



# TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council  
 Wednesday, April 23, 2014  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

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

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

### ORAL COMMUNICATIONS

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

- (1) **PRESENTATION** – Doug Yakel, Public Information Officer for San Francisco International Airport with an (3)  
 Overview of the upcoming San Francisco Runway Construction

### 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 April 9, 2014 (4)  
 (3) **Approval of Warrant List** – April 23, 2014 (17)  
 (4) **Recommendation by Town Manager** – Support of West Nile Virus / Mosquito and Vector Control Awareness (28)  
 Week  
 (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Declaring April 20 through April 26, 2014 West Nile Virus and Mosquito and Vector Control Awareness Week (Resolution No. \_\_)

### REGULAR AGENDA

#### PUBLIC HEARING

- (5) **PUBLIC HEARING** - Adopt Ordinance adding Section 18.17, State Density Bonus Law to the Portola Valley (30)  
 Municipal Code  
 (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code (Ordinance No. \_\_)  
 (6) **Discussion and Council Action** – Comments to the NorCal OAPM Environmental Assessment Report (56)  
 (7) **Recommendation by the Nature & Science Committee** – Proposal for the Hawthorn Property (68)  
 (8) **Recommendation by Town Manager** – Traffic Calming Policy Framework (94)

### COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) **Reports from Commission and Committee Liaisons** (127)  
*There are no written materials for this item.*

### WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – April 11, 2014 (128)  
 (11) **Town Council Weekly Digest** – April 18, 2014 (161)

### 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. 877, APRIL 9, 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, Maryann Moise Derwin and John Richards; Mayor Ann Wengert

Absent: Vice Mayor Jeff Aalfs

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

ORAL COMMUNICATIONS

None.

(1) Presentation: Lieutenant Tim Reid, San Mateo County Sheriff's Department – Update

Lt. Reid addressed the recent spate of burglaries in and around Portola Valley and trends over the past couple of years. Year-to-date, he said, eight burglaries have been reported in Portola Valley, twice as many as in all of 2012 and half as many as in 2013, when there were 17. As for nearby communities, Ladera has had none this year, and Woodside has had four.

Lt. Reid said he checked for a relationship between population statistics and burglaries, but it struck him that "liars figure and figures lie."

Early in the year, when four burglaries occurred over a two-day period, Lt. Reid said he contacted the Northern California Regional Intelligence Center in San Francisco, an information-sharing and resource hub for law enforcement agencies. It led to installation of under-cover, automated license-plate readers that are disguised as speed trailers at the entrances to Town. The data they collect, retained for one year, is available to law enforcement agencies with a legitimate law-enforcement purpose. He said they're good tools that were unfortunately applied in Portola Valley, because 1) to catch vehicles in both lanes of traffic, the readers were placed in the middle of the bike lanes on both Portola and Alpine Roads without notifying Mr. Pegueros, 2) they showed speed limits of 25 mph in 35-mph zones, and 3) shut down intermittently to save battery life. He said if they put readers up again, they'll have learned from those mistakes.

Lt. Reid said the Sheriff's Department is working with other agencies to address the burglary problem as well, and a Santa Clara County Sheriff's Department representative today told him that Los Altos Hills was getting hammered the first part of the year, and finally made an arrest that cleared a number of burglaries. Although investigators were unable to tie the suspect in to the Portola Valley burglaries, when the burglaries stopped in Los Altos Hills they also stopped here.

Lt. Reid drew from a Sheriff's Department slide show on burglary prevention to create a handout for Councilmembers and members of the audience. Tips covered include making it hard to break in – for example, close windows, lock doors, chain up extension ladders, turn on the alarm system if you have one), notify the Sheriff's Department if you're going out of town and leave some quick-contact information, take digital photographs of jewelry and serial numbers on equipment in your home and store the camera chip in a safe, separate from the camera. Lt. Reid also highly recommended installing and using surveillance cameras.

In response to Councilmember Hughes, Lt. Reid said that in addition to stopping mail and newspaper deliveries when they're going out of town, residents should call to request a "vacation check" while they're gone and give contact information on someone local and responsible to call if deputies observe any problems when they drive by to check the property. Councilmember Hughes also noted that one of the prevention tips suggests use of motion-detector lights, which are not permitted outdoors in Portola Valley.

Mayor Wengert asked about requesting vacation checks electronically. Lt. Reid said they're working on getting that capability worked into the Sheriff's Department website by the summer.

Bud Eisberg, Wyndham Drive, asked whether any progress has been made in terms of installing surveillance equipment at trailhead parking lots. Lt. Reid said the Sheriff's Department has a camera, which they plan to try out soon at Windy Hill and Alpine.

Referring to copies of a postcard that went to Westridge community residents he'd placed on the dais, Mr. Pegueros said they're working with Lt. Reid to do a similar Town-wide mailing. Lt. Reid said this would be a good time to do a mailing, because it's when people start traveling. Councilmember Derwin suggested including some of the tips from Lt. Reid's handout. Mayor Wengert said people should also avoid posting vacation plans on Facebook, etc. Lt. Reid said they shouldn't be posting vacation photos while they're still traveling, either, but wait until after they return.

Lt. Reid also pointed out flyers that he was leaving from the San Mateo County Narcotics Task Force, prepared primarily for those with school-age children. He encouraged people to help distribute the flyers prior to spring break and summer vacation. They contain information about trends in narcotics and drug use in teenagers and young people and suggestions for communicating with children about the subject.

Mr. Pegueros noted that staff would produce a town wide mailing, notifying all residents of the presented information.

#### CONSENT AGENDA [7:50 p.m.]

- (2) Approval of Minutes: Regular Town Council Meeting of March 26, 2014
- (3) Ratification of Warrant List: April 9, 2014 in the amount of \$ 96,267.76
- (4) Recommendation by Administrative Services Officer: Agreement with Maze & Associates for Auditing Services
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of an agreement for auditing services between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2616-2014)

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

Aye: Councilmembers Derwin, Hughes and Richards, Mayor Wengert

No: None.

#### REGULAR AGENDA

- (5) Discussion and Council Action: Formal Response to the Aircraft Noise Issue [7:51 p.m.]

Mayor Wengert this item was placed on the agenda because we're in the midst of the Environmental Assessment (EA) review process for the Northern California Optimization of Airspace and Procedures in the Metroplex (OAPM). The metroplex includes San Francisco, San Jose, Oakland, Sacramento and

Reno airports. She said she'd provide a brief update on what the Town and Town Council have been doing, solicit input from the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay and the public, review a draft letter supporting the April 4, 2014 request from Congresswomen Anna Eshoo and Jackie Speier for a 60-day extension to the review comment period, and open a discussion of next steps.

In terms of background, Mayor Wengert said the Town's official involvement in this issue began many years ago, principally via participation in the SFO Airport/Community Roundtable. The level of involvement kicked up last year as noise concerns in Portola Valley became more evident, which led to tackling initial discussions about oceanic arrivals. The issue of oceanic arrivals has become smaller relative to other issues that have emerged, but Mayor Wengert said we were successful in getting long-sought noise monitoring, principally through efforts of the Ad Hoc Committee and the Roundtable, and heightening awareness at multiple levels.

At the same time, Mayor Wengert said, there's been an attempt to understand the reasons for the increase in air traffic, which included visits to places such as the Northern California Terminal Radar Approach Control (NorCal TRACON) near Sacramento to see Air Traffic Controllers actually working our sector and seeing what they consider and what they do. Another aspect has been outreach, opening the lines of communication between the airport and our communities, which historically has been a weak link.

The major SFO runway construction is scheduled to begin in May 2014, Mayor Wengert reported, but in fact some preliminary earth-movement work is under way, so the schedule may have been accelerated already. The full impact of that work isn't clear, she noted, but it clearly won't be good news, because it will result in more delays and more vectoring, particularly on arriving flights. She said we've been much more involved with the airport with those activities, in an effort to make sure those communications are complete and timely.

The role of the Ad Hoc Committee has been critical to supplying a lot of background information, working with Councilmember Derwin to bring the major complaints to Congresswomen Eshoo and Speier, and raising awareness of the issues at that level.

The crux of the issue at this time is the FAA's proposed procedural changes resulting from modernization efforts and adoption of GPS technology. Mayor Wengert said that given the fact that we'd already experienced higher volumes of air traffic, we've long anticipated an impact that wouldn't be positive, and whatever the OAPM report and EA would show – which was released on March 24, 2014 – would have a negative impact on Portola Valley and surrounding communities. So we've been mobilizing our forces, including communications on the PV Forum and the Town website about what we're doing relative to the report and the EA.

The Town's principal participation has been through the SFO Airport/Community Roundtable, in large part because it takes a regional approach rather than singularly focusing on any particular community. Although the Roundtable is less effective than we'd like it to be, part of the problem is due to the fact that it's dealing not only with a federal agency that has a strong history of not having to be responsive to public input, but having issues of safety and efficiency trumping all other noise-related issues. Against that backdrop, the current situation presents a rare window of opportunity to have input into the process, she said.

She encouraged participants to stay out of "the weeds" so that the discussion focuses on comments that could go back to the FAA relative to the EA. Even with a 313-page noise report as an attachment, she said the Roundtable determined that the FAA did not sufficiently answer questions about proposed routes and their impact on communities.

Vic Schachter, Golden Hills Drive, who co-chairs the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay, said our community is very much at risk in terms of the ability to enjoy quiet and what we've all come here to share in this environment. He credited Mayor Wengert with being an important voice on the Roundtable and expressed the Committee's appreciation for the Town Council's openness and receptivity to discussions on this issue, which he said is growing in importance at an almost geometric pace. As far as he knows, Mr. Schachter said, this is the first time Congresswomen Eshoo and Speier have acted in concert the way they have on this issue. Their unprecedented support has added political momentum to the cause, he said, and may help avoid the need to pursue costly, time-consuming and lengthy litigation. What we need, he said, is for our communities to support a rational balance that recognizes their right to enjoy our space and still serve the economic interests involved.

Mr. Schachter introduced fellow Committee members Jim Lyons and Tina Nguyen, who presented an overview of some of the issues. He also reiterated the importance of getting caught up in the obfuscation of all the detail in the OAPM report and EA, because the big picture is very clear. It's good to fight fire with fire, and we need to know our statistics and be able to have facts when we go to the FAA. At their own expense, Committee members hired an outside specialist to provide advice on some of the technical aspects. However, because the facts and details can be so overwhelming, it's important to "keep the forest apart from the trees."

He said what Mr. Lyons and Ms. Nguyen share will give those attending an overview of the key things the Committee will continue to press forward on. They fully agree that the Town Council and the community approach is more a matter of procedure than the substance of dealing with the magnitude of the issues – first, to get time, the critical due process element, to appropriately respond to the report with a credible, powerful message.

Tina Nguyen, Alhambra Court, began by providing an overview of why Portola Valley has experienced an increase in airplane noise. Over the past 15 years, the number of flights over the Town has increased by more than 200%. In 2000, about 35 flights per day crossed our airspace; this past summer, there were over 100 flights most days, all the way up to 142 on Memorial Day. Furthermore, she pointed out that the increased numbers were out of proportion to SFO's 60% increase in volume of flights over the same timeframe. SFO, she added, accounts for 51% of all flights in Northern California.

She said it's logical to assume that the disparate proportion resulted from an FAA decision to space flights out by shifting more of them over the Woodside VOR. (Located near Skyline Boulevard and Woodside-La Honda Road, this VOR – an acronym for VHF Omni-directional Range – is the main radar installation for flights approaching SFO and Oakland International (OAK) airports.) Ironically, the shift actually enables SFO to accommodate only 30 flights per hour instead of the normal 50. The resulting delays in landing can keep arrivals in the air later and later, sometimes until after midnight.

Ms. Nguyen showed materials how she had combined visuals from the SFO Noise Abatement Office and WebTrak, the online Mineta San José International Flight Tracking System San Jose Web Tracker to illustrate how the flight paths are supposed to look – the route over San Francisco Bay primarily for flights from Boston, Philadelphia and other U.S. cities; the Point Reyes route that is supposed to be east of I-280 but passes over Emerald Hills and sweeps over Portola Valley; the oceanic arrivals, which bring about 50 flights daily from Asia and Hawaii directly over Portola Valley; and the Big Sur route, crossing over Santa Cruz from the coast, Rancho San Antonio, Foothill College, I-280 and either Los Altos or Palo Alto. She said traffic vectored from the Big Sur route creates the most concern, because 25% of SFO's flights follow this route, including commuter flights from Southern California as well as flights from Mexico, Central America and South America.

Jim Lyons, Mountain Meadow Drive, Woodside, who said he, Mr. Schachter, Ms. Nguyen, Patrick Schnabel and several others have served together on the Committee over the past three years, showed the voluminous OAPM report – 400-plus pages plus attachments – "very large and cumbersome reading material," with comments due April 24, 2014, only 30 days from the date the report was released. He said the EA's principal conclusions were that the new OAPM procedures were necessary to address inefficiencies in flight operations and to permit GPS tracking so planes can fly closer together on more

precise flight paths. He said the FAA contends that the new procedures will improve predictability and segregation of routes and increase flexibility in managing air traffic.

As far as he and fellow Committee members are concerned, Mr. Lyons said the key conclusion is that the changes wouldn't result in significant noise impact. Even with maybe 500 pages of material, he said nothing supports that conclusion. According to the report, noise impact was calculated not on empirical evidence, Mr. Lyons pointed out, but on the basis of a computer model called NIRS (Noise Integrated Routing System), which uses a whole slew of data points to produce projected noise levels.

On the basis of what they've seen so far, Mr. Lyons said the number of commercial flights will increase along with noise levels. The oceanic arrival route would continue to go over the Woodside VOR and Portola Valley. Air Traffic Controllers would still vector traffic over Woodside and Portola Valley. He said the FAA's Patty Daniels (co-leader of the OAPM project), who attended a Roundtable subcommittee meeting on March 30, 2014, confirmed that.

Mr. Lyons said that a new arrival group called SERFR1, which is expected to replace the Big Sur route, essentially represents a westward shift in airplane traffic from Los Altos Hills toward Portola Valley and the Skyline area, and a southerly shift in the vector route, also closer to Portola Valley and the Woodside VOR. Accordingly, he said the risk that we'll end up with more traffic is significant. In fact, he said that based on EA projections, Ms. Nguyen calculated that we'll have 191 flights per day going over Portola Valley by 2019 – from 35 flights daily 15 years ago.

According to Mr. Lyons, in response to Committee requests for information about which towns that would be affected by the new SERFR1 route, the FAA stated that they can't tell us, but we could ask at a workshop to try to get that information. The Committee also asked the FAA about data assumptions that go into the computer calculation used to project noise levels, such as altitude. Ms. Daniels said she didn't know. Again, they were told they could ask at the workshop. The closest workshop to Portola Valley is scheduled for April 17, 2014, at the San Mateo Public Library, and there's a link to the draft EA on the Town website.

Comparing the noise numbers the FAA projects with actual sound measurements made by the SFO Noise Abatement Office, Mr. Lyons said they find a discrepancy. The Noise Abatement Office came up with a Day/Night Noise Level (DNL) calculation of about 35.9 decibels, a 24-hour average of noise created by commercial aircraft on arrivals over Portola Valley. In contrast, the NIRS model projects that the noise level would decrease by .5 decibel, whereas it actually appears that the noise level would increase by 5.7 to 6.2 decibels. Although that doesn't sound like much, Mr. Lyons said that decibels are measured on a logarithmic (versus arithmetic) scale, so an increase of 5.7 decibels equates to a 57% increase in loudness.

Mr. Lyons questions why the NIRS model comes up with numbers that are so much lower than the actual numbers. He also said it's unclear how the NIRS model accounts for increased air traffic, because common sense suggests that more airplanes in the same space will make more noise. He said the Committee can't make a final judgment about its position on the OAPM report and the EA until it has answers to these questions and other inconsistencies they see in the report.

He said that Congresswomen Eshoo and Speier have requested a 60-day extension of the review and comment period, a request that Woodside and the San Mateo County Board of Supervisors also have submitted.

Mayor Wengert invited comments from the audience.

Marilyn Walter, Coyote Hill, said she's noticed a great, tremendously disturbing increase in airplane noise over the homes in Portola Valley Ranch, and wants the Council to do something that the Ad Hoc Committee has suggested.



Mayor Wengert then asked Councilmembers to review the letter she's drafted, which also seeks a 60-day extension – the minimum we should be asking for, she said. Councilmember Richards said the draft takes the right approach at this time. Beyond extending the comment period, he suggested providing talking points for more citizens to get involved.

Adding to things members of the Ad Hoc Committee have mentioned, Mayor Wengert said a number of Roundtable members also have reached out to the offices of U.S. Senators Dianne Feinstein and Barbara Boxer, requesting letters from them similar to those from Congresswomen Eshoo and Speier. She said Senator Feinstein's office yesterday advised that they're still reviewing it, but would have an answer soon. The Roundtable also is looking to include Oakland in its efforts; Mayor Wengert said that she and Roundtable Chair Cliff Lentz (also a Brisbane Councilmember) will meet Oakland representatives and, they hope, OAK's Larry Galindo, the Airport Noise & Environmental Affairs Supervisor.

In addition, the Roundtable members are being provided with templates to have their communities submit comments as well. She said Los Altos is not a member of the Roundtable, but Roundtable members have talked about expanding their reach into Santa Clara County, because the issue obviously affects Los Altos, Los Altos Hills, Palo Alto and other areas.

As well, Mayor Wengert said the Roundtable would provide templates for residents when it gets closer to the time to respond to the EA itself and for their use in other forums, and is considering an electronic petition as another tool to increase awareness and participation. She said it's important not only to make it easier for people but to make sure they follow up, because our greatest strength is the voice of the community. Despite her experience with the FAA, Mayor Wengert expressed some confidence in having the extension request granted due to the number of voices weighing in to reiterate the request.

Mr. Schachter/Lyons said they met with Lennie Roberts on April 7, 2014, who has organized a tremendous effort in the Ladera area and will be joining this coalition. Mayor Wengert said Ms. Roberts also has participated in Roundtable discussions.

Councilmember Hughes observed that the letter draws out some particular data points related to latitude, longitude and altitude, but some data is clearly omitted. He suggested either removing the data references or, if it can be done without getting into "the weeds," adding all the data points that are necessary. Mayor Wengert said the language in the draft came from the Roundtable's technical consultants.

Councilmember Hughes said the OAPM report in large part lists output from their modeling, data from historic sites and points of special interests. The "mini" Noise Technical Report says they also did a NIRS analysis on a half-mile grid at every census block, but that analysis is not included. Mayor Wengert said that some of that data should be available at the meetings that are scheduled to start on April 14, 2014 – the first being in Oakland. But we don't know that for certain, she added.

In the meantime, Ms. Nguyen suggested add a phrase such as "including but not limited to. . ." may address Councilmember Hughes' point.

Councilmember Derwin thanked Ms. Nguyen, Mr. Lyons and Mr. Schachter; they've been in the trenches, working for so long. She also thanked Mayor Wengert for all of her efforts, who in turn said a lot of people have been involved. Councilmember Derwin said she's hopeful that the extension will be granted, because she saw the elected representatives who first wrote for the extension "pound the FAA down to dust "at a meeting. She said she'd be surprised if the FAA didn't listen to these women, because the FAA is supposed to answer to Congress.

Mayor Wengert said the effort will remain intense for some time as we push to get answers. When we get those answers, Councilmember Derwin suggested we be sure to capture all the questions in Ms. Nguyen's PowerPoint presentation.

Mayor Wengert said Ms. Nguyen has been "a great conscience for the FAA."

Councilmember Derwin moved to approve the draft letter as amended. Seconded by Councilmember Hughes, the motion carried 4-0.

(6) Recommendation by Town Manager: Facility Use Rules [8:32 p.m.]

As we prepare to roll out Portola Valley's new skate park, Mr. Pegueros said that a new section of the Municipal Code will require any users to comply with rules and regulations that apply to all the Town's all sports court. Toward that end, staff developed a single consistent list of rules and regulations that's included in tonight's agenda packet for the Council's consideration. He said the absence of such regulations, he said some situations have come up that created hazards and could otherwise have been handled as matters of enforcement – including a barbecue in the Redwood Grove on a high-fire-danger day.

As Mr. Pegueros noted in his staff report February 9, 2014, the proposed Town Facility Use Rules are intended to protect Town property from damage and to protect the safety of all facility users. The rules would apply to all Town-owned facilities: buildings, fields, sports courts, and open space. He said staff would rely on the Council-approved rules as a guide, not a hammer, when working with facility users who either cause a hazard or interfere with other users' enjoyment of Town-owned facilities.

Mayor Wengert asked whether portable barbecues would be allowed. She said we're not trying to prohibit the softball league activities, such as the barbecues they've had in the space off the field, but she's concerned about the open-pit setups on weekends, typically by non-residents – large groups, arriving in lots of cars. She said her concern is focused on the fire hazard if people aren't paying attention, and she'd want to discourage the use of any flammable materials under the trees, where the picnic tables are. Mr. Pegueros said he'd clarify the language.

Councilmember Richards moved to approve the Town Facility Use Rules. Seconded by Councilmember Hughes, the motion carried 4-0.

(7) Recommendation by Town Manager: Annual update to the Town's Fee Schedule [8:39 p .m.]

Mr. Pegueros noted that last year the Town applied an across-the-board Consumer Price Index (CPI) adjustment to the previous year's fees, following the 2012 in-depth fee study that examined labor costs and time required to provide various services. Before preparing the fee schedule for FY 2014-2015, he said he's requesting Council guidance. He said an annual update is important, because if fees go unchanged for a number of years, the next fee study is likely to result in a substantial spike. Raising fees by, say, 35% is not well-received, he said, and it's even more difficult in tough economic times.

The recommendation for annual increases that either reflect the CPI increase or the actual increase in costs of labor for the Town specifically coincides with the NBS Consultants advice following its 2012 study. This year, Mr. Pegueros said he's recommending keeping fees in line with the CPI, which is lower than the Town's labor cost increases but is less likely to be challenged. He said, too, that we don't want to charge more than we're actually spending.

One question that arises, he said, concerns how Portola Valley's fees compare to those of nearby jurisdictions. In that regard, he referred to a chart in the agenda packet showing that the Town's fees are significant below most neighboring communities. Saratoga is the only exception.

Mr. Pegueros said Portola Valley is experiencing an unprecedented level of building activity, which is the Town's largest fee-generating service. As of the end of February 2014, he said, building permit revenues were up roughly 15% over the prior year – a difference of about \$100,000. If the building activity continues at this pace, Mr. Pegueros said he and Public Works Director Howard Young have been talking about hiring contract help to assist with building inspections. According to Mr. Pegueros, the CPI adjustment he's proposing, based on the 2.4% increase in CPI from February 2013 to February 2014, will generate less than \$25,000 in increased revenue. Depending on Council's direction, he expects to bring a fee schedule for Council action to the May 14, 2014 meeting.

Councilmember Derwin asked whether this would be the third consecutive year for fee increases. Mr. Pegueros said yes. Because it followed the in-depth fee study, the first year increase was much larger. But he recommends annual adjustments to keep up with CPI, because labor costs will increase each year. Mayor Wengert said she's weighing the consistency of small annual increases with the likelihood of a budget surplus, but she agrees that the fee schedule should benchmark against the CPI. Councilmember Derwin noted that until recently the Town had not raised fees every year.

Councilmember Hughes said he's surprised that the Town's been able to maintain its high level of building inspection services with only one employee. Councilmember Derwin said outsourcing any of that work would increase costs, too.

Councilmember Hughes asked how fees are likely to be affected by the Planning Department transition to bringing more work in-house. Mr. Pegueros said one challenge in the Planning Department will be taking what in the past would have been a single project-related amount from a Spangle Associates invoice charged directly to a resident for the project, and converting that into a portion of staff time. In the past, staff hasn't been required to record the time they spend on individual projects. Other factors in the new equation include the fact that staff's hourly rate is lower than Spangle Associates, but they probably take longer to do the same amount of work. For all of these reasons, Mr. Pegueros said he wants to do a new fee study once the Planning Department's new operational model is in place.

He also noted a challenge that results from timing in building permits is collecting fees up front in a project, and services related to that project can continue for two or three years, crossing multiple budget. Over a five-year period, he suggested that the various projects would average out.

Although somewhat reluctant to increase fees every year, Councilmember Derwin agreed the rationale for doing so makes sense. Still, she said, she wants the Council to review proposed fees carefully and thoughtfully each time and not just increase fees because we are able to do so.

Considering the timetable and publicly noticed hearings, Mr. Pegueros said the earliest the new fees would actually be charged would be close to August 2014.

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

##### (8) Reports from Commission and Committee Liaisons [8:56 p.m.]

Councilmember Richards

##### (a) Emergency Preparedness Committee

The Emergency Preparedness Committee held a special meeting with emergency consultant Marsha Hovey, who seemed impressed with the EPC's work. They discussed staffing of the Emergency Operations Center, which in Portola Valley differs from most other jurisdictions. In Portola Valley, the current succession of command begins with the Town Manager as the EOC Director, and if he/she is not available, shifts to the Mayor, then the Vice Mayor, then the most recent former Mayor. Ms. Hovey is reviewing the Town's our ordinance and may be recommending updates to bring it more into alignment with state standards for EOC operations. Although most communities draw on Fire Department or Police Department employees for onsite EOC staffing, Portola Valley has neither of those departments, so our ordinance will have to be clear about the Council's role when staff is not available and our EOC must be activated.

Councilmember Richards said the Town's EOC could be staffed by EPC members, but Mr. Pegueros said the critical issue is that everyone in the succession is trained. As he pointed out, the ability to run an EOC operation doesn't come as second nature; significant amount of training and work must go into it. He said they're planning to start

training all Councilmembers and EPC members in July 2014 so that they're comfortable operating the EOC.

Mr. Pegueros said that Ms. Hovey would attend the Town Council special meeting on April 30, 2014 and provide an overview of the Council's role in the EOC in the event of an emergency.

#### Councilmember Hughes

##### (b) Planning Commission

Meeting on April 2, 2014, the Planning Commission:

- Approved recommending a Town ordinance to implement the State Density Bonus Law (SDBL), which now will be coming to the Council
- Reviewed sections of the draft Housing Element update; at this time, they're focused primarily on what's necessary to comply with the Regional Housing Needs Allocation (RHNA) numbers, with a bit of attention to some of the things we might want to do during the next cycle

##### (c) Nature and Science Committee

Councilmember Hughes reported attending a planning meeting at the Hawthorn property, and said that Committee Chair Yvonne Tryce is working with the Midpeninsula Regional Open Space District (MROSD) to gather the information it needs from who submit letters of interest regarding uses of the site. He explained that basically MROSD wants those interested to describe an approximate plan and budget and to address the issue of feasibility. The letters are due by June 20, 2014.

He said the Nature and Science Committee has a meeting scheduled for April 10, 2014.

Mr. Pegueros said he spoke with Ms. Tryce, who suggested exploring the idea of using some of the proceeds from the Blue Oaks sale to put affordable housing units upstairs in the Hawthorns main house, and potentially tapping the Open Space Fund to help pay for other projects. He said one of his concerns is a suggestion that all the buildings be fully restored, which is probably not feasible. As he understands it, MROSD is interested in restoring the main house – which would be the most costly – and the garage.

#### Councilmember Derwin

##### (d) Ad-Hoc Water Conservation Task Force Committee

Councilmember Derwin remarked on the energy and enthusiasm of the new group, which met, reviewed its charter, selected Mike Ward as Chair and Al Sill as Secretary, agreed to meet every two weeks and established broad objectives, including increasing awareness and reducing water consumption by 20%.

She said members, all "worker bees," discussed a broad range of topics, ranging from establishing short-, medium- and long-term goals to:

- Weighing in on wells and the aquifer
- Posting relevant news articles on the PV Forum

- Identifying speakers who might be invited to talk to residents about rainwater, landscaping, irrigation and other matters
- Dealing with people who are over-watering to enforce restrictions
- Working with Cal Water to obtain vital baseline data
- Reaching out to the big users in Town (i.e., the Priory and The Sequoias)
- Promoting technology such as weather-tracking irrigation systems
- Communicating with other communities that have programs underway now

Councilmember Derwin said she was assigned to call Bay Area Water Supply and Conservation Agency (BAWSCA) representative Adrienne Carr, Senior Water Resources Specialist, who's working with Marin and Sonoma Counties. Ms. Carr already has been in contact with Committee members, she said.

Mayor Wengert said she'd forwarded Mr. Ward contact information on another individual who wants to join the Committee.

(e) League of California Cities

Councilmember Derwin attended the League's Peninsula Division quarterly meeting and dinner on March 27, 2014 in Redwood City; among others in attendance were California Assemblymembers Rich Gordon, Jerry Hill and Kevin Mullin, as well as Belmont Councilmember Eric Reed – whose mother happens to be Loverine Taylor, one of the new Ad Hoc Water Conservation Task Force Committee members. Councilmember Derwin recapped questions the state legislators fielded on a range of topics, including affordable housing. She said the new Speaker of the Assembly, Toni Atkins, specifically cited affordable housing as a priority; Assemblymember Mullin said he expects her to push on it before her term ends. Councilmember Derwin also noted that Assemblymember Mullin's wife, Jessica Stanfill Mullin, encourages every city to establish a legislative platform to be prepared to react quickly to state issues as they arise.

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

BP&TS Committee meeting members discussed several issues involving Corte Madera School and the related traffic situation at their meeting today:

- A caller from Portola Valley Ranch complained about people parking on both sides of Horseshoe Bend during dropoff and pickup hours. Councilmember Derwin said Public Works Director Howard Young asked at what point we state that these are public streets.
- Member Kari Rust proposed that the Sheriff's Department send a Deputy to train crossing guards for children crossing Alpine Road, but Councilmember Derwin said the School District should be doing that because it's a School District guard. Mr. Pegueros said he'd follow up with Police Commissioner Gary Nielsen, who also serves on the BP&TS Committee.
- Committee members agreed that the Town should spend no more money on traffic studies in the Corte Madera School area. Mr. Pegueros said that on April 23, 2014, he'd planned to deliver BP&TS Committee input related to the Council's Corte Madera discussion on March 12, 2014. (April 23 is when he

expects to present a template for a proposed traffic calming policy, which is not related specifically to the Corte Madera situation, for Council consideration.

Among other items BP&TS Committee members discussed:

- The parking situation at Windy Hill, and issues related to some members' desire for a plan for permanent no-parking signage
- A daylong training drill on wildland firefighting being staged on Vista Verde and Los Trancos on May 7, 2014, may draw a lot of traffic to Alpine Road
- 50th Anniversary celebration plans for involvement in a parade, bike/walk-to-school day, bike rodeo (on May 10, 2014) and bike-to-work day (on May 8, 2014)

Mayor Wengert

(g) 50th Anniversary Committee

Mayor Wengert and Councilmember Richards were among those attending the 50th Anniversary Party at The Sequoias on April 3, 2014, inviting honored guests – whose who've lived here 50 years or more – to tell stories. In most cases, they heard about how much things have not changed . . . except maybe for buying land at \$100 per acre.



(h) Affordable Housing

Mayor Wengert met with Assemblymember Rich Gordon to discuss affordable housing, stressing the importance of finding ways for Portola Valley to work with other communities to get affordable housing built.

(i) Parks and Recreation Committee

Meeting on April 7, 2014, Parks and Recreation Committee members discussed:

- Working out date-conflict issues related to potential plans for a parade on Zots to Tots race day
- Continuing efforts related to Ford Field, where they still want a new backstop and batting cage
- A late April 2014 launch for the new skate park

(j) Trails and Paths Committee

At its meeting on April 8, 2014, the Trails and Paths Committee discussed progress on the driveway scoring process, an Equestrian Day that would tie in with the 50th Anniversary Celebration, and a request concerning trails in the Westridge areas.

WRITTEN COMMUNICATIONS [9:53 p.m.]

(9) Town Council March 26, 2014 Weekly Digest

- (a) #6 – Memo from Town Attorney Prince to the Town Council re: Corte Madera street closure – March 26, 2014

Because Ms. Prince opined that THE Town lacks the authority to close public streets in the circumstances described, Councilmember Hughes asked whether that also applies to the prohibition against right turns. Ms. Prince said yes. Although we can deal locally with certain traffic flow issues, street closures would have to comply with California Department of Transportation (DOT) regulations.

- (b) #8 – Letter from Town Planner, Tom Vlasic to CJW Architecture re: Access Driveway and Bridge Improvements to Kelley Lands – March 24, 2014

Councilmember Derwin asked for elaboration. Councilmember Hughes said it sounds is if they may want to actually build a bridge in order to sell the property. Councilmember Richards found it interesting that they denied the Town access to the Kelley property.

- (c) #9 – Email from Town Manager, Nick Pegueros re: Consideration of Portola Valley's septic/sewer policies – March 28, 2014

In response to questions, Mr. Pegueros said the best he can tell, two issues are in play. For one thing, Peggy Schmidt believed that her property was treated differently than another construction project in her neighborhood, where the other property owner was not required to connect to the sewer. In that regard, he said he understands the record has been cleared, and tests that were required have been performed. The work went beyond what was originally approved, and they worked with staff to remedy the issue.

The second issue is that West Bay Sanitary District placed a significant financial burden on her property, and funds she expected to recoup have not been forthcoming because others have not connected to the sewer as anticipated.

According to Mr. Pegueros, Ms. Schmidt was unable to follow up with the Council at tonight's meeting, and she was not certain what her next steps would be.

- (d) #14 – Email from resident Judith Murphy, Conservation Committee Chair, re: Illuminated Shell sign – March 25, 2014

Councilmember Derwin said she was told that San Mateo County Building Department signed off on the permit for sign before ascertaining that it complied with scenic corridor

regulations, and that Shell was willing to change the sign if the Ladera Community Association agreed that no one would complain about the station in the future. She said that San Mateo County Supervisor Don Horsley was going to check with the County enforcement person.

(10) Town Council April 4, 2014 Weekly Digest – None

(a) #8 – Email from Town Manager Pegueros to Town Staff re: Update on Planning Department Staffing – April 2, 2014

Councilmember Derwin said she thought Town Planner Tom Vlastic was full-time until year-end. Mr. Pegueros said the announcement pertained to the designation of Karen Kristiansson as Interim Town Planner.

ADJOURNMENT [10:05 p.m.]

