



TOWN OF PORTOLA VALLEY

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7:30 PM – Regular Meeting of the Town Council
Wednesday, January 14, 2015
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

- (1) **PRESENTATION** – Paula Stinson, Development and Communications Director of Housing Endowment and (3) Regional Trust (HEART) with the Homeowner Downpayment Assistance Loan Program

CONSENT AGENDA

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

- (2) **Approval of Minutes** – Town Council Regular Meeting of December 10, 2014 (4)
- (3) **Ratification of Warrant List** – December 24, 2014 (22)
- (4) **Approval of Warrant List** – January 14, 2015 (31)
- (5) **Recommendation by Town Manager** – Amendment to Salary Schedule for Recreational Facilities Coordinator (39) Classification
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan Effective January 1, 2015 (Resolution No. __)
- (6) **Recommendation by Building Official** – Adoption of a Resolution to Ratify Ordinance No. 10 of the Woodside (42) Fire Protection District
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Ratify Ordinance No. 10 of the Woodside Fire Protection District (Resolution No. __)
- (7) **Appointment by Mayor** – Appointment of Members to the Water Conservation Committee (55)

REGULAR AGENDA

PUBLIC HEARING

- (8) **PUBLIC HEARING** – 2014 Housing Element and Initial Study/Negative Declaration (63)
- (9) **Discussion and Council Direction** – Proposed Revisions to the Commission/Committee Handbook (203)
- (10) **Discussion and Council Direction** – Revised Town Council Agenda Format (238)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (11) **Reports from Commission and Committee Liaisons** (241)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (12) **Town Council Digest** – December 12, 2014 (242)
- (13) **Town Council Digest** – December 19, 2014 (270)
- (14) **Town Council Digest** – January 9, 2015 (335)

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).



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- HEART and Meriwest Credit Union make on average one loan a month; this is the only program of its kind in the County
- Honorary award at our annual luncheon on May 15, 2015, if desired

How does your donation work?

HEART makes downpayment loans to well-qualified families through Meriwest Mortgage, a subsidiary of Meriwest Credit Union, so they can buy their first home in San Mateo County with only 5% down. Your donation funds HEART's loan loss reserve program to guarantee downpayment loans with no PMI for the borrower, resulting in significant monthly savings. As loans are repaid, your funds stay in HEART's revolving loan loss account to guarantee new loans.

Who benefits? We all do.



Meet HEART homebuyer Chris, a policeman in Pacifica.

Christopher Wallace grew up in Daly City and comes from a family tradition of law enforcement. While many of his fellow officers live in the North Bay, the East Bay or the South Bay, he wanted to buy a condo as a place to start and stay on the coast near family and work. The HEART loan program with only 5% down and no PMI requirement made it possible.



Meet HEART homebuyer Julie, a high school teacher in San Mateo
Julie never thought she could own her own home as a single mom and a teacher, but with the help of a good Realtor, and the ability to make a persuasive offer and quick closing with Meriwest Credit Union, she was able to beat out multiple offers for a fixer-upper in Pacifica.

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PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO 900, DECEMBER 10, 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, John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None

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

ORAL COMMUNICATIONS

Vic Schachter, co-chair of the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay, reported the committee will proceed with litigation, filing the initial briefing by the February 2015 deadline. He said the community has been wonderfully responsive and supportive, and he also thanked the Councilmembers who have also been supportive. He said the petition in Federal District Court has been accepted and the FAA has responded "spiritedly." He reported that Anna Eshoo and Jackie Speiers have joined the "Quiet Skies Caucus." According to Mr. Schachter, several people also have pledged to contribute to what will undoubtedly be a very expensive litigation. He said there is no indication by the FAA that they want to sit down in good faith and try to work it out. Mr. Schachter expects they will likely inundate with data and restate issues as they have in the past. He said the Committee is grateful for and urges continuous financial and community support in this challenging task. He asked if it is conceivable in any fashion that the Town Council can consider a financial contribution to their effort.

Mayor Wengert thanked Mr. Schachter and his group for their continuing efforts on behalf of all of the residents of Portola Valley. Vice Mayor Aalfs asked if it was possible or if there would be any benefit for the multiple lawsuits to become a class action. Mr. Schachter said while it was considered, a class action would not get them any closer to their objectives, and the damaged communities bringing action in the name of three individuals from Portola Valley and surrounding areas is the most efficient and cost-effective way to preserve all our options and rights to challenge the actions of the FAA. Mayor Wengert added that the SFO Airport/Community Roundtable is finally making some significant progress to organize a South Bay Communities Group as a subset that will include communities outside of San Mateo County.

- (1) Proclamation of the Mayor: Honoring Tom Vlastic on his retirement and 42 years of dedicated service to the Town of Portola Valley [7:40 p.m.]

Mayor Wengert read the proclamation and congratulated Tom Vlastic on his excellent work on behalf of Portola Valley citizens and the Town's Planning Department over the past 42 years. Mayor Wengert also read an email from Leah Zaffaroni, a long-time Planning Commissioner, commending Mr. Vlastic for his extraordinary and lasting contributions to the community. Ms. Zaffaroni cited Mr. Vlastic's highest ethics and standards of excellence, his consistently balanced and unbiased approach to Town business and the fact that he encouraged vigorous discussion. She said he was a "careful listener and thoroughly researched questions and issues as they arose, so the Commission had all relevant facts and materials to make fully-informed decisions." She said, "It was a privilege to work with a dedicated principal and visionary Town Planner such as Tom, who, along with George Mader, helped establish the standards for responsible and innovate land use planning locally, nationally, and internationally. He has made extraordinary and lasting contributions to our community."

While recognizing contributions to a number of major projects (such as Town Center), speakers cited Mr. Vlastic's striking characteristics, including clear, logical and informed analyses, ability to diffuse hysteria.

Speakers also included former Planning Commissioner Arthur "Chip" McIntosh, former Councilmember and Mayor Steve Toben, and ASCC member Danna Breen.

Mr. McIntosh especially admired Mr. Vlastic's knack for taking the drudgery out of the homework for the various Town entities; in fact, he said he often conjured up reasons to call him to engage in insightful and delightful conversation. Councilmember Derwin said Mr. Vlastic was one of the rare few she could include in the revered category of "honorable." She said he belongs to an "era of gentleman statesmen whose time is fading like . . . bow ties and handwritten letters." She said he made her a better person by knowing him. Councilmember Hughes said Mr. Vlastic taught him how, not what, to think about the things that came before the Council. Mr. McIntosh said Mr. Vlastic guided and encouraged the Commission during the creation of Town Center with great insight and common sense, a calm demeanor and sensitivity. Steve Toben said that Mr. Vlastic helped applicants reach solutions that would simultaneously serve that citizens' and the Town's interests. Danna Breen said that Mr. Vlastic's passion for the Town and the community was huge.

Mr. Vlastic thanked everyone and expressed gratitude for the extraordinary people he's worked with in this community. Among the many opportunities he's had to work with communities in his consulting business, he said none are like Portola Valley. "It's a tough community to work with, but it's a very special place."

(2) Presentation: The Backyard Habitat Awards by the Conservation Committee: [7:57 p.m.]

Marge DeStaebler explained that the Backyard Habitat Program took off in 2013, when a David Boyce article in the *Portola Valley Almanac* prompted a next-day submission from Vic and Jan Schachter. The Town's first array of Backyard Habitat Awards went to Vic and Jan Schachter, John and Sharon Richards, Marianne Plunder, Susan Hine on behalf of the Portola Valley Ranch, and Danna Breen.

Mr. Schachter said he was there in an ancillary role and it's really Jan, his wife of 50 years, who mothered and nurtured the gardens the past 20 years. Ms. DeStaebler described their habitat as primarily all native plants, a small fenced vegetable garden and patio and open space.

On the Richards' property, Ms. DeStaebler said decades of pulling weeds and planting 85% native grasses on their large horse pasture resulted in a gorgeous waving mass of *Nassella pulchra*, free of fencing except to corral chickens and vegetables, equipped with natural water sources as well as fountains for birds and large areas where wildlife can move freely. Councilmember Richards said that his wife, Sharon, is actually the one who deserves the award in his family.

Marianne Plunder's removed fencing from her garden, cleared invasives and replaced them with an ample supply of flowering bird- and bee-friendly natives and protection for wood rats. Ms. Plunder cuts non-native grasses early to discourage reseeding.

Conservation Committee members spent hours touring the 400 acres of open space at Portola Valley Ranch, whose Landscape Committee applied for a Backyard Habitat Award on behalf of the entire development. The practice at the Ranch is to identify invasive and native grasses, clear the invasives before they go to seed and leave the natives to reproduce. The gardeners return for a second mowing to minimize the fire hazard presented by drying native grasses. The only fencing in the development is around the 200 acres of clustered homes, for houses, pools, tennis courts, vineyards and orchards, where a number of residents sponsor classes to help private gardeners maintain native plantings.

Ms. Breen's garden includes an open area for wildlife, plus a pond for birds, frogs and insects. She pulled invasive plants and shrubs and re-seeding native options in their place to be a food source for wildlife.

Ms. Breen also worked together with her neighbors on the Willowbrook Trail, which is below her property, to remove non-native plants.

Ms. DeStaebler thanked the Town for allowing pursuit of the Backyard Habitats program and encouraging residents to strive to make their gardens blend in better with their outdoor areas, more native in its plantings, more open to flourishing wildlife – and even have space for a rusty Backyard Habitat plaque.

Mayor Wengert thanked the Conservation Committee, declared the program a great success and expressed the Council's enthusiasm for their ongoing efforts.

REORGANIZATION OF TOWN COUNCIL

2014 in Review [8:13 p.m.]

Before moving on to the Reorganization of the Town Council and the nominations for Mayor and Vice Mayor, Mayor Wengert provided a recap of 2014 accomplishments.

Mayor Wengert said the 2014 accomplishments were primarily due to incredibly capable, talented and dedicated staff and volunteers. At the top of the list was the 50th Anniversary Celebration. She said public events and citizen engagement took a huge community effort this year and was the result of the efforts of both ad-hoc and standing Committees in the Town. She described it as a phenomenal success in terms of the breadth, scope and diversity of activities associated with the celebration. Mayor Wengert said 1,200 attended the Town-hosted dinner on September 21, 2014, the largest event in the Town ever.

Mayor Wengert said the formation of the very active Ad Hoc Water Conservation Task Force Committee, which came out of nowhere and was extremely effective and robust, most recently sponsoring the Drought Action Day in combination with the Nature and Science Committee on October 18, 2014. The founding group due to meet for the last time on January 27, 2015, will leave its success as their foundation for the group that takes their place.

On a related note, Mayor Wengert said that water consumption was reduced by 25% in the Town Center complex,

In addition, she enumerated several other 2014 accomplishments:

- Residents continue to enjoy the Town's ongoing partnership with Mountain Goat Farmer's Market, featuring popular vendors on a weekly basis and others coming in every other week
- The Town held its first-ever joint Town Council/Planning Commission/ASCC meeting, with representatives of all three entities discussing future land use issues facing Portola Valley
- The Town's new skate ramp has been a great success
- All Ford Field work and scheduled road-widening projects were completed

Mayor Wengert said another huge win this year, just getting started after years of lobbying the Mid-Peninsula Regional Open Space District (MROSD) to allow improvements to Alpine Trail, is that we have now made a presentation to MROSD and have taken initial efforts to develop the plans.

On the Town operations side, Mayor Wengert said we've completed a long, complicated and difficult transition from Spangler Associates, but are pleased with the staffing results that Mr. Pegueros and his team have put together. She said the addition of Debbie Pedro as Planning Director obviously headlines that group. Mayor Wengert said we added a kiosk in the lobby of the Town Hall for residents to access all archived records of the Planning Commission, Town Council and ASCC.

She said we now have emergency backup generators for all of Town Hall, and starting January 1, 2015, changes will be implemented to make the staff's work hours 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Employee benefits have also been restructured to better match the marketplace. She said aggressive steps have been taken toward fully funding our unfunded pension liability, and the Town ended its fiscal year with a budget surplus.

Regarding emergency preparedness, Mayor Wengert said the Town continues to upgrade operations and ordinances, and has engaged in a substantial amount of readiness training. We also continue working with PG&E on the Cervantes Road-Peak Lane gas line replacement resulting from a rupture. Mayor Wengert noted that PG&E also stepped up recently to begin a program that will remove 31 trees that were deemed fire hazards and potential disruption of power. She said we've undertaken a very aggressive fuel management load program with the Woodside Fire Protection District (WFPD), which led both Woodside and Portola Valley to participate jointly with the WFPD and PG&E in removing trees.

Moving on to other matters, Mayor Wengert said the 2012 storm damage in the Upper Alpine area has been repaired, the Town is involved in open and robust public discussions relative to the use of automated license plate readers and traffic-calming devices, and the California Department of Housing and Community Development (HCD) has accepted our Draft Housing Element, so it's on track for final adoption in January 2015. She said we have also prioritized some Planning Commission work to focus on initiatives to make the Town's second-unit program more flexible for residents.

On a regional basis, Mayor Wengert said we've worked on airplane noise abatement on multiple fronts, including a longstanding relationship with groups such as SFO Airport/Community Roundtable, and the more recently organized Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay. Last year, we made a concerted effort to work with our elected representatives to get the FAA to reevaluate the potential impacts of rolling out the Next Generation Air Transportation System (NextGen).

Mayor Wengert said we received our first-ever County grant through the efforts of the Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee for funds to improve road shoulders and pinch points, particularly on Portola and Alpine Roads. She said this was due to the efforts of some of her colleagues, most notably Councilmember Derwin and others. She said the Town continues to participate regionally and intends to increase those efforts going forward.

Mayor Wengert said 2014 was a very productive year. She thanked the talented and responsive staff for all of their efforts in making it so.

