



# TOWN OF PORTOLA VALLEY

**7:30 PM – Special Meeting of the Town Council**  
**Wednesday, June 18, 2014**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

## **SPECIAL MEETING AGENDA**

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

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

### **ORAL COMMUNICATIONS**

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

### **CONSENT AGENDA**

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

- (1) **Approval of Minutes** – Regular Town Council Meeting of May 14, 2014 (2)
- (2) **Approval of Minutes** – Regular Town Council Meeting of May 28, 2014 (12)
- (3) **Ratification of Warrant List** – June 11, 2014 (26)
- (4) **Appointment by Mayor** – Request for appointment of a member to the Parks & Recreation Committee (38)

### **REGULAR AGENDA**

- (5) **Review the 2014 Draft Housing Element** (41)
- (6) **Capital Asset Acquisition Policy Update** (129)

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

- (7) **Reports from Commission and Committee Liaisons** (136)  
*There are no written materials for this item.*

### **WRITTEN COMMUNICATIONS**

- (8) **Town Council Weekly Digest** – June 6, 2014 (137)
- (9) **Town Council Weekly Digest** – June 13, 2014 (167)

### **ADJOURNMENT**

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

#### **AVAILABILITY OF INFORMATION**

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

#### **SUBMITTAL OF AGENDA ITEMS**

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

#### **PUBLIC HEARINGS**

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 879, MAY 14, 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 Maryann Moise Derwin, Craig Hughes and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None

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

ORAL COMMUNICATIONS

Resident, Louis Ebner, indicated that members of the community would have been interested in attending had they heard about it earlier, asked about a May 18, 2014 meeting he received notice about yesterday. Mayor Wengert clarified that the idea behind this special meeting, which is open to the public, was to bring together the three Town entities with decision-making authority – the Town Council, the Planning Commission, the ASCC – to examine and discuss changes taking place in the community, the challenges they present and how they affect planning. She explained that no specific land-use policies, projects or regulations are on the agenda, but rather a broad discussion to improve internal communication, ensure alignment and share viewpoints. She added that the short notice was unintentional, and minutes will be published.

CONSENT AGENDA

- (1) Approval of Minutes: Regular Town Council Meeting of April 23, 2014 [*Removed from Consent Agenda*]
- (2) Approval of Minutes: Special Town Council Meeting of April 30, 2014 [*Removed from Consent Agenda*]
- (3) Ratification of Warrant List: May 14, 2014 in the amount of \$155,242.69
- (4) Recommendation by Town Attorney: Adopt Ordinance adding Section 18.17, State Density Bonus Law to the Portola Valley Municipal Code
  - (a) Second reading of title, waive further reading, and adopt 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.2014-403)
- (5) Recommendation by Town Manager: Proclamation Honoring Woodside Priory School
- (6) Recommendation by Public Works Director: FY 2013-2014 Street Resurfacing Project – Rehabilitation No. 2013-PW01 OBAG Funded Federal Project No. STPL-5390(005)
  - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley approving plans and specifications and upon authorization from CalTrans, call for bids for the 2013/2014 Street Resurfacing Project – Rehabilitation No. 2013- PW01 Federal Project No. STPL-5390(005) (Resolution No. 2618-2014)

By motion of Councilmember Richards, seconded by Vice Mayor Aalfs, the Council approved the Items 3-6 on the Consent Agenda with the following roll call vote:

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

No: None.

(1) Approval of Minutes: Regular Town Council Meeting of April 23, 2014

Councilmember Richards moved to approve the minutes of the Town Council meeting of April 23, 2014, as amended. Seconded by Vice Mayor Aalfs, the motion carried 4-0-1 (Derwin abstained).

(2) Approval of Minutes: Special Town Council Meeting of April 30, 2014

Councilmember Richards moved to approve the minutes of the Special Town Council meeting of April 30, 2014, as clarified. Seconded by Councilmember Hughes, the motion carried 5-0.

REGULAR AGENDA

(7) Public Hearing: Adoption of a resolution approving a revised Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments

- (a) Adoption of a resolution of the Town Council of the Town of Portola Valley approving a revised Fee Schedule for Its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. 2619-2014)

Mr. Pegueros said this item is a revising the Town's Fee schedule for various Town services. As indicated in his May 14, 2014 staff report, at its April 9, 2014 meeting the Council directed staff to make an across-the-board 2.4% fee adjustment, in line with the 2013-2014 Consumer Price Index (CPI). The CPI increase is lower than the anticipated 3.5% rise next year in labor costs, upon which the fees are based, Mr. Pegueros said.

The updated fee schedule reflecting the increases included the Council's agenda packets reflects a few exceptions to the 2.4% adjustment. Mr. Pegueros said the Community Hall rental fee also has been increasing this fee from \$1,800 to \$2,500 to adequately recover Town costs associated with the hall rental. This increase had been approved but not implemented in 2013. In addition, Mr. Pegueros said that staff recommends:

- Keeping fees rounded to the nearest increment of \$5
- Leaving fees of up to \$100 unchanged
- Leaving deposit amounts unchanged

All told, Mr. Pegueros expects the increased fees to generate less than \$25,000 in increased revenue next year.

Councilmember Derwin asked why the Town would get involved in something such as a deck repair. Mr. Pegueros cited safety reasons and compliance with regulations, including zoning setbacks and use of appropriate materials. Councilmember Richards noted that a deck less than 30 inches above ground could be remodeled without a permit, but otherwise, structural work must be permitted and inspected to ensure that it is done correctly.

Councilmember Derwin said she was unaware that mobile homes were allowed in Portola Valley. Mr. Pegueros said they are permitted provided they're compliant with zoning regulations.

Councilmember Derwin commented that the proposed changes in Community Hall rental fees bring the per-day charges for residents (\$2,500) and non-residents (\$2,865) very close together; the current rate is \$1,800 for residents and non-residents alike. Councilmember Hughes had the same question. Per the analysis, Mr. Pegueros said the calculation was based on services typically provided. He also said it's predominately residents who rent Community Hall, and policies have been crafted to make the facility more accessible and more available to residents. For instance, he said non-residents can reserve the facility for weddings no more than three months ahead. On a somewhat related note, Mr. Pegueros pointed out that intensity of use of the Redwood Grove is approaching a point where we'll have to review policies regarding use of that facility.

Mayor Wengert opened the public hearing. With no speakers coming forward, she closed the public hearing.

Vice Mayor Aalfs moved to adopt the resolution approving the revised Fee Schedule. Seconded by Councilmember Richards, the motion carried 5-0.

(8) Recommendation by Town Manager: Resolution approving amendments to the Town's Employee Compensation Plan effective June 1, 2014

(a) Adoption of a resolution of the Town Council of the Town of Portola Valley amending the Employee Compensation Plan effective June 1, 2014 (Resolution No. 2620-2014)

The Town's Employee Compensation Plan, a comprehensive document that includes all salaries and benefits provided to Town employees, was last updated in November 2013, Mr. Pegueros said, to reflect structural changes in amount of cafeteria plan dollars provided to employees and the introduction of health insurance cost-sharing. Historically, the Town has reviewed its salary schedule at least annually, typically increasing the top step of the salary range in line with the CPI increase to keep salary ranges up-to-date and competitive. The salary schedule generally comes into play when the Town is advertising for vacant positions, Mr. Pegueros said. Changing salary ranges doesn't automatically trigger salary changes, he explained, but performance-based merit increases may be awarded within the higher range.

Mr. Pegueros enumerated three additional proposed changes:

1. Expanding vision coverage to include dependents as well as employees; the total cost for the expanded coverage for FY 2014-2015 would be \$809.
2. Adding the Planning Director (yet to be hired) to those employees eligible for a \$250 monthly allowance as compensation for (typically daily) use of their private vehicles for Town business; this arrangement would cost the Town an additional \$3,000 more per year, but auto allowances reduce the Town's cost of maintaining fleet vehicles and eliminate the need for the eligible employees to track their mileage for reimbursement. Those already eligible for auto allowances are the Building Official, the Town Manager and the Public Works Director.
3. Creating a Tuition Reimbursement Program to help staff members seeking to increase their skills and value to the Town, by providing up to \$3,000 per fiscal year in reimbursement for job-related coursework and training. Mr. Pegueros indicated that the Town Attorney recommended striking the second sentence in Section 4.4.2 of the proposed Compensation Plan update included in the agenda packet: *All full-time employees of the Town who have completed no less than one year of continuous employment prior to the time of course enrollment are eligible for tuition reimbursement. Employees who receive tuition reimbursement are expected to remain in continuous employment with the Town for no less than one year after receiving such reimbursement.*

In response to Councilmember Richards, Mr. Pegueros said that employees who have no auto allowance but do use personal vehicles for Town business are reimbursed on the basis of their mileage. When Councilmember Richards asked whether the regular use of personal vehicles might apply to both the Planning Director and the Deputy or Interim Town Planner, Mr. Pegueros said it's possible, and it's also possible that the allowance could be shared on the basis of how responsibilities are split.

Mayor Wengert asked how much the Town has been spending in reimbursement for the Planning Department. Mr. Pegueros' back-of-the-envelope calculation came to \$252 per month, based on 450 miles in 30 calendar days at the IRS reimbursement rate of \$0.56 per mile.

Referring to the Tuition Reimbursement Program, Councilmember Hughes said we'd want to encourage staff who benefit from the program to remain with the Town for some period following reimbursement for their studies, and asked if there's another way to do that. Ms. Prince said that the language perhaps could be softened – "it is desirable..." or "it is hoped..." that employees who receive reimbursement will remain.

Mayor Wengert said eligibility is a more important criterion – having been with the Town for at least one year. She also pointed out that the Town's staff has been very loyal and longstanding. Vice Mayor Aalfs added that the Town Manager would have full discretion over the request in any case. Mr. Pegueros pointed out, too, that particularly if employees are working toward an undergraduate degree, it is a multi-year commitment and the Town would benefit each year as their education and training increase.

Councilmember Derwin also noted that realistically, with such a small staff, it's not likely that many will take advantage of this program.

On the expanded vision coverage, Councilmember Derwin asked how much more the Town would pay if the vision premium were to increase dramatically. Mr. Pegueros said the premium is very stable because the services don't vary, and the benefit is fixed – frames every two years up to \$150, for example – so claims are easy to predict. As Councilmember Hughes pointed out, vision coverage is basically a payment plan for glasses and contact lenses, not at all like insurance in the sense of medical coverage.

There were no further comments, either by Councilmembers or the public.

Councilmember Hughes moved to adopt the resolution approving amendments to the Town's Employee Compensation Plan, as revised in Section 4.4.2. Seconded by Councilmember Derwin, the motion carried 5-0.

## COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

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

Councilmember Richards – None

Councilmember Hughes

#### (a) Planning Commission

During its May 7, 2014 meeting, the Planning Commission approved an amendment to the previously approved variance request for the property at 3 Grove Court and held a public hearing on the site development permit for 18 Redberry Ridge. Councilmember Hughes said the request for release of the building permit for this property, based on remediation for the unauthorized tree removal, is likely to come to the Council on May 28, 2014.

The Planning Commission also discussed additional sections of the Housing Element, reviewing goals and policies from 2009 and the analysis of constraints, as well as the Housing Element Annual Progress Report.

(b) Cable and Utilities Undergrounding Committee

Now two members short, , Committee members discussed new member recruitment for 2014 at their May 8, 2014 meeting, as well as the challenge of recruiting when they are uncertain of their direction, given the current status and expense of undergrounding.

As for the Rule 20A undergrounding that's in progress, PG&E has reported that the electrical drawings are almost complete and should be finished by May 20, 2014. The next steps will be PG&E discussing the drawings with the other utilities and preparing composite drawings, with construction theoretically scheduled to begin May 30, 2015 and end on June 30, 2015 – at least of PG&E's portion. Councilmember Richards noted that work on this section of undergrounding began when he was Committee liaison three years ago.

Committee members also continued discussion on their proposed charter change from its undergrounding focus, but pretty much decided to hold off until after the Rule 20A project is complete. Meanwhile, they have a project related to the current charter, which involves investigating a possible alternative to the utility users tax (UUT) to fund new undergrounding. They discussed potentially preparing a professional survey to gauge the level of interest among Town residents.

Councilmember Derwin

(c) Council of Cities

The April 25, 2014 Council of Cities meeting was held in a beautiful setting at Sam's Chowder House, north of Half Moon Bay. Following a City Selection Committee reelection of the incumbent, Half Moon Bay Councilmember *Allan Alifano* for the San Mateo County Local Agency Formation Commission (LAFCo) representative, the program featured a panel discussion, "Realignment 18 Months Later: Where are we now?" Colma Police Chief Jon Read facilitated an update on AB109, legislation passed in 2011 to realign California's Department of Corrections in an effort to reduce the state prison populations by shifting lower-level offenders to local jurisdictions. Panelists included San Mateo County Probation Chief John Keene, District Attorney Steve Wagstaffe and Assistant Sheriff Tricia Sanchez.

In addition to being moved from state prisons to county jails, the relocated offenders also receive post-release supervision under the authority of the county, Councilmember Derwin explained. With so-called split sentencing, a judge can now divide a sentence between jail time and probation supervision as well, and after 30 days served in jail, one jail time can be converted to residential treatment. She said San Mateo County ranks first in the state in judges opting for split sentences.

DA Wagstaffe said realignment has created a sea change in what courts are being asked to do. He also said San Mateo County is the second-safest county in California and wants to maintain that status but it's tough with so people many on probation because the jails are too crowded. The 5,200 people currently on probation in San Mateo County – and up to 200 more anticipated by year-end – compares to 4,500 prior to realignment.

Panelists indicated that after release, substance abuse remains a core problem, and offenders also often have a variety of other needs, ranging from mental health and social services to jobs and housing. Since October 2012, Councilmember Derwin reported, a total of 366 individuals have been transferred to San Mateo County alone. Further, they account for 22% of the county's jail population. Of those released early, Redwood City has 52, Daly City has 48 and East Palo has 38.



Noting that at least part of Portola Valley's experiencing an uptick in crime probably can be attributed to realignment; Councilmember Derwin also referred fellow Councilmembers to a Stanford study, Voices from the Field, which provides a local perspective on how California stakeholders view the effects of realignment on public safety.

(d) San Mateo County Energy Watch

PACE, the Property Assessed Clean Energy program that offers property owners the ability to finance energy efficiency, solar and water conservation projects through property assessments that appear on their annual property tax bills, remains stalled at the federal level in terms of residential properties, but it's making a comeback locally. Councilmember Derwin attended a PACE financing workshop in Menlo Park on April 28, 2014, sponsored by San Mateo County Energy Watch, a joint project of PG&E and the City/County Association of Governments (C/CAG)

The workshop included information about a new California Treasurer's Office Residential PACE/Loss Reserve Program, which would pay off the PACE loan if a property went into foreclosure. This program has \$10 million, which is expected to last a long time, because those who take out PACE loans are not likely to go into foreclosure.

The workshop also included presentations from three PACE vendors, including Figtree, HERO and Renewable Funding/California FIRST. Councilmember Derwin said Figtree is a Southern California company that handles primarily commercial properties, but it has relationships with local contractors and will go as low as \$5,000 for a project. The way PACE works, Mr. Pegueros said, the local jurisdiction creates a financing district and issues bonds, with participating homeowners securing their portion with the first lien on the property. He said he didn't think being the first leinholder would be appropriate for Portola Valley. Councilmember Derwin said the HERO Program might be more applicable here. Western Riverside Council of Governments (WRCOG), a Joint Powers Authority (JPA) established HERO locally but has since made it available statewide. It is administered by Renovate America, Inc. for residential properties. She said there's a possibility that the San Mateo County could be the leinholder.

(e) Library JPA Governing Board

Meeting on May 12, 2014, the Library JPA Board discussed the Library Donor Fund Subcommittee, which Councilmember Derwin chairs. Three jurisdictions in San Mateo County bring in more tax dollars for the library than they spend – Portola Valley, Woodside and Atherton. Portola Valley has close to \$500,000 in donor funds accrued; the sums in Woodside and Atherton are much higher (i.e., \$2.5 and \$8 million, respectively), while communities such as Pacific and Half Moon Bay struggling.

Because they're meant to take a holistic view, Councilmember Derwin said some members of the JPA consider the system inequitable, but compromise is possible. She said she believes they've agreed upon four Governing Board members, four operations members and maybe another, with no duplication from the same jurisdiction. She will take her recommendations to the Board for approval.

She also reported that:

- This is the first year the JPA has a balanced budget going into its next fiscal year
- The Woodside Library will be closed for some time to build a new library, which will bring additional patrons to the Portola Valley Library

- Half Moon Bay's library is thinking about its new library
- Atherton's new library is expected to run \$10 million
- Libraries do a lot in terms of flu shots in the fall, Affordable Care Act workshops, maker fairs, etc.
- The Portola Valley Library held its 15th annual children's poetry contest

#### Vice Mayor Aalfs

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

Standing in for Councilmember Derwin, Vice Mayor Aalfs attended the C/CAG meeting on May 8, 2014. He said that C/CAG is watching (as well as sponsoring) and Portola Valley was supporting AB 418, the Stormwater Funding Initiative Bill that passed in the Senate 27-8 and went before Assembly Local Government Committee for a hearing on April 2, 2014.

He also indicated that:

- AB 2170, which would clarify JPA authority in regard to exercising any power common to the contracting parties, including the authority to levy a fee or tax, passed the Assembly Floor by a vote of 41-20 on April 28, 2014
- AB 1970 (Rich Gordon), which would require setting aside Cap and Trade moneys from the Greenhouse Gas Reduction Fund for grants and other financial assistance for local spending by eligible applicants for Community Investment and Innovation Programs, passed the Assembly Local Government Committee and is now in the Assembly Appropriations Committee

##### (f) Architectural and Site Control Commission (ASCC)

Meeting on May 12, 2014, the ASCC conducted a preliminary architectural review of a proposed addition to a small home at 20 Russell Avenue and consideration of a variance request. Built in 1935, the home located currently encompasses 900 square feet, and the owner, Ramesh Subramonian, has proposed a 400-square-foot addition.

Commissioners also conducted an architectural review of a project at 185 Shawnee Pass that includes a residential addition/remodel, a new detached guest house and stables.

##### (g) Midpeninsula Regional Open Space District (MROSD)

On May 13, 2014, Vice Mayor Aalfs met with some residents to discuss their interest in the MROSD's Hawthorne property. He said Town Historian Nancy Lund had pulled together about 12 people who participated in the meeting. One outcome was formation of a group who volunteered to re-draft the letter of interest (LOI) spearheaded by some Nature and Science Committee members to submit as private citizens to MROSD for consideration. The volunteers include Ms. Lund, Carter Warr (CJW Architecture), Bill Stronck (Gonsalves & Stronck), Kirstin Kingdon (a new Sequoias resident) and Al Schreck (longtime resident). Vice Mayor Aalfs volunteered to monitor their effort to help ensure that what they propose on behalf of the "Portola Valley Preservation Center at the Historic Hawthorns" is consistent with what the Council would be able to encourage.



Mayor Wengert asked whether there was any discussion about MROSD's overall vision for the property during the meeting. Noting that resident Marilyn Walter had specifically asked what the group's proposal would bring to the community, Vice Mayor Aalfs said the group discussed stewardship of the land, acknowledgment and appreciation of history, a farm angle including possibly animal management, and having a community gathering place. He characterized these as things that define the Town in terms of agriculture, ranching and history.

Councilmembers discussed the pros, cons and timing of potentially commenting on the re-drafted LOI. There were concerns about setting unrealistic expectations as to the Council's role, but consensus that the Council would provide input and feedback, depending on what the LOI ultimately says. There also seemed to be consensus that the group is a good one that's moving in the right direction, but Mr. Pegueros also pointed out that although he doesn't think that at this stage MROSD is looking for a fleshed-out plan, he believes the organization is very interested in identifying a partner that's willing and able to step up.

Mayor Wengert

(h) SFO Airport/Community Roundtable

The Federal Aviation Administration's (FAA) review period for comment on the Northern California Optimization of Airspace and Procedures in the Metroplex (OAPM) Environmental Assessment (EA) Report ended May 4, 2014, Mayor Wengert reported, noting that the extension (from the original April 24, 2014 deadline) hasn't kept the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay from continuing to push hard for good answers.

In response to Councilmember Derwin, Mayor Wengert said that the Town's letter, which the Council reviewed at its April 23, 2014 meeting, resulted in receipt of a form letter but none of the additional data requested.

Mayor Wengert also reminded Council that the SFO runway closure begins on May 17, 2014, and a reminder also will be posted on the PV Forum.

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

Standing in for Councilmember Derwin at the annual HEART luncheon on May 7, 2014, Mayor Wengert reported a huge turnout and a very entertaining speaker in Trip Hawkins. His "Entrepreneurs, Education and Empathy" presentation covered some the educational software initiatives being introduced by his new venture, the If You Can Company. Focusing on his quest to create a game to develop empathy in children, he pointed out how greater empathy will help address our affordable housing crisis.

Mayor Wengert noted that she spent considerable time with Rose Jacobs Gibson, currently a member of the Silicon Valley Community Foundation Board of Directors and former East Palo Alto City Councilmember (1992 to 1999) and Mayor (1995-1996), member of the San Mateo County Board of Supervisors (1999-2012, President in 2003).

Councilmember Derwin said the luncheon drew 375 guests and raised \$113,665, exceeding its target by more than \$10,000. She said HEART received a matching grant from Facebook for the home-buyer program, for a total of \$40,000.

(j) Finance Committee

The Finance Committee reviewed the proposed FY 2014-2015 budget at its meeting on May 13, 2014. Mayor Wengert said the review went extremely smoothly, a testament to the efforts of Mr. Pegueros and Administrative Services Manager Stacie Nerdahl. She said Finance Committee members all characterize the budget as becoming “increasingly professional.” Two issues that come up, she said, are:

- The cost of the law enforcement patrol Portola Valley shares with Woodside, with the contract renewal scheduled for next year
- UUT versus parcel tax; Bill Urban asked whether there’s been any Council feedback on this, and in response, she mentioned concerns about parity of a parcel tax relative to varying levels of commitment to energy efficiency on the part of property owners, because the UUT rewards efficiency

WRITTEN COMMUNICATIONS

## (10) Town Council April 25, 2014 Weekly Digest

## (a) #8 – Email from Trails and Paths Committee re: Eucalyptus removal – April 23, 2014

Referring to the recommendation from the Conservation Committee to accelerate the removal of the eucalyptus trees in front of the Spring Down meadow, this email indicated that the Trails and Paths Committee would be discussing this proposal at its meeting on May 13, 2014. Mayor Wengert indicated that the meeting was canceled. She said it was rescheduled for May 20, 2014, but she would be unable to attend. Councilmember Richards said he would stand in for her.

Councilmember Derwin pointed out that eucalyptus trees are extremely flammable, and particularly considering the drought and high fire danger, safety should come first. Councilmember Hughes said he tends to agree, but favored obtaining input from the Trails and Paths Committee. Mr. Pegueros said if the Council wants staff to work with the Conservation Committee on which trees ought to be removed, and if the Woodside Fire Protection District (WFPD) Fire Marshal Denise Enea supports that decision, he said it would be expensive but we can make it happen. Mayor Wengert suggested a combined meeting of Trails and Paths with the Conservation Committee to address this issue. Councilmember Richards concurred, noting that their divergent views represent the views of significant numbers of residents. Mr. Pegueros said he could work with Ms. Enea to craft a policy that could come to the Council after obtaining comments from the committees, whether they meet or weigh in separately.

Councilmembers agreed that the Council’s review should be widely publicized. Mr. Pegueros recommended adding this item to the Council agenda for special meeting scheduled for June 18, 2014. The meeting on June 11, 2014 has been canceled.

## (11) Town Council May 2, 2014 Weekly Digest

## (a) #8 – Month End Financial Report – April 2014

Councilmember Hughes asked whether it would be possible to add comparison-to-budget data, or comparison to something so the numbers are less abstract but in some context. Mr. Pegueros explained that the bulk of the Town’s revenue comes in December and April, but they could provide comparable data from the prior year.

One number than could be particularly meaningful, he said, would be to provide comparable data for the Unassigned Balance under the General Fund assignments, or benchmark actual to plan.

- (b) #12 – Memo from Town Manager Nick Pegueros re: Weekly Update – Friday, May 2, 2014

Councilmember Derwin said she's sorry to see that Deputy Building Official Gary Fitzer will be retiring effective July 16, 2014, after more than 11 years of service (#1). She also said the Earth Fair on April 26, 2014, was very nice, and she particularly enjoyed the wild animal show (#2).

(12) Town Council May 9, 2014 Weekly Digest

- (a) #7 – Agenda – Ad-Hoc Water Conservation Task Force – May 16, 2014

Mayor Wengert confirmed that the group would meet on May 16, 2014.

- (b) #9 – Letter from League of California Cities re: Designation of Voting Delegates and Alternates –May 1, 2014

Mayor Wengert will check her availability to attend the League's upcoming conference, scheduled for September 3-5, 2014 in Los Angeles.

Councilmembers discussed the schedule for the May 18, 2014 retreat that will bring together members of the Town Council, the Planning Commission and the ASCC.

ADJOURNMENT [9:30 p.m.]

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Mayor

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Town Clerk

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 880, MAY 28, 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 Maryann Moise Derwin, Craig Hughes and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None

Others: Nick Pegueros, Town Manager  
Leigh Prince, Town Attorney  
Brandi deGarmeaux, Sustainability & Special Projects Manager  
Karen Kristiansson, Interim Town Planner  
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Louis Ebner, Wyndham Drive, indicating his dissatisfaction with what he considered a short noticing period for the May 18, 2014 Town Council/Planning Commission/ASCC retreat, asked the Town Council to consider adopting a 10-day Agenda Noticing Policy in the interest of transparency as well as encouraging more of a public turnout.

CONSENT AGENDA

- (1) Ratification of Warrant List: May 28, 2014 in the amount of \$452,016.82
- (2) Report from Sustainability and Special Projects Manager: Farmers' Market Quarterly Report
- (3) Recommendation from Town Manager: Consultant Services Agreement with Spangle Associates

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

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

No: None.

REGULAR AGENDA

- (4) Report from Interim Town Planner: 18 Redberry Permit Release

Ms. Kristiansson presented her staff report which asks the Town Council to review the restoration efforts on the subject property to determine whether to allow release of the building permit to construct a house. The March 14, 2014 Restoration Monitoring Report from Rana Creek, included in the Council packet, concludes that the restoration effort continues to mature as expected. According to Ms. Kristiansson, both the Planning Commission and the ASCC considered the progress of the plantings and the screening they'd provide for the house and reviewed computer-generated models from various angles.

The ASCC approved the architectural review at of the project its April 14, 2014 meeting, and recommended that the Town Council allow release of building permits for the project. The Planning Commission approved the site development permit at its May 7, 2014 meeting. Conditions of Approval include requirements for continued monitoring of plantings. Given progress to date, the Conditions of Approval, commission recommendations, the \$65,000 cash deposit and continued sureties with the Rana Creek contract, staff also recommends release of the building permits.

Mayor Wengert asked how long the \$65,000 surety bond is in place and what the requirements are for its release. Ms. Prince said if all looks as it should in 2.5 years, a portion of it gets released and the Town will retain \$30,000. The rest would be released upon completion. In response to a further question, Ms Kristiansson said that the owner would be required to replace any plantings that die.

Vice Mayor Aalfs said he's comfortable with the recommendation to release the building permits.

Councilmember Derwin, indicating that she hopes there was a lesson learned here for the property owner and others, said it's time to let him move ahead with his project.

Councilmember Hughes, who was involved with this matter as an ASCC member before coming to the Town Council, said the restoration is heading in the right direction.

Councilmember Richards said it's the best we can hope for, and he's pretty happy with the way it's been pursued.

Mayor Wengert agreed, noting that the owner has been very responsive and it's a positive outcome at this point, invited a motion.

Councilmember Richards moved to release the building permits, with the conditions imposed. Seconded by Councilmember Hughes, the motion carried 5-0.

(5) Report from Interim Town Planner: Housing Element Annual Report

Ms. Kristiansson presented her staff report and highlighted that state law requires jurisdictions to produce annual reports each spring, and in addition, the Town's 2009 Housing Element requires ongoing monitoring of three housing programs – Inclusionary Housing, Multi-Family (now called Affiliated) Housing and Second Units. The annual report notes that the Town has adopted all six Zoning Ordinance amendments planned, made progress on the Blue Oaks inclusionary housing by selling the lots, and issued 32 building permits for second units, all but two of the 34 projected. More detailed information on the implementation of the 2009 Housing Element is part of the Evaluation section of the 2014 Housing Element update, which the Town Council will be reviewing in June 2014. Ms. Kristiansson said tonight the Council needs only to review the Annual Element Progress Report, take any public comments and authorize submittal to the state.

Mayor Wengert asked for elaboration on progress on affiliated housing at the Priory. Ms. Kristiansson said that in 2005, the Town approved a master plan for the campus, which included 11 new units and a variety of other projects. She said that Head of School Tim Molak told her they hope to get these units built within the next five years. The timing would depend on fundraising and the status of other construction projects.

Vice Mayor Aalfs asked whether the Priory was considering a different location. Ms. Kristiansson said as they work on implementing parts of the master plan, they want make some adjustments along the way, and a different location for the housing units may be one of the adjustments they would seek.

Councilmember Richards asked the timeframe when the 32 second-unit permits were issued. Ms. Kristiansson said from the second half of 2008 through the beginning of 2014. He said it's amazing that the numbers have come out as well as predicted. It shows that we're doing our best.

Mayor Wengert said she was impressed as she reviewed the Report.

Councilmember Derwin asked whether the second units are being added to existing homes or coming with new building projects. In response, Ms. Kristiansson said most of them are part of new projects, but we're seeing more than previously being added. She said at least two applications have started the process in the last two months.

Councilmember Hughes said it's good to see that we're on track and continue moving in the right direction.

Councilmember Derwin said that Ms. Kristiansson, Tom Vlastic (now Town Planning Consultant) before her, and before that George Mader always did a fabulous job with the Housing Element. When she was elected in 2005, Councilmember Derwin recalled, then Town Attorney Sandy Sloan told her if something weren't done about those Blue Oaks units, eventually it's going to catch up with us and our Housing Element won't be certified. Councilmember Derwin said she had no idea what Ms. Sloan was talking about at the time, but there were many attempts between 2005 and 2012 to deal with those units. "In 2012 we finally did," she said, applauding the 2012 Councilmembers for the grit, stamina and courage they showed in dealing with it. Had we not sold those units and put the money into an inclusionary fund, she said, she doesn't know that we'd be getting a certified Housing Element this time around.

Vice Mayor Aalfs said it's exciting to see this progress; he said second units and Blue Oaks were both great steps. He hopes it continues with the next Housing Element.

Mayor Wengert agreed with Councilmember Derwin and said that it's was a tough battle but the best outcome is that we did deal effectively and with finality with the Blue Oaks issue and can now move forward. She also said she's happy that the Planning Commission has been working hard on second unit program improvements and other ideas to expand housing programs.

Councilmember Hughes moved to approve the Annual Element Progress Report and authorize its submittal to the state. Seconded by Councilmember Derwin, the motion carried 5-0.

(6) Presentation by Town Manager: Review Proposed 2014/2015 Budget and Set Public Hearing

Beginning with a high-level overview, he said the current fiscal year is ending strong, with revenues higher than budgeted and expenses slightly lower. He then presented his transmittal memo in detail to the Town Council.

Mr. Pegueros noted that sales tax projection of \$300,000 over the current year adopted budget as included in the transmittal memo requires adjustment downward due to an error in sales tax transmittals from Sacramento in the current year. The budget presented on June 25<sup>th</sup> will have a revised sales projection for the current year which would likely result in sales tax exceeding current year budget by \$150,000 to \$200,000.

Significant budget assumptions for 2014-15 as detailed in the memo include: 1) Building permit activity should remain steady, with the small fee schedule adjustment the Council approved at its May 14, 2014 meeting; 2) Assessed values are projected to increase 5% by the San Mateo County Assessor and will increase property tax revenues accordingly; 3) Sales taxes, when scrubbed of one time events, are projected to grow at 6% in-line with State Board of Equalizations estimates

Focusing on the most significant expenditure areas in the General Fund, Mr. Pegueros said personnel costs represent about 47% of expenditures. The anticipated \$323,000 increase in personnel expenditures for FY 2014-2015, he said, includes:

- \$201,000 for the fully burdened cost for the new Planning Director
- \$100,000 for temporary and special project contract staff
- \$50,000 in merit salary increases



- \$3,500 for a new long term disability benefit which will be presented to the Town Council for consideration at a future date
- \$3,000 for the new tuition reimbursement program

Mr. Pegueros said the cost of medical coverage for employees has remained stable year-over-year, due to the Town Council's adoption of a phased-in employee cost-sharing program implemented in January 2014. Mr. Pegueros said when he evaluates personnel budgets; he looks at both dollars and headcount. Even with the Planning Director position added, he said staff has worked hard to shuffle duties at the front counter and as a result a vacant Office Specialist position has been eliminated. He also noted that the budget includes a considerable but fiscally prudent sum for temporary services. He said temporary services may be more expensive than wages on an hourly basis, but they provide greater flexibility.

The year-over-year increase projected for consultant services in FY 2014-2015 is \$276,000, Mr. Pegueros said. The consultant services would include the final six months of the agreement with Spangle Associates (approved to December 31, 2014 on tonight's Consent Agenda) and consultants to help with some deferred special projects and other items detailed in the transmittal memo.:

The Parks and Recreation budget for FY 2014-2015 is \$26,000 higher than in FY 2013-2014. One of the primary reasons for the increase is higher instructor fees as a result of programs expanding and becoming more popular. The contracted instructors receive 80% of the fees for each class, and the Town retains 20%. Field maintenance costs in the new budget are also up; with the drought, all fields need more attention (beyond the biological field management program underway on Russ Miller Field).

Service Agreements comprise mainly the Town's contract with the San Mateo County Sheriff's Department. We're coming on the final year of a three-year contract, which stipulates a 3% increase. The budget increase is somewhat more than that, mainly because the General Fund usually picks up a smaller portion than it will in FY 2014-2015. Mr. Pegueros said the Finance Committee has recommended taking a hard look at the agreement going forward. The increase in Services and Supplies is \$17,000, almost entirely due to funding for the part-time coordinator for the Citizens Emergency and Response Preparedness Program (CERPP) which was conceptually approved in March 2014 by the Town Council.

The Town Center budget is increasing by \$35,000 to fund two primary projects: repairing the central path and buying new chairs and additional cabinets for Community Hall.

The recommended capital program budget of \$408,000, would use the operating surplus plus some savings, for:

- Street and trail improvements of \$163,000 from the General Fund (with other funding from Measure A, Measure M, grants and the last remaining Road Impact Fee funds)
- Redesigning some cubicles and workspaces in Town Hall to accommodate the expansion of Planning Department services (\$40,000);
- Additional Ford Field improvements, covered by donations that have been collected already and will carry over into FY 2014-2015

Equipment purchases included in the budget include a generator to power areas of Town Hall outside of the Emergency Operations Center (EOC). The budget reflects Public Works Director Howard Young's initial estimate (\$100,000), but Mr. Pegueros said refined quotes have raised the cost to \$180,000. Considering the price tag, Mr. Pegueros said we'd have to decide on the best solution.

Also on the equipment list are a large-format printer or plotter that needs replacing (\$10,000), funds to replace the speed trailer and message board (subject to the Town's design review process) with more modern technology (\$15,000) and audio-visual (AV) equipment for Community Hall (\$50,000).

Turning to the Town's reserves, Mr. Pegueros said the total is currently \$2.6 million. The Town Council has earmarked some of the undesignated General Fund balance for three areas, including the unfunded pension liability. As detailed in the transmittal memo, the recommendation for the FY 2014-2015 budget would increase this part of the reserve to equal 33% of the termination liability, which Mr. Pegueros said would be prudent and far more aggressive than what he's aware of in other communities. The 2014-2015 budget marks the first time he would not identify personnel costs as a significant budgetary risk, Mr. Pegueros said, thanks to adjustments in the medical benefit and efforts to cover the Town's unfunded pension liabilities. On the other hand, if an El Niño hits, significant storm damage could create a cash flow issue and at least temporarily reduce property values (and revenue from property taxes).

The budget includes a new section, Priorities for 2014-2015. Staff worked together to identify three areas on which to concentrate their efforts to improve and maintain high-level service, Mr. Pegueros said:

1. Community Service and Engagement, with priorities in staffing (new Planning Director and Deputy Building Official), communications (to address questions and concerns about access to information and consistent communication) and community events
2. Emergency Preparedness, focusing on the EOC, community preparedness and infrastructure readiness
3. Sustainability, with the emphasis on water and greenhouse gas (GHG) issues

He also pointed out that the budget recognizes the vital contribution of volunteers. The cornerstone of the Town and its financial strength are volunteers and last year volunteers stepped in to do work that would otherwise fall to staff, from replacing a damaged hitching rack to supervising the summer concert series to raising funds for the skate park to organizing 50th Anniversary activities and the Town Picnic, removing fallen trees, writing grants and most recently, producing the coyote forum within a week's time. He also acknowledged:

- Administrative Services Manager Stacie Nerdahl and Accounting Assistant Cindy Rodas, whose hard work basically keep the Town's financial ship in order
- Senior staff, who provided most of the data on the expenditure side
- The Finance Committee, a forward-thinking group and excellent sounding board; Mr. Pegueros said the Committee was the driving force behind establishing the reserve funds and updating the Town's medical benefits

Mr. Pegueros indicated that a public hearing on the proposed budget would be scheduled for the June 25, 2014, Town Council meeting.

Mayor Wengert commented that Mr. Pegueros' presentation was very impressive, and invited questions from the Council. Councilmember Richards said the budgets are always laid out so clearly he never has questions, and he likes the new section on priorities.

Councilmember Hughes said both the level of detail and the summaries make it easy to work with the data and find what you want, but he didn't see a figure attached to raising the unfunded pension liability to equal 33% of the CalPERS termination liability. Mr. Pegueros explained that the PERS actuarial update, which arrives in December 2014, would be used to determine how close we could get to reaching 33% and presented to the Town Council at that time.

Councilmember Derwin asked whether the link to the termination liability means the Town is considering pulling out of PERS. Mr. Pegueros said it's prudent fiscal management to plan for eventually recording our unfunded pension liability on the Town's financial statements. In just the last week, he said CalPERS announced a change in how local governments will be charged for pension costs. Instead of being based on a percentage of payroll, which has made CalPERS fall farther and farther behind due to retirements and downsizing, they're moving to a flat dollar amount. In addition, he said CalPERS plans to create

jurisdiction-specific unfunded pension liability accounts that jurisdictions can pay down or pay 7.5% interest on those accounts.

In contrast to the aggressive stance being proposed for Portola Valley, Councilmember Derwin said neighboring communities, as far as she knows, aren't even talking about it. It's not on their immediate horizon, Mr. Pegueros said, but he supposed that other jurisdictions' finance staffs are thinking about it. More significantly, in most cities the number is so big they couldn't conceivably deal with it. Mayor Wengert said some colleagues in other communities have indicated they'd have no way to even approach it. Mayor Wengert said while Portola Valley isn't planning to exit CalPERS, the more we can approach the termination liability figure the better off we'd be.

Referring to efforts to reduce GHG emissions and conserve natural resources, one of the Sustainability objectives on the list of priorities in the budget for FY 2014-2015, Councilmember Derwin asked for elaboration on the grant fund to support a pilot school bus program. Mr. Pegueros said the idea of bringing school buses back to Town came up during conversations with the School District about traffic issues in the Corte Madera neighborhood. The School District agreed to look into the costs. To the extent the Town could assist, either through its own resources or any grant funds that may be available, Mr. Pegueros said it could reduce GHG emissions (because the number of trips created by the school have an impact on the Town's footprint) as well as mitigate the traffic problem.

Councilmember Derwin said six years ago, Menlo Park started a school bus program going that was a joint effort involving the School District, the city and the parents, who paid a fee. She said she didn't know whether that program remains in effect.

Councilmember Derwin also asked whether encouraging "the use of fuel-efficient vehicles, including bicycles, by Town staff through incentives" means getting the new Deputing Building Official riding around on a bike. Mr. Pegueros said various ideas have been discussed. The Town might, for example, purchase a bike that staff could borrow at lunchtime.

Vice Mayor Aalfs said the budget summary at the beginning is good, he appreciates the new priorities section as a commentary on where we're going, and the numbers are great.

Mayor Wengert said she completely shares her colleagues' views that the budget is a terrific effort on the part of the entire staff, but had comments in several areas:

- The Sheriff's Department contract; she considers this contract one of the Town budget's greatest risks, and she's concerned that we've underestimated the potential liability for FY 2014-2015, once the new contract comes into play.
- Staffing; on the Town Hall staffing front, she said it's an interesting dilemma in the sense that we've managed to keep ourselves so small in the face of increased demand for services, but the situation may warrant a longer-term look at alternatives so we can maintain the caliber of services and add new ones.
- Investment alternatives; looking at the current interest rate, Mayor Wengert noted (on page 17 of the budget document) that the Town's reserves are invested in the State Local Agency Investment Fund (LAIF), with an average effective yield of 0.233% for April 2014. Now that we have larger reserves than in the past, even those that are designated could be invested longer-term; she suggested the Finance Committee look for alternative potential investment recommendations without assuming undue risk.
- Website issues; Mayor Wengert asked whether the Town website is keeping up technologically. Mr. Pegueros said that staff is looking at the infrastructure this year, and continuation of an improvement project that was planned for FY 2013-2014. He said he doesn't expect a big change in appearance, indicating that the biggest impact would be in enabling more staff to update the site more efficiently. Staff is also working toward digitizing records to consolidate the paper records, make them more accessible to the public as well as staff, and make better use

of office space. Councilmember Richards said digitizing the whole plan check process should be part of that. In response to Councilmember Hughes, Mr. Pegueros said the PIO consultant also would be looking ahead for ways to use technology to help improve consistency of communication and access to information. Mayor Wengert noted that consistent focus on technology should be a priority, because the problems will worsen if we fall further behind.

