



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, March 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.

#### (1) AD-HOC WATER CONSERVATION COMMITTEE TASK FORCE INTERVIEWS AND APPOINTMENTS \* (3)

\* Letters of Interest received subsequent to publication of the agenda will be presented to Council and the Public at the meeting.

### 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.

- (2) Approval of Minutes – Regular Town Council Meeting of March 12, 2014 (4)
- (3) Approval of Warrant List – March 26, 2014 (18)
- (4) Recommendation by Public Works Director – Adoption of a Resolution Accepting as Completed Ford Field Renovation Project #2011-PW02B (25)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept as Completed Ford Field Renovation Project #2011-PW02B and Authorizing Final Payment to “Jensen Corporation Landscape Contractors” Concerning Such Work and Directing the Town Clerk to file a Notice of Completion (Resolution No. \_\_)

### REGULAR AGENDA

- (5) Recommendation by Administrative Services Manager – Purchase of Sharp MX6240N Copier/Scanner (27)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending Capital Equipment Budget for Fiscal Year 2013-2014 to Purchase Copier (Resolution No. \_\_)
- (6) Recommendation by Public Works Director – FY 2013/2014 Annual Street Resurfacing Project No. 2013-PW02 (30)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2013/2014 Street Resurfacing Project – Surface Seals No. 2013-PW02 (Resolution No. \_\_)
- (7) Recommendation by Town Manager – Update of Planning Department Staffing Plan and Request for 2013-14 (34)
  - Budget Amendment for Supplemental Consultant and Staff Services

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) Reports from Commission and Committee Liaisons (48)
  - There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (9) Town Council Weekly Digest – March 14, 2014 (49)
- (10) Town Council Weekly Digest – March 21, 2014 (67)

### ADJOURNMENT

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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

#1

There are no written materials for this agenda item.

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 875, MARCH 12, 2014

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

Present: Councilmembers Craig Hughes and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: Councilmember Maryann Moise Derwin

Others: Nick Pegueros, Town Manager  
Brandi de Garneau, Sustainability and Special Projects Manager  
Howard Young, Public Works Director  
Karen Kristiansson, Deputy Town Planner  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

(1) Ad Hoc Water Conservation Committee Task Force: Interviews and Appointments

Mayor Wengert said that although as an ad hoc committee, this group would meet over a timeframe of six months to a year, there's also a good chance that it would evolve into a significant standing committee. Of the residents who submitted applications expressing interest in participation, the Council heard from those who were able to attend tonight's meeting.

(a) Marge DeStaebler, Santa Maria Avenue

Marge DeStaebler said she's always been interested in water, and after teaching high school biology for 10 years, she went to Ormondale School to serve as the science specialist. She said she was thrilled to find that Corte Madera Creek was part of Ormondale's boundary, and with Herb Dengler's help and parents' help, they built a nature trail that gave children the opportunity to have experiences in the creek. As an environmental volunteer, Ms. DeStaebler said she helped train willing fourth- and fifth-graders as docents to teach first- and second-graders about the creek. Then, she said, when the fourth- and fifth-graders got to Corte Madera School, they often trained on their own time to be docents on the Toyon Trail. The experiences encouraged the children and their parents alike to think about their environment.

Ms. DeStaebler said she's read Alliance for Watershed Stewardship articles focusing on the amount of water used in raising crops for animal food and the very high volume of food crops that are wasted. It takes 10 times more water to produce a steak than a dinner salad, which takes about 130 gallons, compared to 60 to 80 gallons for vegetables, she said, and 30% of food purchased for home use is thrown out – over-purchased, over-served or spoiled. Although she recalled in the late 1970s, when rainfall was scarce, her family cut back yard irrigation by replacing ornamentals with native plants, grew more of our food and consolidated household water use, Ms. DeStaebler said she'd been unaware of the huge waste of water in food production. She said her hope is that as residents become more aware of what food to buy and in what amounts to reduce consumption and waste, water could be used more efficiently. One can think globally, but needs to start locally.

As a part time resident of The Sequoias, serving on advisory committees encouraging the use of natives and other drought-tolerant plants and reducing the amount of lawn and water loving plants, Ms. DeStaebler said that as part of its master plan, The Sequoias will be installing a smart new irrigation system that monitors and responds to soil conditions, weather conditions, temperature, etc., rather than just randomly watering everything. Further, she said The Sequoias and others could certainly be encouraged to track and reduce food waste. Even if food waste goes into the compost pile, she added,

it's not the same as preventing the waste in the first place. She said encouraging and publicizing and getting experts to help us learn more about ways to be more prudent in water use would all be helpful.

She said she expects the Committee to have informative, exciting discussions that produce even more insights to share. For example, noting that she buys a pound of almonds every couple of weeks as a meat substitute, she said she was astonished to find out that almonds take as much water to grow as beef does.

When Mayor Wengert remarked that she has found anecdotal stories about people pulling water from creeks troubling, Ms. DeStaebler also noted that Conservation Committee members wonder where the water comes from when they notice large properties in Town with vast expanses of lawn and plantings.

(b) Judith Murphy, Portola Green Circle

Since retiring from her pediatric practice four years ago, Judith Murphy has served on the Sustainability Committee, the Conservation Committee (Chair for last two years), the Portola Road Corridor Plan Task Force and the Ad Hoc Affordable Housing Committee. She said when she joined the Sustainability Committee she thought it would focus on water, and although she considers the emphasis on energy has been very important but her heart's been with water all along. She's also been active for several years in a family project that builds rain catchment units on schools in Tanzania, and also developed a water hygiene curriculum to use in those schools to increase awareness of the public health benefit of the availability of having clean water.

How do you encourage people to make landscape decisions that would be more mindful of water, because a big part of conservation is being mindful. She said education is also part of it, because people who move here from wetter climates (such as Seattle) don't understand the issues here.

Noting that she'd like to serve on Ad Hoc Water Conservation Committee Task Force because water conservation and water best practices are among her major interests of mine, she also pointed out that she can serve as a bridge between the Sustainability and Conservation Committees. She said she looks forward to the new group recirculating information about things we all know and don't do, or some of us don't do, and hopes it will dig deeper with some experts and push people's limits at least a little bit. One of the great strategies, Ms. Murphy said, would be to work in concert with the schools, so that children take projects to follow up on home, take measurements and involve their parents. Instead of asking, "Why aren't we turning off the lights?" they may ask, "Why don't we have a low-flow shower head?"

A Portola Valley resident since 1990, on a personal level, Ms. Murphy said that with Acterra's help, she set out an array of 14 rain barrels to catch rain from the roof a couple of years ago. She installed mostly native plantings in a garden just around the house and purposely left the rest of her lot just open woodland.

In conclusion, she said she sees the Ad Hoc Water Conservation Committee Task Force an exciting adventure and would be happy to be part of it.

(c) Marty Mackowski, Los Charros Lane

Marty Mackowski said he's been a conservationist most of his life (40 years of which he's lived in his Los Charros Lane home), and through his work with the Tuolumne River Trust, he's done presentations all over the Bay Area to fifth- through seventh graders, showing them whimsical works by the late Phil Frank – the cartoonist who created Farley – who was commissioned to display the Hetch Hetchy water system and the San Francisco reservoirs, tanks and pump stations it feeds. Adults enjoy it as much as the kids do, he said. He also recalled telling the schoolchildren that it takes 1,857 gallons of water to produce a single pound of beef – and one day none of the children would eat the hamburgers that were being served for lunch after they'd heard his presentation. Mr. Mackowski was the Tuolumne River Trust's 2011 Volunteer of the Year.

Mr. Mackowski said that after checking around, he found that Portola Valley used pretty sustainable methods, especially with the new construction, with low-flow toilets, showerheads and aerators on all the spigots and so forth. He said he's also done energy audits for Acterra, which included measuring water flow. He said it's amazing the differences you can find, with some people having seven to eight gallons per minute coming out of their shower head as opposed to two gallons a minute. So there's definitely education to be done, he stated.

As far as consumption, he said that Portola Valley is right in the middle – with Palo Alto, Menlo Park and other communities using about 240 gallons a day per person. However, with Monterey using 58 gallons per capita each day, we have ample room for improvement. He cited such initiatives as a “watersmart” website and water bill inserts that compare your consumption to other homes about the same size. He said that he'd be willing to research something like that on the Town's behalf. He indicated that the town of Cotati lowered its water usage by 5% in the first six months.

(d) Mike Ward, Old Spanish Trail (Los Trancos Woods/Vista Verde)

Mike Ward, who received authorization last month from the Los Trancos County Water District (LTCWD) to form a citizen committee focused on water conservation and explore different water-saving concepts, said that when LTCWD stopped its rebate programs, the incentives and publicity that led a lot of people in the community to change out toilets, washing machines, shower heads, etc., went away. Those programs brought water usage down 31%, he said, adding that although about 50% of the community took advantage of the rebate program to install low-flow toilets, it should have been 75% to 80%. The LTCWD community, which encompasses homes in Los Trancos Woods, Vista Verde and the Blue Oaks subdivision, has a population of about 1,000 people in 277 households, he said. Except for the Blue Oaks homes and about 65 residences in Los Trancos Woods, septic systems serve these properties.

During the last drought, Mr. Ward said, water use went down because people rise to a crisis, and then it climbs back where it was. He referenced a book published earlier this year by David Sedlak, *Water 4.0: The Past, Present, and Future of the World's Most Vital Resource*. In it, the author says we're at a turning point; we may be working hard to use less water and increasing awareness of water usage is coming along, but we really have to change our strategies. The cheapest water we have is the water we already get, which is graywater, rainwater and waste water. (With a PhD in water chemistry and bachelor's degree in environmental science, Mr. Sedlak is a Professor of UC-Berkeley's Civil and Environmental Engineering Department, as well as Co-Director of the Berkeley Water Center and Director of the Institute for Environmental Science and Engineering (IESE).

According to Mr. Ward, Mr. Sedlak expects society to rely more on decentralized water sources, use more wells, recycle more groundwater, develop more water re-use programs and even bring back 19th century septic-tank technology – which is very good in that they put the water back in the ground, and a filter of 10 feet of dirt makes water pretty pure, he said. In the meantime, Mr. Ward said when he asked Mr. Sedlak what we can do as a small community; Mr. Sedlak said smart irrigation is probably the best bet, especially in communities with large homes. But, he added, even when you have the answers, it's a hard sell.

In response to Mayor Wengert asking how to prioritize among various short- and longer-term initiatives, Mr. Ward said the long ones require political will and possibly hiring an outside expert such as Mr. Sedlak. Mr. Ward noted that his letter of application to serve on the Ad Hoc Water Conservation Committee Task Force included a link to a website that contains an informative presentation by Mr. Sedlak. As for short-term initiatives, Mr. Ward referred to a CalWater poster as an example of a “pull” effort – where customers request information on how to save water but that target people who are already doing a good job, already using gray water, etc. He said we need “push” messages. In his neighborhood, he said he's going to try to buy and distribute water saving kits, because if you buy them singly, they cost \$21, but only \$11 if you buy a couple hundred. He wants to hang one on each doorknobs with a message – if you need help, call me or Ms. de Garreaux – just to get people's attention, because everybody's busy.

Mr. Ward noted that the wholesale price of water increased three times in the last five or six years, but still not enough to get our attention. When gas prices go up, we complain, and then we go fill up our vehicles.

## (d) Loverine Taylor, Naranja Way

Loverine P. Taylor, who couldn't make tonight's meeting, wrote in her letter expressing interest in serving on the Ad Hoc Water Conservation Committee Task Force, that "water is more precious than gold . . . at least those of us who choose to live beyond the 100th Meridian 0th Meridian." A Naranja Way resident since 1974, she volunteered in Ormondale's science lab at and through the Environmental Volunteers raised ecological awareness in classrooms all over the San Francisco Peninsula. Ms. Taylor said a critical part of the EV program was the semester-long class at Foothill College on Peninsula ecology, where experts on all aspects of the environment presented seminars that: catalyzed a major life change for me." She and her children participated in Wildlife Rescue, too, raising and releasing quail and raptors from their aviary).

With the support of her family and urging of Dorothy Regnery (whom she met at an EV seminar), she went earn a PhD in Plant Biology at Stanford in 1986, after which she won fellowships to Stanford's Carnegie Institution and at USDA Plant Gene Expression Center and became a tenured faculty member in Molecular Biosciences, Genetics and Cell Biology at Washington State University, operated a successful research laboratory, supervised student doctoral programs and served as a Program Director for the National Science Foundation in Washington DC.

During her tenure with the NCF's Division of Molecular and Cellular Biosciences, where she developed strong cross-disciplinary ties with the Environmental and Ecology Directorate, Ms. Taylor said she I helped review grants and program applications. Noting that the NSF has some programs that rely on data collection by non-academic personnel (average citizens) who live in the area under study, she suggested that perhaps Portola Valley might want to consider seeing a NSF grant to study some aspect of water usage that other localities might find useful.

Expressing a desire to "give back to the community I love," Ms. Taylor said she offers historical perspective, research skills, and granting institution management to bring to bear on the challenging issue of living responsibly in an era and area of unpredictable water resources. Confident that the new Ad Hoc Water Conservation Committee Task Force will serve as the forum for airing thoughtful and realistic suggestions and solutions to a problem that is only going to get more acute with time, she concluded, "I would like to be part of that process."

## (e) Jade Williams (advisory member)

Jade Williams, a Conservation Coordinator with California Water Service Co. (CalWater), was unable to attend tonight's meeting.

Council Vote

As Mayor Wengert observed, the fact that Councilmembers had few questions signals how fortunate we are to have solid candidates who are ready, willing and able to add such great value to a very serious issue.

Councilmember Richards moved to appoint Marge DeStaebler, Judith Murphy, Marty Mackowski, Loverine Taylor, Mike Ward and Jade Williams (advisory member) to the Ad-Hoc Water Conservation Committee Task Force. Seconded by Councilmember Hughes, the motion carried 4-0.

Recruiting will remain open for an additional two weeks with any additional applicants to be interviewed at the March 26, 2014 Council meeting. The charter provides for up to nine members.

Councilmember Derwin and Mayor were appointed as Council liaisons, and Mayor Wengert advised the newly appointed members that they'd receive notice of their first meeting very soon.

## CONSENT AGENDA

- (2) Approval of Minutes: Regular Town Council Meeting of February 26, 2014
- (3) Ratification of Warrant List: March 12, 2014 in the amount of \$97,801.87
- (4) Recommendation by Town Attorney: Adopt Ordinance for a Skate Park at Town Center
  - (a) Second Reading, waive further reading and adopt an 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 (Ordinance No. 2014-402)

By motion of Vice Mayor Aalfs, seconded by Councilmember Richards, the Council approved Items 2-4 on the Consent Agenda with the following roll call vote:

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

No: None.