(a) Election of Mayor

Vice Mayor Derwin moved to nominate Vice Mayor Jeff Aalfs for Mayor. Seconded by Councilmember Richards, the motion carried 5-0.

(b) Election of Vice Mayor

Councilmember Richards moved to nominate Councilmember Maryann Moise Derwin for Vice Mayor. Seconded by Vice Mayor Jeff Aalfs, the motion carried 5-0.

CONSENT AGENDA [8:24 p.m.]

Mayor Aalfs asked whether any items needed to be pulled from the Consent Agenda.

- (3) Approval of Minutes: Town Council Special Meeting of November 5, 2014
- (4) Approval of Minutes: Town Council Regular Meeting of November 12, 2014
- (5) Ratification of Warrant List: November 26, 2014 in the amount of \$385,309.43

- (6) Approval of Warrant List: December 10, 2014, in the amount of \$99,551.99
- (7) Recommendation by Mayor: Town Manager Employment Agreement
 - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of Amendment No. 3 to the Town Manager Employment Agreement between the Town of Portola Valley and Nicholas Pegueros (Resolution No. 2637-2014)
- (8) Appointment by Mayor: Request for appointment of Bob Pierce as a member to the Cable and Utilities Undergrounding Committee
- (9) Request for Appointment: of Ray Williams to the Board of Trustees for the San Mateo Mosquito and Vector Control District
- (10) Recommendation by Administrative Services Manager: Adoption of a Resolution Approving Amendments to the Town's Employee Compensation Plan
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley amending the Employee Compensation Plan effective January 1, 2015 (Resolution No. 2638-2014)

With no requests to pull items from the Consent Agenda, Mayor Aalfs asked for a roll call approval of Items 1-10. The motion carried 5-0 with the following roll call vote:

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

No: None.

REGULAR AGENDA

- (11) Report by Ad Hoc Water Conservation Task Force: Receive Report from Task Force [8:25 p.m.]

Ad Hoc Water Conservation Task Force member Judith Murphy presented a slide show reporting on the body of work the Committee produced thus far. She said members are volunteers who are passionate about saving water. In addition to meeting twice a month, they have participated in subcommittee meetings that include outings all over the Bay Area.

Two of the five items on the Committee charter are completed, with work on the last three well underway. Ms. Murphy said that among significant accomplishments were building the Task Force capability by educating themselves (including tackling the book *Water 4* as required reading for all); obtaining useful data from Cal Water; sponsoring Drought Action Day (co-sponsored by Acterra, the Town of Woodside and the Portola Valley Nature and Science Committee), holding the Water Champ Contest; and creating a new logo.

She said that 92% of Portola Valley water use goes to residential consumption and 69% of that residential water goes to landscaping – resulting in landscaping as main focus of the Committee. The slide show presented graphs of statistical data and highlights of the various events put on throughout the year. Areas of focus going forward include the web page, market segmentation, education and incentive regulations.

Task Force member Al Sill reported on the proposed new page for the Town's website, which Ms. Murphy described as the linchpin of many of the Task Force's efforts – a repository for information and all the educational activities and ongoing resource. The link to the page will blend in with the Town's other sustainability efforts and programs, to include an overview, a news and events section, conservation tips, water-efficient landscaping and smart irrigation ideas, rainwater capture tips, gray water management and

additional resource links. An embedded interactive spreadsheet – the wow! factor – will enable residents to enter personal data for calculations. It is hoped the website will go live by the end of January.

Ms. Murphy discussed market segmentation, focusing on dividing consumers into groups (uninterested, motivated, etc.) and presenting carrots and sticks options on how to strategically and effectively reach and educate each group. Ms. Murphy said they have just begun to look at incentive regulations. She said our goal is to make Portola Valley a model for other towns to emulate in our wise use of water through wet and dry years alike. She pointed out that many rules and regulations were enacted before the current understanding of the need for water conservation. She cited reports of communities that have made a huge impact on water conservation with rainwater capture – the slow it, sink it, save it approach.

Pointing out that smart landscaping is where we can conserve the most water, followed by smart irrigation and rainwater capture, Ms. Murphy said that as of tonight the term of work for the inaugural Task Force has officially ended. Nevertheless, the group has a final meeting scheduled and plans in place to produce a report with specific recommendations of regulations and incentives to add, remove, modify or reinterpret. She said the target for having the first of those recommendations is the end of March.

- (12) Report from Town Manager and Council Decision: Create a new standing Committee on Water Conservation and approve Charter [8:45 p.m.]

Based on what the Ad Hoc Water Conservation Task Force has done, Mr. Pegueros presented a charter drafted for the Town Council to consider for a standing Committee on Water Conservation. He said they are moving quickly so as not to lose the ad hoc group's momentum; if all goes as planned, the new Committee could convene for the first time in February 2015. In response to a question from Councilmember Wengert, Mr. Pegueros said membership interviews would occur the first week and a half in January.

Vice Mayor Derwin asked Ad Hoc Water Conservation Task Force members in the audience to stand. She thanked them – Marty Mackowski, Loverine Taylor, Judith Murphy, Marge deStaebler and Al Sill – and members not present, saying this is the hardest-working group she's ever had the pleasure of working with. Councilmember Wengert seconded Vice Mayor Derwin's comments. Mayor Aalfs thanked Councilmember Wengert, Vice Mayor and Sustainability and Resource Efficiency Coordinator Brandi de Garmaux for their efforts in working with the Task Force.

Councilmember Richards moved that the Town create a new Town standing Committee on Water Conservation and approve the charter Mr. Pegueros presented. Seconded by Vice Mayor Derwin, the motion carried 5-0.

- (13) Recommendation by the Parks and Recreation Committee: Proposed Expansion to Skate Ramp at Town Center [8:48 p.m.]

Parks and Recreation Committee member Jon Myers discussed expansion of the skate ramp. The small quarter-pipe installed on the all-sports court was considered phase one of potentially two phases, with phase two being consideration of a larger half-pipe. Prior to beginning the fundraising process for the substantially larger, much more visible, and higher-cost (\$15,000-\$20,000) equipment, the Committee wants to begin discussion with the Town Council and then receive permission to gather community feedback. In response to Vice Mayor Derwin, Mr. Myers said the plan was to go through the ASCC before soliciting community input and funding.

Mr. Myers said phase one has been successful. The Committee estimates 10 to 20 users per week and roughly 50 or more total users in the area. Because the ASCC thought the Committee's usage numbers were high, he pared them back and clarified that they were observational estimates. An initial complaint regarding litter was dealt with quickly. There was some concern regarding not having a full basketball court available, although Mr. Myers said he's never seen a full-court basketball game there and pointed out that users have access to other alternatives to play full-court basketball. In terms of displacing

basketball players, he noted that the larger pipe benefits them in some ways because it is self-contained and requires no runway. The tennis players have expressed interest in a backboard and the larger half-pipe could also be used as a tennis backboard.

Mr. Myers clarified that the new ramp is 6 feet tall with the rail 4 feet higher, and noted that the basketball net is also 10 feet high. He said orientation of the half-pipe is among the details that are still being worked out. With regard to alternate locations, Mr. Myers stated that issue had been thoroughly explored; although a better location was never found, they plan to keep looking at the other locations. Ms. Prince replied that regardless of the size of the structure, the ordinance and signage in place protect the Town.

Vice Mayor Derwin asked if the Committee answered Howard Young's list of questions. Mr. Myers said some but not all questions were addressed. Vice Mayor said she would summarize what she thought the answers were and forward them to Mr. Myers and Mr. Young.

Resident Judith Murphy, asked how many Portola Valley Skate Park users are residents. Mr. Myers said it was only observational but because the park is so small, it's not likely people would come here from out of town. The larger structure would be more inviting, he added, but there were more attractive skate parks nearby and he did not believe this one would draw many out-of-towners.

Mayor Aalfs asked whether the Council wants the Committee to go forward with this after ASCC approval. The general consensus seemed to be yes, but Councilmember Wengert noted a concern about the mass and said story poles would be a helpful next step. Ms. Breen agreed about the value of story poles, and underscored the importance of an acoustical study as well,

Vice Mayor Derwin pointed out that retired WFPD Chief Armando Muela had pointed out that EMS calls go up when half-pipes go in. She believes a lot of community outreach will be required for this proposal. Danna Breen said she feels an acoustical study is important as well.

Mr. Pegueros suggested a path forward would be for the staff to work with the Committee to refine a preliminary design for the project, location, size, etc.; putting in story poles; community outreach; and undertaking an acoustical study, all of which have associated costs. Upon completion, then ASCC could be approached for comment, perhaps jointly with the Council. Mr. Pegueros asked for guidance from the Council with respect to costs/budget on the preliminary phase, how much staff time is needed and placement on the priority list, presuming support is present to move forward and work with the ASCC to be put on the ASCC agenda.

The Council further discussed the Public Works Department's current workload and time constraints. It was suggested the Committee may conduct some preliminary fundraising for this preliminary work (story poles, etc.). Mr. Pegueros suggested the possibility of hiring a consultant such as CSG to manage the project, or Committee members could develop some of this information on their own without a lot of staff time. The importance of expertise in various areas is also becoming more apparent as projects become more complex. Councilmember Wengert said she was concerned that projects already in the queue and possibly already stalled should have first priority; for those reasons, she suggested making preliminary decisions before the Committee begins any fundraising. She also suggested periodic status checks against time and budget to help streamline the prioritization process.

It was also suggested that for projects involving more than one Committee, the Council liaisons to the various committees vet the project initially before taking it to staff members or other members of the Council.

As a next step, Mayor Aalfs recommended a report in January 2015 from Mr. Pegueros with a budget and discussion of where this fits in with Mr. Young's schedule. Mr. Pegueros said the adopted budget for the fiscal year had assumed using all of staff time plus and this is a new thing on top of that. He said the staff will bring back an update with where we are with what was adopted in the budget and where we're going

to spend the next six months. At that point, if there is capacity, Mr. Pegueros said we could talk about it and also decide if there is a consultant option.

- (14) Recommendation by Bicycle, Pedestrian & Traffic Safety Committee: Approval of proposed Policy for Assessing Hazards and Potential Hazards on Neighborhood Roadways (traffic calming) [9:15 p.m.]

After BPP&TS Committee Chair Ed Holland read the proposed policy, Vice Mayor Derwin noted that the Committee is seeking guidance on the process for:

- Scoping a problem that may cross Committee/Commission lines. What can we take the lead on? What do we have to coordinate with other Committees on? For example, a crosswalk policy for Alpine and Portola Roads.
- Asking for Town staff resources to help on a project. While the Committee will do the first level of data collection and research on a project, we often have a need for the expertise to help on the issue. Is there a process we have to follow to make that ask? Should we consider outside resources if Town resources are unavailable in a timely fashion?
- When we've been asked by the Town Council to look at a problem, can we assume that we have the responsibility to make the recommendation? In what cases do other Committees have to weigh in? For example, Windy Hill parking signs – we were allowed to execute temporary solutions, but when it came to a permanent solution, we weren't.

Councilmember Hughes said that this process has been with the Committee for a while and part of it was the distinction between what needs to be done on arterials, and the whole range of issues that come up again and again for the Committee with crosswalks. Councilmember Wengert mentioned inconsistent crosswalk signage. Councilmember Hughes said this all originated with the issue that had been happening in the Corte Madera neighborhood where a certain number of people were driving dangerously, so the Council asked the BP&TS Committee to look at traffic calming and consider residential solutions. No particular focus on the issue of traffic calming in terms of arterials was discussed.

Councilmember Hughes said that in the process of trying to develop a comprehensive policy, the BP&TS Committee started encountering issues about signage and determined other Committees that would need to be involved. So understanding where the responsibilities lie and how to coordinate management time between Mr. Pegueros' and Mr. Young's time are needed to put together this policy. He thinks the Committee was unclear and was seeking guidance on how much authority were they being given to actually make use of staff time, how much should they do on their own before going and seeking input from members of other Committees, whether they should come back to the Council if they have an issue and then we tell them, "Okay, now go to the Committee," and how that process should work.

Councilmember Wengert said this traffic-calming policy development process discussion sounds exactly like the half-pipe discussion. Councilmember Hughes said it has taken more time because it has turned into a larger issue than slowing down a few cars speeding on their way from one school to the other in the morning. Part of what they're asking for is Council feedback. He said the Council can take those two issues separately and discuss them separately: 1) Look at this policy and 2) Discuss inter-Committee interaction and Committee interaction with staff and what are people's responsibilities and how that should all work as sort of a second and separate thing.

Mayor Aalfs suggested they start with the policy and then move on to the process question.

Councilmember Hughes said the Corte Madera school's change in terms of where kids are dropped off dramatically relieved the situation that we originally were looking into. He said he's heard of no problems since then, but the fundamental question may not concern whether any problems remain. As Councilmember Hughes said, similar problems may surface again or elsewhere, and given all the work

the BP&TS Committee put into this process, it could result in something that might be useful the next time we face a situation like this.

Specifically, with regard to the policy as it's coming into shape, Councilmember Hughes said it may not be quite right for the needs of Portola Valley. To even meet the threshold for qualifying to be considered for any kind of traffic calming, Councilmember Hughes pointed out that we'd need to measure some large number of vehicles per day traveling at 32 miles an hour on a road where we may have posted a speed limit of 35. Although we are not legally allowed to post a limit any lower than 32 mph, 32 mph would be dangerously unsafe on that road. If a qualifying criteria is that the 85th percentile of the cars drive at dangerously unsafe speeds (i.e., exceeding 32 mph), they're never going to hit the threshold. As Councilmember Hughes put it, we need to set a balance between having a lot of people saying, "Hey, I want traffic calming" and also doing something about it.