- Water; as for issues related to water consumption and conservation, Mayor Wengert said if the Ad Hoc Water Conservation Task Force evolves into a very active standing committee, it might make sense to have additional funds available.

With respect to demands on staff, Mr. Pegueros said clearly Town Center has introduced a whole new level of service to the community, but demands are also coming from outside – especially Sacramento and the Regional Water Quality Control Board. Outside agencies are expecting Portola Valley to do the same work effort as larger communities like Redwood City and South San Francisco. He also said that the Town's emergency radio system did not perform to expectations during the Wildland Fire Drill, with Vista Verde and Los Trancos Woods not getting the signal. Mr. Pegueros noted that he is working with EPC Chair Ray Rothrock, to identify a solution and will return to the Town Council with a proposal when ready.

With respect to budget amendments, for the water committee or items like the emergency radio, Mr. Pegueros said it's best to do those in the December-January timeframe, because arrival of the first property tax receipts gives a sense of where budget projections stand in terms of revenues.

Resident Louis Ebner said that with fewer volunteers to organize events, Town staff has to pick up the burden they previously provided. He asked for more information about the dimensions of that problem. Mr. Pegueros mentioned three examples: The Community Events Committee no longer exists, so now Town staff organizes the volunteer party. The Trails and Paths Committee no longer runs a program that has schoolchildren picking up litter; that work is left for staff to organize or hire out. Ed Davis is no longer able to provide free support for our Microsoft Access database. On the other hand, when a tree fell on the hitching rack at Town Center, and when a fallen tree blocked a path, volunteers rose to the occasion.

Councilmember Derwin noted that on the Community Events Committee, very few volunteers carried the whole burden and could no longer do so – Michael Bray, Diana Raines, Karen Mobley and Meghan Sweet. Mayor Wengert added that committees also go through lifecycles, evolving and revitalizing over time; examples include the Trails and Paths Committee, and the Bicycle, Pedestrian and Traffic Safety (BPTS) Committee, which had been the Traffic Committee before issues started changing. Councilmember Richards pointed out that recruitment is pretty much handled word-of-mouth by existing committee members. Councilmember Derwin noted that Danna Breen and Cindie White have recruited an army of people for the 50th Anniversary activities.

Mr. Pegueros said one of the PIO's duties would be to develop a list of ongoing projects that could be posted to the website as a forum, inviting residents to help out. Mayor Wengert said recent postings on the PV Forum have sought help with this year's Town Picnic.

Councilmember Hughes noted that the children's theatre and road use fees for construction remain in the budget although they have been dormant for some time. Mr. Pegueros said the Council could change the reserves at any time. With respect to the roadway impact fee, he said that fund would be depleted in FY 2014-15 and no new money would go into it, so that one should go away on its own.

(7) Presentation by Town Manager: Not-for-Profit Agency Funding Requests

Mr. Pegueros said that every year, the Town Council receives requests for funding from nonprofit agencies. This time around, the recommendation incorporates a few changes:

- Shifting the San Francisquito Watershed Project (\$3,000 in FY 2013-2014) into the maintenance budget; if Acterra weren't involved, Mr. Pegueros said, we'd have to hire someone else to do it

- A recommendation to decrease support for the Peninsula Conflict Resolution Center (PCRC) to a nominal \$500 (versus the \$0 recommended in the staff report of May 28, 2014); no Portola Valley clients have used the PCRC for the past couple of years
- Increase Sustainable San Mateo County to \$3,000 (from \$2,775 recommended in the staff report) to \$3,000 (versus a request for \$4,000)

Requests totaled \$9,003, Mr. Pegueros said, and if the Council concurs with the recommended changes, the award to all nonprofit agencies would be \$6,500.

After confirming that the Acterra sum has been moved elsewhere in the budget, Councilmember Derwin asked whether anyone spoke with Acterra about this change. Mr. Pegueros said he has not, but he believes that Mr. Young has and would follow up to double-check.

Councilmember Derwin asked why nothing has been earmarked for Jobs for Youth in FY 2014-2015. Mr. Pegueros said that the Town didn't fund them in FY 2013-2014.

Councilmember Derwin commented that the Sustainable San Mateo County award is generous. When asked why, she said Sustainable San Mateo County's *Indicators* report is really useful, but there's a lot of overlap with other programs, and for a community as small as Portola Valley, \$3,000 is very generous. She said she'd rather give more to HIP Housing, in part because nobody else does what they do and in part because they serve such a marginalized population.

Because we've had a good year, Mayor Wengert said she'd be comfortable giving more to HIP Housing. She suggested adding \$500 for HIP (for a total of \$3,000), reduce Sustainable San Mateo County to \$2,500 (from the \$3,000 recommended), and give \$500 to PCRC.

Councilmember Richards concurred.

Mr. Pegueros said increasing the total to \$10,000 (including the \$3,000 for Acterra in the maintenance budget) wouldn't be a problem, but he'd recommend allocating it among the nonprofits already on the list; to do otherwise might trigger a flurry of requests. Ms. de Garreaux pointed out that Joint Venture Silicon Valley does a lot of good work. Councilmembers agreed to increase its allocation from \$500 to \$1,000.

Councilmember Derwin moved to allocate a total of \$7,000 to four nonprofit agencies as follows: HIP Housing, \$3,000; Joint Venture Silicon Valley, \$1,000; Peninsula Conflict Resolution Center, \$500; Sustainable San Mateo County, \$2,500. Seconded by Vice Mayor Aalfs, the motion carried 5-0.

HIP Housing Associate Director Laura Fanucchi thanked the Council and said this would be the first year that communities from all 20 jurisdictions are contributing. She also mentioned a new partnership with Star Vista, which provides services to low-income families, including a program for emancipated foster youth. She said HIP Housing has partnered with them to place emancipated foster youth in the home-sharing program and also provides funding for the rental costs for up to two years. She invited Councilmembers to attend HIP Housing's annual luncheon on June 13, 2014 at the San Mateo Marriott. Special guest Jamie Hyneman, host and executive producer of TV's popular *MythBusters*, will speak about "Busting myths about affordable housing."

(8) Presentation by Town Manager: Approval of mid-year budget amendment

Mr. Pegueros said this item is a cleanup request to move \$10,000 from Miscellaneous Expenses, which is the contingency, to Service Agreements to correct the \$10,000 error in the Sheriff's contract he'd mentioned earlier, and move the cost of maintaining the fields through Botanical Arts, which was originally in Consulting Services to the Maintenance budget. The net effect of these two moves in budget authority would be zero on the bottom line, he said. Councilmember Hughes pointed out that there was an error in the arithmetic on the staff report and should be corrected.

Councilmember Hughes moved to approve the requested budget amendments as corrected. Seconded by Councilmember Richards, the motion carried 5-0.

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

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

Councilmember Richards

##### (a) San Mateo County Office of Education

Michelle Gay, who founded Safe and Sound after her 7-year-old daughter was killed during a school shooting in Newtown CT on December 14, 2012, spoke at the second "Beyond Newton" summit that Councilmember Richards attended on May 5, 2014. Ms. Gay's most striking point, Councilmember Richards said, related to the "it could never happen here" mentality. Hosted by the San Mateo County Office of Education at the College of San Mateo to address safety issues in schools, the event drew participants ranging from educators, community leaders and parents to behavioral health experts, representatives of law enforcement and first responders and government officials.

##### (b) Emergency Preparedness Committee

At a special meeting convened on May 15, 2015, the Emergency Preparedness Committee heard a report from Mr. Pegueros about the May 7, 2014 Wildlands Fire Drill and discussed the issue of the CERPP radio signal not reaching Vista Verde and Los Trancos neighborhoods that day. Apparently varying atmospheric conditions contribute to whether the signal transmits or not.

EPC members also talked about the upcoming Ham Radio Field Day, scheduled for June 28, 2014.

##### (c) Conservation Committee

Meeting on May 27, 2014, the Conservation Committee continued discussion on the increasingly contentious topic of eucalyptus tree removal. Also on the agenda:

- Listing locally appropriate drought tolerant plant list for the Ad Hoc Water Conservation Task Force
- Earth Fair debriefing
- Backyard Habitat program update

Councilmember Hughes

##### (d) Planning Commission

The Planning Meeting Commission conducted preliminary reviews on three items at its May 21, 2014, meeting:

- Application for a variance for a house addition on Russell Avenue in Woodside Highlands
- Proposed amendment for the CUP regarding professional and personal office use and a zoning permit application at 828 Portola Road



- Proposed CUP for professional and personal office uses and an art/gallery studio at Michael and Lisa Douglas's property at 888 Portola Road; in response to questions, Councilmember Hughes that the Planning Commission essentially said it would not likely force a sewer connection if the application complies with Community Commercial (C-C) District zoning requirements and the County determines the septic system can accommodate the proposed uses.

The Planning Commission also reviewed the final sections of the Housing Element; the document draft should come to the Town Council for review at a special meeting on June 18, 2014. Councilmember Hughes reported some discussion among Commissioners about use of the proceeds from the sale of the Blue Oaks lots.

Mr. Ebner was there also, Commissioner Hughes said, saying he looked forward to better communicating about major meetings in Town.

(e) Trails and Paths Committee

Dialogue between the Trails and Paths Committee and the Conservation Committee is improving since Judith Murphy (Conservation Committee) and Phil Reilly (Trails and Paths Committee) have been attending one another's committee meetings, Councilmember Hughes said, noting that Chair Murphy attended the Trails and Paths Committee's May 27, 2014 meeting.

One bone of contention between the committees concerns whether or not to remove some eucalyptus trees. On behalf of those favoring preservation of the trees, Mr. Reilly assembled a draft memo outlining reasons for keeping them. Once revisions are incorporated, Councilmember Hughes expects it to be forwarded to the Town Council. In response to those who want to remove eucalyptus because of the fire risk they pose, those who want to keep them say the risk lies in lack of maintenance, accumulated eucalyptus leaves and nuts and undergrowth. Members of the Conservation Committee discussed getting volunteers together to clean up and minimize the risk.

The Committee also:

- Received an update on plans for path repairs at Portola and Alpine Roads from Mr. Young
- Discussed concerns about bikes on trails, particularly along Alpine Road and the hillsides, endangering equestrians and pedestrians alike
- Put the finishing touches on planning for the guided trails walk on May 24, 2014

The Committee expected about 30 participants to take part in this community hike, which was planned as a part of Portola Valley's 50th Anniversary celebration. The event actually drew more than 100 participants, about 20 of whom brought well-behaved dogs. The crowd met at Portola Vineyards, hiked and afterwards enjoyed a wine-tasting courtesy of Portola Vineyards and a light lunch courtesy of the Committee, Roberts Markets and Mr. Reilly's artisan bakery, Portola Valley Breads.

(f) Architectural and Site Control Commission (ASCC) [Note: Also see (j)]

On May 27, 2014, the ASCC and Planning Commission held two site meetings beginning at 3:30 p.m. at Cindie and Phil White's Jelich Ranch, 683 Portola Road, for a preliminary review of a CUP amendment, site development permit and architectural review related to relocating a barn. Councilmember Hughes, commenting on the excellent condition of the property, also noted that their amendment application includes changing some of the language related to the Chilean woodchopper's cottage to provide some flexibility in case they're unable to save it.

Afterward seeing the Jelich Ranch, the ASCC and Planning Commission moved on to 17 Redberry Ridge for a preliminary review of proposed architectural and site development plans for a new single-story home with a basement, attached garage and swimming pool. The plan includes a proposal to smooth out the hillside so less dirt would have to be hauled away. Councilmember Hughes noted that moving dirt to build Redberry Ridge during Blue Oaks construction created a somewhat unnatural contour to the land that the applicant wants to correct. This is not something the Blue Oaks Planned Unit Development (PUD) would allow, the two Planning Commissioners present, Alex Von Feldt and Judith Hasko, did not feel it should be done.

ASCC members reconvened for a special meeting in the evening, continuing discussion from the two field meetings as well as:

- Continuing review of a variance request and architectural review of a proposed addition to a small home on Russell Avenue
- Reviewing proposed revised architectural and site development plans for a new residence with detached guest house on Escobar Road

Councilmember Derwin

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

Meeting on May 21, 2014, the RMCP Committee, part of C/CAG, heard a presentation on Global Climate Change. One of the Committee members, Bob Cormia, who teaches at Foothill DeAnza Community College, made the presentation, based on the Intergovernmental Panel on Climate Change (IPCC) Report. Councilmember Derwin said it's really sobering information – droughts, landslides, flooding, more heat extremes. California's fire season this year carried straight over from 2013 and there's a general trend for fire season starting earlier, she reported, while Pensacola FL received 24 inches of rain in eight hours.

Mr. Cormia also reported on emission trends. Emissions, which have actually decreased here, are past 400 parts per million (ppm) globally; and China surpassed the U.S. by 100% in emissions.

As discouraging as the news was, Mr. Cormia said the situation isn't hopeless, because regionally we can still have an impact. We don't have to wait for global and national actions. For example, he said a group called Carbon Free Palo Alto has a target to reduce carbon 60%, and want one electric vehicle (EV) per household. San Mateo County and the RMCP Committee have begun forming a working group on sea-level rise.

Mr. Cormia also reported on a Future Public Utility Business Model, based on educational discussions held at the California Public Utilities Commission (CPUC) in October 2013. Participants explored the nature of the impact of new technologies and services on the traditional electric utility model. Mr. Cormia said Joint Venture Silicon Valley is using a

Smart Energy Enterprise Development Zones (SEEDZ) technology platform in to demonstrate how to bring in an advanced technology and make it work in a policy environment.

Councilmember Derwin, also reporting that Home Energy Analytics (HEA) Founder Steve Schmidt and architect of Acterra's High Energy Homes program is now pitching his programs to counties, said it would be good for San Mateo County to evaluate, because it reaches all income levels.

The May 21, 2014 RCMP meeting also featured a presentation by Eileen Hays, Project Manager at Optony, on the Solar Roadmap Program funded by the U.S. Department of Energy (DOE). Silicon Valley-based Optony, a global research and consulting services firm focused on enabling government and commercial organizations to bridge the gap between solar energy goals and real-world results, provides solar strategy development and implementation services. Ms. Hays explained the Roadmap program and how San Mateo County could participate. The goal is to reduce the installation cost of solar equipment and increase deployment of solar energy systems across the U.S. by lowering the barriers. After analyzing a community to determine what's viable, they set goals; work with officials to streamline the permitting process, etc.

Ms. Hays also talked about EnergySage, which facilitates group buys but doesn't require buyers to make their purchases at the same time.

Councilmember Derwin pointed out that Portola Valley's fees for solar installation permits are much lower than any other communities at the RCMP table. Mr. Pegueros said that PG&E presents the biggest barrier; it needs to agree to let people install batteries along with their solar panels.

RCMP members also received an update on current water supply and drought conditions. Adrienne Carr, Senior Water Resource Specialist with the Bay Area Water Supply and Conservation Agency (BAWSCA), which Councilmember Derwin said she's already shared with the Ad Hoc Water Conservation Task Force. As of mid-May 2014, Hetch Hetchy was at 77.9%, Cherry Lake at 87.3%, Lake Eleanor at 96.7% and the water bank we can't touch was at 52.2%. We're tracking a bit better on precipitation that in February 2014, for example, but we've still seen the three driest consecutive years on record. 1977 was the driest in California's history, she said. She also said that our water use is still lower per-capita than in was in the 1970s, 1980s and 1990s.

A 10% voluntary reduction program is currently in place. If we don't achieve that target by June 15, 2014, the San Francisco Public Utilities Commission (SFPUC) will reevaluate water use. At that point, the SFPUC could call for a 20% voluntary program or some level of mandatory reduction in water consumption.

Councilmember Derwin said that CalWater apparently is going to contact top water users, BAWSCA is rolling out a media campaign and will let us use its materials.

(h) Ad Hoc Water Conservation Task Force

The Ad Hoc Water Task Force Committee met on April 14, 2014 and again on May 27, 2014, with Councilmember Derwin and Mayor Wengert in attendance at both. At the first, members worked primarily on the non-verbal Jiro Kawakita (K-J) method of goal-setting. At the second, members had a roundtable discussion to cover projects they'd undertaken since the last meeting.

The Task Force expects to submit its report to the Council at its meeting on June 25, 2014 meeting.

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

At its latest meeting, the HEART Board:

- Viewed a delightful new film that addresses the housing crisis in San Mateo County and that Councilmember Derwin suggested showing at the Town Council's Special Meeting on June 18, 2014, when the Council reviews the draft 2014 Housing Element
- Debriefed about the May 7, 2014 Annual Luncheon, which raised nearly \$115,000 and drew 375 guests, including 45 elected officials
- Reviewed the Opening More Doors program; HEART will be issuing a RFP for a new consultant
- Discussed a letter to South San Francisco from HEART's Executive Director that did not reflect the Board's did not conversation about it

Vice Mayor Aalfs

(j) Architectural and Site Control Commission (ASCC) [Note: Also see (j)]

Vice Mayor Aalfs, commenting on the ASCC's meeting on May 27, 2014, said that the house proposed for 17 Redberry Ridge, located between the George Salah and Jim Gibbons' residences, is an amazing design. An especially interesting feature, he said, is a bridge that goes from the uphill grade to the roof. He said the applicants are planning a green roof, and want deer to be able to walk on it.

(k) Midpeninsula Regional Open Space District (MROSD)

Vice Mayor Aalfs reported meeting last week with Nancy Lund (Town Historian), Carter Warr (CJW Architecture), Bill Stronck (Gonsalves & Stronck) and other residents who are working on their letter of intent (LOI) to submit to the Midpeninsula Regional Open Space District (MROSD) regarding its Hawthorns property. They brought in former Portola Valley Mayor Kent Mitchell to discuss forming a group that would work with them beyond the LOI.

Vice Mayor Aalfs said Ms. Lund asked to be on the Town Council agenda for the special meeting on June 18, 2014, but he advised it would not be possible. Stating that the group would want a letter of support from the Council prompted a brief discussion among Councilmembers.

Mayor Wengert

(l) SFO Airport/Community Roundtable

June 4, 2014 is the date for the next scheduled meeting of the SFO Airport Roundtable. Mayor Wengert said she's had conversations with Vic Schachter, who co-chairs the Ad Hoc Citizens Committee on Airplane Noise Abatement, and has advised toning things down a bit as far as pressure on our elected representatives is concerned. She said we'd support an online petition and other continuing efforts to gather the data necessary.

She also said it would be great if the committee forms a coalition with Palo Alto and others, because the more regionalized approach we take, the better.

Mayor Wengert said she has no confidence that the Federal Aviation Administration (FAA) will ever change the way it operates, and thus expects they won't come through

with the data that's been requested, at least before the Northern California Optimization of Airspace and Procedures in the Metroplex (OAPM) gets underway.

(j) Woodside Priory

Mayor Wengert presented a proclamation to the Woodside Priory School at an assembly held on May 27, 2014, honoring the school on the occasion of its 56th anniversary and recognizing its contributions to the growth and richness of the Town and community.

WRITTEN COMMUNICATIONS

(10) Town Council May 16, 2014 Weekly Digest

(a) #7 – Planning Director Recruitment Brochure for the Town of Portola Valley

In response to Mayor Wengert asking about the status of applications, Mr. Pegueros said he's asking candidates to watch the video of former Mayor Steve Toben's introductory "1964 Consensus" comments at the joint Town Council/Planning Commission/ASCC retreat on May 18, 2014 and to request informational interviews with Mr. Vlastic.

Postings appear on specialized public service websites as well as other places, Mr. Pegueros said.

(11) Town Council May 23, 2014 Weekly Digest – None

(a) #7 – (1) Memo from Town Manager, Nick Pegueros re: Weekly Update – May 23, 2014

About 40 people attended the May 19, 2014 Coyote Workshop organized by Town residents on Bill Dewes, Majda Jones and Karen Katz in the wake of recent coyote encounters. They brought in Mary Paglieri, a human animal conflict consultant and behavioral ecologist to help community members – and their pets – coexist with coyotes. Ms. Paglieri advised against trapping and killing coyotes – particularly alpha males – because doing so actually can worsen the problem. The fact that alpha males are the only males that breed limits the number of pups born, but killing one results in all of the males mating, producing many more offspring.

ADJOURNMENT [10:00 p.m.]

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Mayor

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Town Clerk

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State/Province Zip/Postal	Invoice Number			Check Amount

JEFF AALFS	Deposit Refund	15315	06/11/2014	
			06/11/2014	
135 CRESCENT AVENUE	1079		06/11/2014	0.00
PORTOLA VALLEY	BOA	48695	06/11/2014	0.00
CA 94028				3,398.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	3,398.50	0.00

Check No.	48695	Total:	3,398.50
Total for	JEFF AALFS		3,398.50

ALMANAC	May Advertising	15357	06/11/2014	
			06/11/2014	
450 CAMBRIDGE AVE	0048		06/11/2014	0.00
PALO ALTO	BOA	48696	06/11/2014	0.00
CA 94306	31575			780.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	780.00	0.00

Check No.	48696	Total:	780.00
Total for	ALMANAC		780.00

AT&T (2)	June Microwave	15317	06/11/2014	
			06/11/2014	
P.O. BOX 5025	877		06/11/2014	0.00
CAROL STREAM	BOA	48697	06/11/2014	0.00
IL 60197-5025				64.38

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	64.38	0.00

Check No.	48697	Total:	64.38
Total for	AT&T (2)		64.38

BACKYARD CARNIVALS	Inflatables Etc, Town Picnic	15318	06/11/2014	
	6/7/14	00006213	06/11/2014	
3381 VINCENT ROAD	834		06/11/2014	0.00
PLEASANT HILL	BOA	48698	06/11/2014	0.00
CA 94523	3962			2,745.13

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	2,745.13	2,745.13

Check No.	48698	Total:	2,745.13
Total for	BACKYARD CARNIVALS		2,745.13

VIRGINIA BACON	50th Anniv Event, Reimb.	15319	06/11/2014	
			06/11/2014	
205 GOLDEN OAK DRIVE	0405		06/11/2014	0.00
PORTOLA VALLEY	BOA	48699	06/11/2014	0.00
CA 94028				218.67

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

05-52-4146	Comm'ty Events / 50th Anniv	218.67	0.00	
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Check No.	48699	Total:	218.67
Total for	VIRGINIA BACON		218.67

BANK OF AMERICA	May Statement	15320	06/11/2014	
Bank Card Center			06/11/2014	
P.O. BOX 53155	0022		06/11/2014	0.00
PHOENIX	BOA	48700	06/11/2014	0.00
AZ 85072-3155				1,634.71

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	59.53	0.00
05-64-4311	Internet Service & Web Hosting	516.22	0.00
05-64-4312	Office Equipment	156.69	0.00
05-64-4335	Sustainability	503.71	0.00
05-64-4336	Miscellaneous	398.56	0.00

Check No.	48700	Total:	1,634.71
Total for	BANK OF AMERICA		1,634.71

JULIE BLOCKER	Refund Deposit, 5/17/14	15321	06/11/2014	
			06/11/2014	
	1224		06/11/2014	0.00
	BOA	48701	06/11/2014	0.00
				100.00

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

Check No.	48701	Total:	100.00
Total for	JULIE BLOCKER		100.00

BRYSON ROOFING	C&D Deposit	15322	06/11/2014	
			06/11/2014	
PO BOX 331	0406		06/11/2014	0.00
SAN MATEO	BOA	48702	06/11/2014	0.00
CA 94401				1,000.00

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

Check No.	48702	Total:	1,000.00
Total for	BRYSON ROOFING		1,000.00

ANDREW BYRNE	Refund C&D Deposit	15323	06/11/2014	
			06/11/2014	
274 CORTE MADERA	412		06/11/2014	0.00
SAN FRANCISCO, CA 94145-0878	BOA	48703	06/11/2014	0.00
CA 94028				5,000.00

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

Check No.	48703	Total:	5,000.00
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State/Province Zip/Postal	Invoice Number			Check Amount

Total for ANDREW BYRNE 5,000.00

CALPERS	May Retirement	15324	06/11/2014	
FISCAL SERVICES DIVISION			06/11/2014	
ATTN: RETIREMENT PROG ACCTG	0107		06/11/2014	0.00
SACRAMENTO	BOA	48704	06/11/2014	0.00
CA 94229-2703				15,676.93

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	630.20	0.00
05-50-4080	Retirement - PERS	15,046.73	0.00

Check No. 48704 Total: 15,676.93

Total for CALPERS 15,676.93

COMCAST	WiFi, 5/21 - 6/20	15325	06/11/2014	
			06/11/2014	
P.O. BOX 34227	0045		06/11/2014	0.00
SEATTLE	BOA	48705	06/11/2014	0.00
WA 98124-1744				90.45

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

Check No. 48705 Total: 90.45

Total for COMCAST 90.45

COPYMAT	Burglary Postcard Mailer	15326	06/11/2014	
			06/11/2014	
1918 EL CAMINO REAL	0046		06/11/2014	0.00
REDWOOD CITY	BOA	48706	06/11/2014	0.00
CA 94063-2113	65763			284.03

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	284.03	0.00

Check No. 48706 Total: 284.03

Total for COPYMAT 284.03

COTTON SHIRES & ASSOC. INC.	April, Eng Svcs	15327	06/11/2014	
			06/11/2014	
330 VILLAGE LANE	0047		06/11/2014	0.00
LOS GATOS	BOA	48707	06/11/2014	0.00
CA 95030-7218				5,350.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	5,350.00	0.00

Check No. 48707 Total: 5,350.00

Total for COTTON SHIRES & ASSOC. INC. 5,350.00

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

CULLIGAN	May Statement	15329	06/11/2014	
			06/11/2014	
1785 RUSSELL AVE	0250		06/11/2014	0.00
SANTA CLARA	BOA	48708	06/11/2014	0.00
IL 95054-2032				41.20

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

Check No.	48708	Total:	41.20
Total for	CULLIGAN		41.20

AMY DEBENEDICTIS	Instructor Fees, Spring 2014	15363	06/11/2014	
			06/11/2014	
819 LAUREL AVENUE	2130		06/11/2014	0.00
MENLO PARK	BOA	48709	06/11/2014	0.00
CA 94025				852.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	852.00	0.00

Check No.	48709	Total:	852.00
Total for	AMY DEBENEDICTIS		852.00

THOMAS FOGARTY	Holiday Party, Balance Due	15353	06/11/2014	
			06/11/2014	
3130 ALPINE ROAD	756		06/11/2014	0.00
PORTOLA VALLEY	BOA	48710	06/11/2014	0.00
CA 94028	64258			17.28

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	17.28	0.00

Check No.	48710	Total:	17.28
Total for	THOMAS FOGARTY		17.28

H&H DEVELOPMENT	EOC/Library Window Treatments	15330	06/11/2014	
		00006204	06/11/2014	
5266 BORNEO CIRCLE	845		06/11/2014	0.00
SAN JOSE	BOA	48711	06/11/2014	0.00
CA 95123				901.28

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	697.49	697.49
25-66-4340	Building Maint Equip & Supp	203.79	203.79

Check No.	48711	Total:	901.28
Total for	H&H DEVELOPMENT		901.28

ANDREW HAMEL	Deposit Refund	15331	06/11/2014	
			06/11/2014	
20 ARAPAHOE	1153		06/11/2014	0.00
PORTOLA VALLEY	BOA	48712	06/11/2014	0.00
CA 94028				2,334.25

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

96-54-4207	Deposit Refunds, Other Charges	2,334.25	0.00	
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Check No.	48712	Total:	2,334.25
Total for	ANDREW HAMEL		2,334.25

SHARON HANLON	PIO Workshop, Mileage Reimb	15332	06/11/2014	
	San Luis Obispo, CA		06/11/2014	
1123 EDGEHILL DRIVE	0267		06/11/2014	0.00
BURLINGAME	BOA	48713	06/11/2014	0.00
CA 94010				247.52

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4328	Mileage Reimbursement	247.52	0.00

Check No.	48713	Total:	247.52
Total for	SHARON HANLON		247.52

HINDERLITER, DE LLAMAS & ASSOC	Contract Svcs, 2nd Qtr 2014	15333	06/11/2014	
			06/11/2014	
1340 VALLEY VISTA DRIVE	1128		06/11/2014	0.00
DIAMOND BAR	BOA	48714	06/11/2014	0.00
CA 91765	0022349-IN			750.00

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

Check No.	48714	Total:	750.00
Total for	HINDERLITER, DE LLAMAS & ASS		750.00

MARSHA HOVEY LLC	Emer Prep Consult, May 2014	15334	06/11/2014	
			06/11/2014	
1035 APPIAN WAY	0381		06/11/2014	0.00
MORGAN HILL	BOA	48715	06/11/2014	0.00
CA 95037	PV-04			1,200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,200.00	0.00

Check No.	48715	Total:	1,200.00
Total for	MARSHA HOVEY LLC		1,200.00

ICMA	May Deferred Comp	15335	06/11/2014	
VANTAGE POINT TFER AGTS-304617			06/11/2014	
C/O M&T BANK	0084		06/11/2014	0.00
BALTIMORE	BOA	48716	06/11/2014	0.00
MD 21264-4553				800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	800.00	0.00

Check No.	48716	Total:	800.00
Total for	ICMA		800.00

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State/Province Zip/Postal	Invoice Number			Check Amount

J.W. ENTERPRISES	Portable Lavs, 5/15 - 6/11	15336	06/11/2014	
			06/11/2014	
1689 MORSE AVE	829		06/11/2014	0.00
VENTURA	BOA	48717	06/11/2014	0.00
CA 93003	175621			238.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	238.44	0.00

Check No.	48717	Total:	238.44
Total for	J.W. ENTERPRISES		238.44

JOBS AVAILABLE INC.	Planning Director Ad	15337	06/11/2014	
			06/11/2014	
PO BOX 1040	0088		06/11/2014	0.00
MODESTO	BOA	48718	06/11/2014	0.00
CA 95353	1411032			312.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	312.00	0.00

Check No.	48718	Total:	312.00
Total for	JOBS AVAILABLE INC.		312.00

LEAGUE OF CALIFORNIA CITIES	Roads & Streets Assesment	15338	06/11/2014	
			06/11/2014	
1400 K STREET, 4TH FLOOR	0093		06/11/2014	0.00
SACRAMENTO	BOA	48719	06/11/2014	0.00
CA 95814	100533			150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	150.00	0.00

Check No.	48719	Total:	150.00
Total for	LEAGUE OF CALIFORNIA CITIES		150.00

LITTLE BLUE SOCIETY	Coyote Educational Forum	15359	06/11/2014	
			06/11/2014	
3758 FARM HILL BLVD	0408		06/11/2014	0.00
REDWOOD CITY	BOA	48720	06/11/2014	0.00
CA 94061	448			500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	500.00	0.00

Check No.	48720	Total:	500.00
Total for	LITTLE BLUE SOCIETY		500.00

MERIT FLOOR CARE	Floor Re-Coat Finish, Schse	15360	06/11/2014	
			06/11/2014	
P.O. BOX 31913	482		06/11/2014	0.00
STOCKTON	BOA	48721	06/11/2014	0.00
CA 95213				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	1,000.00	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

MERIT FLOOR CARE	Floor Re-Coat/Finish, CH	15361	06/11/2014	
			06/11/2014	
P.O. BOX 31913	482		06/11/2014	0.00
STOCKTON	BOA	48721	06/11/2014	0.00
CA 95213	99320A			2,050.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	2,050.00	0.00

Check No.	48721	Total:	3,050.00
Total for	MERIT FLOOR CARE		3,050.00

NOLTE ASSOCIATES, INC	April Applicant Charges	15339	06/11/2014	
			06/11/2014	
P.O. BOX 93243	0104		06/11/2014	0.00
LAS VEGAS	BOA	48722	06/11/2014	0.00
NV 89193-3243	14050209			1,056.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,056.00	0.00

Check No.	48722	Total:	1,056.00
Total for	NOLTE ASSOCIATES, INC		1,056.00

PACIFIC THERX	Deposit Refund	15340	06/11/2014	
			06/11/2014	
108 PORTOLA ROAD	1215		06/11/2014	0.00
PORTOLA VALLEY	BOA	48723	06/11/2014	0.00
CA 94028				100.00

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

Check No.	48723	Total:	100.00
Total for	PACIFIC THERX		100.00

PETTY CASH	Petty Cash Reimbursement	15341	06/11/2014	
			06/11/2014	
765 PORTOLA ROAD	993		06/11/2014	0.00
PORTOLA VALLEY	BOA	48724	06/11/2014	0.00
CA 94028				1,047.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	87.21	0.00
05-64-4328	Mileage Reimbursement	510.15	0.00
05-64-4335	Sustainability	25.00	0.00
05-64-4336	Miscellaneous	425.57	0.00

Check No.	48724	Total:	1,047.93
Total for	PETTY CASH		1,047.93



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

PG&E	May Statements	15342	06/11/2014	
			06/11/2014	
BOX 997300	0109		06/11/2014	0.00
SACRAMENTO	BOA	48725	06/11/2014	0.00
CA 95899-7300				407.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	407.67	0.00

Check No.	48725	Total:	407.67
Total for	PG&E		407.67

PLATINUM FACILITY SERVICES	Deep Clean TH/Maint/SH/RRs	15343	06/11/2014	
		00006206	06/11/2014	
1530 OAKLAND RD., #150	402		06/11/2014	0.00
SAN JOSE	BOA	48726	06/11/2014	0.00
CA 95112	16739 & 16740			1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4344	Janitorial Services	1,600.00	1,600.00

PLATINUM FACILITY SERVICES	May Janitorial Service	15344	06/11/2014	
			06/11/2014	
1530 OAKLAND RD., #150	402		06/11/2014	0.00
SAN JOSE	BOA	48726	06/11/2014	0.00
CA 95112	16657			2,987.51

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	722.01	0.00
05-66-4344	Janitorial Services	1,487.65	0.00
25-66-4344	Janitorial Services	777.85	0.00

Check No.	48726	Total:	4,587.51
Total for	PLATINUM FACILITY SERVICES		4,587.51

ELIZABETH POGGI	Deposit Refund, 5/26/14	15345	06/11/2014	
			06/11/2014	
	1225		06/11/2014	0.00
	BOA	48727	06/11/2014	0.00
				100.00

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

Check No.	48727	Total:	100.00
Total for	ELIZABETH POGGI		100.00

PORTOLA VALLEY HARDWARE	May Statement	15346	06/11/2014	
			06/11/2014	
112 PORTOLA VALLEY ROAD	0114		06/11/2014	0.00
PORTOLA VALLEY	BOA	48728	06/11/2014	0.00
CA 94028				307.23

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	307.23	0.00

Check No.	48728	Total:	307.23
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for PORTOLA VALLEY HARDWARE 307.23

NAOMI HILLER REYNOLDS	Deposit Refund, 3/28/14	15362	06/11/2014	
44 EL REY ROAD	1234		06/11/2014	0.00
PORTOLA VALLEY	BOA	48729	06/11/2014	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	100.00	0.00

Check No. 48729 Total: 100.00

Total for NAOMI HILLER REYNOLDS 100.00

RAY ROTHROCK	2014 Summer Concert, June	15349	06/11/2014	
56 GRANADA COURT	0404	00006209	06/11/2014	0.00
PORTOLA VALLEY	BOA	48730	06/11/2014	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	500.00	500.00

Check No. 48730 Total: 500.00

Total for RAY ROTHROCK 500.00

STATE COMP INSURANCE FUND	June Premium	15350	06/11/2014	
PO BOX 748170	0122		06/11/2014	0.00
LOS ANGELES	BOA	48731	06/11/2014	0.00
CA 90074-8170				1,652.63

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,652.63	0.00

Check No. 48731 Total: 1,652.63

Total for STATE COMP INSURANCE FUND 1,652.63

STATE CONTROLLER'S OFFICE	Processing Fee, PV Rev 14-1	15351	06/11/2014	
DEPARTMENTAL ACCTG OFC	0218		06/11/2014	0.00
SACRAMENTO	BOA	48732	06/11/2014	0.00
CA 94250-5877				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	100.00	0.00

Check No. 48732 Total: 100.00

Total for STATE CONTROLLER'S OFFICE 100.00

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

THE REGENTS OF THE UNIV OF CA	Muni Law Handbook	15347	06/11/2014	
			06/11/2014	
2100 FRANKLIN ST, SUITE 500	0407		06/11/2014	0.00
OAKLAND	BOA	48733	06/11/2014	0.00
CA 94612	10277252			95.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	95.00	0.00

Check No.	48733	Total:	95.00
Total for	THE REGENTS OF THE UNIV OF C		95.00

THERMAL MECHANICAL, INC	Town Hall Boiler Pump Insp	15352	06/11/2014	
			06/11/2014	
425 ALDO AVENUE	955		06/11/2014	0.00
SANTA CLARA	BOA	48734	06/11/2014	0.00
CA 95054	AC-59552			968.98

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	968.98	0.00

Check No.	48734	Total:	968.98
Total for	THERMAL MECHANICAL, INC		968.98

VERIZON WIRELESS	May Cellular	15358	06/11/2014	
			06/11/2014	
P.O. BOX 660108	0131		06/11/2014	0.00
DALLAS	BOA	48735	06/11/2014	0.00
TX 75266-0108	9725879544			148.71

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	148.71	0.00

Check No.	48735	Total:	148.71
Total for	VERIZON WIRELESS		148.71

VISION INTERNET PROVIDERS INC	May Website Hosting	15354	06/11/2014	
			06/11/2014	
P.O. BOX 251588	827		06/11/2014	0.00
LOS ANGELES	BOA	48736	06/11/2014	0.00
CA 90025	27351			200.00

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

Check No.	48736	Total:	200.00
Total for	VISION INTERNET PROVIDERS IN		200.00

WESTERN WHEELERS BIKE CLUB	Deposit Refund, 6/1/14	15356	06/11/2014	
			06/11/2014	
PO BOX 60367	1044		06/11/2014	0.00
PALO ALTO	BOA	48737	06/11/2014	0.00
CA 94306				100.00

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

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

Check No.	48737	Total:	100.00
Total for	WESTERN WHEELERS BIKE CLUE		100.00

THOMAS WILLE	Town Picnic Band 6/7/14	15364	06/11/2014	
			06/11/2014	
1799 RELIEZ VALLEY ROAD	0409		06/11/2014	0.00
LAFAYETTE	BOA	48738	06/11/2014	0.00
CA 94549				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	500.00	0.00

Check No.	48738	Total:	500.00
Total for	THOMAS WILLE		500.00

WOODSIDE FIRE PROTECTION DISTR	2014 Chipper Program	15355	06/11/2014	
		00006205	06/11/2014	
3111 WOODSIDE ROAD	709		06/11/2014	0.00
WOODSIDE	BOA	48739	06/11/2014	0.00
CA 94062	PV-Chipper2014			19,062.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	19,062.00	19,062.00

Check No.	48739	Total:	19,062.00
Total for	WOODSIDE FIRE PROTECTION DI		19,062.00

Total Invoices:	47	Grand Total:	78,770.43
		Less Credit Memos:	0.00
		Net Total:	78,770.43
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	78,770.43

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**June 11, 2014**

Claims totaling \$78,770.43 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

**Sharon Hanlon**

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**From:** Simone LaValle [<mailto:simone.lavalle@gmail.com>]

**Sent:** Tuesday, June 03, 2014 6:12 PM

**To:** Nick Pegueros

**Cc:** Sharon Hanlon

**Subject:** For Town Council: Recommendation to Approve Applicant for Parks & Rec

Hi Nick,

Please add to next town council's meeting agenda that Parks & Rec would like to recommend Scott Symon to be approved to join the Parks & Recreation Committee.

Thank you,  
Simone

## Sharon Hanlon

---

-----Original Message-----

From: [webmaster@portolavalley.net](mailto:webmaster@portolavalley.net) [mailto:[webmaster@portolavalley.net](mailto:webmaster@portolavalley.net)]

Sent: Monday, May 19, 2014 2:58 PM

To: Sharon Hanlon

Subject: Application to Serve on Parks & Rec / Symon

### Submission information

-----  
Submitter DB ID : 2937

Submitter's language : Default language

Time to take the survey : 16 min. , 55 sec.

Submission recorded on : 5/19/2014 2:58:08 PM

### Survey answers

-----  
Full Name:\*

Scott Symon

Name of Committee I'm Interested in Serving On:

(Please note that only the committees currently seeking volunteers are listed.)

Cultural Arts Committee

Open Space Aquisition Advisory

Parks & Recreation Committee

Email Address:\*

[scott.symon@gmail.com](mailto:scott.symon@gmail.com)

Address (include city/zip):\*

111 Grove Drive

Number of years in Portola Valley:\*

4

Home Telephone Number:\*

Cellular Telephone Number:

Other Telephone Number:

Preferred Telephone Contact Number

Home

Cell

Other

I prefer to receive Town communications via:

E-Mail (recommended)

U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:\*



I have lived in and around Portola Valley for most of my life, and I have a great appreciation for the area. I feel as if I have come full circle from my time playing t-ball next to the historic school house to now taking my children to the playground. I feel the Town Center and surrounding open space is such a positive element to our community, and I would like to be a part of it's future.

One of my strengths is seeing multiple perspectives and reaching group consensus due to my extensive background in sales. Furthermore, I have past experience in outdoor education as a National Outdoor Leadership School student and assistant coach to a local high school mountain bike team. I am very committed to the Portola Valley community as I valued it greatly as I grew up, and now that I am raising my two children here.

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:\*

None



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

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

**FROM:** Karen Kristiansson, Interim Town Planner

**DATE:** June 18, 2014

**RE:** **Draft 2014 Housing Element**

### **RECOMMENDATION**

Review the enclosed draft 2014 Housing Element, take any public input and comments on the draft, provide direction and comments as appropriate, and authorize submittal of the document to the California Department of Housing and Community Development (HCD). At its June 4, 2014 meeting, the Planning Commission, after considerable study with opportunities for public input, did recommend that the Town Council authorize submittal of the draft element to HCD after considering some specific items as discussed below.