## REGULAR AGENDA

- (5) Report from Bicycle, Pedestrian and Traffic Safety (BT&TS) Committee: Analysis of Traffic on Corte Madera Road

Mr. Young highlighted key points from Town Manager Nick Pegueros' March 12, 2014 memorandum to the Town Council. For more than a year, Mr. Young said, Corte Madera neighborhood residents have been attending meetings held to address concerns about high speeds, dangerous turning movements and traffic delays resulting from vehicles dropping children off at Corte Madera School and picking them up. Police Commissioner Gary Nielsen and BP&TS Committee members also have been involved, including collecting data, along with Mr. Young, to help determine the magnitude of the problem.

Mr. Young said his observations coincided with Mr. Nielsen's, whose report indicated an average of 22.8 vehicles during the observed time on Corte Madero Road in the morning and 16.4 in afternoon. At both times of day in both observations, both speeds and vehicle counts were low. Mr. Young also visited the site with Sheriff's Department Lieutenant Tim Reid to meet parents and talk to some of those who'd parked illegally, searched accident history for the area for the past five years (with none reported), and, because a variety of residential construction projects are underway on Corte Madera Road, had Deputy Building Official Gary Fitzer discuss employee parking issues with contractors working in the area.

Among steps taken or planned to help alleviate resident concerns, Mr. Young enumerated:

- Increased deputy patrols and traffic enforcement
- Right-of-way vegetation trimming to improve visibility
- Roadway restriping as part of street maintenance
- Taking measures to prevent and discourage roadside parking
- Placing temporary signage (e.g., "Slow," "Ped Xing") on barricades as requested by users and BP& TS Committee members ( with Committee members managing the signs)

Despite many neighborhood residents' requests, he said the data don't justify restricting traffic by closing off streets during particular times of day. More intensive data collection and further studies could get expensive, he said, and there's the question of who'd pay for them. Also, he explained that the Sheriff's



Department must patrol all school areas, so they have to split their time and generally stay longer where there's more traffic.

Vice Mayor Aalfs asked how much latitude the Town has in terms of redirecting traffic, either by closing off certain streets to through traffic at certain times in certain locations or by making traffic flow in one direction only. Mr. Young said because taxpayers pay for public streets, the streets should be accessible to all. He expressed concerns that closing streets might even compound the problem and set a precedent that other neighborhoods might want to pursue also. In terms of enforcing traffic restrictions, he said the current deputies are familiar with the neighborhood, but if different deputies come in, they couldn't know which vehicles do or don't belong in the neighborhood. Mr. Young advised checking with the Town Attorney before considering any decisions to restrict traffic on public streets, because public streets serve the entire community. Ms. Prince said she would look into it.

Councilmember Richards asked about the procedure and rationale for using a traffic sign to restrict turns at Shawnee Pass. Mr. Young said that as he understands it, because the roads were so narrow they couldn't handle the volume of traffic in both directions at the same time; the sign was used not to restrict traffic but to direct vehicles in one way and out another with a result of being a more organized flow.

In response to Councilmember Hughes' inquiry about recommendations in the report from Parisi Transportation Consulting for restriping crosswalks, adding school crossing signs and other measures to improve safety, Mr. Young said he supports some of them, noted that some are maintenance related, and that some involve the Portola Valley School District – whose Governing Board today reviewed recommendations also. Specifically, Mr. Young mentioned Parisi Report recommendations for:

- Refreshing red curbing, enamel painting and crosswalk striping; those are things Public Works does every summer, he said, and the School District favors them also
- Placing the more visible fluorescent crossing signs on Alpine Road; now required by law, these signs, with arrows pointing to the crosswalk, will be installed when we resurface the road this summer
- Moving the school crossing pavement markings; again, new regulations establish the distance from the crosswalks, so this too will be done during the resurfacing work
- Narrowing lanes from 12 to 11 feet; the School District doesn't seem to see any benefit in that, but among the factors the Town must consider:
  - The need to be consistent with the rest of the Town in lane widths
  - The fact that narrower lanes may cause larger trucks may drift off the road, thereby increasing rather than reducing the danger to children on the shoulder
  - No accident history at this point seems to justify narrowing the lanes
- Installing driver feedback signs in both directions on Alpine Road; the School District seemed to see no value in electric signs telling drivers how fast they are going
- Putting up yield signs in advance of uncontrolled crosswalks; the *Manual on Uniform Traffic Control Devices* recommends but doesn't mandate these "sharks' teeth," which are lines placed about 75 feet in front of the crosswalks to advise motorists where to yield, and while Mr. Young said they're something for the Town to consider, we'd want to be consistent throughout Town

In terms of recommendations specific to the School District's items, Mr. Young said Board members asked "Why is this an issue?," "Where is the supporting data?" and "Does this affect four kids or 10 kids?" They specifically asked about the rationale for raising crosswalks and walkways, Mr. Young said, but no one was there to answer the questions. One recommendation he said seemed to enjoy Board support

was changing the fire access at the west entrance into an actual exit for vehicles that are leaving, and having just one driveway. Mr. Young said he also considers that a good idea, but indicated that the School District should hire an architect and check with the state architect and Fire Department to make sure they can do those things. He said Board members were vague about any timeframes, but agreed to gather more information and continue discussions during another meeting.

Andy Hutcheson, 65 Prado Court, said her children always walked to school (both Corte Madera and Ormondale) rain or shine until the past couple of years, when it became so dangerous she now either drives them to school even though they live only 10 houses away or walking them slowly down the middle of the street trying to slow cars down. She said they've been actively calling people and asking them to please stick to Portola Road and come up Alpine Road, and not cut through the tiny narrow street – much narrower than Shawnee Pass, and has no sidewalk for the kids to step off the street, just bushes. The problem isn't just that people are driving too fast, Ms. Hutcheson said; it's too fast for that area. Driving 15 mph a foot away from a fourth-grader wobbling along on his bicycle is too close and too fast. She said that there are about four "repeat offenders," but the problem isn't just with them.

She said she and some other residents have aggressively lobbied with the BP&TS Committee to get the neighborhood traffic issue addressed for more than two years. Ms. Hutcheson said that she, Cathy Carlson and Julie Dickerson all have gone to multiple meetings. Mr. Young said we needed data, so six of us spent an entire week at every entrance to our neighborhood, collecting 100% of the cars and we also wrote notes about the bad driving that we're witnessing at that time.

Ms. Hutcheson said the point is not that 100 cars are going through there at 7:50 a.m. every day, but enough that aren't from the neighborhood, driving recklessly at 7:55 a.m., and it's really endangering our kids. She said there's no reason for people from outside the neighborhood to be cutting through there right before school. It's just too dangerous, she stated, and somebody is going to get hurt.

According to Ms. Hutcheson, data requires intelligent interpretation to mean anything; the data did not include any conversation with the concerned neighbors, she said, although they requested it, and she does not consider it a helpful study.

Her children, as well as a former student, also spoke about their experiences, talking about cars going way too fast, running stop signs and not paying attention to pedestrians or other vehicles.

Andy Byrne, Canyon Drive, who's lived in the neighborhood since October 2000, said he loves Portola Valley and described it as a magical place. He also described experiences of asking drivers to slow down and witnessing his son's near-misses with speeding vehicles. Mr. Byrne encouraged thinking about the value of quantitative versus qualitative data in this instance, because there's a lot of qualitative information from kids like this that are in danger, and it would be terrible to have a situation where a kid is hurt because we were waiting for quantitative data. Mr. Byrne said an ideal solution would be closing streets down during certain hours, as has been done near Ormondale; the next-best option would be to one-way traffic.

Ms. Hutcheson said she did not think one-way flow would help. She also said the police informed her that they're happy to enforce, but they can't ticket vehicles traveling at 15 mph because that's the minimum speed they can post — but that's too fast for the tiny narrow streets adjacent to the school. Because she lives on Prado Court, Ms. Hutcheson said she surveyed neighbors from there down toward Corte Madera Road, asking how others would feel about having the neighborhood closed off to outside people between 7:30 and 8:15 a.m., and again from 2:30 to 3:15 p.m. Except for two households where no one answered, she said, 100% responded, "Yes, please do something. This is so dangerous."

Cathy Carlson, Crescent Avenue, said with her eldest child in college and the youngest in seventh grade, she's been dealing with school-related traffic problems for a long time. She suggested that traffic volume and speeds may have been down when Mr. Young made his observations due to construction on Corte Madera Road, and thus skewed the data. Despite the desire for independence, Ms. Carlson said it's difficult to let children walk to school alone. If her daughter is allowed to walk by herself, she said, they

make sure she leaves 20 minutes before school starts; otherwise she has a parent chaperone or rides her bike because it's so dangerous between 7:50 and 8:00 a.m. Ms. Carlson said her older daughter has had to jump into bushes to avoid getting hit.

Further, Ms. Carlson said no one should be dropping children off at the intersection of Corte Madera and Alpine Roads. People should get their children to school early enough to go through the right process. When she drives her child to school, when she has a project she's worked on, or it's raining hard, she goes to the front of the school even though it takes a couple of minutes longer to go all the way through. She also said this would be enforceable, when a child is dropped off at the corner, Ms. Carlson said the police officer could approach the driver.

Ms. Murphy said she's totally uninvolved in this issue, but the Town has had a major focus on energy, and transportation is a big piece of the energy picture. She said it would be better to make it as safe as possible for children to walk to school rather than just telling parents they shouldn't drive.

Ms. Hutcheson said she'd love it if their neighborhood is where the kids all walked. She said parents are parking on Georgia Lane and walking with little kids to Ormondale, while the bigger kids can walk safely alone because there aren't so many cars there.

Mayor Wengert pointed out that although this issue has clearly been around a long time, it's the first time it's come to the Council level for discussion. She also noted that a lot of the same activity speakers have described is taking place throughout the Town; it's part of a bigger problem in which the mixture of pedestrians and traffic make it a more dangerous environment for everyone. In this case, she continued, everyone respects the neighborhood residents for their incredible diligence, persistence and passion, and the time and effort Mr. Young' and BP&TS Committee members have devoted to the issue reflects that respect.

At this juncture, she said, we're also trying to understand the school's position, and make sure as they proceed with whatever changes they may or may not propose, that they don't inadvertently create a whole different dimension to the problem. In dealing with this issue, she said, we will be doing more and integrate what we learn from the school as they work through their process too. Even if the Council had all the information needed, no immediate solution would present itself tonight. From a pragmatic point of view, the Council wouldn't have a quorum to vote, in that one Councilmember is absent and two others (Vice Mayor Aalfs and Councilmember Richards) would have to recuse themselves because they live in the immediate area.

Councilmember Hughes, with children attending both Corte Madera and Ormondale schools, said they walk to the bus stop and take the bus to school. He knows how much they value their independence, he said, and although they don't have an enormous traffic problem between the bus stop and the house because they live in a cul-de-sac, he appreciates the problem speakers have described. Indicating that he's hopeful about a good, easily enforceable solution that creatively alleviates the problem without producing other side effects, he said the two major problems that strike him are vehicles coming from Ormondale to Corte Madera and vehicles going from Corte Madera to Ormondale, with right-hand turns off Corte Madera Road and Portola Roads being the sore points. Rather than restricting entrance to the area, he suggested simply prohibiting right turns from both Alpine and Portola Roads onto Corte Madera Road during a specified time period every school day would avoid having to deal with the issue of whether a particular vehicle is authorized or not.

Councilmember Richards, saying that the traffic situation around Corte Madera School is a long-standing problem that's worsened over time, agreed with Councilmember Hughes about right turns from Portola Road being really scary at times and said that restricted right turns during certain time periods might help a little. He also agreed that the narrow streets are an issue, noting that his daughter has actually been knocked off her bicycle by a car that was probably going only 5 mph. When construction is underway, he added, in some places the streets are only about half a lane wide.

Vice Mayor Aalfs, who lives on Crescent Avenue, said we need more data because the two sets of numbers just don't agree. He also has an issue with the timing of the surveys, just prior to Thanksgiving. He also agreed with Mr. Byrne's observation that the numbers don't tell the whole story, and with speakers who indicated that vehicles go through the area entirely too fast and that something must be done. Although his children don't walk to school, Vice Mayor Aalfs said when he walks from his house on weekends; he goes down the middle off street just to make sure people see him. Although he would have to recuse himself from a vote and a public hearing and public process would be needed, he said that he personally believes that closing the street off at certain times would be very helpful.

Mayor Wengert noted that she doesn't have enough data to consider supporting the idea of closing streets at this time, and considering an outcome without fully understanding the magnitude of the problem probably isn't the right order to follow. Appreciating the difficulty of residents approaching "repeat offenders," she added that perhaps there's something within the Town's purview to work with them. She also reiterated that part of the solution lies with the School District.

Ms. Hutcheson said that at about 7:55 a.m., when traffic from Alpine Road backs up, many drivers either cut up Groveland Street or turn left on Echo Drive and haul through there and down Canyon Drive, turning left on Portola Road enroute to Ormondale. So it's not just Corte Madera, she said, but also the other entrances. She also stated that the School District confines its concern to the time that children are actually on school property.

But the solution probably will lie in a combination of what the Town and the School District plan and are able to do, and now the communications are open, Mayor Wengert countered, noting that in addition to Mr. Young, four Councilmembers attended today's School District meeting, even though they had to leave early to attend the Council meeting tonight.

Mayor Wengert also said that in seeking a solution, the Town would want to develop a process for dealing with it that can apply to future issues that have similarities. She said we always wrestle with how to develop a process by which we collect enough data so we're comfortable that we've done the job we need to do at Council, staff and community levels.

Mr. Byrne asked when the community might expect a decision. Mayor Wengert said to some extent it will depend on the School District's process as well as additional information and our own continued analysis and whether it will be necessary to hire a third-party professional. We want to make sure we understand what the School District is actually looking at, because if they propose something that will have an impact on this, it would be foolish to exclude it from our analysis. Also, the BP&TS Committee members and Mr. Young's efforts have been tremendous, she said, but we've tasked them beyond a reasonable level, and we may need to bring in a professional. Vice Mayor Aalfs added that irrespective of what the school does, we also have to define our process.

Ms. Dickerson asked if there's anything the residents should continue to do? It takes a lot of time and effort, and we're trying to make headway, but we're always kind of hitting the wall. She said one of the residents who signed her petition today said she'd been here 35 years and I can't see how any of this has done any good.