Councilmember Richards said the thing that got his attention with the BP&TS Committee matrix is that all four thresholds have to be exceeded before anything is done, and he felt that one accident was enough to justify an examination. Councilmember Hughes, noting that the Corte Madera neighborhood problem, -- which the Council agreed was a problem -- wouldn't meet the policy's four threshold criteria, added that in addition to these thresholds, two-thirds of the neighbors also would have to be in favor, because some people do not want speed bumps or stop signs in front of their homes. Mayor Aalfs pointed out that few if any Portola Valley roads would qualify for traffic-calming devices under these thresholds.

Mr. Pegueros said San Mateo County performed measurable scientific analysis of speeds and volumes to developed thresholds for this type of policy on roads in Ladera, Los Trancos and other unincorporated areas. Portola Valley could do the same, but he said we'd have to be very careful about potentially setting up what constitutes a dangerous or a hazardous situation. He asked what we'd surrender if we were to increase a speed limit if there was a suggestion or perception that the current speed limit was unsafe. Mr. Pegueros also pointed out that in terms of liability insurance through the Joint Powers Authority, we've been cautioned about adopting policies or making statements that could undermine liability immunities. Also indicating that Mr. Young might raise a few points of challenge, he added that if the Council wants to consider lowering speed limits the decision should be based on a scientific analysis and with a complete understanding of the implications.

Councilmember Wengert said it was a tough issue the Council gave the BP&TS Committee to handle, and she's reluctant to leave the Committee hanging. She doesn't think what the Council originally envisioned would have led to this level of complexity, but in the meantime, the original problem has already corrected itself and it is not a systemic problem. She thinks that for the non-arterial roads, these are relatively good thresholds, given they are adopted by the County already. Councilmember Wengert said she would be uncomfortable with changing speed limits to address one situation, because we wouldn't have the basis for doing it.

Referring back to the history of the traffic-calming policy development project, Mayor Aalfs said that even places exposed to that higher level of risk don't meet the criteria for us to step in. Councilmember Wengert added that she thinks the County is correct and that Ladera and Los Trancos are very comparable to this area and most other areas in town. Councilmember Wengert said her understanding is that ultimately the problem was a small number of people. Councilmember Hughes agreed, questioning whether having a policy in place would make it even more difficult to deal with. Neither Councilmember Wengert nor Vice Mayor Derwin thought so.

Councilmember Wengert said she favors adopting this policy because it allows for additional steps and it's not going to limit what we can ultimately do or what BP&TS can recommend that we do. Mr. Pegueros said there was no rush to adopt a policy, so if the Council wants to offer comments on the areas of concern, the policy could be revised and brought back to the Council.

Councilmember Richards said the policy as it is written doesn't really do anything, so he doesn't see why we would change it short of doing a study. If insurer requirements and County regulations are driving our actions and reactions, he said this policy is not much more than window dressing.

Ms. Prince said she thinks this policy needs to be refined with more details because it would be difficult to implement it as it is currently drafted. Councilmember Richards said he would be more inclined to vote for it if it was refined to the point where it wouldn't automatically eliminate half the roads in Town, which it currently did. Vice Mayor Derwin agreed.

Councilmember Richards said he thought the intent was to have a policy where somebody with a problem would be able to bring it to the Town and there would be a procedure to follow; however, this is a procedure that immediately eliminates so many. Councilmember Hughes said his reluctance to vote for it is that people might be turned away at the Town staff level if their issue didn't meet the thresholds, and the Council wouldn't even be aware of a concern.

Mr. Pegueros said he has a sense that the BP&TS Committee needs guidance from the Council on how to interact with the residents when they come and raise their concerns. What is it that they can do? What's within their scope? What guidance do they give the residents? He said that while staff was not particularly wed to the proposed BP&TS Committee policy, they want to be responsive and help move the discussion forward so that they can understand where the Council would like for them to go.

Vice Mayor Derwin asked whether the matter should go back to staff. Mayor Aalfs said the process is the second question. He said that part of the frustration is that we have an idea of what to do and staff comes back and tells us what we have from a legal and a design standpoint. The question then becomes is that happening satisfactorily, timely enough for the Committee? Is doing more of that same thing helpful or are we repeating the same thing over and over without getting anywhere?

Councilmember Wengert said she thinks it's very similar to the skate ramp issue in that staff oversight is required because they know the big picture regarding which committees would be involved and what staff time is involved. She said that because this issue has become more complicated and multidisciplinary, it will require more of Mr. Young's input. She said that to the extent that the Council gives guidance in this situation depends on where it falls in our priorities, and when we can free up time for Mr. Young or a consultant to ultimately tackle some of these issues. She added that there was also the issue of other affected Committees or groups that may need to weigh in. Councilmember Wengert stated she wants to make sure we're communicating realistically to the Committees as to what Committees and groups can expect to have available resources-wise.

Vice Mayor Derwin returned the discussion to the specific questions from the Committee, with the first being: When scoping a problem that may cross Committee and Commission lines, what can they take the lead on? What do they have to coordinate with other Committees on?

Councilmember Hughes said that no way can everybody know everything that's going on in Town and with all the Committees or their particular interests, but if an item comes up again and again they can let a Commissioner or Councilmember know. Not everything needs to go through the formal process that might be cumbersome and meanwhile six months has gone by, he said. Councilmember Richards said the liaisons could also serve that purpose.

Councilmember Hughes said a Committee representative might talk to a Councilmember or two and if they still feel the Committee should move ahead, they could refer something to the Council. Councilmember Wengert commented that there are advocates in all our Committees and even non-Committees and it is becoming more and more difficult for the Council to prioritize everything, primarily due to staff time constraints. Mr. Pegueros said the issue is resources – volunteers, staff and money – all part of the budgeting process. Historically they have relied more on volunteer effort than recently and he like to see that to a greater extent even though it sometimes tends to place an even greater burden on the staff at some point in the process. Councilmember Wengert agreed that was the way to get bandwidth.

With staff repeatedly and increasingly derailed by more complex projects, Councilmember Wengert suggested a semi-annual time and budgeting report as to the status of the staff's workload would be helpful in establishing and refocusing on priorities. Another important prioritization tool she mentioned is having each Committees specify at the beginning of the year to what they wanted to work on.

When Mr. Pegueros pointed out that issues often arise ad-hoc, Mayor Aalfs said unexpected issues should first go to the liaison, but if there's any doubt at that level, they probably should come back to the Council before the Committee invests much time in it.

Ms. Murphy suggested that inter-committees interchanges be major role of the Council, and it would be prudent for the Council liaison to step in before a Committee idea goes too far. It also could facilitate more cooperation in scheduling among Committees.

Vice Mayor Derwin said she thought all the BP&TS Committee's questions had been answered during this discussion, which she would summarize and email it to Mr. Holland.

Mr. Pegueros said he and Ms. Prince would like to work on the policy language a bit more. Councilmember Wengert agreed that Ms. Prince's input would be useful. Assuming that the San Mateo County thresholds probably can't be changed easily because they emerged through a painstaking process, Mayor Aalfs said we certainly can clarify the standards and make sure we understand them and the language surrounding them, including what happens if you don't meet the threshold.

Staff was directed to work with the Committee to refine the proposed policy and bring it back to the Council at a near future meeting.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(15) Reports from Commission and Committee Liaisons [10:18 p.m.]

Councilmember Richards

(a) Conservation Committee

At the meeting on November 24, 2014, the Committee discussed:

- Redesigning the entry to the schoolhouse to eliminate the trampled plants and people twisting ankles on the curb
- Potentially revising the fence ordinance to take wildlife circulation into account
- Encouraging Mr. Young to attend Committee meetings once or twice a year
- Streamlining the review process
- Evaluating the effectiveness of the website and the Conservation Committee's presence on the website
- Encouraging more attendance at the upcoming broom pull (scheduled for the first Sunday in March 2015)
- Setting up a speaker event

(b) Cultural Arts Committee

Councilmember Richards reported missing the December 11, 2014 meeting because rather than being rescheduled, as he had thought, it began an hour early.

Councilmember Hughes

(c) ASCC

Councilmember Hughes sat in on the November 24, 2014, meeting in place of Councilmember Richards. The ASCC reviewed a new large home at the end of Antonio Court, featuring an impressive PowerPoint presentation put on by Planning Director Debbie Pedro. There were minor issues but the project was approved and is moving ahead.

A carport enclosure in at Portola Valley Ranch was approved.

There was a quick discussion of the Portola Road Corridor that will be coming to the Council, possibly in January or February 2015.

There was discussion of some code enforcement issues, with the staff getting reports of violations.

(d) Cable and Utilities Undergrounding Committee

Meeting on November 13, 2014, the Cable and Utilities Undergrounding Committee discussed the undergrounding project. It was originally estimated to cost \$400,000 for 785 feet of trench. The new estimate – nearly doubling from the original – came in at \$700,000 plus or minus 20% for 1,200 feet of trench. There is only \$500,000 in the account to spend for that, which includes five years of future borrowing.

The bottom line is the Town can't afford it unless there are changes. Public Works Director Howard Young put together a meeting today with PG&E. He explained the history and that the project has been worked on for four or five years now and things looked to be going smoothly until this massive jump in cost. Mr. Young wanted to know what triggered the large increase.

Bob Bundy, a PG&E retiree serving on the Cable and Utilities Undergrounding Committee, reviewed the design and is of the opinion that while the design is great, it is a "Cadillac" proposal that includes fancy equipment we don't necessarily need. In Mr. Bundy's opinion, PG&E is trying to charge the Town for upgrading and modernizing the utility's infrastructure, some of which is out of compliance with current guidelines and they'd have to be upgrading anyway. The PG&E representatives said they once used a \$350 per linear foot cost estimate for a project, and now they use \$500. Our project is costing \$900 per linear foot.

Councilmember Hughes thought we might well be able to get another \$200,000 out by cutting the project back, not paying for PG&E's fancy equipment, putting a couple of transformers above ground, and employing a couple more of Mr. Bundy's suggestions. Councilmember Hughes said that Mr. Bundy's expertise and knowledge is extremely valuable in the negotiations with PG&E, as he is able to point out specific items that are unnecessary, extravagant, or should be PG&E's responsibility.

Another meeting is planned, which will involve all who met today, along with the PG&E engineer and cost estimator, to iron out details. It is hoped to get the cost down to the available funds (\$500,000).

It was noted that all costs must be paid from Rule 20A funds. It turns out there is actually an after-market for the purchase of other cities' unused Rule 20A funds. However, if our project is cancelled, PG&E will still charge against our Rule 20A funds for the engineering work that's been done so far.

Vice Mayor Derwin

(e) Ad Hoc Water Conservation Task Force

Vice Mayor Derwin attended meetings on November 18, 2014 and December 2, 2014. At the December 2 meeting, all members who were present wanted to continue to serve in 2015.

(f) Planning Commission

When Vice Mayor Derwin arrived at the Planning Commission's November 19, 2014 meeting, Marilyn Walters approached her and told her she had lost her car keys but had a spare set at home. Vice Mayor Derwin drove Ms. Walters home, retrieved her spare set of keys, returned to the meeting, and the very brief meeting – on the Housing Element – was already over.

The December 3, 2014 meeting included a discussion regarding the approval of lot-line adjustments for the Sausal Creek project. There were questions about zoning conformance and compliance with provisions of a previously issued PUD. In response, Ms. Prince said that anything that gets developed on the property will still go through the applicable process for whatever is being proposed.

The Portola Road Corridor was going back to the Planning Commission next week but, according to Mr. Pegueros, the issue will likely be bumped due to the receipt of a letter from the Whites that raised a number of issues.

Vice Mayor Derwin asked whether there are two neighbors who may still appeal the decision on the development proposed for 40 Antonio Court. Apparently the deadline for appeals has passed.

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

Vice Mayor Derwin attended the December 3, 2014 HEART Board meeting. She said there was a long discussion regarding the Oceanview Senior Affordable Housing Project in Pacifica. The National Church Residences (NCR) is exiting the project and someone else is coming in to work with them. It was decided to go forward with the project.

Another consultant, Consulting Within Reach, has been selected to work with HEART advising on fundraising.

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

Vice Mayor Derwin attended the last City/County Association of Governments (C/CAG) where the San Mateo County Energy Watch gave its yearly report. They are meeting all their targets. Agreements were executed between C/CAG and PG&E for \$603,000 for Energy Watch.

(i) Portola Valley Ranch Main Line Repair/Replacement

Vice Mayor Derwin and Councilmember Wengert attended an invited outing with PG&E to view the work being done on the replacement of the main line on Valley Oak.

(j) City/County Association of Governments (C/CAG) Compensation Committee Meeting

Vice Mayor Derwin attended a meeting regarding the executive director compensation.

(k) Council of Cities

Vice Mayor Derwin attended the Council of Cities dinner and thought it was lovely and that the staff did a fantastic job.

Councilmember Wengert

(l) SFO Airport/Community Roundtable

Councilmember Wengert attended an Airport Roundtable where Brian Perkins from Congresswoman Jackie Speier's office reported that the FAA's response to the letter sent to the congressional committee was a rejection.

The most the FAA would agree to was to conduct a survey by 2016. She said it appeared that all of the efforts made to date, at multiple levels, have been met with a stone wall.

She added there has been an almost 5% increase last year in traffic at SFO and an equal if not greater increase is projected, resulting in more vector traffic everywhere. She said that Atherton reported getting more complaints lately. The Regional Airport Planning Committee (RAPC), which had been defunct for two years, has been revived. Councilmember Wengert will be on the subcommittee, possibly as Chair.

(m) Parks and Recreation Committee

Councilmember Wengert attended a meeting where the location of a pump track for mountain bikes was discussed. Councilmember Wengert advised consulting the General Plan, reviewing the definition of the Scenic Corridor for Alpine and Portola Road, talking to the BP&TS Committee and not getting ahead of themselves in the process, although creating something for kids is a good thing and encouraged.