### **BACKGROUND**

California law requires every municipality to have a general plan that sets forth the vision for the future of the community. Each general plan must include seven mandatory elements, and the State establishes certain requirements for each of these. One of the required elements is the housing element. The State has declared housing to be a crisis of state-wide importance and therefore has more requirements for the housing element than for any other part of the general plan. In addition, the housing element is the only element which must be updated on a schedule set by the State, and the only element which is reviewed by the state and certified as to whether it complies with state law.

One of the more complicated state requirements for the housing element is that each jurisdiction must plan for a certain number of new housing units affordable to households with specified income levels. This number is set through a lengthy process that begins with state-wide projections for population growth and housing need, which are next broken down by region and eventually by municipality. San Mateo County has established a "Sub-Region" for this process, called 21 Elements, which allows all of the jurisdictions in the County to work together to allocate between them the overall amount

of housing needs numbers set by the region for the County. This allows for more local control of the allocations, which are called the Regional Housing Needs Allocations (RHNA).

Portola Valley's RHNA is one of the lowest in the County, with only Colma having fewer affordable units. The RHNA numbers for the Town for the eight years from 2014 – 2022 are a total of 64 housing units, of which 51 must be affordable to households with moderate incomes or below. The 2014 Housing Element proposes to plan for this number of new housing units by continuing to allow affiliated multifamily housing on the Priory campus for staff and faculty, and by further encouraging residents to build second units.

While the housing element needs to conform with and meet State requirements, the housing element is also part of the Town's own vision for the community, as expressed in the General Plan as a whole. As a result, the housing element should not only comply with State mandates but should also express the Town's goals and intentions relative to housing. The Town has always taken the community's housing needs very seriously and has diligently worked to not only meet State requirements, but to do so in a way that addresses local needs in a way consistent with the goals and objectives of the General Plan. These efforts, while sometimes demanding and complicated, have been critical to effective local planning and have also resulted in the Town receiving state certification of its housing element updates, including the current 2009 Housing Element.

## **DISCUSSION**

Work on the 2014 Housing Element began last November 20 with a joint meeting of the Town Council and the Planning Commission. Thereafter, with Town Council concurrence and direction, the Planning Commission began a series of study sessions, each focusing on a different housing element topic. The dates of these sessions and the focus for each one is listed below:

- December 4, 2013. Overview of housing element requirements and discussion of the second unit program.
- December 18, 2013. Discussion of the second unit program.
- January 15, 2014. Discussion of the inclusionary housing program and the second unit program.
- February 5, 2014. Discussion of Regional Housing Needs Allocation numbers, the affiliated housing program, and the second unit program.
- March 5, 2014. Discussion of site inventory and potential changes to housing programs.
- April 2, 2014. Discussion of draft demographics section and draft Programs section.
- May 7, 2014. Discussion of Housing Element goals and policies.
- May 21, 2014. Discussion of Analysis of Constraints on Housing.

- June 4, 2014. Discussion of goals and policies, and review of full draft of the 2014 Housing Element. At the conclusion of this meeting, the Planning Commission acted to forward the draft Housing Element to the Town Council with the recommendation that the Council authorize submittal to HCD after consideration of specific items as discussed below.

The staff reports and minutes for each of these meetings are available on the Town's website at [www.portolavalley.net/housing](http://www.portolavalley.net/housing).

Information about each of these study sessions was posted on the Town's website and emailed to individuals who signed up for e-Notifications on housing. In addition, information was emailed to over 40 housing advocacy and interest groups in late May, prior to the Planning Commission's June 4, 2014 meeting. The Town also posted information on the PV Forum and mailed postcards to all residents twice during the process—once in December 2013 with information about the meeting schedule, and once in early June 2014 with information about the June 18, 2014 special Town Council meeting.

Town staff also met with representatives of HCD on May 13, 2014, provided them with background information about the Town, and took them on a tour to provide a context for them to use in reviewing the Town's housing element. Also, town staff discussed progress made since the 2009 Housing Element, including the sale of the Blue Oaks BMR lots and the attempt to purchase 900 Portola Road, and program changes that the Planning Commission was considering for the 2014 Housing Element. HCD staff's initial reactions were positive. They stated that they were pleased with the progress the Town had made relative to the Blue Oaks BMR lots and with the number of second units permitted in particular. They also said that the Town's approach to housing for the 2014-2022 period, which relies on second units and affiliated housing at the Priory, appeared to be reasonable.

Much of the content of the housing element is set by state law. Several sections, such as the sections on Population, Employment and Housing, Constraints on Housing, and Sites Suitable for Housing, are very similar to the state-certified 2009 Housing Element in format, and have simply been updated with current data. The Constraints on Housing section also includes a more detailed discussion of housing for people with disabilities, including people with developmental disabilities, as is now required by state law. Three sections have had more substantive changes, and these are each discussed briefly below:

#### ***Evaluation of the 2009 Housing Element***

This section describes the thirteen programs of the 2009 Housing Element and discusses the status of each program. The information on this section follows from and builds upon the Housing Element Annual Report, which the Town Council reviewed on May 28, 2014.

### ***Goals and Policies***

The Planning Commission used the Goals and Policies of the 2009 Housing Element as a base and revised these both for clarity and to incorporate language from the final report of the Ad-Hoc Housing Committee. These changes, however, do not change the fundamental objectives of the Goals and Policies from the 2009 Housing Element and are internally consistent with the overall goals and objectives of the General Plan.

### ***Programs, Quantitative Objectives, and Action Plan***

The 2014 Housing Element includes seven programs, six of which are continuations of programs from the 2009 Housing Element. The main changes and issues for discussion are listed below:

- Inclusionary Housing. The program calls for the Town to update its inclusionary housing program by requiring developers of larger subdivisions to build housing rather than simply provide land for housing. To start implementing this program, the Planning Commission recommended that the Town participate in the ongoing County-wide nexus study. Staff can bring forward information about this study and possible town participation to the Town Council for consideration this summer.
- Affiliated Housing. At its June 4 review of the full element, the Planning Commission raised a question about affiliated housing at the Stanford Wedge, where current Housing Element provisions would allow up to 85 units to be built on this 89 acre parcel if they were primarily affordable units. The Commission asked that additional information on this be provided for the Town Council to consider as part of its review.

This program, which was first adopted by the Town in 1990, has always allowed the number of affordable units on a parcel to exceed the number of market-rate single family homes, as long as the total floor area remained the same. This increase was based on the assumption that affordable units would be smaller than market rate units, so that a larger number of units could be allowed on a parcel without any increase in floor area. The 1990 Housing Element stated that “The total floor area of multifamily development on each site would under no circumstances exceed that permitted for single homes, and should probably be less. The overall size, density, design, and siting of any proposed multifamily project shall be carefully evaluated prior to approval to ensure that environmental impacts are within acceptable levels.”

It appears that in the 1998 update of the Land Use Element of the General Plan, Section 2106e placed a cap on the potential number of affordable units that would be allowable on the site: “Densities in multiple family affordable housing, as provided for in Section 2482, may be greater than the densities in the above table as a result of there being more housing units. Such densities, however, shall not exceed 3 times the densities stipulated in the above table.” The referenced table provides the range of densities for each General Plan land use category, which is 2-4 acres per dwelling unit for the Conservation Residential land use category. Since

the Stanford Wedge has 89 acres, this would permit a density range of between 67 and 135 affordable homes on the property.

This was interpreted in the 2009 Housing Element as allowing the density for affordable multifamily housing to increase no more than three times that which would be permitted under the zoning ordinance. Since 28.48 market rate units would be allowed on the property, no more than 85 affordable units would therefore be permitted on this 89 acre parcel.

In any case, the actual number of units that could be built on the parcel would be limited by the allowable floor area for the property as a whole, since the total floor area allowed for all units would remain the same for affordable homes as for market rate homes. In addition, practical constraints such as traffic generation and parking would also apply. Any development would need to include analysis under CEQA demonstrating that there were no significant environmental impacts. It is also important to note that on average, the gross density for the Stanford Wedge parcel would still be over one acre per dwelling unit.

For these reasons, the existing provisions do not seem unreasonable for this specific site. If the Town Council believes that additional study is warranted, the Council could add a provision to the 2014 Housing Element that the Town will review and update the provisions of the affiliated housing program as needed.

- Second Units. The Planning Commission considered a number of options for further encouraging residents to build second units. As a result, the Commission has developed and is recommending three specific changes to the Town's Second Units Program:
  1. Allow second units on parcels of two acres or larger to have up to 1,000 square feet of floor area, rather than the current limit of 750 square feet.
  2. Allow two second units to be built on parcels that are 3.5 acres or larger. One of these second units would need to be attached to the main house, and both second units would need to comply with all performance standards for second units.
  3. Allow staff level review and approval of second units up to 750 square feet, rather than the current limit of 400 square feet. As part of this change, the performance standards would be reviewed and updated as necessary to facilitate review by staff, and staff would be able to refer applications to the ASCC if appropriate.

The Planning Commission referred potential changes to the second unit program to the ASCC for its review and consideration, which took place at their January 13, 2014 meeting (staff report and minutes from that meeting are available on the Town's website). In general, the ASCC agreed with these recommendations.

- Explore Future Housing Needs and Potential Housing Programs. This is the only new program in the 2014 Housing Element. It was created

because the Planning Commission concluded that some housing programs might be desirable but could not be adequately developed for inclusion in the 2014 Housing Element. As a result, this program calls for the Town to continue developing its vision for housing looking to the longer term, beyond simply the 2014-2022 timeframe. The Planning Commission identified two items in particular that should be considered: 1) the possibility of allowing affiliated housing on commercial properties in town for employees, and 2) options for spending the money in the in-lieu housing fund. Additional analysis of the Town's housing needs and options could be conducted as part of the implementation of this program, and other possible programs could then be considered if appropriate. The results of this program would then feed directly into the 2022 update of the Housing Element.

One important related action which the Town Council took earlier this year was the adoption of the required Implementing Ordinance for the State Density Bonus Law. As was discussed at the time the Planning Commission and Town Council considered the ordinance, the Town would be required to comply with State Density Bonus Law regardless of whether or not the Town adopted an Implementing Ordinance. The ordinance that was adopted, while not providing any additional density provisions other than those established by the State, sets forth the process and requirements for applying for a density bonus and thereby gives the Town some additional control over applications. Adoption of this Implementing Ordinance also allows the Town to qualify for the new streamlined review of its housing element. As a result, the State will focus its review on areas where there are significant changes rather than conducting a detailed review of the entire element, thereby making the review process smoother and faster.

Once the Town Council has reviewed the draft housing element, heard public comments, and provided comments and direction, staff will proceed to complete the forms to submit the 2014 Housing Element to HCD for review.

### **FISCAL IMPACT**

Authorization to submit the 2014 Housing Element to the State for review will have minimal fiscal impact. Staff time will be needed to make any revisions to the Housing Element and to discuss the element with HCD reviewers, and a consultant has started work to complete the streamlined review submittal form. In contrast, the potential cost of not having a certified housing element could be substantial.

### **ATTACHMENTS**

1. Draft 2014 Housing Element, dated June 18, 2014

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



# Town of Portola Valley General Plan

## Housing Element

June 18, 2014  
DRAFT

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# Housing Element

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## Introduction

- 2400 The housing element of the general plan examines the success of the previous housing element, the need for and status of housing in the town, constraints on the provision of housing, and sites available for housing. Building on this foundation, the element sets forth the goals and policies of the town with regard to housing and establishes programs to increase the supply of housing, and especially affordable housing, in the town. This version of the housing element is an update and revision of the housing element which was first adopted by the Town of Portola Valley in 1969.
- 2401 The element also responds to the state requirements for housing elements as set forth in Government Code Section 65580 *et seq.* Accordingly, this revision of the element addresses Portola Valley's share of regional housing need as determined by the San Mateo County subregion allocation process for the 2014-2022 planning period.
- 2402 The element begins with an evaluation of the current housing element, which was adopted in 2009. Many programs from that element have been continued into the current housing element. Most of the continued programs have been updated and changed in response to situations the town has encountered over the years in implementing the programs.
- 2403 Next is a detailed examination of population, employment and housing conditions and trends in Portola Valley. The primary findings of this section are that there is a need for additional affordable housing for the elderly and for people who work in town.

2404 The constraints analysis looks at both governmental and nongovernmental constraints. There are a number of constraints, including necessary subdivision and zoning standards, infrastructure and public service constraints, construction costs, and the extremely high cost of land in town. The high land cost in particular makes it unlikely that any nonprofit housing developer would be able to produce affordable housing, or even a mixed income development, if the developer had to pay the full land cost. As a result, this element includes programs that are intended to mitigate or work around this constraint.

2405 In the site inventory section, information is provided on sites available for development in town. The land available for development is limited by factors such as the San Andreas fault, steep slopes and landslides. This section demonstrates that, as a result of the town's housing programs, there are sufficient sites available for housing to meet the town's share of the regional housing need.

2406 The town's goals and policies for housing development in town are then presented, followed by detailed descriptions of the programs and quantified objectives included in the element. The action plan then summarizes the actions the town will need to take to implement the programs and describes the expected results.

2407 This housing element includes seven programs:

- 1) Inclusionary Housing
- 2) Affiliated Housing
- 3) Second Units
- 4) Shared Housing
- 5) Fair Housing
- 6) Energy Conservation and Sustainability
- 7) Explore Future Housing Needs and Potential Housing Programs

Finally, an Action Plan at the end of the element spells out the steps that need to be taken in order to implement the program, and when each step should occur during the remainder of the 2014-2022 planning period.

## **Public Participation**

2408 During the housing element update process, the town posted information on the town's website, held 10 advertised and open study sessions on various portions of the housing element, distributed information through the Town's e-Notification system to anyone who expressed an interest in housing, mailed postcards to all town residents, and posted information on the Portola Valley Forum, an active list serve with over 2,300 members.

Town staff also participated in the 21 Elements housing element efforts in San Mateo County. This included attending panel discussions focusing on developers,

housing advocates and funders, special needs and sustainability. In addition, information about the town's housing element update process was provided to local housing advocates and stakeholders through the 21 Elements list serve and more widely to the stakeholder list developed by the 21 Elements effort.

The draft housing element has been available at Town Hall and at the library, as well as on the website. Town residents and others interested in housing in Portola Valley have had the opportunity to comment both at meetings and in writing. Comments provided at the public study sessions were used to refine the Goals and Policies section and the Programs section of the 2014 Housing Element in particular.

### **Consistency with Other General Plan Elements**

- 2409 This element and the adopted elements of the General Plan have been compared for consistency. At the same time that the Housing Element is adopted, Section 2106e of the Land Use Element will be updated to reflect the revised name and Section number for the Affiliated Housing Program. No other conflicts with the other General Plan elements were found. Any other elements of the General Plan that are amended during the planning period will be drafted to be consistent with this housing element.

## ***Evaluation of 2009 Element***

2410 Portola Valley's current housing element was adopted in 2009. The element has thirteen programs, which are described and analyzed below.

### **Program 1: Inclusionary Housing Requirements**

2411 This program requires that 15% of the lots in new subdivisions be deeded to the town for affordable housing. Each lot can be developed with two to four housing units. The lots are to be improved and ready for development as an integral part of the subdivision. As an incentive, a density bonus of 10% is also provided. Subdividers of sites with fewer than seven lots pay a fee in lieu of providing a lot, while subdividers of sites with seven or more lots pay a fee for fractional lots. These in-lieu fees are placed in a restricted fund titled the Inclusionary Housing In-Lieu Fund for affordable housing programs and projects.

2411a In 2009, the Town held title to four lots in the Blue Oaks subdivision which had been provided to the Town for below market rate, moderate income housing, but had been unable to find a developer to build the units. The housing element called for the Town to explore two options: 1) building the homes on the lots, or 2) selling the lots and using the funds to acquire another site in town. The intention was for the eight moderate income units to be built by the end of the planning period.

### ***Status***

2411b To implement this program, the Town first considered the constraints that developers had noted concerning development of the lots. These constraints included the small size of the project, the hilly topography of the lots, and the somewhat remote location of the lots. The Town also looked at a number of potential sites, but found that most were constrained by either availability or cost.

2411c In August 2012, the Town entered into a purchase contract for a 1.68 acre, mostly flat former plant nursery located at 900 Portola Road, on one of the major roads in town. The Town's intent was to partner with an affordable housing developer to build approximately 8-12 moderate income units on the property. The purchase contract had two major contingencies: 1) that the Town be successful in selling the four lots in the Blue Oaks subdivision that had been deeded to the Town for construction of below market rate housing units; and 2) that the property owner of 900 Portola Road provide a release from the County of San Mateo that hazardous materials contamination on the property was properly remediated by December 19, 2012. The Town was able to sell the lots in the Blue Oaks subdivision, as is discussed below, but the contingency for a closure letter relative to the hazardous materials remediation could not be met. The contract lapsed on December 21, 2012 due to uncertainty as to when the closure letter could be obtained. As of May 2014, the County had not yet issued a letter of closure for the property. It is now

the Town's understanding that the property owner and another party have entered into a purchase agreement for the site and the Town is not actively pursuing the purchase of this property.

- 2411d As was mentioned earlier, the other contingency was for the Town to be able to sell the Blue Oaks inclusionary housing lots, and this was completed. This involved amending the Planned Unit Development Agreement for the subdivision, processing a lot line adjustment to create two larger lots out of the four smaller inclusionary housing lots, and finally selling the lots. The sale closed on December 12, 2012 and resulted in the Town receiving \$2,790,096 net of closing costs, which was deposited in the Town's Inclusionary Housing In-Lieu Fund.
- 2411e Because of the sale of the Blue Oaks lots, the difficulties in attempting to purchase 900 Portola Road, the upcoming Housing Element Update, and the desire to build community consensus for future affordable housing efforts, the Town Council created an Ad-Hoc Housing Committee (AHC) early in 2013. The AHC was charged with developing an affordable housing mission statement for the town along with criteria for considering potential affordable housing programs and sites. The AHC completed their work in May and their report was reviewed by the Town Council in June 2013. The Town Council accepted the report and forwarded it to the Planning Commission for consideration in drafting this 2014 Housing Element Update. The report is available on the Town's website.
- 2411f To summarize, the Town worked to implement this program during the planning period and was able to make progress by determining that construction of below market rate units at the Blue Oaks location would not be feasible and selling the lots. The Town attempted to purchase an alternative site but was not able to do so because of hazardous materials issues that could not be resolved in a timely way. As a result, the Town currently has a total of \$2,873,992 in its in-lieu housing fund. As called for in Program 7 of the 2014 Housing Element, the Town will be working to determine the best approach to using these funds to provide affordable housing to serve, at a minimum, eight moderate income households. This housing would be provided in addition to the housing allocated to the Town for the 2014-2022 planning period.

## **Program 2: Multifamily Housing**

- 2412 This program allows multifamily housing to be built on three sites in town: the Sequoias, the Priory School, and the Stanford Wedge. Seven housing units have been built at the Priory School through this program, and eleven more have been authorized there under the Priory's adopted master plan.
- 2412a As was set forth in the adopted 2009 housing element, the town would monitor this program, work with the Priory towards construction of their authorized housing



units, and also continue to discuss the program with representatives of both the Sequoias and Stanford.

***Status***

- 2412b The Priory School has been working on implementing its master plan as funds allow. The school has not yet built the eleven housing units authorized by the master plan, but school representatives have stated that the school does still intend to construct the housing, although they may first want to amend the master plan to change the location of the housing, among other things. In any case, these units are still authorized through the approved master plan and could be built when the Priory desires to do so.
- 2412c Town staff has met with staff at the Sequoias to discuss the possibility of building affordable employee housing on their land and to express town support for the idea. The staff at the Sequoias are going to explore this option with the non-profit management agency and residents.
- 2412d Stanford University has expressed no interest in developing the Stanford Wedge parcel, and staff have been told that there are currently no plans for the parcel.
- 2412e This update of the housing element continues the multifamily housing program with no modifications.

**Program 3: Second Units**

- 2413 This program allows second units to be constructed throughout most of the town on lots one acre or larger in size. The 2009 called for the town to take four actions to further encourage second units and increase production so that a total of 34 second units would be permitted during the planning period. The four actions were:
1. Allow staff-level approval of second units created by converting space on the first floor of an existing home;
  2. Allow staff-level approval of second units that are 400 square feet or smaller that do not require a site development permit for grading or tree removal;
  3. Develop a second unit manual for homeowners and make it available at Town Hall and on the town's website.
  4. Increase publicity about second units.

***Status***

- 2413a The town has carried out all four of these actions. In January 2011, the zoning ordinance was amended to allow staff level approval for units created by

converting space on the first floor of an existing home, and also for units 400 square feet in size or smaller. The second unit manual is complete and was posted on the town's webpage in February 2012. Additional information has been added to the town's website about second units, and a handout about second units has been created and is available at Town Hall.

2413b The table below shows the number of second units that were projected in the housing element compared to the actual number of permits issued each year:

Year	2 <sup>nd</sup> Units Projected	2 <sup>nd</sup> Units Permitted
2008 (6 months)	2.5	1
2009	4.9	3
2010	6	8
2011	6	5
2012	6	4
2013	6	8
2014 (6 months)	3	3 (to date)
TOTAL	34	32

2413c The number of second units permitted has been variable, but the total number of second units permitted is only two less than the number that was projected in the 2009 housing element. The average over the past five years, not including 2014 is 5.3 units per year, which is less than the target of 6 units per year, but it does appear that the number of applications for second units are increasing.

2413d Second units appear to be a very effective way of providing affordable housing in Portola Valley. This is probably due to a couple of reasons. First, second units are generally smaller and therefore more affordable. Second, second units are often used as housing for elderly relatives who may have low incomes, or for staff who work at the primary residence. As Portola Valley's population continues to age, second units may be a desirable way for older residents to remain in town, since they can rent out one of the homes to relatives or caretakers while living in the other. Second units are also the only type of affordable housing that is likely to be provided in Portola Valley by market forces, without a significant subsidy. This housing element therefore continues the second units program and adds components to the program to further encourage second units in the town.

#### **Program 4: Waiver of Fees**

2414 This program called for the town to amend its fee ordinances to allow fees to be waived for projects that dedicate at least 50% of units for people with moderate incomes or below.

**Status**

- 2414a The zoning ordinance was amended to include a fee waiver provision in January 2011.

**Program 5: Shared Housing**

- 2415 The town has encouraged residents to participate in the Human Investment Project (HIP) shared housing program for many years. This program matches people looking for housing with people who wish to rent rooms in houses they own. The quantified objective for this program was to place two to three low or very low income persons in houses in the town each year, for a total of 10-15 persons placed.

**Status**

- 2415a The town continues to encourage participation in the shared housing program. HIP Housing has conducted some outreach in town, including sending information to churches, schools, and Town Hall. The organization also presented information about the program at a Town Council meeting in January 2014. Approximately 3 town residents call HIP Housing each year to ask about the program.
- 2415b Information on participation was available starting in 1995. Two housing providers signed up to participate in the program in the four years from 1995 to 1999 and were matched with housing seekers. During that same time period, five other town residents who were looking for shared housing signed up with the program and were placed in housing outside the town. Between 2000 and 2008, two housing providers signed up for the program, and one was matched with a housing seeker. In addition, seven residents from Portola Valley were assisted with finding housing. From 2009 through 2013, eight Portola Valley residents and nine people who were employed in the Town were screened for participation. Two residents and one employee were able to find housing through the program.
- 2415c Because of the relatively high number of older residents living in town who may have homes larger than they need, this program seems like a good match for the town. The town will continue this program and will work with HIP Housing to provide information about the program to residents. Even though participation is low, this program does appear to address a need in the town.

**Program 6: Emergency Shelters**

- 2416 This program called for the town to develop and adopt a zoning ordinance amendment to comply with SB 2.

**Status**

- 2416a The zoning ordinance was amended to include provisions allowing emergency shelters in January 2011.
- 2416b The town continues to believe that homelessness, like most housing problems, needs to be addressed on a regional basis. As a result, the town has been involved in several regional housing efforts, including HEART (Housing Endowment and Regional Trust) of San Mateo County.

**Program 7: State-Required Density Bonuses**

- 2417 The 2009 housing element stated that the town would develop and adopt an ordinance to implement state density bonus law.

**Status**

- 2417a The Town Council adopted an implementation ordinance on May 14, 2014.

**Program 8: Fair Housing**

- 2418 The town provides information about fair housing services that Project Sentinel provides under the terms of a contract with San Mateo County.

**Status**

- 2418a Staff at Project Sentinel say that there have been minimal inquiries about fair housing issues in the town, and that discrimination and landlord-tenant problems do not appear to be significant issues in Portola Valley.

**Program 9: Removal of Constraints to Housing for People with Disabilities**

- 2419 The 2009 housing element identified several constraints to housing for people with disabilities and called for four changes to be made to the town's zoning ordinance, as well as adoption of a reasonable accommodations ordinance. The four changes were:
1. Allow residential facilities for six or fewer people by right, and ensure that the standards for these facilities are the same as for single family homes, as required by state law;
  2. Allow group homes with seven or more people in the C-C and A-P zoning districts with a conditional use permit;
  3. Update the definitions for residential facilities, group homes, and similar uses based on the state's definitions for these uses and the state's revised definition of "disability;" and

4. Allow access ramps to extend into required yards beyond what is currently permitted, and allow associated railings to be at least 42 inches in height to be consistent with Title 24.

***Status***

- 2419a These zoning amendments were adopted in January 2011, and the reasonable accommodations ordinance was added to the town's zoning code at the same time as Chapter 18.11.

**Program 10: Housing Impact Fee**

- 2420 In order to provide more resources for housing, the 2009 housing element called for the town to study the possibility of adopting a housing impact fee.

***Status***

- 2420a This work was delayed first to allow the completion of a comprehensive update of all planning, engineering and building fees in 2012 and then to allow staff time to be focused on the attempt to purchase a site for the inclusionary housing program and then to support the Ad Hoc Housing Committee. In this housing element, this program has been combined with the inclusionary housing program, so that the town can consider whether or not to adopt an impact fee at the same time that the town amends its inclusionary housing program.

**Program 11: Farmworker Housing Zoning Amendments**

- 2421 This program called for amendments to the town's zoning ordinance to treat farmworker housing for six or fewer persons the same way as single family homes, and for farmworker dormitories to be treated as an agricultural land use.

***Status***

- 2421a These zoning amendments were adopted in January 2011.

**Program 12: Transitional and Supportive Housing Zoning Amendments**

- 2422 To comply with state law, the 2009 housing element stated that the town would amend its zoning ordinance to provide that transitional and supportive housing be treated as a residential land use subject only to those restrictions that would apply to other residential uses of the same type in the same zoning district.

***Status***

- 2422a These zoning amendments were adopted in January 2011.

### **Program 13: Continue Existing Energy Conservation Measures and Implement Sustainability Element**

2423 Portola Valley has had regulations that encourage energy conservation for years, including permitting solar installations, supporting energy efficient design, and clustered development. The town adopted a Sustainability Element to its general plan in 2009, which included the energy conservation program from the town's previous housing element. The 2009 Housing Element called for the town to continue existing green and energy conservation measures, and to implement the Sustainability Element.

#### ***Status***

2423a In 2010, the town adopted several ordinances related to energy and resource conservation. These were a green building ordinance using the "Build It Green Green Point Rated" system for new homes, major remodeling projects, and additions; an indoor water conservation ordinance; and a water conservation in landscaping ordinance. The town will be reviewing its green building ordinance in 2014 in light of the changes to CalGreen 2013.

2423b The town has also been encouraging energy and water conservation in existing homes through the state's Energy Upgrade California program, California Water Service's rebate programs, and other voluntary measures and tools developed by the town's Sustainability Committee. The town has also appointed an Ad Hoc Water Conservation Task Force to focus on water conservation issues, and in 2014 the town expects to adopt a Climate Action Plan.

#### **Summary**

2424 The Town has adopted all of the code changes called for by programs in the 2009 Housing Element, including provisions related to fee waivers, emergency shelters, transitional and supportive housing, farmworker housing, removal of constraints to housing for people with disabilities, a reasonable accommodations ordinance, and state density bonus law. As a result, Programs 4, 6, 7, 9, 11, and 12 have been completed and no longer need to be included in the housing element. The remaining seven programs will all be continued in the 2014 Housing Element, with modifications as discussed above and in the Housing Programs section of this element.

## ***Population, Employment and Housing: Conditions & Trends***

- 2425 This section provides information on population trends, employment trends, housing characteristics, and special housing needs in Portola Valley. The information is required by state law and provides a context in order to assist the town in planning for suitable housing in the future.
- 2426 The analysis shows that there is a particular need for housing that is affordable to the elderly and to people who work in the town. The proportion of the town's population over 64 has risen from about 6.7% percent in 1960 to 27 percent in 2010, and senior citizens comprise the majority of lower income households in town. A survey of the town's largest employers reveals that most of the people who teach the town's children, work for town government, and provide services for the town's senior citizens cannot afford to live in Portola Valley.

### **Population Trends**

- 2427 According to the U.S. Census, Portola Valley's population decreased 2.44 percent between 2000 and 2010. The table below compares the total population, the population in group quarters, the population in households and persons per household in 2000 and 2010. The population in group quarters likely consists primarily of people residing at the Priory School, and does not include the Sequoias. It appears that the population at the Sequoias did not report themselves as living in group quarters, but rather as living in individual units.

<b>Population Growth: 1990 and 2000</b>				
Year	Total Population	Population in Group Quarters	Population in Households	Average Persons per Household
2000	4,462	70	4,392	2.58
2010	4,353	44	4,309	2.47

*Note: A group quarters is a place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other.*

*Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories*  
Source: U.S. Census.

- 2427a Changes in the age distribution from 1960 to 2010, as reflected in the U.S. Census, are shown in the table below. The percentage in all major age groups increased slightly between 2000 and 2010 except for people under age five and between the ages of 20 and 44. The percentage of people age 65 and over continues to grow.



These shifts are important to consider both from the town's housing and other planning/service factors.

Age Group	1960	1970	1980	1990	2000	2010
Under 5	11.3	5.1	3.5	5.6	5.0	4.0
5-19	29.2	30.1	22.4	15.2	19.2	20.3
20-44	35.4	32.3	30.5	32.4	21.4	14.3
45-64	17.4	22.3	29.2	28.1	33.5	34.4
65+	6.7	10.2	14.4	18.7	21.0	27
<i>Totals</i>	<i>100.0</i>	<i>100.0</i>	<i>100.0</i>	<i>100.0</i>	<i>100.0</i>	<i>100.0</i>

Source: U.S. Census

## Employment Trends

2428 The number of employed residents in Portola Valley decreased by nearly 20%, from 2,008 in 2000 to 1,640 in 2010. This is likely related to the increase in the population of residents aged 65 and older, and the decrease in residents aged 20-44.

2428a Through the 2008-2012 American Community Survey, 1,512 Portola Valley residents reported place of employment. Approximately one quarter of these residents work in town, with another quarter working elsewhere in San Mateo County.

Location	1990*	%	2000*	%	2010**	%
Portola Valley	358	17%	362	18%	373	25%
Rest of San Mateo County	565	27%	484	25%	357	24%
Outside the County	1,155	56%	1,128	57%	782	52%
<i>Total</i>	<i>2,078</i>	<i>100%</i>	<i>1,974</i>	<i>100%</i>	<i>1,512</i>	<i>100%</i>

\* Source: 1990 and 2000 U.S. Census

\*\*Source: 2008-2012 American Community Survey.

2428b The Town Planner estimates that there are likely approximately 1,250 – 1,500 jobs in town, based on a combination of information from surveys of employers and census data on the number of self-employed residents, plus a margin for household staff. This is consistent with the estimate of 1,500 jobs shown for the town in the Association of Bay Area Governments' (ABAG) *Projections 2013*.

2428c Little new office and commercial development is anticipated. Only 18 acres of land are planned and zoned for commercial and office uses, and most of that land is developed. The town continues to provide housing for people who work elsewhere, helping to relieve the jobs/housing imbalance in other Peninsula cities that have more jobs than employed residents.

- 2428d Many employees in town are non-residents, in part because they cannot afford to live in Portola Valley. In 2004, surveys of the four largest employers in town (the town government, the school district and two institutional employers) revealed that only about 4% of those employed in town earned incomes that would be in the above moderate income category for a family of three, whereas approximately 85% earned incomes in the very low or low income categories. While these numbers may have changed somewhat, the overall situation is likely very similar. Unless employees have other household members who earn significantly more, it appears that most of those who administer the town's affairs, teach its children, and care for its elderly cannot afford to live in town.

### **Housing Characteristics**

- 2429 Portola Valley is a community of single family residences, mostly on lots ranging from one to two-and-a-half acres or more. The exceptions are in the older part of the town that has some lots as small as 4,000 square feet, and three other small areas with minimum lot sizes of 15,000 or 20,000 square feet. Under conditions specified in the general plan and land use regulations, the town permits cluster development, second units on single-family parcels one acre or larger, shared living arrangements and manufactured (mobile) homes. The location and density of housing development is controlled largely by natural conditions, particularly the San Andreas Fault, which crosses through the town, steep and potentially unstable slopes, and flood hazard areas along creek channels.
- 2429a According to the California Department of Finance, the number of housing units in Portola Valley is projected to increase by 130 from 1,772 in 2000 to 1,902 in 2013, an average of 10 units per year. In comparison, actual numbers from the Town's records show that from the 2000-2001 fiscal year to 2012-2013 fiscal year, a total of 111 building permits were issued for new home construction. This averages out to 8.5 units per year, which is slightly less than the state estimate.
- 2429b Portola Valley's housing supply between 2000 and 2013 is summarized in the table below, as estimated by the California Department of Finance. According to this data, 130 single family homes were added during that period. Although permitted, no manufactured homes were added. These estimates indicate that Portola Valley has 38 multifamily units in 2-4 unit structures, and 324 multifamily units in 5+ unit structures, for a total of 366 multi-family units. Portola Valley does not have a significant number of multi-family units other than the housing at the Sequoias and the Priory. The annual housing unit count reported by the California Department of Finance therefore seems to include the senior housing at the Sequoias and some housing at the Priory as multi-family units.

<b>Housing Units, 2000, 2010-2013</b>						
	Total Units	Single Family	Multifamily		Mobile Homes	Occupied Units
			2-4	5+		
2000	1,772	1,479	0	260	0	1,700
2010	1,895	1,533	38	324	0	1,746
2011	1,898	1,536	38	324	0	1,749
2012	1,900	1,538	38	324	0	1,751
2013	1,902	1,540	38	324	0	1,753

Source: State of California, Department of Finance, City/County Population and Housing Estimates, 2000-2008, Report E-5.

## Tenure

2429c According to the 2010 Census, about 80% of homes are owner-occupied, while the remainder are rented. This has not changed significantly since 1990, as shown in the following table of the number of housing units and percentages by tenure.

<b>Tenure of Housing Units: 1980, 1990, 2000 and 2010</b>					
	Renter-Occupied Units		Owner-Occupied Units		Total Occupied Units
1980	97	(8%)	1,142	(92%)	1,239 (100%)
1990	303	(19.60%)	1,327	(81.40%)	1,630 (100%)
2000	257	(15.1%)	1,443	(84.9%)	1,700 (100%)
2010	354	(20.30%)	1,392	(79.71%)	1,746 (100%)

Source: 1980, 1990, 2000 SF 2 and 2010 U.S. Census SF 1.

## Overcrowded Households

2429d Most houses in Portola Valley are large. The 2010 Census reports that 70 percent of the housing units had six or more rooms ("rooms" do not include bathrooms, storage areas, or areas separated by less than a floor to ceiling partition). Most new homes in Portola Valley are now between 5,500 and 6,000 square feet plus basements. In the past six fiscal years (2007 – 2013), Portola Valley has issued 37 new building permits for additions, indicating that the existing housing stock is also getting larger.

2429e The U.S. Census defines "overcrowding" as 1.01 or more persons per room in a housing unit. Under this definition, Portola Valley had 0 overcrowded units in 2010. Given this information, as well as the small number of units affected and the generally large size of homes in Portola Valley, overcrowding does not appear to be a significant problem in the town.

### ***Housing Condition***

- 2429f Most homes in Portola Valley are in good condition. The 2007-2011 American Community Survey estimates that all units have complete plumbing facilities and lists only 148 housing units built before 1940.
- 2429g Many houses in town are not visible from public roads, making “windshield” surveys of housing conditions difficult. However, building permit records indicate a consistently high volume of remodeling and additions. The town issued 303 permits for remodels between Fiscal Year 2008-09 and Fiscal Year 2012-13. In addition, between Fiscal Year 2008-09 and Fiscal Year 2012-13, a total of 27 homes were torn down and replaced with new homes.
- 2429h The high value of properties in the town leads to a high level of maintenance, and over any significant period of time, the private market appears to be effective in eliminating substandard conditions. None of the information available to the town indicates a significant problem with housing conditions.

### ***Vacancy Rates***

- 2429i Portola Valley had a 7.9% vacancy rate in 2010, as shown in the table below, Most of the vacant units were either for rent, for seasonal or occasional use, or “other,” with a few for sale or not occupied.

<b>Occupancy Status of Housing Stock</b>		
Type	Number	Percent
Total Units	1,895	100.0%
Occupied Units	1,746	92.1%
Vacant Units	149	7.9%
For Rent	39	2.1%
Rented, Not Occupied	5	0.3%
For Sale Only	14	0.7%
Sold, Not Occupied	4	0.2%
For Seasonal or Occasional Use	59	3.1%
For Migrant Workers	0	0.0%
All Other Vacants	28	1.5%

*Source: 2010 U.S. Census SF1*

Portola Valley’s vacancy rate was higher than in the rest of San Mateo County but lower than the average rate for California; in 2010, the vacancy rate in San Mateo County as a whole was 4.9%, and the vacancy rate in the State of California was 8.1%. Unlike in many other communities, foreclosures are not a significant problem in the town.

## Housing Affordability

2430 As shown in the table below, the average sales price of homes in Portola Valley has increased significantly over time. In 2010 constant dollars, the average home cost was about \$1 million in 1986 and over \$2 million in 2012.

Average Sales Prices in Portola Valley, Selected Years			
Year	Number of Sales	Average Sales Price	2010 Constant Value
2012	63	\$2,200,000	\$2,089,441
2006	39	\$1,872,269	\$2,025,097
1996	65	\$1,035,603	\$1,439,257
1986	Not known	\$511,957	\$1,018,570

Sources: Multiple Listing Service (MLS) for areas 261, 262, 263, and 265 and Bureau of Labor Statistics CPI Inflation Calculator

2430a In the November 11, 2013 *Almanac*, there were seventeen homes mentioned for sale. Asking prices ranged from \$1.27 million to \$5.85 million, with one home with an asking price of \$13.9 million. Not including the \$13.9 million outlier, the average home listing price was \$3.9 million. This is much higher than the prices from 2009, when the February 11, 2009 *Almanac* listed eleven homes for sale in Portola Valley with asking prices between \$1.1 million and \$3.95 million, and averaging \$2.1 million. The February 7, 2001 *Almanac* listed six homes for sale in Portola Valley with asking prices between \$1.8 million and \$3.9 million and averaged \$2.5 million. When comparing the 2013 set of prices with those of 2001, the average asking prices have gone up, showing that the housing market has shown recovery since the most recent economic recession.

2430b Home prices in Portola Valley more than quadrupled between 1986 and 2012, and more than doubled in 2010 constant dollars. None of the housing for sale in November 2013 would be considered affordable by households with moderate incomes or less under typical financing terms

2430c Rental housing in November 2013 included a total of five rental properties listed on craigslist and Trulia. Rents ranged from \$3,300 for a two-bedroom second unit to \$9,700 for a 6 bedroom, 3.5 bathroom home. The other three homes listed ranged from \$4,900 to \$6,000 for rent per month. For comparison, there were four rental units listed in the February 7, 2001 *Almanac*, with rents ranging from \$1,500 for a one bedroom apartment to \$5,000 for a three bedroom home. While rents in town appear to have increased, they have not increased as much as the cost to purchase a home.

2430e The federal government defines “affordable housing” as housing that costs 30 percent or less of a household’s income. The table below shows average salaries for

selected occupations in San Mateo County, together with the affordable monthly housing cost.

<b>Average Salaries and Affordable Monthly Housing Costs in San Mateo County</b>		
	Annual Salary	Affordable Monthly Housing Cost
<b>Single Wage Earner</b>		
Senior on Social Security	\$15,000	\$375
Minimum Wage Earner	\$16,640	\$416
Plumber	\$65,200	\$1,630
Paralegal	\$71,300	\$1,783
Software Engineer	\$110,000	\$2,750
<b>Two Wage Earner Households</b>		
Min. Wage Earner & Software Engin'r	\$106,640	\$2,666
Biochemist & Elem'y School Teacher	\$156,000	\$3,900

Source: Employment Development Department Data for San Mateo county, Mean Annual Wage, First Quarter 2012

2430f Housing costs include rent or mortgage payments, utilities, and necessary maintenance. Households with above moderate incomes have numerous housing choices. The primary concern is for households with moderate, low and very low incomes that have few choices in the housing market.

2430g One measure of the affordability of housing is whether households, especially low income households, are overpaying for housing. The table below shows the number and percentage of both owners and renters in Portola Valley who are overpaying.

<b>Households Overpaying* for Housing</b>		
Owner-Occupied	Number	Percent
<\$35,000 income	71	83%
\$35,000-\$74,999	79	64%
\$75,000+	209	20%
<b>Renter-Occupied</b>		
<\$35,000 income	101	100%
\$35,000-\$74,999	103	100%
\$75,000+	38	18%

\* Overpayment is defined by the US Census Bureau by the percentage of income spent on housing costs; owner-occupied households that spend more than 38% or renters who spending more than 30% of income on housing costs are considered to be overpaying.