Mayor Wengert advised keeping an open mind for the solution, because the Town is very clearly hearing that there's a problem. We may have various opinions about it but we have to work toward a data-driven solution that is effective. Some alternatives – potentially a trail – are bigger and more expensive. Neighbors would have to agree to ROWs, etc. Such options would be longer-term in nature and ultimately infeasible because of cost and time, but others we can potentially look to be able to do something within six-plus months, just to give you an idea.

Councilmember Richards said he'd like more information on the possibility of instituting limited turns at some intersections. Vice Mayor Aalfs said he'd appreciate understanding what the options are, suggesting possibly a staff report in the next month or two.

Mr. Pegueros suggested the Council consider directing to staff to come to the Council – perhaps at the April 9, 2014 meeting – with a proposed process that addresses the concerns we’re hearing from the Council and the community and also could be used as a template in the future, plus an estimate of the cost of a study to obtain additional data. Mayor Wengert suggested including specific analysis of what the implications might be of instituting a “no right turn” policy at certain potential intersections for a limited time each school day.

Mr. Pegueros said he and Mr. Young have discussed a concern about installing signs that would alter traffic flows to the extent that they inadvertently create a problem somewhere else. He said they’re also very sensitive to the fact that there’s no separation between pedestrians and vehicles, and providing such separation ultimately would be ideal for addressing safety issues.

- (6) Recommendation by Town Manager: Memorandum of Agreement (MOA) regarding funding for construction of an animal control shelter on Airport Boulevard in San Mateo, California among the 20 cities and the County of San Mateo
  - (a) Adopt a Resolution of the Town Council of the Town of Portola Valley authorizing the Mayor to sign a 30-Year MOA with the County of San Mateo regarding funding for construction of an animal shelter at Airport Boulevard in San Mateo (Resolution No. 2612-2014)

As discussed in his March 12, 2014 staff report, Mr. Pegueros explained that the Town and other cities in San Mateo County currently contract with the County to use the services of the Peninsula Humane Society (PHS) for animal control field and sheltering services. He said it’s a unified effort that San Mateo County is noted for, but the facility PHS uses for animal control services has become functionally obsolete and in dire need of replacement because repairs would be as expensive as a new construction. Pamela Machado, San Mateo County Health Service Manager, said that for the last three years, the County been putting \$50,000 into the old building to help maintain it.

Councilmember Hughes, noting estimates of \$15 to \$20 million for the new building, asked what Portola Valley would be committing to provide. Under the proposed MOA, Mr. Pegueros said Portola Valley would pay in the range of \$3,000 to \$4,000 annually, but we’d be agreeing to an allocation formula based on the construction costs. The County seems confident about the range and the construction estimates. The benefit of continuing the relationship with PHS, Ms. Machado said, is the building doesn’t have to be as big as the one it’s replacing, because PHS has moved its administrative offices in a much newer facility on Rollins Road in Burlingame, from which it runs its animal adoption services and other charitable functions. Regardless of what happens on the operations side, though, she said they need a new shelter because the old one doesn’t even come close to meeting the standards of care for animals. It’s more than 50 years old.

In response to Mayor Wengert, Ms. Machado said the County is going from council meeting to council meeting, with the last stop on the circuit on April 22, and all jurisdictions are expected to sign their MOAs. She said Colma, the seventh on the list, approved its MOA about an hour ago.

Vice Mayor Aalfs moved to adopt the Resolution of the Town Council of the Town of Portola Valley authorizing the Mayor to sign a 30-year MOA with the County of San Mateo regarding funding for construction of an animal shelter at Airport Boulevard in San Mateo (Resolution No. 2612-2014). Seconded by Councilmember Richards, the motion carried 4-0.

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

- (7) Report from Town Manager: Planning Department Staffing Update

To update the Council on the Town’s planning services transition from Spangle Associates to in-house staff, Mr. Pegueros recapped the fact that the Council authorized creation of the Deputy Town Planner position last year, when the recruitment effort for a Town Planner didn’t produce the right candidate to fill

the role, and hired Karen Kristiansson to fill that position. Even before that, he said, the transition actually began in 2012 when Assistant Planner Carol Borck started taking on more project applications.

Mr. Pegueros said Ms. Kristiansson and her team work as hard as could be expected of any staff, and they've done an amazing job. We're looking at new processes, new technologies and skills that we didn't have to cultivate in the past, he said, while maintaining the relationship with the community and meeting expectations of applicants. In addition to setting up a brand new Planning Department, Mr. Pegueros said Ms. Kristiansson is working through past practices that focused on sending projects out to Mr. Vlasic and his Spangle predecessor, George Mader, to keeping the work in-house. At the same time, the volume of work coming in is higher than it's been any time since the early 2000s, the projects are becoming increasingly complex and more contentious, the Housing Element update process has been more robust than in previous years, and time-consuming new code-enforcement issues keep popping up around Town.

All of this has led to a need for him to reevaluate the department needs and resources, Mr. Pegueros said. He and Mr. Vlasic have worked closely on ideas for moving forward, and they will continue working together although Mr. Vlasic is likely to retire officially as Town Planner on June 30, 2014 and to retire in reality by the end of the year. He said that he and Ms. Kristiansson also have discussed consultant services they expect to need to enable the in-house team to continue to develop while also managing the extremely heavy work load. In the process, he's hoping ideas from the outside also might help improve in-house efficiencies.

Mr. Pegueros said that he will draft agreements and bring them to the Council's March 26, 2014 meeting, and ask the Council to consider authorizing three consultant service contracts. One would shift what remains to be done on the Housing Element – primarily report-writing and finishing touches – to the consultant. Another would provide as-needed support for long-range planning and to be available when the workload requires additional help. The third would contribute planning management services skills, because no one on the staff has that experience.

Well aware of the importance of a sound succession plan, Mr. Pegueros said he's still working on a proposal for a Town Planner, and expects to bring that to the Council in the near future so that a new Town Planner can be designated by July 1, 2014.

Councilmember Hughes agreed that the activity level is much higher than it has been, but he encouraged caution about committing too much to consultants in case the activity level goes back down.

Since her time as a Planning Commissioner, Mayor Wengert said she's known it would be difficult when the time came for a full transition from Spangle to in-house staff. She thanked Mr. Pegueros and Ms. Kristiansson for making the unprecedented transition – the first in 50 years – as seamless and efficient as possible, and said she supports all the moves they've made to date.

(8) Reports from Commission and Committee Liaisons

Councilmember Richards, who attended today's Portola Valley School District Governing Board meeting, said he found it somewhat underwhelming but hoped there would be an opportunity to get more in-depth attention to this issue and some solid proposals for solutions

Councilmember Hughes

(a) Architectural and Site Control Commission (ASCC)

Following a field meeting 229 Corte Madera Road on March 10, 2014, the ASCC continued its preliminary consideration of plans for residential redevelopment of a .443-acre Brookside Park property at its regular meeting. Ilja and Sangini Bedner are proposing replacing their single-story home with a new two-story structure to get a view of the western hills, and have been working with the architect and neighbors, particularly

those at 112 Crescent Avenue, whose back yard is adjacent to the Bedners' and who are concerned about the positioning of second story, the massing of the structure and its impact on their view.

Also on ASCC's agenda was an architectural review for a small remodeling project at 440 Golden Oak Drive, a 1.6-acre Alpine Hills subdivision property where William and Michelle Green propose adding a 169-square-foot single story addition to their existing partial two-story residence.

Councilmember Hughes also reported that he and Councilmember Derwin were among those who met with Stanford representatives at the site of the access easement on Ford Field, which leads toward a bridge crossing proposed to span Los Trancos Creek. The vacant properties, owned by Ryland Kelley, are in Santa Clara County, and there has been discussion about Stanford's potential interest in purchasing the property. Although no decisions were made, the parties now have a better understanding of the lay of the land, including what it looks like from the Stanford side, Councilmember Hughes said. He also said the site appears buildable and apparently Santa Clara County would allow building there. Carter Warr, the architect, seems convinced that he can build a bridge that will satisfy the engineers, the California Department of Fish and Wildlife, and other authorities.

#### Vice Mayor Aalfs

##### (b) Planning Commission

The Planning Commission focused most of the discussion at its March 5, 2014 meeting on the State Density Bonus Law (SDBL). The bonus itself is mandated by state law, and all the Town is talking about is passing an ordinance that spells out the process. Having an ordinance in place would also facilitate state review of the Town's Housing Element.

Vice Mayor Aalfs said there was also some discussion about what can be done to ensure that a developer puts up affordable housing before finishing the project; i.e., ensure that the inclusionary housing actually gets built. Ms. Prince said that she is still working on ordinance language to more clearly spell out the timing of constructing the affordable units in a project. She also clarified that per the language in the ordinance, in order to get the density bonus and the final permit, the developer would have to enter an affordable housing agreement with the Town whereby the units would not only be built but remain affordable for 30 years.

#### Mayor Wengert

##### (c) FireWise

Participants at the FireWise February 27, 2014 meeting were advised that:

- San Mateo County has been declared to be in "exceptional drought" category
- This year's chipper program will be more robust, including a third chipper and potentially adding incorporated parts of the County, including Old La Honda Road and other high-risk locations
- A wild land fire drill is scheduled for May 7, 2014
- Courses will be scheduled in a new method of administering cardiopulmonary resuscitation (CPR) that is faster and doesn't involve mouth-to-mouth contact

(d) Council of Cities

The February 28, 2014 Council of Cities dinner was well-attended. Chris McKenzie, executive director of the League of California Cities, discussed the state's financial condition, but the picture he painted isn't as rosy as reports of California's recovery that we've been reading. He focused on the tremendous amount of money that will be required to fund the massive projects we face, as well as the standing pension liability – with benefits now approaching 50 to 70% of employee costs.

(e) 50th Anniversary Committee

Committee members are in the process of preparing a postcard mailing to advise residents of the dates of upcoming celebrations, many of which are Committee events being “reengineered” to tie in with the anniversary of the Town's incorporation. Mayor Wengert said, too, that the Town has offered to host dinner at the grand finale September 21, 2014 celebration.

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

The San Mateo County Transportation Authority Board met on March 6, 2014, and one of the items on the agenda related to its December 2013 Pedestrian and Bicycle Call for Projects (CFP) to consider for up to \$5.4 million in Measure A funds – which has now grown to approximately \$5.7 million. Despite the increase in funds, the 23 applications submitted by 15 jurisdictions (including Portola Valley) requested a total exceeding \$9.3 million.

Final TA action on the final list of projects is anticipated at the April 4, 2014 Board meeting, but in the meantime, Mayor Wengert shared the great news she saw on a PowerPoint slide: Portola Valley was among the top 10, and is likely to receive funding for two projects.

(g) SFO Airport/Community Roundtable

Mayor Wengert said that earlier this week, word came in that the FAA would not follow up on its promise to meet with Roundtable representatives in advance of the NextGen OAPM Report of the Environmental Assessment, which is scheduled for March 24, 2014, but the public hearing time period has been reduced by 30 days. The most relevant hearing is scheduled for April 17, 2014, in the San Mateo Library.

WRITTEN COMMUNICATIONS

(9) Town Council February 28, 2014 Weekly Digest – None

(10) Town Council March 7, 2014 Weekly Digest

(a) #7 – Email from resident Nancy Lund to the Town Council re: Woods Historic Complex – March 6, 2014

Ms. Lund, Town Historian and Chair of the Historic Resources Committee, wrote that given extensive input from MROSD reports, we can begin find out if it makes sense for the Town to enter into a partnership with MROSD to become the steward of the historic site. However, she said that few people have any idea of the potential opportunities offered there. Among other suggestions, she urged developing an immediate strategy to research all possibilities.



Mr. Pegueros said that he, along with Councilmember Hughes and Vice Mayor Aalfs, met to outline a process for anyone who is interested in moving forward on submitting a letter of interest to MROSD regarding restoration proposals for Hawthorn property. He suggested that the Council agenda an item for the April 23, 2014 meeting if any Committee recommendations are submitted, so that Council could direct staff if and how to help.

- (b) #10 – Letter from Steve Abbors, General Manager with Midpeninsula Regional Open Space District (MROSD) re: June 3rd Bond Measure for major regional open space projects – February 28, 2014

Mayor Wengert drew attention to this letter in which, Mr. Abbors advised that in a historic decision on February 26, 2014, the MROSD Board of Directors voted to move forward with a June 3, 2014 bond measure that would enable MROSD to fulfill major regional open space projects within its tri-county boundaries. They are seeking more than \$300 million in general obligation bonds. It's a very worthwhile cause and an ambitious target, Mayor Wengert said.

- (c) #10 – Attached Separates #2 – Letter from Susan Etezadi, Grand Jury Judge for San Mateo County re: Request for nominees for 2014-2015 Grand Jury service

Mayor Wengert asked whether anyone on the Council had any recommendations for people to serve.

ADJOURNMENT [9:45 p.m.]