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Mayor

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Town Clerk



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

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 1

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

ALLIANT INSURANCE SERVICES	Special Event Ins, Jan-Mar Qtr	15222	04/23/2014	
			04/23/2014	
SPECIAL EVENTS	475		04/23/2014	0.00
NEWPORT BEACH	BOA	48568	04/23/2014	0.00
CA 92658				352.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	352.00	0.00

Check No.	48568	Total:	352.00
Total for	ALLIANT INSURANCE SERVICES		352.00

ALMANAC	March Advertising	15177	04/23/2014	
			04/23/2014	
3525 ALAMEDA DE LAS PULGAS	0048		04/23/2014	0.00
MENLO PARK	BOA	48569	04/23/2014	0.00
CA 94025	30295			600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	600.00	0.00

Check No.	48569	Total:	600.00
Total for	ALMANAC		600.00

ARC	2013-14 Street Resurface Proj	15190	04/23/2014	
		00006193	04/23/2014	
P.O. BOX 192224	0112		04/23/2014	0.00
SAN FRANCISCO	BOA	48570	04/23/2014	0.00
CA 94119-2224	963243			652.42

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4533	CIP13/14 Street Resurface	652.42	652.42

Check No.	48570	Total:	652.42
Total for	ARC		652.42

AT&T (2)	April Microwave	15178	04/23/2014	
			04/23/2014	
P.O. BOX 5025	877		04/23/2014	0.00
CAROL STREAM	BOA	48572	04/23/2014	0.00
IL 60197-5025				64.06

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	64.06	0.00

Check No.	48572	Total:	64.06
Total for	AT&T (2)		64.06

AT&T	Statements, 3/7 - 4/5	15219	04/23/2014	
			04/23/2014	
P.O. BOX 9011	441		04/23/2014	0.00
CAROL STREAM	BOA	48571	04/23/2014	0.00
IL 60197-9011				256.66

GL Number	Description	Invoice Amount	Amount Relieved
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

APRIL 23, 2014

Page 18

Date: 04/17/2014

Time: 8:18 am

Page: 2

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

05-64-4318	Telephones		256.66	0.00
		Check No.	48571	Total: 256.66
		Total for	AT&T	256.66

BEHRENS-CURRY	C&D Refund, 300 Westridge	15191	04/23/2014	
887 INDUSTRIAL ROAD, STE F	414		04/23/2014	0.00
SAN CARLOS	BOA	48573	04/23/2014	0.00
CA 94070				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	5,000.00	0.00	
		Check No.	48573	Total: 5,000.00
		Total for	BEHRENS-CURRY	5,000.00

CALIFORNIA BLDG STANDARDS COMM	BSC Fee Report (Jan-Mar 2014)	15192	04/23/2014	
2525 NATOMAS PARK DRIVE	458		04/23/2014	0.00
SACRAMENTO	BOA	48574	04/23/2014	0.00
CA 95833				478.80

GL Number	Description	Invoice Amount	Amount Relieved	
05-56-4224	BSA/SMIP/DSA Fees	478.80	0.00	
		Check No.	48574	Total: 478.80
		Total for	CALIFORNIA BLDG STANDARDS C	478.80

CITY OF HALF MOON BAY	Dinner Meeting, Derwin	15197	04/23/2014	
ATTN: SIOBHAN SMITH			04/23/2014	
501 MAIN STREET	0257		04/23/2014	0.00
HALF MOON BAY	BOA	48575	04/23/2014	0.00
CA 94019				50.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4327	Educ/Train: Council & Commissn	50.00	0.00	
		Check No.	48575	Total: 50.00
		Total for	CITY OF HALF MOON BAY	50.00

CITY OF REDWOOD CITY (IT)	March IT Services	15220	04/23/2014	
P.O. BOX 3629	586		04/23/2014	0.00
REDWOOD CITY	BOA	48576	04/23/2014	0.00
CA 94064	BR32310			1,957.70

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,957.70	0.00	
		Check No.	48576	Total: 1,957.70
		Total for	CITY OF REDWOOD CITY (IT)	1,957.70

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

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 3

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

CLEANSTREET	Qtly & March Litter/Str Clean	15193	04/23/2014	
			04/23/2014	
1937 W. 169TH STREET	0034		04/23/2014	0.00
GARDENA	BOA	48577	04/23/2014	0.00
CA 90247-5254	73933			4,493.47

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

Check No.	48577	Total:	4,493.47
<u>Total for</u>	CLEANSTREET		4,493.47

COPYMAT	Design Guidelines	15180	04/23/2014	
			04/23/2014	
1918 EL CAMINO REAL	0046		04/23/2014	0.00
REDWOOD CITY	BOA	48578	04/23/2014	0.00
CA 94063-2113	65626			129.17

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	129.17	0.00

Check No.	48578	Total:	129.17
<u>Total for</u>	COPYMAT		129.17

COTTON SHIRES & ASSOC. INC.	March Applicant Charges	15181	04/23/2014	
			04/23/2014	
330 VILLAGE LANE	0047		04/23/2014	0.00
LOS GATOS	BOA	48579	04/23/2014	0.00
CA 95030-7218				6,558.25

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	6,558.25	0.00

Check No.	48579	Total:	6,558.25
<u>Total for</u>	COTTON SHIRES & ASSOC. INC.		6,558.25

CSG CONSULTANTS INC	Temp Bldg Inspection	15194	04/23/2014	
	3/20, 3/21, 3/24		04/23/2014	
1700 S. AMPHLETT BLVD	622		04/23/2014	0.00
SAN MATEO	BOA	48580	04/23/2014	0.00
CA 94402	26610			2,280.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	2,280.00	0.00

Check No.	48580	Total:	2,280.00
<u>Total for</u>	CSG CONSULTANTS INC		2,280.00

DEPARTMENT OF CONSERVATION	SMISHMF (Jan-Mar 2014)	15195	04/23/2014	
			04/23/2014	
Division of Administrative	0054		04/23/2014	0.00
801 K STREET MS22-15	BOA	48581	04/23/2014	0.00
SACRAMENTO				1,131.64
CA 95814-3531				

GL Number	Description	Invoice Amount	Amount Relieved
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 4

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

05-56-4224	BSA/SMIP/DSA Fees		1,131.64	0.00
		Check No.	48581	Total: 1,131.64
		Total for	DEPARTMENT OF CONSERVATIO	1,131.64

FRANCOTYP-POSTALIA, INC.	Meter Rental, 4/9 - 7/8	15196	04/23/2014	
			04/23/2014	
P.O. BOX 4510	0172		04/23/2014	0.00
CAROL STREAM	BOA	48582	04/23/2014	0.00
IL 60197-4510	RI101968148			88.29

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4314	Equipment Services Contracts	88.29	0.00	
		Check No.	48582	Total: 88.29
		Total for	FRANCOTYP-POSTALIA, INC.	88.29

HAYWARD	Fence Materials at Springdown	15198	04/23/2014	
			04/23/2014	
429 FRONT STREET	1237		04/23/2014	0.00
SALINAS	BOA	48583	04/23/2014	0.00
CA 93901	37020363			312.91

GL Number	Description	Invoice Amount	Amount Relieved	
15-00-4375	General Expenses	312.91	0.00	
		Check No.	48583	Total: 312.91
		Total for	HAYWARD	312.91

HILLYARD, INC	Janitorial Supplies	15182	04/23/2014	
		00006186	04/23/2014	
P.O. BOX 874338	531		04/23/2014	0.00
KANSAS CITY	BOA	48584	04/23/2014	0.00
MO 64187-4338	601087297			857.14

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4340	Building Maint Equip & Supp	285.72	285.72	
05-66-4341	Community Hall	285.71	285.71	
25-66-4340	Building Maint Equip & Supp	285.71	285.71	
		Check No.	48584	Total: 857.14
		Total for	HILLYARD, INC	857.14

HORIZON	Repairs for Line Trimmers	15183	04/23/2014	
			04/23/2014	
P.O. BOX 52758	0289		04/23/2014	0.00
PHOENIX	BOA	48585	04/23/2014	0.00
AZ 85072-2758	1Y133849			126.13

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4240	Parks & Fields Maintenance	126.13	0.00	
		Check No.	48585	Total: 126.13
		Total for	HORIZON	126.13

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

APRIL 23, 2014

Page 21

Date: 04/17/2014

Time: 8:18 am

Page: 5

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

JENSEN LANDSCAPE SERVICES INC	Ford Field Prog Payment	15199	04/23/2014	
			04/23/2014	
1983 CONCOURSE DRIVE	849		04/23/2014	0.00
SAN JOSE	BOA	48586	04/23/2014	0.00
CA 95131				11,660.08

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	11,660.08	0.00

Check No.	48586	Total:	11,660.08
Total for	JENSEN LANDSCAPE SERVICES I		11,660.08

JORGENSON SIEGEL MCCLURE & FLEGEL	March Statement	15200	04/23/2014	
			04/23/2014	
1100 ALMA STREET	0089		04/23/2014	0.00
MENLO PARK	BOA	48587	04/23/2014	0.00
CA 94025				12,094.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	10,812.50	0.00
90-00-4375	General Expenses	660.00	0.00
96-54-4186	Attorney - Charges to Appls	622.00	0.00

Check No.	48587	Total:	12,094.50
Total for	JORGENSON SIEGEL MCCLURE &		12,094.50

KUTZMANN & ASSOCIATES	March Plan Check	15184	04/23/2014	
			04/23/2014	
39355 CALIFORNIA STREET	0090		04/23/2014	0.00
FREMONT	BOA	48588	04/23/2014	0.00
CA 94538				1,680.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	1,680.00	0.00

Check No.	48588	Total:	1,680.00
Total for	KUTZMANN & ASSOCIATES		1,680.00

LCC PENINSULA DIVISION	Dinner/Mtg, Derwin	15185	04/23/2014	
Attn: Tabatha Boatwright			04/23/2014	
CITY OF SO. SAN FRANCISCO	623		04/23/2014	0.00
SO. SAN FRANCISCO	BOA	48589	04/23/2014	0.00
CA 94301				48.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	48.00	0.00

Check No.	48589	Total:	48.00
Total for	LCC PENINSULA DIVISION		48.00

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

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 6

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

LYNGSO GARDEN MATERIALS INC	Field Fertilizer	15201	04/23/2014	
		00006195	04/23/2014	
19 SEAPORT BOULEVARD	923		04/23/2014	0.00
REDWOOD CITY	BOA	48590	04/23/2014	0.00
CA 94063	871957			1,330.89

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

Check No.	48590	Total:	1,330.89
Total for	LYNGSO GARDEN MATERIALS INC		1,330.89

NCE	PTAP Pave Design, Jan-Mar	15203	04/23/2014	
Nichols Consulting Engineers			04/23/2014	
1885 S. ARLINGTON AVE	0183		04/23/2014	0.00
RENO	BOA	48591	04/23/2014	0.00
NV 89509	424152004			4,379.55

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	4,379.55	0.00

Check No.	48591	Total:	4,379.55
Total for	NCE		4,379.55

PERS HEALTH	May Health Premium	15204	04/23/2014	
			04/23/2014	
VIA EFT	0108		04/23/2014	0.00
	BOA	48592	04/23/2014	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.	48592	Total:	17,032.71
Total for	PERS HEALTH		17,032.71

REGIONAL GOVERNMENT SERVICES	Jen Contract Svcs - March	15205	04/23/2014	
			04/23/2014	
P.O. BOX 1350	1165		04/23/2014	0.00
CARMEL VALLEY	BOA	48593	04/23/2014	0.00
CA 93924	4028			2,874.34

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	2,874.34	0.00

Check No.	48593	Total:	2,874.34
Total for	REGIONAL GOVERNMENT SERVIC		2,874.34

RON RAMIES AUTOMOTIVE, INC.	March Fuel	15186	04/23/2014	
			04/23/2014	
115 PORTOLA ROAD	422		04/23/2014	0.00
PORTOLA VALLEY	BOA	48594	04/23/2014	0.00
CA 94028				572.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	572.21	0.00

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

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 7

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

RON RAMIES AUTOMOTIVE, INC.	'91 Ford F150 Repairs	15206	04/23/2014	
		00006196	04/23/2014	
115 PORTOLA ROAD	422		04/23/2014	0.00
PORTOLA VALLEY	BOA	48594	04/23/2014	0.00
CA 94028	43893			2,280.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	2,280.25	2,280.25

Check No.	48594	Total:	2,852.46
Total for	RON RAMIES AUTOMOTIVE, INC.		2,852.46

S.P. MCCLLENHAN CO. INC	Tree Removal	15202	04/23/2014	
			04/23/2014	
1 ARASTRADERO ROAD	399		04/23/2014	0.00
PORTOLA VALLEY	BOA	48595	04/23/2014	0.00
CA 94028-8012	63973			12,450.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	3,100.00	0.00
20-60-4271	Storm Damage	9,350.00	0.00

Check No.	48595	Total:	12,450.00
Total for	S.P. MCCLLENHAN CO. INC		12,450.00

SAN MATEO CO INF SERVICES	March M/W	15207	04/23/2014	
			04/23/2014	
455 COUNTY CENTER, 3RD FLOOR	0307		04/23/2014	0.00
REDWOOD CITY	BOA	48596	04/23/2014	0.00
CA 94063	1YPV11403			76.00

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

Check No.	48596	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

STRATTON SCLAVOS	Deposit Refund, 250 Alamos	15210	04/23/2014	
			04/23/2014	
737 BRYANT STREET	419		04/23/2014	0.00
PALO ALTO	BOA	48597	04/23/2014	0.00
CA 94301				50.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	50.00	0.00

Check No.	48597	Total:	50.00
Total for	STRATTON SCLAVOS		50.00

SHARP BUSINESS SYSTEMS	MX6240N Copier w/MXFN20 Finish	15187	04/23/2014	
	er	00006191	04/23/2014	
DEPT. LA 21510	0199		04/23/2014	0.00
PASADENA	BOA	48598	04/23/2014	0.00
CA 91185-1510	E152742-541			17,190.00

GL Number	Description	Invoice Amount	Amount Relieved
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 8

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

05-70-4479	CIP13/14 Equipment	17,190.00	18,737.10	
SHARP BUSINESS SYSTEMS	Copies (3/20 - 4/2)	15211	04/23/2014	
			04/23/2014	
DEPT. LA 21510	0199		04/23/2014	0.00
PASADENA	BOA	48598	04/23/2014	0.00
CA 91185-1510	C818822-541			74.08

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	74.08	0.00	

Check No.	48598	Total:	17,264.08
Total for	SHARP BUSINESS SYSTEMS		17,264.08

SMALL BUSINESS BENEFIT PLAN TR	May Dental/Vision	15208	04/23/2014	
			04/23/2014	
	0132		04/23/2014	0.00
BELMONT	BOA	48599	04/23/2014	0.00
CA 94002-0156				2,010.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4090	Health Ins Dental & Vision	2,010.00	0.00	

Check No.	48599	Total:	2,010.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,010.00

STAPLES	March Statement	15209	04/23/2014	
			04/23/2014	
STAPLES CREDIT PLAN	430		04/23/2014	0.00
DES MOINES	BOA	48600	04/23/2014	0.00
IA 50368-9020				1,046.39

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4308	Office Supplies	1,046.39	0.00	

Check No.	48600	Total:	1,046.39
Total for	STAPLES		1,046.39

SHELLY SWEENEY	Instructor Fees, Spring 2014	15217	04/23/2014	
			04/23/2014	
285 GRANDVIEW DRIVE	407		04/23/2014	0.00
WOODSIDE	BOA	48601	04/23/2014	0.00
CA 94062				2,592.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-58-4246	Instructors & Class Refunds	2,592.00	0.00	

Check No.	48601	Total:	2,592.00
Total for	SHELLY SWEENEY		2,592.00

BARBARA TEMPLETON	Feb/March Transcription	15188	04/23/2014	
			04/23/2014	
304 MELVEN COURT	369		04/23/2014	0.00
SAN LEANDRO	BOA	48602	04/23/2014	0.00
CA 94577-2011	778			1,775.50

GL Number	Description	Invoice Amount	Amount Relieved	
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 9

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

05-54-4188	Transcription Services	1,775.50	0.00	
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Check No.	48602	Total:	1,775.50
Total for	BARBARA TEMPLETON		1,775.50

STEVE TOBEN	Refund Facility Deposit	15218	04/23/2014	
			04/23/2014	
2121 SAND HILL ROAD, #123	666		04/23/2014	0.00
MENLO PARK	BOA	48603	04/23/2014	0.00
CA 94025				100.00

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

Check No.	48603	Total:	100.00
Total for	STEVE TOBEN		100.00

TREE SPECIALIST INC	Emerg Tree Removal	15212	04/23/2014	
			04/23/2014	
1198 NEVADA AVE	839		04/23/2014	0.00
SAN JOSE	BOA	48604	04/23/2014	0.00
CA 95125				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
20-60-4271	Storm Damage	3,000.00	0.00	

TREE SPECIALIST INC	TC Tree Trim/Removal	15213	04/23/2014	
			04/23/2014	
1198 NEVADA AVE	839		04/23/2014	0.00
SAN JOSE	BOA	48604	04/23/2014	0.00
CA 95125	01-14-14			4,500.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-66-4342	Landscape Supplies & Services	4,500.00	0.00	

Check No.	48604	Total:	7,500.00
Total for	TREE SPECIALIST INC		7,500.00

VERIZON WIRELESS	March Cellular	15214	04/23/2014	
			04/23/2014	
P.O. BOX 660108	0131		04/23/2014	0.00
DALLAS	BOA	48605	04/23/2014	0.00
TX 75266-0108				144.48

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4318	Telephones	144.48	0.00	

Check No.	48605	Total:	144.48
Total for	VERIZON WIRELESS		144.48

WEMORPH INC	Letterhead, 2 Sets	15189	04/23/2014	
			04/23/2014	
904 INDUSTRIAL AVENUE	1360		04/23/2014	0.00
PALO ALTO	BOA	48606	04/23/2014	0.00
CA 94303	14365			205.54

GL Number	Description	Invoice Amount	Amount Relieved	
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**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

APRIL 23, 2014

Date: 04/17/2014

Time: 8:18 am

Page: 10

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

05-64-4308	Office Supplies	205.54	0.00	
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Check No.	48606	Total:	205.54
Total for	WEMORPH INC		205.54

WORMHOUDT INC	Skate Park Consulting	15215	04/23/2014	
	Final Payment		04/23/2014	
849 ALMAR AVENUE, SUITE 280	0382		04/23/2014	0.00
SANTA CRUZ	BOA	48607	04/23/2014	0.00
CA	1012.14			500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	500.00	0.00

Check No.	48607	Total:	500.00
Total for	WORMHOUDT INC		500.00

KEI WORRY	Refund, Facility Dep/Fees	15216	04/23/2014	
			04/23/2014	
555 BRYANT ST. #489	1061		04/23/2014	0.00
PALO ALTO	BOA	48608	04/23/2014	0.00
CA 94301				130.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	130.00	0.00

Check No.	48608	Total:	130.00
Total for	KEI WORRY		130.00

ZOO TO YOU	Earth Day Fair Program	15221	04/23/2014	
CONSERVATION AMBASSADORS, INC		00006192	04/23/2014	
WILDLIFE EDUCATION	0383		04/23/2014	0.00
PASO ROBLES	BOA	48609	04/23/2014	0.00
CA 93447				545.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	545.00	545.00

Check No.	48609	Total:	545.00
Total for	ZOO TO YOU		545.00

Total Invoices:	45	Grand Total:	125,730.16
		Less Credit Memos:	0.00
		Net Total:	125,730.16
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	125,730.16

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**April 23, 2014**

Claims totaling \$125,730.16 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

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

**FROM:** Sharon Hanlon, Town Clerk

**DATE:** April 23, 2014

**RE:** **A Resolution declaring April 20 through April 26, 2014 West Nile Virus and Mosquito and Vector Control Awareness Week**

### RECOMMENDATION

It is recommended that the Town Council adopt a resolution recognizing the week of April 20, 2014 through April 26, 2014 as “West Nile Virus Mosquito and Vector Control Awareness Week”.

### BACKGROUND

The Town is in receipt of a request from the San Mateo County Mosquito and Vector Control District to adopt a resolution recognizing April 20, 2014 through April 26, 2014 as “West Nile Virus and Mosquito and Vector Control Awareness Week”.

The Council has annually approved adoption of a resolution on this matter since the initial request from the San Mateo County Mosquito and Vector Control District in 2007.

Attachments: Resolution

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

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

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY  
DECLARING APRIL 20 THROUGH APRIL 26, 2014  
MOSQUITO AND VECTOR CONTROL AND WEST NILE VIRUS  
AWARENESS WEEK**

**WHEREAS**, The Town of Portola Valley recognizes that West Nile virus is a mosquito-borne disease that can result in death or severe debilitation for humans, horses, birds, and wildlife; and

**WHEREAS**, In 2013, West Nile virus resulted in 14 human deaths in California and over 372 individuals in 31 counties tested positive for the virus, of which over 240 developed neuroinvasive disease; and

**WHEREAS**, Adequately funded mosquito and vector control, disease surveillance, and public awareness programs, coupled with best management practices on public and private lands are the best ways to prevent outbreaks of West Nile virus; and

**WHEREAS**, Professional mosquito and vector control based on scientific research has made great advances in reducing mosquito and vector populations and the diseases they transmit; and

**WHEREAS**, The San Mateo County Mosquito Vector Control District works with other public health agencies to reduce pesticide risks to humans, animals, and the environment while protecting human health; and

**WHEREAS**, Public awareness can result in action to provide adequate funding for existing mosquito and vector control agencies and reduce production of mosquitoes and other vectors on residential, commercial, and public lands.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Portola Valley, that the week of April 20, 2014 through April 26, 2014, be designated as West Nile Virus and Mosquito and Vector Control Awareness Week in Portola Valley.

**PASSED AND ADOPTED** this 23rd day of April, 2014.

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

ATTEST:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Council Members

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

**DATE:** April 16, 2014

**RE:** State Density Bonus Law Implementation Ordinance

**RECOMMENDATION:** First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code.

**BACKGROUND:** The Planning Commission received a detailed report from the Town Attorney dated January 31, 2014 describing State Density Bonus Law. At the March 5, 2014 meeting of the Planning Commission, the Town Attorney provided a presentation regarding State Density Bonus Law. A copy of the January 31st report and March 5th power point are attached for your convenience. At the March 5th meeting, the Planning Commission also reviewed and provided direction relative to a draft implementation ordinance. Revisions were made to the draft implementation ordinance and on April 2, 2014, the Planning Commission voted unanimously to adopt a resolution recommending approval of the implementation ordinance as revised.

**DISCUSSION:** Pursuant to State Density Bonus Law, Government Code Section 65915, if an applicant meets certain threshold requirements, the Town must grant the applicant a density bonus and one or more incentives in accordance with State Density Bonus Law ("State Law" or "SDBL"). SDBL requires the Town to adopt an ordinance that specifies how compliance with State Law will be implemented. Adopting an implementation ordinance would bring the Town into compliance with this requirement. However, compliance with SDBL is mandatory regardless of whether or not the Town adopts an implementation ordinance. An implementation ordinance does not provide any additional incentive for an applicant that is not already provided by State Law. Rather, the implementation ordinance establishes application requirements related to how the Town will process requests to utilize SDBL. Finally, adoption of an

implementation ordinance would allow the Town to take advantage of streamlined Housing Element review.

Attachments:

1. Town Attorney report to the Planning Commission regarding State Density Bonus Law dated January 31, 2014
2. Power point presentation presented by Town Attorney to Planning Commission on March 5, 2014
3. Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.17 [State Density Bonus Law] to Title 18 [Zoning] of the Portola Valley Municipal Code

cc: Town Manager



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Chair and Members of the Planning Commission

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

**DATE:** January 31, 2014

**RE:** State Density Bonus Law

### **INTRODUCTION:**

State Density Bonus Law (Government Code Section 65915), a copy of which is attached, is a law adopted by the State of California to encourage applicants to include lower income housing units in their developments. When an applicant includes 35 or more senior housing units, includes a certain percentage of the units in a development of five or more housing units for low or very-low income households, or includes a certain percentage of housing units for moderate income households in a common interest development, a local government must grant the applicant a density bonus and one or more incentives for the production of housing units.

State Density Bonus Law (“SDBL”) applies to all cities and towns in the State of California. SDBL requires “all cities...shall adopt an ordinance that specifies how compliance with this section will be implemented.” The Department of Housing and Community Development is encouraging all local governments to adopt an implementation ordinance by providing streamlined review of the Housing Element for communities that have adopted such an ordinance. An implementation ordinance also provides a local government the opportunity to have more control over the process and to outline application requirements for those projects seeking to take advantage of SDBL.

Compliance with SDBL is mandatory and “failure to adopt an ordinance shall not relieve a city... from compliance with this section.” All local governments, including the town, must provide a density bonus and incentives in accordance with SDBL regardless of whether or not an implementation ordinance has been adopted.



**DISCUSSION:**

SDBL is intended to contribute significantly to the economic feasibility of lower income housing. To that end, SDBL outlines density bonus percentages, incentives and waivers to which an applicant is entitled if certain thresholds are met.

**Thresholds:**

SDBL requires local governments to grant a density bonus and one or more incentives when an applicant constructs a housing development (five or more units) that will contain at least one of the following:

1. Ten percent (10%) of the total units for low income households.
2. Five percent (5%) of the total units for very-low income households.
3. At least 35 senior citizen housing units.
4. Ten percent (10%) of the total units in a common interest development for persons and families of moderate income.

The language of SDBL is mandatory and if an applicant satisfies any of these threshold requirements, a local government must provide a density bonus and one or more incentives in accordance with SDBL (regardless of whether that community has adopted an implementation ordinance).

The total number of units for the purpose of calculating the percentages described above does not include units added by a density bonus awarded pursuant to SDBL. For example, if an applicant proposed five units, with twenty percent (20%) of those units (or one unit) set aside as a moderate income unit, the project would be entitled to a fifteen percent (15%) density bonus or one additional unit under SDBL for a total project of six units. The total number of units for the purposes of calculating the threshold percentage identified above is five units, not six units. Based on a five unit base project and the provision of one moderate income unit, the project would satisfy the threshold identified above and could take advantage of SDBL.

SDBL requires the applicant to restrict the low or very-low income units for at least 30 years. For moderate income units, the developer shall ensure that the initial occupant is a person or family of moderate income. There is no specific restriction regarding affordability for senior housing units; however, senior units are by definition age restricted to residents over 55 years of age. (Civil Code Section 51.3)

**Density Bonus:**

The percentage density bonus to which an applicant may be entitled for the provision of low income, very-low income and moderate income units is detailed in the tables found in Section 65915(f). For example, if a project provides ten percent (10%) of the units as moderate income, the table indicates that the project would be entitled to a five percent (5%) density bonus. This means in a 20 unit project, if the applicant provides two moderate income units, the applicant is entitled to build one additional market rate unit for a total of 21 units, even if that exceeds the density allowed under the zoning code. Where the density bonus percentage would result in a fractional unit, SDBL provides "all density calculations resulting in fractional units shall be rounded up to the next whole number." The maximum percentage density bonus provided for in any of the tables is

thirty-five percent (35%) and SDBL does not mandate the provision of a higher percentage.

The tables found in Section 65915(f) also illustrate that the more low income units provided, the greater the percentage density bonus. There is also a higher percentage density bonus awarded for very-low income units as opposed to low or moderate income units. If a project provided a mix of affordability levels, the project would utilize the density bonus from only one affordability category. Senior housing is slightly different in that there is a flat density bonus of twenty percent (20%) of the number of senior housing units developed. The bonus units must be senior units; however, there are no affordability requirements for any of the units.

**Incentives:**

An applicant may submit a proposal for specific incentives. An incentive means any of the following:

1. A reduction in site development standards or a modification of zoning code requirements or architectural design requirements that result in identifiable, financially sufficient, and actual cost reductions.
2. Approval of mixed use zoning in conjunction with a housing project.
3. Other regulatory incentives proposed by the applicant that result in identifiable, financially sufficient, and actual cost reductions. An incentive may, but need not be, the provision of a direct financial incentive such as the waiver of fees.

The number of incentives an applicant is entitled to depends upon the percentage of low, very-low or moderate income units provided (no incentive is provided for the provision of non-income restricted senior units). The applicant shall receive the following number of incentives:

1. One incentive for projects that include at least ten percent (10%) of the total units for low or moderate income households, or at least five percent (5%) for very-low income units.
2. Two incentives for projects that include at least twenty percent (20%) of the total units for low or moderate income households, or at least ten percent (10%) for very-low income units.
3. Three incentives for projects that include at least thirty percent (30%) of the total units for low or moderate income households, or at least fifteen percent (15%) for very-low income units.

The town shall grant the incentives requested by the applicant, unless the town makes a written finding, based upon substantial evidence, of any of the following:

1. The incentive is not required to provide for affordable housing costs as defined in Health and Safety Code Section 50052.5 which defines affordable housing costs for very-low, low and moderate income housing.
2. The incentive would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or

the physical environment or on any real property listed in the California Register of Historical Places. Government Code Section 65589.5 defines a specific adverse impact as a significant, quantifiable, direct and unavoidable impact, based on objective written public health or safety standards, policies or conditions as they existed at the time the application was complete.

3. The incentive would be contrary to federal or state law.

There is no guidance in SDBL as to how to determine whether the incentive is required to provide for affordable housing costs. This basis for denial of a requested incentive could be interpreted as a financial feasibility determination. If there is substantial evidence in the record (whether provided by the applicant or a consultant hired by the town) that the incentive is not needed to make the project financially feasible, then the town could make this finding and deny the incentive on this basis. If, however, the applicant can show a reduction in the requested incentive would make the project financially infeasible and, therefore, the project and its lower income units would not be built, it would be difficult for the town to make this finding.

SDBL does provide some guidance on making the second finding. A specific adverse impact cannot be inconsistency with the zoning ordinance or general plan land use designation. A specific adverse impact means a significant, quantifiable, direct and unavoidable impact, based on objective written public health or safety standards, policies or conditions as they existed at the time the application was complete. Government Code Section 65589.5(d)(2). For example, the town cannot make a finding that the maximum floor area ratio in the zoning ordinance was established to protect public health and safety and, therefore, deny the request for an incentive to exceed the maximum floor area ratio—something more is required. An environmental impact report, if needed for the project, could provide the basis for such a finding because an environmental impact report would analyze if there are any significant, quantifiable, direct and unavoidable impacts from the project.

The third finding is the simplest. If the incentive would be illegal, the town can refuse to grant it. If there is a state or federal law which the incentive would violate, then the town can make this finding and deny the requested incentive.

#### **Development Standard Waiver:**

In addition to one or more incentives, an applicant may be entitled to development standard waivers if the application of a development standard would physically preclude construction of a project that includes lower income housing. SDBL does not place a limit on the number of development standard waivers an applicant may request. A development standard includes site or construction conditions, including, but not limited to, a height limitation, a setback requirement, a floor area ratio, an onsite open space requirement, or a parking ratio that applies to a residential development. For example, a developer may propose a development waiver that reduces the setback requirement by a certain number of feet to accommodate the increased density provided pursuant to SDBL. To be entitled to the waiver, the developer would have to show that without the waiver, the project would be physically impossible to construct.

There is no guidance in the statute as to how to define “physically precluded.” In a recent case, a petitioner challenging a project argued that granting the waiver was illegal because it was granted to accommodate certain project amenities, including an interior courtyard, community plaza and higher ceilings. The court stated that “nothing in the statute requires the applicant to strip the project of amenities....Standards may be waived that physically preclude construction of a housing development meeting the requirements for a density bonus, period.” The court’s reasoning suggests that a town may not micromanage the design of a project and if the project meets the requirements of SDBL, the town must grant waivers so that the project as designed is not physically precluded from being developed.

SDBL requires a local government to grant the requested development standard waiver, unless it can find that the waiver would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment or any property listed on the California Register of Historical Places or would be contrary to federal or state law. The basis on which to deny a requested development standard waiver does not include the financial feasibility analysis that was included in the incentive discussion, but the analysis of the other two remaining bases for denial are the same for a development standard waiver as for an incentive.

The town, could however, interpret the waiver concept to mean that the waiver would not need to be more than what would be justified by the increase in density. The City of Menlo Park has an ordinance that includes this interpretation. For example, to accommodate a ten percent (10%) increase in density allowed pursuant to the SDBL, the town could conclude that a corresponding 10% increase in floor area ratio or decrease in setback would constitute an adequate waiver to physically accommodate construction. If the town determined this was a reasonable interpretation, this interpretation could be codified in the implementation ordinance making it clear to applicants how the SDBL waiver concept would be implemented.

A waiver or reduction of development standards neither reduces nor increases the number of incentives to which the applicant is entitled. Therefore, if the project needs a modification to the setback requirement to physically build the project, the setback modification is a waiver, not an incentive, and the developer is still entitled to an incentive (which, as defined above, can include a reduction in site development standards or a modification of zoning code requirements or architectural design requirements that would otherwise be required that results in identifiable, financially sufficient, and actual cost reductions).

### **Parking:**

Upon request of the applicant, no local government shall require a parking ratio, inclusive of handicapped and guest parking, of a development that provides low, very-low or moderate income housing or senior housing, that exceeds the following ratios:

1. Zero to one bedroom, one onsite parking space.
2. Two to three bedrooms, two onsite parking spaces.
3. Four or more bedrooms, two and one-half parking spaces.

As a result of the mandatory language in SDBL, these parking ratios preempt local parking ratios and will, upon applicant request, be applied to the project that meets the lower income requirements of SDBL. The total number of required spaces shall be rounded up to the next whole number. State law provides that onsite parking may be provided through tandem or uncovered parking spaces (preempting local requirements), but not on-street parking.

**Discretionary Approvals:**

The granting of a density bonus or incentive shall not be interpreted in and of itself to require a general plan amendment, zoning change or other discretionary approval. As a result, if an incentive such as an increase in floor area ratio would otherwise trigger one of these approvals, when it is granted as an incentive, no general plan amendment, zoning ordinance or other discretionary approval is required.