Source: 2011 American Community Survey

2430h This data indicates that there are approximately 601 households in Portola Valley who are overpaying for housing, including all renters and most owners who have incomes less than \$75,000 per year.

### Special Housing Needs

2431 In addition to being affordable, suitable housing also must meet households' other needs. Some special housing needs are defined in the following sections.

### Elderly

2431a The proportion of Portola Valley's population over age 65 continues to increase, as shown in the table below. During the last forty years, the percentage of the town's population that is over age 64 has more than quadrupled, from 6.7 percent to 27 percent. While this is partly due to the natural aging of the population, the percentage change is also in part likely due to the high cost of housing, which may prevent younger people who have not accumulated as much capital or reached their earnings peak from being able to afford to live in Portola Valley.

<b>Percentage of People Over Age 64 in 1960, 1969, 1980, 1990, 2000, 2010</b>			
Year	No. of People over Age 64	Total Population	Percent of Total Population
1960	145	2,163	6.7
1969	458	3,849	11.9
1980	567	3,939	14.4
1990	786	4,194	18.7
2000	938	4,462	21.0
2010	1,173	4,353	27.0

*Sources: 1960 U.S. Census as adjusted by William Spangle & Associates and reported in the 1982 Housing Element; State Department of Finance Special Census for 1969 as reported in the 1982 Housing Element; U.S. Census for 1980, 1990 and 2000, 2010.*

2431b The table below shows the income distribution for households aged 65 and older. There is a significant disparity in incomes for elderly households, with nearly a quarter having incomes below \$30,000, and almost half having incomes above \$100,000.



Income Distribution for Households Over Age 65 and Older		
Income	Portola Valley	San Mateo County
Below Poverty Level	1%	6%
<\$30,000	22%	28%
\$30,000-\$49,999	7%	19%
\$50,000-\$74,999	21%	16%
\$75,000-\$99,999	5%	11%
\$100,000+	45%	26%
Total Seniors	723	55,093

Source: U.S. Census Bureau, 2007-2011 American Community Survey

- 2431c Most elderly residents in Portola Valley own their homes. Some older residents may own houses that are bigger than they want or need. Long-term older residents often have paid-up mortgages or low mortgage payments and, under Proposition 13 provisions, low property taxes. Some literally cannot afford to move. As they grow older, some residents will have difficulty maintaining their properties due to physical or financial constraints. Despite their long-standing ties to the community, these people may be forced to move out of the area by the shortage of suitable senior housing in town, in any price range.

Households by Tenure		
	Owner Households	Renter Households
All Ages	73%	27%
Ages 65-74	82%	18%
Ages 75-84	44%	56%
Ages 85+	66%	34%

Source: 2011 American Community Survey

- 2431d The Sequoias, a buy-in retirement community in town operated by Northern California Presbyterian Homes and Services, is home to over 300 senior citizens. The minimum age to enter is 65, but most people are in their mid- to late 70s when they enter. The facility provides common dining and medical care geared to various levels of need. In 2013, the cost to enter ranged from \$94,500 to \$820,900 for housing, three daily meals and medical care for life. This cost varies depending on the size and type of unit. In addition, monthly costs range from about \$3,406 for a single up to \$8,492 for a two-bedroom unit. The monthly cost includes rent, utilities, meals, housekeeping, and access to on-site nursing and physician services. Over 300 people are on the waiting list for a place at the Sequoias, indicating a strong demand for this type of senior housing.
- 2431e While the costs to live at the Sequoias are significant, the Sequoias does have a financial assistance program for residents. People whose incomes and assets are depleted while living at the Sequoias receive aid so that they can continue to receive housing and medical care. Approximately five residents receive this aid per year.



2431f The Sequoias is an important housing option for seniors in the community. Second units and shared housing provide other options for seniors who need affordable housing but would prefer a non-institutional setting.

### ***People with Disabilities***

2431g The Census Bureau defines disability as, “A long-lasting physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering. This condition can also impede a person from being able to go outside the home alone or to work at a job or business.” Not surprisingly, people over 65 are much more likely to have a disability.

2431h The State of California further defines developmentally disabled as a “severe and chronic disability that is attributable to a mental or physical impairment. The disability must begin before the person’s 18th birthday, be expected to continue indefinitely, and present a substantial disability.” Some development disabilities cause mental retardation and some do not. Common developmental disabilities include Down’s syndrome, autism, epilepsy and cerebral palsy.

2431i People with disabilities face many challenges when looking for housing may have unique housing needs. There is a limited supply of handicap accessible, affordable housing generally, and people with disabilities are also often extremely low income due to the challenge of securing long-term employment, and to higher medical bills.

2431j Fair housing laws and subsequent federal and state legislation require all cities and counties to further housing opportunities by identifying and removing constraints to the development of housing for individuals with disabilities, including local land use and zoning barriers, and to also provide reasonable accommodation as one method of advancing equal access to housing.

2431k SB 812, signed into law in 2010, requires Housing Elements to include an analysis of the special housing needs of people with developmental disabilities. Additionally, SB 812 requires that individuals with disabilities receive public services in the least restrictive, most integrated setting appropriate to their needs

2431l As shown below, all people with developmental disabilities in Portola Valley live with a parent or legal guardian, and none lives independently or with supportive care, nor in community care facilities.

<b>Living Arrangements of People with Disabilities</b>				
Lives with:	Number		Percent	
	Portola Valley	County	Portola Valley	County
Parents/Legal Guardian	11	2,289	100%	66%
Community Care Facility	0	605	0%	15%

Independent/Supportive Living	0	349	0%	2%
Intermediate Care Facility	0	191	0%	10%
Other	0	60	0%	2%
Total	11	3,494	100%	100%

*Source: Golden Gate Regional Center*

*Note: Counts are based on zip codes and may include areas outside of jurisdictional boundaries*

- 2431m People in Portola Valley also have non-developmental disabilities, such as hearing disabilities or vision disabilities. Some residents have both developmental and non-developmental disabilities. According to the 2008-2012 American Community Survey, 422 people living in Portola Valley suffered a disability. Of the total number of disabled people in Portola Valley, 326 were over the age of 65, equaling 77 percent of the disabled population.
- 2431n In San Mateo County, almost a third of the senior population has some kind of disability. Eight percent of the total population in the county has some kind of disability. The most common disabilities in the county are ambulatory disabilities (four percent of the population) and independent living disabilities (three percent). The census does not have numbers specifically for Portola Valley because it is too small, but the percentages are likely similar to the countywide averages.
- 2431o The town has no data to indicate that housing for disabled persons is a significant unmet need in town, although the need for accessible housing can be anticipated to grow as the population ages.

### ***Large Households***

- 2431p According to the 2010 Census, Portola Valley had an average household size of 2.47, which is a slight decrease from 2.58 in 2000. The percentage of households with five or more persons also decreased slightly, from 9.4% in 2000 to 8.9% in 2010.
- 2431q Most of the housing in town is well-suited to large families. According to the 2008-2012 American Community Survey, about 67 percent of the housing units had 6 or more rooms. The median number of rooms per unit was 6.8. During the 1990s and since 2000, new construction added larger houses to the town, with most ranging in size from 5,000 to 6,000 square feet.

### ***Single-Parent Households with Children***

- 2431r Households with a single parent and one or more children under the age of 18, including female-headed households, often have fewer financial resources and greater needs for day care and other services than two-parent households.

- 2431s The 2008-2012 American Community Survey indicates that there are 39 households in Portola Valley with children under 18 years and a female householder with no husband. In addition, there are 26 households with children under 18 years and a male householder with no wife. A total of 146 children live in these households.
- 2431t Housing in town is large and often suitable for families with children. Further, schools, day care, a library, and recreation facilities are all provided in Portola Valley. There is no information available to indicate an unmet need for housing for single-parent households with children. However, these households are likely to benefit from an increase in affordable housing options, including second units.

### ***Farm workers***

- 2431u The 2007-2011 American Community Survey 5-Year Estimates shows that zero Portola Valley residents list their occupation as agriculture, forestry, fishing hunting and mining. Webb Ranch, on unincorporated land owned by Stanford University, is the major employer of farm workers in the area. Farm worker housing is provided on the Ranch. As a result, there is no need for farm worker housing within Portola Valley. However, to comply with state requirements, the town revised its zoning code in 2010 to be consist with the requirements of the California Health and Safety Code Sections 17021.5 and 17021.6 regarding the regulation of farmworker housing.

### ***Extremely Low Income Households***

- 2431v Households with extremely low incomes are those with incomes at or below 30% of the Area Median Income. For San Mateo County, including Portola Valley, that means that a family would need to have an income of \$33,950 or below to be considered extremely low income. Households with extremely low incomes include those who receive public assistance, such as disability insurance or social security. However, people with full-time jobs can also have extremely low incomes. The annual income for a full-time minimum wage job is currently \$16,640 in California, and a single person household earning \$23,750 or less is considered extremely low income.

#### **Existing Needs**

- 2431w In 2010, there were 125 extremely low income (ELI) households in Portola Valley, representing 7% of the total households. About 38 percent of ELI households have housing problems, and nearly 17 percent are paying more than half of their incomes for housing. ELI households are at risk for homelessness if there are unexpected expenses, such as medical bills, or with the loss of a job.

<b>Extremely Low Income Households</b>			
	Renters	Owners	Total
Total ELI Households	75	50	125
Percent with Housing Problems*	17%	19%	38%
Percent with Cost Burden**	8%	9%	17%
Percent with Severe Cost Burden***	7%	9%	16%

\* *Housing problems include the following: 1) housing unit lacks complete kitchen facilities; 2) housing unit lacks complete plumbing facilities; 3) household is overcrowded; and 4) household is cost burdened. A household is said to have a housing problem if they have any 1 or more of these 4 problems.*

\*\**A cost burden is defined as a household paying more than 30% of its income for housing.*

\*\*\* *A severe cost burden is defined as a household paying more than 50% of its income for housing.*

Sources: CHAS Data Book, accessed at <http://socds.huduser.org>, data current as of 2010.

2431x ELI owners are more likely than renters to have a cost burden, although approximately the same percentage of both groups have severe cost burdens. Because such a high percentage of income goes to housing, ELI homeowners are at a very high risk for foreclosure.

### **Projected Needs**

2431y To calculate the projected housing needs, the town assumed that 50 percent of its very low income regional housing needs are extremely low income households. This results in a projected need for 10 housing units for ELI households over the plan period. The main program to provide housing for these households is the town's second unit program. In addition, the shared housing program could provide some housing for this income level, and the housing impact fee could eventually provide funding for ELI households.

### **Homeless**

2431z According to the 2013 San Mateo County Homeless Census and Survey, there were 2 homeless people counted in the town. Because Portola Valley is a rural community with little access to transit or services, homeless people may not find the town as attractive as more urbanized areas of the mid-Peninsula. In the past, homeless people have occasionally visited one of the churches in town for assistance, which they offer on an as-needed basis. The town believes that homelessness is a regional problem which needs to be addressed on a regional basis.

### **Rehabilitation and Replacement**

2432 The needs analysis identifies no need for rehabilitation or replacement of existing housing units. As described above, the condition of housing units in town is very

good and maintenance occurs privately, with no known need for government involvement.

### **Affordability for Assisted Housing Developments**

2433 The town currently has no housing units subsidized with public funds and therefore no need to protect the affordability of such units.

### **Regional Housing Needs Allocation**

2434 For each planning period, the state determines how much housing for each income level is needed in the region. The Association of Bay Area Governments (ABAG) then usually allocates shares of the regional housing need to the cities and counties in the region. In the current housing element cycle, all of the jurisdictions in San Mateo County banded together to form a subregion, which allowed the cities, towns and county to allocate the county's share of housing among themselves. The table below shows the total housing required for Portola Valley.

<b>Portola Valley's Regional Housing Need Requirements, 2014-2022</b>	
Income Level	Units
Extremely Low	10
Very Low	11
Low	15
Moderate	15
Above Moderate	13
Total	64

2434a The table below shows current (February 2008) income limits used to qualify for assistance from federal and state housing programs. The income limits vary with household size. The table lists the limits for one-, two-, three-, and four-person households.

2014 Income Limits (a) and Affordable Monthly Housing Costs (b)					
Number in Household	Maximum Income & Housing Cost	Income Categories			
		Ex Low	Very Low	Low	Moderate
1	Income Limit <i>Housing Cost</i>	\$23,750 \$594	\$39,600 \$990	\$63,350 \$1,584	\$86,500 \$2,163
2	Income Limit <i>Housing Cost</i>	\$27,150 \$679	\$45,250 \$1,131	\$72,400 \$1,810	\$98,900 \$2,473
3	Income Limit <i>Housing Cost</i>	\$30,550 \$764	\$50,900 \$1,273	\$81,450 \$2,036	\$111,250 \$2,781
4	Income Limit <i>Housing Cost</i>	\$33,950 \$849	\$56,550 \$1,414	\$90,500 \$2,263	\$123,600 \$3,090

(a) From California Department of Housing and Community Development, income limits for San Mateo County, February 2014.

(b) Assumes affordable housing costs no more than 30 percent of monthly income.

- 2434b The amount a household can afford to pay for housing is generally expressed as a percentage of the household's income. The percentage itself varies from source to source, however, ranging at least from 25 percent to 42 percent. In general, the trend has been for the percentage to increase as housing costs have increased. The table above uses an estimate of 30 percent of income as a guide to affordability and shows the resulting maximum monthly payment a household in each income category can afford for housing. These maximums include all housing costs, such as rent, utilities, insurance, and taxes. The policies and programs in this element are designed to provide affordable housing within these income limits, which are updated annually by the California Department of Housing and Community Development (HCD).

## ***Constraints on Housing***

### **Governmental Regulations and Constraints**

2440 Portola Valley is a rural, low density, town on the fringe of the San Francisco Peninsula's urban area. The physical environment of the town is challenging, with many steep slopes, unstable landslides, and the presence of the San Andreas fault. Portions of the town lack the infrastructure to support much additional development. The town's development regulations are based on these facts. These development regulations are analyzed below to determine if and how they constrain the provision of housing. The section also describes the ways in which the town is working to mitigate constraints.

### ***Context for Portola Valley's Development Regulations***

2441 The town's low-density development is consistent with current and past policies of the Association of Bay Area Governments that foster a "city-centered" pattern of urban development with an emphasis on in-filling. ABAG's Regional Plan 1980 contains this statement relevant to the Portola Valley area:

Throughout this planning area there are relatively limited opportunities to support added population growth. Most vacant residential land is located in hillside areas which lack urban services and where environmental conditions may preclude all but very low density and high cost units (p. Sub-area 1-2).

More recently, Plan Bay Area was developed for compliance with SB 375 to reduce greenhouse gas emissions in part by adjusting land use policies to promote residential development near transit and employment centers. Plan Bay Area shows Portola Valley outside of these transit and employment areas, bordering on significant conservation areas, and therefore projects limited growth for the town.

2441a The town's low density nature is consistent with and was partially based on the San Mateo County Master Plan that was in place at the time the town incorporated. This plan included the following principles:

- a) The highest population densities should occur in relatively level areas close to major centers of commerce and industry where coordinated development is possible and where transportation and other necessary public facilities can readily be provided.
- b) Population density should decrease as the distance from district centers, industrial areas, and employment centers increases.
- c) Population density should decrease as distance from local service facilities increases.
- d) Population density should decrease as steepness of terrain increases.



- e) The lowest densities and largest lots should occur on steep hillsides or in mountainous areas where it is necessary to limit storm runoff, prevent erosion, preserve existing vegetation, protect watersheds, and maintain the scenic quality of the terrain.
- 2441b The town's geologic setting is another major determinant of its policies. Starting in 1965, the town has evolved an innovative and systematic approach to regulating the development of lands crossed by the San Andreas fault and encumbered with extensive areas of steep and unstable slopes. The regulations, which have been used as models for ordinances adopted by other jurisdictions in California and in other states, control the uses of land and the intensity of development according to slope and geologic characteristics. The base regulations include a slope-density system, setbacks from the San Andreas fault and land use limitations based on landslide hazards. The town has detailed fault and landslide potential maps to support the regulations. The maps can be changed as more accurate and detailed information from site investigations becomes available.
- 2441c As the town reaches buildout, the development potential is increasingly affected by geologic regulations. Most of the remaining vacant land is in steep and often hazardous terrain. The Upper and Lower Western Hillides, which contain most of the undeveloped land in the town, are very steep: approximately 70 percent of the land has slopes greater than 30 percent and 25 percent has slopes greater than 50 percent. Slope density provisions encourage concentration of development on flatter portions of the large holdings in these areas. These provisions lead to safer, more easily accessible and more efficiently served development than might occur otherwise.
- 2441d The town also has an important and growing role in providing open space for the region. The Midpeninsula Regional Open Space District now owns over a thousand acres of public open space within the town limits. The district lands are available for hiking and other low-intensity recreation uses and attract people from all over the region. In addition, the land preserved provides a significant conservation benefit to the region by providing habitat for wild animals and plants and protecting water and air quality. The low density housing pattern and the clustering of development in the town serves to protect this important regional resource.
- 2441e The town's development policies have evolved over the years in direct response to the town's beautiful and varied natural environment. A major goal of all planning in the town is to permit development in a way that preserves the natural environment, protects natural drainage, ensures safe development given the town's geology, and maintains the rural character of the town. The resulting low density, rural character and the provision of large expanses of open space within the town do constrain affordable housing. To mitigate this constraint, the town has designed a variety of housing programs that are largely consistent with the rural and open space character of the town.



## Zoning and Subdivision Regulations

2442 The policies set forth in the general plan are implemented largely through the town's zoning ordinance. There are three residential zoning districts in town: Residential Estate (R-E), Single-Family Residential (R-1), and Mountainous Residential (M-R). Mobile and manufactured housing is considered single family housing and is permitted accordingly. The table below summarizes the uses permitted in each of these districts. Sections 18.12, 18.14, and 18.16 of the town's zoning ordinance contain the full text and detailed information concerning these regulations.

Uses in Residential Zoning Districts			
Use	R-E	R-1	M-R
Streets, utilities, etc.	P	P	P
Single-family dwellings	P	P	P
Temporary voting places, festivals, signs, etc.	P	P	P
Public buildings located in conformance with the general plan	P		
Public school located in conformance with the general plan	P	P	
Major utilities, signs, wireless communications facilities	C	C	C
Crop and tree farming and truck gardening	C		C
Nurseries and greenhouses, with no retail sales allowed	C		C
Churches, schools, group living accommodations for seniors, and nursery schools: only when located on an arterial or expressway	C		
Recreation facilities and boarding stables: only when located on an arterial or expressway	C		C
Residential planned unit developments	C	C	C
Multiple single family homes on parcels of 10 or 100 acres or more	C		C
Horticulture and grazing of cattle	C		C
State-authorized group home serving six or fewer people	C	C	C
Wineries	C		C
Publicly owned recreation and open space areas located in conformance with the general plan	C	C	C
Landscaping, growing of plants and similar uses attendant to adjoining uses in the CC district		C	
Fences, lights, parking, signs, etc.	A	A	A
Second units on parcels 1 acre or more	A	A	A
Equestrian facilities	A		A
Renting of rooms to no more than one paying guest	A	A	A
Home occupations	A	A	A
Swimming pools, tennis courts	A	A	
Garages, signs, pets	A	A	A
Sale of agricultural products grown on the premises	A	A	A

P = Permitted, C = Conditional, A = Accessory

2442a Because multifamily housing is not generally permitted in the town, Portola Valley has developed a special program to allow multifamily housing on certain sites. To that end, the municipal code allows multifamily affordable housing to be constructed with a Planned Unit Development (PUD) permit on properties designated in the general plan for such uses (Section 18.44.060.I). This is the

Affiliated Housing Program, and a detailed description can be found in the program section of this element.

2442b The town amended its zoning ordinance in 2011 to comply with SB 2 and make provisions for emergency homeless shelters in town. As a result, emergency homeless shelters are now permitted as an accessory use at all religious institutions in the town.

2442c The town's site development criteria are set forth in the town's zoning ordinance, site development ordinance, and design guidelines. In the zoning ordinance, many of the criteria are established within combining districts. These include a Design Review (D-R), a Floodplain (F-P), a Historic Resources (H-R), and a Slope Density (S-D) combining district, as well as a number of residential density combining districts. The requirements established by each of these combining districts are explained below.

**Design Review (D-R) combining district.**

2443 This district does three things: 1) requires all building permits to be approved by the Architectural and Site Control Commission (ASCC); 2) prohibits certain uses within 100 feet of Skyline Boulevard in order to protect the scenic nature of that corridor; and 3) requires all subdivisions of parcels 10 acres or larger to be treated as a planned unit development.

2443a Seven areas of town are in this district: the Upper Western Hillside, the Lower Western Hillside, the Stanford Wedge, the Woods property, the Corte Madera School facility, an inholding in the Portola Valley Ranch development, and Blue Oaks. All of the large, undeveloped properties in town are included in this district.

2443b These requirements are not a significant constraint on the provision of housing, including affordable housing, in Portola Valley. This is demonstrated by Blue Oaks, a recently developed subdivision which was built despite these conditions. Requirements of this combining district do not preclude the provision of affordable housing.

**Floodplain (F-P) combining district.**

2444 This district establishes conditions for development in floodplain areas, including requiring residential structures to be elevated above the base flood level and requiring new construction to be anchored to withstand flooding. Such conditions are standard and required by the federal government in communities that participate in the National Flood Insurance Program.

- 2444a This district includes all land within the floodplain as shown on the federal Flood Insurance Rate Maps. This land is generally that which borders the major streams in town: Los Trancos Creek, Corte Madera Creek, and Sausal Creek.
- 2444b The F-P combining district is not a constraint on the provision of market rate and below market rate housing in town. The areas which fall under this district are generally expected to develop with market rate housing, which can usually accommodate these requirements within the normal price range for market rate housing in Portola Valley. The only sites for below market rate housing that are covered by this district are a few potential sites for second units.

### **Historic Resources (H-R) combining district**

- 2445 This district requires all properties that contain historic resources to conform to the principles and standards of the historic element of the general plan. There are 41 historic resources in town as identified in the general plan. These resources are scattered throughout town, as shown on the historic element diagram.
- 2445a The H-R combining district does not constrain the provision of housing in Portola Valley, including affordable housing. The principles and standards of the historic element simply prevent the removal of resources that are designated “to be preserved.” No maintenance or restoration is necessary, although if it does occur, certain guidelines must be followed. Therefore, this district may affect the design of a development but does not necessarily increase the cost of a development.

### **Residential density combining districts**

- 2446 The residential density combining districts determine the development standards that apply to the particular lot. These standards include required front, rear and side yards; height limits; floor area limits; and impervious surface limits. There are nine combining districts:
- 7.5M: 7,500 square feet
  - 15M: 15,000 square feet
  - 20M: 20,000 square feet
  - 1A: 1 acre
  - 2A: 2 acres
  - 2.5A: 2.5 acres
  - 3.5A: 3.5 acres
  - 5A: 5 acres
  - 7.5A: 7.5 acres

- 2446a The exact locations of these combining districts are shown on the town’s zoning map. In general, the smaller-lot districts are found in the more densely developed, older subdivision areas of town while the larger-lot districts are found in the less densely developed, newer areas. This makes sense given the fact that only since town incorporation has there been a more complete understanding of the complex geological conditions and steep slopes that affect the remaining undeveloped lands in town.
- 2446b The Upper Western Hillside are the only part of town in the 7.5 acre combining district. There are no lands in the five acre combining district, but the Lower Western Hillside, Blue Oaks, the Woods property, and the Stanford Wedge are in the 3.5 acre combining district. Westridge is in the 2.5 acre combining district. The other, smaller-lot districts cover the remainder of the town.
- 2446c The development standards governed by these combining districts are summarized in the table below.

<b>Residential Density Combining District Development Standards</b>								
District	Min. Lot Area (sf)	Front Yard	Rear Yard	Side Yard	Height Limit <sup>1</sup>	Max Height <sup>2</sup>	Max Floor Area <sup>3</sup>	Max Imperv Surface <sup>3</sup>
7.5M	7,500	20	20	5	15-28	34	3,019	2,231
15M	15,000	20	20	10	15-28	34	3,623	3,877
20M	20,000	20	20	10	15-28	34	3,910	5,090
1A	43,560	50	20	20	28	34	5,260	7,808
2A	87,120	50	20	20	28	34	7,013	11,358
2.5A	108,900	50	20	20	28	34	7,514	13,177
3.5A	152,460	50	25	25	28	34	8,065	15,566
5A	217,800	50	25	25	28	34	8,766	17,370
7.5A	326,700	50	25	25	28	34	9,581	19,822

<sup>1</sup> The height limit restricts the height as measured parallel to the ground surface.

<sup>2</sup> The maximum height restricts the height as measured from the lowest point of contact between the building and the ground to the highest point of the building.

<sup>3</sup> The maximum floor area and maximum impervious surface are based on the total net lot area after geology, flood hazard areas, and steep slopes are taken into consideration. The numbers shown in the table indicate the maximum for a lot with the given lot area and no environmental constraints.

- 2446d The development standards established through the residential density combining districts are appropriate given the town’s rural, single-family residential character. The maximum floor area requirements can restrict the size of a residence, which is a constraint to the development of housing. However, a parcel’s geology, flood hazard areas and steep slopes limit the maximum floor area, and the requirements have been established to ensure safer and more environmentally sustainable development. The minimum lot area requirements in particular do act as a constraint on the provision of housing by keeping the density of development low. Many of the programs set forth in this housing element are intended to address this constraint while preserving the character of the town. For example, the affiliated housing program (formerly called the multifamily affordable housing program)

allows higher density residential development in specified areas of town. The second unit program also increases density by allowing an additional housing unit to be built on lots that are one acre in size or larger located within zoning districts requiring at least one acre per parcel.

### **Slope Density (S-D) combining districts**

2447 Most of the residential land in town is under an S-D combining district as well. These districts modify the minimum lot size to require larger minimum lots in areas with steep slopes. As shown in the table below, there are six slope-density combining districts. The table also provides selected examples of the required minimum parcel areas at given slopes under each of the S-D districts.

<b>Slopes and Minimum Parcel Areas in S-D Combining Districts</b>						
Slope	Required Minimum Parcel Area in Acres					
	SD-1	SD-1a	SD-2	SD-2a	SD-2.5	SD-3
1% and under	1.02	--	2.03	--	--	3.05
15% and under	1.36	1.00	2.60	2.00	2.50	3.99
25%	1.79	1.34	3.25	2.56	3.14	5.12
40%	3.42	2.72	5.21	4.44	5.10	8.85
50% and over	8.70	8.73	8.70	8.70	8.73	17.24

2447a In general, the flatter parts of Portola Valley fall into the SD-1 and SD-1a districts, with the remaining districts used in steeper areas. The only part of town in the SD-3 district is the Upper Western Hillside, and the only area in the SD-2.5 district is Westridge. Areas in the SD-2 district include the Lower Western Hillside, Blue Oaks, the Stanford Wedge, and the Woods property.

2447b As with the residential density combining districts, the S-D districts do constrain the provision of housing by restricting the density of development. This restriction is necessary, however, given the hazards of developing steep slopes. Some of the town's housing programs work to mitigate this constraint while still providing adequate protection. For example, the affiliated housing program allows for increased density in specified areas. In addition, the second unit program allows a second unit to be constructed on lots over one acre, thereby increasing potential residential density.

### **Open Space and Landscaping Requirements.**

2448 The town's residential density combining district development standards specify front, side and rear yard requirements for residential parcels. These requirements vary depending on the district, with smaller yard requirements for smaller lots. The requirements can be altered based on certain scenarios, such as if a property is located in a special setback district or if a property is adjacent to a future right-of-way. These open space requirements are applied consistently to all residential

development based on the district they are located in and are not a constraint to housing development.

- 2448a The Portola Valley zoning ordinance sets forth minimal landscaping requirements for residential parcels. For example, the regulations specify that parcels adjacent to the Community Commercial and Administrative-Professional districts are required to have consistent landscaping with the adjacent non-residential property. There are few parcels in Portola Valley with residences adjacent to these districts. The landscaping regulations also stipulate that for parcels with frontages along Alpine Road and Portola Road, trees and shrubs must be approved by the town's conservation committee within seventy-five feet of the road right-of-way. These two provisions are not constraints to the development of housing because they do not require significant costs or alterations for new housing developments.
- 2448b The town's zoning ordinance contains minimal regulation for residential landscaping, but the town's Design Guidelines provide more comprehensive landscaping policies, including a Native Plant List and Landscaping Guidelines. The Guidelines state that "The fundamental approach of the ASCC is to encourage architectural solutions that blend with the natural conditions of the site and area, and at the same time require only minimum landscaping." Typical guidelines include: "Use native plants," "Create a simple rather than elaborate landscape solution," and "Consider the future height of trees and shrubs such that major views on- and off-site will not become obstructed." ASCC consideration of applications is limited to the issues set forth in the guidelines.

### **Parking Requirements**

- 2449 The town's zoning ordinance includes off-street parking provisions. The minimum number of off-street residential spaces for dwelling units is: one space for each dwelling having zero or one bedroom, and two spaces for each dwelling with two or more bedrooms. In residential districts with a minimum lot size of one acre or more, two additional guest parking spaces are required. In addition, convalescent homes must have one space for each five beds and retirement homes must have one space for each apartment, double room or family unit. As mentioned previously, second units require only one uncovered space per bedroom.
- 2449a Most residential parking spaces must be located in a carport or garage and all spaces have to be located on the same site as the building unless authorized by a conditional use permit. Uncovered or tandem parking spaces may be permitted with approval from the Architectural and Site Control Commission (ASCC) if there is no reasonable location for a second required covered parking space in larger parcel districts. Additionally, on parcels of 20,000 square feet or less, an uncovered parking space may occupy required yard areas with approval from the ASCC and after notification of the affected neighbors.

- 2449b The town requires up to four parking spaces at residences in districts requiring one acre or more, but allows exceptions if the requirements cannot be met on the parcels. In smaller parcel districts, only one to two spaces are required based on the number of bedrooms in the dwelling unit, and the location of the parking space can be changed if needed. Overall, the off-street parking requirements for larger parcels do not constrain the development of housing given the ample amount of space typically available on those properties. Additionally, the alternative provisions enable smaller parcels with space constraints to meet reduced requirements.

### **Second Unit Provisions**

- 2450 Portola Valley revised its zoning ordinance provisions for second units in July 2003 to comply with California law requiring ministerial review of second unit permit applications. Government Code Section 65852.2 requires that applications for second units be processed without discretionary review or a public hearing. In addition, the law enables jurisdictions to designate areas where second units are permitted based on reasonable criteria, such as adequate infrastructure. Jurisdictions may also establish development standards, such as those for height, setback, lot coverage, architectural review and the maximum size of the unit. The law requires parking for second units to be no more than one space per unit or bedroom and permitted in setback areas as tandem parking.
- 2450a The town's second unit ordinance allows second units on residential parcels one acre or more in zoning districts that require a one acre parcel size or more. The areas in Portola Valley with those size parcels tend to have sufficient infrastructure and traffic capacity for additional units. Parcels with 10 or more acres are allowed to have two second units.
- 2450b The ordinance complies with the state's requirements because a second unit, as an accessory use, does not have to go through discretionary review to be approved. However, if the unit is detached, more than 400 square feet in size, or above the ground floor, it is subject to Architectural and Site Control Commission (ASCC) review. In addition, all second units on parcels that front onto one of the two scenic corridors in Portola Valley are required to obtain approval from the ASCC. In 2011, the town amended its zoning ordinance to allow staff-level review of second units up to 750 square feet that are created by converting area within an existing home to a second unit.
- 2450c ASCC review of second unit applications focuses on architectural design and compliance with the design standards set forth in Section 18.12.040.B of the Municipal Code. These design standards include requiring color, materials and architecture to be similar to those of the main structure, limiting color reflectivity, and limiting exterior lighting. The ASCC works with property owners to ensure that second units meet the design guidelines, and has never denied an application for a



second unit. In cases where the second unit is being built at the same time as the main dwelling unit, there is a single ASCC review for both structures.

- 2450d The zoning ordinance limits the floor area of a second unit to 750 square feet. The town also requires the vehicular access and address for the second unit to be the same as those for the primary residence. Like single family homes, second units are also subject to development standards for height, exterior color, roof reflectivity, exterior lighting and landscaping. The parking standards for second units also comply with state law because only one space is required per bedroom. Spaces do not have to be covered and can be tandem.2450d Overall, the zoning ordinance provisions for second units are in compliance with state law because standards for second units are clearly set forth and are permitted as of right and can be administered ministerially as long as they do not exceed certain criteria. Given the costs of land and construction in Portola Valley, the requirement for architectural review and the associated cost is unlikely to be a significant constraint on the construction of second units. The town continues to work to encourage production of second units, and this housing element includes additional actions to that end, as described in the programs section of this housing element.

### **Subdivision Requirements**

- 2451 The subdivision ordinance includes standards for on-site and off-site improvements including roads, trails, paths, bike lanes, utilities, drainage facilities, street trees, and conservation easements. These standards allow development that is consistent with the natural environment of the town. For instance, paved roads are narrow in order to reduce grading and impervious surface, but wide enough to safely accommodate traffic. Non-motorized movements are accommodated on easements off the roads and allow for a variety of ways of moving throughout the community. Utility requirements, ie. water, sewer, and electricity are normal for residential subdivisions. Street plantings are rarely required because the existing vegetation normally provides a natural setting. Conservation easements are required when appropriate in order to help preserve natural areas. Minimal contributions of land or fees are required to help preserve open space.
- 2451a These subdivision requirements have been accepted by developers. Developers find the requirements reasonable and that they enhance the quality of their projects. In some parts of town, however, connections to required utilities and roads cannot be made. For instance, in practically all of the western hillsides, public roads and utilities are not available. As noted elsewhere in this housing element, the western hillsides are hazardous and comprise steep hillsides and canyons as well as large areas of landslides. Since these areas are not suitable for development, the lack of infrastructure does not pose a problem.

### **Road Requirements**



- 2451b The paved surfaces of roads have been set wide enough to allow for traffic but also as narrow as safety permits. Paving widths vary from 20 feet to 28 feet depending on the type of road. Since most properties include space for off-street parking, the roads are generally not designed for on-street parking. Right-of-way widths vary from 60 to 100 feet. In planned unit developments, paving and rights-of-way can be varied to fit the design of the development.

### ***Trails, Paths and Bicycle Lanes***

- 2451c Portola Valley residents value the ability to ride horses, hike and bicycle throughout the community. Accordingly, where these planned facilities pass through a proposed subdivision, the developer will be required to provide the facility and dedicate an easement that is normally 15 feet wide.

### ***Utilities***

- 2451d California Water Service Company provides water throughout the town. The company has indicated it has sufficient capacity to meet the housing needs stipulated in this housing element. Gas and electrical utilities are normally readily available.

### ***Drainage***

- 2451e Given the low density of development in the town and extensive natural areas, most drainage is surface drainage that eventually flows into one of the three major creeks in the town. By and large, the only culverts are where drainage passes under roads. Drainage improvements, therefore, are a minimal requirement on developments. In some instances, a developer will be required to pay a fee to help offset downstream impacts from a development.

### ***Street Plantings***

- 2451f As noted above, in most instances the native vegetation provides all of the planting needed along roads. In some cases, supplemental plantings may be required.

### ***Conservation Easements***

- 2451g The town may require conservation easements to protect natural vegetation, terrain, watercourses, waters, wildlife and for preventing or limiting erosion and drainage problems. Normally, these easements are on lands that are not suited for development and therefore do not interfere with well-planned developments.

### ***Dedication and Land for Park or Recreational Purposes***

- 2451h In subdivisions of more than 50 lots, the subdivider must dedicate .005 acres of land for each anticipated resident of a subdivision. For subdivisions less than 50 acres, the subdivider must pay a fee based on the above requirement. In the town, no subdivisions of 50 lots or more are anticipated, so only small in-lieu payments can be expected.

***Impact of Improvement Requirements on Cost and Supply of Housing***

- 2451i Fundamentally, the cost of land in Portola Valley is high. Subdivisions consequently are aimed at rather expensive housing. Given this context, the cost of improvements is a small portion of the total cost of housing. There have been no instances in recent history where the cost of improvements discouraged or prevented planned housing.

**Inclusionary Housing Requirement**

- 2451j All new single family homes in Portola Valley are custom built, and as a result, inclusionary housing is implemented differently in town than in other jurisdictions. Since 1991, Portola Valley has required all subdividers in town to provide 15% of their lots (for subdivisions with seven or more lots) or an in-lieu fee (for smaller subdivisions and fractional lots) to the town for affordable housing. The cost of providing this land or fee is offset by a 10% density bonus that the town provides to all subdividers who are subject to this requirement. Once the land has been provided, the town can then arrange for the construction of the below market rate units. This arrangement allows the town to set the levels of affordability for each project based on the town's current needs.
- 2451k Because of challenges the town encountered in trying to find a developer to construct units on land provided through this program, however, the town intends to revise this program to require the developer to construct the units, as is described in the programs section of this housing element.
- 2451l Some analysts believe that inclusionary housing requirements can sometimes act as a constraint on housing by either substantially raising the price of market rate housing or making housing too expensive to build. One subdivision has been developed under this requirement, indicating that development can occur under this requirement. In addition, the town's inclusionary housing program provides developers with a 10% density bonus to offset the costs of providing the land. As the program is revised to require that developers build the housing units, local architects and builders will be consulted to ensure that the requirements are not overly onerous and the incentives are appropriate.

- 2451m Because land prices in Portola Valley are high, development of affordable housing would be very difficult unless the land could be provided at no cost through a program such as the inclusionary housing requirement. Market rate housing in Portola Valley is only affordable to households with incomes well above the moderate range. Given the high cost of market rate housing in town, the effects of the inclusionary housing provisions on affordability are negligible.

### **Summary of Analysis of Land Use Controls**

- 2452 Portola Valley's land use controls were developed to fit the town's situation on the edge of the urban San Francisco Peninsula area, with complex and unstable geology, steep terrain, and the San Andreas fault bisecting the town. Within this context, the controls the town has adopted allow for flexibility to fit development to the land. For instance, development intensity is conditioned by steepness of slope, unstable geology, areas subject to flooding and remoteness from major roads. The development approval process results in development that is appropriate to the environment. The town allows and encourages cluster development and planned developments whereby designs fit to sites rather than creating "cookie cutter" developments.
- 2452a These natural constraints, including a location well removed from public transportation and significant employment centers, have led to low density development. The low densities permitted are appropriate for the environment and location, and to ensure the safety of residents.
- 2452b Despite these constraints, the town recognizes that higher density, attached housing can be appropriate in certain locations. Therefore, the town allows multifamily housing in specified locations as set forth in the affiliated housing program of this housing element. Seven units have been built due to this program, and eleven additional units have been approved and are expected to be built in the planning period.

### ***Building Code***

- 2453 Portola Valley adopted the 2013 California Building Code. There have been no amendments or additions made to the building code by the town that present a constraint to housing development. The building code is enforced by the town's building official.

### ***Permit and Processing Procedures***

- 2454 The town's processing and permit procedures protect the community interest while permitting safe and responsible construction, additions and remodeling on private property. A key aspect is the requirement for geologic investigations to ensure safe development in areas of the town mapped as potentially hazardous.

## Subdividing

- 2455 The town's subdivision regulations reflect the complicated and unique features of the land such as soils, land movement potential and drainage capacity. A subdivision proposal includes the following steps:
1. Review of a preliminary map by town staff and planning commission
  2. Review and approval of the tentative map by the planning commission, and
  3. Review and approval of the final map by the town council.
- 2455a It is difficult to estimate the time needed for review and approval of a typical subdivision proposal because the factors that impact timing are unique for each proposal. The Blue Oaks development, a 30-lot hillside subdivision on a site bisected by the San Andreas Fault, took about 10 years to move from the conceptual phase to final map review and approval. Approximately five to seven years of that time were spent by the applicant challenging the town's geologic information and related regulations and pursuing design proposals that were inconsistent with town plans and regulations. Eventually, a reasonable design was developed and formal application filed for processing. The project then faced delays during CEQA review, and significant measures were needed to mitigate potential adverse impacts on the environment. After final approval, three more years passed during construction of subdivision improvements.
- 2455b Two smaller subdivisions took significantly less time to obtain approval. The Priory, a three unit subdivision, took six years for approval and Platt, a two unit subdivision, required two and one-half years for approval. These subdivisions required more time than may be typical because there were significant design difficulties in both cases, including access issues. In addition, the complexity of the land on these sites slowed the approval process. Staff estimates that approval of a subdivision on any of the remaining larger sites in town, all of which are very complex, would take at least two to four years.

## Lot by lot construction

- 2456 Most residential development occurs on a lot-by-lot basis. All homes, including those in approved subdivisions, require individual permits. The process for residential development includes:
1. Preliminary design review at the staff level.
  2. Architectural review by the Architectural and Site Control Commission (ASCC). Some projects are also subject to homeowners' association architectural review. These reviews are usually concurrent with ASCC review.

3. Review by the Planning Commission (for proposals with grading exceeding 1,000 cubic yards only).
4. Site development permit approval.
5. Building permit approval.

2456a The review, including the first four steps listed above, takes from four months to one year. Another eight to twelve weeks are then usually needed to process a building permit application. Prior to approving a building permit, town staff and consultants review the plans, as well as outside agencies.

2456b The town's processing and permit procedures may take longer than in typical Bay Area communities because of the complexity of the environment and the level of scrutiny directed at development proposals. However, many developers, architects, and engineers who work in Portola Valley do not find the processing and permit procedures a constraint. In fact, they find that building in Portola Valley can be easier because the requirements are clearly explained from the start of a project. Staff and consultants work closely with developers to explain the process, expectations, and requirements necessary for approval. This attention given early in the process avoids delays in the long run by ensuring that the most appropriate project for the site is presented for approval.