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Mayor

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Town Clerk

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MARCH 26, 2014

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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

ALMANAC	February Advertising	15095	03/26/2014	
			03/26/2014	
3525 ALAMEDA DE LAS PULGAS	0048		03/26/2014	0.00
MENLO PARK	BOA	48494	03/26/2014	0.00
CA 94025				237.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	237.00	0.00

Check No.	48494	Total:	237.00
Total for	ALMANAC		237.00

AT&T	Statements (10/6/13 - 2/6/14)	15115	03/26/2014	
			03/26/2014	
P.O. BOX 9011	441		03/26/2014	0.00
CAROL STREAM	BOA	48495	03/26/2014	0.00
IL 60197-9011				1,011.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	1,011.07	0.00

Check No.	48495	Total:	1,011.07
Total for	AT&T		1,011.07

BILL HAMILTON ROOFING	C&D Refund, 30 Stonegate	15112	03/26/2014	
			03/26/2014	
230 HARRISON AVENUE	1219		03/26/2014	0.00
CAMPBELL	BOA	48496	03/26/2014	0.00
CA 95008				1,000.00

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

Check No.	48496	Total:	1,000.00
Total for	BILL HAMILTON ROOFING		1,000.00

BUILT FORM DESIGN & CONSTR	C&D Refund, 231 Canyon	15096	03/26/2014	
			03/26/2014	
	436		03/26/2014	0.00
	BOA	48497	03/26/2014	0.00
				2,500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,500.00	0.00

Check No.	48497	Total:	2,500.00
Total for	BUILT FORM DESIGN & CONSTR		2,500.00

CITY OF REDWOOD CITY (IT)	February IT Support	15097	03/26/2014	
			03/26/2014	
P.O. BOX 3629	586		03/26/2014	0.00
REDWOOD CITY	BOA	48498	03/26/2014	0.00
CA 94064	BR32085			1,957.70

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

05-54-4216	IT & Website Consultants		1,957.70	0.00
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Check No.	48498	Total:	1,957.70
Total for	CITY OF REDWOOD CITY (IT)		1,957.70

CLEANSTREET	February Litter/Street Clean	15123	03/26/2014	
			03/26/2014	
1937 W. 169TH STREET	0034		03/26/2014	0.00
GARDENA	BOA	48499	03/26/2014	0.00
CA 90247-5254	73627			1,529.62

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

Check No.	48499	Total:	1,529.62
Total for	CLEANSTREET		1,529.62

COMCAST	WiFi, 3/21 to 4/20	15118	03/26/2014	
			03/26/2014	
P.O. BOX 34227	0045		03/26/2014	0.00
SEATTLE	BOA	48500	03/26/2014	0.00
WA 98124-1227				90.45

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	90.45	0.00

Check No.	48500	Total:	90.45
Total for	COMCAST		90.45

COPYMAT	50th Anniv Postcard	15098	03/26/2014	
			03/26/2014	
1918 EL CAMINO REAL	0046		03/26/2014	0.00
REDWOOD CITY	BOA	48501	03/26/2014	0.00
CA 94063-2113	65572			335.18

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	335.18	0.00

Check No.	48501	Total:	335.18
Total for	COPYMAT		335.18

COTTON SHIRES & ASSOC. INC.	Alpine Road Eng Design Aug-Jan	15122	03/26/2014	
			03/26/2014	
330 VILLAGE LANE	0047		03/26/2014	0.00
LOS GATOS	BOA	48502	03/26/2014	0.00
CA 95030-7218	26007			4,412.50

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	4,412.50	0.00

Check No.	48502	Total:	4,412.50
Total for	COTTON SHIRES & ASSOC. INC.		4,412.50

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State/Province Zip/Postal	Invoice Number			Check Amount

COUNTY OF SAN MATEO (2)	2013 Elections Services	15099	03/26/2014	
			03/26/2014	
555 COUNTY CENTER	389		03/26/2014	0.00
REDWOOD CITY	BOA	48503	03/26/2014	0.00
CA 94063	1314011			6,498.82

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4302	Elections	6,498.82	0.00

Check No.	48503	Total:	6,498.82
Total for	COUNTY OF SAN MATEO (2)		6,498.82

CULLIGAN	March Statement	15100	03/26/2014	
			03/26/2014	
1785 RUSSELL AVE	0250		03/26/2014	0.00
SANTA CLARA	BOA	48504	03/26/2014	0.00
IL 95054-2032				41.20

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

Check No.	48504	Total:	41.20
Total for	CULLIGAN		41.20

HINDERLITER, DE LLAMAS & ASSOC	Contract Svcs, 1st Qtr 2014	15119	03/26/2014	
			03/26/2014	
1340 VALLEY VISTA DRIVE	1128		03/26/2014	0.00
DIAMOND BAR	BOA	48505	03/26/2014	0.00
CA 91765	0022027-IN			750.00

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

Check No.	48505	Total:	750.00
Total for	HINDERLITER, DE LLAMAS & ASSOCIATES		750.00

INT'L CODE COUNCIL, INC	2014 Dues (Fitzer)	15101	03/26/2014	
			03/26/2014	
ATTN: MEMBERSHIP	790		03/26/2014	0.00
BIRMINGHAM	BOA	48506	03/26/2014	0.00
AL 35213				125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	125.00	0.00

Check No.	48506	Total:	125.00
Total for	INT'L CODE COUNCIL, INC		125.00

JENSEN LANDSCAPE SERVICES INC	Ford Field Progress Payment	15120	03/26/2014	
			03/26/2014	
1983 CONCOURSE DRIVE	849		03/26/2014	0.00
SAN JOSE	BOA	48507	03/26/2014	0.00
CA 95131	Dec 2013			3,087.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	3,087.50	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.	48507	Total:	3,087.50
Total for	JENSEN LANDSCAPE SERVICES I		3,087.50

JORGENSON SIEGEL MCCLURE & FLEGEL	February Statement	15116	03/26/2014	
1100 ALMA STREET	0089		03/26/2014	0.00
MENLO PARK	BOA	48508	03/26/2014	0.00
CA 94025				9,056.74

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	6,749.74	0.00
96-54-4186	Attorney - Charges to Appls	2,307.00	0.00

Check No.	48508	Total:	9,056.74
Total for	JORGENSON SIEGEL MCCLURE &		9,056.74

KUTZMANN & ASSOCIATES	February Plan Check	15102	03/26/2014	
39355 CALIFORNIA STREET	0090		03/26/2014	0.00
FREMONT	BOA	48509	03/26/2014	0.00
CA 94538				356.25

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	356.25	0.00

Check No.	48509	Total:	356.25
Total for	KUTZMANN & ASSOCIATES		356.25

MICHAEL MAFFIA	C&D Refund, 5 Naranja	15103	03/26/2014	
1080 LASSEN DRIVE	411		03/26/2014	0.00
MENLO PARK	BOA	48510	03/26/2014	0.00
CA 94025				5,000.00

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

Check No.	48510	Total:	5,000.00
Total for	MICHAEL MAFFIA		5,000.00

MR. ROOFING	C&D Refund, 501 Portola	15104	03/26/2014	
#77 & #43	728		03/26/2014	0.00
SAN RAMON	BOA	48511	03/26/2014	0.00
CA 94583				5,000.00

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

Check No.	48511	Total:	5,000.00
Total for	MR. ROOFING		5,000.00

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

MARCH 26, 2014

Date: 03/20/2014

Time: 1:06 pm

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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

NOLTE ASSOCIATES, INC	Applicant Charge	15105	03/26/2014	
			03/26/2014	
P.O. BOX 93243	0104		03/26/2014	0.00
LAS VEGAS	BOA	48512	03/26/2014	0.00
NV 89193-3243	14020421			1,584.00

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

Check No.	48512	Total:	1,584.00
Total for	NOLTE ASSOCIATES, INC		1,584.00

OLBERDING ENVIRONMENTAL, INC	C-1 Baseline Monitoring	15121	03/26/2014	
	June-Nov 2013		03/26/2014	
193 BLUE RAVINE ROAD	2025		03/26/2014	0.00
FOLSOM	BOA	48513	03/26/2014	0.00
CA 94630	2013174/2014018			5,977.27

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	5,977.27	0.00

Check No.	48513	Total:	5,977.27
Total for	OLBERDING ENVIRONMENTAL, IN		5,977.27

PERS HEALTH	April Medical Premium	15106	03/26/2014	
			03/26/2014	
VIA EFT	0108		03/26/2014	0.00
	BOA	48514	03/26/2014	0.00
				17,032.71

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	17,032.71	0.00

Check No.	48514	Total:	17,032.71
Total for	PERS HEALTH		17,032.71

REGIONAL GOVERNMENT SERVICES	Jen Contract Services - Feb-14	15117	03/26/2014	
			03/26/2014	
P.O. BOX 1350	1165		03/26/2014	0.00
CARMEL VALLEY	BOA	48515	03/26/2014	0.00
CA 93924	3959			2,702.84

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	2,702.84	0.00

Check No.	48515	Total:	2,702.84
Total for	REGIONAL GOVERNMENT SERVI		2,702.84

RON RAMIES AUTOMOTIVE, INC.	February Fuel Statement	15107	03/26/2014	
			03/26/2014	
115 PORTOLA ROAD	422		03/26/2014	0.00
PORTOLA VALLEY	BOA	48516	03/26/2014	0.00
CA 94028				463.89

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	463.89	0.00

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

MARCH 26, 2014

Date: 03/20/2014

Time: 1:06 pm

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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.	48516	Total:	463.89
Total for	RON RAMIES AUTOMOTIVE, INC.		463.89

SAN MATEO CO INF SERVICES	February Microwave	15113	03/26/2014	
			03/26/2014	
455 COUNTY CENTER, 3RD FLOOR	0307		03/26/2014	0.00
REDWOOD CITY	BOA	48517	03/26/2014	0.00
CA 94063	1YPV11402			76.00

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

Check No.	48517	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SHORENSTEIN COMPANY LLC	Deposit Refund, 1260 Westridge	15108	03/26/2014	
			03/26/2014	
C/O TONY HUEY	0079		03/26/2014	0.00
SAN FRANCISCO	BOA	48518	03/26/2014	0.00
CA 94104				1,925.15

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,925.15	0.00

Check No.	48518	Total:	1,925.15
Total for	SHORENSTEIN COMPANY LLC		1,925.15

SMALL BUSINESS BENEFIT PLAN TR	April Dental/Vision	15109	03/26/2014	
			03/26/2014	
	0132		03/26/2014	0.00
BELMONT	BOA	48519	03/26/2014	0.00
CA 94002-0156				1,825.20

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	1,825.20	0.00

Check No.	48519	Total:	1,825.20
Total for	SMALL BUSINESS BENEFIT PLAN		1,825.20

STAPLES	February Statement	15114	03/26/2014	
			03/26/2014	
STAPLES CREDIT PLAN	430		03/26/2014	0.00
DES MOINES	BOA	48520	03/26/2014	0.00
IA 50368-9020				945.65

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	945.65	0.00

Check No.	48520	Total:	945.65
Total for	STAPLES		945.65

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

MARCH 26, 2014

Date: 03/20/2014

Time: 1:06 pm

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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

VERIZON WIRELESS	February Cellular	15110	03/26/2014	
			03/26/2014	
P.O. BOX 660108	0131		03/26/2014	0.00
DALLAS	BOA	48521	03/26/2014	0.00
TX 75266-0108				145.16

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	145.16	0.00

Check No.	48521	Total:	145.16
Total for	VERIZON WIRELESS		145.16

VISION INTERNET PROVIDERS INC	February Website Hosting	15111	03/26/2014	
			03/26/2014	
P.O. BOX 251588	827		03/26/2014	0.00
LOS ANGELES	BOA	48522	03/26/2014	0.00
CA 90025	26685			200.00

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

Check No.	48522	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

Total Invoices: 29

Grand Total:	75,866.90
Less Credit Memos:	0.00
Net Total:	75,866.90
Less Hand Check Total:	0.00
Outstanding Invoice Total:	75,866.90

Warrant Disbursement Journal

March 26, 2014

Claims totaling \$75,866.90 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: \_\_\_\_\_

\_\_\_\_\_  
Nick Pegueros, Treasurer

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

Signed and sealed this (date): \_\_\_\_\_

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

\_\_\_\_\_  
Mayor





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

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

**DATE:** March 26, 2014

**RE:** **Acceptance of the Town of Portola Valley Ford Field Renovation Project # 2011-PW02B**

### **RECOMMENDATION**

It is recommended that the Town Council adopt the attached resolution accepting as completed the Town of Portola Valley Ford Field Renovation Project # 2011-PW02B, authorizing final payment concerning such work, and directing the Town Clerk to file a Notice of Completion.

### **BACKGROUND**

At its April 24, 2013 meeting, the Town Council reviewed the received public bids and awarded the Ford Field Renovation Project # 2011-PW02B to the lowest bidder "Jensen Corporation Landscape Contractors" for the base bid of \$403,888.

### **DISCUSSION**

The project was substantially completed within the allocated budget. The final amount to be paid to the contractor is \$394,131.58. The contract requires "Jensen Corporation Landscape Contractors" to warranty all improvements for 1 year. The contractor, Little League, and staff have performed a final inspection of the improvements. Staff recommends to the Town Council acceptance of the improvements as complete.

A final cost reconciliation of this project will be presented in the Council Digest once State reimbursement funds are completely received.

### **FISCAL IMPACT**

This action will enable final payment of retention funds to the Contractor.

### **ATTACHMENTS**

1. Resolution

**RESOLUTION NO. \_\_\_\_\_-2014**

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY TO ACCEPT AS COMPLETED  
THE FORD FIELD RENOVATION PROJECT #2011-PW02B  
AND AUTHORIZING FINAL PAYMENT TO “JENSEN CORPORATION LANDSCAPE  
CONTRACTORS” CONCERNING SUCH WORK, AND DIRECTING THE TOWN  
CLERK TO FILE A NOTICE OF COMPLETION**

**WHEREAS**, the Public Works Director of the Town of Portola Valley has, in writing, made and filed in the Office of Town Clerk his notice certifying that the work under the contract described above has been completed in conformance with the Plans and Specifications for said project, and has recommended that said work be accepted as complete and satisfactory,

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

1. The above-described work as mentioned in the Notice of Completion of the Public Works Director is hereby accepted as substantially complete, and the appropriate officer of the Town is authorized to make final payment concerning the above-described work.

2. The Town Clerk is hereby authorized and directed to file with the County Recorder of the County of San Mateo, the Notice of Completion of said project within ten (10) days from the date of this resolution.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Stacie Nerdahl, Administrative Services Manager

**DATE:** March 26, 2014

**RE:** Purchase of Sharp MX6240N Copier/Scanner

### RECOMMENDATION

It is recommended that the Town Council approve a budget amendment of \$18,737 to the 2013-14 adopted budget for capital equipment to allow for the purchase of a new copier/scanner.

### BACKGROUND

The Town's five-year lease with Sharp Business Systems for the copier/scanner machine currently operating at Town Hall is due to expire in July 2014. As staff has been generally very satisfied with the performance of the machine and the service executed under the terms of the maintenance agreement, we reached out to representatives with Sharp for their recommendation on the "next generation" replacement model. We requested that the new machine provide the same operational functions and options as the current model, with the addition of "saddle-stitch" stapling and half-fold finishing, as requested by several staff members.

Once staff and the Sharp representative made a determination on which model and options were the best fit for the Town's needs (Sharp MX6240N), several staff members visited a community center in Redwood City that has had this machine in operation since September 2013. After discussions with the community center's staff and observing its operation, staff is satisfied that the Sharp MX6240N will meet the Town's needs.

### DISCUSSION

The Town's cost of leasing the Sharp MX6240N over a five-year period is estimated at \$23,167. However, with the Council's recent assignment of funds within the General Fund for Equipment Replacement, and in order to realize maximum cost efficiency in copier costs, staff is recommending that the Town *purchase* the new Sharp MX6240N at a price of \$18,737 (including tax).

The corresponding maintenance agreement will be provided at a rate of \$0.0045 per bw copy and \$0.045 per color copy for the first three years. The fourth and fifth years will have incremental increases in the bw/color cost-per-copy rates to \$0.0048 and \$0.048 (year four) and \$0.005 and \$0.05 (year five). This maintenance agreement includes all parts, labor, and supplies, including toner and staples.