However, if the base project without the incentive requires a general plan amendment, zoning ordinance amendment or other discretionary approval such as a conditional use permit or architectural review, the town retains its discretion to either make or not make the required findings for the approval of the base project. SDBL does not mandate that a town approve a general plan amendment, zoning ordinance amendment or other discretionary approval simply because the project is providing lower income units. There is nothing in the statutory language that suggests there is “by-right” development. The town retains discretion in approving applications for general plan amendments, zoning changes, use permits for the approval of the base project.

**Failure to Comply:**

If a town denies a project, density bonus, incentive or development standard waiver, an applicant may bring a writ of mandate requesting that the court order the town to grant the density bonus, incentive, or development standard waiver and approve the project. If the court determines that the town denied the project, density bonus, incentive or development standard waiver in violation of the law, the court may order the project with the density bonus, incentive or development standard waiver approved and the town will have no more discretion related to project approval. Furthermore, if the court determines that the town denied the density bonus, incentive or development standard waiver, in violation of SDBL, the court will award the developer reasonable attorneys’ costs and fees.

**Implementation Ordinance:**

While an implementation ordinance is not necessary because SDBL will apply to the town even in its absence, it is appropriate to draft an ordinance to outline the procedural process the town will follow in reviewing applications utilizing the SDBL and its interpretation of the SDBL. An implementation ordinance could be a simple requirement that the application include information evidencing that the thresholds of SDBL have been met, supply appropriate calculations related to the density bonus, and provide information describing the requested incentive and evidence that the requested incentive results in identifiable, financially sufficient and actual cost reductions.

With respect to incentives, the evidentiary requirements could include items such as requiring the developer to provide a pro forma justifying the financial need for the

requested incentive and requiring the applicant to pay for a consultant review of the pro forma. An implementation ordinance would also allow the town to identify in advance of any applications those incentives which it prefers. For example, if the town has a preference for particular incentives, it could identify those in the ordinance and perhaps, as an encouragement for a developer to utilize a listed incentive, reduce the associated application requirements. This is the approach the City of Palo Alto took in creating a “menu” of preferred incentives that could be approved without review of a developer’s financial information.

ATTACHMENT: California Government Code Section 65915

cc: Deputy Town Planner  
Town Manager

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# STATE DENSITY BONUS LAW GOVERNMENT CODE SECTION 65915

**Applies to all cities and towns in the State of California.**

Requires all cities and towns to adopt an ordinance that specifies how compliance with State Density Bonus Law will be implemented. Compliance with State Density Bonus Law is mandatory and failure to adopt an implementing ordinance does not relieve the Town from compliance with State Law.

# THRESHOLD REQUIREMENTS



## Housing

- ❑ 5 or more residential units
- ❑ 35 or more senior housing units

## Lower Income Units

- ❑ 10% moderate or low income
- ❑ 5% very-low income
- ❑ Senior housing



# Possible Housing Sites<sup>1</sup>

Location	Acres	Approx. Units <sup>2</sup>	Units/Acre
El Mirador Ranch	356	25	0.07
Spring Ridge/Neely	229	29 <sup>3</sup>	0.13
Stanford Wedge	89	28	0.31
Fogarty	240	10	0.04

1 All sites would require a conditional use permit amendment.

2 From the 2009 Housing Element; calculated based on existing zoning and town regulations.

3 Anticipate Williamson Act contract that may reduce potential number of units.

# San Mateo County Income Limits



## Family of Four

Low Income	\$90,500
Median Income	\$103,000
<b>Moderate Income</b>	<b>\$123,600</b>

## Family of Two

• Low Income	\$72,400
• Median Income	\$82,400
• <b>Moderate Income</b>	<b>\$98,900</b>

# DENSITY BONUS

See Tables  
in Section  
65915(f)

## Density Bonus dictated by State Law:

- The more lower income units provided the greater the density bonus.
- A higher density bonus is provided for very-low as opposed to low or moderate income units.
- Flat 20% for senior housing.
- Not additive.
- Maximum 35%

# Examples

- Forgarty -- 10 units
  - ▣ 10% moderate (1 unit)
  - ▣ 5% density bonus (1 unit)\*

Total Project 11 units on 240 acres (.05 units/acre)
- El Mirador Ranch -- 25 units
  - ▣ 30% moderate (8 units)
  - ▣ 25% density bonus (7 additional units)

Total Project 32 Units on 356 acres (0.09 units/acre)
- Stanford Wedge -- 28 units
  - ▣ 20% moderate (6 units)
  - ▣ 15% density bonus (5 additional units)\*

Total Project 33 Units on 89 acres (0.37 units/acre)

\* SDBL requires density calculations resulting in fractional units be rounded up to the next whole number.



# VALUING AN INCENTIVE

- Law does not define “identifiable financially sufficient and actual cost reduction.”
- No guidance on appropriate profit margin.
  - ▣ Unlikely an applicant will undertake a project that includes lower income housing if it is not profitable at some level.
- Difficult to appraise an incentive (e.g. value of setback reduction).
- Look to pro forma or other financial information to show that the incentive reduces development costs and off-sets the cost of providing the lower income units.

# WAIVERS

- Modify standard that would physically preclude construction of project as designed.
  - e.g. decrease setback, increase building coverage
- No limit on number.

Potential interpretation: modification of standards in proportion with density bonus utilized.

# Incentive v. Waiver



- An incentive and a development standard waiver are similar.
- An incentive can be (and a waiver is) a reduction in a site development standard.
- The difference between the two is that a waiver is required so that development of a project is not physically precluded. There is no similar requirement for an incentive.



# BASIS FOR DENIAL

## Incentive:

- 1. Not required to provide for affordable housing costs.
- 2. Specific adverse impact upon public health, safety or the physical environment or historic property.
- 3. Illegal.

## Waiver:

- 1. Specific adverse impact upon public health, safety or the physical environment or historic property.
- 2. Illegal.

## Failure to Comply

Denial of density bonus or incentive could result in writ of mandate asking the court to compel project approval with the density bonus, incentive(s) and/or development standard waiver(s). If applicant prevails, the court may order the project approved and award attorneys' fees and costs.

# Implementation Ordinance



- Set application requirements/process:
  - Demonstrate State law thresholds met.
  - Provide calculations relative to density bonus.
  - Require pro forma showing incentive(s) results in an identifiable, financially sufficient and actual cost reduction.
  - Require explanation evidencing need for waiver(s).
  - Charge costs of review to applicant.

**ORDINANCE NUMBER \_\_\_\_\_**

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF  
PORTOLA VALLEY ADDING CHAPTER 18.17 [STATE DENSITY  
BONUS LAW] TO TITLE 18 [ZONING] OF THE PORTOLA  
VALLEY MUNICIPAL CODE**

**WHEREAS**, the Town of Portola Valley (“Town”) desires to comply with California Government Code Section 65915 (“State Density Bonus Law”) which requires all cities to adopt an ordinance that specifies how compliance with State Density Bonus Law will be implemented; and

**WHEREAS**, the Town desires to take advantage of the streamlined review of the Housing Element offered by the California Department of Housing and Community Development (“HCD”) to cities that have, among other things, adopted an ordinance implementing State Density Bonus Law.

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

1. ADDITION OF CODE. Chapter 18.17 [State Density Bonus Law] is hereby added to Title 18 [Zoning] to read as follows:

**“Chapter 18.17  
STATE DENSITY BONUS LAW**

**Sections:**

- 18.17.010 Purpose**
- 18.17.020 Definitions**
- 18.17.030 Applicability**
- 18.17.040 Application Requirements**
- 18.17.050 Discretionary Approval Authority Retained**
- 18.17.060 Affordable Housing Agreement**
- 18.17.070 Design and Quality**
- 18.17.080 Timing of Affordable Unit Construction**

**18.17.010 Purpose**

The purpose of this Chapter is to adopt an ordinance that specifies how Government Code Section 65915 (“State Density Bonus Law”) will be implemented.

**18.17.020 Definitions**

Unless otherwise specified in this Chapter, the definitions found in State Density Bonus Law shall apply to the terms contained herein.

**18.17.030 Applicability**

This Chapter shall apply to all zoning districts where residential developments of five or more dwelling units are proposed and where the applicant agrees to provide low, very-low, senior or moderate income housing units in the threshold amounts specified in State Density Bonus Law such that the resulting density is beyond that which is permitted by the applicable zoning.

**18.17.040 Application Requirements**

A. Any applicant requesting a density bonus, incentive(s) and/or waiver(s) pursuant to State Density Bonus Law shall provide the Town with a written proposal. The proposal shall be submitted prior to or concurrently with the filing of the planning application for the housing development and shall be processed in conjunction with the underlying application.

B. The proposal for a density bonus, incentive(s) and/or waiver(s) pursuant to State Density Bonus Law shall include the following information:

1. Requested density bonus. The density bonus proposal shall evidence that the project meets the thresholds required by State Density Bonus Law. The proposal shall include calculations showing the maximum base density, the number/percentage of affordable units and identification of the income level at which such units will be restricted, additional market rate units resulting from the density bonus allowable under State Density Bonus Law and the resulting units per acre. The density bonus units shall not be included in determining the percentage of base units that qualify a project for a density bonus pursuant to State Density Bonus Law.
2. Requested incentive(s). The request for particular incentive(s) shall include a pro forma or other report evidencing that the requested incentive(s) results in identifiable, financially sufficient and actual cost reductions that are necessary to make the housing units economically feasible. The report shall be sufficiently detailed to allow the Town to verify its conclusions. If the Town requires the services of specialized financial consultants to review and corroborate the analysis, the applicant will be liable for all costs incurred in reviewing the documentation.
3. Requested Waiver(s). The written proposal shall include an explanation of the waiver(s) of development standards requested and why they are necessary to make the construction of the project physically possible. Any requested waiver(s) shall not exceed the density bonus percentage to which the project is entitled pursuant to State Density Bonus Law and to the extent any requested waiver exceeds such percentage, it will be considered as a request for an incentive.
4. Fee. Payment of the filing fee in an amount set by resolution of the Town Council and payment of the actual costs of Town staff time spent reviewing and processing the State Density Bonus Law application submitted pursuant to this Chapter.

**18.17.050 Discretionary Approval Authority Retained**

If a project involving a requested density bonus or incentive(s) would require, in the absence of the requested density bonus or incentive(s), a discretionary approval, such as a conditional use permit or planned unit development permit, the Town retains discretionary review and approval authority as provided in the applicable sections of the Town's municipal code.

**18.17.060 Affordable Housing Agreement**

Prior to project approval, the applicant shall enter into an Affordable Housing Agreement with the Town to the satisfaction of the Town Attorney guaranteeing the affordability of the rental or ownership units for a minimum of 30 years and identifying the type, size and location of each affordable unit. Such Affordable Housing Agreement shall be recorded in the San Mateo County Recorder's Office.

**18.17.070 Design and Quality**

Affordable units shall be of equal design and quality as the market rate units. Exteriors, including architecture and elevations, and floor plans of the affordable units shall be similar to the market rate units. Interior finishes and amenities may differ from those provided in the market rate units, but neither the workmanship nor the products may be of substandard or inferior quality as determined by the Town Building Official. The number of bedrooms in the affordable units shall be consistent with the mix of market rate units.

**18.17.080 Timing of Affordable Unit Construction**

Prior to issuance of the first building permit for the project, the developer shall provide, subject to Town Planner approval, a development schedule that indicates when the affordable units will be constructed. The affordable units shall be built as early as possible and prior to completion of the market rate units. In no case may the last market rate unit pass final inspection before the last affordable unit has passed final inspection.

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

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

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

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

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

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

APPROVED AS TO FORM:

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



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** April 23, 2014

**RE: Comments to the NorCal OAPM Environmental Assessment Report**

Attached please find comments from community members to the NorCal OAPM Environmental Assessment Report (**Attachment 1**). The Town Council may want to consider submitting formal comments to the Environmental Assessment Report as well. If direction is provided to do so, staff will work with the Mayor to submit a comment letter from the Town by the April 24<sup>th</sup> deadline. As of the date on which this report was prepared, it is unclear if the Town's prior correspondence to Secretary Foxx (**Attachment 2**) will result in an extension of the comment period.



**Sharon Hanlon**

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**From:** Joyce Chung [joycechung@yahoo.com]  
**Sent:** Thursday, April 03, 2014 4:34 PM  
**To:** 7-ANM-NorCalOAPM@faa.gov  
**Cc:** TownCenter  
**Subject:** Objection to FAA proposed re-routing

Dear FAA representatives --

I would like to write to express my concern over the re-routing of SFO flights over the Portola Valley region. This area is known for its very conscious efforts to maintain open space, wildlife (flora and fauna) and minimal light and noise pollution. Having low flying airplanes routed over this area will greatly degrade the quality of life here, not to mention property values. I strongly urge you to re-consider the proposed changes to flight plans. Many have already noticed higher, more frequent airplane noise and it has caused great concern here.

Thank you for your consideration.

Respectfully,

Joyce Chung  
Portola Valley, CA

## Sharon Hanlon

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**From:** Heather Prella [heather.prella@gmail.com]  
**Sent:** Friday, April 04, 2014 7:22 AM  
**To:** 7-ANM-NorCalOAPM@faa.gov  
**Cc:** TownCenter; TownCenter; karen.chapman@mail.house.gov; karen.chapman@mail.house.gov; brian.perkins@mail.house.gov; brian.perkins@mail.house.gov; senator@boxer.senate.gov; senator@boxer.senate.gov; senator.feinstein@senator.gov; senator.feinstein@senator.gov; glen.martin@; dale.bouffiu@; ray.towles@faa.gov; ray.towles@faa.gov; donna.warren@; patty.daniels@; steven.hafley@faa.gov; steven.hafley@faa.gov; tnps2008@  
**Subject:** Environmental Assessment report for OAPM

Dear Town Council, Senators, Congressional Representatives and FAA leaders,

I recently learned that the FAA has proposed new arrival and departure routes that will impact my community and its schools. Please see below for a summary of concerns.

Regards concerned resident,  
 Heather Prella  
 Portola Valley, CA 94028

\*However, based on our initial review, we are concerned that the information supplied by the FAA in the draft EA and the supporting technical information does not support the FAA's conclusion that the new aircraft routes will have no significant noise impact.\* Our main concerns fall into three categories.

\*1. The new OAPM SFO arrival route SERFR1 will shift a continuous stream of air traffic onto Portola Valley neighborhoods.\*

We are concerned about the proposed new SFO arrival flight path called SERFR1 since its two flight path options converge directly over Portola Valley, specifically over the neighborhood of Ladera (see attached images, first one with the blue broken lines showing this proposed flight path taken from Exhibit 3-8 or Chapter 3, page 23 of the draft EA). We are told that SERFR1 is to eventually replace the Big Sur 2 SFO arrival route, which is currently about 1 1/2 miles south of Portola Valley and over Los Altos Hills (see second image with solid blue lines showing Big Sur 2 route vs. the new proposed flight path). The Big Sur 2 is the standard route for commercial aircraft from southern California (LAX, SNA, SAN, LGB, etc.), Arizona, New Mexico, Mexico, and other South American countries into SFO. The proposed SERFR1 essentially represents a shift in the airplane traffic from Los Altos Hills onto Portola Valley and the Skyline area. Consequently, we can anticipate an increase in noise levels, even when there is good weather, from dense air traffic with planes spaced 1 to 5 minutes apart and during peak arrival times of 7 pm to 11 pm and even as late as 1 am.

\*2. The FAA will continue their current practice of rerouting planes from northern and eastern United States and Europe away from their standard arrival routes and into Portola Valley during heavy commute hours, days in which there is overcast, or high travel season. \*

The EA had initially given us hope that OAPM may reduce the number of planes being redirected (or vectored) away from their standard SFO inbound route known as Point Reyes and into Woodside VOR/ Portola Valley. As stated

in Section 2.1 on page 1, "RNAV procedures can reduce the need for controllers to employ air traffic management tools, such as vectoring and speed adjustments." However, at the Subcommittee Meeting on March 30th, the FAA's Patty Daniels (co-leader of the OAPM project) stated that air traffic controllers would still routinely need to vector airplanes over our communities. SFO Roundtable aviation consultants and the other FAA representative in attendance affirmed Ms. Daniel's point. Thus, we can assume that we will not experience any relief from vectoring in the OAPM project.

\*3. The EA's conclusions on noise impact to our communities is based on computer modeling that may not have taken into account our hilly terrains and is not consistent with actual sound recordings done by the SFO Noise Abatement Office.\*

The conclusion of the EA that the new routes "would not result in a significant noise impact" is based on a computer model called the Noise Integrated Routing System ("NIRS"), which calculated the noise impact of the proposal on almost 200,000 geographic points in the affected area, mostly in San Mateo County. The NIRS computer model relies on data inputs rather than empirical measurements and therefore is not based on actual sound recordings. The data inputs for the NIRS model are discussed at 5.1.2 of the EA and at 3.2 of the Aircraft Noise Technical Report. In our reading, there are two major issues with the manner that the NIRS model calculated the noise impact.

First, we have learned that the FAA and the SFO Noise Abatement Office do not know whether the NIRS model included as one of its data inputs the altitude of the arriving aircraft and distance of the aircraft above ground level. We were assured that we could get this information from the authors of the Technical Report at the meeting on April 17, but that information is not available now. Since the noise level depends directly on the distance of the aircraft from the ground, and we need this information to test the reliability of the NIRS model results, we are very disappointed that this key information will not be given to us until just a few days before comments are due on the EA.

Second, the conclusion of the NIRS model that there will be no significant noise impact is inconsistent with empirical data we received from the Noise Abatement Office in 2012 of commercial aircraft sound levels for the Woodside VOR off Skyline and Portola Valley. As one example, the Noise Abatement Office calculated that, for March to July 2012, the Community Noise Equivalent Level ("CNEL") for Portola Valley averaged 36.5 dB. This calculation was the result of an empirical study of four months of actual sound recordings -- not a computer model. According to our consultant, CNEL is about 0.6 dB higher than the FAA's Day-Night Average Sound Level ("DNL") because of the differences in the way those measures are calculated. Thus, if converted to DNL, the Portola Valley sound measurement average would be 35.9 dB.

We were very surprised to learn that the NIRS model predicts that the noise level of the proposal in Portola Valley (at Portola Valley School) for 2014 is 41.6 dB DNL and for 2019 is 42.1 dB DNL. (Table 1 of the Technical Report at 19.) \*Based on the Noise Abatement Office's measurements, the Proposed Action would therefore increase noise levels in Portola Valley by 5.7 to 6.2 dB, or an increase of about 57 to 62 percent.\* (There are also sizable increases in the noise levels at the Woodside VOR from the proposal, using a similar calculation.) We attended a meeting with the FAA and the Noise Abatement Office, but neither could explain the reason for the different measured sound levels. They suggested that again we speak with the Technical Report's authors on April 17 to get more information.

**Sharon Hanlon**

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**From:** Lise Buyer [buyerl@gmail.com]  
**Sent:** Sunday, April 06, 2014 11:47 AM  
**To:** 7-ANM-NorCalOAPM@faa.gov  
**Cc:** TownCenter; karen.chapman@mail.house.gov; brian.perkins@mail.house.gov; senator@boxer.senate.gov; senator.feinstein@senator.gov; glen.martin@faa.gov; dale.bouffiou@faa.gov; ray.towles@faa.gov; donna.warren@faa.gov; patty.daniels@faa.gov; steven.hafley@faa.gov; Tina Nguyen  
**Subject:** Airplane noise over Portola Valley

Dear Interested Representatives,

I live in Portola Valley. On weekends, I used to enjoy taking the newspaper and other reading material out on to my back deck to read while enjoying the lovely surroundings. Of late, and particularly yesterday and again today, I have had to move back inside quickly as the volume, both in sound and number, of airplanes rumbling right overhead made it impossible to enjoy being outside.

I did notice that the problem persisted for a time, and then subsided, and now has picked up again. If the new proposed routing would make that level noise a regular fact of life, it would have an enormous impact on the quality of life out here, at least for anyone who likes to spend time outside. Even as I write this from inside the house (11:33AM Sunday), with the sound-proofing, double-pain windows closed, the sound of a plane passing overhead, and now a second one right behind it, is clearly audible, even above a quietly playing radio in the background.

While this used to be a rather peaceful place to live, on occasion in recent months, the planes have jolted me out of sleep at close to midnight, and I often hear them on early morning runs (starting before 7:00AM). I understand this route needs to be used occasionally, and I frequently enjoy the benefits of air travel, but if routing planes over Windy Hill becomes an everyday occurrence, the impact will be truly destructive to the quality of life here. Oh, there goes another....

Those who say the impact will be small clearly have not spent enough time here when the planes are thundering through.

Thank you for your consideration,

Lise Buyer  
1 Sandstone Street  
Portola Valley, CA 94028

**Sharon Hanlon**

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**From:** Deborah Romani [dzromani@yahoo.com]  
**Sent:** Sunday, April 06, 2014 10:56 PM  
**To:** 7-ANM-NorCalOAPM@faa.gov  
**Cc:** TownCenter; karen.chapman@mail.house.gov; brian.perkins@mail.house.gov; senator@boxer.senate.gov; senator.feinstein@senator.gov; glen.martin@faa.gov; donna.warren@faa.gov; patty.daniels@faa.gov; tnps2008@gmail.com; steven.hafley@faa.gov  
**Subject:** Big Sur Flight Path SEFR1

Any increase in noise over the Town of Portola Valley due to a shifting flight path is unacceptable.

Today, a clear, sunny Sunday, my day has been bracketed by overflights so low and loud as to prompt separate noise complaints to SFO. If the flight path changes, the noise will only be worse.

As I understand it, the FAA has not been able to explain exactly why the change in flight path is necessary. It seems as if the new SERFR1 will actually result in less of a direct approach to SFO, with inefficient and noisy turns directly over our little community. The overflights at this time seem to ignore the rules our representative negotiated with the FAA and SFO, and any change to the flight path will only make things worse in terms of noise, as well as worse in terms of fuel efficiency.

Do not make this change. At the very least, provide affected communities with clearer data on the exact proposed flight path with clearly labeled reference points including road names and major identifying locations such as schools, churches and the like. Provide our community with an estimate of the number of flights which will fly over the community under the proposed change, as opposed to those which overfly at this time. Provide us with a less-cumbersome method for reporting noisy flights.

As you evaluate the noise heard above our town, remember it is not just the residents of Portola Valley who are affected. Our town is used by many on the Peninsula for recreation. Our roads are filled with avid bicyclists from surrounding communities on a daily basis, and on the weekends we have far more recreational cyclists on our road than automobiles. Additionally, the Windy Hill Open Space area is filled with hikers every warm weekend, coming to our town to enjoy nature. If the overflights increase, and if noise levels increase, it will affect many residents of the Peninsula. This is not just a matter which affects our community. It impacts many individuals from many different areas, all drawn to Portola Valley for open space and recreation in a peaceful, natural setting.

As I finish this email, I hear yet another plane overhead. It is almost 11pm, and I'd like to sleep. Don't make it more difficult.

Debbie Romani  
185 Bear Gulch Drive  
Portola Valley, CA 94028

**Sharon Hanlon**

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**From:** briana berezovytch [<mailto:brianabe@yahoo.com>]

**Sent:** Wednesday, April 09, 2014 10:39 AM

**To:** [7-ANM-NorCalOAPM@faa.gov](mailto:7-ANM-NorCalOAPM@faa.gov)

**Cc:** TownCenter; [karen.chapman@mail.house.gov](mailto:karen.chapman@mail.house.gov); [brian.perkins@mail.house.gov](mailto:brian.perkins@mail.house.gov); [senator@boxer.senate.gov](mailto:senator@boxer.senate.gov); [senator@feinstein.senator.gov](mailto:senator@feinstein.senator.gov); [glen.martin@faa.gov](mailto:glen.martin@faa.gov); [dale.bouffiou@faa.gov](mailto:dale.bouffiou@faa.gov); [ray.towles@faa.gov](mailto:ray.towles@faa.gov);

[donna.warren@faa.gov](mailto:donna.warren@faa.gov); [patty.daniels@faa.gov](mailto:patty.daniels@faa.gov); [steven.hafley@faa.gov](mailto:steven.hafley@faa.gov); Tina Nguyen; Briana Berezovytch

**Subject:** Flights over Portola Valley & Woodside

To whomever it may concern responsible for airline flights over Portola Valley:

We've lived in Portola Valley for over ten years and the aircraft noise is at times now becoming intolerable.

I can tell you based on everyday personal experience that the stream of airplanes flying over is very disruptive to daily life. I'm out in the yard most of the time with little kids, and the airplanes are routed over us too much already. My kids, especially our 20 month old, is scared & runs to me. I've also been woken up early in the morning by jet and turbo prop engines, and kept up late at night. The baby has been woken up when napping, and airplane noise has woken up her older brother too early in the morning.

Unpredictable loud noise of this nature (and sleep disruption) is very unhealthy. Privacy is taken away too. The passengers flying over us can no doubt sometimes see all of our routines of daily life too (yes, the planes are sometimes that low)!

Our residents have chosen to live in a less-congested area away from the sounds of big cities. We have strict Town ordinances against noise.

Our quality of life has declined by this. We haven't been given a choice. I'd like to open the windows and cool down the house but then the sounds of jet noise come in.

The property values here will also decrease when people (like us) are forced to move. Is the FAA/government prepared to compensate for this? They have to compensate if land is needed for a highway/railway. What about THIS - it's similar. A jet super-highway is being moved above our heads.

I wrote a previous email and received a 'blow-off' letter from the FAA.

The FAA could find other solutions than rerouting planes over Portola Valley but they don't seem motivated to do so. If anything it's quite the opposite, even after hearing from a group of our residents and agreeing to our Congresswomen to try to formulate a plan towards noise abatement for the communities of Woodside VOR and Portola Valley. With the current airplane noise levels and the information from the EA report, the FAA has done nothing but come up with a plan to make it WORSE!

Their justification of only a small or nonexistent noise increase based on a computer model could be completely inaccurate. Noise is loud here - it's a VALLEY and noise is not dissipated quickly, especially when there is a cloud layer.

Not to mention that airplane noise is not equivalent to frog and wind noise, sounds that are natural.

To families who live here the latter comes with the territory. The metallic roaring and high pitched whine of jet and turbo prop engines is very unpleasant and stressful. Have you studied how this affects the people living under it in addition to the environmental impact study? It seems like the human impact should be important too.

Please pay attention. It's very disappointing and frightening that a big government agency would do this without concern for the individuals and communities affected.

Thank you for taking the time to read my email.

Briana Hermann

Portola Valley resident

**Sharon Hanlon**

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**From:** Marilyn's Mac [marilynjwalter@gmail.com]  
**Sent:** Saturday, April 12, 2014 2:30 PM  
**To:** TownCenter; karen.chapman@mail.house.gov; brian.perkins@mail.house.gov; senator@boxer.senate.gov; senator.feinstein@senator.gov; glen.martin@faa.gov; dale.bouffiou@faa.gov; ray.towles@faa.gov; donna.warren@faa.gov; patty.daniels@faa.gov; steven.hafley@faa.gov; tnps2008@gmail.com.  
**Subject:** Increased noise from more frequent low flying aircraft over Portola Valley Ranch

To The FAA: We have noticed increased low flying aircraft noise here at Portola Valley Ranch, a 205 single family residents community. We understand that in the past flights flew over Big Sur and not Portola Valley and Woodside. We also understand that often aircraft fly below the required height. Please hear our voice in your decisions. Thank you, Marilyn J. Walter 20 Coyote Hill, Portola Valley, CA 94028

# TOWN of PORTOLA VALLEY

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

April 10, 2014

The Honorable Anthony Foxx  
Secretary of Transportation  
United States Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Dear Secretary Foxx,

On behalf of the Town Council of the Town of Portola Valley, I respectfully submit this letter in support of the April 4, 2014 request to you from Congress Members Anna Eshoo and Jackie Speier regarding the NorCal OAPM Environmental Assessment Report (Report).

The Report was issued on March 24, 2014, and on April 2, 2014, the SFO Airport/Community Roundtable requested that the Federal Aviation Administration (FAA) release additional design information regarding the NorCal OAPM project, including but not limited to altitudes of the waypoints and the procedure approach and departure plates. The Report's *Design & Implementation Team Technical Report* shows the anticipated procedure waypoints but it does not show the altitudes of the new waypoints or the latitude/longitude of these new locations. Without this information, the communities most affected by noise in the San Francisco Metroplex are not able to adequately assess the potential impacts of the project. Further, should this information become available, the current 30 day comment period will be inadequate to review the waypoint and associated altitude information.

We respectfully request that the FAA extend the Report's comment period for an additional 60 day period and provide the information requested by the SFO Airport/Community Roundtable. Your assistance in this matter is greatly appreciated.

Sincerely,



Ann Wengert  
Mayor, Town of Portola Valley

Cc: Congresswoman Anna Eshoo  
Congresswoman Jackie Speier  
Senator Dianne Feinstein  
Senator Barbara Boxer  
Federal Aviation Administration, Ms. Elizabeth Ray  
NorCal OAPM Environmental Assessment



**Congress of the United States**  
**Washington, DC 20515**

April 4, 2014

The Honorable Anthony Foxx  
Secretary of Transportation  
United States Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Dear Secretary Foxx,

The Federal Aviation Administration (FAA) has given notice of proposed changes to the published routes of aircraft landing and taking off from San Francisco International Airport and other airports in Northern California. The published document is generally referred to as the Northern California (NorCal) Optimization of Airspace and Procedures in the Metroplex (NorCal OAPM) Environmental Assessment. Pursuant to federal law, the FAA published the assessment and invited public comment for 30 days.

It is our opinion and the opinion of local government leaders that additional time is needed to receive critically-needed information about the altitude of airplanes along the new routes. The FAA states that it will determine if the information can be made available and, if so, how quickly it can be disseminated. As things stand at the moment, the 30 day time period would be nearly exhausted before this critically-needed information would become publicly available. The altitude of airplanes over communities heavily influences how much noise is imposed upon residents. One can view a line on paper or on a map but without altitude information one cannot begin to estimate the noise impacts. The FAA has the information. We believe that the public should also have it and, just as importantly, that the public should be given time to incorporate the information into its comments on the Environmental Assessment.

We therefore write to respectfully urge you to instruct the FAA to extend the public comment period on the NorCal OAPM environmental assessment by at least 60 days so that the public and its representatives may make judgments based upon information that the government has, but that is not currently in the public domain. We all want to have a safe, well-functioning aviation system. We believe that this objective is in the public interest. We also believe that the purpose of the Environmental Assessment cannot be well served if critically-needed information is absent

from the published document or only available at the very last minute. Thank you for your time and consideration of this request. Because the 30 day written comment period ends only a few weeks from now—on April 24<sup>th</sup>—we respectfully ask for your timely attention to this matter.

All the best,

  
Anna Eshoo  
Member of Congress

  
Jackie Speier  
Member of Congress

cc: Members of the San Francisco Airport Community Roundtable

Ms. Elizabeth Ray, Vice President, Mission Support Services  
Air Traffic Organization  
Federal Aviation Administration  
800 Independence Avenue, SW  
Washington, DC 20591



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](http://www.sforoundtable.org)

April 3, 2014

NorCal OAPM EA  
Federal Aviation Administration  
Western Service Center - Operations Support Group  
1601 Lind Avenue SW  
Renton, WA 98057

Re: Extension of OAPM Environmental Assessment Public Comment Period

This comment is in reference to the Draft Environmental Assessment (DEA) released on March 25, 2014. The release included all chapters of the DEA and technical reports except the *Design & Implementation Team Technical Report*, which contains details to the enhancements of IFR procedures. This report was released on March 31, 2014. While the *Design & Implementation Team Technical Report* shows the anticipated procedure way points, it does not show altitudes of the new waypoints or the latitude/longitude of these new locations.

At the April 2, 2014 regular meeting of the SFO Airport/Community Roundtable (Roundtable), the group asked the attending FAA representation for additional design information be made public during the comment period, including altitudes of the way points and the procedure approach and departure plates. Should this information become available during the comment period, we anticipate the existing 30 day comment period will be inadequate to review the changes. We respectfully request a comment period extension of 60 days in anticipation of reviewing the waypoint and associated altitude information.

A key part of the Roundtable's mission is to continually abide by Article II Section 5 of its Memorandum of Understanding, "that the Roundtable members, as a group, will not take an action(s) that would result in the "shifting" of noise from one community to another, related to aircraft operations at San Francisco International Airport." It is our intention to fulfill this article for our stakeholders in San Mateo County and the City and County of San Francisco through a thorough review of the DEA in its entirety, including technical reports.

Regards,

A handwritten signature in blue ink that reads 'Cliff Lentz'.

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



To the Portola Valley Town Council  
For their meeting on April 23, 2014

In reference to plans for the development of the Mid-peninsula Regional Open Space District property called the Hawthorns

From the minutes of their meeting on April 10, 2014, the Nature and Science “Committee decided to share their vision for the Hawthorns with the Town Council at their meeting scheduled for April 23. Materials will need to be sent for the packet on April 16. Treena and Yvonne will discuss the Letter of Interest, and Paul will discuss the Vision of MROSD. Other committees and organizations will no doubt have speakers for their particular interests. All are encouraged to attend.”

At this time, the supporters of the plan are asking only for the encouragement and blessing of the Town Council to give the impetus needed to embark on the task of providing a nature center and a history and art center at the Hawthorns to benefit the entire greater Portola Valley community.

Yvonne Tryce, Chair of the Nature and Science Committee  
April 16, 2014

Attachments:

1. “Exhibit A” (early draft)
2. “Hawthorns Historic Complex Request for Letters of Interest for Partner Selection & Negotiation”, April 3, 2014
3. “Historic Resource Study – Summary of Findings”

## EXHIBIT A (early draft)

Organization or individual name

Portola Valley Community

Street address

City

Portola Valley

State

CA

ZIP code

94028

Web site (if applicable)

Provide a brief description of your organization and its mission

Our organization is composed of residents of Portola Valley and the surrounding area with various interests encompassing nature, history, art, hiking, bike riding, horseback riding, gardening, and conservation. Their common goal is to increase appreciation for Portola Valley's natural and historic environment by providing opportunities for residents and visitors to observe and study local natural and cultural history through sharing of local natural history and historic archives, and preservation of local plant, animal, and geologic specimens as well as historic structures. The Hawthorns is the focal point of this gathering of community interests as a local treasure with both natural and historic elements as well as opportunities for community sharing of art and other common interests such as hiking or riding.