### **ASCC Review Process**

2457 All new residential structures must be reviewed and approved by the Architectural and Site Control Commission (ASCC), whose decisions may be appealed to the Planning Commission. The ASCC process begins with a preliminary meeting with staff to discuss the applicant's initial ideas and outline the town standards, regulations and design guidelines that would apply. The applicant then has the opportunity to revise the design before submitting the application to the ASCC. In general, the ASCC considers an application at the meeting closest to two weeks after the application was filed. Simple projects, such as second units, are usually decided at that meeting. Most projects are acted on in no more than two meetings, although occasionally a complex project may take additional time. As a result, ASCC review takes no more than one or two months from the time that the applicant comes in for the preliminary meeting. Measured from the filing of the application, the ASCC review would take even less time.

2457a All staff reports for the ASCC follow a standard format and address the same topics, that are set forth in the zoning ordinance and the design guidelines. Both the zoning ordinance and the design guidelines are written documents which applicants can consider in putting together their applications. The town uses a standard format for the ASCC staff reports in order to give consistency to the review process and ensure that each application is considered in the same way as all others.

- 2457b While the criteria are the same for each project, the specific physical conditions on an individual parcel of land may be unique. Given the prevalence of slope, geology, drainage and other physical issues throughout Portola Valley, individual consideration of each project is necessary. The ASCC provides this individual consideration along with consistent application of standards and guidelines.
- 2457c The ASCC review process is fast, is based on written standards and guidelines, and uses a standard format to ensure consistency in its decisions. The cost, as discussed below in the section on fees, deposits and exactions, is similar to the cost in other, similar communities, and is a very small percentage of the cost of a project given the high costs of land and construction in the town. For all of these reasons, ASCC review does not act as a significant constraint to the provision of housing in Portola Valley.

### **Site Development Permit**

- 2458 The Site Development Ordinance establishes the framework for the removal of vegetation, including significant trees, and excavation and fill (grading) on a site. Persons conducting those activities are required to apply for a site development permit. Depending on the amount of grading, the application is acted on by either the staff, the Architecture and Site Control Commission, or the Planning Commission. Applicants can appeal a decision to the Town Council in a public hearing. This process is necessary to protect both the environment and the applicants, especially in steep and unstable areas. The process is the same for all applicants and does not act as a constraint to the development of housing.

### **Conditional Use Permit and Planned Unit Development Permit Processes**

- 2459 Most residential development in town is not required to obtain either a conditional use permit (CUP) or a planned unit development permit (PUD). Subdividers who would like flexibility in the development standards may apply for a PUD, and most subdivisions in recent years have used PUDs. Since Portola Valley treats PUDs as a type of CUP, the process is similar for both. The ASCC first reviews the application as an advisory body, and then the application moves to the Planning Commission for a decision. Neither CUPs nor PUDs require action by the Town Council unless the Planning Commission action is appealed.
- 2459a While multifamily housing is not generally allowed, the town has developed a program to allow multifamily housing at existing institutional developments such as the Priory and the Sequoias through amendments to the existing CUPs for those projects. If, however, a new multifamily housing project were proposed that was separate from existing uses, a PUD would be needed.
- 2459b For example, at the Woodside Priory School, seven multifamily units were approved and built as workforce housing. To build these units, the Priory needed to amend

its conditional use permit, a process that took approximately four months. The Priory has also received approval for a master plan that includes eleven additional housing units which have not yet been constructed.

- 2459c The cost for the permits is a very small percentage of the cost for the project as a whole, and is not significant given the high costs of land and construction in Portola Valley. For these reasons, the CUP/PUD requirements for multifamily housing do not appear to be acting as a constraint on the provision of housing in the town—in fact, these permits make multifamily housing possible in Portola Valley.

### ***Fees, Deposits and Exactions***

- 2460 The town sets fees to cover the actual costs of processing development applications. For the typical house constructed in Portola Valley, the fees are a minor part of the applicant's costs and a very small percentage of the value created by approvals.
- 2460a In May 2012, the Town Council approved a resolution adopting new Planning, Building, and Engineering Department fee schedules. These fees were based upon an extensive study of actual costs to the town to administer and process permits. The study also included a comparison of the town's fees with fees charged by nearby jurisdictions, including Atherton, Menlo Park, and Woodside. This comparison showed that the town's fees are comparable to the fees in these other communities, as is shown in the table below.

<b>Comparison of Selected Filing Fees, 2012</b>				
Service	Portola Valley	Atherton	Menlo Park	Woodside
Pre-Application Meeting	575	161 per hour	400 dep + hrly	--
Site Development Permit (101 – 1,000 cubic yards)	2,225	1,282	--	600 dep + 1,125
Variance	2,340	2,242 min + hrly	3,000 +hrly	1,775 min
Conditional Use Permit-PUD	5,940	1,919 min + hrly	10,000 dep + hrly	2,238
CUP Amendment	1,980	1,919 min + hrly	10,000 dep + hrly	1,063
Architectural Design/Review: New House	1,115	1,282	2,000 dep + hrly	1,125
Guesthouse	660	1,282	2,000 dep + hrly	1,125
Additions	660	1,282	2,000 dep + hrly	1,125
General Plan Amendment	3,300	3,534 min + hrly	8,000 dep + hrly	4,425 dep + contractor cost + 25% overhead
Preliminary Subdivision Map	3,040	--	--	--
Tentative Map	4,640	2,242 min + hrly	6,000 + hrly	10,850 dep + contractor cost + 25% overhead
Lot Line Adjustment & Merger	1,600	1,596 min + hrly	--	2,850 dep + contractor cost + 25% overhead

Source: NBS "Town of Portola Valley Cost of Service Study for Analyzing User and Regulatory Fees" March 21, 2012

2460b Deposits are also charged for planning, engineering and geologic review, which include those provided by consultants, such as the town engineer, town geologist, town planner and town attorney. These deposits cover the cost of reviews and services needed for particular applications. As a result, the amount of the deposit will be lower for simple projects and higher for complicated projects. Selected 2013 fees and deposits for services required to evaluate applications are listed in the table below.



<b>Selected Housing Development Fees and Deposits in Portola Valley</b>		
	Filing Fees	Deposit for Services
Consultation Meeting	\$ 590	\$ 500
<b>Architectural Review</b>		
New Residence	\$1,140	\$ 2,500
Second Unit	\$ 675	\$ 1,500
Additions	\$ 675	\$ 1,500
Amendment	\$ 340	
<b>Site Development Permit</b>		
50-100 cubic yards	\$ 1,070	\$ 2,500
100-1000 cubic yards	\$ 2,280	\$ 4,000
1000+ cubic yards	\$ 2,890	\$ 4,000
<b>Conditional Use Permit</b>		
Standard	\$ 4,055	\$ 7,500
PUD	\$ 6,085	\$ 7,500
Amendment	\$ 2,030	\$ 3,500
Variance	\$ 2,400	\$ 3,500
<b>Geology Review</b>		
Building Permit	\$ 255	\$ 2,500
Map Modification	\$ 1,015	\$ 2,500
Deviation	\$ 890	\$ 2,500
Building Permit Review (Planner)	\$ 140	\$ 500
Building Permit Review (Engineer)	\$ 150	\$ 1,000
Zoning Permit	\$ 310	\$ 1,000
<b>Subdivision</b>		
Preliminary map	\$ 3,115	\$ 7,500
Tentative Map	\$ 4,750	TBD
Final Map	\$ 1,360	TBD
Map Time Extension	\$ 380	TBD
Tentative Map Amendment	\$ 760	TBD
Final Map Revision	\$ 760	TBD

Source: Town of Portola Valley, "Updated Fee Schedule" June 12, 2013

- 2460c Like other residential developments, second unit applications are charged fees for a building permit and plan check. In addition, detached second units, second units with more than 400 square feet, and second units located above the ground floor are required to go through architectural review and must pay the associated fee and deposit for service. However, second units that are built at the same time as the main house on the lot do not have to pay a separate fee for architectural review for the second unit. Building permit and plan check fees are essential to ensure that a building complies with local and state requirements and are not considered a constraint to the development of second units.
- 2460d It will be difficult for the town to waive fees and deposits entirely for affordable housing projects because of the routine use of outside consultants and the reliance on the fees to cover the cost of town services provided. However, the town is prepared to use money collected as in-lieu fees for below market rate units to mitigate the constraints of fees. Also, the town has amended the town's fee

ordinances to allow all or part of the fees to be waived, at the discretion of the Town Council, for projects with at least 50% of units for households with moderate incomes or below.

- 2460e Exactions are required in the form of drainage fees, easements or in-lieu fees for parks and open space, and off-site improvements made necessary by the development. The exaction amounts depend upon the specifics of each project. Drainage fees are only charged to subdivisions and on a per-acre assessment. These fees pay for the cost to construct drainage facilities listed in the town's master drainage plan, which is designed to protect lots and streets from flood hazards. The additional cost is a minor fee compared to the costs of the entire subdivision. These fees are essential to ensure that the town is protected from flood hazards and is developed with adequate drainage infrastructure.
- 2460f Portola Valley also charges subdivisions a fee in-lieu of the dedication of land for park or recreational purposes, as permitted by state law. On subdivisions of 50 lots or less, the subdivider is required to pay a fee determined by multiplying .005 times the land value per acre times the projected number of new residents in the subdivision. The subdivider may dedicate 5 percent of the total area for open space rather than pay the fee upon approval from the planning commission. Subdivisions with 50 lots or more are required to dedicate land of an amount determined by multiplying .005 times the number of acres times the projected number of residents. An in-lieu fee may be paid instead with approval of the planning commission. Residential developments that are not part of a subdivision are not required to pay this exaction. Like the drainage exaction, the additional cost is minor compared to the overall cost to develop a subdivision.
- 2460g Historically, drainage and open space exactions have not been cited as a constraint to the development of multifamily housing. The requirements do not hinder the provision of below market rate units in the subdivision, and the subdivision ordinance promotes the development of below market rate units overall. Based on experience, the exactions required for subdivisions are not a constraint to the development of below market rate housing in Portola Valley.
- 2460h Total fees for a recent house reconstruction, which would be similar to those for a new house, were approximately \$22,000. The value of the house prior to reconstruction was \$1.4 million. Therefore, the fees were less than 2% of the value of the home. Fees for a guest house are significantly less: approximately \$8,000. For the most recent multifamily development (the construction of seven attached units at the Priory), the fees totaled about \$7,000 per unit.
- 2460i Overall, fees, deposits and exactions are not anticipated to be significant constraints on the construction of housing. If these should be problem for a particular development, fees and deposits can be paid using housing in-lieu funds, and/or the Town Council can waive all or part of fees. Drainage and open space

exactions have not constrained the production of multifamily housing in the past and are not expected to during the planning period.

### ***Infrastructure and Public Service Constraints***

- 2461 The infrastructure and level of public services in town is geared to a small dispersed population. Many of the roads are narrow and winding with restricted capacity. Limited bus service is provided by SamTrans along Portola and Alpine Roads (Bus 85). Only a portion of the town is served by sanitary sewers. On-site disposal systems are used in much of the town, and in many areas, successful disposal requires large sites because of adverse soils and drainage conditions. Most local public services are provided by special districts or San Mateo County under contract. The Woodside Fire Protection District provides fire protection services. Police services are provided by the private Woodside Patrol and the County Sheriff. The town has limited control over the quality and quantity of these services.
- 2461a The town government operates on a minimal budget with a small staff. The town's ability to undertake major programs to provide housing is severely constrained by fiscal realities and limited staff time. As a result, housing programs with high administrative demands are not practical for the town and have been avoided.
- 2461b To mitigate the constraints pertaining to public services, this element provides for affordable housing on sites with current access to services or in new subdivisions that will provide services. In-lieu fees collected through the inclusionary housing program may also be used to help cover costs when no other source is available.

### ***Nongovernmental Constraints***

- 2462 Nongovernmental constraints that can affect a community's ability to provide suitable sites for affordable housing include the price of land, the cost of construction, and the availability of financing.

#### ***Price of Land***

- 2462a The extremely high cost of land in Portola Valley is the most significant constraint on the development of affordable housing in the town. Land often costs around \$1-2 million per acre, a price that is probably too high to allow the development of affordable housing under market conditions. Land prices for single parcels in the similar neighboring communities of Woodside, Palo Alto, and Atherton are comparable to Portola Valley prices.
- 2462b There were two undeveloped parcels listed for sale in late 2013. One was asking \$3.6 million for a 4.48-acre parcel, and the other was asking approximately \$2.15 million for a 2.25-acre parcel.

- 2462c The challenge from the town’s perspective is to provide affordable housing opportunities in the face of extreme market pressure, while at the same time preserving the characteristics that make Portola Valley a desirable place in which to live. The town’s housing programs attempt to mitigate the effects of these market conditions. To offset the high cost of land, the inclusionary housing program provides affordable housing, including land. The affiliated multifamily housing program allows increased density, reducing costs per unit. The second unit program provides the opportunity for construction of second units by the private market with essentially no land cost.

### ***Construction Cost***

- 2463 The cost of construction can also constrain housing production, particularly for affordable housing. Residential construction in Portola Valley is comparable to the neighboring communities of Woodside, Palo Alto, and Atherton. The costs average around \$350-\$450 per square foot. These high costs, however, are often a result of homeowners’ choices to use unique designs and expensive materials.
- 2463a The inclusionary housing program will provide land for affordable housing on sites that have been improved to serve market rate development, thereby reducing the cost of subdivision improvements for the affordable units. In addition, developers can select relatively simple and straightforward designs as well as less expensive construction materials to further reduce the cost of construction.

### ***Availability of Financing***

- 2464 Most homes in Portola Valley are custom-built homes funded by individual households. Financing for this type of construction is more difficult to obtain now that banks have increased their requirements. However, financing is no more of a constraint in Portola Valley than in other communities in the Bay Area. In fact, loans for individual homes may currently be easier to obtain than loans for speculative housing developments.

### **Constraints on Housing for People with Disabilities**

- 2465 California housing element law now requires specific analysis of constraints on housing for people with disabilities, including developmental disabilities. This section reviews both governmental and nongovernmental constraints, and identifies actions that can be taken to mitigate the constraints.

## ***Governmental Constraints***

### **Zoning Ordinance**

2466 The town's zoning code was amended in 2011 to remove the constraints to housing for persons with disabilities that were identified in the 2009 housing element. These amendments included:

- Updating the definition of household to comply with state law;
- Adding a definition of "residential care facility" to the ordinance, allowing these facilities for six or fewer persons by right in residential districts, and allowing these facilities for seven or more persons as a conditional use in the commercial and office districts;
- Allowing access ramps and related railings to extend into required yards; and
- Adding a reasonable accommodations section to the zoning ordinance (Chapter 18.11).

2466a Portola Valley permits housing for special needs groups, including for individuals with disabilities, without regard to distances between such uses or the number of uses in any part of the City. The Land Use Element of the General Plan does not restrict the siting of special need housing.

2466b All dwelling units are subject to the same standards for elements such as building heights, setbacks and floor area within the district in which they are located (Section 18.48.010). Because these standards may present a constraint to housing for disabled people in certain cases, the town adopted a reasonable accommodations ordinance as Chapter 18.11 of the zoning code to allow for flexibility in the zoning regulations when a reasonable and demonstrated need appears for a person with a disability. The reasonable accommodations ordinance could also potentially be used to reduce parking requirements for developments serving people with disabilities.

2466c All new residential structures must be reviewed and approved by the Architectural and Site Control Commission (ASCC), whose decisions may be appealed to the Planning Commission. The ASCC bases its review upon clearly stated standards and applies these standards consistently from project to project. This process is an essential part of enforcing the zoning code and provisions in the General Plan. Because of the standard nature of the review and the ability to appeal a decision, the ASCC review process is not a constraint to housing for people with disabilities.

### **Site Development Ordinance**

2466d The Site Development Ordinance establishes the framework for the removal of vegetation, including significant trees, and excavation and fill on a site. Persons

conducting those activities are required to apply for a site development permit. Depending on the amount of grading, the application is acted on by either the staff, the Architecture and Site Control Commission, or the Planning Commission. Applicants can appeal a decision to the town council in a public hearing. This process is necessary to protect both the environment and the applicants, especially in steep and unstable areas. The process is the same for all applicants and does not act as a constraint to the development of housing for people with disabilities.

### **Building Code and Building Permit**

- 2466e Portola Valley adopted the 2013 California Building Code. There have been no amendments or additions made to the building code by the town that present a constraint to the development of housing for persons with disabilities. The Town also follows Title 24 of the California Code of Regulations. Title 24 regulations govern a building's access and adaptability for persons with disabilities in commercial and multi-family buildings. When there is a discrepancy between the zoning ordinance and a Title 24 provision, the Title 24 provision prevails.
- 2466f A building permit is required for the construction or alteration of a structure. Standard application forms and filing processes are used for all applicants and are not considered a constraint to the development of housing for persons with disabilities. A building permit is required for access ramps and other special building modifications on commercial buildings or residential multi-family buildings. These types of buildings are required by law to be accessible to the disabled.

### ***Nongovernmental Constraints***

- 2467 The nongovernmental constraints that could affect housing for people with disabilities include the price of land and the cost of construction. In addition, the lack of public transportation and support services in town could constrain housing for people with certain types of disabilities. There is little the town can do to mitigate these types of constraints.

### ***Conclusion***

- 2468 The town has addressed the constraints to housing for people with disabilities that were identified in the 2009 Housing Element, and some of these changes, such as adding residential care facilities as an allowed use, would also benefit people with developmental disabilities. In addition, given that many people with disabilities, especially those with developmental disabilities, live with their parents or other relatives, second units could be a valuable form of housing for at least a portion of the population with disabilities. As a result, the town's actions to facilitate and encourage construction of second units may help this population as well.

## ***Sites Suitable for Housing***

- 2469 State law requires the town to demonstrate that sufficient residential housing sites exist in town to accommodate the town's share of total regional housing need. The town's housing need as assigned through San Mateo County's subregional housing allocation process is shown in the table below.

<b>Housing Need for Portola Valley, 2014-2022</b>	
Income Category	Units
Extremely Low	11
Very Low	10
Low	15
Moderate	15
Above Moderate	13
Total	64

- 2469a The following site inventory goes through three steps to determine how much housing could be built in Portola Valley during the current planning period. First, areas that are not suitable for development are identified and removed from consideration. Second, the vacant land in the remainder of the town is identified, and the realistic development capacity for this land is determined. Finally, the suitability of the vacant land for development is described, together with the likelihood of development during the planning period.

### **A Process of Elimination**

- 2470 Portola Valley faces different constraints on development than any other community on the Peninsula, with the possible exception of Woodside. Much of Portola Valley is unsuitable for development for one or more reasons. The major constraints on development are the presence of the San Andreas fault, large areas of landslides, the steepness of slopes, and the fire hazards due to natural conditions.

#### ***Physical Limitations***

- 2470a The San Andreas Fault runs through the center of the town. The fault separates the North American Plate from the Pacific Plate and poses problems of fault offset as well as intense ground shaking. The nature of the geology on the two sides of the fault is very different. By and large, the area east of the fault possesses largely stable land devoid of landslides. The area west of the fault, however, is composed of large areas of active and potential landslides. These landslides can be triggered by rainfall or grading as well as earthquakes.



- 2470b Portola Valley has been a national leader in planning for land use that recognizes geologic instabilities. See for instance, “A Model for Effective Use of Geology in Planning, Portola Valley, California” which was included in Landslide Hazards and Planning, Planning Advisory Service Report Number 533/534, published by the American Planning Association in 2005. Portola Valley has mapped the geology of the entire town at a scale of 1” = 500’. The town geologist reviews all proposed development in geologically hazardous areas. The town’s geologic map is far too detailed to include in the housing element; however, two geologic maps are included in the element to describe the hazards in some detail. First, a map of the San Andreas fault is shown on Exhibit 1. The map clearly indicates how the central part of the town is affected. Second, the state map of seismic hazard zones is shown on Exhibit 2. A brief look at the map confirms that the western part of the town is almost entirely subject to earthquake induced landslides. A somewhat lesser hazard is depicted by substantial areas that are subject liquefaction. In most instances, there are geotechnical solutions to liquefaction, provided a project can bear the high cost of a solution.
- 2470c Another major limitation are the extremely steep slopes in the western part of the town. These are shown on Exhibit 3. It is clear that there are large areas of 41% or greater in slope and significant areas in the 21% to 40% range. Development is extremely difficult in areas with slopes in excess of 41% and very difficult in areas with slopes in excess of 21%.
- 2470d Fire hazards pose another limitation on development. In 2008, the town contracted for a fire study, and the map in reduced form is shown on Exhibit 4. A review of the map with the aid of the legend makes it clear that much of the western part of the town is exposed to very high fire hazards.
- 2470e In sum, the combination of the San Andreas Fault, large areas of landslides, very steep slopes and high fire hazards form a major basis for the town’s general plan and zoning regulation that permit only a very limited amount of development in the western hillsides. Further limitations include a lack of public roads and water supply. Together with the hazards listed above, these require that the town protect the public interest with strict limitations on development in the western hillsides.
- 2470f The eastern part of the town is completely different from the western part. In the eastern part of the town, landslides are few, slopes less steep, fire hazard less and the area is served by public roads and a public water supply developed to meet fire fighting requirements. It is no wonder that the historic development of the town started in the eastern part and has continued in this part in the years since the town incorporated in 1964.



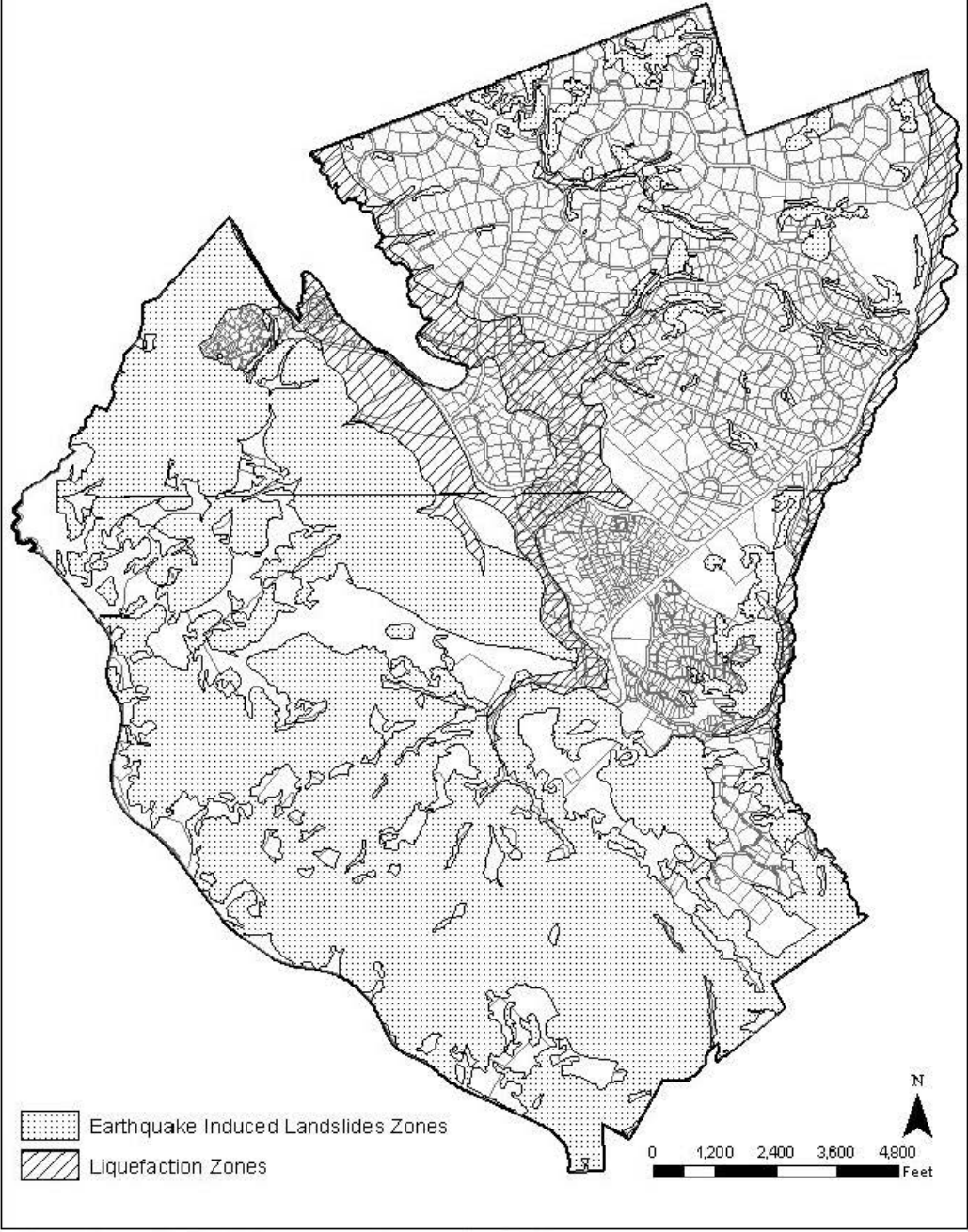
Exhibit 1



Source: Data derived from Cotton, Shires, and Associates, Inc.

Exhibit 2

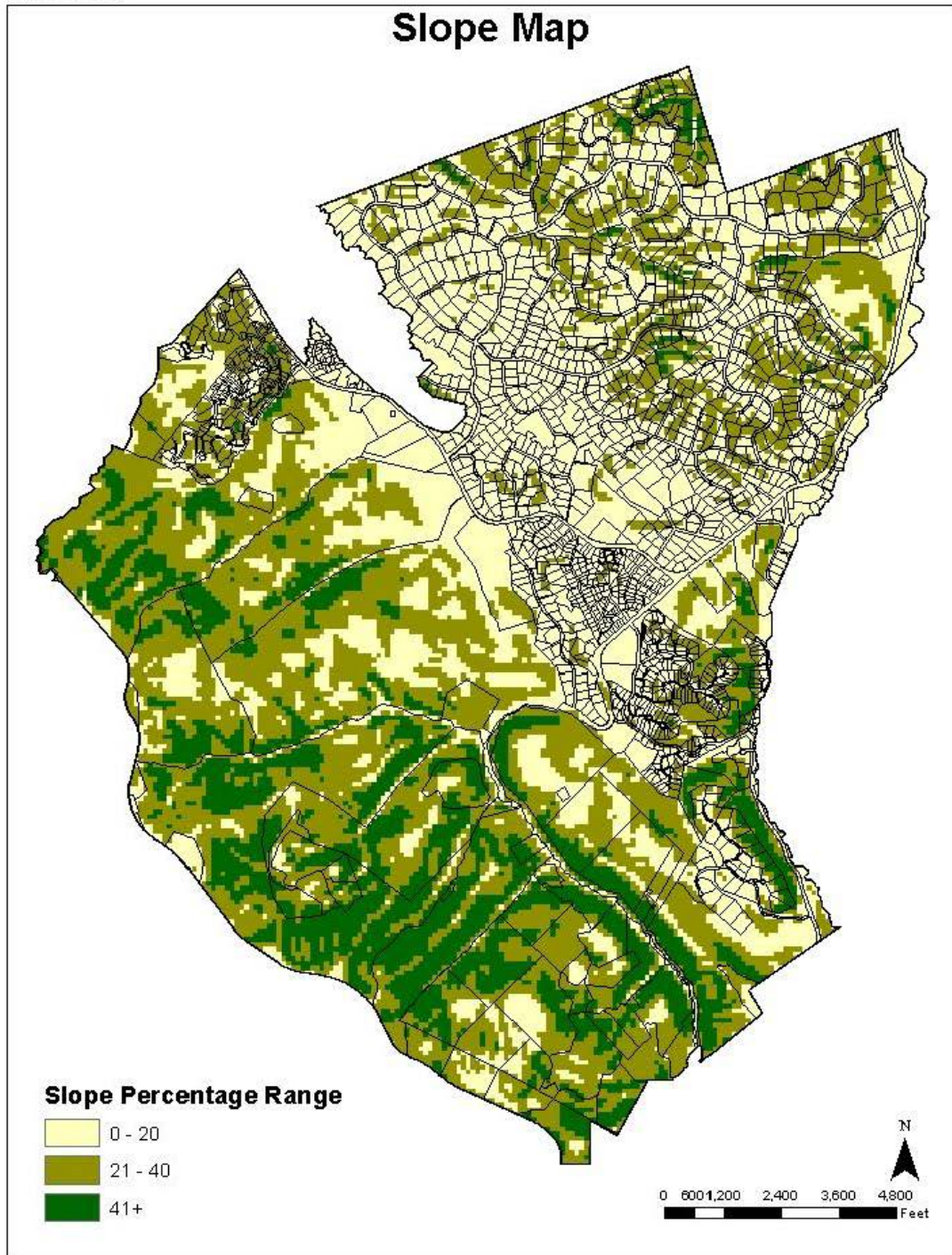
### Seismic Hazard Zones Map



Source: State of California Department of Conservation (2001), [www.quake.ca.gov/WH/regulatorymaps.htm](http://www.quake.ca.gov/WH/regulatorymaps.htm)



Exhibit 3



Source: Conservation Lands Network, Bay Area Open Space Council

Exhibit 4

# Fire Map



Source: Data derived from 2008 Fuel Hazard Map. Mortiz Arboricultural Consulting, Inc.

### ***Sanitary Sewer Limitations***

2470g As a “rural” community Portola Valley was developed with lots served by septic tank and drainfield systems. The town does not have a municipal sewer system. The sewers that do exist are provided by the West Bay Sanitary District. The district does not install sewers, but developers and homeowners are responsible for annexing their properties to the district and paying for the cost of extending and hooking-up to sewers. Exhibit 5 shows parcels that have been annexed to the West Bay Sanitary District and differentiates between those parcels that have connected to sewer and those that were annexed to the district but have not connected to the sewer.

Since most of the town has lots in excess of one acre, septic tank systems have in general worked well. New subdivisions including Portola Valley Ranch and Blue Oaks do have sanitary sewers. Also, in some areas individual property owners or groups of owners have banded together to annex to the district. Very few vacant properties are served by sewers, and those properties are vacant lots in new subdivisions where changes in zoning would not be expected and would likely result in incompatible development.

### ***Water Supply***

2470h Water for Portola Valley is supplied by the California Water District. The Water District has stated that it can supply the water to serve Portola Valley’s housing need.

### ***Distribution to Water and Sewer Providers***

2470i As is required by Chapter 727m Statutes of 2004 (SB 1087), when this housing element is adopted the town will immediately send a copy of the element to the local water and sewer providers.

### ***Inventory of Vacant Parcels***

2471 The table that starts on the following page lists 84 vacant or largely vacant parcels in the town, shows the zoning and General Plan designations, summarizes environmental constraints, and estimates the realistic new unit capacity for each. Keys for the abbreviations used in the table are provided at the end of the table. Some sites have significant geologic problems and would be particularly difficult to develop; these sites are marked with an asterisk(\*) and shown with a different symbol on the map.

2471a In addition to the table, a map showing the parcels described in the table and titled “Inventory of Land Suitable for Residential Development,” has been prepared (Exhibit 6).



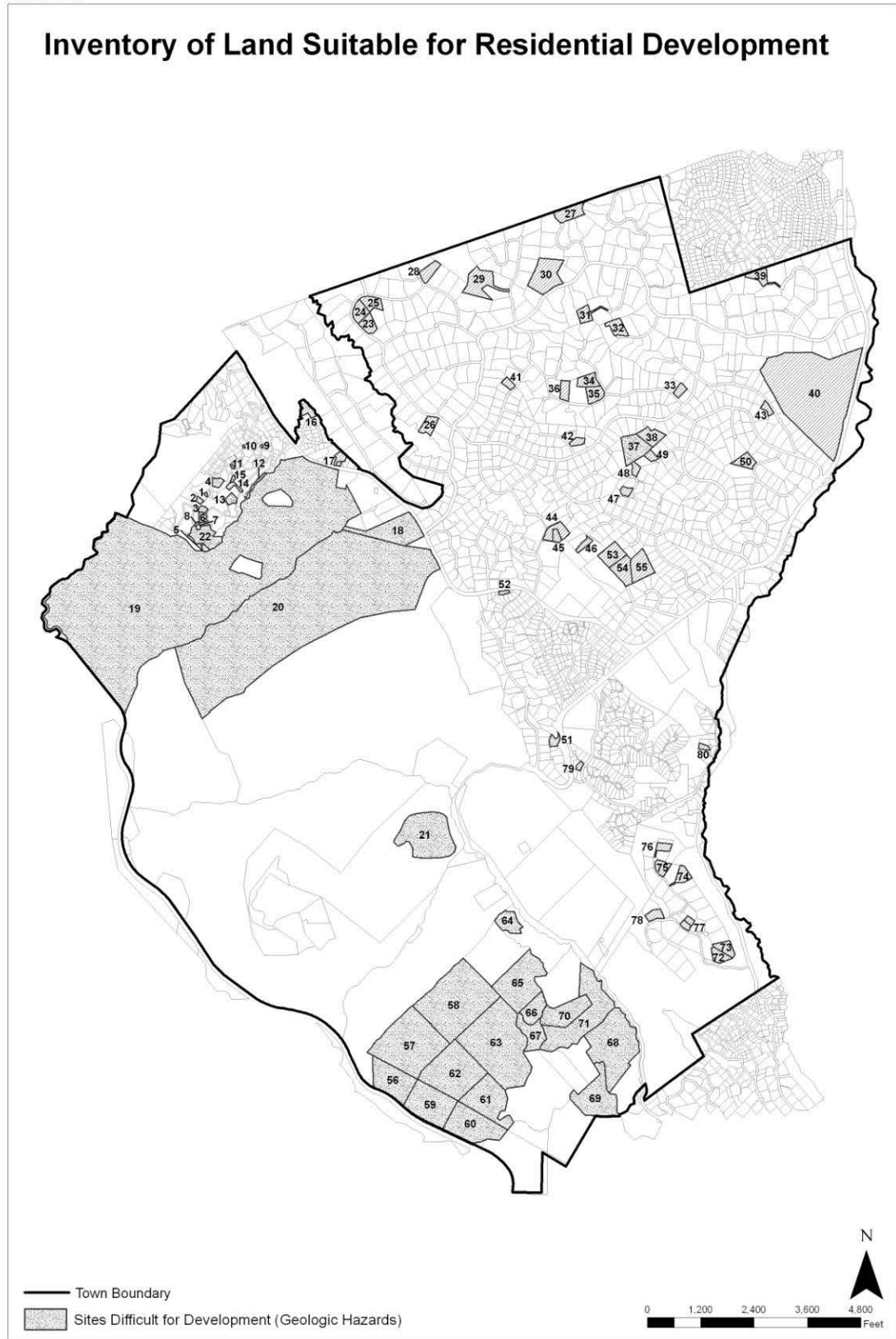
**Exhibit 5**



Source: West Bay Sanitary District

Exhibit 6

### Inventory of Land Suitable for Residential Development



Source: Town of Portola Valley General Plan, Housing Element (2009)

## Inventory of Land Suitable for Residential Development in Portola Valley

Site	APN	Zone	Density District	Allowable Density (Dwelling Units/Acre)	GP Designation	Acres	Realistic New Unit Capacity**	Infrastructure Capacity	Environmental Constraints
1*	076-181-070	R-E	1A	1	Low	0.1	1	No sewer	Md
2*	076-181-090	R-E	1A	1	Low	0.4	1	No sewer	Md
3*	076-182-020	R-E	1A	1	Low	0.6	1	No sewer	Pd
4*	076-184-040	R-E	1A	1	Low	1.0	1	No sewer	Md
5*	076-192-100	R-E	1A	1	Low	0.5	1	No sewer	Md
6*	076-192-120	R-E	1A	1	Low	1.8	1	No sewer	Md
7*	076-192-130	R-E	1A	1	Low	0.2	1	No sewer	Md
8*	076-192-140	R-E	1A	1	Low	0.1	1	No sewer	Md
9	076-212-100	R-1	20M	2	Low-Medium	0.1	1	No sewer	n/a
10	076-231-070	R-1	20M	2	Low-Medium	0.1	1	No sewer	n/a
11	076-234-050	R-1	20M	2	Low-Medium	0.1	1	No sewer	n/a
12*	076-238-030	R-E	1A	1	Low	0.8	1	No sewer	Pd
13*	076-244-030	R-E	1A	1	Low	1.1	1	No sewer	Md
14*	076-244-070	R-E	1A	1	Low	0.7	1	No sewer	Md
15*	076-244-080	R-E	1A	1	Low	0.3	1	No sewer	Pd
16*	076-251-090	R-1	20M	2	Low-Medium	2.1	2	No sewer	SA Fault
17	076-261-120 076-261-130	C-C	PD	5	Local Shopping/Service	1.3	5 (55+yrs) 1 BMR in process	Sewer	SA Fault
18*	076-330-030	R-E	3.5A	0.3	Cons Res	14	1	No sewer	SA Fault, Will. Act
19*	076-330-070	R-E	3.5A	0.3	Cons Res, Open Res	356	25	No sewer	Md, Pd, Sbr
20*	076-340-060	R-E	3.5A	0.3	Cons Res, Open Res	229	29	No sewer	Md, Pd, Sbr
21*	076-350-280	M-R	7.5A	0.13	Cons Res, Open Res	23	1	No sewer	Steep Slopes
22*	076-380-110	R-E	1A	1	Low	5.9	1	No sewer	Md
23	077-040-080	R-E	2.5A	0.4	Cons Res	2.5	1	No sewer	n/a
24	077-040-090	R-E	2.5A	0.4	Cons Res	2.8	1	No sewer	n/a



Site	APN	Zone	Density District	Allowable Density (Dwelling Units/Acre)	GP Designation	Acres	Realistic New Unit Capacity**	Infrastructure Capacity	Environmental Constraints
25	077-040-100	R-E	2.5A	0.4	Cons Res	2.7	1	No sewer	n/a
26	077-050-190	R-E	2.5A	0.4	Cons Res	2.5	1	No sewer	n/a
27	077-070-110	R-E	2.5A	0.3	Cons Res	4	1	No sewer	n/a
28	077-011-050	R-E	2.5A	0.3	Cons Res	2.6	1	No sewer	n/a
29	077-060-290	R-E	2.5A	0.4	Cons Res	7.4	1	No sewer	n/a
30	077-070-070	R-E	2.5A	0.4	Cons Res	3.1	1	No sewer	n/a
31	077-090-140	R-E	2.5A	0.4	Cons Res	2.5	1	No sewer	n/a
32	077-101-170	R-E	1A	1	Low	2.7	1	No sewer	n/a
33	077-225-080	R-E	1A	1	Low	1.2	1	No sewer	n/a
34	077-232-030	R-E	2A	0.5	Cons Res	2.7	1	No sewer	n/a
35	077-232-040	R-E	2A	0.5	Cons Res	2.8	1	No sewer	n/a
36	077-232-060	R-E	2A	0.5	Cons Res	2.0	1	No sewer	n/a
37*	077-242-120	R-E	1A	1	Low	4.7	1	No sewer	Steep slopes; partial OSE
38	077-242-210	R-E	1A	1	Low	3.6	1	No sewer	Partial OSE
39	077-261-210	R-E	2.5A	0.4	Cons Res	2.7	1	No sewer	n/a
40	077-281-020	R-E	3.5A	0.4	Cons Res	75.4	29	No sewer	n/a
41	077-290-010	R-E	1A	1	Low	1.0	1	No sewer	n/a
42	077-310-210	R-E	1A	1	Low	1.1	1	No sewer	n/a
43	077-372-070	R-E	1A	1	Low	1.0	1	No sewer	n/a
44	079-053-160	R-E	1A	1	Low	3.0	2	No sewer	n/a
45	079-053-170	R-E	1A	1	Low	3.0	2	No sewer	Steep slopes
46	079-053-340	R-E	1A	1	Low	1.2	1	No sewer	n/a
47	079-060-940	R-E	1A	1	Low	1.0	1	Sewer	n/a
48	079-060-980	R-E	1A	1	Low	1.0	1	Sewer	n/a
49	079-092-480	R-E	1A	1	Low	1.1	1	No sewer	n/a
50	079-101-390	R-E	1A	1	Low	2.5	1	No sewer	Steep slopes
51*	079-140-280	R-E	1A	1	Low	1.1	1	No sewer	SA Fault

Site	APN	Zone	Density District	Allowable Density (Dwelling Units/Acre)	GP Designation	Acres	Realistic New Unit Capacity**	Infrastructure Capacity	Environmental Constraints
52	079-151-050	R-E	1A	2	Low-Medium	0.4	1	No sewer	Narrow lot, creek setback, subject to flooding
53	079-220-010	R-E	1A	1	Low	4.5	1	Sewer	n/a
54	079-220-020	R-E	1A	1	Low	4.7	1	Sewer	Narrow lot
55	079-220-030	R-E	1A	1	Open Res	5.8	1	Sewer	n/a
56*	080-010-020	M-R	7.5A	0.13	Open Res	13.6	1	No sewer	OSE
57*	080-010-030	M-R	7.5A	0.13	Open Res	33.4	1	No sewer	Pd, Sbr OSE
58*	080-010-040	M-R	7.5A	0.13	Open Res	44.0	1	No sewer	Pd, Md OSE
59*	080-020-010	M-R	7.5A	0.13	Open Res	18.0	1	No sewer	Md, Sbr, OSE
60*	080-020-020	M-R	7.5A	0.13	Open Res	14.8	1	No sewer	OSE
61*	080-020-030	M-R	7.5A	0.13	Open Res	20.2	1	No sewer	OSE
62*	080-020-040	M-R	7.5A	0.13	Open Res	25.0	1	No sewer	Md, Ps, Sbr
63*	080-020-050	M-R	7.5A	0.13	Open Res	46.0	1	No sewer	Ms, Ps, Sbr, OSE
64*	080-020-080	M-R	7.5A	0.13	Open Res	4.6	1	No sewer	Md, Ps
65*	080-020-100	M-R	7.5A	0.13	Open Res	20.6	1	No sewer	Pd
66*	080-020-110	M-R	7.5A	0.13	Open Res	4.4	1	No sewer	Pd
67*	080-040-010	M-R	7.5A	0.13	Open Res	8.0	1	No sewer	Pd
68*	080-040-040	M-R	7.5A	0.13	Open Res	33.7	1	No sewer	n/a
69*	080-040-060	M-R	7.5A	0.13	Open Res	16.4	1	No sewer	Md, Pd, Sbr
70*	080-040-110	M-R	7.5A	0.13	Open Res	10.7	1	No sewer	Pd
71*	080-040-120	M-R	7.5A	0.13	Open Res	31.0	1	No sewer	Pd, Sbr
72	080-241-020	R-E	3.5A	PD	Cons Res	2.2	1	Sewer	n/a
73	080-241-030	R-E	3.5A	PD	Cons Res	2.3	1	Sewer	n/a
74	080-241-110	R-E	3.5A	PD	Cons Res	2.1	1	Sewer	n/a
75	080-241-130	R-E	3.5A	PD	Cons Res	2.0	1	Sewer	n/a
76	080-241-150	R-E	3.5A	PD	Cons Res	1.4	1	Sewer	n/a

Site	APN	Zone	Density District	Allowable Density (Dwelling Units/Acre)	GP Designation	Acres	Realistic New Unit Capacity**	Infrastructure Capacity	Environmental Constraints
77	080-241-230 080-241-240	R-E	3.5A	PD	Cons Res	1.1	1	Sewer	n/a
78	080-241-280	R-E	3.5A	PD	Cons Res	1.7	1	Sewer	n/a
79	080-471-030	R-E	2A	PD	Cons Res	0.5	1	Sewer	n/a
80	080-500-030	R-E	2A	PD	Cons Res	0.6	1	Sewer	n/a

\* Sites marked with an asterisk have greater than average geologic hazards or other environmental constraints and would be particularly difficult to develop

\*\* The “Realistic New Unit Capacity” is based on the number of vacant lots and potential new lots that could be created through subdivision

#### Zones

R-E= Residential Estate, R-1 = Single Family Residential, M-R = Mountainous Residential, C-C= Community Commercial

#### Density District (Residential Density Combining District) sets the minimum lot size

15M= 15,000 sf, 20M= 20,000sf, 1A= 1 acre, 2A= 2 acres, 2.5A= 2.5 acres, 3.5A= 3.5 acres, 7.5= 7.5 acres, PD = set by Planned Development

#### Allowable Density

PD = set by Planned Development

#### GP (General Plan) Designation

Cons Res = Conservation Residential, Open Res = Open Space Residential, Low = Low Intensity Residential, Low-Medium = Low-Medium Intensity Residential, Local Shopping/Service = Local Shopping and Service Commercial

#### Environmental Constraints

SA Fault = a trace of the San Andreas Fault passes through the property

Sbr = Stable bedrock, Ps = potential shallow landslide, Pd = potential deep landslide, Md = moving deep landslide

OSE = Open Space Easement

Williamson Act = Land is under Williamson Act contract, which limits development potential

## Analysis of Suitability for Development

2472 This analysis looks at four different types of potential new residential development: single family homes on existing lots; large parcels that could accommodate a number of new homes; potential locations for affiliated multifamily development; and second units. Each of these types is discussed below.