Lorrie Duval spoke regarding the need of a second Automated External Defibrillator (AED) at Town Center and where it should be placed.

Mayor Aalfs

No reports.

WRITTEN COMMUNICATIONS [10:53 p.m.]

(16) Town Council Digest – November 14, 2014 – None

(17) Town Council Digest – November 21, 2014 – None

(18) Town Council Digest – November 26, 2014

(a) #6 – City Selection Committee information and a listing of all seats that will be on the December 19, 2014 City Selection Committee meeting agenda.

Vice Mayor Derwin said she and Councilmember Wengert would attend the Council of Cities dinner next Friday night and there were a number of coveted seats open.

- The first contested seat is the Bay Area Air Quality Management District (BAAQMD) seat. David Canepa from Daly City, Kirsten Keith from Menlo Park, and Liza Normandy from South San Francisco are running. Vice Mayor Derwin recommends supporting Mr. Canepa.
- The San Mateo County Transit District (SamTrans) is the second contested seat. Wayne Lee of Millbrae and Charles Stone of Belmont are running. While noting that both candidates are capable, Vice Mayor Derwin recommends supporting Mr. Lee.
- The third contested seat is the San Mateo County Transportation Authority (SMCTA) for Central Cities. Terry Nagel from Burlingame is running for reelection and David Lim from San Mateo is also running. Vice Mayor Derwin recommends supporting Ms. Nagel.

Vice Mayor Derwin strongly encouraged other Councilmembers to attend Council of Cities dinners and stressed the importance of cultivating relationships with people on other Councils.

(19) Town Council Digest – December 5, 2014

(a) #7 – Monthly Meeting Schedule – December 2014

Councilmember Richards said EPC and Cultural Arts Meetings for December 11, 2014 have been cancelled due to weather.

(b) #14 – Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, December 5, 2014

Re Item 2. Grant Opportunity for Creek Daylighting Project, Vice Mayor Derwin said she and Ms. Von Feldt met with Mr. Pegueros because Ms. Von Feldt has an opportunity to apply through Acterra for a Department of Water Resources Urban Streams Restoration Program grant that will help with the creek daylighting project at Town Center. This is due on January 7, 2015.

Ms. Von Feldt gave some background information. She said for the grant guidelines, this project is a good fit. She said that although it may be a long shot, she would like to pursue it and it would be a good way to set our intentions, figure out what it is we're looking at, get some options, and then try to go out and fundraise. She would like the Council's input regarding applying for this grant. Ms. Von Feldt said they would do all the writing of it and use very minimal staff involvement. Acterra would provide the staff resources to complete the application. She says the application would require submission with a resolution from the Council.

Not only is this a restoration opportunity, Ms. Von Feldt said, but we could actually start addressing some of the bigger problems that flooded out the maintenance yard a few years ago.

Councilmember Wengert expressed some reluctance because the project is outside the normal process in that the decision is made to do something and then we figure out how to fund it. Not only have we not made a decision, we haven't even made the decision to look at it. It also troubled Councilmember Wengert that it would be money driving the

decision. "I am very sensitive to suddenly it appears on an agenda and somebody says, 'Where did this come from and when did you guys start talking about even doing it?'" Councilmember Wengert said. "Looking at is a resident who doesn't have any knowledge of any of this and all of a sudden this appears out of nowhere with no discussions having occurred prior to this time."

Noting that inasmuch as this opportunity is coming on the heels of the internationally acclaimed documentary film *Dam Nation*, Vice Mayor Derwin said, "I feel like this is a moment" – and there could be Stanford mitigation money coming at some point as well. She explained that it's an opportunity that just came up – kind of a cart before the horse, but if the Council does not agree to applying for the grant, the idea of daylighting the rest of the creek will go nowhere.

Councilmember Hughes indicated that on a point of order we're not acting in any way here tonight. In contrast, as he understands it, Mr. Pegueros said, if the Council agrees to make the resolution, contingent on the basis that Acterra will be doing all of the legwork on the application, the application would be submitted. In respect to the timeline, Ms. Von Feldt said the application with resolution must come from the Town; Acterra cannot apply and then have the Town come in later.

In regard to daylighting the creek, Councilmember Richards reminded fellow Councilmembers that we have a model of exactly what we're talking about. We've not only done it before, it's just an extension of what we've already done.

There was some debate about what actually might count as or be perceived as an action on the part of the Council.

Mr. Pegueros said process-wise, the information came via the Digest was because it was late for a staff report and agenda and this was the approach he saw as giving the Council the opportunity to at least gauge where staff should go with it. But process-wise, the resolution is not due until the project is awarded, so the Council can have the discussion about whether to adopt a resolution.

Mayor Aalfs said while he's certainly not opposed to the idea of daylighting the creek and there's very short notice here, he would consider a discussion on this matter on December 14, 2014. He also said he shares Councilmember Wengert's concern in that "it's almost a process question for me." He suggested that maybe the way to do this is to put it back to Ms. Von Feldt, make it clear that we'd have to get public support, and if she and Acterra want to take on writing the grant application, they could bring it back to the Council for that conversation. The process is awkward, Mayor Aalfs acknowledged, but he sees an opportunistic element that might be worth taking advantage of.

Councilmember Wengert said she'd want to make sure that we have somehow documented that in doing this we're not in any way approving this. We haven't even done the first step of understanding whether the community wants to do it.

The Council agreed to discuss the item at a later meeting.

ADJOURNMENT: [11:35 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

12/24/14

Date: 12/22/2014

Time: 10:07 am

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TOWN OF PORTOLA VALLEY

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

ALMANAC	November Advertising	15938	12/24/2014	
			12/24/2014	
450 CAMBRIDGE AVE	0048		12/24/2014	0.00
PALO ALTO	BOA	49249	12/24/2014	0.00
CA 94306	35286			660.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	660.00	0.00

Check No.	49249	Total:	660.00
Total for	ALMANAC		660.00

ANIMAL DAMAGE MGMT INC	November Pest Control	15939	12/24/2014	
			12/24/2014	
16170 VINEYARD BLVD. #150	804		12/24/2014	0.00
MORGAN HILL	BOA	49250	12/24/2014	0.00
CA 95037	78837			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	172.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	49250	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T	11/6 - 12/5, Statements	15955	12/24/2014	
			12/24/2014	
P.O. BOX 9011	441		12/24/2014	0.00
CAROL STREAM	BOA	49251	12/24/2014	0.00
IL 60197-9011				253.61

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	253.61	0.00

Check No.	49251	Total:	253.61
Total for	AT&T		253.61

BAY AREA NEWS GROUP	Pub Hearing Ad, PV Corridor	15940	12/24/2014	
DIGITAL FIRST MEDIA			12/24/2014	
PO BOX 513120	0486		12/24/2014	0.00
LOS ANGELES	BOA	49252	12/24/2014	0.00
CA 90051-1120	829888			112.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	112.35	0.00

Check No.	49252	Total:	112.35
Total for	BAY AREA NEWS GROUP		112.35

BAYSCAPE LANDSCAPE MGMT	Irrigation Valve Repairs	15941	12/24/2014	
			12/24/2014	
P.O. BOX 880	949		12/24/2014	0.00
ALVISO	BOA	49253	12/24/2014	0.00
CA 95002	394816			400.00

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

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	400.00	0.00

Check No.	49253	Total:	400.00
Total for	BAYSCAPE LANDSCAPE MGMT		400.00

BMI	2015 Music Renewal	15942	12/24/2014	
			12/24/2014	
PO BOX 630893	1349		12/24/2014	0.00
CINCINNATI	BOA	49254	12/24/2014	0.00
OH 45263-0893	25833839			330.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	330.00	0.00

Check No.	49254	Total:	330.00
Total for	BMI		330.00

MICHAEL BRAY	Reimb for Seismograph Repairs	15943	12/24/2014	
	Orig #48136, VOID on 12/16/14		12/24/2014	
140 CHEROKEE WAY	854		12/24/2014	0.00
PORTOLA VALLEY	BOA	49255	12/24/2014	0.00
CA 94028				46.46

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	46.46	0.00

Check No.	49255	Total:	46.46
Total for	MICHAEL BRAY		46.46

ANDREW BYRNE	Reissue, Refund C&D Dep	15944	12/24/2014	
	Orig #48703, VOID on 12/4/14		12/24/2014	
274 CORTE MADERA	412		12/24/2014	0.00
SAN FRANCISCO, CA 94145-0878	BOA	49256	12/24/2014	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.	49256	Total:	5,000.00
Total for	ANDREW BYRNE		5,000.00

CITY OF REDWOOD CITY (IT)	November IT Support	15946	12/24/2014	
			12/24/2014	
P.O. BOX 3629	586		12/24/2014	0.00
REDWOOD CITY	BOA	49257	12/24/2014	0.00
CA 94064	BR34538			2,029.83

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,029.83	0.00

Check No.	49257	Total:	2,029.83
Total for	CITY OF REDWOOD CITY (IT)		2,029.83

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

12/24/14

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TOWN OF PORTOLA VALLEY

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

LAURA CLARKSON	Refund Dep, 10 Franciscan	15947	12/24/2014	
			12/24/2014	
10 FRANCISCAN RIDGE	0487		12/24/2014	0.00
PORTOLA VALLEY	BOA	49258	12/24/2014	0.00
CA 94028				825.35

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	825.35	0.00

Check No.	49258	Total:	825.35
Total for	LAURA CLARKSON		825.35

CLEAN FUEL CONNECTION, INC	EV ChargePoint Svc, 2015-16	15948	12/24/2014	
		00006264	12/24/2014	
11800 CLARK STREET	1240		12/24/2014	0.00
ARCADIA	BOA	49259	12/24/2014	0.00
CA 91006	7392			1,820.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	1,820.00	1,820.00

Check No.	49259	Total:	1,820.00
Total for	CLEAN FUEL CONNECTION, INC		1,820.00

ENGINEERED SOIL REPAIRS, INC	Prog Pmt (2) Alpine Rd Bank Project	15950	12/24/2014	
			12/24/2014	
1267 SPRINGBROOK ROAD	0464		12/24/2014	0.00
WALNUT CREEK	BOA	49260	12/24/2014	0.00
CA 94597	17487			46,874.10

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	46,874.10	0.00

Check No.	49260	Total:	46,874.10
Total for	ENGINEERED SOIL REPAIRS, INC		46,874.10

ESPOSTO'S CATERING INC	Catering, Council of Cities 11/21/14	15981	12/24/2014	
		00006233	12/24/2014	
360 SHAW ROAD, SUITE C	1348		12/24/2014	0.00
SAN FRANCISCO	BOA	49261	12/24/2014	0.00
CA 94080	43130			2,244.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	2,244.95	1,456.41

Check No.	49261	Total:	2,244.95
Total for	ESPOSTO'S CATERING INC		2,244.95

JUDY GILBERT	Refund C&D Dep, 50 Pine Ridge	15951	12/24/2014	
			12/24/2014	
50 PINE RIDGE WAY	0488		12/24/2014	0.00
PORTOLA VALLEY	BOA	49262	12/24/2014	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

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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.	49262	Total:	5,000.00
Total for	JUDY GILBERT		5,000.00

HAYWARD LUMBER CO	Replacement Post, Damaged	15952	12/24/2014	
	Street Sign		12/24/2014	
429 FRONT STREET	1237		12/24/2014	0.00
SALINAS	BOA	49263	12/24/2014	0.00
CA 93901-3609	37037837-00			146.27

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	146.27	0.00

Check No.	49263	Total:	146.27
Total for	HAYWARD LUMBER CO		146.27

MARSHA HOVEY LLC	Emergency Prep Consult	15953	12/24/2014	
		00006267	12/24/2014	
1035 APPIAN WAY	0381		12/24/2014	0.00
MORGAN HILL	BOA	49264	12/24/2014	0.00
CA 95037	PV-09			543.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	543.75	543.75

MARSHA HOVEY LLC	Emergency Prep Consult, Nov	15954	12/24/2014	
			12/24/2014	
1035 APPIAN WAY	0381		12/24/2014	0.00
MORGAN HILL	BOA	49264	12/24/2014	0.00
CA 95037	PV-09			862.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	862.50	0.00

Check No.	49264	Total:	1,406.25
Total for	MARSHA HOVEY LLC		1,406.25

INTERSTATE TRAFFIC CNTRL	Caution Tape	15957	12/24/2014	
			12/24/2014	
1700 INDUSTRIAL ROAD, STE B	564		12/24/2014	0.00
SAN CARLOS	BOA	49265	12/24/2014	0.00
CA 94070	202833			58.60

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	58.60	0.00

Check No.	49265	Total:	58.60
Total for	INTERSTATE TRAFFIC CNTRL		58.60

J.W. ENTERPRISES	Portable Lavs, 11/27 - 12/24	15958	12/24/2014	
			12/24/2014	
1689 MORSE AVE	829		12/24/2014	0.00
VENTURA	BOA	49266	12/24/2014	0.00
CA 93003	180181			238.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	238.44	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.	49266	Total:	238.44
Total for	J.W. ENTERPRISES		238.44

JENSEN LANDSCAPE SERVICES INC	Grade/Prep/Seed Russ Miller	15959	12/24/2014	
1983 CONCOURSE DRIVE	849		12/24/2014	0.00
SAN JOSE	BOA	49267	12/24/2014	0.00
CA 95131	139558			7,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	7,000.00	0.00

Check No.	49267	Total:	7,000.00
Total for	JENSEN LANDSCAPE SERVICES I		7,000.00

JETMULCH INC	Wood Fiber Install, Little People's Park	15960	12/24/2014	
P.O. BOX 1667	0348		12/24/2014	0.00
CAPITOLA	BOA	49268	12/24/2014	0.00
CA 95010	2631-OL			4,606.23