Contact person

Yvonne Tryce

Phone

(650) 851-8888

E-mail address

[ytryce@yahoo.com](mailto:ytryce@yahoo.com)

### **Proposed Use(s)**

Describe in detail the proposed use(s) of the site. Please also specify whether the use is residential or non-residential. Indicate which structures and land area are proposed for reuse. Explain the benefits of the proposed reuse.

Our proposal is to use the main floor of the garage for a nature center/interpretive center (non-residential use). The upstairs apartment of the garage would house a caretaker to ensure safety and provide maintenance (residential use). The added on shed would be removed and the outside stairs to the upper level repaired, replaced, or removed.

The first floor of the main house would be used as a history museum with artifacts from the era and historical information about the area. That area would also be used as a rotating art gallery of local artists work (non-residential). Temporarily, the upper floors would be used for storage of the Town's historical archives (non-residential). As funds become available, upper floors might be restored for residential uses, possibly helping the town meet below market rate housing requirements.

The cottage would be restored to its historical past on the outside. The inside would be used for a site where small gatherings of youth groups such as scouts or 4H could meet. Repairing and repainting of the interior could be Eagle Scout projects or meet badge requirements. (Non-residential)

The barn would be restored to a level to maintain its presence, and, if funds should become available to make it safe, be used again as a barn for local residents to keep their horses or as a studio for local artists to do their art work.

The grounds would be developed with a native plant garden for use of the interpretive center and the gardens near the house developed with varieties of plants that would have been planted in the Victorian era during which time the Allen family lived there. The open area could be used for vegetable gardens again as befits a "Gentleman's Farm". One of the sheds might be used to store old-fashioned farm equipment such as a plow. The woody area overlooking the creek would be a great setting for picnic tables.

Our proposal includes the interests of the whole town. We have extensive collections of natural artifacts to share with the community through the proposed nature center. Display furnishings and posters, as well as a large collection of nature and science books would also be made available.

The Town Historian has a marvelous collection of materials of the area and would like to be able to share them with the public and save the historical treasure called the Hawthorns for the people of the town and surrounding area.

Artists would love to find a location where artists can regularly display works of art as they used to be able to do in the old Town Center.

Conservationists want to preserve the creeks and native plants and animals of this beautiful valley and want to see a use of the property that will meet their aims, and educate the public through an interpretive center.

Riders and hikers hopes to see trails that are friendly to both horses and bikes as well as hikers and would love to have a chance to enjoy the beautiful scenery of the Hawthorns.

The local scout troops are looking for a place to call their own where they can gather to work on badges or even sleep under the stars.

The benefits of our proposed use of the property are many. Directly in line with MROSD goals, our proposal will restore the natural environment by controlling invasive plants and planting native plants to improve habitat and creeks; provide connections with schools and scientists; open up lands to all including the disabled and young people; emphasize learning about the environment and promoting good stewardship through the nature center; honor and learn about the heritage of the lands and the past ways of living; encourage volunteer stewardship; and provide rich opportunities for visitors.

**Proposed Public Access**

Please describe the level and type of public access that is included as part of your proposal. Please include an explanation of when and how often the historic complex would be made open and accessible to the public. Describe level of interest in working with the District to provide a robust interpretive program on site.

Our proposal would be to have the nature center open to the public at least on weekends and for groups such as school classes or other organizations by reservation during the week. The public access would be similar to that at the Daniels Interpretive Center. This center would be served by knowledgeable volunteer docents from the local community as well as seasoned MROSD volunteers. Portola Valley is blessed with many scientists, naturalists, and geologists, including many retired from the nearby USGS. On the Town's Science and Nature Committee are a former high school science teacher, a retired district science resource teacher, and a middle school science teacher, all focused on experiential science lessons. Because the site is only a short walking distance from three local schools, there could be close interaction between the nature center and the local schools to enrich the program.

We have an amazing collection of animal specimens, including a stuffed river otter, bobcat, porcupine, skunk, and assorted rodents. The collection also includes many bones, including a huge whale vertebrae, skulls of domestic animals (horse, cow, sheep), and deer and various carnivores. There are also a large number of bird specimens, as well as bird feathers, nests, and eggs. In addition there is a large collection of rocks and minerals including geodes, petrified wood, crystals, and various fossils. There are also insects, oak galls, bee hives, and wasp nests. In short, we already have the materials for a richly endowed nature center. We also have teaching curriculum and materials to develop the program including a large assortment of nature and science books and posters.

The historical aspects of the site would be focused on the main house. That site would be open for public view on Thursdays from 3:00 to 5:00 p.m. with current Town volunteers, but, with additional volunteers, we could extend the times available. Special arrangements would also be made for school groups who were interested in the historic aspects of the site. In addition, the artists would have times when they would hold exhibits of their art work.

The grounds would be open daylight hours year round similar to the Arastradero Preserve. The native plant garden would be labeled to provide information about the plants for people who visit the grounds without a docent.

### Proposed Implementation Schedule

1. Fill in the outline schedule below indicating the number of months you believe will be required to implement your proposal. Refer to RLOI item 13.b.iv for a description of each phase.
2. Provide a brief description regarding your phased implementation

#### 1. Negotiation phase

Develop draft lease and funding plan, 3-6 months

#### 2. Approval phase

Take to District Board for approval, 2-4 months

#### 3. Design phase

Submit schematics to District and submit confirmed budget

#### 4. Permitting phase

Obtain required permits and then assume lease responsibilities

#### 5. Construction phase

##### A. Hire exterminator

Plan parking and roads areas and do basic layout and substructure

Bring in water and electricity and decide if sewer hook-up or septic tank

Remove shed on side of garage and other collapsed structures on property

Remove, repair, or replace exterior staircase on garage

##### B. Re-roof garage, then mansion, then cottage

Perform necessary foundation work on cluster: garage, then mansion, and cottage.

Rewire the garage and repair plumbing.

Work on garage interior only as necessary for use of garage as staging/storage area.

##### C. Prepare garage apartment interior for occupancy.

Move caretaker into apartment. \*

Re-wire and repair first floor of mansion.

Replace all broken windows.

Repair and paint the exteriors of the garage, mansion, and cottage.

##### D. Complete interior of garage.

Lay fresh gravel on parking areas and roads.

Move nature center into garage. \*

##### E. Plant a native-plant garden around garage to enhance the nature center.

Plant a heritage garden with plantings typical of the 1890s around the mansion.

Complete interior of first floor of mansion.

##### F. Do safety repairs and rewiring of cottage

Youth fix up and paint interior of cottage.

Develop a picnic area with rustic outdoor tables and benches overlooking creek.

##### G. Repair and remodel upper floors of mansion as necessary to be used for residences.

##### H. Stabilize the barn structure.

Determine usage of barn and do work in accordance with decision (artists or horses)

##### I. Develop agricultural plans for the property as a demonstration of a Gentleman's Farm.

#### 6. Occupancy phase \*

Upon completion of garage apartment, caretaker would move in.

Upon completion of garage, nature center would move in.

Upon completion of first floor of mansion, historical artifacts and art works move in.

Upon completion of the cottage, youth materials and events move in.

Upon completion of upper floors of mansion, tenants might move in or other uses

Upon completion of the barn, might be used for stables or artist's studios.



### Preliminary Budget

1. Please fill in the outline budget below with the conceptual budget for your proposed project.
  2. Please include a brief description of your budget and proposed phased budget break-down.
1. Design and Engineering: We are currently working with Bill Stronck who has done quite a few historic restorations in San Mateo County including the Folger Barn and County Courthouse.
  2. Permitting: Since the project is in Portola Valley, these costs will depend on the Town.
  3. Construction (Total)
    - Infrastructure: With some possible assistance from MROSD, especially if the bond issue passes. (See the Bond issue for Project Area 6. "Windy Hill: Trail improvements, preservation, and Hawthorns historic restoration partnership")
    - Site improvements: Will need to bring in new water, electrical, and sewer connections from the street
    - Structure improvements: \$100,000 to replace roofs with fire resistant shingles  
Need further inspection to determine need for foundation work and check structural elements for termites, dry rot, etc. Possible asbestos removal or lead paint to deal with
  4. Annual or Periodic Maintenance & Operation
    - MROSD will maintain the natural areas, and we would depend on volunteers for broom and weed removal near the structures. However there would be on-going costs to keep the trees near the buildings trimmed for fire safety.
    - The structures will need periodic exterior painting and re-roofing and on-going maintenance of plumbing and electrical systems. If a caretaker can live cost-free in exchange for maintaining the property, this would cover all but the infrequent major expenses such as re-roofing.

The amount of money need to complete this project is hard to estimate at this time. As the contractor is able to study the property more closely, a clearer idea of the actual costs should emerge. At this time, it is felt that probably \$9,000,000 will be needed to put in the nature center and the first floor of the mansion. These are the areas that are our highest priority. Since we would need to cover the infrastructure first, this number is proportionally higher than later expenditures might be expected to run.

## 5. Financing

Provide a description of funding source(s) and financing approach that will be used to cover the project costs. Please include estimated amount funds the respondent(s) can commit toward the project. For example, is a fund-raising campaign proposed? Is respondent planning to create a non-profit or foundation to support fund-raising and use? Are any private or personal funds to be utilized?

Our proposal is to approach several known large donors for donations or matching grants. We would ask a known successful fund raiser to lead a fund-raising campaign similar to the highly successful fund-raising efforts of the past where Portola Valley residents and neighbors raised enough money to build a new town center and open the creek. In addition, we will look into the possibility of obtaining grant money. For ongoing support, we will establish "Friends of Hawthorn" which will serve to cover ongoing financial costs and provide volunteers to maintain the buildings and adjacent grounds. It is hoped that the MROSD bond issue will pass in June and provide enough funds to reduce the need for an extended capital campaign. Money being raised will be placed in a special account set up at the Silicon Valley Community Foundation. The project would proceed in phases with the infrastructure being funded first, followed by the essentials including roofing and exterior work such as foundations in order to maintain the integrity of the structures. The development of a nature center in the garage would provide the first useable space, with the mansion first floor restoration following. Repair, replacement, and completion of the upper floors and of other structures would follow. We would ask MROSD to do the roadwork and trails on the property and to provide areas for adequate parking for construction vehicles and later Hawthorns visitors.

### ESTIMATED VERY PRELIMINARY BUDGET INCOME

Donations from major donors	\$6,000,000
Grant from a foundation	1,000,000
Donations from campaign	<u>2,000,000</u>
TOTAL	\$9,000,000

Open Space Acquisitions grant 3,000,000  
 Might be possible if needed to complete the plans

**Preferred Terms of Partnership Agreement**

As part of the description, please include the preferred length (years) of the lease/partnership.

Our preference would be to have a long-term partnership. Perhaps a short-term lease for the first year or maybe two as we are better able to assess the scope of the project, followed by a thirty to fifty year partnership lease with the option to renew every thirty to fifty years would be reasonable.

We would ask MROSD to maintain the roads, trails, and parking areas by periodically adding gravel and directing drainage. We would want security on the property through the frequent presence of a ranger. We would like to have approval for a caretaker to live in the apartment over the garage to provide security for the buildings and maintenance work. We would also ask that MROSD keep the surrounding area free of flammable debris.

We would renovate and maintain the three main structures in the Hawthorns complex and the grounds immediately adjacent to the structures. Renovation would take place in a phased development.

THIS DOCUMENT IS PRELIMINARY AND IS NOT AN OFFICIAL DOCUMENT UNTIL THE ORGANIZATION SUBMITS IT TO MROSD; THEREFORE, STATEMENTS HEREIN MAY OR MAY NOT BE ACTED UPON OR EVEN BE FOUND TO BE ACCURATE.



MIDPENINSULA REGIONAL OPEN SPACE DISTRICT  
330 DISTEL CIRCLE  
LOS ALTOS, CA 94022  
650-691-1200

## **Hawthorns Historic Complex Request for Letters of Interest for Partner Selection & Negotiation**

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**Released  
4/3/2014**

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**Hawthorns Historic Complex  
Request for Letters of Interest for Partner Selection & Negotiation**

**Table of Contents**

**1. Purpose of this Request for Letters of Interest (RLOI) ..... 5**

**2. Obtaining the RLOI ..... 5**

**3. Schedule..... 5**

**4. Mandatory Site Visit & Submission Deadline..... 7**

**5. District Contact ..... 7**

**6. District Background Information ..... 7**

**7. General Description of the Hawthorns Historic Complex..... 7**

**8. Zoning & Jurisdictional Requirements..... 8**

**9. Public Access..... 8**

**10. Maintenance & Operations..... 9**

**11. Lease Terms: Partner Interest in Property ..... 9**

**12. Other Requirements..... 9**

**13. Letters of Interest Submittal Requirements..... 10**

**14. Letters of Interest Proposal Delivery Requirements..... 12**

**15. Evaluation of LOI & Selection of Potential Partner ..... 12**

**Exhibits ..... 13**

**FIGURE 1 ..... 15**

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## **Hawthorns Historic Complex Request for Letters of Interest for Partner Selection & Negotiation**

### **1. Purpose of this Request for Letters of Interest (RLOI)**

In 2011, the Midpeninsula Regional Open Space District (District) received the 79-acre Hawthorn property located in the rural community of Portola Valley, California. The property was a gift from the Woods family and has been incorporated into the District's Windy Hill Open Space Preserve. The entire property is covered by a conservation easement held by Peninsula Open Space Trust (POST). Refer to Exhibit B for easement details.

The Hawthorns Historic Complex, previously referred to as "The Hawthorns," is comprised of various structures and old olive groves, which were developed on the site between the 1880's and the 1920's (refer to Figure 1, Page 15). The District does not have the expertise or capacity to renovate the structures and is interested in teaming with a partner (or partners) to develop, refurbish and/or reuse the historic complex. To that end, the District is issuing a Request for Letters of Interest (RLOI) to solicit input from interested parties for the reuse of the Hawthorns Historic Complex.

The District seeks to provide an open and fair public process for obtaining concept-level proposals from potential partners. The RLOI process has been designed to identify a short list of potential partners with whom the District can engage in discussions to develop a mutually beneficial partnering approach. Through the RLOI process and selection criteria described herein, the District expects to select the best qualified partner(s) with whom to negotiate terms and conditions for a long term lease.

The RLOI process requires that potential partners have a conceptual understanding of the scope, schedule and cost of their proposed reuse of the site. The minimum submittal requirements detailed herein are designed to ensure that proposals are supported by sufficient assessment to establish feasibility (refer to Item 13).

The information presented within this RLOI has been kept at a minimum; the supporting exhibits provide essential detailed background information to inform potential partner proposals.

### **2. Obtaining the RLOI**

The RLOI is comprised of this document, Figure 1 (site map, pg 15), and Exhibits A through E. The full RLOI and supporting materials are available to interested parties electronically via the District website ([http://www.openspace.org/plans\\_projects/hawthorns.asp](http://www.openspace.org/plans_projects/hawthorns.asp)). A hard copy of the entire package is available for review at the front desk of the Midpeninsula Regional Open Space District at 330 Distel Circle, Los Altos, CA 94022. The District is open 8:30 a.m. to 5:00 p.m. Monday through Friday (except federal holidays). This hard copy must remain at the District for public reference and therefore cannot be removed from the District premises.

### **3. Schedule**

The following schedule lists the key phases, milestones, and anticipated completion date for each milestone. The time frames for RLOI review, negotiation and selection may change depending upon the number of proposals received.



Phase	Milestone	Date
RLOI Proposal	Release of the RLOI	April 3, 2014
	Mandatory Site Visit #1	April 14, 2014
	Optional Site Visits #2	April 22, 2014
	Optional Site Visits #3	April 25, 2014
	RLOI Due	June 20, 2014
Review	District review of submitted RLOIs. Conduct initial interviews with all applicants.	June 23 – July 31, 2014
	Identify short list of potential partners; engage in detailed discussion of proposed reuse, funding, schedule, lease, site and restoration plan, terms and conditions.	July 2014 – October 2014
Negotiation & Selection	Select preferred partner(s); negotiate preliminary terms and conditions; develop preliminary lease to guide partnership; present partner(s) selection & proposed lease terms to Planning & Natural Resources Committee for review and input. See Item 13.b.iv.1	October 2014 – January 2015
Approval	Complete negotiations. Take final lease to the District Board for approval. Upon Board approval, execute lease with partner(s). See item 13.b.iv.2	January 2015 – March 2015
Design	Selected partner completes design of proposed improvements for reuse. Schedule dependent upon selected partner(s) and intensity of proposed reuse and funding capacity. <b>Proposed duration of design phase should be included in respondents' proposal response.</b> See item 13.b.iv.3.	
Permitting	Partner obtains regulatory approvals and permits for proposed reuse. Schedule dependent upon selected partner(s) and intensity of proposed reuse and funding capacity. <b>Proposed duration of permitting phase should be included in respondents' proposal response.</b> See item 13.b.iv.4.	
Construction	Construction phase dependent upon selected partner(s)' intensity of proposed improvements and reuse, permitting requirements and reuse funding. <b>Proposed duration of construction phase should be included in respondents' proposal response.</b> See item 13.b.iv.5.	
Occupancy	Partner begins occupied use of the property. See Item 13.b.iv.6	

#### 4. Mandatory Site Visit & Submission Deadline

- a. Mandatory Site Visit - All interested parties **must attend the Mandatory Site Visit**, to be held on April 14, 2014. In order to receive the details for the site visit, **RSVP by April 12 to Jeannie Buscaglia, [jbuscaglia@openspace.org](mailto:jbuscaglia@openspace.org), 650-691-1200**, and indicate how many people will be in your party. You will then receive instructions regarding time and meeting location for the mandatory site visit.
- b. Submittal Deadline - Responses to this RLOI must be received no later than **5:00 pm, Friday June 20, 2014**. See Item 13, “**Letter of Interest Submittal Requirements**”.

#### 5. District Contact

Submittals and inquiries should be directed to:  
 Ariel Shaw, Planner I, 650-691-1200 ext.531  
[ashaw@openspace.org](mailto:ashaw@openspace.org)

#### 6. District Background Information

The District is a local government agency whose mission is to purchase, permanently protect, and restore lands forming a regional open space greenbelt, and provide opportunities for low-intensity recreation and environmental education. For further information about the District, please visit: [www.openspace.org](http://www.openspace.org).

#### 7. General Description of the Hawthorns Historic Complex

- a. Historic Background (refer to Exhibit C, Historic Resource Study)

The site has a history of ranching and “gentleman farming”. It is believed that as early as 1875 a large barn (Lower Barn) was erected on the site followed by a small “homestead” or “pioneer” house (The Cottage) in 1885. The primary family home (Hawthorns House) was constructed in 1886 by the Allen family. The remaining olive trees that were originally planted by the Allens may be the only examples of historic olive groves left in the Town of Portola Valley.

The Hawthorns Historic Complex appears eligible for the National Register of Historic Places as a historic district under Criterion A (broad patterns of history) at the local level with importance in the areas of agriculture, architecture, and social history. Once one of many such properties in the vicinity, the historic complex represents the social, agricultural and architectural history of a San Francisco Peninsula estate property, both for use as a year-round family house and as a summer retreat. It retains a remarkable level of historic integrity.

The District does not propose to apply for historic designation at this time. Instead, the District will be focusing its efforts on identifying a partner or partners and reaching agreement on reuse plans.

The historic complex is located at the southeastern side of the property and is comprised of three distinct zones (*refer to Map, Figure 1, pg 15*):

- i. Hawthorns House Zone – includes three major structures: the Hawthorns House, Garage, and Cottage;
- ii. Barn Zone – includes the Lower Barn, coachman’s quarters, and several outbuildings;

- iii. Olive Grove Zone – includes remnants of the old olive orchards and a portion of the estate’s road system.

Potential partners may propose reuse within any or all of the three zones listed above. The Public Use Zone and the Alpine House Zone that are shown on the Figure 1 map are not subjects of this RLOI.

A complete understanding of the historic context of the site is necessary for any proposed reuse. Potential partners may have some latitude to suggest changes in their proposed reuse of the site and structures; however, work proposed must be consistent with the overall historic context. Examples of what would and would not be feasible are included in Appendix E, Guidelines for Development and Reuse of the Hawthorns Historic Complex.

- b. Condition of Existing Structures (refer to Exhibit D, Structure Conditions Assessment)  
The historic structures on this property have not been inhabited, utilized, or maintained for many years and have sustained considerable deterioration. Of the four major structures on site, the Hawthorns House and the Garage are in the best overall condition and are therefore the most likely candidates for reuse. The Cottage and the Barn are in poor condition, but may be appropriate candidates for restoration for interpretative purposes.

General recommendations as outlined in Exhibit B include significant rehabilitation work on the Hawthorns House and the Garage, including new roofs, thermal and moisture protection, and extensive utility upgrades. The Cottage and the Lower Barn are recommended to be retained and stabilized for exterior viewing only.

Potential partners will need to fully understand the conditions of the structures they propose to reuse/renovate, and the Conditions Assessment report is intended to provide an overview only. On-site verification of conditions by potential partners is required to inform their reuse proposals.

## **8. Zoning & Jurisdictional Requirements**

- a. Zoning - According to the Town of Portola Valley, the Hawthorn property is zoned RE - Residential Estate. Any proposed use will need to adhere to the Town of Portola Valley Zoning Ordinance. Any non-residential use would require a Conditional Use Permit. Potential partners are responsible for all coordination and associated costs to obtain compliance with the Town of Portola Valley zoning regulations.
- b. Jurisdictional requirements – Dependent upon the proposed reuse, the permitting and jurisdictional requirements may vary. Potential partners are responsible for verifying and meeting all permitting and jurisdictional requirements. All costs associated with permitting are the responsibility of the partner.
- c. For more information regarding jurisdictional requirements refer to Exhibit E.

## **9. Public Access**

- a. The potential partner will be required to provide some level of public access to the historic complex. If the proposed use is to re-establish the entire complex, or portions thereof, as a private family residence, public access may not be limited to less than two times per year. If the proposed use inherently allows public access (for example, a community center or museum) then a greater level of public access would be provided as part of the proposed use.

- b. In the future, the remainder of the Hawthorn Property (located outside the historic complex) is planned to be opened to the general public, with a developed trail system that may extend near or along the periphery of the historic complex. The actual timeline for public access is still unknown. Nonetheless, public use is anticipated within the Public Use Zone and may extend into the Olive Grove Zone (refer to Map, Figure 1, pg 15).

#### 10. Maintenance & Operations

- a. The maintenance and operations costs specifically associated with a partner's use of the site would be the responsibility of the partner. These costs include security, grounds maintenance, tree clearing, maintaining fire clearances, and all upkeep and repair costs associated with a residence or business.
- b. The District will be responsible for the maintenance and operations for the lands outside the historic complex.
- c. The details and boundaries for maintenance and operations could be dependent upon partners' proposed use and would be developed during the partner negotiation phase. Minimally, for the purposes of the RLOI, a potential partner should anticipate being responsible for the maintenance and operations requirements associated with the structures /areas they propose for reuse and a 100' diameter boundary around that structure/area. Refer to Item 13.b.v.4.

#### 11. Lease Terms: Partner Interest in Property

- a. The only portions of the Hawthorn property available for partner proposals are those included in the historic zones as shown on the Map in Figure 1, page 15.
- b. A partner's interest in the portion of the historic complex they intend to use would be secured through a long term lease, negotiated with the District subsequent to the RLOI process.
  - i. The District has used this approach for previous partner arrangements, including leases at Picchetti Winery and the Fremont Older House. As a part of the Partner LOI proposal, proposer should indicate in their cover letter the desired lease duration (years) and cost (yearly or monthly "rent").

#### 12. Other Requirements

- a. Conservation Easement – A conservation easement is held by Peninsula Open Space Trust (POST) across the entire Hawthorn Property, including the historic complex. This easement will remain in effect in perpetuity. Refer to Exhibit B. All proposals, uses, and lease arrangements will need to be reviewed and approved by POST. All proposals must comply with the terms and conditions set forth within the conservation easement.
- b. Tax Implications – Potential partners shall be responsible for confirming and paying all taxes associated with their proposed use of the property. Although the District is a tax-exempt entity, District tenants are not exempt from taxes. For example, District tenants' leases include the following reference to Possessory Interest tax:
  - i. *Possessory Interest Tax Tenant acknowledges that Tenant's interest in the premises under this Agreement may now or hereafter be subject to a possessory interest tax imposed by the County in which the premises are situated or by other lawful governmental authority. Tenant shall pay any such possessory tax prior to delinquency thereof, and shall not be entitled to offset the amount of such tax against rent payable under this Agreement.*
- c. Insurance & Indemnity – During the negotiation phase, the District will work with potential partners to evaluate risk and develop the insurance and indemnity requirements that would

be include in the partner lease. For the purpose of the RLOI response, potential partners should assume they will need to carry full property and liability insurance naming the District as an additional insured as well as indemnifying the District against any claims arising out of the partners' use of the site or structures.

### 13. Letters of Interest Submittal Requirements

The following requirements must be met for a respondent's Letter of Interest proposal to be evaluated:

- Attend the Mandatory Site visit (see item 4)
- Complete and submit a Cover Letter (see item 13.a)
- Complete Exhibit A. (see Item 13.b)

All respondents shall submit for District review the following information:

- a. Cover letter –(no more than four pages in length) describing the following:
  - i. Reasons for interest in the site.
  - ii. Goals for site reuse.
  - iii. Benefits of the proposed reuse, which may include but are not limited to those pertaining to management of cultural and/or historic resources, enhancements to the surrounding natural resources, and improvements that support public access. Describe educational or interpretative materials or programs your proposal would facilitate to enhance public appreciation of the Hawthorns Historic Complex.
  - iv. Preference for land interest options (see Item 11).
  - v. Specific items or actions requested or expected of the District.
  - vi. Contact information
- b. Exhibit A –Letter of Interest Proposal Form Download the PDF from the Hawthorns project page on the District website ([http://www.openspace.org/plans\\_projects/hawthorns.asp](http://www.openspace.org/plans_projects/hawthorns.asp)) and fill out. The following details the information requested in Exhibit A.
  - i. Proposed Use(s) – Describe in detail the proposed use(s) of the site. Please specify whether the use is residential or non-residential. Indicate which structures and land area are proposed for reuse. Explain the benefits of the proposed reuse.
  - ii. Proposed Public Access - Clearly explain and indicate when and how often the historic complex would be made open and accessible to public access. Describe level of interest in working with the District to provide a robust interpretative program on site (Refer to item 9).
  - iii. Proposed Intensity of Use – Describe how many people and daily vehicle trips are anticipated, including maximum anticipated number of occupants. If a residential use is proposed, estimate how many occupants, automobiles, animals, etc., are proposed. If non-residential, estimate the level of staffing and visitation anticipated. If public use is proposed, explain the level of access, number of vehicles and site visits anticipated per day.
  - iv. Proposed Implementation Schedule – Provide an outline schedule for implementation of the proposed reuse. The schedule should include the anticipated number of months required to complete each of the following phases:
    1. Negotiation Phase with the District
      - The duration of this phase is dependent upon the type and intensity of the proposed use and type of lease arrangement desired, etc. (refer to Item 11.) Minimally, for low intensity use with a straightforward lease arrangement, a 3-month time frame should be set aside for the

negotiation phase. Higher intensity uses and/or a complicated lease arrangement could require 6 months or longer.

- a. During this phase, the proposed partner(s) and the District would develop a draft lease. The draft lease would minimally include the type of reuse proposed, draft terms and conditions, insurance and indemnification requirements, reuse parameters, a stipulated schedule for design, permitting, and construction, a preliminary budget, and a funding plan describing how the partner intends to finance the project.
  - At the end of this phase, the District would take the draft lease terms to the Planning & Natural Resources Committee (Committee) for review and input.
2. Approval Phase
    - Subsequent to Committee review and input, the lease would be refined as needed, then taken to the District Board for approval.
    - It is anticipated this phase could take 2-4 months, depending on partner(s)' intensity of proposed use and negotiated lease terms.
  3. Design Phase
    - Partner confirms regulatory, permitting, and code requirements for the proposed use.
    - Partner contracts with licensed architect/structural engineering firm to develop design and construction documents. Progress submittals to the District shall be completed at schematic, 50% and 100% design, and shall include site plans, floor plans, elevations & details as required to fully communicate the planned reuse.
    - Partner shall confirm budget for their proposed reuse at schematic and 50% progress submittal. Partner collaborates with District to address historic elements.
    - District reviews progress submittals to ensure alignment with the lease.
  4. Permitting Phase
    - Partner obtains all required permits for reuse of the site/structures.
    - At the end of permitting phase, partner(s) shall assume all lessee responsibilities, as laid out in the terms and conditions of the lease.
  5. Construction Phase
    - Partner completes construction activities on site.
  6. Occupancy Phase
    - Partner receives occupancy clearance and begins using the premises.

NOTE: Proposers responding to the RLOI may need to obtain limited assistance from a design or construction professional to develop the Implementation Schedule. *A detailed schedule is not required at this time;* however, the proposer needs to have a realistic understanding of the time required to complete the design, permitting and construction of their proposed reuse for the site/structures.

v. Preliminary Budget

Proposer shall prepare an outline budget for their proposed reuse. Minimally this outline budget shall include the following:

1. Design & Engineering Costs

2. Permitting Costs
3. Construction Costs
  - Infrastructure – including utilities (electrical, gas, water, sewer/septic)
  - Site improvements (grading, drainage, parking, road improvements, driveway access, landscaping)
  - Structure Improvements (demolition, remodel, renovations)
4. Maintenance Costs
  - Estimated annual or periodic maintenance costs for ongoing and periodic repairs. (Refer to Item 10).
5. Financing – description of funding source(s) and financing approach that will be used to cover costs associated with site improvements and rehabilitation, including estimated amount of funds the respondent(s) can commit toward the project. For example, is a fundraising campaign proposed? Is respondent planning to create a non-profit or foundation to support fundraising and use? Are any private or personal funds to be utilized?

NOTE: Proposers responding to the RLOI may need to obtain limited assistance from a design, cost estimating or construction professional to develop the preliminary budget. Detailed cost estimates are not required at this time; however, the proposer needs to have a realistic understanding of the financial requirements for implementation of their proposed use for the site and structures and the financial means for covering the anticipated costs.

vi. Lease Terms and Conditions

2. This includes the preferred length (years) of the lease / partnership and any specific lease conditions partner would propose.

**2. Letters of Interest Proposal Delivery Requirements**

- a. Respondents must deliver 4 hard copies and 1 electronic copy of the LOI Submittal Package (Letter and Exhibit A, see Item 13) to the following address by the deadline stated in Item 4 :
 

Midpeninsula Regional Open Space District  
Attn: Ariel Shaw  
330 Distel Circle  
Los Altos, CA 94022  
Email: ashaw@openspace.org  
Phone Number: (650) 691-1200
- b. Late responses will not be accepted. Respondents are solely responsible for assuring that responses are received by 5:00 pm, Friday June 20, 2014.

**3. Evaluation of LOI & Selection of Potential Partner**

- a. The District will evaluate all proposals submitted and conduct a series of interviews with applicants to review their proposals, discuss options, and determine whether proposals are feasible.
- b. The District will likely select a short list of proposals to review with POST and conduct additional interviews to identify and select a potential partner(s) for reuse of the Hawthorns Historic Complex.

- c. Partner(s) selection shall be based on the following prioritized criteria:
  - i. Compatibility with the District's mission and goals for the property
  - ii. Financial viability and capacity
  - iii. Conformance with the historic use and/or character of the site.
  - iv. Schedule and duration - due to on-going deterioration of structures, time is of essence; proposals that can be implemented sooner may be favored.
  - v. Ability to achieve mutual agreement regarding terms and conditions for the lease.

#### 4. Limitations

- a. Inquiry only, no contract – This RLOI is an inquiry only and the District has no obligation to enter into any contract or agreement as a result of this process. By responding to this document or otherwise participating in this process, no contract or agreement will be formed and no legal obligation between any respondent and the District will arise. Individual firms or teams that have not responded to this RLOI shall not be precluded from participating in any future qualification processes in relation to the project. The District is under no obligation as a result of this process and may decide not to proceed with any or all of the actions contemplated herein.
- d. Right to alter – The District reserves the right to alter any of this document, including any conditions and criteria outlined herein, which may include, but is not limited to, deadlines for submissions. The District reserves the right to cancel this RLOI process at any time. The District will make notification of any alterations or cancellations of this document by posting notice on the following website: [www.openspace.org](http://www.openspace.org)
- e. Cost and expenses – Each respondent is responsible for its own costs and expenses related to this process, including cost and expenses associated with preparing and submitting a response to this RLOI, participating in the process, and the provision of any additional information or attendance at meetings or interviews. No costs related to this RLOI will be reimbursable from the District.
- f. Ownership of submissions – The District will be entitled to retain all submissions and any other documentation received or related in response to, or otherwise related to, this RLOI.
- g. Non-confidentiality of information - Respondents are advised that the District is subject to the Freedom of Information Act with respect to any documents or other records provided to the District and, by law, are subject to disclosure to the public upon request. Therefore, Respondents should consider that responses to this RLOI will be public documents.