### *Single Family Homes*

2472a As the inventory shows, an estimated 79 new single family homes could be accommodated on existing lots or through small (2 unit) subdivisions. Of these, approximately 35 have significant environmental issues and are unlikely to develop within the planning period. However, there are still over 40 existing lots for single family homes remaining in town that could reasonably be developed by 2022.

2472b There have been 32 homes built during the past ten years, for an average of 3.2 new homes per year. In the eight year planning period, a total of approximately 26 new homes would be built if this construction rate continues. This estimate appears to be reasonable given that the capacity exceeds this estimate. All 26 of these homes would be expected to be affordable only to households with above moderate incomes.

### *Large Parcels*

2472c There are 5 sites or groups of sites listed on the site inventory that could accommodate larger amounts of housing. Each of these is discussed briefly below.

**Site 17** (Sausal Creek) is a 1.3 acre parcel that has been approved for development with five single family homes for residents age 55 and older, plus one below market rate unit. This development was on hold for the duration of a lawsuit filed by a neighbor, which was resolved in late 2007 in favor of the proposed development, and the property is currently on the market. The development approvals would expire in 2015.

**Site 19** (El Mirador Ranch) is one of the largest privately owned parcels in town, with 356 acres in the western hillsides. Because of steep slopes, deep canyons, and landslides on much of the property, as well as the presence of the San Andreas Fault, development on this site would likely need to be clustered in a 10 acre area located near Portola Road. The property does not have sewer access, which also limits potential density. Given all of the

constraints on the land, probably no more than 25 homes could be built on this property. However, the current property owners have stated that they intend to hold the property as open space. Therefore, no new residential development is anticipated for this site by 2022.

**Site 20** (Spring Ridge LLC) is located next to Site 21 and faces many of the same challenges: steep slopes, landslides, the San Andreas Fault, and a lack of sewer service. New development on this site would likely also need to be clustered, and a maximum of 29 units could probably be built here. Much of the parcel is now being used to grow grapes for the winery on the property. Property owners have indicated that they might be interested in developing the land but that they are not in a hurry to do so. No new residential development is anticipated on this site by 2022.

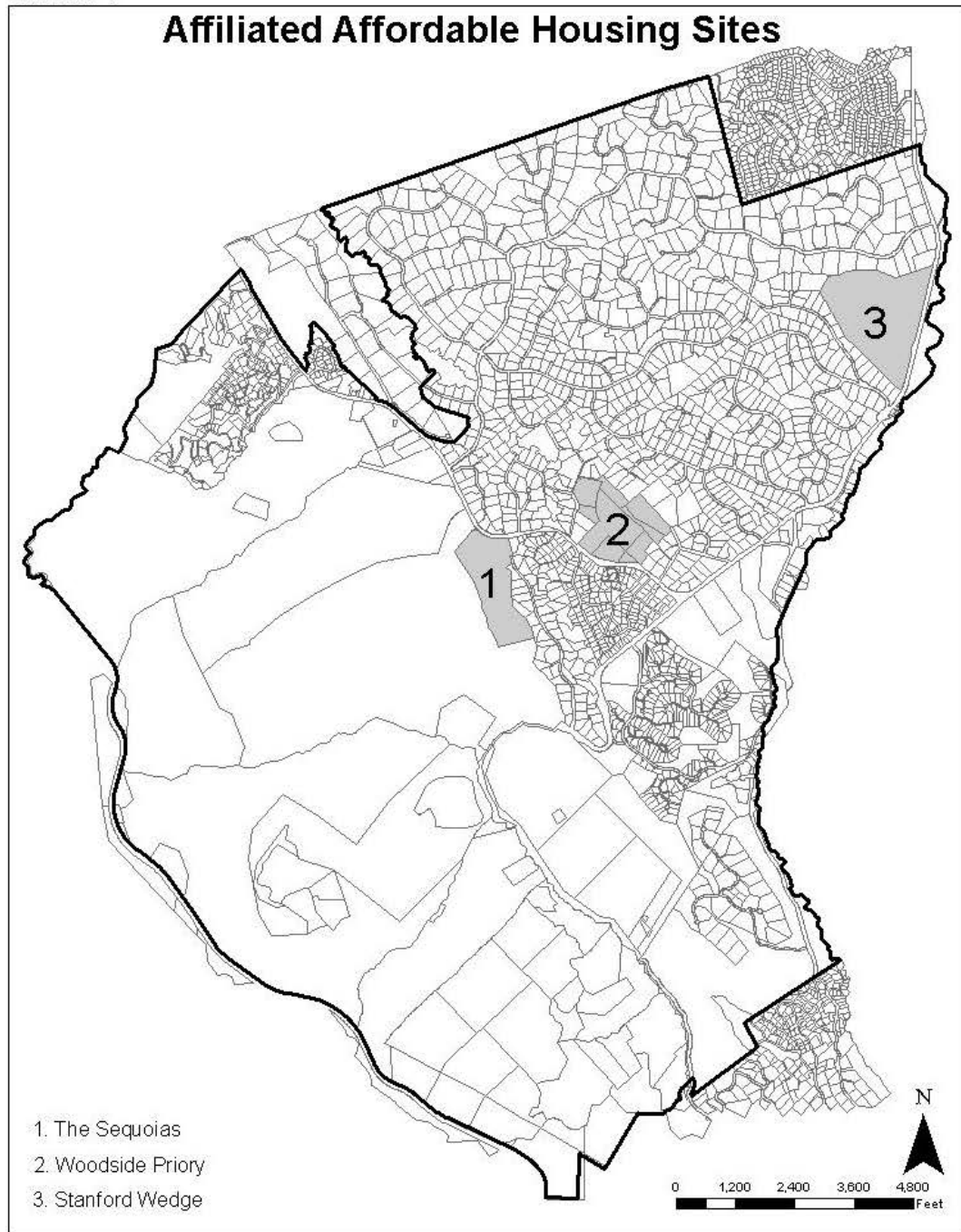
**Site 40** (Stanford Wedge) is an 89 acre site owned by Stanford University. The land consists of a relatively flat portion along Alpine Road surrounded by steep hillsides to the sides and rear of the property. Development on this site would need to be clustered in the land by Alpine Road. There is approximately 4 acres of usable land on the parcel once all of the steep slopes, unstable areas and required setbacks are subtracted. Under the town's regulations, up to 27.6 single family dwelling units would be allowed on the parcel overall. Affiliated housing would also be allowed on this parcel, as is discussed further below.

**Sites 56–63, 65–66** (Fogarty Winery) are occupied by an award winning winery including vineyards, storage and bottling facilities and an event center. The remote site is located in the western hillsides and includes many steep slopes and landslide hazards. In addition, an open space easement covers much of the winery. There is no sewer service or public water supply. Although these sites together could theoretically eventually accommodate some number of new homes in the future, additional development is not anticipated by 2022.

### ***Affiliated Development***

2472d Portola Valley is a rural community with a history of single family development on large lots. To accommodate some multifamily development, however, the town developed a housing program in the early 1990s that would allow multifamily housing on institutional sites for employees and staff affiliated with the institutions that own the parcels. This program allows affiliated affordable multifamily housing on three designated sites in town, each with a planned development permit. These sites are discussed below and shown on Exhibit 7, Potential Affiliated Affordable Housing Sites.

## Exhibit 7



Source: Town of Portola Valley General Plan, Housing Element (2009)

- 2472e      The Stanford Wedge is an 89 acre site owned by Stanford University, which was discussed above as one of the large parcels of land remaining in town that could be developed with housing. The town's regulations would allow 27.625 single family dwelling units on the parcel overall, and Section 2106e of the General Plan allows this density to increase by a factor of three for



multifamily affordable housing, as long as the overall floor area does not exceed the amount allowed for market rate development. Therefore, up to 82.9 units could potentially be provided on this site, although the number would likely be lower.

- 2472f This site could potentially be developed with faculty or graduate student housing; because of the distance from the university campus, undergraduate housing is unlikely. Town officials and staff have discussed this possibility with Stanford officials over many years, but the University has not indicated any intention to either sell or develop this land.
- 2472g The second site for multifamily housing is The Priory School site. In 2001, the town approved an application to construct seven multifamily units for faculty and staff on the site. These units were approved with the following condition:
- “The Priory shall make every effort reasonably possible, to the satisfaction of the planning commission, to ensure a majority of the units are occupied so as to achieve the below market rate town housing element objectives. These objectives anticipate at least one unit would be for a very low income household, one unit for a low income household, and three units for moderate income households. Relative to this condition, the Priory shall file a report with the planning commission on the projected unit occupancy prior to initial occupancy and annually thereafter. The report shall advise the commission how occupancy relates to the housing element objectives.”*
- 2472h The housing element goals set forth in this condition were based on the draft housing element that was under discussion at the time the project was approved in 2001. The Priory School reports annually to the town on whether these income targets are being met. In 2012, one unit was occupied by a low income household, two units were occupied by moderate income households, three units were occupied by above moderate income households, and one unit was vacant. Each unit is being provided at rents at or below 30% of the household income. Overall, the School usually does meet the requirements, although a unit may be occupied by a higher income household for a period of time when household incomes increase. The school works to provide the housing to the lowest income staff possible when a unit turns over.
- 2472i In 2005, the town approved a Master Plan for the school property that includes eleven additional housing units to be built in the future. The school has been working on implementing other portions of its Master Plan to

date, but those units are still approved. Because the Priory has had difficulty maintaining units at the very low income level, this housing element anticipates that the 11 new units would be divided among the income categories as follows: 3 low income units, 4 moderate income units, and 4 above-moderate income units.

- 2472j The Sequoias has not added any housing at their facility between 2009 and 2014. The affiliated housing program would permit employee housing to be built on the site. Town staff has talked with representatives of the Sequoias about the possibility of employee housing on the site. The Sequoias is exploring options for employee housing, although the site is severely constrained by geology, including an active trace of the San Andreas fault which passes through part of the property

### **Second Units**

- 2472k Exhibit 8 shows where second units are allowed in Portola Valley. Between July of 2008 and December of 2013, 29 new second units were approved in Portola Valley, for an average of 5.3 new units per year. This is an increase over the Town's previous average, which was 4.9 new second units per year as reported in the 2009 housing element. The 2009 element included actions to encourage additional second unit production, including increased publicity and preparation of a second units manual for the town. Second unit production does now appear to be increasing in town, and more applications are including second units.
- 2472l This housing element also includes provisions to encourage increased production of second units, including allowing staff-level review of second units up to 750 square feet in size, allowing two second units on parcels that are over 3.5 acres in size, and allowing larger second units up to 1,000 square feet on lots that are 2 acres or more.
- 2472m These measures are anticipated to increase the number of second units built in the town by about one unit per year, from an average of 5.3 units annually to approximately 6.5 units annually. The town therefore anticipates the construction of 6.5 second units per year for the eight-year planning period. Total second unit production is therefore estimated to be 52 units.

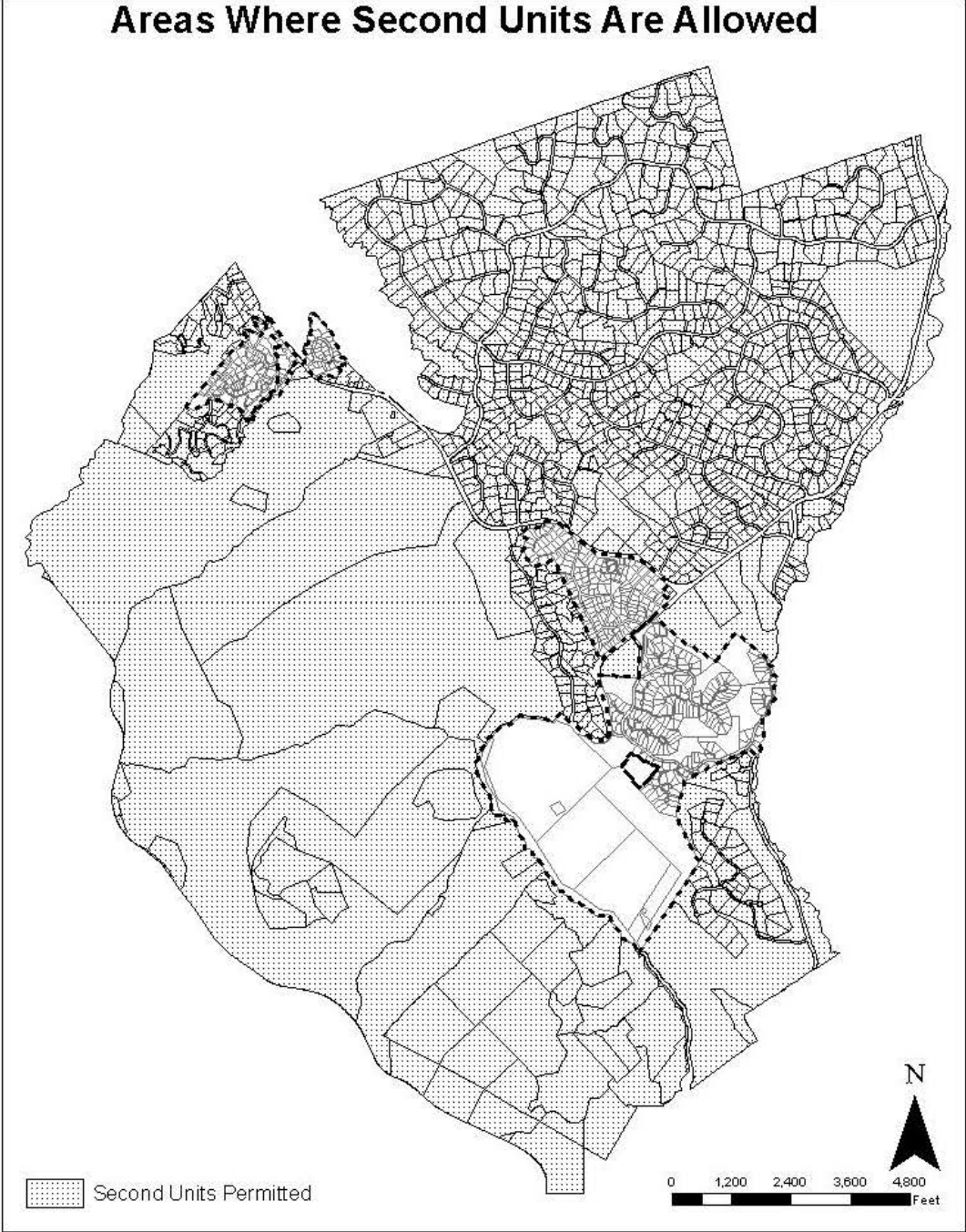
### **Summary of Site Inventory**

- 2473 As described above, there are four types of housing sites in Portola Valley: single family home sites, large parcels, affiliated housing sites, and sites for



Exhibit 8

### Areas Where Second Units Are Allowed



second units. The table below shows the number of existing sites that the town would expect to develop by 2022 in each category under current town policies, as set forth above. The table then compares these results with the town’s Regional Housing Needs Allocation (RHNA) numbers.

2473a The table below shows that the Town of Portola Valley would provide more than enough housing for households with extremely low incomes and with above moderate incomes, and sufficient housing for moderate income households, but not enough for very low or low income households. However, state policies allow the extra housing for extremely low income households to be counted towards housing needed for very low and low income households. All together, 40 units of extremely low, very low and low income housing are planned in this housing element, compared to the 36 units which are required to meet the Town's RHNA. As a result, there are sufficient sites to accommodate all of the housing need for Portola Valley.

<b>Expected Sites for New Homes by 2022, Compared with Adjusted Housing Need</b>						
	Ex Low	Very Low	Low	Moderate	Above Moderate	Total
<b>Sites for Housing Expected from 2014-2022</b>						
Single Family	0	0	0	0	26	26
Large Parcels	0	0	1	0	5	6
Affiliated	0	0	3	4	4	11
Second Units	26	0	10	11	5	52
<b>Total Sites</b>	<b>26</b>	<b>0</b>	<b>14</b>	<b>15</b>	<b>40</b>	<b>95</b>
<b>RHNA</b>	<b>11</b>	<b>10</b>	<b>15</b>	<b>15</b>	<b>13</b>	<b>64</b>

2473b In addition, there is a vacant site that could be developed with affiliated multifamily affordable housing under the town's regulations (Site 40, the Stanford Wedge). Because the property owner has not expressed any interest in developing the site, it has not been included as a site that is expected to develop by 2022. However, some development could potentially occur on that site during the planning period.

## ***Goals & Policies***

### **Goal 1**

2475 Maintain and enhance the character and quality of Portola Valley's residential neighborhoods and the condition of its housing, and preserve the natural beauty of the town's scenic corridors and open spaces.

Policy 1A: Accommodate new residential development in a manner compatible with the rural character of existing residential development.

Policy 1B: Continue to control the location, design and density of new residential development in order to preserve regional open spaces, avoid areas of seismic and geologic hazards, have minimal visual impact, create minimal discernable effect on infrastructure capacity, and ensure the adequate provision of safe and convenient access to public services.

Policy 1C: Require all housing units in the town to conform to the principles and standards set forth in the general plan and town regulations, including that all housing be subservient to the natural environment.

### **Goal 2**

2476 Endeavor to provide opportunities for a diverse population, including for people of all income levels and with special housing needs, particularly elderly residents and those employed in Portola Valley, to live in the town.

Policy 2A: Accept and fulfill responsibility for a reasonable share of the regional need for affordable housing.

Policy 2B: Encourage the creation of a diversity of housing options to meet the needs of people in different stages of the life cycle and with different income levels.

Policy 2C: Allow in-lieu funds to be used to reduce town fees for affordable or mixed income housing developments, as well as for the purchase of land and the construction of below market rate units.

Policy 2D: As possible, waive some fees, or portions of fees, for housing developments with a majority of below market rate units.

Policy 2E: Continue to encourage affordable housing that can be produced in association with market rate housing and otherwise.

Policy 2F: Distribute diverse and affordable housing options throughout the community.

Policy 2G: Use an open and inclusive process when implementing housing policies and programs, by consulting as appropriate with people with differing housing needs and income levels, housing advocates, housing developers, property owners, and the community at large.

**Goal 3**

2477 As set forth in the Sustainability Element of this General Plan, encourage energy conservation and green building practices, and adopt housing policies to reduce costs of living, respect wildlife and plants and protect the environment.

Policy 3A: Continue to support energy efficient building and subdivision design that protects solar access, and to allow solar installations.

Policy 3B: Continue to encourage cluster development in order to preserve resources and encourage sustainability.

Policy 3C: Continue to require native landscaping, which reduces water and power consumption, provides habitat, and helps to strengthen natural ecosystems in town.

Policy 3D: Allow and encourage green building practices.

Policy 3E: Design and locate housing to minimize impacts on wildlife and be subservient to the environment.

**Goal 4**

2478 Work to address housing issues on a regional basis while preserving local control and minimizing fiscal impacts on the town.

Policy 4A: Continue to participate in regional and county efforts to increase the availability of affordable housing in the region and county, including housing for people with special needs, while working to ensure that factors such as size, geographical and seismic hazards, fire risks, and land dedicated to open space are considered in establishing housing requirements.

Policy 4B: Support regional efforts to address the need for emergency and transitional shelter.

Policy 4C: Preserve local control over zoning, diversified housing locations and design.

Policy 4D: Minimize the fiscal impact of new housing on the town.

Policy 4E: Define housing needs in a manner recognizing the special cultural and historic planning conditions for the town, including the agricultural and rural history and a culture of respecting the environment.

## ***Programs, Quantified Objectives, and Action Plan***

### ***Program 1: Inclusionary Housing***

- 2480 To implement a program from the 1990 housing element, the town adopted an ordinance requiring developers to provide 15 percent of new lots to the town for below market rate housing as part of every subdivision. The Town received title to four lots as part of the Blue Oaks subdivision, but was not able to find a developer to build below market rate units on the lots. To avoid this problem in the future and strengthen the program, the Town intends to revise the inclusionary housing program as described below.
- 2480a The intention is to revise the program to require that developers build the housing units when one or more units would be required under the inclusionary housing program. As part of this revision, the percentage of lots required for below market rate housing may need to be reduced. The percentage should be based on a nexus study for affordable housing, such as the study underway through the 21 Elements process in San Mateo County. With the nexus study results, the town could also consider a housing impact fee. In developing the revisions to this program, the town will consult local developers and builders, and others experienced in the provision of affordable housing, to ensure that the requirements are realistic and that the program includes appropriate incentives.
- 2480b Objective: The town will amend the inclusionary housing program during this planning period to make it more effective by having developers of larger subdivisions build the below market rate housing units.

### ***Program 2: Affiliated Housing***

- 2481 As established with the previous housing element, affiliated multifamily housing projects are permitted on three sites—The Sequoias, Priory School and the Stanford Wedge—shown on Exhibit 7 in the Site Inventory. This program has the following features:
1. **Planned Unit Developments and Conditional Use Permits.**  
Multifamily housing on the Priory School site and the Sequoias have and can be permitted through amendments of the CUPs governing those projects. Development on the Stanford Wedge could be accomplished pursuant to a CUP and/or a PUD . The PUD or CUP for a multifamily housing project shall control the siting and design of projects, the mix of units by income category of eligible occupants, methods of controlling rents and/or resale prices, provisions for

ongoing management of the project and other matters deemed appropriate by the town.

2. **Inclusion of Market Rate Units.** The purpose of this program is primarily to provide affordable (below market rate) housing. The town may permit the inclusion of market rate units in a project if it determines they are necessary to make a project feasible. However, substantially over half of the units in any multifamily affordable housing project must be affordable to moderate, low or very low income households. With the approval of the Planning Commission and Town Council, an exception to this requirement may be made for housing that is ancillary to the primary use of the site.
3. **Floor Area and Density.** The floor area in multifamily housing projects shall not exceed the total floor area which would be permitted for the number of single family houses which would be allowed on the property under existing zoning. The allowable floor area, together with the amount of developable land, determines the density of development on the site. At both the Woodside Priory and the Sequoias, only a portion of the site could be used for residential development. The paragraph below explains the potential floor area and density for the Stanford Wedge site.

The Stanford Wedge site (Site 40 in the Site Inventory section) is the only multifamily site that is largely vacant. A small stable is located on the site, which could be removed if the site were developed. A small portion of the site is located on the east side of Alpine Road. Altogether, the Stanford Wedge includes 89 acres of land, most of which is extremely steep with slopes in excess of 30%. The only developable portion that has access is the relatively flat land adjacent to and west of Alpine Road. After accounting for required site setbacks, the developable portion of the site is approximately 3.5 acres in size. Under current regulations, up to 28.48 market rate homes could be clustered together on this flat land. The town allows densities to increase up to three times when affordable multifamily housing is to be built. Therefore, up to 85 units could be built on the Stanford Wedge site.

4. **Development Standards.** All multifamily housing projects are expected to meet the general plan, zoning, subdivision and site development requirements that pertain to all residential development in the town, including Resolution No. 2506-2010 as amended. These standards are described earlier in this housing element, and include provisions for road widths and right-of-ways as well as landscaping.



Current parking requirements are one parking space for each studio or one-bedroom unit, and two parking spaces with two or more bedrooms. Development standards may be adjusted through a PUD where appropriate.

Particular care is expected to ensure the compatibility of the projects with adjacent neighborhoods and the town's rural environment.

5. **Occupancy.** The town considers this program particularly suited to providing housing for employees and others affiliated with the institution that owns and manages the property. If units are provided for sale, resale controls to preserve affordability will be required.
6. **Monitoring.** Each year, staff will monitor the progress that has been made on this program and report to the Planning Commission on the progress compared with the goals set forth in this program. The program will be revised if necessary to meet the goals.

- 2481a      Objective:      The town will continue to work with the owners of these three properties to allow and encourage housing to be built on the sites. Eleven housing units have already been approved for the Priory under the current Master Plan, including seven units for households with moderate or low incomes. The Priory has indicated that they intend to construct the units in phases, and expect all of the units to be built by 2022. The town has also started discussions with the Sequoias to encourage employee housing at the site, and they are moving forward internally to consider the options. Stanford University has no plans for their site at this time. The town will continue to contact all three owners on a regular basis and assist them with any potential plans for providing housing.

### ***Program 3: Second Units***

- 2482      Second units provide most of the affordable housing in town, and are the only type of affordable housing that can be produced in Portola Valley by market forces without a significant subsidy. Town regulations allow second units in most areas of the town. Surveys of second unit rental rates show that most second units are affordable, both within Portola Valley and in San Mateo County as a whole. Second units are particularly appropriate for Portola Valley because of their compatibility with the rural nature of the town and their ability to directly serve the need for affordable housing.
- 2482a      To strengthen the second unit program, Portola Valley is proposing three new actions in addition to the changes made to implement previous housing

element programs. First, the town will amend its program to allow larger second units (up to 1,000 square feet rather than the current limit of 750 square feet) on lots with two or more acres. This change is meant to address a concern stated by some residents that the 750 square feet is too small to comfortably house either themselves as they grow older, or their children's families. The town hopes that this amendment will begin to address this concern and encourage more residents to build second units.

- 2482b Second, the town will amend its ordinance to allow two second units to be located on lots with 3.5 acres or more. Both second units will need to meet the second unit requirements, including parking. In order to minimize grading and site disturbance, and to preserve the general character of the residential areas, one of the second units will need to be attached to the main house. The other second unit could be detached. This change will allow owners of larger properties to accommodate more housing, particularly for family members and employees such as groundskeepers.
- 2482c Third, the town will also amend its zoning code to allow staff level approval of second units up to 750 square feet, rather than the current limit of 400 square feet, when no other permit is needed for the project. Projects that would require a site development permit from the ASCC or Planning Commission for grading or tree removal would need Commission approval, for example. As part of implementing this item, the town will examine the current performance standards for second units as set forth in the zoning ordinance and amend them as necessary to provide further guidance for staff in reviewing second unit applications.
- 2482d Finally, the town will monitor the number of second units being permitted annually. If the number of second units being permitted is lower than the number expected, the town will take action to increase second unit production. This could include one or more of the following actions: increasing publicity about the program, providing a floor area bonus for larger second units on larger lots, holding a workshop on second units, or reducing fees for second units.
- 2482e Objective: Over the previous planning period, an average of 5.3 second units were constructed in Portola Valley each year, with an increase through the planning period. Through the actions described above, this rate is expected to increase to 6.5 units per year. As a result, a total of 52 new second units are expected to be built during the eight-year planning period.
- These are likely to provide housing for the same income categories as shown in the San Mateo County study completed in December 2013. Based on a conservative



interpretation of that study, the 52 new second units will result in 26 units for extremely low income households, 0 for very low income, 10 for low income, 11 for moderate, and 5 for above moderate income households.

The town will monitor this program annually and take additional steps to increase second unit production if necessary.

#### ***Program 4: Shared Housing***

- 2484 As discussed in the section on housing characteristics, homes in Portola Valley tend to be large. For older residents who want to remain in their homes, maintaining a large home while living on their own may be difficult. One option would be to convert a portion of a home to a second unit. Another option would be to simply find someone else to share the house. The Human Investment Project for Housing (HIP Housing) is a nonprofit organization that conducts a program in San Mateo County to match housing “providers” with housing “seekers.” Rents are established on a case by case basis and can sometimes be partly defrayed by services. Although Portola Valley is currently in the area served by HIP Housing, there is no formal arrangement with the organization. Portola Valley will continue to work with the organization to publicize its service in the town
- 2484a Objective: Work with HIP Housing to publicize its home-sharing program to residents and employees, with the aim of increasing the number of placements in town.

#### ***Program 5: Fair Housing***

- 2487 Project Sentinel handles complaints of discrimination in the sale or rental of housing and in the mediation of tenant/landlord disputes in Portola Valley under the terms of a contract with San Mateo County. Information on this program will be posted or otherwise made available at Town Hall and the library, and on the town’s website.
- 2487a Objective: No housing units are expected to result from this program. The town’s objective is to provide brochures or post information sheets at Town Hall, the library and on the town’s website to publicize this program.

#### ***Program 6: Energy Conservation and Sustainability***

- 2488 Portola Valley has had a number of regulations that encourage energy conservation for years. These include permitting solar installations, utilizing

subdivision regulations that protect solar access, and supporting energy efficient design. In addition, most new development is clustered, which reduces impacts on the land. The town also requires native landscaping, which reduces the need for both water and energy. All of these policies and regulations will continue.

- 2488a Since 2008, the town has employed a Sustainability Manager, and in January 2009 adopted a Sustainability Element as part of its General Plan. In 2010, the town adopted a Green Building Ordinance using the “Build It Green Green Point Rated” system for all new homes, major remodeling projects, and additions. Also in 2010, the town adopted BAWSCA’s model Indoor Water conservation Ordinance and Water Conservation in Landscaping Ordinance (with reduced turf allowances).

In addition to the green building regulations and the water conservation ordinances, the town has been encouraging energy and water efficiency in existing homes through the state’s Energy Upgrade California program, California Water Service’s rebate programs, and other voluntary measures and tools developed by the town’s Sustainability Committee. In 2014, the town will adopt a climate Action Plan, which builds on the Sustainability Element and includes measures that target energy and water conservation in the residential sector.

- 2488b Objective: To continue existing green and energy conservation measures, revise them when necessary, and implement new programs in accordance with the Sustainability Element and the town’s future Climate Action Plan.

***Program 7: Explore Future Housing Needs and Potential Housing Programs***

- 2489 During the housing element update process, the town identified a need for a longer-range “vision” for housing in Portola Valley. This program therefore calls for the town to examine its likely housing needs beyond 2022, with the results potentially serving as a foundation for the next housing element update.
- 2489a The town would conduct a more detailed analysis of housing trends and needs, with the intent of determining the best ways to address the town’s needs moving forward. Various housing “best practices” as identified by the State and advocacy groups could be considered to determine whether they would be appropriate in town.
- 2489b To date, two items have specifically been identified for further exploration. Both of these are topics the town would like to consider but did not think could be finalized in time to provide housing by 2022:

1. The possibility of expanding the affiliated housing program to commercial sites, so that employers could provide employee housing on commercial properties in town; and
2. Potential uses of the money in the Town's in-lieu housing fund, including the money from the sale of the Blue Oaks BMR lots, to meet identified local affordable housing needs and provide affordable housing to serve, at a minimum, eight moderate income households.

2489c Objective: To analyze the town's housing needs and trends, explore a commercial affiliated employee housing program, identify potential uses of money in the town's in-lieu housing fund, and examine other potential programs as appropriate to meet the town's future needs. The results of this program will help to create a foundation for the 2022 housing element update.

### Quantified Objectives

2490 Based on the programs and housing trends discussed earlier in this housing element, the Town of Portola Valley has established the following quantified objectives. The objectives focus on new construction rather than rehabilitation or conservation, because the need in Portola Valley is clearly greatest for new construction. By meeting the quantified objectives shown below, the town will provide for its share of the Regional Housing Needs Allocation.

<b>Quantified Objectives for Portola Valley</b>			
	New Construction	Rehabilitation	Conservation
Extremely Low	26	0	0
Very Low	0	0	0
Low	14	0	0
Moderate	15	0	0
Above Moderate	40	0	0
Total	95	0	0

2490a The quantified objectives shown in above chart are based on the information provided in the Site Inventory. More details can be found that section of the housing element, including the summary table at the end of that section.

2490b The new units will be provided through the towns' second units program, the affiliated/multifamily housing program, and market rate housing for households with above moderate incomes.

## Action Plan

2493 The actions shown below will be taken to achieve the quantified objectives and implement the programs described above.

<b>Portola Valley 2014 Housing Element Action Plan</b>			
Program	Action	Responsible Party	Timing
1. Inclusionary Hsg	Amend program to require that developers of larger subdivisions build housing	Planning staff	2015-16
2. Affiliated Hsg	Continue to allow 11 affiliated multifamily units to be constructed at the Priory School, and expedite processing of applications to built the units as possible	Planning staff	Ongoing
2. Affiliated Hsg	Work with the Sequoias to encourage construction of employee housing	Town staff	Ongoing
2. Affiliated Hsg	Amend Section 18.44.060.I of the Zoning Ordinance to reflect the current name and Section number for this program	Planning staff	2014-15
3. Second Units	Amend the zoning ordinance to allow second units up to 1,000 sf on lots with 2+ acres; to allow two second units on lots with 3.5+ acres; and to allow staff level review and approval of second units up to 750 square feet when no other permit is needed. As part of this action, amend the performance standards for second units to provide further guidance for staff-level approvals.	Planning staff	2015-16
4. Shared Housing	Continue to support HIP Housing and work with their staff to identify and implement actions to increase placements in town.	Planning staff	Ongoing
5. Fair Housing	Continue to participate in the County-wide fair housing program and address concerns as necessary.	Planning staff	Ongoing
6. Energy Conservation	Continue green and energy conservation measures, revise as needed, and implement new programs in accordance with the Sustainability Element and the future Climate Action Plan.	Town staff	Ongoing
7. Future Programs	Explore future housing needs beyond 2022 and potential ways to address those needs. Two possibilities to examine are 1) the possibility of expanding the affiliated housing program to commercial sites for employee housing; and 2) potential uses of the money in the Town's in-lieu housing fund.	Town staff	Ongoing



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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

**FROM:** Nick Pegueros, Town Manager

**DATE:** June 18, 2014

**RE:** **Capital Assets Policy Update**

### RECOMMENDATION

The recommendation is that the Town Council approve amendments to the Town's Capital Assets Policy to provide needed updates and a new section regarding the acquisition of capital assets.

### BACKGROUND

The Town's financial policies are Town Council adopted documents that serve as the guide to Town staff for routine financial operations. The policies include Town Council guidance on capital assets, investments, purchase order and inventory control, signature authority for checks, reimbursement of expenses for local officials, and minimum fund balance for the General Fund. A number of the policies were developed in the early 2000's and several have been amended to reflect changes in accounting procedures. The investment policy in particular is updated annually as required by the State of California. As with all Town policies or procedures, the Town Council retains sole discretion over the content of the policy and may change the policy at any time should needs change.

The Town's current Capital Assets Policy was adopted on June 9, 2004 in order to implement Governmental Accounting Standards Board Statement Number 34 (GASB 34). GASB 34 requires governmental agencies to present their balance sheet and profit/loss in two different ways: the modified accrual basis (traditional governmental accounting) and the full accrual basis (traditional private sector accounting). The goal of GASB 34 was to make governmental financial statements more meaningful to those who use them to assess the organization's fiscal health.

### DISCUSSION

The current policy as adopted in 2004 was based on industry best practice at the time and is required to demonstrate adequate control over Town assets. The policy gives guidance on the accounting treatment of capital assets, which is most relevant to the preparation of financial statements. However, the existing policy is silent on the acquisition of those capital assets. The recommended amendments provide for two distinct changes:

1. General Updates – The policy has been updated to clarify that the GASB 34 is fully implemented, but no substantive changes were made to the existing policy as adopted in 2004.
2. Capital Asset Acquisition - Staff proposes the inclusion of a section that speaks to the acquisition of capital assets, in large part, to address concerns raised by some members of the Affordable Housing Ad Hoc Committee. A core concern was that the Town's process for acquiring or improving land is largely unknown and does not provide for sufficient public input. The proposed addition to the policy outlines how the Town will acquire capital assets for any purpose, including affordable housing. The proposed addition also provides two opportunities for public input at critical junctures in the decision-making process before the Town Council takes action to commit Town funds.

Unlike the Capital Assets Policy's origin, which was based on industry best practice, the addition of the capital asset acquisition section is, to the best of staff's knowledge, a first. Staff recommends Town Council approval of the proposed policy. Further, staff recommends that the Town Council provide direction to return in July with an agenda item to discuss whether to pursue land acquisition in the coming year.

#### **FISCAL IMPACT**

There is no fiscal impact.

#### **ATTACHMENT**

1. Capital Assets Policy, Proposed June 18, 2014



# Town of Portola Valley Capital Assets Policy

~~Adopted: June 9, 2004~~ Proposed June 18, 2014

## Overview

The Town will maintain a capital asset management system that will meet external financial reporting requirements and the needs of the Town in line with these policies.

Capital assets are recorded as expenditures in governmental funds at the time the assets are received and the liability is incurred. These assets will be capitalized at cost on the government wide financial statements.

~~Note: Governmental Accounting Standards Board Statement No. 34 (GASB 34) changed Generally Accepted Accounting Principles (GAAP) for capital assets reporting for governmental funds. Beginning in fiscal year ending June 30, 2004, pursuant to GASB 34, the General Fixed Asset Account Group will be eliminated and the Town will report these assets by function and activity on the government wide financial statements.~~

~~Per GASB 34: The Town's Capital Assets Policy follows the recommended practices of the GFOA (Government Finance Officers Association) and the accounting standards of the Government Accounting Standards Board (GASB). In accordance with GASB Statement Number 34:~~

*Capital Assets* are defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

*Infrastructure Assets* are defined as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings that are an ancillary part of a network of infrastructure assets are included.

~~The Town's Capital Assets Policy follows the recommended practices of the GFOA (Government Finance Officers Association) and the accounting standards of GASB 34.~~

## Capitalization

Generally, the capitalization threshold for capital assets will be an original cost of \$5,000 or more (recorded as an asset on the balance sheet versus expensing the item). Specific capitalization requirements are described as follows:

- a. All land will be capitalized regardless of cost.
- b. Buildings, land improvements and infrastructure will be recorded if cost exceeds \$25,000.
- c. ~~All infrastructure will be recorded on a prospective basis only, beginning with fiscal year 2003-04.~~
- d. All other assets must cost \$5,000 or more and have a useful life of two (2) or more years.



- e. The capitalization threshold is applied to individual units of capital assets rather than groups. For example, ten desks purchased for \$1,000 each will not be capitalized even though the total (\$10,000) exceeds the threshold of \$5,000.
- f. For purposes of capitalization, the threshold will generally not be applied to components of capital assets. For example a keyboard, monitor and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single asset. The capitalization threshold will be applied to a network if all component parts are required to make the asset functional.
- g. Repairs to existing capital assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case the repair represents an improvement and is subject to the requirements described in item "h" below.
- h. Improvements to existing capital assets will be presumed by definition to extend the useful life of the related capital asset and therefore will be subject to capitalization if the cost exceeds \$5,000.

As a result of the above capitalization policies, the following *infrastructure* items will not be capitalized: street trees, street signs. Additionally, the following capital *equipment* will also not be capitalized: personal computers, handheld radios, telephones.

### Capital Asset Acquisition

#### 1. Purchase, Sale, Exchange or Lease of Real Property

At a regular public meeting in July of each year, the Town Council will determine if there is a compelling public purpose, including, but not limited to, open space, public facilities, and affordable housing, to acquire real property. Up to three negotiators, one of whom must be the Town Attorney, will be identified to conduct due diligence regarding potential site(s). If a site(s) is identified through this diligence process or an opportunity otherwise arises, the Town Council, prior to entering a duly noticed closed session, will provide an opportunity for interested members of the public to comment regarding the potential purchase, sale exchange or lease of the identified site(s). Negotiation of price and terms will be conducted in closed session. Approval of an agreement concluding real estate negotiations shall be reported publicly; such report shall include the approval action, the voting tally and the substance of the agreement.