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	4,606.23	0.00

Check No.	49268	Total:	4,606.23
Total for	JETMULCH INC		4,606.23

JORGENSON SIEGEL MCCLURE & FLEGEL	November Statement	15983	12/24/2014	
1100 ALMA STREET	0089		12/24/2014	0.00
MENLO PARK	BOA	49269	12/24/2014	0.00
CA 94025				12,401.18

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	10,613.68	0.00
96-54-4186	Attorney - Charges to Appls	1,787.50	0.00

Check No.	49269	Total:	12,401.18
Total for	JORGENSON SIEGEL MCCLURE &		12,401.18

LADERA GARDEN CENTER	Council of Cities 11/21/14	15982	12/24/2014	
3130 LADERA COUNTRY SHOPPER	0490		12/24/2014	0.00
PORTOLA VALLEY	BOA	49270	12/24/2014	0.00
CA 94028	11469			143.75

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	143.75	0.00

Check No.	49270	Total:	143.75
Total for	LADERA GARDEN CENTER		143.75

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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

RICHARD G LANDI	Crescent MD Storm Drain Repair	15961	12/24/2014	
dba COLLECTION SYST MAINT SVCE			12/24/2014	
178 SOUTH PALOMAR DRIVE	0340		12/24/2014	0.00
REDWOOD CITY	BOA	49271	12/24/2014	0.00
CA 94062	14-3946			1,637.50

GL Number	Description	Invoice Amount	Amount Relieved
75-00-4375	General Expenses	1,637.50	0.00

Check No.	49271	Total:	1,637.50
Total for	RICHARD G LANDI		1,637.50

COREY LEE	Refund Dep, 140 Corte Madera	15962	12/24/2014	
			12/24/2014	
140 CORTE MADERA ROAD	0441		12/24/2014	0.00
PORTOLA VALLEY	BOA	49272	12/24/2014	0.00
CA 94028				3,030.38

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	3,030.38	0.00

Check No.	49272	Total:	3,030.38
Total for	COREY LEE		3,030.38

LYNGSO GARDEN MATERIALS INC	PW, Emergency Sand/Bags	15963	12/24/2014	
		00006262	12/24/2014	
19 SEAPORT BOULEVARD	923		12/24/2014	0.00
REDWOOD CITY	BOA	49273	12/24/2014	0.00
CA 94063	852533			2,136.40

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	2,136.40	2,136.40

Check No.	49273	Total:	2,136.40
Total for	LYNGSO GARDEN MATERIALS INC		2,136.40

PERS HEALTH	January Medical Premium	15945	12/24/2014	
			12/24/2014	
VIA EFT	0108		12/24/2014	0.00
	BOA	49274	12/24/2014	0.00
				15,655.47

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	15,655.47	0.00

Check No.	49274	Total:	15,655.47
Total for	PERS HEALTH		15,655.47

R E ROOFING & CONSTRUCTION INC	Refund Dep, 6 Applewood	15964	12/24/2014	
			12/24/2014	
15230 CLYDELLE AVENUE	1126		12/24/2014	0.00
SAN JOSE	BOA	49275	12/24/2014	0.00
CA 95124				1,000.00

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

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

Check No.	49275	Total:	1,000.00
Total for	R E ROOFING & CONSTRUCTION		1,000.00

REGIONAL GOVERNMENT SERVICES	Beverlin/Moura, Nov Svcs	15965	12/24/2014	
			12/24/2014	
P.O. BOX 1350	1165		12/24/2014	0.00
CARMEL VALLEY	BOA	49276	12/24/2014	0.00
CA 93924	4593			5,856.78

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4060	Temp NonPay Cler/Admin	2,044.28	0.00
05-54-4215	Public Info Consultant	3,812.50	0.00

Check No.	49276	Total:	5,856.78
Total for	REGIONAL GOVERNMENT SERVIK		5,856.78

RENNE SLOAN HOLTZMAN SAKAI	Personnel Advice	15966	12/24/2014	
		00006266	12/24/2014	
	0485		12/24/2014	0.00
SAN FRANCISCO	BOA	49277	12/24/2014	0.00
CA 94104	26825			10,969.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	10,969.50	10,969.50

Check No.	49277	Total:	10,969.50
Total for	RENNE SLOAN HOLTZMAN SAKAI		10,969.50

LISA OBREGON RING	Planning Consultant Services,	15968	12/24/2014	
dba LOR Planning & Env'l Cons	Oct	00006268	12/24/2014	
346 CASTILIAN WAY	1243		12/24/2014	0.00
SAN MATEO	BOA	49278	12/24/2014	0.00
CA 94402	PV-2014-8			700.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	700.00	700.00

Check No.	49278	Total:	700.00
Total for	LISA OBREGON RING		700.00

ROBERTS MARKET	Refreshments-Council of Cities	15969	12/24/2014	
			12/24/2014	
3015 WOODSIDE ROAD	1236		12/24/2014	0.00
WOODSIDE	BOA	49279	12/24/2014	0.00
CA 94062	057421			103.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	103.24	0.00

Check No.	49279	Total:	103.24
Total for	ROBERTS MARKET		103.24

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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

RON RAMIES AUTOMOTIVE, INC.	November Fuel Statement	15967	12/24/2014	
			12/24/2014	
115 PORTOLA ROAD	422		12/24/2014	0.00
PORTOLA VALLEY	BOA	49280	12/24/2014	0.00
CA 94028				356.37

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	356.37	0.00

Check No.	49280	Total:	356.37
Total for	RON RAMIES AUTOMOTIVE, INC.		356.37

SAIER SERVICES	Lighting Holiday Volunteer	15984	12/24/2014	
		00006265	12/24/2014	
77 CLAREMONT AVENUE	0484		12/24/2014	0.00
REDWOOD CITY	BOA	49281	12/24/2014	0.00
CA 94062	571			800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	800.00	800.00

Check No.	49281	Total:	800.00
Total for	SAIER SERVICES		800.00

SAN MATEO CO INF SERVICES	November M/W	15971	12/24/2014	
			12/24/2014	
455 COUNTY CENTER, 3RD FLOOR	0307		12/24/2014	0.00
REDWOOD CITY	BOA	49282	12/24/2014	0.00
CA 94063	1YPV11411			76.00

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

Check No.	49282	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

POLLY SCHEUCH	Refund Deposit, 430 Golden Oak	15972	12/24/2014	
			12/24/2014	
430 GOLDEN OAK DRIVE	0489		12/24/2014	0.00
PORTOLA VALLEY	BOA	49283	12/24/2014	0.00
CA 94028				2.50

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2.50	0.00

Check No.	49283	Total:	2.50
Total for	POLLY SCHEUCH		2.50

SHARP BUSINESS SYSTEMS	November Copies	15973	12/24/2014	
			12/24/2014	
DEPT. LA 21510	0199		12/24/2014	0.00
PASADENA	BOA	49284	12/24/2014	0.00
CA 91185-1510	C846344-541			108.46

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	108.46	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.	49284	Total:	108.46
Total for	SHARP BUSINESS SYSTEMS		108.46

SMALL BUSINESS BENEFIT PLAN TR	January Dental/Vision	15975	12/24/2014	
			12/24/2014	
	0132		12/24/2014	0.00
BELMONT	BOA	49285	12/24/2014	0.00
CA 94002-0156				1,822.90

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	1,822.90	0.00

Check No.	49285	Total:	1,822.90
Total for	SMALL BUSINESS BENEFIT PLAN		1,822.90

STAPLES	November Office Supplies	15976	12/24/2014	
			12/24/2014	
STAPLES CREDIT PLAN	430		12/24/2014	0.00
DES MOINES	BOA	49286	12/24/2014	0.00
IA 50368-9020				588.70

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	588.70	0.00

Check No.	49286	Total:	588.70
Total for	STAPLES		588.70

TOWN OF COLMA	Dinner/Mtg, Derwin/Wengert	15974	12/24/2014	
Attn: Caitlin Corley			12/24/2014	
1198 EL CAMINO REAL	927		12/24/2014	0.00
COLMA	BOA	49287	12/24/2014	0.00
CA 94014				80.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	80.00	0.00

Check No.	49287	Total:	80.00
Total for	TOWN OF COLMA		80.00

TOWNSEND MGMT, INC	October Applicant Charges	15977	12/24/2014	
			12/24/2014	
P.O. BOX 24442	609		12/24/2014	0.00
SAN FRANCISCO	BOA	49288	12/24/2014	0.00
CA 94124				3,105.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	3,105.00	0.00

Check No.	49288	Total:	3,105.00
Total for	TOWNSEND MGMT, INC		3,105.00

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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

BECKY VAUGHAN	Refund Deposit, 280 Willowbroo	15985	12/24/2014	
			12/24/2014	
280 WILLOWBROOK DRIVE	0491		12/24/2014	0.00
PORTOLA VALLEY	BOA	49289	12/24/2014	0.00
CA 94028				4,959.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,959.00	0.00

Check No.	49289	Total:	4,959.00
Total for	BECKY VAUGHAN		4,959.00

VERIZON WIRELESS	November Cellular	15978	12/19/2014	
			12/24/2014	
P.O. BOX 660108	0131		12/19/2014	0.00
DALLAS	BOA	49290	12/24/2014	0.00
TX 75266-0108				139.59

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	139.59	0.00

Check No.	49290	Total:	139.59
Total for	VERIZON WIRELESS		139.59

WEBFOOT CONSTRUCTION	Refund Deposit, 308 Canyon	15979	12/24/2014	
			12/24/2014	
734 OREGON AVENUE	0461		12/24/2014	0.00
SAN MATEO	BOA	49291	12/24/2014	0.00
CA 94402				4,987.02

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,987.02	0.00

Check No.	49291	Total:	4,987.02
Total for	WEBFOOT CONSTRUCTION		4,987.02

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, July -Dec	15980	12/24/2014	
		00006263	12/24/2014	
3111 WOODSIDE ROAD	709		12/24/2014	0.00
WOODSIDE	BOA	49292	12/24/2014	0.00
CA 94062	101_PV			5,979.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	5,979.68	5,979.68

Check No.	49292	Total:	5,979.68
Total for	WOODSIDE FIRE PROTECTION DI		5,979.68

Total Invoices:	45	Grand Total:	155,986.86
		Less Credit Memos:	0.00
		Net Total:	155,986.86
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	155,986.86

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
December 24, 2014

Claims totaling \$155,986.86 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

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JANUARY 14, 2015

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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

ACTION SIGN SYSTEMS INC	Town Hall Signage	15995	01/14/2015	
			01/14/2015	
1200 INDUSTRIAL ROAD	0270		01/14/2015	0.00
SAN CARLOS	BOA	49293	01/14/2015	0.00
CA 94070-4129	29320			216.77

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	216.77	0.00

Check No.	49293	Total:	216.77
Total for	ACTION SIGN SYSTEMS INC		216.77

ALMANAC	December Advertising	15986	01/14/2015	
			01/14/2015	
450 CAMBRIDGE AVE	0048		01/14/2015	0.00
PALO ALTO	BOA	49294	01/14/2015	0.00
CA 94306				960.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	960.00	0.00

Check No.	49294	Total:	960.00
Total for	ALMANAC		960.00

ANIMAL DAMAGE MGMT INC	December Pest Control	15987	01/14/2015	
			01/14/2015	
16170 VINEYARD BLVD. #150	804		01/14/2015	0.00
MORGAN HILL	BOA	49295	01/14/2015	0.00
CA 95037	79398			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	172.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	49295	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T (2)	January Microwave	15988	01/14/2015	
			01/14/2015	
P.O. BOX 5025	877		01/14/2015	0.00
CAROL STREAM	BOA	49296	01/14/2015	0.00
IL 60197-5025				64.46

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	64.46	0.00

Check No.	49296	Total:	64.46
Total for	AT&T (2)		64.46

BANK OF AMERICA	2014 BECC Conf, De Garneau	15989	01/14/2015	
Bank Card Center		00006228	01/14/2015	
P.O. BOX 53155	0022		01/14/2015	0.00
PHOENIX	BOA	49297	01/14/2015	0.00
AZ 85072-3155				819.84

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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

GL Number	Description	Invoice Amount	Amount Relieved
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05-64-4326	Education & Training	819.84	836.00
BANK OF AMERICA	December Statement	15990	01/14/2015
Bank Card Center			01/14/2015
P.O. BOX 53155	0022		01/14/2015
PHOENIX	BOA	49297	01/14/2015
AZ 85072-3155			1,622.58

GL Number	Description	Invoice Amount	Amount Relieved
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05-52-4147	Holiday Party	304.36	0.00
05-52-4165	Sustainability Committee	110.00	0.00
05-64-4308	Office Supplies	105.01	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4326	Education & Training	526.86	0.00
05-64-4335	Sustainability	82.58	0.00
05-64-4336	Miscellaneous	483.78	0.00

Check No.	49297	Total:	2,442.42
Total for	BANK OF AMERICA		2,442.42

CALIFORNIA WATER SERVICE CO	11/8 - 12/10 Statements	15991	01/14/2015	
			01/14/2015	
3525 ALAMEDA DE LAS PULGAS	0011		01/14/2015	0.00
MENLO PARK	BOA	49298	01/14/2015	0.00
CA 94025844				2,564.21

GL Number	Description	Invoice Amount	Amount Relieved
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05-64-4330	Utilities	2,564.21	0.00
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Check No.	49298	Total:	2,564.21
Total for	CALIFORNIA WATER SERVICE CC		2,564.21

CALPERS	December Retirement	16009	01/14/2015	
FISCAL SERVICES DIVISION			01/14/2015	
ATTN: RETIREMENT PROG ACCTG	0107		01/14/2015	0.00
SACRAMENTO	BOA	49299	01/14/2015	0.00
CA 94229-2703				20,077.59