#### Exhibits:

- A. Letter of Interest Proposal Form
- B. POST Conservation Easement
- C. Historic Resource Study
- D. Structure Conditions Assessment
- E. Guidelines for Development & Reuse



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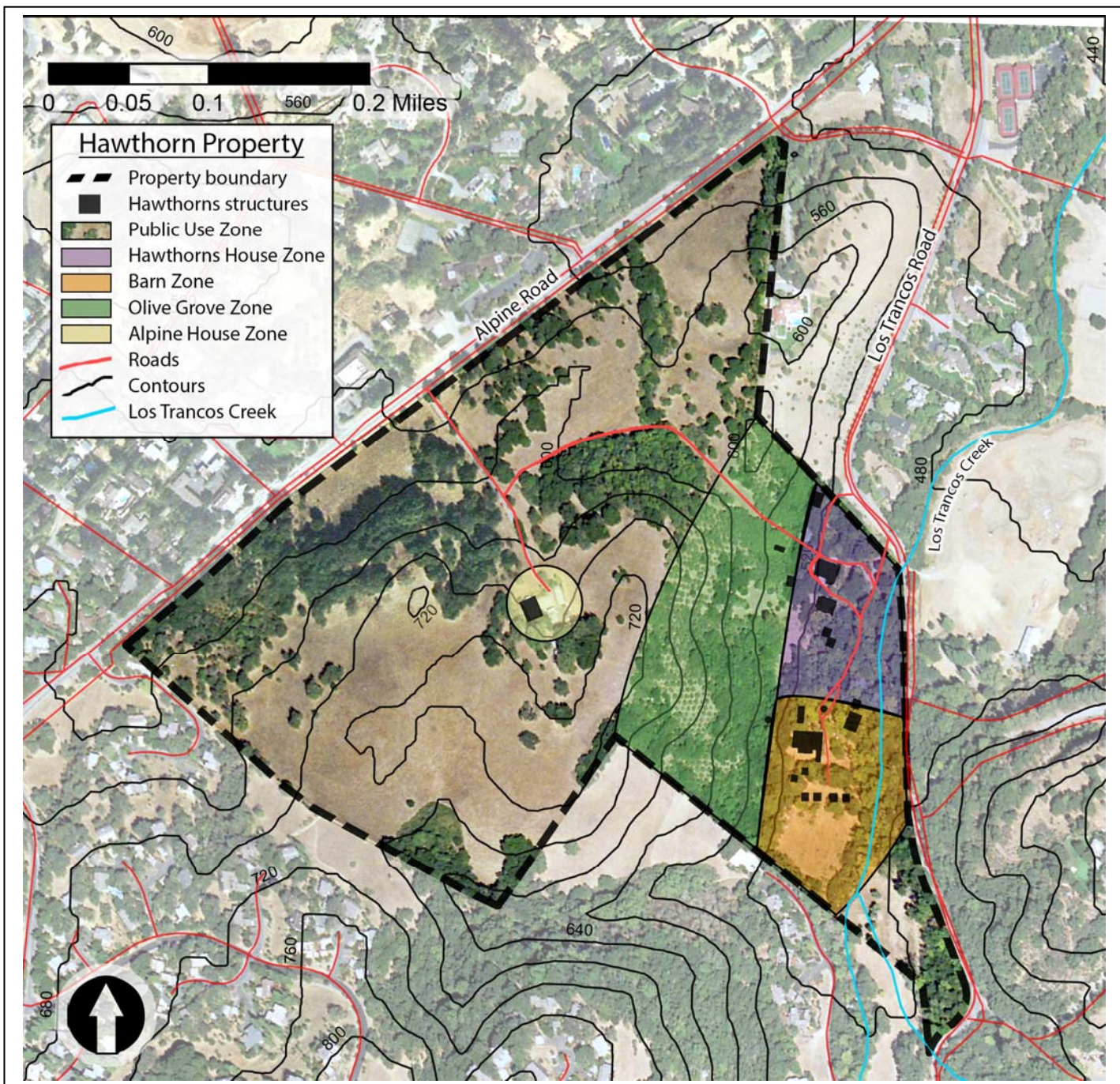


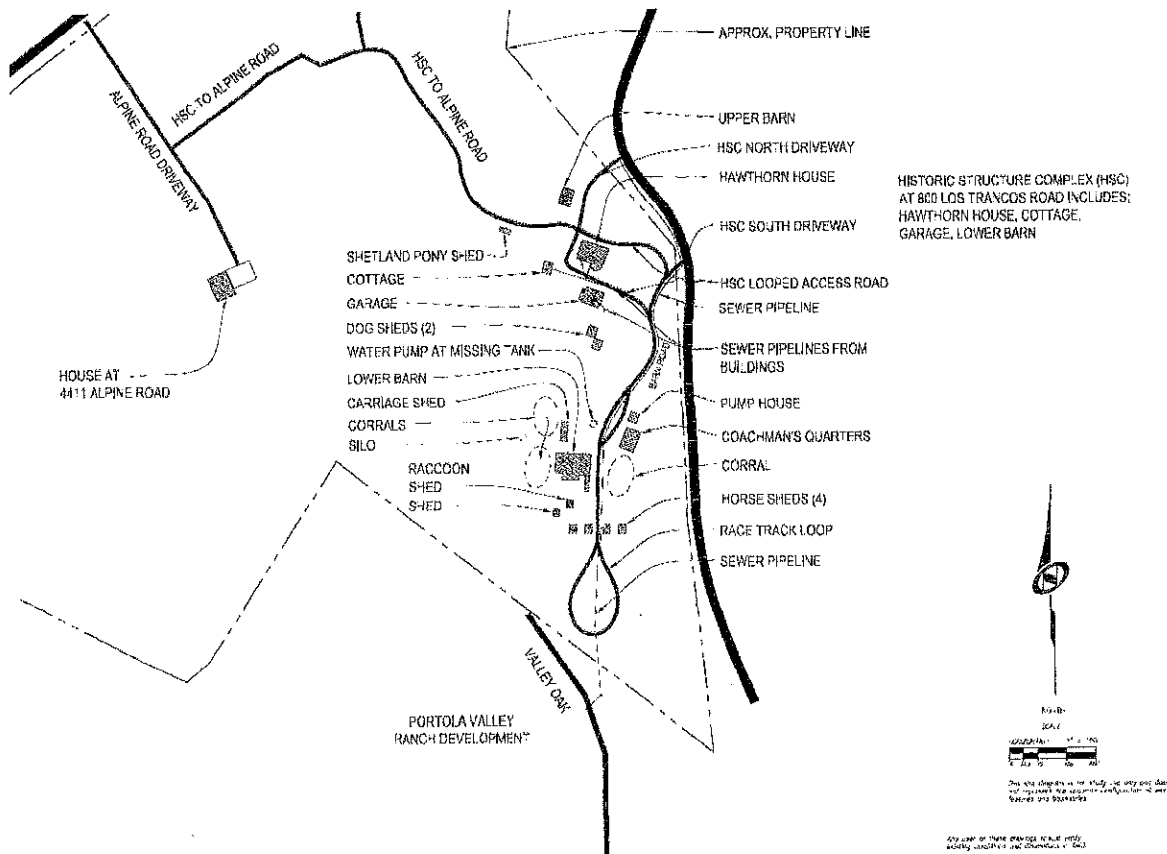
FIGURE 1

**HAWTHORN PROPERTY  
WINDY HILL OPEN SPACE PRESERVE**

**HISTORIC RESOURCE STUDY – SUMMARY OF FINDINGS**

**INTRODUCTION**

A Historic Resource Study was completed by Knapp Architects and Denise Bradley in the summer of 2013 for the Hawthorn Historic Complex, located on the Hawthorn Property within Windy Hill Open Space Preserve in the town of Portola Valley, California. A summary of the key findings from the Historic Resource Study are provided below.



*Hawthorn Historic Complex map, courtesy of Knapp Architects*

**SUMMARY OF KEY FINDINGS:**

1. **The Hawthorn Historic Complex (HHC) as a whole appears eligible for the National Register of Historic Places under Criterion A, broad patterns of history, at the local level. No one structure is deemed historically significant alone. The HHC demonstrates importance in the areas of:**
  - a. Agriculture
  - b. Architecture
  - c. Social History

2. **The HHC retains a remarkable and unique level of historic integrity**, even though some of the buildings and landscape features are in poor condition.
  - a. **The HHC remains relatively intact since the 1920s.** The Allen family purchased property in 1886 from the Martinez family. It was a small portion of the Martinez's Rancho El Corte de Madera. The Allen family sold to the Woods family in 1916. Woods completed additions and renovations to the estate in the 1920's. Since that time, little to no upgrades have occurred and the estate is relatively intact, closely resembling its appearance in the 1920s. The result is a high level of historic integrity, providing a strong sense of time and place.
  - b. Integrity features include:
    - i. Location
    - ii. Design
    - iii. Setting
    - iv. Workmanship
    - v. Feeling
    - vi. Association
  
3. **The Hawthorn HHC meets the definition of a Historic District Resource under the California Environmental Quality Act (CEQA).**
  
4. **Specific Historic & Cultural Defining Features include:**
  - a. **Excellent example of the "Gentleman's Farm":**
    - i. Serves as an example of small farming estates that merged agricultural uses and recreational activities.
    - ii. Lifestyle attracted middle and upper class families of San Francisco to the peninsula – facilitated by the development of the railroad.
    - iii. Cultural / landscape defining features of the Gentlemen's farm that are still extant at Hawthorn include:
      - Hawthorn House -built by Allen family in 1886-87
      - Barn - age unknown; likely built by Allen family at same time as House
      - Cottage - age unknown; assumed to pre-date House
      - Olive Orchard – planted by Allen family
      - Road System - gravel/dirt roads appear to all be of original Allen family period
      - Stone walls – appear to be constructed by Allen family
      - Fences – from both Allen and Woods family era
  - b. **Woods Era use of HHC reflects the change in pattern of settlement** on the peninsula from summer and weekend retreat to full-time residence. Although the Woods family retained a home in San Francisco, they eventually settled full time at Hawthorn.



*Hawthorn House, Allen era, north façade. Credit: G.T. White, 1893, Town of Portola Collection*

**5. The HHC includes a number of primary and secondary structures, as well as landscape features that lend significance to the site as a Historic District.**

- a. Primary structures:
  - i. Hawthorn House
  - ii. Cottage
  - iii. Garage
  - iv. Lower Barn
- b. Secondary structures:
  - i. Upper Barn
  - ii. Shetland Shed
  - iii. Dog Sheds
  - iv. Carriage Shed
  - v. Pump House
  - vi. Coachman's Quarters
  - vii. Raccoon Sheds
  - viii. Horse Sheds
- c. Landscape features:
  - i. Natural Topography – how structures/facilities were developed into site contours
  - ii. Olive Grove
  - iii. Clustering of Structures
  - iv. Internal Road network
  - v. Rock walls & edging
  - vi. Free-standing brick oven



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** April 23, 2014

**RE:** **Traffic Calming Policy Framework**

### RECOMMENDATION

The recommendation is that the Town Council:

1. Review the attached draft Traffic Calming Guide from the Town of Los Altos Hills as a policy framework or starting point for a Town of Portola Valley policy, and
2. Discuss elements of the Los Altos Hills guide that are either missing, should be omitted, or require enhancement when a Portola Valley policy is developed, and
3. Direct the Bicycle, Pedestrian, and Traffic Safety Committee (BPTS) to draft a traffic calming policy for Portola Valley using all or some of the Los Altos Hills guide as a starting point for their work.

### BACKGROUND

At the March 12, 2014 Town Council meeting, staff and the BPTS transmitted their reports detailing work in response to traffic concerns on Corte Madera Road expressed by residents in the neighborhood. In response to the report and public comment, the Council requested that staff return with three pieces of information. First, the Council requested that staff identify a policy framework that could be relied upon to systematically respond to requests from residents for traffic calming measures. Second, the Council requested that staff return with an estimate to conduct a traffic study in the Corte Madera neighborhood. Third, the Council requested guidance from the Town Attorney regarding signage. It is staff's recommendation that the Council first address the broad policy question of how and when to implement traffic calming measures since decisions on Corte Madera Road could impact other streets in town. This report focuses only on the policy framework requested by the Town Council.

### DISCUSSION

On the Town Council's request for a traffic calming policy framework, staff is recommending that the Town look to what other cities have done in this area and gauge if any of those policies/guides would work well in Portola Valley. Staff reached out to Menlo Park, Redwood City, Woodside, Atherton, and Los Altos Hills for their traffic calming policies. Neither Woodside nor Atherton currently has formal traffic calming policies/guides.

Menlo Park and Redwood City both possess guides that address concerns not present in Portola Valley and, therefore, would require significant modification. The Town of Los Altos Hills (LAH) has worked on a Traffic Calming Guide for the past two years and it is scheduled to be considered for approval by the LAH City Council on May 15, 2014 (Attachment 1).

While not fully adopted by the City Council, the LAH Traffic Calming Guide (LAH Guide) appears to be most easily adapted to meet the needs of Portola Valley. The LAH Guide has been in development for over two years and the attached draft reflects work by the LAH Traffic Safety Committee and the LAH Planning Commission. The LAH Guide might serve as a useful starting point for Portola Valley since roads in the two towns share some similarities: steep and narrow roadways, a roadside trail system with gaps in continuity, private roadways, and concern about hazardous driving in close proximity to schools. It is important to note that LAH used the Town of Moraga's guide as a starting point and has customized the Moraga policy to meet the needs of their community.

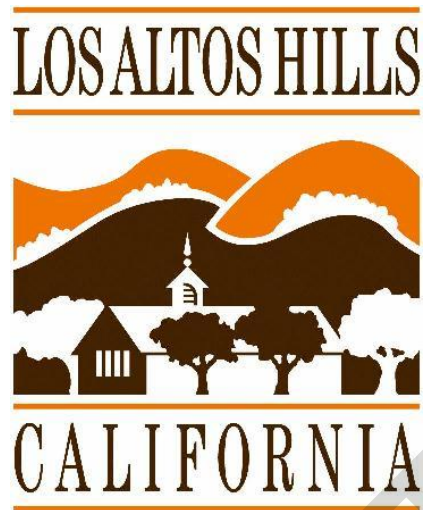
If the Town Council generally concurs with the direction of the LAH Guide and a decision is made to ask the BPTS to develop a similar document for the Town, staff recommends that the Council provide some guidance on the "test-and-measure" approach which has historically been used by the Town. BPTS Committee member Leslie Latham details possible additional "test-and-measure" efforts for Corte Madera Road in an email detailing her feedback on the issue following the Town Council's March 12<sup>th</sup> meeting (Attachment 2). If the Council supports "test-and-measure" efforts, guidance should be given to the BPTS that "test-and-measure" be included in the policy/guide since the LAH guide does not include this approach.

### **FISCAL IMPACT**

There is no fiscal impact associated with this action.

### **ATTACHMENT**

1. Draft Los Altos Hills "Traffic Calming Guide, version1.1", November 24, 2013
2. "Input to Town Council following 3/12/14 Discussion of CM", email from Leslie Latham dated March 14<sup>th</sup>



**Town of Los Altos Hills  
Traffic Calming Guide  
Version 1.1  
November 24, 2013**



# Table of Contents

<b>Introduction</b>	2
Purpose, Goals, and General Policies	2
<b>Key Program Elements</b>	5
The Four Es	5
Traffic Calming Measures	6
<b>Implementation Process</b>	7
Getting Started	7
Level 1 Implementation	8
Level 2 Implementation	9
Level 3 Implementation	11
Implementation Suggestions	12
Funding	14
Town Sponsored Projects	15
<b>Additional Information</b>	16
Common Questions	16
Forms	18
Contact Information	19
Glossary	19
<b>Appendix: Traffic Calming Tools</b>	20
Level 1 Tools	20
Level 2 Tools	22
Level 3 Tools	25

# Introduction

The Town of Los Altos Hills is committed to providing safe streets for everyone. There are many methods for accomplishing this through traffic calming devices and methods, road improvements, improving visibility of signage, foliage trimming to improve visibility, etc.

## Purpose, Goals, and General Policies

### Purpose

The purpose of this guide is to provide:

- The goal and policy framework for implementing traffic calming measures in Los Altos Hills
- An outline of the key program elements for identifying and executing specific traffic calming methods
- A description of the major implementation steps
- An understanding of the various tools available for traffic calming

The success of traffic calming relies on the cooperation of concerned citizens working in conjunction with the town staff and their coordination with county, neighboring cities, and state. The program described in this guide is intended to help citizens become involved and team with Town staff to address traffic problems.

Note: It is not the purpose of this guide to address provisions of pathways, road routing, or non traffic related issues.

### Goals

This document supports the Los Altos Hills General Plan and Circulation and Scenic Roadways Element and intends to achieve the following specific goals through the provisions of the traffic calming program.

- Improve driver attention, awareness and behavior
- Promote safe and pleasant conditions for motorists, pedestrians, equestrians and bicyclists, with attention to streets, bike trails, and pathways
- Preserve and enhance pedestrian, equestrian, and bicycle access to destinations within the Town.
- Encourage citizens to be involved in traffic management activities
- Provide a process to equitably address citizen requests
- Preserve safe response times for Sheriff and Fire Departments

- Ensure traffic measures are consistent with the character of the town as documented in the General Plan (e.g. by “preserving the semi-rural character of the community” as prescribed in paragraph 102 of the Land Use Element)

## Policies

A number of overarching policies create the framework for traffic calming as described in this guidebook. The Town supports the following policies:

- Signage should be minimal and as unobtrusive as possible to preserve the semi-rural nature of the town (ref. Goal C-5 of the Circulation Plan). “The Town should orient and locate street signs in a manner that does not create a cluttered look. This should not be at the expense of safety.”
- Signs and devices that include lighting should avoid light spillover and nuisance to residents (ref. Goal C-5 of the Circulation Plan: “New streetlights shall be generally prohibited to avoid light spillover and nuisance to residents.”)
- Most of our roadways are shared. As such, impacts on all users (vehicles, pedestrians, cyclists and equestrians) will be taken into account, particularly in areas where pathways do not exist.
- The Town will work cooperatively with residents and schools to implement a variety of measures to reduce traffic speeds and/or volumes on town streets if appropriate and feasible
- In accord with Sheriff and Fire Department guidelines, impacts on emergency vehicle response times will be minimized
- Permanent traffic calming measures will be designed and installed in conformance with sound engineering and planning practices
- Consideration will be given to the effect traffic calming measures on one street may negatively impact other streets

## Priorities

Town resources are limited. When addressing traffic calming issues, the following general rules may be applied to prioritize multiple requests:

1. **Documented and Recurring Safety Issues:** Well documented problems with frequent occurrence will take top priority. Examples: areas of frequent car or bike accidents, or areas that cause confusion between different types of roadway users (bikes, vehicles, pedestrians).
2. **New Safety Issues:** The first step for newly reported issues will be to document and verify the scope of the problem.
3. **Traffic Flow Issues:** Examples are obstructions, poor sight lines, constrictions that preclude sharing of the road between different users, etc.

4. **Funding:** The Town should take advantage of Grants or related project funding when available.
5. **Nuisance and Aesthetic Issues:** Examples are parking issues, bad signage, etc.

### **Traffic Safety Committee (TSC)**

The Traffic Safety Committee is a liaison among council, staff, and citizens to address traffic, pedestrian, and bicycle safety issues. Committee members are local residents selected by the Town Council.

TSC hears requests that cannot be handled administratively by staff, and is responsible for recommending actions to the Town Council and staff for final evaluations and decisions concerning traffic safety device implementation and costs.

TSC meetings are open to the public, and offer opportunity for public comment.

DRAFT

# Key Program Elements

## The Four Es

Education, Enforcement, Engineering, and Emergency response are commonly accepted elements of traffic calming programs.

### Education

The foundation of an effective traffic calming program is an educated community. Effective traffic education begins in the family and the neighborhood, with the end result being everyone driving appropriately and safely. The Town helps by providing educational materials and facilitating citizen discussions and meetings, but the responsibility at this level is with the residents.

### Enforcement

Targeted sheriff enforcement supplements community education in areas where traffic problems are evident. Sheriff enforcement increases community awareness of traffic issues. Deployment is always subject to resources, staffing, and scheduling.

### Engineering

Where education and enforcement are not sufficient, alterations to street design, enhanced landscape management, or other measures may be appropriate. Each issue is evaluated individually with consideration given to possible unintended consequences. Engineering measures are generally costly to design, construct, and maintain.

### Emergency Response

Emergency response must be considered in any level of traffic calming. Both Sheriff and fire departments must be engaged in such discussions. Their issues, concerns, and guidelines must be considered, and where specified their approvals obtained, before proceeding with any projects.

## Traffic Calming Measures

Every traffic calming measure considered by the Town falls into one of three program levels, each requiring varying degrees of community involvement and Town oversight. In addition, the design of any method implemented will adhere to the Circulation Plan, Goal C-5: “The roadways of Los Altos Hills are scenic and rural. The design and maintenance of the roadways should preserve these qualities.”

With each successively higher level, traffic calming measures and their implementation become more complex, difficult to implement, and expensive.

Traffic calming measures will have a general and consistent message tone, in support of the town’s scenic and rural nature. At major entry points to the town (such as Page Mill Road/280 intersection, El Monte, Arastradero, and Magdalena interfaces), the signage choice, design, and message will support the town’s commitment to traffic regulation standards and to safe and responsible travel within the town.

Whether driving, walking, bicycling, or in equestrian mode, respect for the traffic guidance, warnings, and laws will be expected of all residents and visitors.

### **Level 1: Education and Enforcement.**

Level 1 is community driven; residents can take action to address immediate concerns. They can work together, with Town staff assistance to design and carry out actions to educate themselves and their neighbors on traffic safety and to heighten neighborhood awareness of safe driving habits. Typical methods include neighborhood education and increased Sheriff presence.

### **Level 2: Signage or Pavement Markings.**

Level 2 tools typically include stop signs or crosswalk improvements, mirrors on blind curves, signage painted on the road, or other tools (compatible with policies described above) depending on needs. Routing of traffic by signage (such as “Dead End”, sharp curve symbol) can be used to modify flow.

### **Level 3: Physical Modifications to a Street.**

Level 3 measures typically alter street geometry by diverting or otherwise altering traffic flow. This level usually requires engineering and traffic studies. Typical Level 3 devices could be curb extensions, speed humps, raised crosswalks, or traffic signals. Only under extreme circumstances would Level 3 changes be recommended.

# Implementation Process

## Getting Started

The implementation of a traffic calming tool begins at the community level, with local citizens initiating the process.

### Process

1. Define the specific traffic, vehicle, bicycle, equestrian or pedestrian safety issue.
2. Send a request (as an individual or group) to Town staff, describing the traffic safety issue.

Town staff will review requests and strive to resolve them via maintenance or enforcement.

Requests not immediately solvable will be prioritized and categorized by Town staff. Town staff will evaluate the safety complaints, hear and compile public input, and make recommendations to TSC, council, citizen or citizen group. Staff requests sent to the TSC will include relevant traffic safety data reports.

### Categories

The following are categories for identifying types of problems to be addressed by the TSC under these guidelines. The first step in the process will be to determine the appropriate category for a particular issue. These categories include:

1. Signage
2. Speed
3. Line of sight
4. Road configuration
5. Camber of the roadway
6. Pathway/road interface
7. Volume of occurrence of:
  - a. property damage/personal injury accidents,
  - b. violations, or public complaints
8. Emergency vehicle access/navigation

The solution analysis will consider the problem in the context of:

1. Determining the degree of awareness of a condition or traffic law
2. Considering if there is insufficient warning
3. Identifying whether there exists unsafe engineering design
4. Examining maintenance factors
5. Identifying whether there is ineffective control or no control

For maintenance requests, such as filling a pothole, sign maintenance, tree trimming for driver visibility, or street restriping, please fill out the Service Request form (online at [http://www.losaltoshills.ca.gov/documents-forms/browse/cat\\_view/41-engineering-public-works-department/42-forms-and-applications](http://www.losaltoshills.ca.gov/documents-forms/browse/cat_view/41-engineering-public-works-department/42-forms-and-applications)) and submit it to the Town of LAH (email to [rchiu@losaltoshills.ca.gov](mailto:rchiu@losaltoshills.ca.gov)), or call (650)941-7222

## Level 1 Implementation

### Level 1: Education and Enforcement.

#### Examples

Community traffic education campaign  
 Community sign campaign  
 Local area maintenance and pruning  
 Speed display units  
 Collection of specific traffic survey data  
 Targeted sheriff enforcement

### Level 1 Implementation Process

Relevant parties will:

- hold a community meeting to review problems, identify goals, and discuss education tools to implement
- discuss the issue with Sheriff Department and/or Town staff, and work with them to assist in providing educational materials and enforcement.

### Level 1 Notification and Approval

Group	Notification	Approval
Fire District	Recommended	Recommended
Sheriffs Department	Required	Recommended
Town Staff	Required	Recommended
TSC	Required	Required
Town Council	Recommended	Recommended

Items brought to the TSC will be recorded in the meeting minutes and distributed to the relevant parties (listed above) and available to the public.



## Level 2 Implementation

### Level 2: Signage or Pavement Markings.

#### Examples

Botts dots and rumble strips  
 Crosswalk Improvements  
 Landscaping  
 Moveable/Temporary slow down signs  
 Moveable speed display units  
 Neighborhood signs  
 New regulatory signs  
 Striping narrow lanes and center lines  
 Supplemental signs and pavement markings  
 Improved visibility of street name signs  
 Movement of speed limit signs for better visibility

### Level 2 Implementation Process

Hold a community meeting to review problems, identify goals, determine the study area, and identify affected citizens.

Collect data as relevant to measures being considered on roadway users, traffic performance, and driver behavior, as appropriate.

Work with staff on studies and engineering if requested.

Secure input from Sheriffs Department and Fire District.

Conduct a workshop with TSC to hear public input, review and refine the plan.

Present the plan at a TSC meeting for deliberation and public comment and/or recommendation to Town Council.

For changes requiring capital expenditures, staff may decide to notify and seek approval from the Town Planning Commission.

Submit the plan to the Town Council to hear public and staff input, and vote on approval and funding.

## Level 2 Notification and Approval

<b>Group</b>	<b>Notification</b>	<b>Approval</b>
<b>Fire District</b>	Required (in writing)	Not required, but allow review and comment
<b>Sheriffs Department</b>	Required (in writing)	Not required, but allow review and comment
<b>Neighbors Bordering Change</b>	Required	Not required, but allow review and comment
<b>Citizens within 300 ft of Change</b> (or further as determined by Town staff)	Required	Not required, but allow review and comment
<b>TSC</b>	Required	Required (recommend for Council regular agenda or disapprove)
<b>Planning Commission</b>	As determined by Staff	As determined by Staff
<b>Town Council</b>	Recommended	Required via consent agenda unless determined by staff or TSC to be voted on separately.

## Level 3 Implementation

### Level 3: Physical Modifications to a Street.

#### Examples

Gateway  
 Landscaping  
 Median Island  
 Curb Extension/Bulb Outs  
 Choker and Slow Pinch Point  
 Traffic Circle/Roundabout  
 Speed Hump/Bump/Table  
 Speed Cushions  
 Raised Crosswalk  
 Raised Intersection  
 Restricted Movement Signage  
 Traffic Signals and Permanent Regulatory Signage  
 Street Closure  
 Forced Turn Barrier/Diverter  
 Forced Turn Island  
 Street Improvements such as widening or changing the camber of the road

### Level 3 Implementation Process

Hold a community meeting to review problems, identify goals, determine the study area, and identify affected citizens.

Collect data as relevant to measures being considered on roadway users, traffic performance, and driver behavior, as appropriate.

Work with Town staff on studies and engineering.

Secure input and approvals from Sheriffs Department and Fire District.

Hold a Community Meeting to hear public input, review and refine the plan.

Present the plan at a TSC meeting for deliberation and public comment and/or recommendation to Town Council.

Submit the plan to the Planning Commission to hear public and staff input, and vote on approval and funding.

Submit the plan to the Town Council to hear public and staff input, and vote on approval and funding.

### Level 3 Notification and Approval

Group	Notification	Approval
<b>Fire District</b>	Required (in writing)	Required
<b>Sheriff Department</b>	Required (in writing)	Required
<b>Neighbors Bordering Change</b>	Required	Not required, but allow comment in public meetings
<b>Citizens within 300 ft of Change</b> (or further as determined by Town staff)	Required	Not required, but allow comment in public meetings
<b>Other Affected Citizens</b>	Required	Not required, but allow comment in public meetings
<b>TSC</b>	Required	Required (recommend for Council regular agenda or disapprove)
<b>Planning Commission</b>	Required	Required
<b>Town Council</b>	Required	Required

### Implementation Suggestions

#### Be clear, concise, and quantitative.

- Use the Service Request as a tool to clearly define a problem, and illustrate the level of community involvement and support.
- Use speed and traffic measurement and evaluation forms available at the town office and Sheriff's Department to show a quantitative view of the problem.

### **Take it one step at a time.**

- Level 1 tools—education and enforcement—should be the first step in resolving a traffic concern.
- Don't focus on a single device. Look at the complete range of solutions to achieve an optimal result.

### **Take advantage of available assistance.**

- Use TSC as a resource. The group is made up of local citizens acting in an advisory capacity to assist in traffic safety and calming issues. Meeting times are posted in the town office and on the town web site.
- Work with the Town staff on problem assessment, studies, engineering concepts, or to help support community meetings.

### **Keep neighboring citizens involved for their support and ideas.**

- Get neighbors involved in the process.
- Involve all traffic elements when appropriate: autos, commercial, pedestrians, cyclists
- Give ample, widespread notice for community meetings to ensure that neighbors can participate and provide input.
- Include citizens from all sides of an issue in Community meetings, and strive to stay solution focused.

### **Maintain Strong Communication**

- Develop calming plans that have strong, widespread support and the support of diverse groups. These carry greater weight in TSC evaluations and recommendations, and should carry greater weight in Town Council decisions.
- Coordinate with other plans that will effect traffic flow [such as the circulation Plan or circulation element in progress]
- Coordinate with the pathway committee as one way to keep the roads safer for pedestrians is to separate cars from non vehicular traffic.

## Funding

### Who pays?

Funding traffic calming measures in Los Altos Hills requires varied levels of contribution from residents, businesses, and town government. Each plan will be evaluated separately on merit and scope in line with the current town resources. While it would be ideal for local government to fund every measure, the town's limited budget may necessitate citizen contribution for local areas.

Measures that are warranted with state traffic safety standards may be funded largely by the town.

Measures that do not meet warrant levels are considered discretionary, and usually require neighborhood funding.

Information on traffic warrant levels, as defined in the Manual of Uniform Traffic Control Devices, is available: <http://www.dot.ca.gov/hq/traffops/signtech/signdel/trafficmanual-current.htm>

### Alternative Funding Sources

The Town can assist the TSC with identification of grant opportunities that the TSC might pursue for direct grant awards to the community group.

Other funding sources include:

- Resident contributions
- Neighborhood block grants
- National, state, and county grants
- Local and special interest foundation grants
- Local organizations and civic groups

## Town Sponsored Projects

In addition to traffic calming proposals that are generated by the community, the Town of Los Altos Hills will from time to time generate projects that are 1) included as a part of a capital improvement project, 2) discretionary projects brought forth by the Town staff, or Town Council members, and 3) mandatory projects that are necessary to meet federal or state warrants based upon findings and recommendations of a licensed traffic engineer.

In the first two instances, projects shall be subject to a process consistent with the process defined in this Traffic Calming Guide for community driven projects. Although the actual steps in the process may be accomplished in a somewhat different manner, the critical procedural steps for Level 2 and 3 projects set forth in this Guide shall be followed, including providing notice to affected residents, obtaining Sheriff Department and Fire District approvals, initiating studies as dictated by the nature of the project, and obtaining signatures of residents, as required, to verify community input and consent.

In the case of projects to meet federal or state warrants, much of the normal process may be waived, if it is deemed by the Town Council that not executing the project will jeopardize the safety of the community.

In the event of a critical, urgent traffic safety need requiring immediate action of the town, the town, with traffic engineering and public safety review, has the right to take whatever action it deems necessary to mitigate the problem; provided, however, that such measures or solutions imposed by the town shall be for a period of not more than 120 days, to allow the town time to propose more permanent solutions, if needed, through the regular procedures set forth in this guide. If the nature of the mitigating measures is such that more than 120 days are required, the measures shall be reviewed by the Town Council every 120 days.

Nothing in this guide shall prevent the town from repairing or maintaining existing traffic related installations or facilities, nor prevent the town from ordering and installing curb striping or colored curb zones to regulate parking and other curb use rules.

# Additional Information

## Common Questions

### Is it possible to get a street posted for lower speed?

A common belief is that posting a speed limit will influence motorists to drive at that speed. The facts indicate otherwise. Research over several decades has shown that drivers are influenced more by the appearance of the roadway itself and prevailing traffic conditions than by posted speed limit.

Certain speed limits are established by law and include the 25 MPH limit in residential districts, the 15 MPH limit at blind intersections, and a part-time 25 MPH limit in school zones when children are going to and from school. These speeds are not always posted but California motorists are expected to know them and are enforceable.

Speed limits may be established by local authorities on the basis of traffic engineering surveys. Such surveys include analysis of road conditions, accident records, and the prevailing speeds of prudent drivers. It has been shown that if speed limits are posted lower than needed to safely meet road conditions, many drivers will simply ignore them. Thus, artificially lowering the speed limit does not necessarily produce a traffic calming effect.

It must be noted that the Sheriff cannot legally use radar to enforce speed limits that are not justified by traffic engineering surveys.

### Are stop signs effective?

A stop sign is one of the most valuable and effective traffic control tools when used at the right place and under the right conditions. The intent is to help drivers, pedestrians and bicyclists focus on right-of-way at an intersection. Misplaced stop signs can create a false sense of security for pedestrians.

It is a misuse of stop signs when the intent is to arbitrarily stop through traffic. The resulting inconvenience can often force the traffic to use other routes which in turn can cause other traffic problems.

Where stop signs are installed as “nuisances” or “speed breakers,” drivers often intentionally ignore them—slowing rather than stopping—and making up for lost time by speeding between intersections.

### What are “warrants” and how are they used?

Warrants are national guidelines for traffic safety measures which are based on hard research data, not anecdotal evidence. The Town will use the state standards for warrants.

In stop sign considerations, warrants have been developed to indicate when and where a stop sign should be installed. Among other issues, warrants take into consideration the probability of vehicles arriving at an intersection simultaneously, the length of time traffic must wait to enter the intersection, and the availability of safe crossing opportunities for pedestrians.



Information on traffic warrant levels, as defined in the Manual of Uniform Traffic Control Devices, is available at <http://www.dot.ca.gov/hq/traffops/signtech/signdel/trafficmanual-current.htm>

### **When are temporary measures used?**

The Town of Los Altos Hills generally avoids installing temporary Level 2 or Level 3 traffic calming measures. The town prefers to implement traffic calming measures that are immediately effective and permanent. In addition, the issue of resources must also be considered. It's not unusual for the cost of designing and installing a permanent measure to be only marginally greater than the cost of a temporary one.

Another consideration is that temporary measures are often less attractive than permanent ones, especially where landscaping could be used to soften the visual impact of a permanent measure. Citizens are concerned that town roadways are attractive, especially those in their own neighborhoods.

However, when a "fix" is not easily identified, a temporary measure may be implemented to test out a fix.

It should be noted that all traffic calming measures, temporary or permanent, require processing in the manner described in this guide.

### **The Santa Clara County Fire Department's position on Level 3 devices**

Meeting response time goals is the top priority. However, the Fire District recognizes the community's desire for pedestrian safety. As a result, the SCCFD will work with neighborhood groups to find solutions that meet both needs.