The total estimated cost of purchasing the Sharp MX6240N over a five-year period is \$23,550. This estimate is based on the purchase price of the copier, plus the estimated bw and color copies as calculated at the new rates, based upon the prior five years' average copies per month. The costs for copies will be billed monthly in arrears on actual use.

### **FISCAL IMPACT**

The purchase of a new copier was not included in the 2013-14 budget. Therefore, the Council is being requested to approve a budget amendment of \$18,737 to the 2013-14 Capital Equipment adopted budget.

### **ATTACHMENTS**

1. Resolution of the Town Council of the Town of Portola Valley Authorizing a Budget Amendment of \$18,737 to the Capital Equipment Budget.

**APPROVED – Nick Pegueros, Town Manager**

**RESOLUTION NO. \_\_\_\_-2014**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF PORTOLA VALLEY AMENDING CAPITAL  
EQUIPMENT BUDGET FOR FISCAL YEAR 2013-2014  
TO PURCHASE COPIER**

**WHEREAS**, the Town Council of the Town of Portola Valley ("Town") adopted the Capital Equipment Budget for Fiscal Year 2013-2014 on June 26, 2013; and

**WHEREAS**, the Town Council has reviewed and considered Town staff's proposal to purchase a copier/scanner for use at Town Hall and has determined that the purchase of the equipment will realize maximum cost efficiency in copier costs.

**NOW, THEREFORE**, the Town Council of the Town of Portola Valley does **RESOLVE** to amend the Capital Equipment Budget for fiscal year 2013/2014 to include \$18,737 to purchase a new copier.

**REGULARLY PASSED AND ADOPTED** this 26th day of March, 2014.

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
Clerk



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

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

**DATE:** March 26, 2014

**RE:** **2013/2014 Street Resurfacing Project- Surface Seals #2013-PW02**

### RECOMMENDATION

That the Town Council adopt the attached resolution approving plans and specifications for the 2013/2014 Street Resurfacing project and calling for sealed bids for this project. It is also recommended that the Town Council authorize the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$230,000. This would include authorization to add (or subtract) to the project, additional work as recommended by the Public Works Director if the budget allows in an effort to maximize paved areas and utilize the entire budgeted amount.

### DISCUSSION

The preparation of construction documents for this year's street resurfacing program is completed. This project will repair roadway base and apply surface seals on portions of: Alpine Road from Portola Road to Paso Del Arroyo, Cervantes Road from Peak Lane to Westridge Drive east, Portola Road from Alpine to Portola Green Circle, and Westridge Drive from Alpine Road to Cervantes Road east. The bid documents also contain a bid alternate item for base repairs on Mapache Drive which can be executed if the base bid comes in lower than anticipated or if the contingency is not utilized. This is done to utilize all funds budgeted for this project.

The streets selected for treatment this year were based on the Town's Pavement Management System and field surveys. A copy of the Plans and Specifications are available for review at Town Hall in the office of the Town Clerk.

The following is our anticipated project schedule for this project weather dependent:

Town publicly advertises for the project:	Week of March 31, 2014
Bid Opening:	Week of April 14, 2014

Town Manager awards contract:	Week of April 21, 2014
Construction begins:	Week of May 12, 2014
Construction completed:	Week of June 30, 2014

### **FISCAL IMPACT**

The estimated cost of the base bid of this street resurfacing project is \$230,000 including a 10% construction contingency. The adopted 2013/2014 budget for the Annual Street Resurface project is \$230,000.

The estimated cost for the bid alternate for base repairs on Mapache Drive is \$23,000. The bid alternate, or a portion of, will only be executed if the project budget of \$230,000 above allows.

### **ATTACHMENTS**

1. Resolution

## RESOLUTION NO. \_\_\_\_\_ 2014

A RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY  
APPROVING PLANS AND SPECIFICATIONS AND  
CALLING FOR BIDS FOR THE  
2013/2014 STREET RESURFACING PROJECT – SURFACE SEALS  
No. 2013-PW02

The Town Council of the Town of Portola Valley does RESOLVE as follows:

Section 1. The Town Council hereby approves and adopts plans and specifications for certain work in the Town known as the 2013/2014 Street Resurfacing Project – Surface Seals No. 2013-PW02

Section 2. Due to public interest and convenience, the Town Council hereby orders that the work and improvements, as set forth and described in said plans and specifications, be performed. The Town Council further orders that: All said work and improvements will be done under the direction of and satisfaction of the Public Works Director; and all the work shall be done in accordance with said plans and specifications.

Section 3. Not less than the prevailing rate of per diem wages and holiday and overtime work referred to above shall be paid for any work proposed to be performed in the performance of the public work under said plans and specifications.

Section 4. The Town Clerk of the Town is hereby directed to post by two (2) successive postings in the three (3) public places that have been designated by ordinance as the places for posting public notices, there being no newspaper published in the Town, and not less than five (5) days apart, a Notice inviting sealed proposals or bids for the construction of said work and improvement and referring to the Plans and Specifications on file in the Office of the Town Clerk, the first of which postings shall be at least ten (10) days prior to the time fixed for opening bids.

Section 5. All proposals or bids shall be accompanied by a certified check payable to the order of the Town, or cash, amounting to ten percent (10%) of the bid, or by a bond in said amount and payable to the Town, signed by a corporate surety or by the bidder and two sureties who shall justify before any officer competent to administer an oath, in double said amount and over and above all statutory exemptions. The check shall be forfeited, or the bond shall become payable to the Town, in case the bidder depositing the same does not, after the contract has been awarded, and within the time specified in said plans and specifications, enter into a contract, in form as set forth in said specifications, with the Town, the faithful performance of which shall be



assured by an undertaking in the amount of one hundred percent (100%) of the amount so bid, with sureties satisfactory to the Town, and which shall be accompanied by a payment bond (labor and materials) in a sum not less than one hundred percent (100%) of the amount of said bid.

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town on or before 11:00 a.m., on the 16th day of April, 2014, or other later date as directed by the Public Works Director, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, in the Town, said time being not less than ten (10) days from the time of the first publication of said Notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than forty five (45) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Town notice in writing of the withdrawal of such bid on proposal. The Public Works Director is authorized to add or subtract work to comply with budget requirements.

Section 7. The Town Council of the Town hereby reserves the right to reject any and all bids.

PASSED AND ADOPTED this 26<sup>th</sup> day of March 2014.

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Mayor

ATTEST:

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Town Clerk



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** March 26, 2014

**RE:** **Update of Planning Department Staffing Plan and Request for 2013-14 Budget Amendment for Supplemental Consultant and Staff Services**

### RECOMMENDATION

Staff recommends that the Town Council:

1. Approve the staffing plan to increase the number of authorized full-time employees in the Town's Planning Department from 3.0 to 4.0.
2. Approve the recruitment of a Planning Director.
3. Authorize a budget amendment of \$75,000 in fiscal year 2013-14 for supplemental consulting and staff services.
4. Authorize the Mayor to execute professional services agreements in an amount not to exceed \$75,000.

### BACKGROUND

In anticipation of Town Planner Tom Vlastic's retirement in December 2014, Town staff has been working to transition the services that Spangle Associates has provided to the Town since its incorporation in 1964. In early 2013, staff worked in close coordination with Mr. Vlastic to transfer technical planning responsibilities and roles to in-house Town staff. The goal of the initial transition plan was to refocus the Planning Department's existing resources to accommodate the influx of all technical planning services, without increasing the number of in-house staff. The intent was to assess the initial transition plan's effectiveness midstream and make any adjustments given information gathered during the first several months of the transition.

The initial transition involved two significant staff upgrades in early 2013. The first upgrade moved the existing Planning Technician II position to Assistant Planner, with Carol Borck promoted to serve in that role. The Assistant Planner role provides a higher level of technical planning services, focusing primarily on project applications, than had previously been provided by in-house staff. In addition to the Assistant Planner upgrade, the Town also upgraded the vacant Planning Department Manager position to Planning Director. The Planning Director classification was created to provide the Town with the

technical and managerial expertise necessary to facilitate the transition and ensure ongoing success. Typically a successful candidate for Planning Director would be an individual with several years of Assistant/Deputy Planning Director municipal experience, with significant management oversight of departmental operations.

## **DISCUSSION**

The Planning Department transition has been underway for over a year. A number of unanticipated challenges have emerged that require adjustments to the transition plan and will affect authorized staffing levels. The purpose of this report is to request approval of an updated staffing and implementation plan, and to request approval for a 2013-14 budget amendment that will allow the hiring of supplemental consultants and temporary staff utilizing the Town's standard professional services agreement.

In early 2013, the Town conducted a Planning Director recruitment; however, for a number of reasons an appointment could not be made. In response to the unsuccessful recruitment, the classification of Deputy Town Planner was created and Karen Kristiansson was hired to fill the role in July 2013. Ms. Kristiansson's prior experience as a Senior Planner at Spangle Associates provided her with in-depth knowledge of the Town that has served the transition well over the past nine months. Specifically, Ms. Kristiansson has worked closely with the Planning Commission on the State-mandated General Plan Housing Element update.

The transition, however, has unveiled a number of challenges that require an augmentation of authorized full-time employees. In addition to the steep learning curve for staff that has resulted from the transition of all technical planning work to in-house, the Town has experienced a significant increase in the quantity and complexity of development applications. There has also been a sharp increase in the number of complicated code enforcement cases and contentious neighbor disputes. Over the next seven years, it can be reasonably expected that current staff will advance ahead of the learning curve and therefore require less time to perform the duties required of the department. In the meantime, however, the only reasonable solution to the challenges confronting the department is to augment the number of in-house staff from three (3.0) to four (4.0). Specifically, the proposed solution is to hire a Planning Director with the experience necessary to lead the department through this challenging transition. It is staff's recommendation that the Town Council authorize the addition of one full-time staff member to be staffed at the Planning Director level.

If the Town Council authorizes the addition of a Planning Director, the recruitment will become one of staff's highest priorities, although it can be expected that a successful recruitment could take upwards of nine to twelve months. In addition to the new Planning Director possessing strong technical planning skills, the individual must be highly analytical, pragmatic, embrace town values, and possess strong communication skills to successfully navigate finely nuanced situations that will confront the Planning Department day after day. Upon consideration of the Planning Director recruitment timeline, an implementation plan is necessary to ensure success and to address near-

term challenges. Following a consultation with Town Planner Tom Vlasic and Deputy Town Planner Karen Kristiansson, staff recommends the following implementation plan:

1. Department Management – The Town’s Planning Department requires the leadership and experience of a Planning Director. The Planning Director will be charged to provide both technical expertise as Town Planner and management experience to lead the department’s day-to-day operations. It is important to recognize that the Town has never had a Planning Director. For the past 50 years, Spangle Associates has provided the technical expertise as Town Planner and consultant services for long-range planning functions. However, Spangle Associates did not have the responsibilities of in-house staff management and development, code enforcement, and other in-house operational needs such as emergency preparedness training. Until a Planning Director is hired, there is a need for someone on Town staff to perform the essential duties of the Director’s role. With the recruitment anticipated to span upwards of twelve months, the following actions are recommended:
  - A. Designate an “Interim Town Planner” – Effective as soon as possible, the recommendation is to designate Karen Kristiansson “Interim Town Planner” to perform the duties and responsibilities of Town Planner as required per the Town’s Municipal Code. Transitioning the Town Planner responsibilities to an Interim Town Planner as soon as possible will provide the opportunity for that individual to have the benefit of guidance from Tom Vlasic through December 31, 2014. The Interim Town Planner would have minimal management responsibilities, acknowledging that those duties drain time away from developing the technical skills necessary to carry on the Town’s planning operations. Ms. Kristiansson’s role as Interim Town Planner would terminate once a Planning Director is appointed and she would return to the Deputy Town Planner position. Ms. Kristiansson will serve as a critical bridge between Tom Vlasic and the new Planning Director.
  - B. Temporarily re-assign day-to-day planning department management to the Town Manager. Until such time as a Planning Director is selected, it is envisioned that the Interim Town Planner will focus almost entirely on current planning projects. Accordingly, there is a need for someone to provide management oversight of in-house staff, consultants, and other administrative processes and procedures. The recommendation is to temporarily reassign day-to-day management of the Planning Department to the Town Manager. As part of this reassignment, the Town Manager will work to identify opportunities to better manage workflows. One item under consideration is to re-configure workspaces in Town Hall to provide an environment that is more conducive to planning activities. Another item under consideration is the implementation of Planning and Building “counter hours” in an effort to minimize the number of interruptions experienced by the planning staff and thereby improve workflow. This reassignment may reduce the amount of time that the Town Manager has available to devote to other

items that require attention such as special projects identified by the Town Council.

2. Supplemental Consultant and Staff Services – To facilitate the temporary modifications to the department's management, there is a need for supplemental consultant and staff services in both the Planning Department and Administration. Specifically, the recommendation is to authorize the following supplemental staffing:
  - A. Housing Element Consultant – With Ms. Kristiansson new focus as Interim Town Planner on current planning projects, there is a need for someone to carry the burden of finishing the Housing Element Update. Staff is in the process of searching for a qualified consultant to perform the work and it is anticipated that a contract to complete the Housing Element update would not exceed \$20,000 through the end of this fiscal year. The 2014-15 budget will contain funds necessary to provide consulting services as necessary to complete the Housing Element Update.
  - B. Current & Long Range Planning Consultant – To assist with the large volume of new project applications and to help develop necessary policies and procedures as part of the transition, there is a need for additional support at the Senior Planner level. The Town has identified an independent consultant, Lisa Ring, who is able to provide the assistance required. The recommendation is to authorize a consulting services agreement with Lisa Ring in an amount not to exceed \$25,000 through June 30, 2014. The 2014-15 budget will contain funds necessary to provide anticipated consulting services for the duration of the fiscal year.
  - C. Special Project Staff – With the Town Manager focusing more time on management of the Planning Department, there may be a need for assistance with special projects such as the Planning Director recruitment. At this time, it is unknown how much time will be required and staff will work with a staffing agency to find a qualified individual at the Department Director or Assistant Town Manager level to assist with these projects. The requested budget for this extra help is an amount not to exceed \$25,000 through the end of this fiscal year.

### **FISCAL IMPACT**

For the fiscal year ending June 30, 2014, the total budget amendment requested is \$75,000 in professional services. It is important to note that a Planning Director will not be appointed by the end of this fiscal year due to the time required to conduct a recruitment. Therefore, with Town Council authorization, the Planning Director position will be included in the 2014-15 budget at the fully burdened rate of approximately \$205,000. The actual cost will depend on the salary provided to the successful candidate and future benefit increases, but this estimate will provide the Town with the flexibility necessary to offer a competitive package to the best qualified candidate for

Planning Director. It is anticipated that this increase in personnel costs would be offset by reductions in consulting services agreements with Spangle Associates and increased revenue through charges to applicants.