GL Number	Description	Invoice Amount	Amount Relieved
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05-00-2522	PERS Payroll	317.38	0.00
05-50-4080	Retirement - PERS	19,760.21	0.00

Check No.	49299	Total:	20,077.59
Total for	CALPERS		20,077.59

CASEY CONSTRUCTION INC	Storm Drain Repairs, Alpine Rd	15992	01/14/2015	
			01/14/2015	
619 SYLVAN WAY	2021		01/14/2015	0.00
EMERALD HILLS	BOA	49300	01/14/2015	0.00
CA 94062	05-678			16,466.00

GL Number	Description	Invoice Amount	Amount Relieved
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20-60-4271	Storm Damage / Emerg Repairs	16,466.00	0.00
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Check No.	49300	Total:	16,466.00
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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

Total for	CASEY CONSTRUCTION INC	16,466.00
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COMCAST	WiFi, 12/21 - 1/20	15993	01/14/2015	
			01/14/2015	
P.O. BOX 34227	0045		01/14/2015	0.00
SEATTLE	BOA	49301	01/14/2015	0.00
WA 98124-1227				83.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	83.77	0.00

Check No.	49301	Total:	83.77
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Total for	COMCAST	83.77
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CSG CONSULTANTS INC	Bldg Inspection, Oct/Nov	15994	01/14/2015	
			01/14/2015	
1700 S. AMPHLETT BLVD	622		01/14/2015	0.00
SAN MATEO	BOA	49302	01/14/2015	0.00
CA 94402	028254D/028449/028704			27,875.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	27,875.00	0.00

Check No.	49302	Total:	27,875.00
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Total for	CSG CONSULTANTS INC	27,875.00
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CULLIGAN	January Statement	15996	01/14/2015	
			01/14/2015	
1785 RUSSELL AVE	0250		01/14/2015	0.00
SANTA CLARA	BOA	49303	01/14/2015	0.00
CA 95054-2032	24020			41.20

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

Check No.	49303	Total:	41.20
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Total for	CULLIGAN	41.20
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DENISE DE SOMER	Catering, Volunt App 12/5/14	15997	01/14/2015	
		00006269	01/14/2015	
17 DOLPHIN COURT	1367		01/14/2015	0.00
HALF MOON BAY	BOA	49304	01/14/2015	0.00
CA 94019	TOPVVA120514			7,751.92

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	7,751.92	7,704.00

Check No.	49304	Total:	7,751.92
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Total for	DENISE DE SOMER	7,751.92
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

TOM FRENCH	Reimb for Road Clearing	15998	01/14/2015	
	Woodside H'lds MD		01/14/2015	
39 SANTA MARIA	0273		01/14/2015	0.00
PORTOLA VALLEY	BOA	49305	01/14/2015	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	1,000.00	0.00

Check No.	49305	Total:	1,000.00
Total for	TOM FRENCH		1,000.00

HILLYARD, INC	Restroom Supplies	15999	01/14/2015	
			01/14/2015	
P.O. BOX 874338	531		01/14/2015	0.00
KANSAS CITY	BOA	49306	01/14/2015	0.00
MO 64187-4338	238922			405.55

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	135.18	0.00
05-66-4341	Community Hall	135.18	0.00
25-66-4340	Building Maint Equip & Supp	135.19	0.00

Check No.	49306	Total:	405.55
Total for	HILLYARD, INC		405.55

HORIZON	Muck Boots (Weber)	16000	01/14/2015	
			01/14/2015	
P.O. BOX 52758	0289		01/14/2015	0.00
PHOENIX	BOA	49307	01/14/2015	0.00
AZ 85072-2758	202771			127.82

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	127.82	0.00

Check No.	49307	Total:	127.82
Total for	HORIZON		127.82

ICMA	Deferred Comp - December	16001	01/14/2015	
VANTAGE POINT TFER AGTS-304617			01/14/2015	
C/O M&T BANK	0084		01/14/2015	0.00
BALTIMORE	BOA	49308	01/14/2015	0.00
MD 21264-4553				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	2,000.00	0.00

Check No.	49308	Total:	2,000.00
Total for	ICMA		2,000.00

INTERSTATE TRAFFIC CNTRL	Various Road Signs/Barricades	16002	01/14/2015	
		00006259	01/14/2015	
1700 INDUSTRIAL ROAD, STE B	564		01/14/2015	0.00
SAN CARLOS	BOA	49309	01/14/2015	0.00
CA 94070	202742			1,778.46

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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

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	1,778.46	2,218.82

Check No.	49309	Total:	1,778.46
Total for	INTERSTATE TRAFFIC CNTRL		1,778.46

MAZE & ASSOCIATES	Audit Services (FYE 06-30-14)	16003	01/14/2015	
			01/14/2015	
3478 BUSKIRK AVENUE	879		01/14/2015	0.00
PLEASANT HILL	BOA	49310	01/14/2015	0.00
CA 94523	12236			1,162.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,162.00	0.00

Check No.	49310	Total:	1,162.00
Total for	MAZE & ASSOCIATES		1,162.00

O. NELSON & SON, INC.	Removal of Eucalyptus Trees	16004	01/14/2015	
			01/14/2015	
3345 TRIPP ROAD	634		01/14/2015	0.00
WOODSIDE	BOA	49311	01/14/2015	0.00
CA 94062	161			17,900.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	17,900.00	0.00

O. NELSON & SON, INC.	Sand, Sandbags, Clean-up	16005	01/14/2015	
			01/14/2015	
3345 TRIPP ROAD	634		01/14/2015	0.00
WOODSIDE	BOA	49311	01/14/2015	0.00
CA 94062	162, 163			9,801.91

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	9,801.91	0.00

Check No.	49311	Total:	27,701.91
Total for	O. NELSON & SON, INC.		27,701.91

PG&E	December Statements	16006	01/14/2015	
			01/14/2015	
BOX 997300	0109		01/14/2015	0.00
SACRAMENTO	BOA	49312	01/14/2015	0.00
CA 95899-7300				5,678.53

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	5,678.53	0.00

Check No.	49312	Total:	5,678.53
Total for	PG&E		5,678.53

PLATINUM FACILITY SERVICES	December Janitorial	16007	01/14/2015	
			01/14/2015	
1530 OAKLAND RD., #150	402		01/14/2015	0.00
SAN JOSE	BOA	49313	01/14/2015	0.00
CA 95112	18759			2,987.51

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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

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.	49313	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

PORTOLA VALLEY HARDWARE	December Statement	16008	01/14/2015	
			01/14/2015	
112 PORTOLA VALLEY ROAD	0114		01/14/2015	0.00
PORTOLA VALLEY	BOA	49314	01/14/2015	0.00
CA 94028				380.55

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Holiday Party	106.77	0.00
05-66-4340	Building Maint Equip & Supp	153.56	0.00
20-60-4260	Public Road Surface & Drainage	120.22	0.00

Check No.	49314	Total:	380.55
Total for	PORTOLA VALLEY HARDWARE		380.55

SAN MATEO CTY ENV'L HEALTH	Event Fees	16019	01/14/2015	
			01/14/2015	
2000 ALAMEDA DE LAS PULGAS	1248		01/14/2015	0.00
SAN MATEO	BOA	49315	01/14/2015	0.00
CA 94403-1269	254017			959.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4146	Comm'ty Events / 50th Anniv	576.00	0.00
05-52-4150	Cultural Arts Committee	383.00	0.00

Check No.	49315	Total:	959.00
Total for	SAN MATEO CTY ENV'L HEALTH		959.00

STANDARD INSURANCE CO.	January LTD/Life Ins Premium	16010	01/14/2015	
			01/14/2015	
PO BOX 5676	0469		01/14/2015	0.00
PORTLAND	BOA	49316	01/14/2015	0.00
OR 97228				316.26

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	316.26	0.00

Check No.	49316	Total:	316.26
Total for	STANDARD INSURANCE CO.		316.26

STATE COMP INSURANCE FUND	January Premium	16011	01/14/2015	
			01/14/2015	
PO BOX 748170	0122		01/14/2015	0.00
LOS ANGELES	BOA	49317	01/14/2015	0.00
CA 90074-8170				1,447.08

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,447.08	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.	49317	Total:	1,447.08
Total for	STATE COMP INSURANCE FUND		1,447.08

LAURA STEC	PV Farmers "Holiday Tastes"	16012	01/14/2015	
			01/14/2015	
1100 WESTRIDGE DRIVE	1133		01/14/2015	0.00
PORTOLA VALLEY	BOA	49318	01/14/2015	0.00
CA 94028	1123			200.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	200.00	0.00

Check No.	49318	Total:	200.00
Total for	LAURA STEC		200.00

TOWNSEND MGMT, INC	Crack Sealing Inspection	16013	01/14/2015	
	Misc Streets		01/14/2015	
P.O. BOX 24442	609		01/14/2015	0.00
SAN FRANCISCO	BOA	49319	01/14/2015	0.00
CA 94124	200064-10-14MST			230.00

GL Number	Description	Invoice Amount	Amount Relieved
20-54-4192	Engineer Services	230.00	0.00

TOWNSEND MGMT, INC	November Applicant Charges	16018	01/14/2015	
			01/14/2015	
P.O. BOX 24442	609		01/14/2015	0.00
SAN FRANCISCO	BOA	49319	01/14/2015	0.00
CA 94124				2,645.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,645.00	0.00

Check No.	49319	Total:	2,875.00
Total for	TOWNSEND MGMT, INC		2,875.00

TREE SPECIALIST INC	Emerg Storm Cleanup	16014	01/14/2015	
			01/14/2015	
1198 NEVADA AVE	839		01/14/2015	0.00
SAN JOSE	BOA	49320	01/14/2015	0.00
CA 95125	12-18-14UP			5,300.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	5,300.00	0.00

Check No.	49320	Total:	5,300.00
Total for	TREE SPECIALIST INC		5,300.00

US POSTMASTER	Renew Bulk Mail Permit	16015	01/14/2015	
			01/14/2015	
Business Mail Entry Unit	0287		01/14/2015	0.00
3875 BOHANNON DRIVE	BOA	49321	01/14/2015	0.00
MENLO PARK				220.00
CA 94025				

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	220.00	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.	49321	Total:	220.00
Total for	US POSTMASTER		220.00

VERIZON WIRELESS	December Statement	16016	01/14/2015	
			01/14/2015	
P.O. BOX 660108	0131		01/14/2015	0.00
DALLAS	BOA	49322	01/14/2015	0.00
TX 75266-0108				247.10

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	247.10	0.00

Check No.	49322	Total:	247.10
Total for	VERIZON WIRELESS		247.10

BRUCE WILLARD	Reimb for Brush Chipping	16017	01/14/2015	
	Woodside H'lds MD		01/14/2015	
110 RUSSELL AVE	836		01/14/2015	0.00
PORTOLA VALLEY	BOA	49323	01/14/2015	0.00
CA 94028				265.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	265.00	0.00

Check No.	49323	Total:	265.00
Total for	BRUCE WILLARD		265.00

Total Invoices:	34	Grand Total:	133,890.11
		Less Credit Memos:	0.00
		Net Total:	133,890.11
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	133,890.11

Claims totaling **\$133,890.11** having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date: _____

Nick Pegueros, Treasurer

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

Signed and sealed this (date) _____

Sharon Hanlon, Town Clerk

Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: December 10, 2014

RE: **Resolution Approving Amendments to the Employee Salary Schedule for the Recreational Facilities Coordinator Classification Effective January 1, 2015**

RECOMMENDATION

The recommendation is that the Town Council approve the attached resolution to amend the Employee Compensation Plan for the Recreational Facilities Coordinator classification effective January 1, 2015.

BACKGROUND

On April 24, 2013, the Town Council approved the creation of the Employee Compensation Plan (Plan) document which outlines the authorized salary schedule and fringe benefits provided to employees. The Plan was updated in August 2014 to reflect 2015 contribution levels to the cafeteria plan, consistent with the phased approach to adopt more sustainable benefit costs. The plan was further amended in December 2014 to reflect changes arising due to the standard work week for all staff increasing from 37.5 hours to 40 hours.

DISCUSSION

As part of the transition to the 40-hour workweek, the Town made a commitment to employees paid on an hourly basis that their hourly wage would not decrease as part of this transition. With employees working 6.67% more hours per pay period, the Town Council approved a budget amendment to ensure that employee compensation did not inadvertently decrease as a result of the increased hours worked. Employees began working a 40-hour workweek effective January 1, 2015.

Upon preparation of the January 15, 2015 payroll, it was brought to staff's attention that the current maximum salary for the Recreational Facilities Coordinator is too low to allow for a 6.67% annualized increase in hours worked. Accordingly the incumbent has effectively experience a reduction in hourly wage to ensure that he does not exceed the maximum salary established in the salary schedule. Given that the Town Council's direction was for hourly staff members to maintain their hourly wage in the transition from a 37.5 to a 40-hour workweek, the Town Council must now adjust the maximum annual salary for the Recreational Facilities Coordinator. The change is shown in Exhibit A to the attached resolution.

FISCAL IMPACT

The cost of this amendment has already been factored into the budget amendment.