The SCCFD's position on Level 3 devices is that they should be considered on a case-by-case basis, as some treatments would be acceptable on certain roadways and not on others. Level 3 measures should generally be considered only after less aggressive measures have been tried and have been proven unsuccessful.

### **Santa Clara County Fire Department Policy Statement on Traffic Calming Devices**

A critical concern about the use of traffic calming devices is the delay they may create for emergency response vehicles, including fire engines, ladder trucks, ambulances and command vehicles. It is important to be aware of the trade-offs when making decisions about the use of traffic calming devices. The more aggressive devices for slowing traffic (Level 3) will slow emergency vehicle responses, and in some cases may be cause for safety concerns.

The SCCFD has an adopted "Standards of Coverage" document that identifies its emergency response goals. The District has set a standard of 7 minutes or less total response time to medical emergencies in urban areas and 14 minutes to rural areas. The 7 minute figure is based on its correlation to survivability in cardiac arrest events. The District has set a standard of 8 minutes or less total response time for the first unit to arrive at fire incidents in urban areas and 14 minutes to rural areas. Personnel responding to fire incidents must don special personal protective equipment (PPE) before boarding the fire apparatus that is not required for standard medical responses. The 8 minute figure is based on its correlation to rapid fire progression and flashover for structure fires. The total response time is measured from receipt of the 911 call, to the arrival of a fire unit at the incident

It is important to note that both fire engines/trucks and ambulances respond to many life threatening emergencies within the communities such as heart attacks and strokes in addition to all types of fire responses. Fire stations have been spaced throughout the District to be as far apart as practical, while attempting to still meet the SCCFD's response time goals. Thus, for responses to areas already at the limits or exceeding current response time goals, the installation of any significant traffic calming device will cause response time failures.

Recognizing the importance of achieving this emergency response time standard as a necessary service to the public's safety and well being, all traffic calming devices should be designed to accommodate all emergency vehicles and to minimize impacts on emergency vehicle response times. Most arterial and collector streets are considered primary emergency vehicle response routes, and are used to access various parts of the District from the fire stations. In order to minimize impacts to emergency vehicle response times, particular attention should be paid to the types of devices used on arterials and collector streets. Devices that considerably limit, restrict, or slow emergency vehicle access on these type streets should only be allowed with the approval of the Fire District.

### Emergency Response Policies

- Traffic calming measures should be designed to accommodate all emergency vehicles and to minimize their impacts on emergency vehicle response times.
- Level 3 traffic calming measures should be limited on primary emergency response routes, arterials, and collector streets and allowed only after approval of the SCCFD.
- Emergency vehicle access and response times should be preserved within the adopted District Response standards.
- If current emergency vehicle access or response times to an area do not meet the existing response standard, traffic calming measures should not further degrade response times.

The SCCFD must be involved in the development and review of all Level 3 traffic calming measures within its response jurisdiction

### Forms

Document	Purpose
Service Request Form	Define a problem, make a request, illustrate community support

## Contact Information

For issues relating to ...	Department	Contact
Reviewing current issues, downloading forms	Town of Los Altos Hills website	<a href="http://www.losaltoshills.ca.gov">http://www.losaltoshills.ca.gov</a>
Maintenance/Traffic Engineering	Engineering/Public Works	(650) 941-7222

## Glossary

### Traffic Calming

The management of vehicular traffic speeds and volumes by means of educational, enforcement and/or engineering measures

### Traffic Safety Committee (TSC)

Committee of local residents selected by the Town Council to act as a liaison between Council, staff, and citizens to address traffic, bicycle, pedestrian, and equestrian safety issues.

### Service Request

Form used by citizens to describe perceived safety problems related to traffic, bicycles, and pedestrians. The Service Request can also be downloaded from the town web site.

### Community

A number of people residing in a specific area that comes together for a given purpose.

### Warrant

A traffic condition analyzed to determine if a specific improvement is justified.

# Appendix: Traffic Calming Tools

This chapter describes traffic calming tools that are available to address traffic and safety issues and that are appropriate for the Town of Los Altos Hills. This traffic calming “toolbox” will be updated as experience better defines the effectiveness and appropriateness of the various tools, or as new methods are developed

## Application of Tools

A wide variety of traffic calming measures are available, some subtle, some very aggressive. Some measures are aimed at modifying driving behavior; others are intended to force traffic patterns and behaviors by altering the physical characteristics of streets. Some tools are effective alone; others work best when used in combination. The effectiveness of some measures is short lived, for others effectiveness can be permanent. Some measures cost very little, if anything, to implement; others can be very expensive to install and maintain.

Given the wide variety of measures that can be applied, it is critical that selection of traffic calming solutions be done with considerable thought, and be carefully implemented. It is important to be aware that traffic calming measures installed in one location can alter traffic patterns such that undesirable impacts might develop in other areas. Such unintended consequences can usually be avoided through careful planning.

## Level 1 Tools

Level 1 measures are all community driven, and allow community groups to take immediate steps to address its concerns. Residents take the initiative in forming speed watch groups, maintaining landscaping to improve street visibility, conducting education workshops, and undertaking other simple measures aimed at elevating traffic safety consciousness. Additionally, community groups can request use of the Town’s radar speed display unit and ask for targeted enforcement.

### Community Traffic Education

Community traffic education campaigns can include:

- Meeting and workshops
- Personalized letters, blanket flyers and newsletters
- Speed awareness signs and banners
- Block parties
- School programs


Campaigns focus on pedestrian, bicycle, and vehicular safety. The objective is to heighten community awareness through combinations of education and enforcement.

### Advantages

- Allows residents to discuss their views
- Information is aimed to a specific audience
- Can be applied quickly without format review process

### Disadvantages

- Effectiveness may be limited
- Potentially time consuming
- Block parties require police and fire approval
- Enforcement likely still required

<p><b>Community Sign Campaign</b>                  Special signs conveying traffic safety messages can be effective when posted within a community area. These signs are more effective if they are moved from time to time. The town maintains a limited supply of special use signs that are much different in appearance than usual regulatory and warning signs. These signs are intended for temporary or semi-permanent installation in yards or within rights-of-way.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Novelty of new signs draws attention to the message</li> <li>• Requires multiple neighbors to support, therefore broadening the reach of the message</li> <li>• Short duration of sign placement helps keep the message fresh</li> </ul> <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Signs could be vandalized</li> <li>• Effectiveness will diminish with prolonged usage</li> </ul>
<p><b>Speed Display Units</b>                  A common kind of radar speed display is a portable trailer equipped with a radar unit that detects the speed of a passing vehicle and displays vehicle speed on a reader board. Most displays flash measured speed if a speed is detected over the posted speed limit. The units discourage speeding along routes where the units are used, and are very effective when used in conjunction with enforcement by police officers on motorcycles or other vehicles. Multiple trailers can be pooled from adjacent cities as part of saturation campaign.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Effective educational tool and good public relations for Police</li> <li>• Encourages speed compliance and can reduce speeds temporarily</li> <li>• Provides immediate feedback to drivers on their driving speed</li> <li>• Allows residents to see how fast vehicles are moving on their neighborhood streets</li> <li>• Has no adverse impact on emergency vehicles</li> <li>• Easily to deploy</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Effectiveness may be temporary</li> <li>• Less useful on multi-lane streets and less effective on high volume streets</li> <li>• Subject to vandalism</li> <li>• Requires town staff for set-up and removal</li> <li>• Aesthetics unacceptable to some persons</li> </ul>
<p><b>Targeted Sherriff Enforcement</b>                  The official law enforcement agency of the town of Los Altos Hills, which as of 2012 is the Santa Clara Sheriffs Dept, may on its own direction or direction of the town of Los Altos Hills provide enhanced enforcement of town and DMV rules at specific locations.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Periodic reminder of driving regulations</li> <li>• Demonstrates that this is an issue for residents</li> </ul> <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Short term solution—traffic usually reverts to old behavior after police cars leave</li> </ul>

## Level 2 Tools

Level 2 measures focus on measures that are easy to implement yet relatively low-cost, such as enhancing visibility of street markings, provision of informational signage, speed limit and other traffic control, and traffic control signage. Traffic control signage usually requires some engineering study to meet engineering standards and accepted safety warrants.

### Botts Dots and Rumble Strips

Botts Dots and raised reflectors (raised pavement markers) are small bumps lining the centerline or edgeline of the roadway. Often they are used on curves where vehicles have a tendency to deviate outside of their travel lane, risking collision. Pavement reflectors improve nighttime visibility of roadway edges, and are helpful for defining pavement limits during periods of poor visibility.

Dots and reflectors can be arranged in arrays that span width of roadway, creating a “rumble strip”.

Rumble Strips can be useful at approaches to traffic signals or other traffic controls where driver’s attention is important.



### Advantages

- Relatively inexpensive
- Best installed during a pavement repaving or striping project
- Does not slow service or emergency vehicles
- Can improve safety by helping motorists stay within travel lanes
- Can help “awaken” drivers when approaching traffic signals and controls
- Improve nighttime visibility and visibility when conditions are otherwise poor



### Disadvantages

- Create noise when vehicles pass over dots or reflectors
- Can be dangerous for bicycles if riders are not paying attention

### Crossing Improvements

These can be crossings (for walks, trails, or paths) designed for high visibility, or crossings created by painted “zebra” stripes, in-pavement flashing lights, or other stark markings. Distinctive crossings can be built with especially stamped/colored pavement materials, which can be very effective and quite durable. Improvements should be consistent with town character, location and environment (e.g. rural vs. schools)






### Advantages





- Indicates preferred pedestrian or equestrian crossing location
- When pedestrians are present, drivers are likely to slow
- Focuses crossing by pedestrian at particular location
- Can be designed to increase visibility under low-visibility conditions



### Disadvantages

- Pedestrians may be lulled into false sense of security
- Mid-block locations Must be carefully selected
- May require more maintenance than traditional crosswalks

<p><b>Landscaping</b>                  Abundant street trees, median treatment, corner treatments, decorative signs, park benches, pathways, and contrasting colors are all elements of landscaping that can provide a calming effect on traffic. If properly installed, and well maintained, landscaped streets will appear narrower than in reality, thereby causing motorists to lower their speed.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Can be used to make drivers aware of their speed</li> <li>• Improves aesthetics combined with provides opportunities to be creative with response to traffic concerns</li> <li>• Alerts drivers to changed road conditions</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Can entail high installation costs</li> <li>• Requires continual maintenance</li> </ul>
<p><b>Moveable/Temporary Slow Down Signs</b>                  Moveable, temporary signs are an alternative to permanent signs. Signs can feature unusual designs and bright colors that are eye-catching. However, with prolonged exposure, even highly unusual permanent signs become part of the landscape and become increasingly ineffective the longer they are in place. The town can install permanent posts at selected locations, which can be used for temporary signs (and also for speed monitoring devices, discussed below).</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Novelty of new signs attracts attention of motorists</li> <li>• Avoids long-term clutter</li> <li>• Posts can be used for portable Speed Monitoring devices</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Long-term benefits may be negligible</li> <li>• Could result in excessive clutter, if not controlled</li> <li>• Requires Town staff to install and remove</li> <li>• Advisory only, not enforceable</li> </ul>
<p><b>Moveable/Temporary Speed Monitoring Devices</b>                  Speed monitoring devices are battery or solar-powered units that detect vehicle speed by radar, and flash "YOUR SPEED" at approaching vehicle (similar to a Speed Trailer, p 22). These devices are an effective alternative to signs. The town can install permanent posts at selected locations for moveable speed monitoring devices, such that the monitoring devices can be relocated to different locations with relative ease.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Shows speed with flashing display</li> <li>• Novelty of device attracts attention of motorists</li> <li>• Avoids long-term clutter</li> <li>• Posts can be used for portable Temporary Signs</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Long-term benefits may be negligible</li> <li>• Requires Town staff to install and remove</li> <li>• Batteries usually require frequent charging</li> <li>• Solar power is high-maintenance</li> </ul>

<p><b>Neighborhood Signs</b>          Neighborhood signs are custom made and are placed on local streets within neighborhood, often at the entrances to the neighborhood. They display messages designed by the neighborhood. The signs oftentimes are permanent, and require conformance to the town’s sign ordinance.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Notifies drivers that they are entering a neighborhood or residential area</li> <li>• Signifies to drivers the residents’ concern for safe driving</li> <li>• If well-designed, signs can be eye catching</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Are not standard signage, and can cause some confusion</li> <li>• Might not have much impact on speeding</li> <li>• Could be vandalized</li> <li>• Require Town staff to install</li> </ul>
<p><b>New Regulatory Signs</b>          Stop signs can be installed when based on warrants determined by engineering study. New speed limit postings must be properly justified in order for radar enforcement to be admissible. Certain classes of vehicles can be excluded from specific streets if approved by the Town Council. Similarly, parking restrictions can be posted if properly authorized.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Can improve safety if warranted</li> </ul> <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• May degrade safety if not warranted</li> <li>• May require police enforcement in order to be effective</li> </ul>  
<p><b>Striping Narrow Lanes and/or Centerlines</b>          Striping can create narrower travel lanes—often 10 feet wide—which causes most drivers instinctively to slow down. Centerline stripes help drivers stay on the “right” side of road. Striping is an effective way to mark pavement outside of travel lanes that are designated for bicycle use and/or parking.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Can be implemented quickly</li> <li>• Relatively inexpensive, especially if done as part of repaving project</li> <li>• Can slow vehicle speeds</li> <li>• Can delineate bicycle lanes and/or parking areas on pavement</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Not always perceived as an effective traffic calming tool</li> <li>• Some might object to striping on neighborhood streets</li> </ul>



### Supplemental Signs and Pavement Markings

Permanent pavement markings can help provide motorists advance warning; provide supplemental directions, etc. These can include such messages as “TRAIL CROSSING AHEAD”, “LIMITED SIGHT DISTANCE”. Optical Speed Bars can help drivers gauge their speed (see the white “hash” marks). This style of marking usually requires engineering study and design to be done effectively.



### Advantages

- Might highlight lesser known roadway features
- Increases awareness
- Can help reduce driver confusion where roadway configuration is not clear
- Relatively inexpensive to install



### Disadvantages

- Adds additional signage and markings
- Potential clutter in neighborhoods
- Pavement markings can be slippery for pedestrians, equestrians, and/or bicyclists when wet
- Flexible signs mounted in the pavement are often treated as Targets by motorists who make sport out of running them down

## Level 3 Tools

Level 3 measures typically alter the configuration, and possibly the visual character, of streets. Some Level 3 measures are intended to control traffic flow through signalization or diversion methods. Whatever their purpose, Level 3 measures require more engineering and landscaping design, cost much more, and require more community input than Level 2 measures. One common disadvantage of most Level 3 measures is that they are not consistent with the rural character of our town.

### Landscaping

Abundant street trees, median treatment, corner treatments, decorative signs, park benches, pathways, and contrasting colors are all elements of landscaping that can provide a calming effect on traffic. If properly installed, and well maintained, landscaped streets will appear narrower than in reality, thereby causing motorists to lower their speed

Landscaping can be considered Level 2 if it does not obscure sight lines.

### Advantages

- Can be used to make drivers aware of their speed
- Improves aesthetics combined with provides opportunities to be creative with response to traffic concerns
- Alerts drivers to changed road conditions



### Disadvantages

- Can entail high installation costs
- Requires continual maintenance

### Median Island

Raised islands in the center of a street can be used to narrow lanes for speed control. Islands can also be used for controlling left turns into or from a side street. When placed across an intersection, an island serves to force traffic entering from a side street to make a right turn. And a Median Island can serve as pedestrian refuge in the middle of a crosswalk. Median Islands can also support attractive landscaping.



### Advantages

- Effective speed reducing method
- Can reduce collision potential
- Effective for channeling traffic
- Effective for blocking crossing traffic
- Shortens pedestrian crossing distance
- Opportunity for significant landscaping
- Can be part of effective neighborhood entrance feature

### Disadvantages

- Potential loss of on-street parking
- Could adversely impact emergency vehicles
- Could result in unwanted traffic diversions
- Requires continual maintenance, especially if planted

### Curb Extension/Bulb Outs

Curb Extensions on otherwise straight streets can be designed such that traffic lanes are altered to bend one way and then bend back the other way. If properly designed, curb extensions can be used on collector streets, and even arterials, where traffic volumes are relatively high. Curb Extensions can be designed to provide additional on-street parking on pavement that has been eliminated from travel use. Curb Extensions provide opportunities for breaking up long stretches of otherwise barren streets with attractive landscaping.

Curb Extensions/bulb outs should not be used on streets with bike lanes unless there are gaps in the concrete barriers for the bikes to proceed and remain in the lane. Bikes should not be forced to merge with autos.

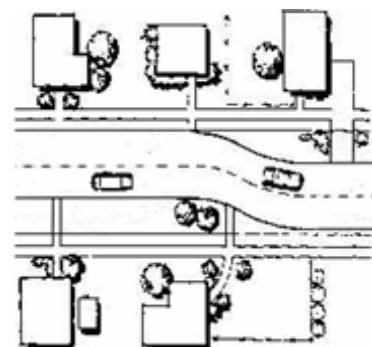
### Advantages

- Can accommodate higher traffic volumes than many other traffic calming measures
- Need not impede emergency vehicles
- Where a wide roadway is narrowed, on-street parking opportunities might be available
- Improves sight distances for pedestrians
- Offers landscaping opportunities



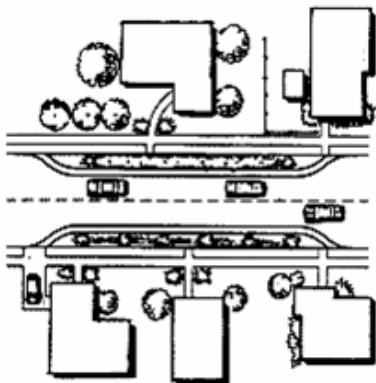
### Disadvantages

- Not as effective as some other traffic calming measures
- If applied to a narrow roadway, on-street parking might be lost
- Must be designed carefully to discourage drivers from deviating out of the travel lanes



### Choker and Slow Pinch Point

Curb Extensions at intersections, or mid-block, that narrows a street on both sides by extending the sidewalks or widening planting strips are effective measures for reducing vehicle speeds and, in some cases, traffic volumes. The usual purpose is to reduce traffic volumes and speed by making lanes narrow so vehicles will slow down. Suitable for streets where speed limits are under 35 MPH.



### Advantages

- Discourages high speeds by forcing traffic through horizontal deflection
- Suitable for high volume streets where speeding is an issue
- Easily negotiable by emergency vehicles
- Does not restrict access to and from side streets
- Can make pedestrian crossing easier



### Disadvantages

- Not as effective as some other traffic calming measures
- If applied to a narrow roadway, on-street parking might be lost
- Must be designed carefully to discourage drivers from deviating out of their travel lanes
- Can be costly to install, especially if there are drainage issues created by the roadway realignment

### Traffic Circle and Roundabout

These measures are based on a raised circular island at intersections. Circles are usually modest in size relative to a Roundabout (also called a "Rotary"), which is usually much larger. Both traffic circles and roundabouts require drivers to slow down to comfortably maneuver around. Both measures are suitable for relatively flat terrain and for low volume streets where speeds are 35 MPH or less.

If thoughtfully designed, they can provide opportunities for attractive landscaping.







### Advantages

- Very effective in reducing vehicle speeds
- Provides better side street access
- Stop signs not always necessary
- Can add aesthetic value, especially through well designed landscaping

### Disadvantages

- Generally unsuitable for steep grades
- Difficult for large emergency vehicles to maneuver, particularly small diameter circles
- Can impede large service vehicle access
- Can create motor vehicle/bicycle conflicts
- Crosswalks need to be modified
- On-street parking loss is possible
- Landscaping requires maintenance by town, neighborhood groups, or service groups

<p><b>Restricted Movement Signage</b></p> <p>Permanent signs posted that state prohibitions such as “NO LEFT TURN”, “NO RIGHT TURN”, “DO NOT ENTER”, “ONE WAY” are intended to prevent undesired turning movements onto certain residential streets. Oftentimes these restrictions can apply for only certain times of the day, such for peak hour limitations. In most cases, Restricted Movement Signage is used to restrict cut-through traffic.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Redirects traffic to main streets and reduces cut-through traffic</li> <li>• Can address time-of-day problems, such as peak hour congestion</li> <li>• Low cost measure</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Can adversely impact emergency responders by complicating access routes</li> <li>• May divert traffic onto other residential streets</li> <li>• Requires enforcement</li> </ul>
<p><b>Traffic Signals and Permanent Regulatory Signage</b></p> <p>Traffic signals are primarily for regulating traffic flow, not for traffic calming. Traffic signals are appropriate only where traffic control warrants are backed by traffic flow studies. As such, they require detailed study.</p> 	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Can improve safety if justified</li> <li>• Can be used for warning drivers of intersections and crosswalks where sight distances are limited</li> </ul> <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• May degrade safety if misused</li> <li>• Could expose town to additional liability</li> <li>• Requires enforcement</li> <li>• Traffic signals are costly to install and require maintenance</li> </ul>
<p><b>Street Closure</b></p> <p>Partial street closures block one way of traffic at an intersection, leaving the rest of the street for two-way traffic. They are an effective way to reduce the volume of through traffic, while retaining access to residences on the street that is partially closed. A partial closure is an effective way to reduce cut-through traffic. Any degree of street closure will impede access by emergency vehicles, and any closure needs to be thought through before selecting this measure.</p> <p>Street closures work especially well on a grid pattern of streets. However, grids are not common in Los Altos Hills where neighborhood streets are usually small loops and cul-de-sacs off larger collector streets. Full street closures would rarely be appropriate in Los Altos Hills, where multiple routes into most neighborhoods are rare. In some areas, partial closures might be appropriate.</p>	<p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Effective way to reduce traffic volumes and cut-through traffic</li> <li>• Does not impact bicycle traffic</li> <li>• Does not eliminate on-street parking</li> </ul>  <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• Makes intra-neighborhood circulation more difficult</li> <li>• Complicates and degrades emergency and service vehicle access</li> <li>• Drivers can easily circumvent/ignore the barrier</li> </ul> 

## Acknowledgements

The Traffic Calming Guide developed by the Town of Moraga, CA was used as a template for this Guide.

DRAFT

**Nick Pegueros**

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**From:** Leslie Latham <leslie.latham@gmail.com>  
**Sent:** Friday, March 14, 2014 10:38 AM  
**To:** Ann Wengert  
**Cc:** Nick Pegueros; Howard Young; Kari Rust; kevin welch; Edward Holland  
**Subject:** Input to Town Council following 3/12/14 Discussion of CM

Could you please forward this to the other TC members?

Kari Rust, Kevin Welch and I all attended the discussion on traffic abatement in the Corte Madera neighborhood on Wednesday. Thank you for picking it up from our BPTS Committee. We understand your desire to do something in the face of several neighbors and some adorable children who are passionate about this issue. We had the same experience at our monthly meetings for over a year.

While the ball is now in your court, I'd like to offer some observations and advice:

1. Please continue the test-and-measure approach our Committee started a while ago in order to look for low cost, targeted solutions. This makes sense because the problem, by the residents' own admission, is limited and we have law enforcement resources ready to help. The neighbors gave us two great starting points when they said at the meeting:

- 4 cars, whose owners we know, are the primary cause of the problem
- the deputies ("Eric") are anxious to help, but need something to write a citation for

2. A couple of test-and-measure approaches might be:

- Post a temporary sign restricting turns from Portola onto CM Rd. Then, ask the deputies to do a better job of hiding their presence (on the uphill of CM Road) in order to enforce the sign.
- Redo speed limit and stop sign enforcement in the neighborhood, but ask Tim Reid and Gary Neilsen for ideas to help the deputies conceal themselves better.
- Measure traffic counts and radar gun speeds the week before, during and after and tests.
- Would Tim and Gary have other, creative ideas to cite these 4, and any other unsafe drivers, using existing laws?

3. I do not recommend funding a new transportation study, putting up any permanent signs, or restricting traffic from public roads. These sound like over-reactions to a problem that is limited and targetable. If you do, I can imagine other neighborhoods jumping on the bandwagon to privatize their neighborhood.

Regards, Leslie Latham

#9

There are no written materials for this agenda item.

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – April 11, 2014**

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1. Agenda (Action) – Town Council – Wednesday, April 9, 2014
2. Agenda – ASCC – Monday, April 14, 2014
3. Agenda (Special) – Historic Resource Committee – Monday, April 14, 2014
4. Agenda – Ad-Hoc Water Conservation Task Force Committee – Monday, April 14, 2014
5. Agenda (Cancellation) – Planning Commission – Wednesday, April 16, 2014
6. Memo from Town Manager Pegueros - Study of Alpine Road at I-280 Signalization
7. Report from San Mateo County Sheriff's Office – Incident Log for 03/27/14 – 04/06/14
8. Invitation – Council of Cities dinner meeting – Friday, April 25, 2014
9. San Mateo County Mosquito and Vector Control – District Report / March 2014
10. Bay Area Monitor – April / May 2014
11. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, April 11, 2014

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

1. Letter from County Supervisor Joseph Simitian re: County oversight of Lehigh Quarry
2. Western City Magazine – April 2014
3. LABOR Newsletter – April 2014





# TOWN OF PORTOLA VALLEY

#1  
Page 129

7:30 PM – Regular Meeting of the Town Council  
Wednesday, April 9, 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

**Vice Mayor Aalfs 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) **PRESENTATION** – Lieutenant Tim Reid, San Mateo County Sheriff's Department - Update

Lieutenant Reid gave Council an update on the license readers located on Alpine & Portola Road and offered tips to protect against burglaries. Lieutenant Reid encouraged residents to use "Vacation Check", a service offered by the Sheriff's Department where upon notification of your absence, they will patrol the resident's property while out of town. He also noted the importance of giving the Sheriff's Department contact information while out of town, in the event they must reach you. Town Manager Pegueros noted that staff would produce a town wide mailing, notifying all residents of the presented information.

### 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 26, 2014

(3) **Approval of Warrant List** – April 9, 2014

(4) **Recommendation by Administrative Services Officer** – Agreement with Maze & Associates for Auditing Services

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement for Auditing Services Between the Town of Portola Valley and Maze & Associates Accountancy Corporation (Resolution No. 2616-2014)

**Items 2, 3 & 4 approved 4-0**

### REGULAR AGENDA

(5) **Discussion and Council Action** – Formal Response to the Aircraft Noise Issue

*There are no written materials for this item.*

Council heard a presentation and update from Portola Valley residents Vic Schachter, Tina Nguyen and unincorporated Woodside resident Jim Lyons. Proposed draft letter of support of the April 4, 2014 request from Congress Members Anna Eshoo and Jackie Speier regarding the NorCal OAPM Environmental Assessment Report, requesting further information and a sixty day extension to the comment period was approved as amended 4-0

(6) **Recommendation by Town Manager** – Facility Use Rules

**Approved 4-0**

(7) **Recommendation by Town Manager** – Annual update to the Town's Fee Schedule

Council provided direction to update the Town's fee schedule to reflect an annual inflation adjustment of 2.4% and staff will present Council with an amended fee schedule for consideration at its May 14<sup>th</sup> Council meeting

**COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS****(8) Reports from Commission and Committee Liaisons**

*There are no written materials for this item.*

**Councilmember Richards –**

Emergency Preparedness Committee met with Marsha Hovey, emergency consultant.

**Councilmember Hughes –**

Planning Commission approved recommended state density law and now will come before the Town Council. The Housing Element is close to being completed.

Nature & Science Committee continues to discuss the Hawthorn property. Letters of interest for use of the property are due by June 20<sup>th</sup>.

**Councilmember Derwin –**

The Ad-Hoc Water Conservation Task Force Committee reviewed its charter and elected chair, Mike Ward and secretary, Al Sill. The committee will meet every two weeks. Bicycle, Pedestrian & Traffic Safety Committee discussed the upcoming fire drill, scheduled for May 7<sup>th</sup>. Corte Madera School is looking into training for its crossing guard for after school children utilizing Alpine Road. The BPTS Committee agreed that no more money should be spent on additional studies of Corte Madera traffic issue. Permanent no parking signs are desired for Windy Hill. The 50<sup>th</sup> Anniversary Committee is discussing a parade and upcoming bike rodeo, bike to work day and bike and walk to school day.

**Mayor Wengert –**

The Mayor spoke at the Sequoias 50<sup>th</sup> anniversary celebration. Mayor Wengert also met with Assembly member Rich Gordon to discuss affordable housing. Parks & Recreation Committee discussed the desire for a new backstop and batting cage at Ford Field. The skate park is expected to open the end of April. Trails & Paths Committee discussed Equestrian Day and Westridge trails.

**WRITTEN COMMUNICATIONS****(9) Town Council Weekly Digest – March 28, 2014**

#6 – Councilmember Hughes asked if “no right turn” signage was allowable. Town Attorney Prince said yes, this memo was addressing proposed street closure only.

#14 – San Mateo County is working with its code enforcement division regarding this issue

**(10) Town Council Weekly Digest – April 4, 2014**

None

**ADJOURNMENT: 10:03 pm****ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**AVAILABILITY OF INFORMATION**

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

**SUBMITTAL OF AGENDA ITEMS**

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

**PUBLIC HEARINGS**

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



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, April 14, 2014  
Special Field Meetings (time and place as listed herein)  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

**SPECIAL ASCC FIELD MEETING\***

4:00 p.m. 229 Corte Madera Road Field meeting for review of revised plans for residential redevelopment of this 0.44 acre Brookside subdivision property. (ASCC review to continue at Regular Meeting)

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

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, Koch, Ross
3. Oral Communications:

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

4. Old Business:
  - a. Continued Architectural Review for New Residence, Detached Studio, Entry Gate, and Site Development Permit X9H-670, 229 Corte Madera Road, Bedner
  - b. Continued Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-672, 18 Redberry Ridge, Douglass
  - c. Proposed Revisions to Approvals for Architectural Review of Garage and Second Unit Accessory Structures and Associated Site Work, Site Development Permit X9H-662 and Variance Request X7E-135, 3 Grove Court, Ciancutti
5. New Business:
  - a. Architectural Review for Driveway Entry Gate, 151 Cervantes Road, Linebarger
  - b. Architectural Review for Driveway Entry Gate, 169 Sausal Drive, Schor
6. Commission and Staff Reports:
7. Approval of Minutes: March 24, 2014
8. Adjournment:

\*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the 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: April 11, 2014

CheyAnne Brown  
Planning Technician

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**Town of Portola Valley**  
***Special Historic Resources Committee***  
**Monday, April 14, 2014, 2:00 – 4:00 PM**  
**Hawthorn Property**  
**800 Los Trancos Road / First Driveway**  
**Portola Valley, CA 94028**

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## **SPECIAL MEETING AGENDA**

1. Roll Call – Anderson, Ashley, Fowler, Lipman, Lund
2. Oral Communications
3. MROSD tour of Woods historic buildings
4. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Ad-Hoc Water Conservation Task Force**  
**Monday, April 14, 2014 3:00-5:00 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. Round table discussion of new learnings, experience since last meeting (2-3 min each)**
- 4. Selection of Committee Vice Chair**
- 5. Goals workshop; each member please bring copies of the three goals you have prepared for us to consider for PV and/or the task force**
  - a. K-J of goals -- Jiro Kawakita method (see article [http://www.uie.com/articles/kj\\_technique/](http://www.uie.com/articles/kj_technique/) if interested before-hand)**
- 6. Discussion of committee work strategy**
  - a. Short term vs long term**
- 7. Discuss stratification of PV customers**
- 8. Discuss Earth Fair – How to participate?**
- 9. Plan topics for next meeting**
- 10. Announcements**
- 11. Adjournment**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** April 11, 2014

**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, April 16, 2014 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, May 7, 2014 at 7:30 p.m.

cc: Town Manager  
Town Council  
Town Planner  
The Almanac  
Barbara Templeton

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This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: April 11, 2014

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** April 11, 2014

**RE:** Study of Alpine Road at I-280 Signalization

The County of San Mateo has shared the attached DRAFT memo with Town staff regarding efforts to address traffic concerns on Alpine Road at I-280. While the intersection is outside Town limits, the County is requesting comments from the Town in advance of the item being considered by the County Board of Supervisors on May 6<sup>th</sup>.

The draft memorandum was forwarded to the Chair of the BPTS Committee for review and comment.

**Attachment**





**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Board of Supervisors



**Date:** March 31, 2014  
**Board Meeting Date:** May 6, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director of Public Works

Alpine Road Traffic Management Solutions

**RECOMMENDATION:**

Direct the Department of Public Works to:

1. Initiate investigations concerning the installation of traffic signals at Alpine Road and the 280 freeway and, if able to obtain Caltrans approval for such improvements, to pursue grant funding opportunities which would allow such construction to proceed; and
2. Cease work on a truck ban on Alpine Road.

**BACKGROUND:**

On October 22, 2013, your Board directed the Department of Public Works to initiate steps required for a truck ban on Alpine Road between the 280 freeway and the County limits east of the Weekend Acres Estates.

The direction was in response to public complaints about the volume of trucks that utilize this roadway corridor

We have since received feedback from some of the original complainants that they do not believe a truck ban to be practical and that alternate solutions such as a traffic signal at the Alpine Road and Highway 280 interchange would better address congestion and access issues.

**DISCUSSION:**

Previous traffic modeling performed by the Department indicates that a traffic signal at the 280/Alpine intersection, in lieu of the current four-way stop, would substantially mitigate congestion experienced along the Alpine Road corridor. Based on current traffic volumes, a traffic signal would greatly improve the level of service (LOS) at the Alpine/280 northbound ramps from an LOS F (extremely poor) to an LOS B (good) during the afternoon commute hours and slightly improve the LOS at this intersection

from F to E during the morning commute hours. In addition, a traffic signal at this location would naturally create traffic gaps, which would improve the ability of residents along this stretch of road to safely exit the Alpine Road side streets onto Alpine Road.

Because installation of a traffic signal would be within Caltrans Highway 280 right of way, Caltrans has authority over any changes within the intersection. However, in the past, Caltrans has allowed adjacent public agencies to sponsor improvements within their right of way. The green bicycle lane improvements constructed at Alpine Road and Highway 280 was an example of improvements within the Caltrans right of way sponsored by the County and permitted by Caltrans.