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#### 2. Improvements to Land, Easements, and Buildings

The Town will notify property owners within 300-feet (and more broadly for projects anticipated to exceed \$1,000,000) of any Town-initiated proposal regarding improvements to land, easements or buildings.

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#### 3. Gift or Donation of Capital Assets

Prior to Town Council consideration of a gift or donation of capital assets, the Town Manager will work with the donor(s) to structure the gift/donation in a manner that minimizes upfront and ongoing town expenses and liabilities.

4.—

## **Leased Assets**

Operating leased assets are usually short term and cancelable at anytime. The recording of an operating lease as a fixed asset is not required because the item is not purchased.

However, operating leases will be capitalized if one or more of the following criteria are met and the chance of cancellation is low:

- a. Ownership is transferred by the end of the lease term
- b. The lease contains a bargain purchase option
- c. The lease term is greater than or equal to 75 percent of the asset's service life
- d. The present value of the minimum lease payment is greater than or equal to ninety percent (90%) of the fair market value of the asset at the inception of the lease.

Capital lease items are capitalized at the beginning of the lease period, regardless of when the title transfers. Capital leases are recorded at net present value of lease payments.

## **Capital Asset Recording**

The Town will keep appropriate records in order to monitor and accurately inventory all fixed assets.

## **Measuring the Cost and/or Value**

Capital assets are recorded at their "historical cost," which is the original cost of the assets. Donations accepted by the Town will be valued at the fair market value at the time of donation. Costs include purchase price (less discounts) and any other reasonable and necessary costs incurred to place the asset in its intended location and prepare it for service. Costs could include the following:

Sales Tax	Demolition costs
Freight charges	Relocation costs
Legal and title fees	Architect and accounting fees
Closing costs	Insurance premiums and interest costs during construction
Appraisal and negotiation fees	
Surveying fees	<u>In-house staff time and consultant fees</u>
Land-preparation costs	

For the conversion of capital asset reporting effective the fiscal year ended June 30, 2004 and A according to GASB 34, an estimate of the original cost is allowable in the absence of historical records. Standard costing is one method of estimating historical cost using a known average installed cost for a like unit at the estimated date of acquisition. Another recognized method is normal costing wherein an estimate of historical cost is based on current cost of reproduction new, indexed by a reciprocal factor of the price increase of a specific item or classification from the appraisal date to the estimated date acquired. When necessary the Town will use whichever method gives the most reasonable amount based on available information.

## **Recording Costs Incurred After Acquisition**

Expenditures/expenses for replacing a component part of an asset are not capitalized. However, expenditures/expenses that either enhance a capital asset's functionality (effectiveness or efficiency), or that extend a capital asset's expected useful life are capitalized. For example, periodically slurry sealing a street would be treated as a repair (the cost would not be capitalized), while an overlay or reconstruction would be

capitalized. Adding a new lane constitutes an addition and would therefore also be capitalized.

### **Disposition or Retirement of Capital Assets**

It is the Town's policy that disposition of surplus, damaged or inoperative equipment will be at the discretion of the Town ~~Administrator~~Manager, who will make all efforts to sell at a fair market price, donate or recycle such items.

### **Depreciation**

The Town will record depreciation expense on all capital assets, except for land. The Town will use straight-line depreciation using the half-year convention. Depreciation will be calculated for half a year on the year of acquisition and the year of disposition. Depreciation will be calculated over the estimated useful life of the asset.

### **Recommended Useful Lives of Capital Assets**

The Town follows GFOA Recommended Practices when establishing recommended lives for capitalizable assets. If the life of a particular asset is estimated to be different than these guidelines, it may be changed. Following is a summary of the estimated useful lives:

<u>Asset Class</u>	<u>Useful Life</u>
Buildings	50 years
Building Improvements	20 years
Improvements other than Buildings	35 years
Infrastructure	50 years
Equipment and Machinery	5 to 20 years

### **Control of Assets**

The Town will exercise control over the noncapitalized tangible capital-type items by establishing and maintaining adequate control procedures. The Town's capitalization threshold of \$5,000 meets financial reporting needs.

### **Works of Art and Historical Treasures**

GASB 34 encourages but does not require the capitalization of art that meets all of the following conditions:

- Held for public exhibition, education, or research in furtherance of public service, rather than financial gain
- Protected, kept unencumbered, cared for, and preserved
- Subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections

It is the Town's policy that proceeds from the sale of art be used to acquire other works of art. That being the case, the Town's works of art and historical treasures will not be capitalized.

### **Inventorying**

The Town will perform a physical inventory of its capitalized assets, either simultaneously or on a rotating basis, so that all capital assets are physically accounted for at least once every five years.

### **Tagging**

The Town will tag only moveable equipment with a value of \$5,000 or higher. Rolling stock items will not be tagged and will be identified by the VIN number.

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There are no written materials for this agenda item.

## **TOWN COUNCIL WEEKLY DIGEST**

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### **Friday – June 6, 2014**

1. Agenda – ASCC – Monday, June 9, 2014
2. Agenda – Ad-Hoc Water Conservation Taskforce Committee – Tuesday, June 10, 2014
3. Agenda – (Cancellation) Trails & Paths Committee – Tuesday, June 10, 2014
4. Agenda – (Cancellation) Town Council – Wednesday, June 11, 2014
5. Agenda – (Cancellation) Emergency Preparedness Committee – Wednesday, June 12, 2014
6. Agenda – Cultural Arts Committee – Thursday, June 12, 2014
7. Agenda – Nature and Science Committee – Thursday, June 12, 2014
8. Month End Financial Report – May 2014
9. Report from San Mateo County Sheriff's Office – Incident Log for 05/16/14 – 06/02/14
10. Letter to Town Manager Pegueros, from Los Trancos County Water District re: Request the Town of Portola Valley to annex the District's lake to its Open Space lands – May 22, 2014
11. Letter to San Mateo County Manager Maltbie, from Los Trancos County Water District (LTCWD) re: Request County of San Mateo to become the Successor to LTCWD and Authorize a County Maintenance District – June 6, 2014
12. Invitation – HIP Housing Annual Luncheon – June 13, 2014
13. Invitation - League of California Cities Peninsula Division dinner meeting – June 26, 2014
14. Invitation - Council of Cities June dinner meeting – June 27, 2014
15. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, June 6, 2014

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

1. Western City magazine – June 2014



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, June 9, 2014  
Special Field Meeting (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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**SPECIAL ASCC FIELD MEETING\***

4:00 p.m. 5050 Alpine Road (Meet at 765 Portola Road, Historic Schoolhouse Parking Lot, to carpool to site) Field meeting for review of restoration planting for mitigation of tree/vegetation removal. (This item will not be on the agenda for the evening meeting)

**7:30 PM – REGULAR AGENDA\***

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

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

4. Old Business:
    - a. Continued Architectural Review for New Residence and Site Development Permit X9H-671, 17 Redberry Ridge, Yang (*Continued to June 23, 2014 Meeting*)
    - b. Continued Architectural Review for New Barn, Site Development Permit X9H-675 and Amendment to Conditional Use Permit X7D-156, 683 Portola Road, White (*Continued to June 23, 2014 Meeting*)
  5. New Business:
    - a. Architectural Review for Residential Additions and Remodeling, 140 Campo Road, Tiscornia
    - b. Architectural Review for Residential Additions and Remodeling, Including Floor Area Transfer, 4850 Alpine Road, Rittler
  6. Commission and Staff Reports:
  7. 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: June 6, 2014

CheyAnne Brown  
Planning Technician

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**TOWN OF PORTOLA VALLEY**  
**Ad-Hoc Water Conservation Task Force**  
**Tuesday, June 10, 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. Approval of the May 27 minutes**
- 4. Round table discussion of new learnings or materials, since last meeting (2-3 min each)**
- 5. Refinement of Goal 2; Reduce Water Use in the Garden**
  - a. Select strategies and actions**
  - b. Estimate impact of each proposed action**
- 6. Start Preparation of report to PV Town Council**
  - a. Review TC charge to our Ad-Hoc Committee**
  - b. Brief reference to breadth of choices we explored**
    - a. Points we want to get across to Town Council**
    - b. Future actions we are exploring for TC to adopt**
- 7. Plan Topics for next meeting (hone pitch to Town Council)**
  - a. Jade's boss from Cal Water is expected to attend on the 24<sup>th</sup>; come up with list of topics to discuss with him with input from Staff**
- 8. Announcements**
- 9. Adjournment**

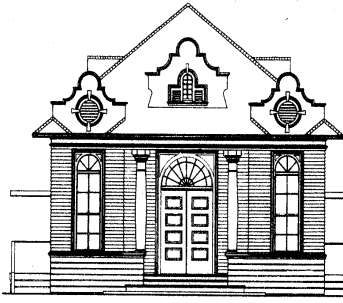


**Town of Portola Valley**  
**Trails and Paths Committee Meeting**  
**Notice of Cancellation**  
**Tuesday, June 10, 2014**

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**TRAILS & PATHS COMMITTEE**  
**MEETING CANCELLATION**  
**NOTICE**

The regularly meeting of the  
Trails and Paths Committee, scheduled for  
Tuesday, June 10, 2014 at 8:15 a.m.  
has been cancelled



**TOWN OF PORTOLA VALLEY**  
**7:30 PM – Regular Town Council Meeting**  
**Wednesday, June 11, 2014**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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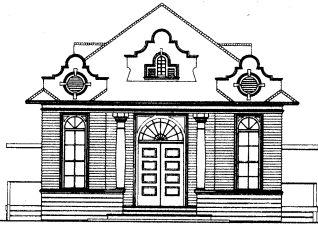
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## **NOTICE OF MEETING CANCELLATION**

### **PORTOLA VALLEY TOWN COUNCIL MEETING REGULARLY SCHEDULED FOR Wednesday, June 11, 2014**

Notice is hereby given that the Portola Valley Town Council meeting regularly scheduled for Wednesday, June 11, 2014 has been cancelled.

The next special meeting of the Portola Valley Town Council is scheduled for Wednesday, June 18, 2014 at 7:30 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



**Emergency Preparedness Committee  
Notice of Cancellation  
Thursday, June 12, 2014 8:00 AM  
EOC / Town Hall Conference Room**

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# **EMERGENCY PREPAREDNESS COMMITTEE**

## **NOTICE OF CANCELLATION**

**Thursday, June 12, 2014**

The Emergency Preparedness Committee meeting scheduled for Thursday, June 12, 2014 has been cancelled. A special meeting has been called for Wednesday, June 18, 2014.



**TOWN OF PORTOLA VALLEY**  
***Cultural Arts Committee***  
**Thursday, June 12, 2014 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of May minutes
4. Old Business:
  - 50<sup>th</sup> Events Updates
  - Approval of reimbursement requests for 2013 (Chaput & Wilson)
5. New Business:
  - June & September acting chairman
  - CAC Leadership
  - CAC New membership
  - Art Show for 2015
6. Adjournment



**Town of Portola Valley**  
**Nature and Science Committee Meeting**  
**Thursday, June 12, 2014 – 4:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Approve minutes from April 10, 2014 regular meeting
4. Reports:
  - Hawthorns
    - Town Council meeting – April 23
    - Meeting of Hawthorns group – May 22
  - Town of Portola Valley 50<sup>th</sup> anniversary
    - Earth Day – April 26
    - Flight Night – May 16
  - Town Picnic – June 7
5. Planning:
  - Hawthorns discussion and next-steps planning
    - Submission of proposal to MROSD – June 20
  - Town of Portola Valley 50<sup>th</sup> anniversary planning for 2014
    - Seasonal Hike – August 14
    - Star Party – August 29
  - Portola Valley focused Ecology Day – October 18
  - Other possible involvement
6. Budget:
  - Update on 2013-14 budget balance and recent purchases
  - Status of 2014-15 budget
  - Discuss timing for purchase of freezer
7. Action Items:
  - Allocate program funds as needed
  - Flight Night expenses
  - Recommendation regarding Hawthorns
8. Publicity:
  - Banners, Almanac articles, PV Forum, Post, etc.
9. Other reports including Sub-Committee/Liaison Reports:
10. Adjournment:
  - Next meeting, August 14, 2014





## MONTH END FINANCIAL REPORT

### FOR THE MONTH OF: MAY 2014

<b>CASH</b>	Bank of America	\$ 87,870.15	
	Local Agency Investment Fund (0.233%)	\$ 13,001,434.24	
	<b>Total Cash</b>	<b>\$ 13,089,304.39</b>	
<b>FUND</b>	05 General Fund	\$4,768,237.86	<i>General Fund Assignments:</i>
	08 Grants	(48,889.04)	<i>Emergency Capital</i> \$1,400,000.00
	10 Safety Tax	1,551.68	<i>Unfunded Pension</i> 1,015,000.00
	15 Open Space	3,826,082.49	<i>Open Space Acquisition</i> 377,499.04
	20 Gas Tax	37,735.14	<i>Equipment Replacement</i> 200,000.00
	22 Measure M	(9,993.47)	<i>Legal Contingency</i> 100,000.00
	25 Library Fund	437,894.16	<i>Historic Museum</i> 2,890.95
	30 Public Safety/COPS	(27,786.60)	<i>Children's Theatre</i> 2,659.62
	40 Park in Lieu	6,256.44	<i>UNASSIGNED BALANCE</i> \$1,670,188.25
	45 Inclusion In Lieu	2,879,491.80	<i>*General Fund Total</i> \$4,768,237.86
	50 Storm Damage	(40,492.53)	
	60 Measure A	207,318.56	
	65 Road Fees	41,066.33	
	75 Crescent M.D.	102,937.14	
	80 PVR M.D.	14,105.64	
	85 Wayside I M.D.	5,751.64	
	86 Wayside II M.D.	3,827.65	
	90 Woodside Highlands M.D.	171,840.06	
	95 Arrowhead Meadows M.D.	(1,799.67)	
	96 Customer Deposits	714,169.11	
	<b>Total Fund Balance</b>	<b>\$ 13,089,304.39</b>	
<b>ACTIVITY</b>	Beginning Cash Balance:	\$ 13,340,167.39	
	Revenues for Month:	458,728.60	
	<b>Total Revenues for Month:</b>	<b>458,728.60</b>	
	Warrant List 5/14/14	(155,242.69)	
	Warrant List 5/28/14	(452,128.82)	
	Payroll	(100,583.97)	
	<b>Total Expenses for Month:</b>	<b>(707,955.48)</b>	
	<b>Total JE's and Void Checks:</b>	<b>(1,636.12)</b>	
<b>APP</b>	<b>Ending Cash Balance</b>	<b>\$ 13,089,304.39</b>	

\*NOTE: Per Adopted Budget 2013-14 and as adjusted by audited beginning fund balance for 7/1/13, Gen'l Fund total fund balance for 6/30/14 was projected at \$3.9 million.

#### FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	119.45%
<i>Calculated at current GF fund balance less non-spendable funds, divided by current year budgeted operating expenditures.</i>	
Days of Running Liquidity of Spendable General Fund	440
<i>GASB recommends no less than 90 days</i>	

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last business day of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

**Friday 05/16/14 to Monday 06/02/14**

*Sheriff*

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-4037	05/16/14 8:52AM	Park N Ride Woodside	Disobey Court Order	The reporting party stated that a male subject named was following her in a white GMC. The R/P stated that she had a restraining order against the male subject and he was in violation of the order. A deputy arrived at the Park N Ride met with the female R/P to retrieve her statement. A deputy performed an area check and was unable to locate the male subject's vehicle.
14-4046	05/16/14 1:04PM	Lawler Ranch Rd. Woodside	Possible Marijuana	A deputy stopped a delivery truck and approached the driver. The deputy told the driver that the reason he stopped him was because he believed that he was smoking marijuana inside the cab of his truck. The driver admitted to smoking marijuana. The deputy confiscated the marijuana and issued the driver a citation. The driver was released at the scene. The driver called a coworker to pick up the delivery truck.
40-4112	05/18/14 1:57AM	100 Blk. Laning Dr. Woodside	DUI Alcohol/Drugs	Owen Matthew O'Keeffe was arrested for driving under the influence of alcohol. He was transported and booked into the San Mateo County Jail.

40-4127	05/18/14 5:42PM	400 Blk. Wayside Rd. Portola Valley	Burglary	Unknown suspect(s) entered the residence through a rear kitchen side door, by breaking the metal tie used to secure the door shut. The suspect(s) took two guitars and a Kindle e-tablet that belonged to the victim. The suspect(s) exited through a side door leading to the front patio of the residence. The estimated loss is \$900.00
40-4162	05/20/14 12:17PM	100 Blk. Audifred Lane Woodside	Obtain/Use Personal ID w/o Authorization	The Reporting Party stated that he received an email alert that someone had opened up a credit card account using a smart phone application. The suspect(s) then obtained an instant credit account number and attempted to make two on line purchases (05/09/14 for \$400.00and 05/09/2014 for \$100.00). The purchases were denied due to suspicious activity and an email alert was sent to the victim. The victim called Experian "Protect My Credit" and spoke to the "Loss Prevention" division. "Loss Prevention" told him that the credit card in question was never issued and advised him that the cards had been cancelled. On 05-24-2014 the deputy learned that the initial credit cards that were supposedly cancelled showed up in the victim's mailbox which he destroyed. Later, the victim contacted the deputy again and stated that there was a second attempt at opening up a line of credit, this time for a "Harley Davidson Visa" issued by US Bank. This attempt was consistent with the other attempts and was also attempted using a smart phone. On 05-29-2014 the victim contacted the deputy for a third time to inform him of an attempt to establish a fraudulent credit account, this time with AMX. However, due to the victims due diligence in placing a credit fraud alert on his account the attempt was quashed and the victim was alerted.
40-4167	05/20/14 3:18PM	100 Blk. Vasilakos Court West Menlo Park	Obtain/Use Personal ID w/o Authorization	The victim stated that unknown suspect(s) were able to open several credit cards in her name and used those credit cards without her permission to buy merchandise at different stores. The victim stated she received several messages from her credit card companies informing her of the unauthorized purchases. The victim stated she does not know how the

				suspect(s) obtained her information.
14-4225	05/21/14 2:25PM	199 Churchill Ave. Woodside	Lost Property	The Reporting Party stated that he works for the Sequoia Union High School district and he believed he may have inadvertently left behind his cell phone inside the restroom area of the Woodside High School's Performing Arts Building. The Reporting Party stated his cell phone has a locator application and he was able to trace it to a location in East Palo Alto. The R/P stated the phone was later turned off and he was no longer able to locate the whereabouts of his cellphone. The estimated loss of the cell phone is \$600.00.
14-4245	05/22/14 10:00PM	700 Blk. Canada Rd. Woodside	Burglary	Unknown suspect(s) smashed the right rear side window of the victim's locked car and took items from inside. The estimated loss and damages is \$1,900.00. There is no suspect or witness information at the time of this report.
14-4246	05/22/14 10:17AM	1000 Blk. Canada Rd. Woodside	Petty Theft	Unknown suspect(s) entered an unlocked vehicle and took items from inside. There is no witness or suspect info at this time. The estimated loss is \$600.00.
14-4279	05/22/14 N/A	1000 Blk. Canada Rd. Woodside	Traffic Accident	Party #1 was driving vehicle #1 west on Canada Road. Party #1 crossed over the fog line, onto the right shoulder and down an embankment. The vehicle struck two separate fences and came to rest against the front porch of a residence. Party #1 was transported to the hospital for evaluation and a possible medical condition.
14-4357	05/24/14 6:20PM	700 Blk. Portola Rd. Portola Valley	Grand Theft	Unknown suspect(s) entered an unlocked vehicle and stole the victim's purse and cell phone. The estimated value of the items stolen is \$1500.00. There were no witnesses.
14-4433	05/28/14 1:42AM	200 Blk. Albion Ave. Woodside	General Information Case	A deputy was dispatched to Albion Avenue to investigate a report of a mountain lion sighting. Upon arrival the deputy checked the area and then made contact with the R/P via the phone. The R/P stated that earlier in the night he saw a

				mountain lion on the northwest corner of his residence Per protocol the Sgt. on duty alerted residents in the area of the sighting via an SMC-Alert.
14-4441	05/28/14 12:07PM	100 Blk. Pecora Way Woodside	Obtain/Use Personal ID w/o Authorization	The victim explained that in December 2012 he began receiving phone calls from collection agencies requesting payments. The victim continued to explain that the collection companies would confirm his name, phone number, date of birth, and address. On 05/28/2014 the victim received a phone call from SIMM Association Collection Company requesting money. The victim was able to learn in October 2012, an unknown suspect used his first and last name, date of birth, and phone number to purchase approximately \$2,300.00 worth of merchandise from an online website called Shoes.com. The shoes were shipped to an address in Portola Valley. The victim explained he did not make the purchase and was advised by SIMM Association Collection Company to obtain a police report documenting the stolen identity.
14-4473	05/29/14 12:16PM	17000 Blk. Skyline Blvd Woodside	Burglary Theft w/ Prior	The suspect entered a convenience store with the intent to steal a camera. The suspect used a tool to cut the security lock from the camera case and leaves the store without paying for the camera. The incident is recorded on the store's security camera. The suspect was contacted by deputies and admits to the burglary. The suspect is found to have been previously incarcerated for theft crimes, and is currently on supervised probation. Hadriel Humberto Abdallah from Menlo Park was arrested and booked into the San Mateo County Jail.
14-4524	05/30/14 9:19PM	1000 Blk. Westridge Dr. Portola Valley	Grand Theft	The reporting party stated that she noticed her necklace was missing. The reporting party stated she was not sure if the necklace had been stolen or misplaced but she wished to report it as stolen. There were no signs of forced entry. The estimated loss is \$50,000.00.

14-4562	06/01/14 3:31AM	Canada Rd. / Romero Rd. Woodside	DUI Alcohol / Drugs	Alfredo Huertacasas from Woodside was arrested for driving under the influence of alcohol. Huertacasas was booked into the San Mateo County Jail.
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May 22, 2014

Mr. Nicholas Pegueros  
Town Manager  
Town of Portola Valley  
765 Portola Rd  
Portola Valley, CA 94028

Dear Nick:

Over the last six months, in the course of examining governance alternatives, the Los Trancos County Water District (LTCWD) has recognized that there is a need to review its current governance status. As part of that examination, it has identified three significant long-term priorities --enhanced fire protection, storm water runoff and the transfer of the District owned Lake Road properties. The District believes that Town of Portola Valley, the County of San Mateo and WFPD share common interests and overlapping constituencies in these outcomes with this District. One examined governance path is the conditional District dissolution in conjunction with the transfer of its tax allotment and primary services to the County. At that time, a County Maintenance District (CMD) would be authorized by the Board of Supervisors and managed by the Department of Public Works (DPW) to operate our former services using the District's former tax allotment.

The proposed charter of the CMD would be to fund enhanced fire safety activities in the Los Trancos Woods and Vista Verde communities through a service contract with Woodside Fire Protection District (WFPD); the engineering and construction of drainage solutions and enhanced road repairs throughout these communities; and the preservation of former District lands as open space.

The Los Trancos County Water District's Board of Directors formally asks the Town of Portola Valley to consider our request to annex the District's lake to its open space lands. We understand that the Town prefers all such transactions to be fiscally neutral which have been recognized in our attached proposal. We anticipate that our representatives can be present at the appropriate Town Council or any Town committee meeting to discuss this annexation. Please note that we have already spoken to the Blue Oaks HOA about this proposed annexation and would be more than happy to coordinate a site visit of this beautiful lake and surrounding land with members of the Town Council and Open Space Acquisitions Committee.



Upon notification from you or another Town representative, we are prepared to move forward with our legal counsel to draft necessary documents in anticipation of this Board of Director's Resolution of Application for Dissolution. Should have any questions or require any additional information please contact me.

Sincerely,

Claudia C. Mazzetti

President

650-851-8347

[Claudia.mazzetti@gmail.com](mailto:Claudia.mazzetti@gmail.com)

cc: Charles Krenz, LTWCD  
William Coats, LTWCD  
Martha Poyatos, SMC LAFCo  
Greg Rubens, Esq.  
Leigh Prince, Esq.



## PROPOSAL

Annexation of Los Trancos County Water District Lake to the Town of Portola Valley

May 23, 2014

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### *Background*

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Located within the Town of Portola Valley's sphere of influence in the Los Trancos Woods and Vista Verde communities, the Los Trancos County Water District (LTCWD) is an independent special district formed in 1954 that provided water service ~250 homeowners. In 2005, the District sold the water distribution system but continues to receive property tax revenue collected for it by the County. With the divestiture of the water system, San Mateo County LAFCo recommended the dissolution of the district. Earlier this year, the District began the complex process of exploring different governance options including the dissolution of the District and the formation of a San Mateo County managed county maintenance district as the district's successor.

In the course of examining governance alternatives, LTCWD identified three significant long-term priorities for Los Trancos Woods and Vista Verde communities --- enhanced fire protection, storm water runoff and transfer of the District owned Lake Road properties to successor agencies that will retain the lands in a fire safe yet natural state.

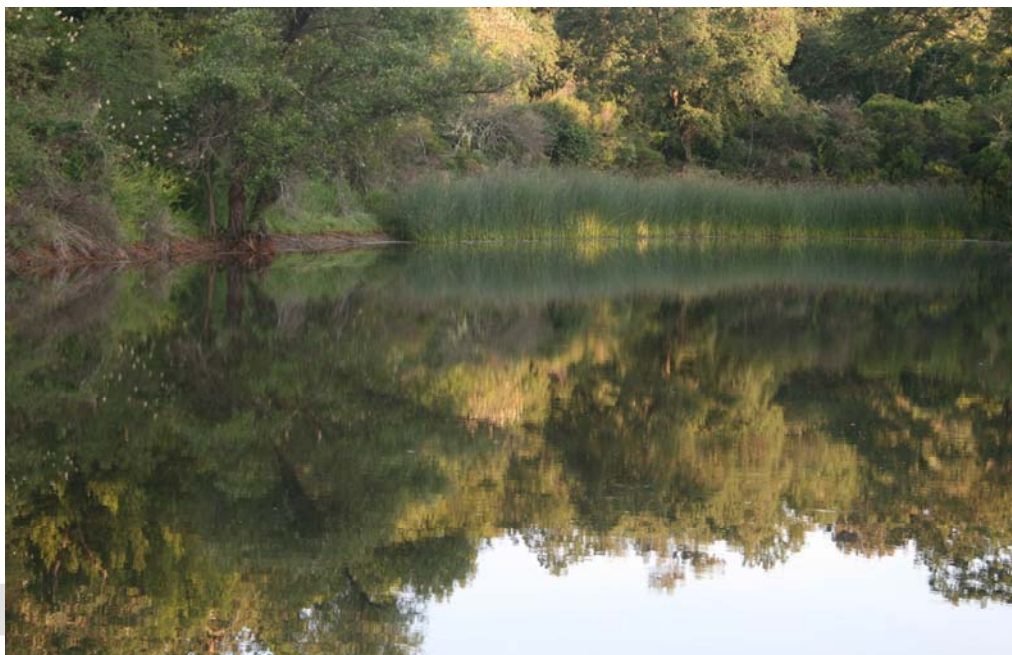
Establishing the County, WFPD and the Town of Portola Valley as successor agencies is a logical transition that would be a benefit to all involved and would build on existing collaborative relationships. The District is confident that the Town of Portola Valley would be an excellent steward for the lake parcel and its surrounding lands as it shares the same conservation values as our local constituency.

### **The Lake**

Over the last eight years, the District has removed non native plant species, redesigned fence lines to optimize viewing and created a sitting/viewing area that affords visitors a chance to enjoy the natural environment. The lake is now a beautiful spot to observe our local wildlife and enjoy the natural habitat after hiking the Toyon trail up Coal Mine Ridge on a hot day.

Our District has devoted much of its volunteer time and funds to support fire safety within the District's boundaries including fuel load reduction in and around our properties. On an annual basis, the District conducts fuel load clearing around the lake and the adjacent Town-SMC buffer area with the approval from the Town.

The attached assessors map shows the parcel, APN [080-071-010](#). The dimensions of the lake are approximately 400'x100', much larger than lake shown in the map.



*View North from benches*

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*Proposal*

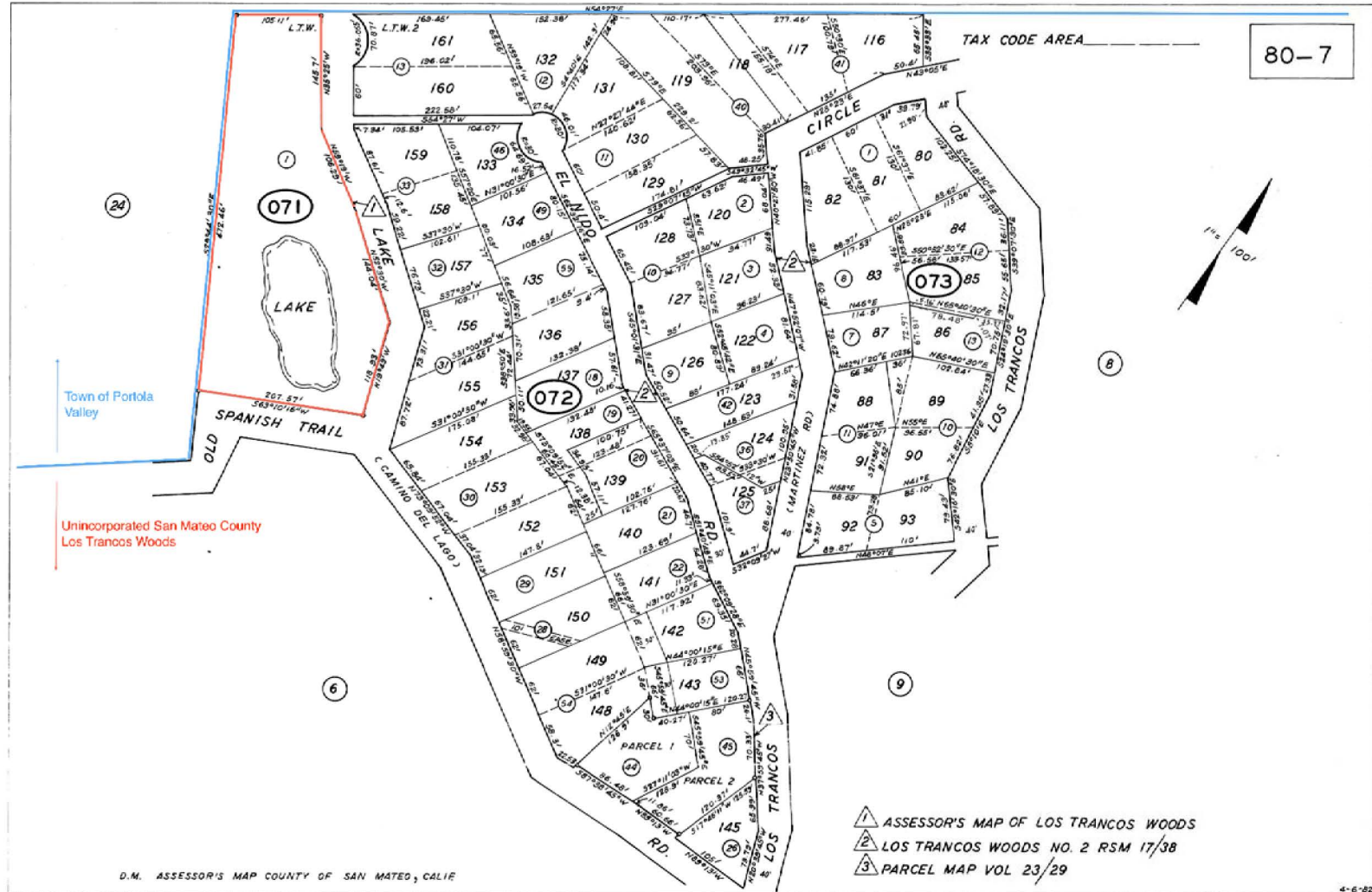
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The District proposes that the Town of Portola Valley annex the ~2 acres containing the lake and surrounding lands and then incorporate the area in to its open space holdings.

In return, the District's Plan for Service as part of the LAFCo dissolution application would provide for payment of all expenses associated with LAFCo annexation fees including the Town's legal fees; surveying; and any additional annual liability insurance costs. Conditional on the LAFCo Commission approval, the successor agency, on an annual basis, will pay the Town of Portola Valley, \$15,000 per year to hold the lake and the adjacent lands in a fire safe state, and fund other recurring costs.

We further propose that part of the \$15,000 annual payment be directed to WFPD as, if plan proceeds, they will be serve as contract administrator for series of annual fuel load reduction efforts financed by the County Maintenance District when the Los Trancos County Water District dissolves. Because the lake prevents any construction on the site, it is anticipated that the Town will agree to an open space easement.

Assessor's Map



D.M. ASSESSOR'S MAP COUNTY OF SAN MATEO, CALIF

4-6-82



June 6, 2014

Director John Maltbie, County Manager  
County of San Mateo  
400 County Center,  
Redwood City, CA 94063

Dear Mr. Maltbie:

As I believe you are aware, the Los Trancos County Water District (LTCWD) sold its water system to Cal Water in 2006 in order to assure affordable, safe and reliable water service for its rate payers. Since that time the District has continued to receive property tax and has funded a variety of water related conservation and fire safety programs. San Mateo LAFCo has advised that it believes that the District does not have authority to engage in other programs and has recommended dissolution. In the course of examining governance alternatives, LTCWD has identified three significant long-term priorities ---enhanced fire protection, storm water runoff and transfer of the District owned Lake Road properties in order to ensure the lands are maintained and protected in a natural state. LTCWD, Town of Portola Valley, the County of San Mateo and WFPD share common interests and overlapping constituencies in these outcomes. This area has limited access, is heavily wooded, has narrow winding roads and is considered a high fire danger area. As a community originally built for vacation homes, the area lacks storm drain infrastructure, has experienced severe storm events and risks another "Oakland Hills" fire scenario.

Over the last several months, representatives from the LTCWD have met with Jim Porter, Joseph LoCoco, Martha Poyatos, LAFCo Executive Officer, and Rebecca Archer, LAFCo Legal Counsel regarding the possibility of the establishment of a County Maintenance District (CMD), established by the Board of Supervisors and managed by the Department of Public Works. The CMD would become the successor agency to LTCWD property tax of approximately \$300,000 per year.

The proposed charter of the CMD would be to fund enhanced fire safety activities in the Los Trancos Woods and Vista Verde communities through a service contract with Woodside Fire Protection District (WFPD); the engineering and construction of drainage solutions and enhanced road repairs throughout these communities through DPW and the preservation of former District lands as open space. The CMD would also fund annually the maintenance fees associated with the annexation of the former District Lake to the Town of Portola Valley.

As a condition of dissolution, this District requests the establishment of a citizens' advisory committee consisting of Los Trancos and Vista Verde residents selected by the Board of Supervisors based on their related expertise and a geographic distribution. The purpose of advisory committee would be to provide input and feedback to SMC DPW and WFPD in implementation of the service plan.

The Los Trancos County Water District's Board of Directors is now formally requesting that the County of San Mateo consider becoming the successor to LTCWD with the authorization of a County Maintenance District. We are prepared to move forward with our legal counsel and county counsel to draft necessary documents in anticipation of this Board of Director's Resolution of Application for Dissolution to LAFCo. Should have any questions or require any additional information please contact me.

Sincerely,

Claudia C. Mazzetti  
President  
(650) 851-8347  
Claudia.mazzetti@gmail.com

Cc: Assemblyman Richard Gordon  
State Senator Jerry Hill  
Supervisor Don Horsley  
Jim Porter, DPW  
Martha Poyatos, LAFCo  
Chief Dan Ghiorso, WFPD  
Nick Pegueros, Town of Portola Valley





HIPhousing

# Join the celebration Friday, June 13, 2014!

**HIPhousing** Annual Luncheon  
Busting myths about affordable housing

FRIDAY, JUNE 13, 2014  
11:00am - 11:45am | VIP Q&A with Jamie  
11:30am | Social  
12:00pm - 1:30pm | Luncheon

**New Location** SAN MATEO MARRIOTT  
1770 South Amphlett Boulevard  
San Mateo, CA 94402

Special Guest  
Jamie Hyneman,  
Host & Executive  
Producer of  
MythBusters

## Benefactors

BOSTON PRIVATE BANK  
& TRUST COMPANY



~SAN MATEO~  
CREDIT UNION



-

## Patrons

Community Economics

Mills Peninsula Health  
Services

San Mateo County  
Association of Realtors

## Get more information

### Register Now!

[I can't make it](#)

### LIVE AUCTION

(Partial list. Subject to Change.)

[Absentee Bid Form available.](#)



### Allison's Luxury Golf Weekend

Those who have a passion for golf will love this package, which includes an overnight stay for two at the Ritz Carlton in Half Moon Bay, in a Coastal View Guest Room, and 2 Twosome's of Golf at the Half Moon Bay Golf Links. With two amazing oceanfront courses, the Old Course and the Ocean Course, you can walk in the footsteps of past champions like Tiger Woods, while taking in the breathtaking scenery that surrounds you.

Donated by: Kenmark Real Estate Group



### Board Sponsored Dinner for 8

Enjoy a very special evening of fine wine and exquisite food, prepared especially for you by Chefs Stephanie Lucas and Virginia Taylor, and expertly paired with delectable wine by a Vintner from Pulgas Ranch Winery. The venue for this exclusive event is the beautiful Hillsborough home of HIP Housing Board Member Susie Huetteman. Hosts and



Questions? Call  
HIP Housing at 650.348.6660.

HIP Housing  
364 South Railroad Ave.  
San Mateo, CA 94401

Stay Connected



members of HIP Housing's Board of Director's will wine and dine you.

Page 160

**Donated by: HIP Housing's Board of Directors,  
Stephanie Lucas and Pulgas Ranch Winery**



**Guided Walking Tour of SF's North Beach & Chinatown and Lunch for 8**

Giddy Vistas, bustling neighborhoods, and streets lined with eclectic shops. In this Guided Walking tour of North Beach and Chinatown, you will visit some of these significant destinations while your guide shares stories of the people and cultures that make them so unique. The package also includes a \$50 Gift Card for Café Roma and \$400 gift certificate for lunch at a restaurant of your choice with your guide.

**Donated by: Sharon Traeger, Virginia Taylor, and  
Patricia Cheeseman**

**Need not be present to bid. Absentee bid forms can be found [here](#). Stay tuned for more fabulous packages to be announced.**



**PENINSULA DIVISION  
MEMBER CITIES**

ATHERTON  
BELMONT  
BRISBANE  
BURLINGAME  
CAMPBELL  
COLMA  
CUPERTINO  
DALY CITY  
EAST PALO ALTO  
FOSTER CITY  
GILROY  
HALF MOON BAY  
HILLSBOROUGH  
LOS ALTOS  
LOS ALTOS HILLS  
LOS GATOS  
MENLO PARK  
MILLBRAE  
MILPITAS  
MONTE SERENO  
MORGAN HILL  
MOUNTAIN VIEW  
PACIFICA  
PALO ALTO  
PORTOLA VALLEY  
REDWOOD CITY  
SAN BRUNO  
SAN CARLOS  
SAN FRANCISCO  
SAN JOSE  
SAN MATEO  
SANTA CLARA  
SARATOGA  
SOUTH SAN FRANCISCO  
SUNNYVALE  
WOODSIDE

**DIVISION OFFICERS**

**PRESIDENT**  
CHUCK PAGE  
COUNCILMEMBER  
CITY OF SARATOGA

**VICE PRESIDENT**  
KIRSTEN KEITH  
COUNCILMEMBER  
CITY OF MENLO PARK

**SECRETARY/TREASURER**  
NANCY SHEPHERD  
VICE MAYOR  
CITY OF PALO ALTO

**DIRECTOR**  
MARILYN LIBRERS  
COUNCILMEMBER  
CITY OF MORGAN HILL

**PAST PRESIDENT**  
RICH GARBARINO  
COUNCILMEMBER  
CITY OF SOUTH SAN FRANCISCO

**AT LARGE REPRESENTATIVES**  
JIM DAVIS  
COUNCILMEMBER, SUNNYVALE

ART KIESEL  
COUNCILMEMBER, FOSTER CITY

**STAFF LIAISON**  
JESSICA STANFILL MULLIN  
REGIONAL MANAGER  
EMAIL: [JSTANFILL@CACITIES.ORG](mailto:JSTANFILL@CACITIES.ORG)

## League of California Cities Peninsula Division Dinner Meeting

Peninsula Division presents a  
**Presentation on the Cap-and-Trade Program – How Does  
the Program Work? How Will the Revenues be Allocated?  
What are the Potential Impacts to Cities?**

Presented by Jennifer Whiting and Jason Rhine,  
League of California Cities' Legislative Staff

**Thursday, June 26, 2014  
Michael's at Shoreline  
2960 North Shoreline Blvd.  
Mountain View, CA 94043  
(650) 962-1014**

### AGENDA

6:00 PM Social Mixer

6:30 PM Dinner - followed by Business Meeting and Program

- ❖ Welcome and Introductions, Chuck Page, President
- ❖ Treasurer's Report, Nancy Shepherd
- ❖ Board Report – Marilyn Librers, Director
- ❖ LCC Report – Jessica Stanfill Mullin, Regional Public Affairs Mgr.

### **Program: Presentation of the Cap-and-Trade Program**

Under AB 32, California is required to reduce its greenhouse gas emissions to 1990 levels. The law allows for the implementation of various programs to achieve this goal. The Cap-and-Trade program is a key component in the State's climate change efforts. Cap-and-Trade is a market based regulatory program aimed at reducing greenhouse gas emission and is estimated to generate a significant amount of revenue annually for the state starting in FY 2015-16. There are several proposals currently pending before the Legislature on how to appropriate these funds, which may result in funding for local government programs. **We hope you will join us for this informative discussion to learn about the Cap-and-Trade Program – how it works, how much revenue will be generated, what are the State's plans to appropriate the funds, and what are the potential impacts to cities.**

Bring your Council colleagues, city managers, and city staff for this timely discussion.