ATTACHMENT

1. Resolution Amending the Employee Compensation Plan
 - a. Exhibit A – Proposed Amendments to the Employee Compensation Plan

RESOLUTION NO. _____-2015**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
AMENDING THE EMPLOYEE COMPENSATION PLAN
EFFECTIVE JANUARY 1, 2015**

WHEREAS, on the 24th day of April, 2013, the Town Council considered and approved Resolution 2587-2013 which adopted the Employee Compensation Plan in accordance with the Town's Personnel Policies; and

WHEREAS, the Town Council voted on November 12, 2014 to amend the 2014-15 personnel budget to implement a forty-hour workweek effective January 1, 2015; and

WHEREAS, as part of their consideration of the new workweek and consistent with the amended budget, the Town Council provided direction to divide the adopted annual salary range maximum and minimum by 2,080 hours rather than 1,950 hours; and

WHEREAS, as part of their consideration of the new workweek and consistent with the amended budget, the Town Council provided direction that the hourly wage for non-exempt employee shall remain unchanged as part of the transition; and

WHEREAS, the classification of Recreational Facilities Coordinator requires adjustment of the maximum salary to ensure that the incumbent's hourly wage remains the same in light of an increase in hours worked; and

WHEREAS, the Town Council now desires to incorporate this change in the adopted Employee Compensation Plan;

NOW, THEREFORE, the Town Council of the Town of Portola Valley does hereby RESOLVE that the Employee Compensation Plan shall be amended effective January 1, 2015 as detailed in Exhibit A.

REGULARLY PASSED AND ADOPTED this 14th of January, 2015.

Jeff Aalfs, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

**Town of Portola Valley
Salary Schedule**

Proposed January 10, 2015

	Annual Range		Hourly Range	
	Bottom	Top	Bottom	Top
Administration				
Town Manager	set by contract		<i>salary</i>	
Town Clerk	\$ 70,762	\$ 106,106	\$ 34.0200	\$ 51.0125
Assistant to the Town Manager	\$ 70,762	\$ 106,106	<i>salary</i>	
Administrative Technician III	\$ 54,384	\$ 81,544	\$ 26.1460	\$ 39.2038
Administrative Technician II	\$ 47,290	\$ 70,908	\$ 22.7356	\$ 34.0904
Administrative Technician I	\$ 42,991	\$ 64,462	\$ 20.6688	\$ 30.9913
Planning				
Planning Director/Town Planner	\$ 114,131	\$ 171,123	<i>salary</i>	
Deputy Town Planner	\$ 85,214	\$ 127,774	<i>salary</i>	
Assistant Planner	\$ 54,384	\$ 81,544	\$ 26.1461	\$ 39.2038
Planning Technician II	\$ 47,290	\$ 70,908	\$ 22.7357	\$ 34.0904
Planning Technician I	\$ 42,991	\$ 64,462	\$ 20.6688	\$ 30.9913
Public Works / Facilities Maintenance				
Public Works Director/Town Engineer	\$ 114,131	\$ 171,123	<i>salary</i>	
Deputy Building Official	\$ 85,214	\$ 127,774	\$ 40.9682	\$ 61.4298
Recreational Facilities Coordinator 5/14/14	\$ 52,605	\$ 80,769	\$ 26.9769	\$ 40.4492
Recreational Facilities Coordinator 12/10/14	\$ 52,605	\$ 78,876	\$ 25.2909	\$ 37.9212
Recreational Facilities Coordinator	\$ 52,605	\$ 84,134	\$ 25.2909	\$ 40.4492
Senior Maintenance Worker	\$ 52,605	\$ 78,876	\$ 25.2909	\$ 37.9212
Maintenance Worker II	\$ 44,491	\$ 66,721	\$ 21.3897	\$ 32.0774

Notes:

1. All hourly positions are based on a 40.0 hour work week (2,080 hours per year) unless noted otherwise.
2. Not all classifications detailed above are authorized to be filled, please refer to the Town's budget for authorizations.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director
Randy Kidwell, Building Official

DATE: January 14, 2015

RE: **Resolution ratifying Ordinance No. 10 of the Woodside Fire Protection District**

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution which would formally ratify Ordinance No. 10 of the Woodside Fire Protection District (WFPD) and make it effective within the Town of Portola Valley.

BACKGROUND

The WFPD, which includes the Town of Portola Valley, the Town of Woodside and the County of San Mateo, is an independent special district that derives its powers and authority from the Fire Protection District Law found in the California Health & Safety Code. The WFPD may adopt standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshal and contained in the California Building Standards Code. California Health & Safety Code Section 13869.7 requires WFPD upon the adoption of such standards to transmit the ordinance to the Town, which may ratify, modify or deny the ordinance.

On December 16, 2013, the WFPD Board of Directors introduced draft Ordinance No. 10, which would adopt by reference the 2012 International Fire Code with the 2013 California amendments. The draft ordinance was transmitted to the Towns of Portola Valley and Woodside, and the County of San Mateo, for review and comment. The Board of Directors considered and adopted the ordinance on January 27, 2014. The Fire District's ordinance is not effective within Town until ratified by the Town.

In October 2014, the Town updated Chapter 15.16 [Fire Protection District] of Title 15 [Buildings and Construction] of the Portola Valley Municipal Code to provide for ratification by resolution.

DISCUSSION

The WFPD has requested that the Town ratify Ordinance No. 10. Staff has reviewed the attached Ordinance No. 10 and has no objections, determining that the amendments are in the public interest. The Town of Woodside and San Mateo County have already ratified the ordinance. It is appropriate for the Town Council to formally ratify Ordinance No. 10 as requested by the WFPD to make it effective within the Town of Portola Valley.

FISCAL IMPACT

There is no fiscal impact

ATTACHMENTS

1. Exhibit A: Ordinance No. 10 of the Woodside Fire Protection District
2. Resolution

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

ORDINANCE NO. 10
BOARD OF DIRECTORS OF THE
WOODSIDE FIRE PROTECTION DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

AN ORDINANCE ADOPTING BY REFERENCE, THE 2012 INTERNATIONAL, FIRE CODE WITH THE 2013 CALIFORNIA AMENDMENTS INCLUDING ALL ADOPTED STANDARDS AS SPECIFIED PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR EXPLOSION WITHIN THE TERRITORY OF THE WOODSIDE FIRE PROTECTION DISTRICT, ESTABLISHING A BUREAU OF FIRE PREVENTION AND PROVIDING OFFICERS THEREFORE AND DEFINING THEIR POWERS AND DUTIES.

WHEREAS, Health and Safety Code section 13869 provides that the Woodside Fire Protection District Board of Directors (“Board”) has the authority to adopt a fire prevention code by reference pursuant to applicable governmental code provisions.

WHEREAS, Chapter 56 of the California Fire Code pertains to fireworks and this Board finds that the Woodside Fire Protection District enacted Ordinance No. 3 in 1986, prohibiting the use and sale of fireworks within the entire territory of the Woodside Fire Protection District; and

WHEREAS, Chapter 56 of the California Fire Code pertains to storage of explosives and fireworks where the storage and use is permitted, and this Board finds that it is in the best interest of the District to specify and restrict where such storage and use be permitted in the District.

WHEREAS, Section 108.1 of Chapter 1 of the California Fire Code pertains to the Board of Appeals and this Board hereby determines that the Board of Directors act as a Board of Appeals; and

WHEREAS, Chapter 61 of the California Fire Code does not specify where the storage, use, handling, or dispensing of liquid petroleum gas is permitted, and this Board finds that it is in the best interest of the District to specify where such uses should be permitted in the District; and

WHEREAS, Table B105.1 of Appendix B and Table B105.1 of Appendix BB of the International Fire Code provides specified fire flow requirements for buildings and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Table CC105.1 of Appendix C of the International Fire Code provides specified fire hydrant locations and distribution and this Board finds that said requirements are not practical due to the lack of existing municipal water systems and the rural nature of the fire district; and

WHEREAS, Chapter 1 of the California Fire Code does not specifically authorize audio visual or other recording including photographs to assist with investigations of alleged violations of this Code or fire incidents and this Board finds that use of said technological assistance is in the best interest of the District; and

WHEREAS, In accordance with section 102.9 of the California Fire Code for subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities, Woodside Fire Protection District finds it necessary to maintain a set of design and installation standards as deemed necessary for firefighter safety and suppression activities.

WHEREFORE, this Board does ordain as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the “Fire Code” of the Woodside Fire Protection District and may be cited as such, and will be referred to in this ordinance as the “International Fire Code” or “this Code”.

SECTION 2. ADOPTION OF THE 2012 INTERNATIONAL FIRE CODE/2013 CALIFORNIA FIRE CODE & FIRE CODE STANDARDS.

It is hereby adopted by the Board of Directors for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the 2012 International Fire Code with the 2013 California Amendments Title 24 Part 9, and the whole thereof, including all Appendices and International Fire Code Standards except for Appendices A and J, as compiled, recommended and published by the International Code Council, save and accept only such portions thereof as are hereinafter expressly deleted, modified or amended by this ordinance; and including such new sections and paragraphs which are hereinafter added to and made a part of the Fire Code and of this ordinance, of which not less than two (2) copies have been and are now filed in the Office of the Fire Chief of the Woodside Fire Protection District and the same are hereby adopted and incorporated, by this reference, as fully as if set forth out at length herein, and from the date on which this ordinance shall take affect, the provisions of same shall be controlling within the Woodside Fire Protection District.

SECTION 3. DEFINITIONS.

- A. Wherever the word “jurisdiction” is used in the International/California Fire Code & Fire Code Standards, it shall mean the Woodside Fire Protection District, except that wherever in the Code, “jurisdiction” is used in a context which implies the ability to exercise governmental powers which the District does not have but which powers are exercised within District’s territorial boundaries by another public

agency, then in that context “jurisdiction” shall mean the particular public agency authorized to and exercising that governmental power.

- B. Whenever the words “Fire Code Official” are used they shall be held to mean “Fire Marshal.”
- C. Wherever the words “Fire Code” are used it shall mean International/California Fire Code & Fire Code Standards.

SECTION 4. ESTABLISHMENT OF BUREAU OF FIRE PREVENTION AND DUTIES OF MEMBERS THEREOF.

A. The Fire Code shall be enforced by the Bureau of Fire Prevention in the Woodside Fire Protection District which is hereby established and which shall be operated under the supervision of the Chief of the Department.

B. The Chief of the Fire Department shall appoint an officer of the Fire Department as Chief of the Bureau of Fire Prevention. The title shall be Fire Marshal. The appointment shall continue during good behavior and satisfactory service, and they shall not be removed from office except for cause in accordance with the rules and regulations of the Woodside Fire Protection District.

C. The Fire Marshal may appoint such members of the fire department as inspectors as shall from time to time be necessary.

D. A report of the Bureau of Fire Prevention shall be made monthly or annually and transmitted to the Board of Directors. It shall contain such statistics as the Chief of the Department or the Board of Directors may wish to include therein. The Chief of the Fire Department shall recommend any amendments to the Code, which, in his judgment, shall be desirable.

SECTION 5. GENERAL CODE PROVISIONS.

Under Section 104.1 of the California Fire Code, Section 104.1A will be added to read as follows:

Section 104.1A Woodside Fire Protection District will maintain a set of design and installation standards that include but are not limited to: Address posting, Bridges, Emergency shut off placards, Turnarounds, Turnouts, Driveways, Knox installations, Solar PV installations, Fuel cells and Fire Sprinkler systems with tanks and pumps.

These standards are necessary for the Woodside Fire Protection District to provide a reasonable degree of fire and life safety for the community and firefighters within the jurisdictional boundaries of the Fire District and is hereby in accordance with section 102.9 of the California Fire Code: For subjects not specifically covered by the code, as deemed necessary for firefighter safety and suppression activities.

Section 102 Amended 102.1A is added to read as follows:

Section 102.1A Applicability When alterations, additions or repairs exceed 50% of an existing building or structure, as determined by the Building Official, such building or structure shall be made in its entirety to conform to the fire code requirements for new buildings or structures.

Within the Woodside Fire Protection District jurisdiction each of the Building Departments may use their specific dollar values and structural formulas to complete the computation of existing and new square footages. The Fire District will accept the computations within the projects jurisdictional boundary. Verification must be attained by the Municipality's Building Official.

Section 106.2A is added to read as follows:

Section 106.2A Inspection Authority The Fire Marshal or other designated representatives shall inspect, buildings and premises, including such other hazards or appliances designated for the purpose of ascertaining and causing to be corrected any conditions which would reasonably tend to cause fire or contribute to its spread, or any violation of the purpose or provisions of this code and of any other law or standard affecting fire and life safety.

SECTION 6. GENERAL FIRE SAFETY PRECAUTIONS.

Section 307 Amended Section 307 of this code is deleted in its entirety and is replaced by the following section:

Section 307 General: Open burning is prohibited within the jurisdictional boundaries of the Woodside Fire Protection District. Open burning does not include approved exterior fireplaces with permanent spark arrestors or barbeques that are used in a safe manner, and used for cooking or warming purposes only. The Fire Marshal prohibits burning of trash or vegetation, except for fuel reduction purposes and dedicated campfires in County Parks by special permit only.

Exceptions: Gas Fire Pits inspected by the Fire Prevention Bureau.

Section 304.1.2 Amended Section 304.1.2A is added to read as follows:

Section 304.1.2.A Perimeter Property Line Clearance. Section 304.1.2.A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 30 feet from the perimeter of the property line and 100 feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.

Section 304.1.2.B Section 304.1.2B is added to read as follows:

Section 304.1.2.B Weed Abatement. Due to heavy growth of fuels, unmaintained lots are a hazard to the surrounding properties and the community. Woodside Fire Protection District shall carry out weed abatement program activities throughout the territory of the Woodside Fire Protection District.

SECTION 7. CHAPTER 57 ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS IN OUTSIDE ABOVE GROUND TANKS ARE PROHIBITED.

The limits referred to in Section 5704.2 and 5704.4.2.4 and Table 5704.4.2 of the California Fire Code in which storage of flammable or combustible liquids in outside above ground tanks is prohibited in areas which are heavily populated or congested commercial areas within the territory of the Woodside Fire Protection District.

SECTION 8. CHAPTER 61 ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUEFIED PETROLEUM GASES IS TO BE RESTRICTED.

The limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted in areas which are heavily populated or congested commercial areas within the territory of the Woodside Fire Protection District.