**ATTACHMENTS**

1. Planning Director Job Class Specification
2. Deputy Town Planner Job Class Specification
3. Revised Organization Chart

**APPROVED – Nick Pegueros, Town Manager**

## ATTACHMENT #1

**TOWN OF PORTOLA VALLEY  
PLANNING DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction of the Town Manager, serves as a Department Head level part of the management team and performs a variety of leadership, supervisory, administrative and technical work in the Planning Department, including overseeing the design review and planning process and other activities related to the physical development of the Town. Direct and indirect supervision over professional, technical and office personnel. The Planning Director may be designated the Town Planner by the Town Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Provide exceptional customer service; enable staff to perform assigned responsibilities; plan, organize, monitor, supervise, coordinate and participate in the Town's development process and code compliance.
- Provide staff support to the Planning Commission including oversight and coordination of the meeting agenda process and preparation of the meeting minutes.
- Provide staff support to the Architecture & Site Control Commission (ASCC) including oversight and coordination of the meeting agenda process and preparation of the meeting minutes.
- Respond to questions on key land use planning matters in a timely manner prioritizing those questions from the Town Manager, Town Council, Planning Commission, or ASCC.
- Work closely with the Public Works Director on all projects where there are both planning and public works issues involved.
- Attend pre-application meetings, as needed; oversee the review of development and building permit applications for completeness, consistency with zoning requirements and architectural/site development standards including, but not limited to, project applications, building permits, site development, subdivision, conditional use permits and variance applications; oversee the evaluation of alternatives and conformance with Town policies, ordinances, the General Plan and state and federal laws; prepare and present staff reports to the Architectural Site and Control Commission, Planning Commission and Town Council regarding such applications.
- Confer with and provide oral and written information to property owners, contractors, developers, architects, engineers and the general public regarding conformance with

Town of Portola Valley  
Planning Director Job Class Specifications  
Adopted January 23, 2013

standards, plans, specifications and codes; explain codes, requirements and procedures and evaluate alternatives.

- Oversee, motivate and evaluate personnel; provide or coordinate staff training, schedule staff, assign and monitor support tasks.
- Mentor and develop in-house staff to provide for succession planning.
- Meet regularly with assigned personnel to review status of assignments, help where needed and address issues.
- Communicate staff and consultant assignments and responsibilities clearly and in a manner that they are mutually understood to avoid duplicative effort and ensure efficient use of limited resources.
- Negotiate, coordinate and manage professional contracts.
- Resolve complex and sensitive customer issues.
- Respond to code violations; conduct code compliance and enforcement activities.
- Develop and implement studies, reports, recommendations, programs and services that are responsive to the community.
- Prepare and evaluate environmental assessment studies and documents;
- Provide technical information on codes, processes and guidelines to property owners, contractors, architects, engineers, other Town staff and the general public.
- Develop and recommend amendments and revisions to the General Plan, Municipal Code, and permitting/project approval process.
- Ensure the preparation of budgets and the effective use of budgeted funds.
- Oversee all functions of the department including: applications, fee and fine assessment and collection, plan review, design review approvals and permit issuance, inspection and occupancy.
- Analyze, interpret and explain codes, laws and departmental policies and procedures.
- Assure uniform interpretation of, consistent enforcement of, and compliance with codes.
- Represent the Town on intergovernmental committees, at regional meetings and conferences.
- When designated the Town Planner, perform the statutory duties outlined in the Town's municipal code.
- Other duties as assigned.



## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Incumbent should have excellent leadership, teambuilding, and communication and interpersonal skills; have a proven ability to effectively solve problems and communicate verbally and in writing, a thorough knowledge of zoning laws and comprehensive plans; extensive knowledge of planning programs and processes; a working knowledge of computer programs; and an ability to establish and maintain effective working relationships.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable.

**Experience:** Five (5) years progressively responsible experience in municipal planning with at least two (2) years in a supervisory capacity or any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the required experience.

**Licenses or Certificates:** Possession of, or ability to obtain, valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. AICP certification is highly desirable.

## FLSA STATUS

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise at least two FTE personnel and will be exempt from the FLSA as an executive employee.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**TOWN OF PORTOLA VALLEY  
DEPUTY TOWN PLANNER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction of the Town Manager, the Deputy Town Planner works to plan, organize, direct and coordinate the activities of the Town's Planning Department functions in coordination with the consultant Town Planner and Deputy Building Inspector; to coordinate planning activities with other divisions and departments; and to provide highly complex staff assistance to the Town Administration.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plan, organize, and direct planning related activities including permit processing, plan review, and code compliance in coordination with the consultant Town Planner; confer with and refer planning-related matters to the consultant Town Planner pursuant to the Town's agreement with Spangle & Associates.
- Attend pre-application meetings as needed; review development and building permit applications for completeness, consistency with zoning requirements and architectural/site condition requirements including, but not limited to, project applications, building permits, site development, subdivision, conditional use permits and variance applications; evaluate alternatives and conformance with Town policies, ordinances, the General Plan and state and federal laws; prepare and present staff reports to the Architectural Site and Control Commission, Planning Commission and Town Council regarding such applications.
- Confer with and provide oral and written information to property owners, contractors, developers, architects, engineers and the public regarding conformance with standards, plans, specifications and codes; explain codes, requirements and procedures and evaluate alternatives.
- Assist property owners with a variety of planning and zoning issues including, but not limited to, review requirements and creek application process.
- Coordinate building and planning projects and other current planning activities with appropriate Town staff, consultants and regulatory agencies; may administer consultant contracts.
- Respond to code violations; conduct code compliance and enforcement duties.

Town of Portola Valley  
Deputy Town Planner Job Class Specifications  
Adopted April 24, 2013

- Recommend the appointment of personnel; provide or coordinate staff training (including planning methods, procedures and techniques); verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Collect and organize specialized data for periodic reports, presentations and maintenance of information related to community needs, goals and services.
- Review planning documents submitted by other agencies; monitor changes in laws, regulations and technology that may affect office operations; recommend policy and procedural changes as required.
- Represent the Town's Planning function to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Direct, oversee and participate in the development of planning goals, objectives, policies and procedures.
- Direct, oversee, and participate in the development of planning work plans; assign work activities, projects and programs; monitor workflows; review and evaluate work products, methods and procedures.
- Develop the planning budget; assist in budget implementation.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Perform duties of secretary/staff support to Planning Commission, including, but not limited to, preparation of agendas, minutes, hearing notifications and follow up on action items.
- Research planning and building cases, issues, policies and procedures as appropriate.

## QUALIFICATIONS

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## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

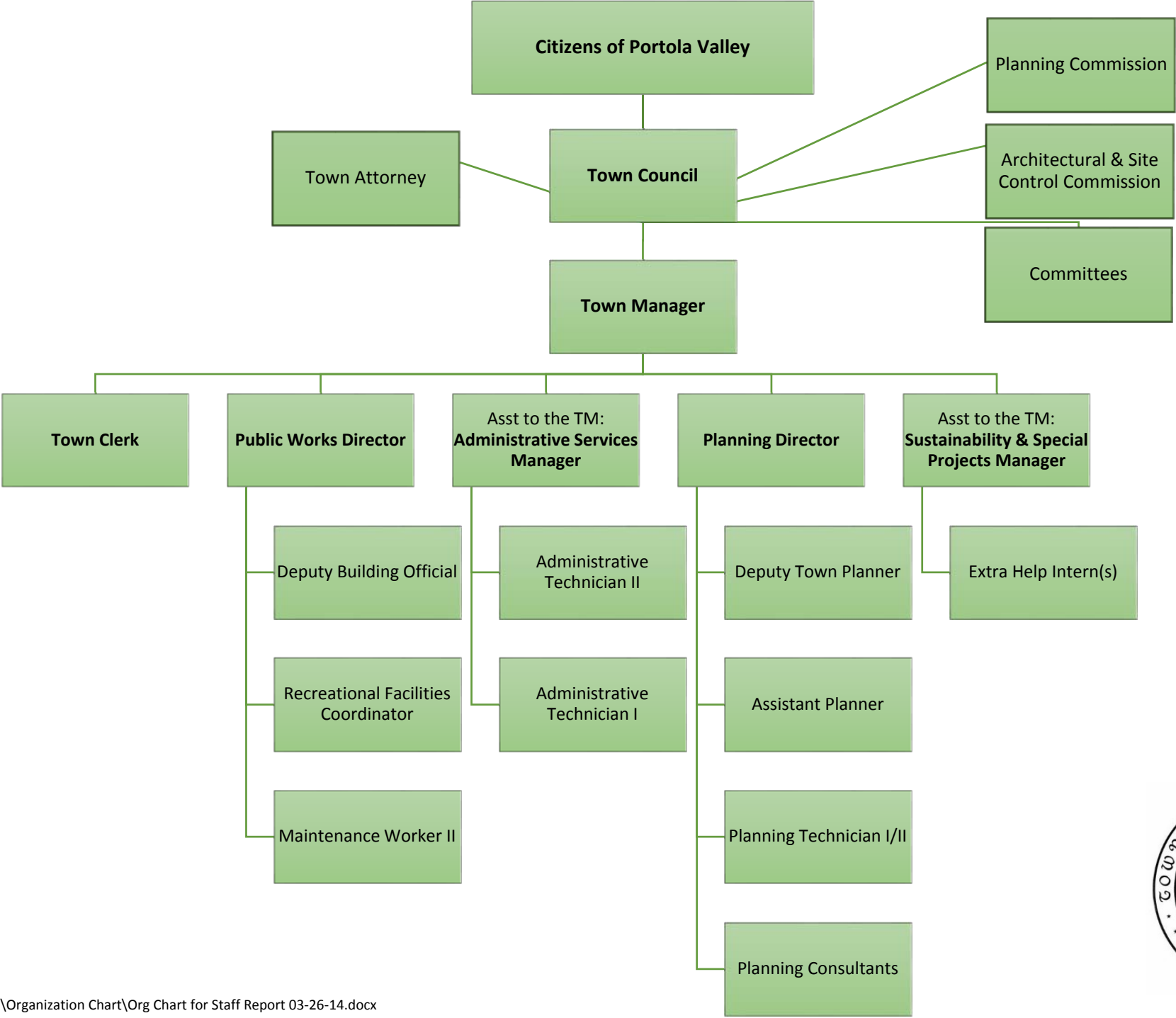
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**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.



#8

There are no written materials for this agenda item.



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – March 14, 2014**

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1. Agenda (Action) – ASCC – Monday, March 10, 2014
2. Agenda (Action) – Town Council – Wednesday, March 12, 2014
3. Agenda – Ad-Hoc 50<sup>th</sup> Anniversary Celebration Committee – Sunday, March 16, 2014
4. Agenda – Sustainability Committee – Monday, March 17, 2014
5. Agenda – Planning Commission – Wednesday, March 19, 2014
6. Agenda – Historic Resources Committee – Thursday, March 20, 2014
7. Letter from SF Airport/Community Roundtable re: Meeting on April 2, 2014 to review and discuss the findings of the Environmental Assessment related to the NorCal OAPM project
8. Report from San Mateo County Sheriff's Office – Incident Log for 02/26/14 – 03/09/14
9. Email from resident, Anne Hillman re: Illuminated sign located at the Shell gas station in Ladera

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

1. League of California Cities – Nominations from elected officials interested in serving on the League's Board of Directors – March 6, 2014
2. Council of Cities – March dinner meeting – March 28, 2014
3. Invitation from Rebuilding Together Peninsula – 25<sup>th</sup> National Rebuilding Day on April 26, 2014 – March 5, 2014
4. Estuary News – March 2014
5. San Mateo County / Silicon Valley Convention and Visitors Bureau's 2014 Map
6. LABOR Newsletter – March 2014
7. [http://www.smcmad.org/data/entymology\\_reports/2014/entoreport\\_2014\\_1.pdf](http://www.smcmad.org/data/entymology_reports/2014/entoreport_2014_1.pdf)



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, March 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. 229 Corte Madera Road (Field meeting for preliminary consideration of plans for residential redevelopment of a .443-acre Brookside Park property. (ASCC review to continue at Regular Meeting) **Borck presented the staff report, project team advised on alternate design scheme and walked Commissioners through the site. ASCC viewed story poles from Cima Way and 112 Crescent Ave. Comments held for 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; 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. New Business:
  - a. Preliminary Architectural Review for New Residence, Detached Studio, Entry Gate, and Site Development Permit X9H-670, 229 Corte Madera Road, Bedner **Project team summarized the design approach and process and responded to questions. ASCC provided comments and continued review to a second field meeting on 4/14/14.**
  - b. Architectural Review for Residential Additions and Remodeling, 440 Golden Oak Drive, Green **Project approved subject to conditions to be met to the satisfaction of planning staff prior to building permit issuance.**
  - c. Site Development Permit X9H-673, "As-Built" Grading and Related Landscaping, 30 Cheyenne Point, Eizadi **Project approved subject to conditions to be met to the satisfaction of staff and a designated ASCC member.**
5. Commission and Staff Reports:

**Koch – reported on reviewing functional, minor changes to the driveway for easier ingress/egress at 45 Tagus Ct**  
**Clark/Breen – reported they are reviewing Rana Creek documents for 5050 Alpine Rd and will be providing feedback to Kristiansson**

**Kristiansson – reminded ASCC they have a joint field meeting with the Planning Commission at 18 Redberry Ridge on 3/19/14. She also reminded commissioners to submit their Form 700 to Sharon Hanlon.**

6. Approval of Minutes: February 24, 2014 **Approved as submitted.**
7. Adjournment: **9:05 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**

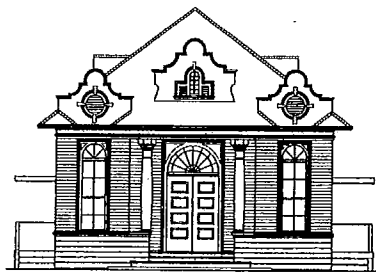
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or 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: March 7, 2014

CheyAnne Brown  
Planning Technician



# TOWN OF PORTOLA VALLEY

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7:30 PM – Regular Meeting of the Town Council  
Wednesday, March 12, 2014  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

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

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

**Councilmember Derwin absent**

### ORAL COMMUNICATIONS

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

None

### (1) AD-HOC WATER CONSERVATION COMMITTEE TASK FORCE INTERVIEWS AND APPOINTMENTS \*

- (a) Marge DeStaebler
- (b) Judith Murphy
- (c) Marty Mackowski
- (d) Loverine Taylor
- (e) Jade Williams (Advisory member from Cal Water)

\* Letters of Interest received subsequent to publication of the agenda will be presented to Council and the Public at the meeting.

