will be required to address erosion control and the potential for runoff to Los Trancos Creek.
4. Site Utilities
  - Electrical - PG&E service is available on site; new services would need to be installed at structures and service extended.
  - Sewer – the House, Garage and Cottage appear to have formerly been on a septic system; although a sewer main runs through the site, there is no current hook-up to this system. Depending on proposed rehabilitation and reuse plans, the site could be either served by a new septic system or connected to the sewer main.

- Water – no existing water source exists on site. A new water service would be required and is available from a water main located in Los Trancos Road.
- Gas – no existing gas service exists on site. A new gas service could be extended from the main in Los Trancos Road. Depending on the proposed rehabilitation and reuse plans, propane may be an option.

5. Site geology and structural stability

- The House and Garage are set on stable, unconsolidated granular material and the Cottage is underlain by stable bedrock.
- There is the potential for strong to very strong ground shaking due to a seismic event on one of the nearby faults.
- Structures have evidence of some distress as a result of undersized footings and settlement.
- New foundations should be reset on stable or engineered backfill with adequate depth and adequate drainage.

**B. Primary Structures**

1. Hawthorn House

- Built in 1887
- Fair condition; good candidate for reuse

2. Garage

- Built in 1916
- Fair condition; good candidate for reuse

3. Cottage

- Built in early 1880s
- Fair-to-poor condition; stabilize for exterior viewing

4. Lower Barn

- Built in early 1880s
- Fair-to-poor condition; stabilize for exterior viewing

**C. Recommendations for primary structures:**

1. Replace roofs with new asphaltic roofing that matches the aesthetic of original shingles.
2. Strengthen roof framing.
3. Repair external additions and staircases that have deteriorated.
4. Repair or replace siding and shingles and repaint structures; match historic aesthetic.
5. Repair doors and windows and replace broken glazing.
6. Repair and refinish interior walls, ceilings, and floors as necessary, matching historic standards.
7. Implement pest intrusion and prevention measures.
8. Reinforce or replace foundations and bring up to code.
9. Replace deteriorated, inadequate, or dangerous system components in all structures with new electrical, plumbing, heating and ventilations systems.
10. Potentially add HVAC systems to the Cottage and Barn if reuse is planned.
11. Retain and repair historic lighting and plumbing fixtures when feasible. Select new fixtures that are compatible with the historic building.



**D. Hawthorns Secondary structures and outbuildings** – all secondary structures have been deemed to be in either poor condition or deteriorated, and many have already collapsed; these structures pose a long-term maintenance issue as well as fire and safety concerns.

1. Upper Barn
2. Coachman's Quarters
3. Pump House
4. Silo  
Sheds

**E. Recommendations for secondary structures/outbuildings**

1. Photo-document each structure
2. Demolish most of the outbuildings.



*Hawthorns House circa 2013; photo courtesy of Knapp Architects*



# Request for Letters of Interest for Partner Selection

## Hawthorn Property

The following document outlines the proposed schedule and components for the proposed Hawthorn Partnership Development Process, including the timing of the Request for Letters of Interest (RLOI).

### Proposed Schedule:

- January – Prepare the proposed partnership approach and RLOI outline for Planning and Natural Resources (PNR) Committee review and agreement
- February – Present the partnership approach and RLOI to the PNR
- March – If agreed by PNR, submit a Board FYI on the proposed approach and issue the RLOI
- April through May – Review Letters of Interest (proposals)
- June – Present proposals, scoring, and recommended top proposal to the PNR for confirmation
- July through September – negotiate initial terms and conditions of agreement with potential Partner
- October – Present recommended partnership agreement to the full Board for review and consideration

### Proposed Components of the RLOI:

#### 1. General Background Information

- a. Description of District mission, goals, and objectives
- b. Examples of existing District-private partnerships on other properties
- c. Description of potential lease types / options for partnership
  - ex. i. Master site lease with a 15 initial year term and two options for extensions not to exceed 5 years in length for each extension
  - ex. ii. Life estate
- d. General description of property
  - i. Historic District parameters – reference Historic Resource Study
  - ii. Condition of structures – reference Structure Conditions Assessment

#### 2. General Property Requirements

- a. Development parameters
  - i. Town of Portola Valley
    1. Zoning requirements
    2. Permitting requirements
  - ii. Consistency with Historic District
  - iii. Consistency with surrounding neighborhood
  - iv. Consistency with future public use, access, and use of remainder of property

- b. Minimum Partner requirements and responsibilities
  - i. Hold public tours minimum twice a year;
  - ii. Maintain property lease area consistent with predetermined landscaping and maintenance requirements (i.e. exterior structure maintenance; tree trimming, defensible space clearing, etc.);
  - iii. No site development inconsistent with Historic District (i.e. no paved roads, swimming pools, spas, ornate gardens, large lawns, etc.);
  - iv. No interior remodel inconsistent with historic elements: no removal of walls, windows, finishes, etc. without appropriate review and approval by District
  - v. Use shall be consistent with that allowed and approved by Town of Portola Valley;
  - vi. Partner responsible for all costs associated with property use, including but not limited to renovations, permitting, infrastructure, etc.;
- c. District activities and responsibilities
  - i. District to maintain surrounding property as open space with native vegetation;
  - ii. District to have regular ranger patrols of the site (which may also include a ranger residing in the Alpine Road house located on the property);
  - iii. District may fund additional site stabilization measures, as required, to keep structures status quo, whether purposed for re-use by Partner or not, until Partner completes fund raising and implements work on site;

### **3. Letter of Interest Submittal Requirements**

- a. Summary Statement of intended use (residential, agricultural, commercial, other);
- b. Description of how proposed use aligns with District mission / objectives;
- c. Schedule outline for rehabilitation and reuse;
- d. Budget outline for proposed rehabilitation and site improvements (including funding sources and detailed funding plan);
- e. Statement of understanding that Partner would be financially responsible for all costs associated with development: design, engineering, environmental, regulatory, permitting and construction;
- f. Statement of understanding that Partner shall be responsible for all upkeep and maintenance costs associated with Partner's use of the premises;
- g. Statement of agreement to develop project in compliance with Historic District parameters;
- h. Statement of understanding that Partner would provide access for public tours at least twice a year;

### **4. Evaluation of Letters of Interest & selection of potential Partner**

- a. District would select a Partner based on the following, prioritized criteria:
  - i. Financial viability of Partner proposal;
  - ii. Site rehabilitation and reuse conformance with District mission and goals, zoning, surrounding character, and historic uses;

- iii. Expediency and timing - due to ongoing structures deterioration, time is of essence; higher score given to Partners with plans that can be executed more quickly;
- iv. Partner lease terms (e.g., proposed lease structure, proposed lease area, proposed lease terms and extensions).