The installation of traffic signals at this location would be consistent with the County's Shared Vision 2025 by collaboratively working with adjoining agencies to address congestion which has a direct effect on people's quality of living.

### **FISCAL IMPACT:**

Preliminary investigative and coordination efforts with Caltrans are estimated to cost up to \$20,000 in staff time.

Should it be determined that a signal project is viable at this location, it is anticipated that more detailed traffic studies and detailed design would need to be performed. These are preliminarily estimated to cost approximately \$100,000.

The installation of traffic signals at this intersection are estimated to cost an additional \$500,000. Should a project be deemed viable, the Department of Public Works would apply for grant funding to support permitting and construction efforts.

Matching fund requirements for grant funds received will vary depending upon the type of grant received and will be funded by the Road Fund. No General Funds will be required for this project.



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Thursday 03/27/14 to Sunday 04/06/14**

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-2547	03/27/14 1:21AM	1100 Blk. Kings Mountain Rd. Woodside	Discharge Firearm Own / Possess Firearm	Deputies were dispatched to a reporting party that heard one gun shot and then two more consecutive gun shots from a vehicle that had just sped off, up Kings Mountain Rd towards Huddart Park. As the deputies continued past Huddart Park west on Kings Mt. Rd., the contacted a vehicle traveling east bound Kings Mt. Rd. The deputies made contact with the driver and asked if there were any firearms in the vehicle. The driver advised, "No." At the time of contact the deputy was approx. 4' from the vehicle window. As the deputy approached closer he viewed a revolver firearm in the center console of the vehicle. Jonathan Rincon from Redwood City was arrested for Possession of a Firearm, Discharging a Firearm and Disobeying a Court Order. Raymond Martinez from Redwood City was arrested for Discharging a Firearm. Both suspects were transported and booked into the San Mateo County Jail. The vehicle was towed.
14-2590	03/28/14 11:30AM	2000 Blk. Portola Rd. Woodside	Attempted Burglary	Between 03/24/2014-03/28/14 unknown suspect(s) attempted to gain entry into victim's home. The side glass

				door of the property was smashed, however it appears the suspect(s) did not make entry. The door was still locked and no items in the residence were missing. There is no suspect information at this time.
14-2600	03/28/14 5:21PM	Portola Rd. / Woodside Rd. Woodside	Traffic Accident	Vehicle #2 was traveling northbound on Woodside Road approaching the intersection of Portola Road at approximately 35 miles per hour. Vehicle #1 was traveling northbound on Woodside Road, behind V #1. V #2 slowed to approximately 10 miles per hour, to make the right turn onto Portola Road when the front end of V-1 struck the rear of V-2.
14-2641	03/29/14 7:49AM	200 Blk. Eleanor Dr. Woodside	Petty Theft	Unknown subject(s) stole a cast iron gate from the victim's property. The estimated loss is \$800.00. There are no witnesses or suspect(s) information at this time.
14-2645	03/29/14 12:59AM	3000 Blk. Alameda De Las Pulgas West Menlo	Assault/Battery	Deputies were dispatched to the Dutch Goose to investigate a bar fight. Upon arrival two female subjects provided brief statements. In short, they reported they were "attacked" by two younger females inside the bar and wanted to press charges. While speaking to them, both showed mild signs of intoxication. Deputies later spoke to the females inside the bar who also showed signs of mild intoxication. A deputy went back outside to obtain a full statement from the females outside the bar. The females did not want to give a full statement at that time and requested to go home. The deputy instructed both females outside the bar to walk home and provide him with a detailed written statement which was obtained a few days later. The females inside the bar gave their statements at the scene.
14-2668	03/29/14 7:35AM	300 Blk. Leland Ave. West Menlo Park	Burglary	A deputy was dispatched to a report of a burglary of an unoccupied residence. Upon arrival the deputy met with the victim (contractor) at the address. The deputy obtained the victim's statement and examined the crime scene for potential evidence. The estimated loss is \$1,240.00.

14-2705	04/01/14 9:31AM	2000 Blk. Avy Ave. West Menlo Park	Obtain/Use Personal ID w/o Authorization	On an unknown date and time, unknown suspect(s) opened a "Kohl's" credit card in the victim's name and charged over \$800.00. The victim does not have any suspect information. There are no leads or evidence in this case.
14-2715	04/01/14 1/29PM	3500 Blk. Alameda De Las Pulgas West Menlo Park	Petty Theft	The victim stated that she purchased a cup of coffee at Starbucks. The victim stated that after she purchased her coffee she believes she placed her wallet on the counter near the coffee cream. The victim believes she accidentally left her wallet on the counter and then exited the store. Approximately five minutes later, she went back to Starbucks to look for her wallet and it was gone. The victim stated that she spoke with a Starbucks employee who told her that nobody turned in a wallet. The victim stated that her wallet contained \$7.00 cash, her California driver license, two credit cards and her insurance card.
14-2798	04/03/14 9:56AM	500 Blk. Portola Rd. Portola Valley	Possession of Burglary Items/Possession of Controlled Substance/Commit Felony while on Bail	Hashmat Nikzad from Hayward was out on bail as a result of a January 2014 arrest in San Mateo County. Nikzad was contacted by deputies at the Windy hill Parking lot and his vehicle was searched pursuant to the terms of his probation. Nikzad was arrested for possession of methamphetamine, and property that was determined to have been stolen during a previous vehicle burglary. Nikzad was booked into the San Mateo County jail.
14-2832	04/04/14	1000 Blk. Westridge Rd. Portola Valley	Misdemeanor Warrant	Michael Chilton from San Francisco was arrested for having an outstanding warrant in the amount of \$7,500.00 for Driving Under the Influence. Chilton was transported and booked into the San Mateo County Jail.
14-2844	04/05/14 1:19AM	State Highway 84 Woodside	DUI Alcohol / Drugs	A driver made a U-Turn in a business district while driving over a double yellow line in front of two Deputies patrol vehicles. A traffic stop was affected, the driver was contacted and he was displaying objective symptoms of being under the influence of alcohol. The driver was put

				through a series of Field Sobriety Tests and it was determined he was driving while under the influence of alcohol. Ross Bottarini from La Honda was cited and released to First Chance.
14-2857	04/05/14 12:40PM	3000 Blk. Sand Hill Rd. Woodside	Traffic Accident – Minor Injury	Bicycle Rider #1 was traveling east on Sand Hill Road. Rider #1 made a turning indication with his left arm and believed the roadway was clear to make a U-turn. Rider #1's turning movement caused his bicycle to collide with the passenger mirror and side panel of Vehicle Driver #1.
14-2860	04/05/14 2:26PM	3000 Blk. Woodside Rd. Woodside	Possession Weapon at School	Two males were reported to be armed with rifles and a machete running around in the brush to the rear of Woodside Elementary School. Deputies responded and detained two male juveniles. Both juveniles admitted to having pellet guns and a machete type tool in their possession at the time of the incident. Both juveniles were released to the custody of their parent.
14-2862	04/05/14 3:18PM	600 Blk of Kings Mountain Rd. Woodside	Traffic Accident – Minor Injury	Party #1 was traveling westbound on Kings Mountain Road. As Party #1 drove Vehicle #1 around a curve in the roadway, she drove over the double yellow lines by several feet into the eastbound lane. Party #2 was riding Vehicle #2 eastbound on Kings Mountain Road. As Party #2 came around the curve he collided with V#1. Party#2 was transported to Stanford Hospital for medical evaluation. Party #1 was not injured.



Meeting Announcement & Agenda  
For Friday, April 25, 2014

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

**Location**

Sam's Chowder House  
4210 N. Cabrillo Highway  
Half Moon Bay, CA 94019

*(Highway 1 North of Half Moon Bay. Please allow extra commute time if using Highway 92. Parking at Sam's can be challenging, so ridesharing is recommended.)*

**Schedule**

6:00pm	No-host Social Time
6:30pm	City Selection Committee
7:00pm	Dinner
7:45pm	Program
8:45 pm	Adjourn

RSVP to Caroline Weigandt at [Cweigandt@hmbcity.com](mailto:Cweigandt@hmbcity.com) or 650-726-8254

**Menu:**

Caesar Salad  
Chef's Choice Paella  
Chocolate Torte

Price: \$50.00 per person

**Checks should be made payable to:**

City of Half Moon Bay  
Attn: Caroline Weigandt  
501 Main Street  
Half Moon Bay, CA 94019

**Program:**

***Realignment 18 Months Later: Where are we now?***

**Panelists**

Facilitator: Chief Jon Read, Colma Police  
Probation Chief John Keene  
District Attorney, Steve Wagstaffe  
Sheriff Greg Munks

**DIRECTIONS**

- Take Highway 1 South to 4210 No. Cabrillo Highway. Parking is in front of the restaurant, facing Highway 1.

**OR**

- Highway 92 West, turn right at Highway 1 and take Highway 1 North to 4210 No. Cabrillo Highway. Parking is in front of the restaurant, facing Highway 1.





# District Report



<b>Table of Contents</b>	
District News	1
Mosquito Sources and Pesticide Use	2
<i>Aedes aegypti</i> update	2
West Nile Virus Hotline	2
Balance Sheet	3
Profit and Loss	4
Operations Report	5
BioBlitz 2014	6



## District News

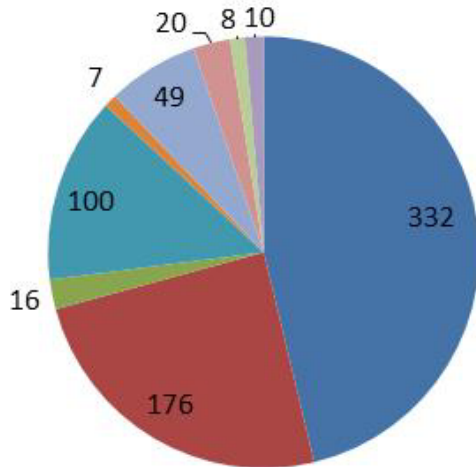
- Laboratory staff gave a presentation on bed bugs to residents at a senior living center in Pacifica on March 10. The presentation covered infestations, prevention and identification.
- District staff received CPR training on March 25 and First Aid training on March 28. These training sessions are part of the district's safety program.
- On March 25-26, District Manager Bob Gay and Assistant Manager Brian Weber attended MVCAC Legislative Day in Sacramento. Legislative Day is an opportunity for participants from the districts to speak to their elected representatives about district services and discuss potential legislation that can impact mosquito and vector control.
- District staff from the laboratory and operations departments assisted in the inventory of mosquitoes and ticks for the BioBlitz 2014 on March 27-28 (see back page).
- Laboratory staff have collected ticks from 10 parks throughout San Mateo County: Waterdog Lake, Big Canyon, Wunderlich, Windy Hill, Ano Nuevo, Thornewood, Pulgas Ridge, Laurelwood, Los Trancos and Mills Canyon. Testing is underway for the presence of *Borrelia burgdorferi*, which causes Lyme disease and *Borrelia miyamotoi*, which causes tick-borne relapsing fever.



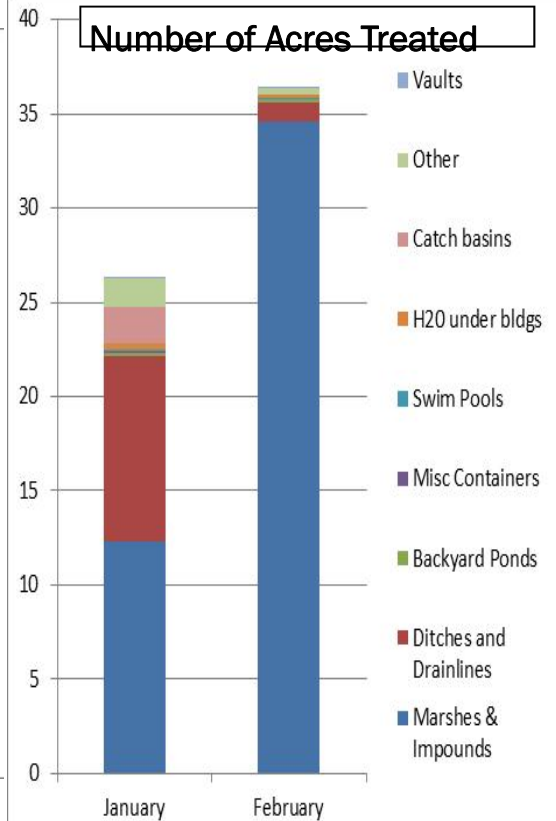
## Mosquito Sources Treated and Acres Treated

### Number of each source type treated

- Fishponds and Fountains
- Ditches & Drainlines
- Utility Vaults
- Neglected Swimming Pools
- Other
- Containers
- Catch Basins
- Marshes & Impounds
- Water under Buildings



### Number of Acres Treated



## *Aedes aegypti* update

The district continues to inspections and surveillance for *Aedes aegypti* mosquitoes in the city of Menlo Park. The table below summarizes the findings thus far in 2014:

Ae. aegypti activities in Menlo Park 2014		
Stage	Trap	Date
eggs	ovitrap	1/22/2014
3rd & 4th instar larvae	water	1/23/2014
first instar larvae	water	2/5/2014
adult	AGO trap	2/7/2014
eggs	ovitrap	2/7/2014
adult	ovitrap	3/7/2014
larvae	water	3/14/2014
adult	AGO trap	3/20/2014

We anticipate an increase in detections during the later spring and summer months.

## West Nile Virus Hotline

The state West Nile Virus Hotline resumes April 15. Residents should contact the state WNV hotline at **877-WNV-BIRD (968-2473)**. Reports can also be made online at <http://westnile.ca.gov>.

## San Mateo County Mosquito and Vector Control

## District Balance Sheet - Consolidated Funds As of February 28, 2014

	<b>Feb 28, 14</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 - Cash	6,243,170
1010A01 - Cash-VCJPA Property Contingency	36,903
1010A02 - Cash-VCJPA Member Contingency	317,978
1020 - Cash - Petty Cash	53
<b>Total Checking/Savings</b>	6,598,105
<b>Accounts Receivable</b>	
1012 - 1012 - Accounts Receivable-001	11,409
<b>Total Accounts Receivable</b>	11,409
<b>Total Current Assets</b>	6,609,514
<b>TOTAL ASSETS</b>	<b>6,609,514</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 - 4300-1 - Accounts Payable	104,032
<b>Total Accounts Payable</b>	104,032
<b>Credit Cards</b>	
US Bank Credit Card	-
<b>Total Credit Cards</b>	-
<b>Total Current Liabilities</b>	104,032
<b>Total Liabilities</b>	104,032
<b>Equity</b>	
32000 - Retained Earnings	6,107,309
Net Income	398,173
<b>Total Equity</b>	6,505,482
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,609,514</b>

## San Mateo County Mosquito and Vector Control

District Profit & Loss - Consolidated Funds  
for the month ended February 28, 2014

				YTD Feb %	67%	
				Balance	% of FY13/14 Budget	
				Remaining		
REVENUES	MTD	YTD	Budgeted			
	February-14	FY13/14	FY13/14			
1021	Prop. taxes, current, secured	0	915,217	1,521,718	606,501	60.1%
1024	PY Secured Rede	0	2,485	5,000	2,515	49.7%
1031	Prop. taxes, current unsecured	0	87,019	86,000	(1,019)	101.2%
1033	Prop. taxes, prior, unsecured	0	(4,115)	1,000	5,115	-411.5%
1041	Prop taxes CY secured SB 813	0	23,133	26,000	2,867	89.0%
1042	Prop taxes CY unsecured SB 813	0	0	650	650	0.0%
1043	PY SB 813 REDEM	0	0	1,400	1,400	0.0%
1045	Prop. taxes unsecured SB 813	0	0	320	320	0.0%
1046	1046 - ERAF Rebate	0	261,332	215,000	(46,332)	121.5%
1521-11	VCJPA-Interest Income	0	1,816	1,500	(316)	121.1%
1521	Interest Earned	0	24,754	40,500	15,746	61.1%
1831	Homeowner Prop	0	5,484	5,500	16	99.7%
2031	Benefit Assessment	0	852,689	1,438,911	586,222	59.3%
2439	Mosquito Control Tax	0	278,961	464,181	185,220	60.1%
2451	Service Abatement Income	751	233,537	255,000	21,463	91.6%
2847	Misc Refunds/RDA/RPTTF	0	56,874	40,000	(16,874)	142.2%
2858-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2858	Other	1,701	264,793	48,000	(216,793)	551.7%
<b>Total Revenue</b>		<b>2,452</b>	<b>3,003,977</b>	<b>4,160,680</b>	<b>1,156,703</b>	<b>72.2%</b>
<b>EXPENDITURES</b>						
<b>Salary &amp; Benefits</b>						
4111	Regular Full Time	110,344	959,184	1,515,000	555,816	63.3%
4181	Regular Part Time	2,588	94,469	129,000	34,531	73.2%
4311	Social Security	272	6,693	10,000	3,307	66.9%
4321	Retirement	36,712	289,317	478,000	178,683	62.6%
4412	Health Insurance	30,240	229,012	369,000	139,988	62.1%
4414	Great-West Deferred Comp	1,000	7,500	13,000	5,500	57.7%
4415	Medicare Insurance	1,665	15,494	24,000	8,506	64.6%
4422	Dental Insurance	2,893	23,544	38,000	14,456	62.0%
4431	Vision Insurance Plan (VSP)	435	3,459	5,300	1,841	65.3%
4440	Employee Commute Benefit	363	2,899	5,500	2,601	52.7%
4442	Long Term Disability	866	6,801	11,300	4,499	60.2%
4451	Unemployment Insurance	456	12,707	18,000	5,293	70.6%
4621	AFLAC Insurance	466	4,029	6,500	2,471	62.0%
Subtotal		188,302	1,865,108	2,822,600	957,492	63.5%
<b>Services &amp; Supplies</b>						
5111	Pesticides	1,611	76,198	250,000	173,802	30.5%
5121	Clothing	2,226	12,994	23,700	10,706	54.8%
5156	Household	256	1,830	4,200	2,370	43.6%
5171	Medical/Laboratory	2,677	21,641	18,800	(2,841)	115.1%
5188	Other Misc (Union Bank Fee)	36	298	1,800	1,502	16.6%
5199	Office	938	8,289	20,100	11,811	41.2%
5233	Tools/Equipment	263	11,909	19,350	7,441	61.5%
5331	Memberships	110	16,074	18,845	2,771	85.3%
5416	Gasoline/Oil	2,796	38,601	67,000	28,399	57.6%
5428	Facility/Auto/Equip Maint/Repair	2,591	197,823	295,000	97,177	67.1%
5472	General Maintenance	15	3,010	9,300	6,290	32.4%
5631	Electric/Gas	1,938	16,171	20,900	4,729	77.4%
5635	Water/Sewer Disposal	938	6,699	9,700	3,001	69.1%
5721	Meetings/Conferences	17,587	51,495	91,800	40,305	56.1%
5856	Services/Consultation	14,982	149,518	238,800	89,082	62.7%
5966	District Special Expenses	7,028	31,837	123,750	91,913	25.7%
6712	Telephone	1,600	13,489	22,500	9,011	60.0%
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%
6731	Other Insurance	0	119,443	102,100	(17,343)	117.0%
Subtotal		57,616	818,676	1,390,445	571,767	58.9%
<b>Fixed Assets</b>						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	3,171	122,018	144,300	22,282	84.6%
Subtotal		3,171	122,018	144,300	22,282	
<b>Total Expenditures</b>		<b>249,088</b>	<b>2,605,805</b>	<b>4,157,345</b>	<b>1,551,540</b>	<b>62.7%</b>
<b>NET INCOME</b>						
<b>Net Income</b>		<b>(246,636)</b>	<b>398,173</b>	<b>3,335</b>		



## Operations Report

### Bee Hive Solution in Burlingame

In March, it was brought to the district's attention that a bee hive in a tree on El Camino Real in Burlingame was forcing the public to walk in the street to avoid the nest. We contacted the Bee Guild of San Mateo and the owner of the property to figure out a solution. Both parties cooperated and came to the conclusion that they did not want to eradicate the nest. The Bee Guild decided to build a barrier at the base of the tree where the bee's entered and exited. This forced the bees to exit out the back of the tree where a pvc pipe had been inserted into a hole that had been drilled. This modification has changed the flight path of the bees and has improved the situation. We will continue to monitor the hive's activity and work with the Bee Guild to protect the public and the bees.



Left: Entrance where bees exit the tree and disrupt sidewalk traffic. Middle: Exclusion wrap put around tree that forces the bees to exit away from the sidewalk. Right: Exit point through PVC pipe in the back of tree where hole was drilled.

### Silicon Valley Clean Water Treatment Plant

Last summer, Vector Control Technician Hector Cardenas, discovered that the Redwood City Recycled Water Facility, which can hold up to a million gallons of water, was breeding mosquitoes. The district worked with the Water Utility Division and decided to treat the water with chlorine to prevent the breeding of mosquitoes. Hector has been using CO2 traps monthly to monitor the treatment plant and in March noticed a spike in his trap numbers. He brought this to the attention of the Redwood City Water Utility Division and they increased the amount of chlorine they were using which helped reduce the number of mosquitoes. We appreciate the cooperation and quick response time from the Redwood City Water Utility Division. Good job Hector!



Left: The rooftop of the Redwood City Recycled Water Facility. Middle: Location of Redwood City Recycled Water Facility. Right: Hector inspecting the breeding site.



"An Independent Special District Working for You Since 1916"

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL

1351 Rollins Road Burlingame, CA 94010

Phone: 650-344-8592  
 Fax: 650-344-3843  
 info@smcmad.org  
 www.smcmad.org

The San Mateo County Mosquito and Vector Control District is an independent, Special District funded by a property tax voted in by individual cities. Our mission is to safeguard the health and comfort of our citizens through a planned program to reduce mosquitoes and other vectors in an environmentally responsible manner.

	Extension
Robert B. Gay, Manager	12
Brian Weber, Assistant Manager	16
Nayer Zahiri, Laboratory Director	32
Tina Sebay, Vector Ecologist	38
Theresa Shelton, Vector Ecologist	44
Warren Macdonald, Laboratory Assistant	31
Rosendo Rodriguez, Finance Director	11

*"A VECTOR is any animal that can transmit disease to animals or people."*

### BioBlitz 2014

The Golden Gate National Parks BioBlitz 2014 was a two day event from March 28 to March 29 organized by the National Parks Service and National Geographic. This is the eighth of ten annual BioBlitzes leading up to the centennial anniversary of the National Park Service. Each year, a different national park location is chosen from across the United States. The purpose of the BioBlitz is to quickly survey as many species of wildlife as possible to have a more complete inventory of the biological diversity within the national parks.

The San Mateo County Mosquito and Vector Control District participated in the event by surveying mosquitoes and ticks on national park lands within San Mateo County and submitting the findings to the BioBlitz inventory. District staff members collected specimens from Mori Point in Pacifica, Milagra Ridge in San Bruno and Rancho Corral de Tierra near Half Moon Bay. Members of the district found ten mosquito species and three tick species within the parks.

The BioBlitz was a successful event, with participation of 320 scientists and over 6,000 amateur volunteers, including 2,700 school children. The inventory added 80 new species to the Golden Gate National Parks' species list and included observations of fifteen threatened species.



Laboratory Director Nayer Zahiri and Vector Ecologist Theresa Shelton select mosquito larval sampling sites at Rancho Corral de Tierra Park with National Park Service staff member Susan Bennet.



# Bay Area Monitor

Volume 39, Number 5  
April/May 2014

A Bimonthly Review of Regional Issues

## Epic Transit Hub Emerging from Excavation

By Cecily O'Connor

Bay Area residents will soon see the Transbay Transit Center take shape as crews pour the five-foot-thick concrete foundation, paving the way for structural steel to ascend this summer.

It's a big milestone, considering most work has taken place below street level since the project broke ground in August 2010, said Scott Boule, legislative affairs and community outreach manager for the Transbay Joint Powers Authority (TJPA), the governing body overseeing all aspects of the transit center.

Approximately 25,000 tons of steel will go into building the \$4.5 billion project. With five levels and a rooftop park, the transit center has been promoted as the "Grand Central Station of the West." It will better connect workers throughout the region to a booming downtown San Francisco, helping streamline commutes to homes and other destinations.

The transit center will link eight Bay Area counties through 11 different transit systems, including Golden Gate Transit buses from Marin and Sonoma counties, AC Transit buses from Alameda and Contra Costa counties, and Caltrain commuter rail from San Mateo and Santa Clara counties. California's future High-Speed Rail will also stop there. More than 100,000 passengers will eventually flow through the transit center each weekday.

When it opens in fall 2017, the transit center "will be more than just a means to get from point A to point B," Boule said. "As envisioned, the center will be the focal point of a new transit-friendly neighborhood in SoMa [the South of Market district], offering a safe and clean place for people to meet friends, enjoy art and a 5.4-acre rooftop park, attend concerts, and visit retail amenities."

It's expected to benefit San Francisco on multiple fronts,

including tourism, commerce, increased residential and commercial development, and improved property values. Regionally speaking, transit center construction and the surrounding neighborhood build-out will generate more than \$87 billion in gross regional product and \$52 billion in personal income through 2030, according to a TJPA economic development report.

Meanwhile, improved transit access, public spaces, and neighborhood services are expected to hike the value of private property located within three quarters of a mile around the transit center by an estimated \$3.9 billion, or 5 percent on average.

A new landmark also will change San Francisco's skyline. Adjacent to the center will be the Transbay Tower, poised to become the city's tallest building at more than 60 stories.

"Transit is the key to getting people out of their cars, which is the key to fighting climate change," said Gabriel Metcalf, a TJPA board member and the executive director at SPUR, a nonprofit civic planning organization. "This tower is like a beacon for people wanting to

create an urban way of life that is actually sustainable," he added.

The magnitude of the recently finished excavation, and historical discoveries made along the way, speak to the creation of a transit center that's already alive and interesting. Crews excavated more than 600,000 cubic yards of soil from the four-block worksite — a dig equivalent to 120 Olympic-size swimming pools. The cement foundation requires 60,000 cubic yards of concrete to cover the excavation.

In the midst of this work, archeologists found rich history buried below the surface of the job site. That includes pottery,

*continued on page 2*



**This rendering depicts a completed Transbay Transit Center, with rooftop park and accompanying tower prominently displayed.**  
*rendering by Pelli Clarke Pelli Architects, courtesy of TJPA*

## Epic Transit Hub Emerging from Excavation (*from page 1*)

gold, apothecary tools, and bottles. A woolly mammoth tooth was unearthed last year when crews were digging a 200-foot shaft, while the skeletal remains of a Native American were uncovered this February.

Still, crews are focused on big projects for 2014. That includes initial work on bus ramps, as well as the above-ground “superstructure” formed when steel begins assembly. Next year, crews start the bus storage facility. All of this work is included in Phase I, fully funded at \$1.9 billion.

A look from the ground up offers a window into how the center will appear and what it will do. The lowest level is the train station platform. It will have three passenger platforms that house six train tracks for Caltrain and California High-Speed Rail. Next is the lower concourse level, with space for retail, ticketing, and bike storage.

Above the concourse is the ground level, envisioned as the main circulation hub, with an information center, ticket kiosks, automated ticket booths, and the main escalators. It’s also been designed with a “grand hall” that has a column filtering natural light into the building. The second level, meanwhile, will have administrative offices, retail services, and amenities.

Next up is the bus deck level, with a loop that surrounds a central passenger waiting area. Buses will load and off-load passengers from this central island.

“Part of why the Transbay Transit Center is so important is that we’re trying to make the experience of riding transit as welcoming and inviting as possible,” Metcalf said. “Good design, interesting architecture, and even lighting are part of creating a positive transit experience.”

With more space and new features, the transit center “will be much more of a lure for bus riders,” added Clarence Johnson, spokesperson for AC Transit, one of half a dozen bus agencies who used the original Transbay Terminal. “The old terminal had become a bit rundown and, I think, to some extent, had the opposite effect,” he said of the structure that had been built in 1939.

The rooftop park is seen as another lure. It’s loaded with

### CALTRAIN SEEKS PUBLIC COMMENT

**Caltrain has released a draft environmental impact report for its Peninsula Corridor Electrification Project, which would (1) electrify the peninsula corridor from the Caltrain San Francisco 4th and King Station to approximately two miles south of the Tamien Caltrain Station, (2) convert trains from diesel power to electric power, and (3) increase service up to six Caltrain trains per peak hour per direction by 2019. The public is invited to review the draft report and provide comments until April 29. Visit [www.caltrain.com](http://www.caltrain.com) to view the draft report, or contact Caltrain at (650) 508-6200 or [electrification@caltrain.com](mailto:electrification@caltrain.com) for more details.**

amenities like an outdoor amphitheater, gardens, trails, open grass areas, a children’s play space, and a restaurant. Pedestrian bridges will connect surrounding developments to the park.

These plans defy convention, considering that one of the truisms for designing open spaces in downtown areas is to place them at street level for easy access, said Jasper Rubin, associate professor in the department of urban studies and planning at San Francisco State University.

The transit center “as a development project is pretty unusual,” Rubin said. “I can’t think of another city doing anything like it.”

Another unique feature is the center’s metal façade, a geometrical pattern called Penrose Rhombus Tiling that will be perforated on the skin of the building to let in light. The original design called for large glass panels, but was abandoned for safety and financial reasons.

TJPA is exploring several sources — land sales, federal funds, and grants — for Phase II, estimated at \$2.6 billion, said spokesperson Stephanie Reichin. The project also has increased its reserves and contingencies to accommodate for the rebounding economy and healthier bid prices.

Phase II involves a 1.3-mile extension from the current Caltrain depot at 4th and King streets to the new transit center. The extension also accommodates the future High-Speed Rail from San Francisco to Los Angeles.

Overall, the center is a “catalyst” for growth in the South of Market neighborhood, said Boule, noting there are currently 17 cranes erecting buildings in the vicinity. The neighborhood is expected to offer more than 4,000 housing units, 1,200 of which will be affordable to low and moderate-income households, he said. It will also have about six million feet of office space and 1,000 new hotel rooms.

“The neighborhood is already growing,” said Rubin, adding certain local plans had already been approved and passed “with or without the center.” ❖

Published for nearly 40 years as a project of the League of Women Voters of the Bay Area Education Fund, the *Bay Area Monitor* covers transportation, air quality, water quality, open space, and land use issues in the nine-county San Francisco Bay Area, distributing information on these topics for the benefit of elected officials, government employees, libraries, media outlets, League members, nonprofit organizations, business leaders, and engaged residents.

The *Bay Area Monitor* is supported by the Alameda-Contra Costa Transit District; the Bay Area Air Quality Management District; the East Bay Regional Park District; the Metropolitan Transportation Commission; the Peninsula Corridor Joint Powers Board and the San Mateo County Transit District; and private donations to the League of Women Voters of the Bay Area Education Fund.

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## Pipe Dreaming? Bay Delta Conservation Plan Receives Scrutiny

By Alec MacDonald

Powerful players in California's water game are angling to redirect flow in the state's most important aquatic system. They won't be able to divert one drop, however, until they wade through a flood of feedback first.

The deluge broke on December 13, when the public review and comment period opened on the Bay Delta Conservation Plan and its accompanying environmental impact report. These documents lay out an ambitious proposal for simultaneously protecting the ecology of the Sacramento-San Joaquin Delta while continuing to deliver its water to 25 million people and 3 million acres of farmland. Totaling some 34,000 pages altogether, the BDCP and its EIR offer a dizzying array of information to examine, but stakeholders have focused most of their attention on the diversion aspect: construction of two enormous underground tunnels to siphon off the Sacramento River, carrying water from the northern Delta down to its south end, where massive state and federal pumping facilities currently draw supplies for residential and agricultural use across much of California.

The public has until June 13 to comment on the documents. As lead agencies responsible for the proposal, the California Department of Water Resources and the U.S. Bureau of Reclamation will then need to absorb this tidal wave of input, responding to each comment with a basic acknowledgment, a document correction, or more analysis. After that, the two agencies will submit the final BDCP and its EIR to fish and wildlife authorities, who will in essence decide whether to let it move forward.

"Is this plan approvable? My personal view, if it were actually up for approval today, it would not be approved," said attorney Richard Roos-Collins, addressing the League of Women Voters at a March 1 forum on the subject. "This is a draft plan — it is draft for public comment. Make it better. Or, explain why it shouldn't be approved, but if you do that, then explain what you think would be a better plan."

He joined the legions of experts, advocates, and officials drumming up discussion during this crucial period at similar events all over the state. Twelve official BDCP open houses have already been held from Redding to San Diego, with countless additional meetings organized by various groups. In the Bay Area, the League of Women Voters has considered the issue at gatherings in Castro Valley, El Cerrito, and San Francisco, as well as the March 1 forum, held in San Jose.

Hosted by the five local Leagues of Santa Clara County, the forum featured Roos-Collins and five other speakers delving into the plan details. While they all concurred that Delta management practices must change, they disagreed about how to proceed, particularly with respect to the introduction of the tunnels.



**Joan Maher, Doug Obegi, Richard Roos-Collins, Michael Frost, Deirdre Des Jardins, and Curt Schmutte spoke at the BDCP forum in San Jose March 1.**

*photo by Alec MacDonald*

Curt Schmutte, a civil engineer and former employee of the California Department of Water Resources, argued that moving the point of diversion to the northern Delta would help bolster fish habitat. Without the BDCP, he contended the multiple threats of earthquakes, sea level rise, and sinking Delta islands will increasingly jeopardize both the local ecosystem and the state's water supply. "I think we need to be proactive," he declared.

The Santa Clara Valley Water District's Joan Maher shared this outlook. Her agency receives 40 percent of its portfolio from the Delta, and, having studied the BDCP extensively, supports the plan as a way to bolster that segment. Of added benefit, she mentioned water in the Sacramento River is cleaner than what the state and federal pumps extract further south, where Delta flows have accumulated salt, agricultural pesticides, and urban runoff.

Maher also reminded the audience that the BDCP proposes more than just new conveyance construction. "The Bay Delta Conservation Plan really consists of 22 conservation measures," she explained. "You hear a lot about conservation measure number one, which is new diversion facilities on the Sacramento River. There are actually 21 other conservation measures that include habitat development and stressor reduction."