**Council unanimously appointed Marge DeStaebler, Judith Murphy, Marty Mackowski, Loverine Taylor, Mike Ward and Jade Williams (Advisory member) to the Ad-Hoc Water Conservation Committee Task Force. Councilmember Derwin and Mayor were appointed as Council liaisons. Recruiting for the Ad-Hoc Water Conservation Committee will remain open for an additional two weeks with new applicants to be interviewed at the March 26<sup>th</sup> Council meeting.**

### 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.

- (2) **Approval of Minutes** – Regular Town Council Meeting of February 26, 2014
- (3) **Approval of Warrant List** – March 12, 2014
- (4) **Recommendation by Town Attorney** – Adopt Ordinance for a Skate Park at Town Center
  - (a) Second Reading, Waive Further Reading, and Adopt an 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 (Ordinance No. 2014-402)

**Approved 4-0**

### REGULAR AGENDA

- (5) **Report from Bicycle, Traffic, Pedestrian, Safety Committee** – Analysis of Traffic on Corte Madera Road

**At a near future meeting, staff will bring back to the Council: (1) Process to produce a policy template on how to address traffic calming requests; (2) Cost estimate to obtain additional data on traffic in Corte Madera neighborhood; and (3) Analysis of legal implication of proposed no right turn onto Corte Madera.**

- (6) **Recommendation by Town Manager** – Memorandum of Agreement Regarding Funding for Construction of an Animal Control Shelter on Airport Boulevard in San Mateo, California Among the Twenty Cities and the County of San Mateo

- (a) Adopt a Resolution of the Town Council of the Town of Portola Valley Authorizing the Mayor to Sign a Thirty Year Memorandum of Agreement with the County of San Mateo Regarding Funding for Construction of an Animal Shelter at Airport Boulevard in San Mateo (Resolution No. 2612-2014)

**Approved 4-0**

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

- (7) **Report from Town Manager** – Planning Department Staffing Update

*There are no written materials for this item.*

**Staff will bring forward three consultant agreements to the March 26<sup>th</sup> Council agenda. The three consultants will aid the planning department in: (1) Completion of the Housing Element; (2) Aid the department as needed for current and long range planning support; and (3) Assist in the organization of the new planning department. A town planner is expected to be designated by July 1, 2014.**

- (8) **Reports from Commission and Committee Liaisons**

*There are no written materials for this item.*

**Councilmember Richards –**

**Attended a Portola Valley School District meeting re: Corte Madera traffic issue**

**Councilmember Hughes –**

**ASCC – Reviewed construction on Corte Madera and addition on Golden Oak**

**Meet with Stanford representatives to discuss Kelley Bridge**

**Vice Mayor Aalfs –**

**Planning Commission held discussion on state density bonus law**

**Mayor Wengert –**

**Firewise meeting – San Mateo County was declared to be in “extreme drought” category. This year’s chipper program will be more robust, including a third chipper. There is a wild land fire drill scheduled for May 7<sup>th</sup>.**

**Council of Cities –**

**Speaker Chris McKenzie, executive director of the League of California Cities, discussed the state’s financial condition.**

**50<sup>th</sup> Anniversary Committee –**

**The Town has offered to host dinner at the grand finale September 21<sup>st</sup> celebration. A post card is being mailed listing dates of planned celebrations.**

**San Mateo County Transportation Authority –**

**Portola Valley made the top ten in grant application submittals. A meeting is scheduled for April 4<sup>th</sup> to hear final grant approval.**

- (9) **Town Council Weekly Digest** – February 28, 2014

**#8 Mayor Wengert is interested to see outcome of bond measure**

- (10) **Town Council Weekly Digest** – March 7, 2014

**#2 Council asked to advise Town Manager if they knew anyone interested in serving on the Grand Jury**

**#7 Town Manager, Councilmember Hughes and Vice Mayor Aalfs created a process for committee’s to submit a letter to MROSD regarding restoration proposals for Hawthorn property.**

**ADJOURNMENT: 9:45 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

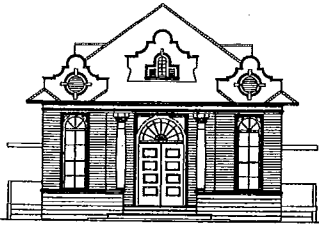


**TOWN OF PORTOLA VALLEY**  
**Ad-Hoc 50<sup>th</sup> Anniversary Celebration Committee**  
**Sunday, March 16, 2014 – 4:00PM**  
**Huffy/Allegra Residence**  
**255 Mapache Drive**  
**Portola Valley, CA 94028**

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**AGENDA**

1. Call To Order
2. Oral Communications
3. Approval of the January 16 minutes
4. Update on Celebration Plans
5. Open Discussion
6. Schedule Next Meeting
7. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Sustainability Committee Meeting**  
**Monday, March 17, 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 on Town Council Direction Regarding Committee
5. Discuss Committee Charter and Recommendation to Council
6. Reminders
  - a. *Silicon Valley Sustainable Landscape Summit* – March 24 from 9 – 1 pm in Foster City:  
<http://waterawards.org/index.php/component/content/article/17.html>
  - b. *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**  
**REGULAR PLANNING COMMISSION MEETING**  
765 Portola Road, Portola Valley, CA 94028  
Wednesday, March 19, 2014 – 7:30 p.m.  
Special Joint Field Meeting (time and place as listed herein)  
Council Chambers (Historic Schoolhouse)

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**SPECIAL JOINT ASSC/PLANNING COMMISSION FIELD MEETING**

4:30 p.m. 18 Redberry Ridge Field meeting for preliminary consideration of plans for new residential development of this vacant 2.09 acre parcel. (Review to continue at Regular Meeting)

**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. Preliminary Consideration of Site Development Permit X9H-672 and Architectural Review for New House and Guest House, for 18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: March 5, 2014

Adjournment:

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

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Planning Commission Agenda  
March 19, 2014  
Page Two

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**PUBLIC HEARINGS**

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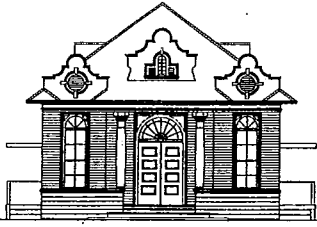
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This Notice is posted in compliance with the Government Code of the State of California.

Date: March 14, 2014

CheyAnne Brown  
Planning Technician

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**Town of Portola Valley**  
***Historic Resources Committee***  
**Thursday, March 20, 2014 – 3:00 PM**  
**Heritage Room / Portola Valley Library at Town Center**  
**765 Portola Road, Portola Valley, CA 94028**

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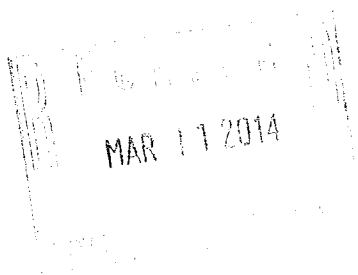
**MEETING AGENDA**

1. Roll Call – Anderson, Ashley, Fowler, Lipman, Lund
2. Oral Communications
3. Approval of Minutes from February 2013
4. Budget for 2014-15
5. Request for petty cash authorization
6. Report on new computer, “cloud” possibilities
7. 50<sup>th</sup> Anniversary of Incorporation events
8. Update on Woods property, MROSD plans, and documents
9. Other
10. Adjournment



San Francisco International  
Airport/Community Roundtable

455 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA 94063  
T (650) 363-1853  
F (650) 363-4849  
www.sforoundtable.org



March 6, 2014

Re: Northern California Optimization of Airspace & Procedures in the Metroplex - NorCal OAPM

Dear Honorable Mayor:

The Federal Aviation Administration is ready to publish a draft Environmental Assessment (EA) related to the NorCal OAPM project; the project is a revision of air traffic routes and procedures in the Northern California region. The area includes routes that serve the four major commercial service airports: San Francisco International Airport (SFO), Oakland Metropolitan International Airport (OAK), Norman Y. Mineta San Jose International Airport (SJC) and Sacramento International Airport (SMF). It is expected this draft will be released the week of March 24, 2014.

The Roundtable has been monitoring the OAPM EA process, which is being prepared by the FAA pursuant to the National Environmental Policy Act (42 U.S.C. 4321 et seq.). The public outreach component of the EA process includes the sponsor to hold a public comment period once the draft document is released. As a well-established airport community group in San Mateo County, we'd like to extend our assistance with the public outreach process to ensure the stakeholders understand the EA. It is anticipated the FAA will send out availability notification of the EA, as well as details of public meetings during the commenting period; the expected comment period will be at least 30 days.

Given the high involvement of stakeholders in the Bay Area, we encourage review of the EA and participation during the commenting period for issues and concerns within your respective cities. The Roundtable at our next Regular Meeting, scheduled for April 2, 2014, will be reviewing and discussing the findings of the EA, with the goal of providing comments prior to the close of the commenting period.

More information on the OAPM can be found at the following link:

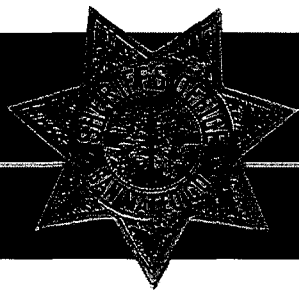
[http://www.oapmenvironmental.com/norcal\\_metroplex/norcal\\_introduction.html](http://www.oapmenvironmental.com/norcal_metroplex/norcal_introduction.html).

Regards,

Cliff Lentz, Council Member  
City of Brisbane  
Chair, San Francisco Airport/Community Roundtable

Cc: Senator Boxer  
Congresswoman Eshoo





# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Wednesday 02/26/14 to Sunday 03/09/14

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-1719	02/26/14 12:10PM	100 Blk. Sunhill Street Portola Valley	Traffic Accident – No Injuries	Party #1 was driving Vehicle #1 north on Ohlone Street. Party #2 was riding his bicycle east on Valley Oak Street approaching the intersection with Vehicle #1. Vehicle #1 entered into the intersection into the path of east bound traffic. Party #2 was unable to take action to avoid a collision. Vehicle #2 struck Vehicle #1. Party #2's injuries were unknown. The collision was not reported until later in the day.
14-1751	02/27/14 3:50PM	3000 Blk. Woodside Rd. Woodside	Driver w/ Suspended License	A deputy affected a traffic enforcement stop on a motorcycle for having illegible and improperly attached plates. The deputy made contact with the rider who identified himself with a California Salesmen Driver's License. The driver stated he was on a motorcycle ride with his friend and were heading to Alice's Restaurant. A records check through County Communication revealed that the driver had a suspended license. The deputy issued the driver a citation (1. motorcycle in bicycle lane 2. license plate illegible attached to motorcycle 3. driving on a suspended license.) The driver signed the citation and was

				released with a promise to appear. The motorcycle was towed.
14-1771	02/28/14	300 Blk. Portola Rd. Portola Valley	Forge/Alter Counterfeit Check	Between February 21st and February 27th, Woodside Priory school has been the victim of forged/fictitious checks. This has occurred throughout the United States, where random people have been receiving checks in their own name with Woodside Priory's account information and depositing them in areas such as Las Vegas, Phoenix, and Pennsylvania. The monies have been deposited to a Wells Fargo bank account in the name of Peter Alvino Real Estate. This case is pending further review.
14-1776	02/28/14	100 Blk. Corto Lane Woodside	Obtain/Use Personal ID	A deputy was dispatched to a report of Identity Theft. The victim stated that she had been contacted by Chase Bank to advise her of an attempt to obtain credit under her name, using numerous identifiers (social security number, driver license, maiden name etc.). The attempt apparently came out of African area. Chase Bank immediately flagged her account and contacted her concerning the breach. The victim contacted her other credit accounts and notified the major credit reporting agencies about the identity theft, at which point she learned that she needed a law enforcement report.
14-1833	03/02/14	100 Blk. Trail Lane Woodside	Petty Theft	A witness contacted the Sheriff's Office to report found property under suspicious circumstances. The deputy made contact with the owner of the property and found that it was discarded by suspects after a grand theft from a vehicle. No suspects have been identified at this time. The estimated loss is \$980.00.
14-1888	03/04/14 11:54AM	4200 Farm Hill Blvd. Woodside	Burglary	A suspect entered the Canada College bookstore and exited the store with a physics textbook without paying. Canada College security provided the deputy with a copy of the security footage showing the suspect leave the bookstore without paying. Stanford University Department of Public

				<p>Safety contacted and identified the suspect on 03/04, after Canada College notified surrounding schools of the theft. Stanford University DPS provided Canada College security with a list of several books the suspect has recently sold to Stanford University bookstore. Canada College security is currently working with College of San Mateo and Skyline College to document additional commercial burglaries involving the list of books provided by Stanford University DPS. There are two suspects in this case. The estimated loss at this time is \$300.00.</p>
14-1961	03/07/14 12:40AM	Portola Rd. / Alpine Rd. Portola Valley	DUI Alcohol Traffic Accident – Minor Injury Portola Valley	<p>David Zink from San Mateo County was contacted at the scene of a traffic collision displaying objective symptoms of being under the influence of alcohol. Zink was transported to Stanford Hospital for treatment. Zink was put through a series of Field Sobriety Tests while at the hospital and it was determined he was driving while under the influence of alcohol at the time of the collision. Zink was cited and released at the hospital.</p>
14-1992	03/07/14 9:46AM	Summit Springs Rd. / Tripp Rd. Woodside	General Information Case	<p>A deputy was dispatched to the area of Tripp Road and Summit Springs investigate a report of a mountain lion sighting. Upon arrival the deputy checked the area and then made contact with the Reporting Party, via the phone. The R/P stated that she saw the mountain lion on the northwest corner of the intersection of Tripp Road and Summit Springs Road. The R/P described the mountain lion as medium/ large in size, with a very long tail brown in color. The R/P stated she believed that the mountain lion was an adult. The R/P advised that the mountain lion was walking towards the wooded area between houses as she drove past. The deputy checked the area but was unable to locate the animal, fur, or tracks. Residents in the area of the sighting were alerted via SMC Alert.</p>
14-2000	03/08/14 10:18AM	300 Blk. Kings Mountain Rd.	Obtain/Use Personal ID w/o	<p>The victim stated that she received her February Bank of America credit report in the mail. She noticed a collection</p>

		Woodside		<p>account listed from Verizon Wireless. The account number was listed as seriously delinquent in the amount of \$2637.00. The victim never opened a Verizon account. The victim called Verizon Wireless and was told that the account was opened in May 2013. The victim never received a bill from Verizon Wireless, only discovered the account through her Bank of America credit protection account. The victim never gave anyone permission to use or possess her information or sign her name. The victim stated that she had previously filed an identity theft case in September 2013 when a fraudulent AT&amp;T account was opened in her name. The victim believes that the same suspect(s) are responsible since the timing was the same.</p>
14-2009	03/08/14 5:47PM	4000 Blk. Alpine Rd. Portola Valley	Petty Theft	<p>The Reporting Party stated that her 11 year old daughter had left her pink backpack in front of Roberts Market on Alpine Road on 03/07/14 at approximately 4:00pm. When she returned to Roberts Market on 03/08/14 at 3:30pm, she discovered the backpack containing her school issued Ipad was missing. The R/P contacted the store manager and discovered via CCTV the backpack was picked up by an unknown male on 03/07/14 at approximately 7:07pm. The estimated loss is \$530.00.</p>

**Sharon Hanlon**

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**From:** Anne Hillman [annehillman7@sbcglobal.net]  
**Sent:** Friday, March 07, 2014 1:05 PM  
**To:** TownCenter  
**Subject:** Can we do anything?