**Thursday June 26, 2014  
6:00-8:00 PM**

**PENINSULA DIVISION  
MEMBER CITIES**

- ATHERTON
- BELMONT
- BRISBANE
- BURLINGAME
- CAMPBELL
- COLMA
- CUPERTINO
- DALY CITY
- EAST PALO ALTO
- FOSTER CITY
- GILROY
- HALF MOON BAY
- HILLSBOROUGH
- LOS ALTOS
- LOS ALTOS HILLS
- LOS GATOS
- MENLO PARK
- MILLBRAE
- MILPITAS
- MONTE SERENO
- MORGAN HILL
- MOUNTAIN VIEW
- PACIFICA
- PALO ALTO
- PORTOLA VALLEY
- REDWOOD CITY
- SAN BRUNO
- SAN CARLOS
- SAN FRANCISCO
- SAN JOSE
- SAN MATEO
- SANTA CLARA
- SARATOGA
- SOUTH SAN FRANCISCO
- SUNNYVALE
- WOODSIDE

**Reservation deadline:  
Tuesday, June 24, 2014**

**RSVP Form  
\$40 - Reservations required!**

**Checks and RSVPs may be sent to:**

League of CA Cities- Peninsula Division  
Tabatha Boatwright  
City of Palo Alto  
250 Hamilton Avenue  
Palo Alto, CA 94301

**RSVP forms can be emailed to:**

[tabatha.boatwright@cityofpaloalto.org](mailto:tabatha.boatwright@cityofpaloalto.org)

**Reservations are guaranteed – Cancellations or changes made after Tuesday, June 24th will be assessed in full (including ‘no shows’ without cancellation). Make checks payable to ‘LCC Peninsula Division’.**

**DIVISION OFFICERS**

**PRESIDENT**  
CHUCK PAGE  
COUNCILMEMBER  
CITY OF SARATOGA

**VICE PRESIDENT**  
KIRSTEN KEITH  
COUNCILMEMBER  
CITY OF MENLO PARK

**SECRETARY/TREASURER**  
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**DIRECTOR**  
MARILYN LIBRERS  
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CITY OF MORGAN HILL

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**STAFF LIAISON**  
JESSICA STANFILL MULLIN  
REGIONAL MANAGER  
EMAIL: [JSTANFILL@CACITIES.ORG](mailto:JSTANFILL@CACITIES.ORG)

**Reservation(s) for:**

Name	Title

\_\_\_\_\_  
City/Agency

\_\_\_\_\_  
Email:                                  Phone:                                  Fax:



## Dinner/Meeting Announcement

Friday, June 27, 2014

*Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.*

Location	Schedule	
College of San Mateo College Center Building College Heights Room – 4 <sup>th</sup> floor 1700 W. Hillsdale Boulevard San Mateo, CA 94402	5:30 p.m.	Campus Tour of new facilities
	6:15 p.m.	Mingling with Beverages (hosted wine & beer)
	7:00 p.m.	Dinner
	8:00 p.m.	Council of Cities Meeting / Program
	9:00 p.m.	Meeting Adjournment

Please contact Chairperson Mary Ann Nihart if you wish to bring up an item for group discussion or give a committee report.  
Telephone: (650) 738-7301 or email: [nihartm@ci.pacifica.ca.us](mailto:nihartm@ci.pacifica.ca.us)

### MENU

*Please select one Dinner Entrée*

- Santa Maria Tri-Tip with red roasted rosemary potatoes
- Halibut with citrus pesto sauce and wild rice
- Vegetable Ratatouille en croute

Meal includes Appetizers, Salad, Entrée, Dessert, Wine, Coffee or Tea  
**\$50 per person**

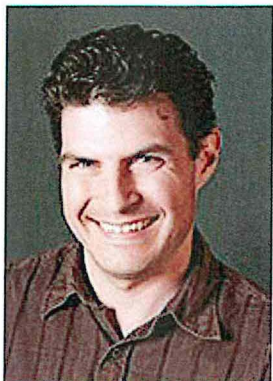
**RSVP w/Entrée Choice by Friday, June 20, 2014**

Phone: 650-522-7040 or Email: [polds@cityofsanmateo.org](mailto:polds@cityofsanmateo.org)

Make checks payable to:

**City of San Mateo**  
c/o Patrice Olds, City Clerk  
330 W. 20<sup>th</sup> Avenue,  
San Mateo, CA 94403  
(650) 522-7042





## Five Things Every Local Leader Should Know About Managing the Risks of Climate Change

Michael Mastrandrea, an Assistant Consulting Professor, Stanford University Woods Institute for the Environment, will explain the most important things council members should know about preparing their communities for climate change, including sea level rise. With 1,100 miles of coastline, San Mateo County is one of the counties most at risk from coastal flooding in California. (See <http://bit.ly/1itQgM8>)

Mastrandrea's research centers on climate change and its political and societal implications. He is co-director of the science unit based at Stanford that led a recent international assessment of climate change impacts, adaptation and vulnerability issued by the United Nations Intergovernmental Panel on Climate Change. In this role, he helped summarize the findings of 12,000 scientific papers on the current state and fate of the world's climate, as well as options for addressing the risks of climate change.

### Directions to College of San Mateo

1700 W. Hillsdale Boulevard, San Mateo, California

- **From Highway 280 (traveling North or South):**
  - Take Highway 92 exit east toward San Mateo.
  - Exit at West Hillsdale Boulevard, turning left (going under freeway) at the traffic light at the end of the exit ramp onto West Hillsdale Boulevard.
  - Proceed uphill through two traffic lights on West Hillsdale Boulevard.
  - Turn right to enter the campus at College of San Mateo Drive and take the first right turn onto East Perimeter Road and follow it around to Building 10 – College Center.
- **From Highway 101 (traveling North or South):**
  - Take the Highway 92 exit west toward Half Moon Bay.
  - Exit at West Hillsdale Boulevard – Turn Right.
  - Proceed uphill through two traffic lights on West Hillsdale Boulevard.
  - Turn right to enter the campus at College of San Mateo Drive and follow the East Perimeter Road around to Building 10 – College Center.
- **See campus map on next page.**

### PARKING

The most convenient parking is in Forum Lot 8. We will provide more parking information and information on the tour as the date gets closer.



Business meeting  
Friday, June 27, 2014  
8:00 P.M.

- Call to Order
- Roll Call and Introductions by City Mayors, Councilmembers, and Guests
- Welcome by Mayor Robert Ross
- Approval of previous meetings minutes and Treasurers report
- Committee Reports
- Old Business
- New Business
- Announcements



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: June 6, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended June 6, 2014.

1. **Town Picnic and Zots to Tots** – The annual event will be tomorrow with the race beginning at 10AM at Rossotti's. A special thanks to the P&R Committee, the Scouts, and Town staff (Tony, Scott, Cindy, Brandi, Howard) for working together to pull the event together. A notice has been posted to the PV Forum alerting residents of potential traffic delays due to the race. The Picnic will follow the race at Town Center.
2. **Historical Tours** – Town Historian Nancy Lund reports that the tours she is offering as part of the 50<sup>th</sup> Anniversary are full with a wait list of about 25. On June 23rd she will lead three tours of 20 residents each on the Sequoias' bus. Special thanks to Nancy for organizing such an amazing and popular event.
3. **LTCWD Request** – The Los Trancos County Water District submitted a request to staff that the Town consider taking ownership of their lake at Lake Road across from the Town-owned frog pond. Now that the District no longer provides water service, LAFCo is encouraging the LTCWD to dissolve. The Mayor and Vice Mayor will be meeting with representatives from LTCWD and the Local Agency Formation Commission (LAFCo) to discuss the proposal. The LTCWD letter to the Town and a letter sent to the County are included in this week's digest.



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – June 13, 2014**

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1. Agenda – (Action) ASCC – Monday, June 9, 2014
2. Agenda – (Cancellation) Sustainability Committee – Monday, June 16, 2014
3. Agenda – (Special) Emergency Preparedness Committee – Wednesday, June 18, 2014
4. Agenda – (Cancellation) Planning Commission – Wednesday, June 18, 2014
5. San Mateo County Mosquito and Vector Control – District Report / May 2014
6. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, June 13, 2014

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

1. Email from Town Attorney Prince re: Update on Lehigh Vested Rights Case



TOWN OF PORTOLA VALLEY  
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
 Monday, June 9, 2014  
**Special Field Meeting** (time and place as listed herein)  
**7:30 PM – Regular ASCC Meeting**  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

**ACTION**

**SPECIAL ASCC FIELD MEETING\***

4:00 p.m. 5050 Alpine Road (Meet at 765 Portola Road, Historic Schoolhouse Parking Lot, to carpool to site) Field meeting for review of restoration planting for mitigation of tree/vegetation removal. (This item will not be on the agenda for the evening meeting) **ASCC members found the site restoration plan implementation acceptable without the need for any further adjustment at this time. Also, the ASCC reached consensus that, subject to conditions, the property owner could begin discussions with the town relative to the master plan for the property including grounds and buildings.**

**7:30 PM – REGULAR AGENDA\***

1. Call to Order: **7:30 p.m.**
2. Roll Call: Breen, Clark, Harrell, Koch, Ross **(All present. Also present: Tom Vlastic Planning Consultant, Carol Borck Assistant Planner, Alex Von Feldt Planning Commission Liaison)**
3. Oral Communications: **None.**

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

4. Old Business:
  - a. Continued Architectural Review for New Residence and Site Development Permit X9H-671, 17 Redberry Ridge, Yang (*Continued to June 23, 2014 Meeting*) **Project review continued to the 6/23/14 meeting.**
  - b. Continued Architectural Review for New Barn, Site Development Permit X9H-675 and Amendment to Conditional Use Permit X7D-156, 683 Portola Road, White (*Continued to June 23, 2014 Meeting*) **Project review continued to the 6/23/14 meeting.**
5. New Business:
  - a. Architectural Review for Residential Additions and Remodeling, 140 Campo Road, Tiscornia **Project approved subject to conditions to be met to a designated ASCC member and Planning staff.**
  - b. Architectural Review for Residential Additions and Remodeling, Including Floor Area Transfer, 4850 Alpine Road, Rittler **Project approved subject to conditions**

**to be met to the satisfaction of Planning staff prior to building permit issuance.**

6. Commission and Staff Reports:

**Koch** – advised that a modified landscaping plan for 274 Corte Madera Rd was coming to the ASCC for consideration.

**Koch** – advised that she was meeting with the owners of 45 Tagus on 6/10 to discuss proposed tree removal and with the immediate neighbors of the property on 6/11.

**Breen** – advised that she had reviewed proposed front yard landscaping for 468 Westridge Dr and plantings were not per plan. Borck stated that the planting would be per plan for final inspection.

**Vlasic** – advised the Commission that the story poles in the Ranch were for a proposed shed/maintenance building and that Kristiansson had been working with them and the Town Geologist in finding a suitable location.

7. Adjournment: **8:12 p.m.**

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

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**PROPERTY OWNER ATTENDANCE.** The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

**WRITTEN MATERIALS.** Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

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**ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**PUBLIC HEARINGS**

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

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

Date: June 6, 2014

CheyAnne Brown  
Planning Technician



Sustainability Committee  
Notice of Cancellation  
Monday, June 16, 2014

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# **SUSTAINABILITY COMMITTEE MEETING**

## **NOTICE OF CANCELLATION**

**Monday, June 16, 2014**

The meeting of the Sustainability Committee scheduled for Monday, June 16, 2014 has been cancelled.



**TOWN OF PORTOLA VALLEY**  
**Special Meeting of the**  
**Emergency Preparedness Committee**  
**Wednesday, June 18, 2014 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

**AGENDA**

1. 8:00 Call to order -  
 Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Dale Pfau,  
 Chris Raanes, Ray Rothrock/Chair, Craig Taylor, Bud Trapp, and Stuart Young  
  
 Guests: Nick Pegueros/Town Manager, John Richards/Town Council, Selena  
 Brown WFPD, Tim Reed/Sheriff's Office, Gary Nielsen, Sheriff  
  
 Absent:
2. 8:01 Oral communications
3. 8:10 Review and approval of minutes
  - Motion: Accept the Minutes of May 15, 2014
4. 8:12 CERPP/WFPD Report (Brown or Ghiorso)
5. 8:20 Town Report (Nick)
6. 8:30 Medical Plan Update/Presentation (Med subcommittee)
  - Progress on storage facility at MUR building
7. 8:40 Communications Update (Rothrock)
  - Secondary AM Radio, budget discussion
  - Emergency Preparedness Communications Day – June 28
8. 8:50 Other business
9. 9:00 Adjourn. Next meeting is July 10, 2014



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** CheyAnne Brown, Planning Technician

**DATE:** June 13, 2014

**RE:** Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, June 18, 2014 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, July 2, 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: June 13, 2014

CheyAnne Brown  
Planning Technician

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# District Report



## Table of Contents

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<i>Aedes aegypti</i> update	8



Scott Harris from Central Life Sciences gave a presentation on Rodent Control during the Forum on Rats meeting for Pest Control Operators hosted by the district.

## District News

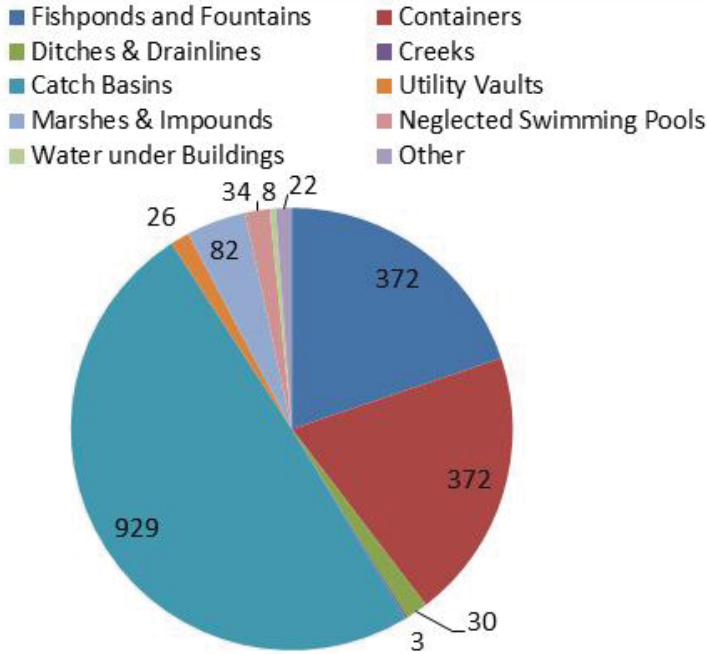
- Assistant Manager Brian Weber and Trustee Scott Smith attended American Mosquito Control Association Legislative Day in Washington DC from May 6-7. Legislative Day is an opportunity for the districts to discuss potential legislation regarding mosquito control with their elected representatives.
- Vector Ecologist Theresa Shelton gave a presentation on mosquitoes to the San Bruno 4H club on May 14. The 4H club assists the district with mosquito monitoring by providing electrical power and a protected location for a New Jersey Light Trap at their farm near Mills Field.
- The district participated in the San Carlos Hometown Days Fair on May 17 –18 and the Foster City Art and Wine Festival on May 31– June 1. These community events are an opportunity to increase awareness of district services and vector-borne diseases among county residents.
- Three seasonal employees, Marisa Barnum, Ryan Thorndike and Padraic Caldwell, joined the operations department in May. Marisa and Padraic are treating catch basins and Ryan is assisting with *Aedes aegypti* inspections in Menlo Park.
- The district hosted the Forum on Rats on May 29. Representatives from private pest control companies that operate within San Mateo County attended to discuss local rodent control and listen to two presentations from guest speakers.



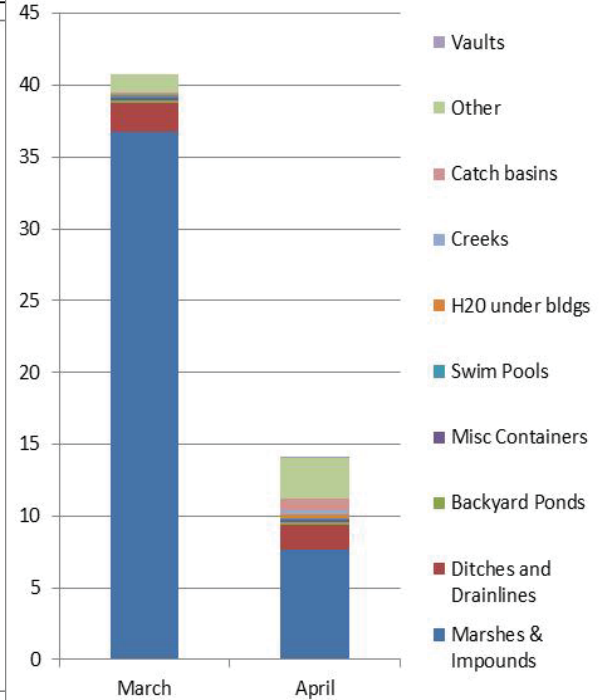


## Mosquito Sources Treated and Acres Treated

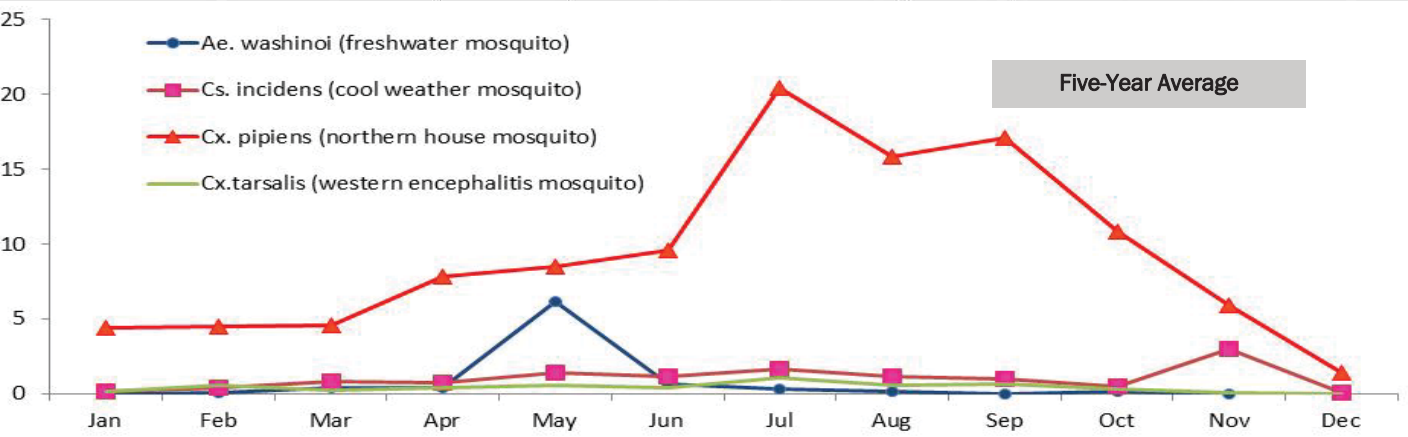
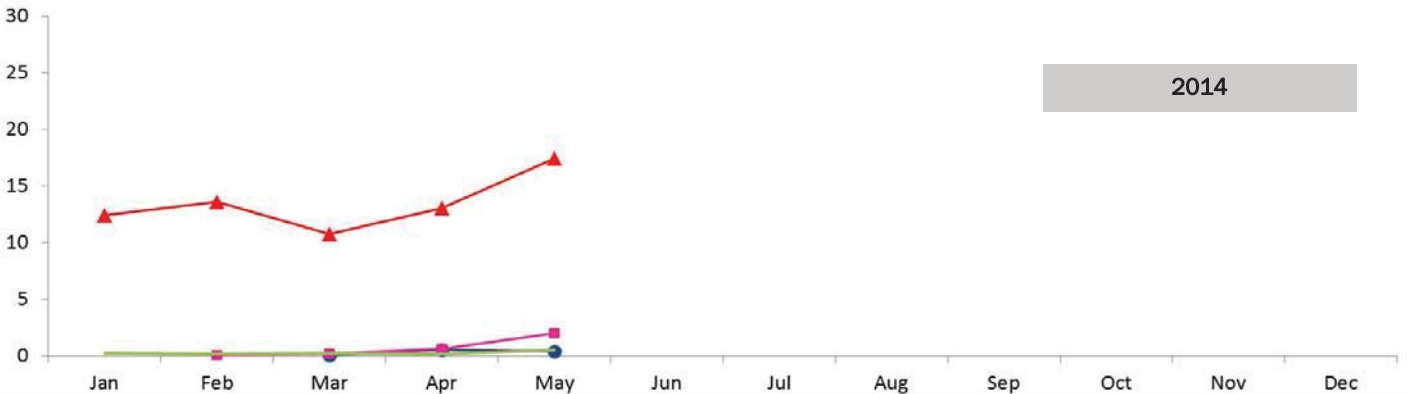
Number of each type of source treated in April



Number of acres treated in April



## CO2 Traps





## Tick Testing Results

Tick testing has been completed for the 2013-2014 tick season. *Ixodes pacificus* (western black-legged ticks) were tested in house using RT-PCR for the presence of two bacteria, *Borrelia burgdorferi*, which can cause Lyme disease, and *Borrelia miyamotoi*, which can cause tick-borne relapsing fever. Ticks were collected from ten parks within San Mateo County. The percent of infected ticks was variable among the parks, and ranged from 0 to 2 percent for each *Borrelia* species. The results are summarized in the table below.

Park Name	City	Ticks Collected	B. burgdorferi Infection	B. myamotoi Infection	Total Borellia spp. Infection
Los Trancos Open Space Preserve	Portola Valley/Palo Alto	238	2.10%	0.84%	2.94%
Thornewood Open Space Preserve	Woodside	169	0.59%	1.78%	2.37%
Waterdog Lake Park	Belmont	495	1.41%	0.81%	2.22%
Wunderlich County Park	Woodside	476	1.47%	0.42%	1.89%
Mills Canyon Wildlife Refuge	Burlingame	65	1.54%	0%	1.54%
Windy Hill Open Space Preserve	Portola Valley	296	0.68%	0.68%	1.35%
Laurelwood Park	San Mateo	154	0.65%	0.65%	1.30%
Big Canyon Park	San Carlos	184	0.54%	0%	0.54%
Pulgas Ridge Open Space Preserve	Redwood City	220	0%	0.45%	0.45%
Año Nuevo State Park	Pescadero	151	0%	0%	0%

## West Nile Virus Surveillance

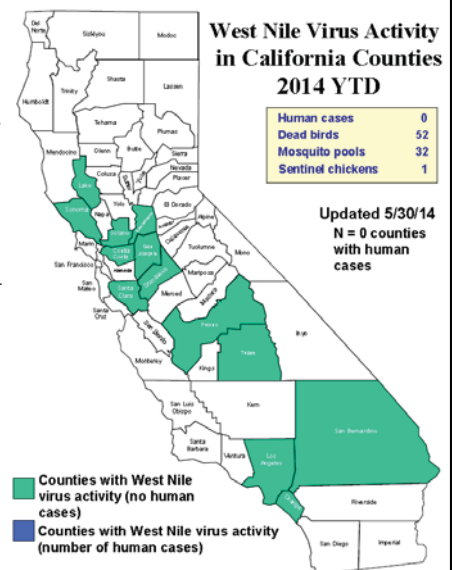
### San Mateo County

This year, 67 dead birds have been reported in San Mateo County and 24 have been tested in-house for West Nile Virus (WNV), all negative. Additionally, five dead squirrels have been sent to California Animal Health & Food Safety Laboratory for testing. Four have been reported negative; results are still pending for one.

The district asks residents to call in to report dead birds or tree squirrels. Specimens that appear to have been dead for less than 24 hours and are in good condition will be tested for WNV. Residents should contact the state WNV hotline at **877-WNV-BIRD (968-2473)**. Reports can also be made online at <http://westnile.ca.gov>.

### California

WNV has been detected in thirteen counties in 2014 (see map at right). Statewide, 2,799 birds have been reported and 410 tested have been tested with 52 positive results (13%) as of May 30, 2014. This is much higher than this time last year, when only 0.6% of birds had tested positive for WNV. No human cases of WNV have yet been reported. Twenty three mosquito pools throughout the state and one sentinel chicken from Los Angeles County have tested positive for WNV.





West Nile Virus Risk Assessment

**Time Interval** 2014 by Half-month  
**Agency** SANM  
**Spatial** No Spatial Filter  
**Target** WNV - West Nile virus  
**Trap Type** All Available Trap Types  
**Sex/Condition** Females - Mixed, Females - Unfed  
**Species** All Available Species

	2014-01-15	2014-01-31	2014-02-15	2014-02-28	2014-03-15	2014-03-31	2014-04-15	2014-04-30	2014-05-15	2014-05-31	2014-06-15	2014-06-30
<b>Risk</b>	1	2.3	2.3	1	2.3	2.3	2.3	2.3	2.5	1.8	1.7	
<b>Environment</b>	1	1	1	1	1	1	1	2	2	2	2	
<b>Abundance</b>		5	5		5	5	5	4	5	2	1	
<b>Infection</b>												
<b>Seroconversion</b>								1	1	1		
<b>Dead Bird</b>	1	1	1	1	1	1	1	2	2	2	2	

The California Department of Public Health generates a risk assessment level ranging from 1-5 for West Nile Virus (WNV). The risk level is determined by analyzing a combination of data on mosquitoes and infection rates gathered by the District, weather patterns and the state WNV hotline. The risk levels are explained as:

- Risk Rating 1.0—2.5**      *Normal Season, "No Alert Level"*  
 - Regular district operations
- Risk Rating 2.6—4.0**      *Emergency Planning, "Alert Level"*  
 - Enhanced larval detection and control, public health officials notified, increased disease surveillance, more public outreach
- Risk Rating 4.1-5.0**      *Epidemic Conditions, "Emergency Level"*  
 - full media campaign, physicians and veterinarians alerted, detection and investigations of human cases, continue enhanced larval surveillance and control





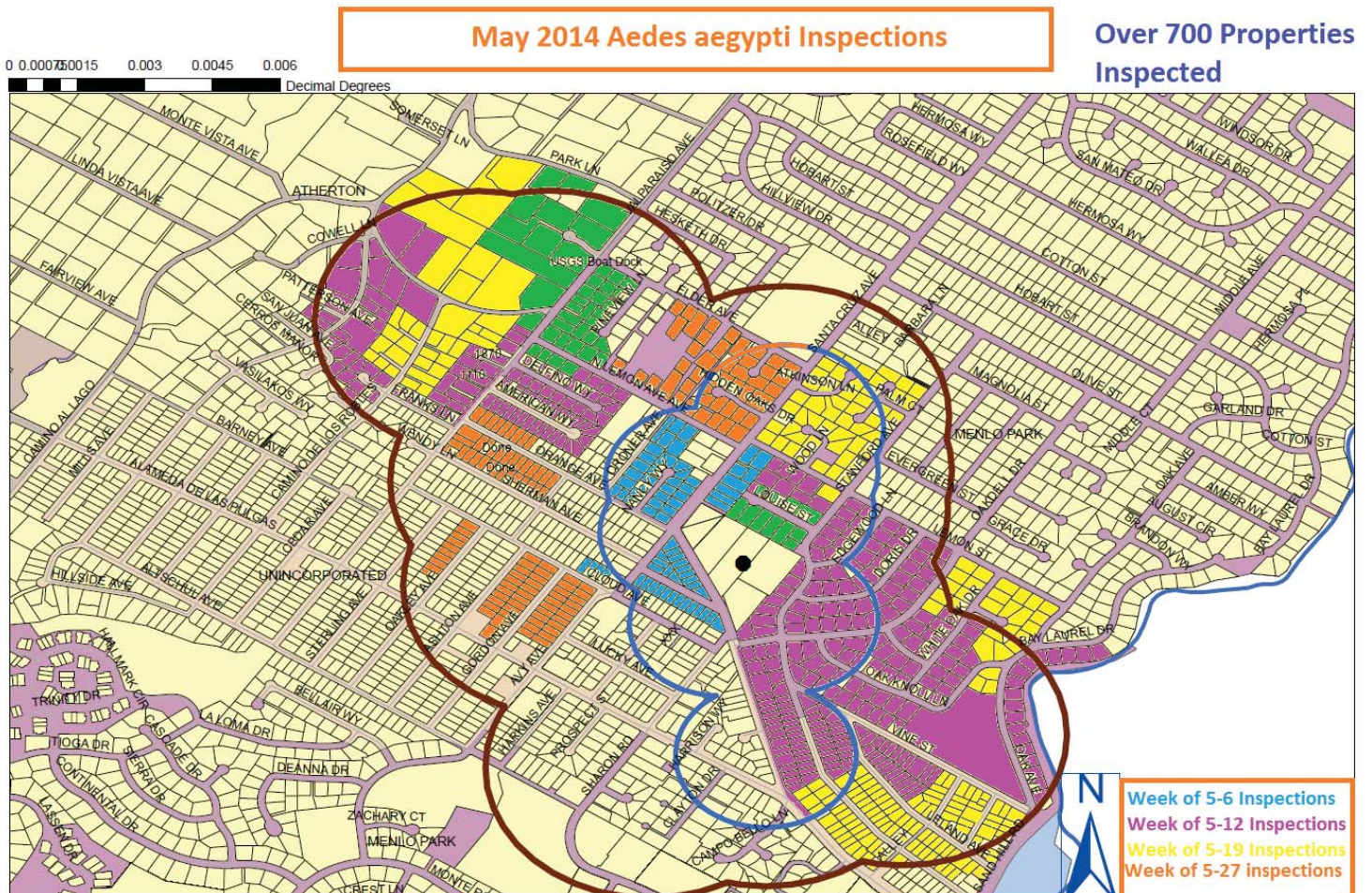
## Operations Report

### Team Aegypti

In May, District staff continued the mission to eradicate the Yellow Fever mosquito in Menlo Park and Atherton. With the help of District lab staff, vector control technicians and the three seasonal employees were assembled for Team Aegypti. As a result of the collaboration, staff were able to inspect over 700 properties in the month of May alone. As shown in the map below, all the properties within the brown boundary line are scheduled to be inspected by the end of June.

#### Responsibilities of Team Aegypti:

- Inspection of properties and educating the public about how they can assist in the eradication of *Aedes aegypti*
- Monthly larvicidal treatments at the Holy Cross Cemetery where *Aedes aegypti* was first detected
- Ongoing monitoring using various mosquito traps deployed throughout Menlo Park and Atherton
- Monthly return inspections to over 200 properties identified as mosquito breeding sources that required previous mosquito control treatments.
- Distribute public education materials about *Aedes aegypti* to keep the public updated and informed
- Weekly team meetings to discuss inspection/treatment activities and eradication strategies.



*San Mateo County Mosquito and Vector Control*

**District Balance Sheet - Consolidated Funds  
As of April 30, 2014**

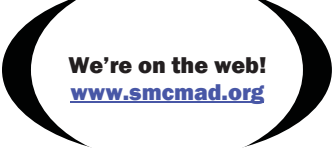
	<u>Apr 30, 2014</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 - Cash	6,781,407
1010A01 - Cash-VCJPA Property Contingency	37,009
1010A02 - Cash-VCJPA Member Contingency	318,881
1020 - Cash - Petty Cash	<u>400</u>
<b>Total Checking/Savings</b>	7,137,697
<b>Accounts Receivable</b>	
1012 - 1012 - Accounts Receivable-001	<u>2,951</u>
<b>Total Accounts Receivable</b>	2,951
<b>Total Current Assets</b>	<u>7,140,648</u>
<b>TOTAL ASSETS</b>	<b><u>7,140,648</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4300-1 - 4300-1 - Accounts Payable	<u>32,423</u>
<b>Total Accounts Payable</b>	32,423
<b>Credit Cards</b>	
US Bank Credit Card	<u>-</u>
<b>Total Credit Cards</b>	<u>-</u>
<b>Total Current Liabilities</b>	<u>32,423</u>
<b>Total Liabilities</b>	32,423
<b>Equity</b>	
32000 - Retained Earnings	6,107,309
Net Income	<u>1,000,916</u>
<b>Total Equity</b>	<u>7,108,225</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,140,648</u></b>



## San Mateo County Mosquito and Vector Control

District Profit & Loss - Consolidated Funds  
for the month ended April 30, 2014

		MTD April-14	YTD FY13/14	Budgeted FY13/14	YTD Apr % Balance Remaining	83% % of FY13/14 Budget
<b>REVENUES</b>						
1021	Prop. taxes, current, secured	482,574	1,482,398	1,521,718	39,320	97.4%
1024	PY Secured Rede	1,145	3,629	5,000	1,371	72.6%
1031	Prop. taxes, current, unsecured	0	90,552	86,000	(4,552)	105.3%
1033	Prop. taxes, prior, unsecured	0	(4,999)	1,000	5,999	-499.9%
1041	Prop taxes CY secured SB 813	5,304	33,545	26,000	(7,545)	129.0%
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	2,825	1,500	(1,325)	188.3%
1521	Interest Earned	9,694	34,448	40,500	6,052	85.1%
1831	Homeowner Prop	0	5,404	5,500	10	99.7%
2031	Benefit Assessment	343,091	1,270,279	1,438,911	168,632	85.3%
2439	Mosquito Control Tax	108,685	411,874	484,181	82,307	88.7%
2461	Service Abatement Income	2,235	236,468	255,000	18,512	92.7%
2647	Misc Refunds/RDA/RPTTF	0	58,874	40,000	(18,874)	142.2%
2658-11	VCJPA-Misc Income	0	0	10,000	10,000	0.0%
2658	Other	0	266,171	48,000	(218,171)	554.5%
<b>Total Revenue</b>		<b>962,728</b>	<b>4,180,909</b>	<b>4,168,880</b>	<b>9,780</b>	<b>89.8%</b>
<b>EXPENDITURES</b>						
<b>Salary &amp; Benefits</b>						
4111	Regular Full Time	115,940	1,186,060	1,515,000	328,940	78.3%
4181	Regular Part Time	3,159	100,582	126,000	26,438	78.0%
4311	Social Security	328	7,331	10,000	2,669	73.3%
4321	Retirement	36,635	369,951	478,000	108,149	77.4%
4412	Health Insurance	30,064	289,067	369,000	79,933	78.3%
4414	Great West Deferred Comp	1,000	8,500	13,000	3,500	73.1%
4415	Medicare Insurance	1,759	18,935	24,000	5,065	78.9%
4422	Dental Insurance	2,700	28,944	38,000	9,056	76.2%
4431	Vision Insurance Plan (VSP)	460	4,344	5,300	956	82.0%
4440	Employee Commute Benefit	428	3,722	5,500	1,778	67.7%
4442	Long Term Disability	866	8,534	11,300	2,766	75.5%
4451	Unemployment Insurance	467	13,498	18,000	4,504	75.0%
4821	AFLAC Insurance	466	4,981	6,500	1,539	76.3%
<b>Subtotal</b>		<b>193,258</b>	<b>2,045,305</b>	<b>2,822,800</b>	<b>577,265</b>	<b>78.0%</b>
<b>Services &amp; Supplies</b>						
8111	Pesticides	6,290	111,960	260,000	138,050	44.8%
5121	Clothing	1,828	16,693	23,700	7,007	70.4%
5158	Household	107	1,988	4,200	2,214	47.3%
5171	Medical/Laboratory	3,424	28,852	18,800	(8,052)	142.8%
5188	Other Misc (Union Bank Fee)	38	372	1,800	1,428	20.7%
5199	Office	466	13,180	20,100	6,940	66.5%
5233	Tools/Equipment	2,484	17,534	19,350	1,816	90.8%
5331	Memberships	0	18,423	18,845	2,422	87.1%
5416	Gasoline/Oil	3,983	45,813	67,000	21,187	68.4%
5428	Facility/Auto/Equip Maint/Repair	818	221,619	295,000	73,381	75.1%
5472	General Maintenance	313	4,061	9,300	5,219	43.9%
5831	Electric/Gas	77	19,287	20,900	2,613	87.5%
5835	Water/Sewer Disposal	1,098	8,008	9,700	1,692	82.6%
5721	Meetings/Conferences	2,858	80,172	91,800	31,628	85.5%
5856	Services/Consultation	28,938	190,824	238,800	47,776	80.0%
5906	District Special Expenses	1,846	38,568	123,780	85,184	31.2%
6712	Telephone	1,630	18,594	22,500	5,908	73.7%
6725	Liability Insurance	0	41,358	53,000	11,642	78.0%
6731	Other Insurance	0	120,063	102,100	(17,963)	117.6%
<b>Subtotal</b>		<b>56,200</b>	<b>970,358</b>	<b>1,360,446</b>	<b>420,089</b>	<b>69.8%</b>
<b>Fixed Assets</b>						
7211	Structures/Improvements	0	0	0	0	0.0%
7311	Equipment	3,444	134,323	144,300	9,977	93.1%
<b>Subtotal</b>		<b>3,444</b>	<b>134,323</b>	<b>144,300</b>	<b>9,977</b>	
<b>Total Expenditures</b>		<b>252,901</b>	<b>3,149,984</b>	<b>4,167,346</b>	<b>1,007,361</b>	<b>75.6%</b>
<b>NET INCOME</b>						
<b>Net Income</b>		<b>699,827</b>	<b>1,000,916</b>	<b>3,388</b>		



"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

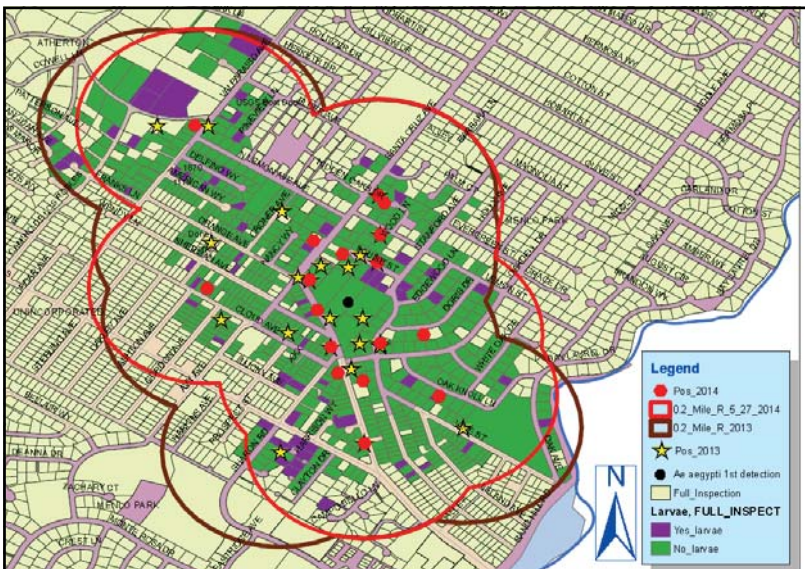
The San Mateo County Mosquito and Vector Control District is an independent, Special District funded by a property tax voted in by individual cities. Our mission is to safeguard the health and comfort of our citizens through a planned program to reduce mosquitoes and other vectors in an environmentally 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."*

**Aedes aegypti update**

The district continues working to eradicate the *Aedes aegypti* mosquito from the neighborhood surrounding Holy Cross Cemetery in Menlo Park. The mosquito has been detected twenty times so far in 2014, either from larval samples from breeding sources or in traps for eggs or adults (see table at right).



Infestation area of *Aedes aegypti* in Menlo Park and Atherton with 0.2 mile buffer. The area is 2014 (red outline) is almost identical to the area in 2013 (brown outline).

Life Stage	Date	City
1	eggs	1/22/2014 Menlo Park
2	larvae	1/23/2014 Menlo Park
3	larvae	2/5/2014 Menlo Park
4	adult	2/7/2014 Menlo Park
5	eggs	2/7/2014 Menlo Park
6	adult	3/7/2014 Menlo Park
7	larvae	3/14/2014 Menlo Park
8	adult	3/20/2014 Menlo Park
9	eggs	4/2/2014 Menlo Park
10	eggs	4/2/2014 Menlo Park
11	eggs	4/2/2014 Menlo Park
12	adult	4/4/2014 Menlo Park
13	larvae	4/10/2014 Menlo Park
14	adult	5/5/2014 Menlo Park
15	adult	5/5/2014 Menlo Park
16	larvae	5/9/2014 Menlo Park
17	larvae	5/9/2014 Atherton
18	adult	5/13/2014 Menlo Park
19	larvae	5/14/2014 Menlo Park
20	larvae	5/15/2014 Menlo Park





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

TO: Mayor and Members of the Town Council  
FROM: Nick Pegueros, Town Manager  
DATE: June 13, 2014  
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended June 13, 2014.

1. **Business License Renewals** - This week the Business License Renewal reminders were sent out for the 2014-15 Fiscal Year. In 2010, staff implemented procedures to gather email addresses for business owners. As a result of this ongoing effort, this year the Town sent 94% of the renewal reminders via email. This resulted in only 45 renewals being sent via postal mail, versus 747. Staff is currently reviewing software to make the entire process paperless and hopes to implement it sometime next year.
2. **Road Projects** – Howard reports that the striping of the recently completed paving project will begin next week. Laying out the stripes has taken a bit longer than expected due to an effort to maximize the space available on the shoulder for pedestrians and bicyclists. Howard also reports that bids for the OBAG/Federal-funded resurfacing project came in within the engineer's estimates. He reports that the increase in oil prices have driven up paving projects costs.
3. **Farmers' Market** – The market will celebrate its one-year anniversary and the market manager reports that patrons and vendors all appreciate the opportunity afforded by the market. Staff has noted that unauthorized vendors and solicitors have started to take advantage of the market's popularity by setting up shop just outside the market. Staff will provide the market manager with letters that remind vendors and solicitors that all commercial activity is prohibited unless prior Town Council approval is received.