Representing the Sierra Club, Deirdre Des Jardins countered, "The only part of the Bay Delta Conservation Plan that's currently funded is building the giant tunnels. And this very elaborate habitat conservation plan is very similar to one that was conceived and rolled out with similar fanfare in 2000 as part of the CALFED Record of Decision, and that was never funded, and it's unclear whether there's going to be funding commitments to do the current plan."

Des Jardins expressed skepticism about BDCP's scientific methodology, charging that it does not fully account for the likelihood of greater drought frequency in the years ahead. She said the plan authors have been "essentially assuming that wetter and drier futures are equally likely. I don't think that this is a

*continued on page 4*

## Pipe Dreaming? (from page 3)

responsible way to plan the water supply for 25 million people.”

Michael Frost, vice president of the nonprofit Restore the Delta, alleged that the intended agricultural applications reflect irresponsible planning as well. He said 55 percent of the water taken from the Delta goes to the Kern County Water Agency and the Westlands Water District, two entities in the western San Joaquin Valley that he described as enabling profligate farming practices on land loaded with salt, selenium, and boron. More generally, he warned, “The BDCP will not create any new water. It will cost up to 67 billion dollars.”

Last month, the nonpartisan Legislative Analyst’s Office estimated the figure at 24.8 billion dollars, not including interest

payments and other financing expenditures. Regardless of the exact amount, however, the price tag will be huge. And as the Natural Resources Defense Council’s Doug Obegi warned, “What we spend in the Delta is money that we cannot spend on local supply development, on conservation, on water recycling, on storm water capture and groundwater cleanup, all these local projects that have great potential throughout the state. And in an era of limited budgets, we have to make some tough choices and make sure that we invest our money wisely, to sustain both our environment and our economy, not just now, but into the future.” ❖

For more information from the forum, visit [www.lwvlamv.org](http://www.lwvlamv.org).

### WINTER AIR POLLUTION SEES UPTICK, AS DOES SUPPORT FOR REGULATION

There’s been a lot of handwringing lately over the exceptionally dry weather. Water agencies across the state have observed disappointingly low levels in their reservoirs, prompting murmurs of usage restrictions and rate hikes. And in the Bay Area, the lack of rain has not just meant problems for what we drink, but also for what we breathe.

The region’s air quality was remarkably poor this winter because we didn’t get our usual storm activity, which helps disperse particulate matter. This air pollutant accumulated to hazardous levels as a result, prompting the Bay Area Air Quality Management District to issue 30 Winter Spare the Air alerts between November 1 and February 28, the most since 2006-07.

During the alerts, residents are prohibited from using fireplaces, wood stoves, and outdoor fire pits so as to limit the threat to public health. Wood smoke not only contains particulate matter, but carbon monoxide as well, and has been linked to serious respiratory illness, increased heart attack

risk, and even premature death. Restrictions on wood burning thus serve as an important protective measure, especially since the region’s 1.4 million fireplaces and wood stoves account for 38 percent of the fine particulate in a typical Bay Area winter, exceeding the second largest source by a wide margin (on-road motor vehicles, at 15 percent).

Residents have shown increasing willingness to follow the Air District’s lead in snuffing out this source. Survey data indicates that 75 percent of them support the regulatory action, an all-time high since its implementation six years ago. Furthermore, 30 percent report that they burn less wood even on days when an alert hasn’t been issued.

Not everyone has caught on yet, however. This winter, the Air District handed out 267 tickets to residents who burned wood during alerts, with San Mateo (67), Sonoma (65), and Marin (40) counties accumulating the most violations.

For more information, visit [www.sparetheair.org](http://www.sparetheair.org).

## League Runs Price Check on Open Space at Annual Forum

By Leslie Stewart

“Nature is not an asset recorded on the balance sheets,” Andrea Mackenzie pointed out to the audience at Bay Area League Day. Or at least it hasn’t been — but that may be changing, according to the general manager for the Santa Clara County Open Space Authority and her fellow speakers at the League of Women Voters of the Bay Area’s annual forum on February 1. She and the others described various efforts to quantify the benefits of open space — whether parks, watersheds, farmlands, or wetlands — and include those values in planning and investment decisions in the region.

It’s not that Bay Area residents are blind to the region’s natural assets. As East Bay Regional Park District Director Beverly Lane reminded listeners, her district was created in 1934 during the Depression with a 70 percent vote, and continues to receive high

support for its ballot measures. And Sam Schuchat of the California State Coastal Conservancy noted that attempts to acquire and preserve land in the Bay Area have benefited from strong local donors. Furthermore, while 781,000 acres of land was marked “at risk” for development in 1969, Greenbelt Alliance found that number had dropped to 322,000 acres in 2012, according to Jeremy Madsen, the organization’s executive director. And yet, despite all these positive indications, people may still not fully grasp the total worth of open space.

Madsen named planning, policy, and funding as critical components to making the most of remaining open space and focusing growth into appropriate locations. “Policies on development in cities and towns need to create neighborhoods that meet the needs of people within developed areas to prevent

sprawl,” he said. He credited activists and political will for protecting green space, but worried that “the money pile is not getting bigger and actually will shrink.”

Mackenzie suggested, “We can expand support for funding in new ways: Plan Bay Area, local water district funding, state bonds, local open space measures, restoration bonds.” Several speakers remarked that although Plan Bay Area advanced regional planning, its funding for open space was inadequate; they urged action to secure more funding in the plan’s next iteration. With respect to engaging policy makers, Madsen stated, “People in the conservation community need to do a better job creating linkages between what people in communities care about and what agencies are all about.” Schuchat added, “There is a significant bloc of legislators who don’t believe that their constituents actually make use of outdoor areas.” Meanwhile, Madsen suggested that the success of a Midpeninsula Open Space District bond measure in June would be an indicator of the potential for future measures in the region, and Schuchat was hopeful about a potential November parcel tax measure to fund the San Francisco Bay Area Restoration Authority.

But are there other options besides the ballot box? Wendy Pulling, director of Conservation Programs for The Nature Conservancy’s California chapter, promised that “we can leverage additional capital and goodwill for conservation.” She talked about “the idea of natural capital — a stream of benefits that nature provides to all of us that can be quantified.” For example, New York City and Quito, Ecuador invested in improved water quality for city residents by providing financial support for better land management in the watersheds, rather than by building expensive treatment facilities. In Ventura County, The Nature Conservancy’s work to protect the Santa Clara River led to a partnership with the local flood control district to use the floodplain to control floods, avoiding the costs and impacts of levees.

In each of these cases, the decision involved calculating the value of preserving the watershed or floodplain compared to investing in alternative projects. Until recently, there were few attempts to do this systematically. In 2006, Stanford University’s Gretchen Daily worked with The Nature Conservancy and others to create the Natural Capital Project, which Pulling explained aims to integrate the values of nature into all major decisions affecting the environment and human well-being. It includes an open-source software program, InVEST, that can help decision makers perform comparative calculations.

Three northern California counties — Santa Clara, Sonoma, and Santa Cruz — are currently valuing their ecosystems, with

the goal of making a direct link between the economy and open space. “While we have a passion and love for wildlife and nature and green hills, we know we need to make a strong business case for the protection of the environment,” Mackenzie said. “We are underestimating, in our metrics and our reporting, the value that nature is returning to our economy.”

Now the value is being quantified. In Santa Clara County, Mackenzie reported that the value of cleaner water, flood control, climate stability, recreation, tourism, and food production is estimated at up to \$1.6 billion annually. Karen Gaffney of the Sonoma County Agriculture Preservation and Open Space District joked that she refers to her work as “cows, fish, and open space, cheese, jobs, and money.” She described how Sonoma’s dairy farmers, 70 percent of whom have conservation easements, used

those payments to capitalize a transition to making artisanal cheese; the industry now sees millions of dollars in annual sales, with more than 300 jobs and 22 different facilities. She emphasized, “Changes to open space are irrevocable — unless we plan for all the ‘cow fields’ that are out there, we’ll really regret it. Conservation is the gift that keeps on giving and appreciates over time.”

One value that may become even more important in the future is climate change resiliency. Both Mackenzie and Gaffney cited carbon sequestration. Matt Brennan, a hydrologist for the firm ESA PWA, discussed creating new natural waterlines to replace wetlands and add protection from sea level rise. Economic analysis shows that marsh replacement can cost half as much as levees, which could cost \$12 million per mile.

In general, we need to make “climate-smart decisions,” according to Nat Seavy of Point Blue Conservation Science. This means adapting to changes, such as less snow and more fires, by investing in projects with multiple benefits, like flood space that also helps young salmon. Mackenzie urged, “We need to scale up the investment in open space and nature conservation. It’s taken us a long time to get to this place; now we’re putting the numbers behind it to say, ‘Nature is as important as bridges.’”

Jenn Fox, executive director of the Bay Area Open Space Council, was optimistic. “There are 215 organizations in the Bay Area that own and manage land, and there is strength in that diversity,” she said. “The good news is that people really care locally. Think as a region, and honor that we have these challenges ahead — we have the tools and the legacy that we can do it.” ❖

*Links to video recordings of the 2014 Bay Area League Day are posted at [www.lwvbayarea.org](http://www.lwvbayarea.org), along with related resources.*



## California Coming in Tardy on School Transportation Funding Update

By Chris Ingraham

A recent report published about the status of K-12 school transportation across California has revealed that the state needs a radical overhaul of its policies.

Assembled by the nonpartisan Legislative Analyst's Office (LAO), the report set out to assess the state's approach to funding school transportation. Its findings were not optimistic. Although the state Legislature recently endeavored a broad restructuring of school finance, its new policies retained the existing Home-to-School Transportation (HTST) program. First developed in 1947-48, the HTST program has undergone several major changes since its inception, but according to the LAO report, retaining its fixed funding levels makes the program "widely recognized as outdated and irrational."

The heart of the problem is that district funding levels will remain locked at the same amounts determined in the early 1980s, when the needs of school districts were quite different than they are today. In some cases, for instance, changing demographics have left districts that were originally slated for significant funding now bereft of the student population that would make such figures appropriate, though they continue to receive their original allocation. Conversely, several districts that were once small, and therefore allotted minimal funds when the original allocations were determined, have today ballooned into populous school districts with needs far greater than their provisions can cover. Worse still, a few newer districts and all charter schools remain excluded from HTST funding altogether.

Unlike some other states, California law permits districts to decide whether or not to provide transportation to their students. Federal law, however, requires that all districts provide transportation to students with disabilities, to students attending federally-sanctioned schools, and to homeless students. Because most districts in the state elect to provide more comprehensive transportation than the federal minimum, the HTST program exists to cover or mitigate some of the costs in doing so. The costs are not insignificant. Annually, the state's school districts spend \$1.4 billion to transport students to and from school.

The figure might seem appropriate to a state of California's size if it represented a more comprehensive service. Instead, only about one in eight students ride the bus to school. According to 2009 data cited in the LAO study, 54 percent of California's students get to school by automobile, 28 percent walk or bike, 14 percent take the school bus, and 4 percent use public transit. School bus transportation has been declining for decades. From data collected through numerous interviews and qualitative studies of school districts statewide, including several in the Bay Area, the LAO report found that most districts that continue to provide bus service do so out of concern that their students

might not otherwise make it to school at all.

Funding for school transportation typically comes from a few sources. The majority of it, roughly \$860 million in 2011-12, comes from local unrestricted funds. In recent years, the state has helped cover most of the difference by expending about \$500 million annually for its HTST program. Additionally, some federal funds can be used to cover the mandatory transportation requirements, and many districts charge fees for bus service, thereby transferring the expense onto the users. Because HTST funding varies from district to district, and does so according to fixed amounts that are no longer always appropriate to actually existing needs, it would seem the HTST program should be restructured.

To that end, the LAO report recommended the Legislature replace the existing HTST program with one of three alternatives. The first option calls to fund standalone transportation programs using "Local Control Funding Formulas" (LCFF). All districts receive LCFF allocations, and the state already leaves most district costs to be covered from this fund. This option would therefore be consistent with other state funding and absolve the state of providing additional funding for school transportation programs in the district's care.

The second alternative proposed by the LAO report would have the state create a targeted program to reimburse districts for some of their transportation costs. Under this plan, when transportation costs exceeded a predetermined percentage of a district's entire budget, the state would fund a fixed share of the costs in excess of that threshold. While acknowledging that high transportation costs are largely beyond any district's capacity to contain, this alternative strives to retain a district's incentive to run efficient programs yet still help alleviate the inevitable financial burden of doing so.

Finally, the third option offered in the LAO report proposes creating a broad-based program to reimburse a uniform share of transportation costs for all districts. Because this plan would establish a fixed percentage applicable to all districts, it would address some historical inequities between districts of different needs. Although district expenses vary, covering a uniform set percentage of each district's costs would reduce a commensurate share of everyone's load even when the loads varied considerably.

The *Monitor* spoke with the report's author, Kenneth Kappahn, about which of the three recommended programs would best serve the Bay Area's particular needs. He said it was hard to say, given the report's statewide frame. But Kappahn reiterated that each district is so idiosyncratic that assessing needs on a

regional basis would not likely have yielded a different trio of recommendations. “Districts are all over the map in how much they’re spending on transportation and in how much funding they’re getting from the state,” he said. “How much funding they’re getting depends on what the district was doing 35 years ago when the levels were locked in place.” At the time, some districts served small and rural communities when today they’re outright urban. Others were still running desegregation programs. These changes are as evident in the Bay Area as elsewhere in the state. In any case, the data do not lie: figures collected for the report but unpublished in its final version confirm that Bay Area school districts today indeed suffer transportation expenses far greater than their means.

Notwithstanding the report’s clear recommendations, its findings have renewed a long-dormant conversation among legislators and policy makers about what changes will prove best for funding home-to-school transportation for K-12 students across the state. The fruit of these conversations thus far have been two new transportation bills recently introduced to the state Senate floor. Both bills were introduced on February 20 — five days *before* the LAO report released its recommendations,

though they’re decidedly consistent with its findings.

SB 1137 (Torres) would address the needs of severely underfunded districts by raising the rate at which they are reimbursed for approved transportation costs. The legislation would include a cost-of-living adjustment for transportation funding across all school districts statewide, and would cover districts for 50 percent of their approved costs if they previously had been beneath that figure. The idea is to ensure each district receives a fairer share of state funding. Similarly, SB 1166 (Vidak) would assist rural school districts so their students can get to school. Rural school districts, by their nature, typically require greater transportation distances and carry fewer passengers. As a result, they incur expenses disproportionate to those in other regions. SB 1166 would fully reimburse school districts for their transportation expenses, thereby reducing the endemic disadvantage that rural districts face. Although each bill comes from a different side of the political aisle, both originate from southern parts of the state. No comparable bills from Bay Area legislators have been introduced. ❖

To read the LAO report, visit [www.lao.ca.gov](http://www.lao.ca.gov).

## Forgetting about Fossil Fuels at AltCar Conference

By Alec MacDonald

The former Ford Motor Company assembly plant in Richmond, once the biggest such facility on the West Coast, welcomed back a little automotive excitement by serving as venue for the Bay Area AltCar Conference March 14 and 15. Transportation leaders gathered inside the repurposed building to discuss emerging alternative fuel technologies — innovations intended to promote greater sustainability than the defunct plant’s original product or the petrochemicals pumped out at the neighboring Chevron refinery.

No one at the conference held illusions about supplanting conventional gasoline-powered engines — at least not any time soon — but speakers expressed enthusiasm about the proliferation of cleaner options available to drivers. Due to economic incentives, performance improvements, and environmental concerns, the market has grown significantly for vehicles that run on hydrogen, natural gas, and especially electricity. And at the forefront of this trend, California has set the pace.

“We’re the global leader,” proclaimed Christine Kehoe, executive director for the California Plug-in Electric Vehicle Collaborative, a coalition of automakers, government agencies, university research centers, nonprofits, and utilities. “California has more electric vehicles on the streets and roads here than any



**The conference showcased this Kings Canyon Unified School District zero-emission electric bus. For deploying this technology, the district’s former transportation director John Clements (inset, left) received an Environmental Champion award from the EPA’s Jared Blumenfeld.** *photos by Alec MacDonald*

place else on the planet,” she said, noting that 70,000 of them are whizzing around the state today, accounting for more than a

*continued on page 8*

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## THANK YOU FOR YOUR SUPPORT

The *Monitor* would like to acknowledge recent donations from Eloise Bodine in memory of Ann Crowe, Jack Duisman, and Harold Lecar, and from Marion Taylor and Judith Ciani. Such generous financial contributions are greatly appreciated, and help this publication continue to fulfill its mission. Donations to the League of Women Voters of the Bay Area Education Fund, a 501(c)3 organization, are tax-deductible.

## Forgetting about Fossil Fuels at AltCar Conference (*from page 7*)

third of the nation's total. She added that California has invested \$25 million in charging infrastructure, with the number of level 2 chargers alone rapidly approaching 5,000.

Yet while activity within the sector has picked up speed, Kehoe sees more ground to cover, and urged her colleagues to continue pressing the accelerator. In particular, she hoped to spread awareness and expand dialogue about electric vehicles. "We're all dedicated," she told the policy makers and industry insiders in attendance, "but we got to make a bigger crowd."

To this end, fellow presenter Damian Breen of the Bay Area Air Quality Management District described his agency's efforts to engage a broader base of stakeholders. In partnership with the Metropolitan Transportation Commission and the Association of Bay Area Governments, the Air District recently released a detailed Plug-in Electric Vehicle Readiness Plan to encourage adoption of said vehicles throughout the region as a strategy for reducing greenhouse gas emissions. Breen explained that the plan aims to help local jurisdictions navigate the landscape of permits, ordinances, zoning requirements, building codes, and parking specifications as they accommodate the influx of electric vehicles. Some municipalities have absorbed a comparatively larger volume of this sort of traffic, so the Air District has attempted to showcase their experiences in guiding others. "The

cities that are more ready are sharing with the cities that need this information, and that's one of the core elements of the plan," he said.

Breen announced the Air District intends to facilitate training sessions for government staff and officials in order to cultivate further information sharing. Moving forward, he reported that the agency also wants to increasingly support the installation of charging infrastructure at businesses and multifamily dwellings, and will soon launch an incentive program to assist cities and counties in procuring electrical vehicles for their fleets.

Conference speakers attested that a wide range of developments have begun to take shape on the horizon: funding mechanisms, outreach campaigns, organizational partnerships, and technological advances regarding many different kinds of alternative fuels, not just electricity. How far all these opportunities can propel the auto industry toward true sustainability remains an open question, but as this event demonstrated, believers in this movement have a lot of motivation in their tank. ❖

*The Air District's Plug-in Electric Vehicle Readiness Plan can be downloaded at [www.bayareapevready.org](http://www.bayareapevready.org). More resources and information can be found at [www1.eere.energy.gov/cleancities](http://www1.eere.energy.gov/cleancities) and [www.altcarexponorcal.com](http://www.altcarexponorcal.com).*



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: April 11, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended April 11, 2014.

1. **Hayfields Brush Clearing Phase 1 Complete** – The cooperative effort between the Hayfields neighborhood, Woodside Fire Protection District, and the Town resulted in completion of Phase 1 of this project. The project is an excellent example of a neighborhood-initiated effort to reduce fuel loads in the right-of-way in advance of what will likely be a high fire danger summer.
2. **Street Resurfacing Project Bids** – Public Works expects to open bids for the Town-funded portion of the street resurfacing project this coming Wednesday. In addition to the Town-funded project, Howard is working on the bid package for the federally funded project and the repairs to Upper Alpine caused by heavy rains in December 2012. All three of these projects have been delayed due to other projects.
3. **Audit by State Controller's Office Completed** – A site visit by the SCO was completed last week, with the auditor reviewing Town records related to the Gas Tax Fund, Traffic Congestion Relief Fund and Proposition 1B Fund allocations for the fiscal years 2007/08 through 2012/13. There were no findings and the final report is to be issued within the next three to six months.
4. **New Contract Staff to Help with Projects** – Lisa Ring has been contracted to work directly with the Planning Department and provide assistance as needed on Housing Element Update, Portola Road Corridor Plan, and policy development. Lisa recently started her own consulting firm, LOR Planning & Environmental Consulting. Prior to opening her firm, Lisa worked for 12 years with the City of San Mateo in several roles ranging from Associate Planner to Acting Zoning Administrator. In her time with San

Mateo she worked on a number of development projects including Transit Oriented Communities. Prior to San Mateo, she was a planner for the City of San Jose and a project manager for David J. Powers & Associates, Inc. Lisa will likely complete the bulk of her work remotely but you may see her around town hall on occasion. Kim Juran has been contracted through Regional Government Services and will work directly with the administration department to assist with several projects that have been deferred due to other priorities. Kim possesses nine years of municipal finance and management experience, having most recently served as the Administrative Services Director for the City of Auburn and prior to that as the Finance Director for the City of San Bruno. During her time in San Bruno, Kim played a key role in the City's EOC response to the PG&E pipeline explosion and the multi-year recovery effort. In addition to her public sector experience, Kim spent four years with Stanford University's development office working on a \$1 billion fundraising campaign. Kim will work two/three days per week with most of her work for the town being done onsite starting next Tuesday.



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – April 18, 2014**

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1. Agenda (Action) – ASCC – Monday, April 14, 2014
2. Agenda (Cancellation) – Sustainability Committee – Monday, April 21, 2014
3. Agenda – Finance Committee – Monday, April 21, 2014
4. Agenda – Conservation Committee – Tuesday, April 22, 2014
5. Email from resident Virginia Bacon re: Notification of upcoming Blu Home site visit - April 12, 2014
6. Notice of a Town-wide mailing / Portola Valley/Woodside Earth Fair 2014
7. Report from San Mateo County Sheriff's Office – Incident Log for 04/07/14 – 04/14/14
8. Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, April 18, 2014

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

1. Invitation from the Housing Leadership Council re: Affordable Housing Week / Legislative Policy Breakfast
2. Kaiser Permanente Community Briefings – Spring 2014



TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, April 14, 2014  
Special Field Meetings (time and place as listed herein)  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

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ACTION

SPECIAL ASCC FIELD MEETING\*

4:00 p.m. 229 Corte Madera Road Field meeting for review of revised plans for residential redevelopment of this 0.44 acre Brookside subdivision property. (ASCC review to continue at Regular Meeting) **Borck presented the staff report, project team reviewed revisions that had been made with the proposal and walked commissioners through the site. ASCC viewed story poles from Cima Way and 112 Crescent Ave. Some commissioners also viewed from 150 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 (**Koch absent. Also present: Tom Vlasic Town Planner; Karen Krisitiansson Deputy Town Planner; Carol Borck Assistant Planner; John Richards Town Council Liaison; Nate McKitterick Planning Commissioner**)
3. Oral Communications: **None.**

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

4. Old Business:
  - a. Continued Architectural Review for New Residence, Detached Studio, Entry Gate, and Site Development Permit X9H-670, 229 Corte Madera Road, Bedner **Project approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
  - b. Continued Architectural Review for New Residence, Detached Guest House, and Site Development Permit X9H-672, 18 Redberry Ridge, Douglass **Project approved subject to conditions to be met to a designated ASCC member prior to building permit issuance. Recommendations for approval of the site development permit to be forwarded to the Planning Commission. Recommendations for release of the building permit to be forwarded to the Town Council.**
  - c. Proposed Revisions to Approvals for Architectural Review of Garage and Second Unit Accessory Structures and Associated Site Work, Site Development Permit X9H-662 and Variance Request X7E-135, 3 Grove Court, Ciancutti **Project revisions approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**

5. New Business:
  - a. Architectural Review for Driveway Entry Gate, 151 Cervantes Road, Linebarger **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
  - b. Architectural Review for Driveway Entry Gate, 169 Sausal Drive, Schor **Project approved subject to conditions to be met to the satisfaction of Planning staff prior to building permit issuance.**
6. Commission and Staff Reports:  
**Vlasic – Provided update on fence removal at 1260 Westridge Drive and advised that landscape/tree plan will be coming in for review.**  
**Krisitiansson – Provided update on the Planning Department transition**
7. Approval of Minutes: March 24, 2014 **Approved as submitted.**
8. Adjournment: **10:24 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

Architectural & Site Control Commission  
April 14, 2014 Agenda  
Page Two

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: April 11, 2014

CheyAnne Brown  
Planning Technician

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Sustainability Committee  
Notice of Cancellation  
Monday, April 21, 2014

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# **SUSTAINABILITY COMMITTEE MEETING**

## **NOTICE OF CANCELLATION**

**Monday, April 21, 2014**

The Sustainability Committee meeting regularly scheduled for Monday, April 21, 2014 has been cancelled.



**TOWN OF PORTOLA VALLEY**  
***Finance Committee***  
**Monday, April 21, 2014 – 5:30 PM**  
**Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communication
3. Approve minutes from January 9, 2014 meeting
4. New Business
  - Financing Utility Undergrounding (Lavine)
  - Parcel Tax v. UUT (Urban)
5. Adjournment



**TOWN OF PORTOLA VALLEY**  
**Conservation Committee**  
**Tuesday, April 22, 2014 - 7:45 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**AGENDA**

1. Call to Order
2. Oral Communications – Welcome Phil Reilly
3. Approval of Minutes – March 25, 2014
4. Site Permits –
  - NEW – 683 Portola Road barn at Jelich ranch
  - 120 Cervantes – new home

Tree Removals – None
5. Old Business
  - A. Vote on applicant Maggie Conley
  - B. Backyard Habitat program - Marge
  - C. Earth Day Fair – assign tasks – see attached
  - D. Planting plan for Oak Grove subcommittee report
  - E. Ad-Hoc Water Conservation Task Force
    - 1) Draft locally appropriate drought tolerant plant list; clipboard at our table
  - F. Tip of the month – Murphy - drought again?
  - G. PV Anniversary year celebration – welcome basket – subcommittee Murphy/Kearney
  - H. Willows in creek
  - I. Optimize creeks - Stoecker
  - J. Budget
  - K. Cooperation with Trails Committee
6. New Business
  - A. Eucalyptus note to Council – see attached
7. Action Plan
8. Announcements
9. Adjournment

## Sharon Hanlon

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**From:** Brandi de Garmeaux  
**Sent:** Thursday, April 17, 2014 4:28 PM  
**To:** Sharon Hanlon  
**Subject:** FW: Blu Home site visit Tuesday, February 22nd, 2 p.m.

**From:** Virginia Bacon [<mailto:vcbacon@yahoo.com>]  
**Sent:** Saturday, April 12, 2014 9:05 AM  
**To:** Ann Wengert Home; Jeff Aalfs; MaryAnn Derwin; John Richards Home; Craig Hughes; Dave Howes; John Mashey; Judith Murphy; Lance Vaughan; Onnlee Trapp; Stefan Unnasch; steve marra; Denise Gilbert; Nate McKitterick; [pvlily@aol.com](mailto:pvlily@aol.com); Megan Koch; Jeff Clark; Dave Ross; Greg Vanhauser; Alex Vonfeldt; Nicholas Targ; [judith.hasko@lw.com](mailto:judith.hasko@lw.com); Brandi de Garmeaux; Karen Kristiansson  
**Subject:** Re: Blu Home site visit Tuesday, February 22nd, 2 p.m.

Whoops, the Blu Home site visit date is Tuesday, April 22!  
 What was I thinking...?  
 My mistake!

Virginia

On Saturday, April 12, 2014 8:20 AM, Virginia Bacon <[vcbacon@yahoo.com](mailto:vcbacon@yahoo.com)> wrote:  
 Save the Date – Tuesday, April 22<sup>nd</sup>, 2 p.m.  
 Here's your chance to preview a custom, local BLU home and learn directly from Builder, Ian Earnest. Ian knows a lot about Green building and is committed to implementing it. The home, located at 1234 Los Trancos Road, is part of a 5 lot subdivision. The top level was manufactured by BLU Homes.

[Modern Green Prefab Homes](#)

### Modern Green Prefab Homes

Blu Homes builds modern, architect-designed and energy efficient modular prefab homes in less time, with less headache. Design your dream home online!

View on [www.bluhomes.com](http://www.bluhomes.com)

Preview  
by  
Yahoo

The lower is custom and demonstrated how a manufactured home can be implemented and modified. So, please come, observe and ask your questions about what challenges and opportunities Ian discovered. This is a unique opportunity to learn first hand.

There is limited parking on site.

If you want to attend it would be best if we carpoled say at Town Hall or the Alpine Hills parking area on Los Trancos about 1:45 p.m.

I'd like to get a nose count of who can make it so I can tell Ian how many to expect. This may help with car pool arrangements too.  
 RSVP regrets only.

Virginia Bacon

P.S. This home will be coming on the market soon so, if you can't make it on Feb. 22nd, I'd urge you to take a look when it comes on the market.  
 The advantage to coming on the 22nd is that you'll have a chance to speak with the builder questions directly.



# Earth Fair 2014

Portola Valley Town Center Saturday, April 26

765 Portola Road Portola Valley, CA 94028

[www.portolavalley.net](http://www.portolavalley.net)

Please join us in this year's Earth Fair on Saturday, April 26th from 11 am to 3 pm at the Portola Valley Town Center. The day will be full of fun and entertaining activities that involve water conservation and sustainability.

The events include:

● **Earth Fair Exhibitors**

Find out how to make sustainable and water conserving choices through new products that will help you become more "green"

● **Guest Speakers 2:00 pm**

San Mateo County Board of Supervisor Don Horsely and Assemblymember Richard Gordon will talk about what they are doing to promote sustainability

● **Awards Presentation 2:10 pm**

A recognition award will be presented to Woodside for becoming a Tree City USA member

● **Live Music** by PJ Weston & the Unstable

● **Food and Drinks**

\*Delicious food will be served by food trucks Little Green Cyclo and Grilled Cheese Bandits

\*Local microbrews from Half Moon Bay Brewing Company

\***\$2.00 food truck voucher for first 100 attendees**

● **Animal Show 2:15 pm**

Wild animal show with Conservation Ambassadors

\*Learn how animals respond to droughts!

● **Biking and carpooling is encouraged**

All bicyclists will receive a \$2.00 off voucher redeemable at any food truck  
Free bike tuneups on site!

● **Please bring your refillable water bottle**

We will have a refilling station and water fountains on site

● **Free document shredding** from

11 am - 3 pm. A Shred-It truck will be on-site where your personal documents will be securely destroyed and recycled

● **Free compost** (up to 2 bags)

provided by Greenwaste will be available from 11am - 3 pm (while supplies last)

For more information, please visit [www.portolavalley.net](http://www.portolavalley.net)

Portola Valley / Woodside  
Earth Fair 2014

Portola Valley Town Center      Saturday, April 26  
765 Portola Road Portola Valley, CA 94028  
[www.portolavalley.net](http://www.portolavalley.net)

Presorted  
Standard  
Page 170

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# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Monday 04/07/14 to Monday 04/14/14**

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-2905	04/07/14 11:00AM	199 Churchill Ave. Woodside	General Information Case	A deputy was dispatched to Woodside High School in regards to a student who sold edible marijuana products to multiple other students. When the deputy arrived on scene he was told that a female juvenile student sold marijuana laced edibles to numerous students on school grounds while school was in session. Two of the students who ingested the edibles got sick while at an after school program and they were picked up by parents. Discipline was handled administratively by the principle and school board.
14-2947	04/08/14 6:51PM	100 Blk. Valencia Court Portola Valley	Burglary	Unknown suspect(s) entered the master bedroom at a residence on Valencia Court in Portola Valley. The suspect(s) entered the master bedroom through the bedroom door; however there were no signs of forced entry. The suspect(s) took a pearl necklace, estimated at approximately 15,000.00 dollars that belonged to the victim, from an unsecured jewelry box. The suspect(s) exited through the same bedroom door. There were no other items that were out of place or taken.

14-2946	04/08/14 7:00PM	The Loop Rd/Canada College Woodside	Drive w/Suspended License w/ DUI Conviction	A deputy conducted a traffic stop on The Loop Road, south of Campus Circle. The deputy conducted a records check of the driver, who stated that he had a suspended license. County Communications confirmed that the driver's license was suspended. The driver also stated that there was no insurance on the vehicle. The driver was issued a citation and the vehicle was towed.
14-3050	04/11/14 3:25PM	600 Blk. Woodside Dr. Woodside	Attempted Fraud	An unknown suspect contacted the Reporting Party claiming to be from Homeland Security. The suspect stated that the RP's husband was going to be arrested by "The Woodside Police" if she did not accept certain charges. The RP found it suspicious and contacted the Sheriff's Office to report the incident. The RP never gave the suspect any financial information.
14-3067	04/12/14 12:54AM	Woodside Rd./Quail Meadow Dr. Woodside	DUI Alcohol/Drugs	A black Mercedes was observed failing to stop at a stop sign on Whiskey Hill Road at Woodside Road. An enforcement stop was conducted and upon contacting the driver, the deputy smelled the odor of an alcoholic beverage coming from inside the vehicle. The deputy had the driver perform a series of field sobriety tests and it was determined that the driver was under the influence of alcohol. Thareerat Kochatchawan from Atherton was placed under arrest. Kochatchawan was transported to First Chance. Upon arrival at First Chance, the driver refused to submit to a breath test. The driver was issued a citation for driving under the influence of alcohol and released to First Chance.
14-3081	04/12/14 2:07PM	1800 Blk Camino De Los Robles West Menlo Park	Obtain/Use Personal ID w/o Authorization	The victim was made aware of a fraudulent Verizon Wireless account opened in his name. The account was opened online by unknown suspect(s) on 04/01/2014. There is no suspect information.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: April 18, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended April 18, 2014.

1. **Interim Financial Audit Complete** – The Town's auditor, Maze & Associates, was on site this week conducting their interim financial audit in which the auditor reviews internal controls, processes and procedures, and tests selected financial transactions for compliance with GAAP and adopted policies. The final audit of the Town's financial reports for the fiscal year ended June 30, 2014 will be conducted in late September. The interim audit tends to have a significant impact on all staff members, but Stacie, Cindy and CheyAnne carried the show by providing the requested information in a timely manner.
2. **The Easter Bunny Left a Skate Ramp** – The skate park is open and in use. Jon Myers has expressed his appreciation to staff and is considering a ribbon cutting. Staff anticipates that use of the skate ramp will increase after spring break.
3. **Street Resurfacing Bid Opening** – Public Works opened the resurfacing bids for the Town's local project and the low bid and alternate came in very close to the engineer's estimate. With such favorable results, the project plus bid alternate are both are scheduled to move forward in the first half of May.