Dear Portola Valley Town Council members, I know it's in an unincorporated area, but can we do *anything* about the bilious neon sign at the Shell station? I

Gratefully,

Anne

Anne Hillman  
177 Alamos Road  
Portola Valley, CA 94028  
650 854 2947



ANNE HILLMAN AND GEORGE COMSTOCK

March 7, 2014

Steve Monowitz  
Deputy Planning Director – Enforcement  
455 County Center, 2nd Floor  
Redwood City, CA 94063

Re: Shell Station sign  
Ladera Shopping Center  
Portola Valley CA

Dear Steve,

The Shell station at the corner of La Cuesta and Alpine Road in Ladera has installed a horrendous-looking neon sign recently. It's the first thing you see on rounding the curve from the freeway and entering the formerly bucolic Alpine Road.

Please help our community remove it.

Yours,

Anne Hillman

George Comstock, Former Mayor of Portola Valley



COMMITTEE FOR  
GREEN FOOTHILLS

March 4, 2014

Steve Monowitz  
Deputy Planning Director – Enforcement  
455 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA 94063

Re: Shell Station signage, Ladera Shopper

Dear Steve,

This past week, the Shell station at the corner of La Cuesta and Alpine Road, has installed a new, garishly-lighted sign advertising the price of gasoline. This is a material change from the prior signage and is inconsistent with the designation of Alpine Road as a Scenic Corridor. Its permanent brightly lit red numbers may well be appropriate along El Camino or some other highly traveled road, but in this location along rural Alpine Road, it constitutes a major distraction for drivers and trail users who expect the scenic qualities of the area not to be overwhelmed by brightly lit signs.

Moreover, General Plan Policy 4.54 Commercial Signs (d) prohibits bright or self-illuminated, rotating, moving, reflective, blinking or flashing signs.

In checking on the zoning of the property, it appears that although the Shell Station is located on a parcel zoned C-1, the sign is on a separate parcel that is zoned P (Parking). The ownership of the property (and attendant zoning) on which the sign is located was confirmed by the attached letter to the County Zoning Hearing Officer from R.J. Blankenfeld, dated August 3, 1994.

The “P” District (Parking District) regulations, Section 6321 (c) require a Use Permit for any “freestanding sign identifying businesses or activities immediately adjacent to the parking facility and on the same parcel. Such signs shall not exceed twenty (20) feet in height and one hundred fifty (150) sq. ft. in total area on one face...” This new sign appears to exceed these limits. While exceptions may be allowed under exceptional circumstances, I do not believe there are such exceptional circumstances in this particular case.

Please investigate this apparent violation of the General Plan and Parking District regulations.

Thanks,

Lennie Roberts

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – March 21, 2014**

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1. Agenda (Action) – ASCC – Monday, March 19, 2014
2. Agenda – ASCC – Monday, March 24, 2014
3. Agenda – Conservation Committee – Tuesday, March 25, 2014
4. Report from San Mateo County Sheriff's Office – Incident Log for 03/10/14 – 03/16/14
5. Letter from Greg Fontana to the Town Council re: Food, Farming and Health

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

1. None



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
 765 Portola Road, Portola Valley, CA 94028  
 Wednesday, March 19, 2014 – 7:30 p.m.  
 Special Joint Field Meeting (time and place as listed herein)  
 Council Chambers (Historic Schoolhouse)

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**SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING**

4:30 p.m. 18 Redberry Ridge Field meeting for preliminary consideration of plans for new residential development of this vacant 2.09 acre parcel. (Review to continue at Regular Meeting) **Kristiansson presented the staff report, and the project team reviewed site constraints and the design concept, then walked Commissioners through the site. Commissioners viewed the story poles from 19 Redberry Ridge, and ASCC members offered comments relative to grading for Planning Commission consideration. ASCC members then continued the meeting at 14 Hawkview to observe the story poles from Portola Valley Ranch.**

**REGULAR AGENDA**

Call to Order, Roll Call

**Call to Order at 7:30 p.m.**

**Chairperson Gilbert, Vice-Chairperson Targ (arrived 7:33), Commissioners Hasko, McKitterick, and Von Feldt all present. Also present: Jeff Aalfs, Town Council Liaison; Tom Vlasic, Town Planner; Karen Kristiansson, Deputy Town Planner.**

Oral Communications

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

Regular Agenda

1. Preliminary Consideration of Site Development Permit X9H-672 and Architectural Review for New House and Guest House, for 18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence

**The Commission discussed and provided comments on the proposed project, including the driveway design and swale crossing, the retaining walls and rails at the auto court, and whether the plan could be adjusted to preserve more manzanitas. Commissioners also acknowledged that light spill and vegetative screening in particular would need additional discussion but that those would be the responsibility of the ASCC.**

Commission, Staff, Committee Reports and Recommendations

**In response to a question from Commissioner McKitterick, Town Council Liaison Aalfs informed the Planning Commission that Windmill School had entered into a**

**contract to purchase 900 Portola Road, contingent on receipt of a letter from the County confirming that the hazardous materials clean-up was complete.**

**Vlasic provided an overview of the intent and agenda for the May 18 Town Council and Planning Commission retreat.**

Approval of Minutes: March 5, 2014 (approved 5-0, as corrected)

Adjournment: **Approximately 8:30 p.m.**

## **ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the 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  
March 19, 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).

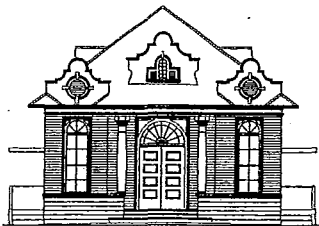
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This Notice is posted in compliance with the Government Code of the State of California.

Date: March 14, 2014

CheyAnne Brown  
Planning Technician

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TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, March 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. New Business:
  - a. Preliminary Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-672, 18 Redberry Ridge, Douglass
  - b. Architectural Review for Driveway Entry Gate and Fencing, 170 Ramoso Road, Foster
  - c. Architectural Review for Residential Additions and Remodeling, 157 Westridge Drive, Buckhholtz
  - d. Architectural Review for Residential Additions and Remodeling, 111 Corte Madera Road, Bergstrom
5. Commission and Staff Reports:
6. Approval of Minutes: March 10, 2014
7. 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**

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#### **PUBLIC HEARINGS**

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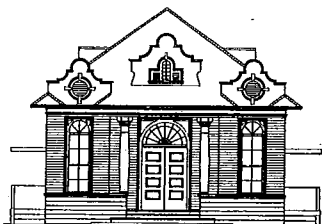
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: March 21, 2014.

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**Conservation Committee**  
**Tuesday, March 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 – February 25, 2014
4. Site Permits –
  - NEW – None
  - REVISED – 3 Grove (revised)  
Lauriston restoration plan  
17 Redberry (revisited)
  - Tree Removals – None
5. Old Business
  - A. Backyard Habitat program – DeStaebler
    - 1) Subcommittee report
    - 2) Next steps
  - B. Native Plant Garden Revised
  - C. Planting Plan for Oak Grove (see attachments)
  - D. Broom Pull debriefing – lessons learned – Scouts?
  - E. Year of Water, Ad-Hoc Water Conservation Task Force
    - 1) Draft locally appropriate drought tolerant plant list
  - F. Tip of the month – Murphy (drought again?)
  - G. PV Anniversary year celebration – welcome basket – subcommittee Murphy/Kearney
  - H. Additions to Plant lists
  - I. Position on:
    - 1) Wholesale removal of Bay
    - 2) Add Buckeyes to Significant Trees?
  - J. New member? Interview Maggie Conley \*
  - K. Increase our membership to 10?
  - L. Budget FY '14-'15
6. New Business
  - A. Willows in Creek
  - B. Shell station sign
  - C. Save the Bay project
  - D. Overzealous fire clearance Woodside
7. Action Plan
8. Announcements
9. Adjournment

\* Maggie's application was not available at time of packet distribution. It will be a hand-out at the meeting. A supplement to her application is enclosed.





# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Monday 03/10/14 to Sunday 03/16/14

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-2127	03/12/14 6:41PM	2000 Blk. Santa Cruz Ave. West Menlo Park	Lost Property	The victim stated that she last saw her credit card on 03/12/2014 at approximately 10:30am when she was looking through her wallet. The victim stated that at approximately 5:30pm she was looking through her wallet again, when she discovered her Citibank MasterCard missing. The victim stated that the only person that was present in her residence between those times was her house cleaning lady. The victim did admit that she could have lost her credit card when she was out running errands the day prior. The victim stated that she has cancelled her credit card and will report any suspicious charges to her credit card institution.
14-2153	03/13/14 2:37PM	300 Blk. Alamos Rd. Portola Valley	Obtain/Use Personal ID w/o Authorization	The victim of identity theft stated that he learned an unknown suspect had opened multiple fraudulent retail store credit accounts using his personal information. At this time, there is no suspect information and it is unknown at what store locations the crimes occurred.
14-2158	03/13/14	100 Blk. Sausal Dr.	Burglary	An unknown suspect smashed two large windows causing

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	5:01PM	Portola Valley		approximately \$1000.00 dollars in damage and entered the victim's residence. The suspect appeared to have rummaged through the house because drawers were found open and the victim's items were strewn about and out of place. At this time, no property was determined to be missing and there is no suspect information.
14-2172	03/14/13 10:51AM	200 Blk. Mountain Home Rd. Woodside	Possible Marijuana w/ driving	A deputy saw a male adult (suspect) casting a fishing line from a fishing pole out into the waters of Bear Gulch Creek. The deputy saw that the male adult was using a salmon egg as bait which is a violation of fishing in a closed waterway. The male adult was also unable to provide a fishing license which is also a violation. Later, the deputy and the suspect were standing next to the suspect's vehicle. While standing there the deputy could smell a strong odor of marijuana coming from inside the vehicle. The deputy asked the suspect if he had a medical marijuana card and the suspect said that he did. The card had been issued by a private company and not the State Dept. of Health. In the suspect's vehicle the deputy found 4 vials of marijuana, a small marijuana bud on the carpet, 3 marijuana smoking pipes, 4 burnt marijuana cigarettes and the carpet was riddled with pieces and stems of marijuana. The deputy issued the suspect a notice to appear for failing to have his fishing license in possession and for the possession of marijuana in a vehicle. The suspect was released from the scene.

To whom this may concern,

February, 2014 Page 75

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San Francisco has always been famous for its diversity of cultures. A large part of the whole cultural scene is San Francisco's famous restaurant industry which has evolved as a big part of the unique San Francisco character which people from all over the world travel to visit. From the Italian restaurants of North Beach, to the Latino culture which fills the heart of the Mission District, or the streets of China town which offers a whole other array of restaurant culture. Don't forget all the Sushi bars, or the restaurants along the piers. And you still have your good old fashioned all American burger places, Tai food, Mediterranean, or a great gourmet meal.

Taking a drive down the north or south coast to San Francisco's neighboring coastal towns and suburbs offers a more rural and suburban edge of San Francisco from Marin to Monterey. Where people enjoy sea food restaurants, and appreciate the diversity that The San Francisco Bay Area has to offer which has made so many of my fellow long time San Francisco Bay Area residents proud. And don't forget the annual festivals like The Half Moon Bay Pumpkin Festival. Or The Garlic Festival in Gilroy. The Haight, Union, or North Beach festivals along with many more in the surrounding towns and suburbs which brings people from all over The San Francisco Bay Area together during the beautiful mild summer weather for great food, good music, artistic creativity, and numerous festival activities for children and adults.

Tourists and residents always love going up north to the wine country. Or a beautiful scenic drive down the south coast highway during October when the weather is usually at its finest to buy traditional Coastside jack-o-lantern sized pumpkins. Artichokes, sprouts, and peas paint the coastal farm fields green, and organic farms are popping up all over the place. Crab boats glitter as far as the eye can see as they light up the Pacific Ocean at night. And lets not forget there are still a few of the old time cattle ranchers left.

Unfortunately, our beloved Bay Area diversity of culture and San Francisco way of life is in very serious danger. The Humane Society of the United States and its extreme assault on farmers and ranchers poses a very serious threat to The San Francisco Bay Area restaurant industry and unique character. The crack down on the use of dogs for wild life management is putting everybody at greater risk for food born parasites. The chicken bill is hurting chicken farmers. The stricter rules for cattle ranchers and the mountain lion policy is crippling the cattle industry. Mountain lions are over-populating and pushing the deer down into the populated communities which is destroying farm crops. These rural issues all travel to the streets of our beloved cities and suburbs of the San Francisco Bay Area and Los Angeles, while driving grocery prices up, and threatening the heart of our beloved San Francisco Bay Area identity which millions of tourists from all over the world relentlessly come to appreciate, respect, and visit. And this is just the beginning. Our misinformed population of modern day consumers living in The San Francisco Bay Area should all be informed of The HSUS threat.

To learn about the The Humane Society of the United States, and how you can help protect our San Francisco Bay Area restaurant industry and cultural way of life, log on to "Humane Watch.org," or "Protect the Harvest.com," or google "HSUS Fraud," or "HSUS Scam," or "HSUS Malicious Prosecution," or "HSUS Bribery," or "HSUS Misappropriated Funds," or "HSUS Rico Lawsuit," or "HSUS Racketeering," or "HSUS Obstruction of Justice," or "HSUS Money Laundering," or "HSUS IRS Scandal." And please write to your elected officials and local newspapers.

MAR 13 2014

Yours truly, Greg Fontana  
Democrat for the people of The San Francisco Bay Area.  
P.O. Box 512, Half Moon Bay, CA 94019