Section 6104.2 Amended Section 6104.2A is added to read as follows:

Section 6104.2A Where Permitted; Liquefied Petroleum Gas shall not be permitted within the Woodside Fire Protection District where natural gas mains exist. Exception: Installation of Liquefied Petroleum Gas may be permitted in the Woodside Fire Protection District if used as a means of emergency standby supply for industrial operations, residential operations or used for medical, research, testing, or purposes not suited to the use of natural gas. Such installation shall be in accordance with nationally recognized good practices and all provisions of this code.”

SECTION 9. CHAPTER 56 ESTABLISHMENT OF LIMITS IN WHICH STORAGE, OF EXPLOSIVES AND FIREWORKS AGENTS IS TO BE PROHIBITED.

The limits referred to in Section 5608.1.1 and the California Code of Regulations Title 19, Division 1, Chapter 6 in which storage of explosives and fireworks is prohibited, are hereby established to the entire territory of the Woodside Fire Protection District.

SECTION 10. CHAPTER 56: EXPLOSIVES AND FIREWORKS

Section 5608.1.1 Amended Section 5608.1.1A is added to read as follows:

Section 5608.1.1A Safe and Sane Fireworks Prohibited. All non-professional fireworks listed by the California State Fire Marshal as “Safe and Sane” are prohibited within the jurisdictional boundaries of the Woodside Fire Protection District.

5608.1 General All professional pyrotechnical devices used for public display, or special effects, shall be in accordance with the applicable provisions of the State of California Code of Regulations, Title 19 and the applicable section of the California Amended Fire Code. Permits for public display and/or special effects shall be obtained by the Fire Marshal.

SECTION 11. APPENDIX B SECTION B105 FIRE-FLOW REQUIREMENTS FOR BUILDINGS.

Section B105.1 Amended ONE AND TWO FAMILY DWELLINGS

This section is modified by means of Section B103

SECTION B105.1 of Appendix B of the International Fire Code pertaining to fire-flow requirements for buildings to be amended and at any time due to the rural nature of a water system may be substituted by the following:

SECTION B105.1 FIRE FLOW REQUIREMENTS FOR BUILDINGS

B105.1 One- and Two-Family Dwellings.

The minimum fire flow shall be 1000 gallons per minute. A water supply for fire protection shall mean a fire hydrant within 500 feet from the building, measured on an approved via an approved roadway, capable of the required fire flow. The fire flow may be reduced by 50% if the building is provided with an approved automatic sprinkler system.

Where a public or private water company is not within 1000 feet of the required fire hydrant location, or the water company can not provide 1000 gallons per minute, NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting 2007 Edition may be adhered to for fire flow requirements as an alternate means.

EXCEPTION: The fire flow may be reduced by 50% if the building is provided with an automatic sprinkler system.

SECTION 12. APPENDIX C FIRE HYDRANT LOCATIONs AND DISTRIBUTION.

Section C105.1 Amended Section C105.1A is added to read as follows:

Section C105.1A Modified Distribution of Fire Hydrants; In rural areas where parcels, with structures, have large road frontages and or long driveways the minimum location of a fire hydrant may be 500 feet to the structure measured via a roadway as approved by the Fire Marshal.

SECTION 13. PROVISIONS OF THE CALIFORNIA FIRE CODE ESTABLISHING A BOARD OF APPEALS.

The following provisions for Appeal per Section 108.1 of the International Fire Code shall be as follows:

Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted the applicant may appeal the decision of the Chief by presenting, within 10 days, a written request to the District Board of Directors for a hearing on and a review of such decision appealed.

The request shall state the reasons therefore, and the District Board of Directors shall, within 30 days of the receipt of same, hold a hearing, and may, if they determine that the circumstances appear to justify such action, modify, vacate, or affirm the decision.

SECTION 14. PROVISIONS ADDED TO INTERNATIONAL FIRE CODE.

The following provisions shall be and are hereby added or amended to said code to read as follows:

Section 104.10 Amended The following is hereby added to Section 104.10 Chapter 1, of the California Fire Code:

Section 104.10 “Authority to Photograph or Otherwise Record Investigations”.

The Chief or his duly authorized representative may make such audio, visual or other recordings including photographs, video tapes, audio tapes, diagrams, drawings, sketches, and the like, in connection with the investigation of any actual or alleged violation of this Code or in connection with the investigation of any incident as authorized by this Code.”

SECTION 15: FEES

The Board of Directors may, by resolution, establish a schedule of fees to be charged and collected for checking plans and specifications, inspection services performed, and for the issuance of permits. Such schedule when adopted shall be incorporated by reference as a part of this code as fully as if set forth at length herein. Two copies of such resolution shall be kept on file in the office of the Fire Chief of the Woodside Fire Protection District and shall be available for public inspection.

SECTION 16. VIOLATIONS.

A. Any person who shall violate any of the provision of the Fire Code hereby adopted or fails to comply therewith, or who shall violate or fail to comply with an order made there under, or who shall build in violation of any detailed statement or specifications or plans submitted and approved there under, or any certificate or permit issued there under, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the District Board or by a court of competent jurisdiction, within the time fixed therein, shall severally for each and every such violation and non-compliance respectively, be guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment for not more than six (6) months, or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violation or defects within a reasonable time; and when not otherwise specified, each day that any such prohibited conditions are maintained, shall constitute a separate offense.

B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

SECTION 17. VALIDITY

The Woodside Fire Protection District Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Code of Standards hereby adopted be declared for any reason to be invalid, it is the intent of the Woodside Fire Protection District Board of Directors that it would have passed all other portions of this ordinance independent of the elimination herefrom of any such portion as may be declared invalid.

SECTION 18. REPEAL OF CONFLICTING ORDINANCES.

Ordinance No. 9 of the Woodside Fire Protection District shall be and is hereby repealed.

SECTION 19. DATE OF EFFECT.

This ordinance shall be published once in the Country Almanac and shall be effective upon the expiration of 30 days from its adoption.

Regularly passed and adopted this 27th day of January, 2014 by the following vote:

AYES and in favor of said ordinance:

Directors:

Peter Berger

John Gardner

Patrick Cain

NOES against said ordinance:

Directors:

RESOLUTION NO. ____-2015**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY TO RATIFY ORDINANCE NO. 10 OF THE
WOODSIDE FIRE PROTECTION DISTRICT**

WHEREAS, the California Health and Safety Code Section 13869 provides that a fire protection district may adopt a fire prevention code by reference; and

WHEREAS, pursuant to California Health & Safety Code, a fire district may adopt standards and amendments relating to fire safety that are more stringent than those standards and requirements adopted by the International Fire Code and the California Amendments; and

WHEREAS, the Woodside Fire Protection District (“WFPD”) adopted Ordinance No.10 on January 27, 2014, adopting by reference the International Fire Code and the California Amendments and adopting locally determined standards and amendments; and

WHEREAS, California Health & Safety Code Section 13869.7 requires the WFPD upon the adoption of standards, additions and amendments to transmit the ordinance to the Town of Portola Valley (“Town”), which may ratify, modify or deny the ordinance; and

WHEREAS, the WFPD’s ordinance is not effective in Town until ratified by the Town; and

WHEREAS, the WFPD has requested ratification of Ordinance No. 10; and

WHEREAS; pursuant to Chapter 15.16 [Fire Protection District] of Title15 [Building and Construction] of the Portola Valley Municipal Code, the Town can ratify the WFPD’s Ordinance No. 10 by resolution; and

WHEREAS, Town staff has reviewed the additions and amendments adopted by the Fire District and finds the standards, additions and amendments to be in the public interest.

NOW, THEREFORE, the Town Council of the Town of Portola Valley hereby ratifies Ordinance No. 10 of the Woodside Fire Protection District attached hereto as Exhibit A, adopted by the Woodside Fire Protection District Board January 27, 2014 and adopting by reference the 2012 International Fire Code, including the 2013 California Amendments.

REGULARLY PASSED AND ADOPTED this 14th day of January, 2015.

Jeff Aalfs, Mayor

ATTEST

Sharon Hanlon, Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: January 14, 2015

RE: **Appointment of Members to the Water Conservation Committee**

RECOMMENDATION

At its December 10, 2014 meeting, the Town Council directed staff to advertise for letters of interest from town residents to serve on the new Water Conservation Committee. An announcement requesting letters of interest to serve on the committee was posted to the PV Forum, the Town's website and the three noticing boards in Town. Additionally, a notice was printed in the December 17th edition of *The Almanac*.

A total of six letters of interest were received and attached hereto – five letters are from town residents and one is from a resident of Woodside. As per the Committee/Commission handbook, town residency or residency in the town's sphere of influence is required for appointment to a Town committee. Further, upon consideration of the scope of this committee and its charge to recommend policies that only apply to residents within Portola Valley, it is appropriate for this committee in particular to be filled by town residents who will be subject to those policy recommendations. Anyone interested in the Committee's work is welcome to attend and participate in Committee meetings, but only appointed members have the ability to vote on recommendations to the Town Council. The Mayor has reviewed the letters of interest and recommends approval of all five town residents. The Committee has an authorized maximum of nine members, therefore an additional four town residents can be appointed to serve on the committee. The Committee's first meeting will be January 27, 2015.

At the meeting on January 14th, the Mayor will recommend appointment of five committee members.

Attachments: Letters of Interest

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

Sharon Hanlon

From: alsill@sbcglobal.net
Sent: Monday, December 15, 2014 4:21 PM
To: TownCenter
Subject: Ad-Hoc Water Conservation Task Force

Hello,

I'm interested in serving on the town's new standing Water Conservation Committee. I have been a member of the Ad-Hoc Water Conservation Task Force since it was created in March of 2014.

-- Alvin Sill

Sharon Hanlon

From: Judith Murphy [<mailto:jammurr123@gmail.com>]
Sent: Tuesday, December 16, 2014 9:58 AM
To: TownCenter
Subject: Application to serve on new Water Conservation Committee

I would like to apply to be a member of the new PV Water Conservation Committee.

Judith Murphy
8 Portola Green Circle, Portola Valley, CA 94028
650-851-2766

UC Berkeley, B.A. Biological Sciences and English
Stanford, M.A. Education
UC Davis, M.S. Physiology
Stanford, MD
Stanford University Hospitals, Pediatric Internship and Residency
Pediatrician, retired after 27 years at Welch Road Pediatrics in Palo Alto.

Past PV participation:

Portola Road Corridor Plan Task-force
Ad Hoc Affordable Housing Task-force
Sustainability Committee, inception - 2014

Current PV participation:

Conservation Committee, 2011-present; Chair 2013-present

Water is an increasingly critical resource. Except for small microclimates, PV is in a semi-arid, Mediterranean climate. We cannot maintain the natural beauty that surrounds us, or do our part in meeting CA state goals for conservation, unless we become more wise in our water use both indoors and out.

Water conservation has long been an interest of mine. My efforts to make a difference have ranged from the domestic (we have had a series of 15 rain barrels lined up behind my house for 4 years), to the local (I joined the PV Sustainability Committee hoping it would eventually focus on water), to the international (we have a small family fund that has installed rainwater catchment units on schools in Tanzania).

I was a member of the Ad Hoc Water Conservation Task Force. It was gratifying to be on a committee that worked hard and produced significant results. There is important work still to be done and I would be pleased to be able to contribute to that. Portola Valley could become a leader in this area if we leverage the abilities of our residents and Town government wisely.

Thank you,

Judith Murphy

Letter of Interest for the standing Water Conservation Committee of Portola Valley
FROM: LOVERINE P. TAYLOR, Ph.D.

STATEMENT OF PURPOSE: The current drought has given water conservation the widespread attention it requires. As a member of the recent ad hoc Water Conservation Task Force I was fortunate to serve with a dedicated and creative group of citizens to raise local awareness of this critical issue. I bring a unique combination of historical perspective, academic research skills, and federal grant acquisition and management to a challenging issue: how to live responsibly in an era and in an area of unpredictable water resources.

BACKGROUND: My family moved to Portola Valley in 1974 just as a serious drought was hitting the region. Over the course of my 40 years in Portola Valley I raised a family, volunteered for Wildlife Rescue, Environmental Volunteers and other ecological organizations and, when my children were older, I went back to school at Stanford University where I graduated in 1986 with a Ph.D. in plant biology. In my professional career I conducted plant-related research at Stanford, the Carnegie institution of Washington, the USDA, the National Science Foundation, and as a tenured professor at Washington State University. In addition to my research, I taught undergraduate and graduate level plant molecular biology courses for nearly 20 years at WSU. In 2009 I retired (professor, emeritus).

WHAT CAN I BRING TO THE COMMITTEE? As a plant biologist I am acutely aware of the wide-ranging consequences of uncertain water supplies. Drought tolerance is currently one of the most active areas of plant research. At the National Science Foundation I developed strong ties to the Environmental and Ecology Directorate where I reviewed many grant and program applications with exciting new perspectives on water/hydrology. At some point PV might consider writing a grant to an appropriate agency proposing a unique aspect of water usage that other communities might copy. Having written several successful grants and reviewed many, many more I know this is an area where I can make a useful contribution.

During my tenure on the Portola Valley ad hoc Water Conservation Task Force I found that the unique interests and expertise of the various members overlapped and created a synergy well beyond our individual contributions. From my study of efforts, both locally and globally, to deal with the problem of diminished water supplies I am building a network of valuable contacts. I reviewed the Bear Gulch District Conservation Master Plan: 2011-2015 and think that one of the most useful accomplishments of our task force was obtaining a breakdown of water usage in PV for the year 2013 from Cal Water.

Personally I think that the area of rainwater capture and reuse is an area ripe for local conservation. Especially since up to 70% of local water is used outdoors and some of the properties in Portola Valley are large. Consequently, I have joined ARCSEA, the American Rainwater Catchment Systems Association in Tempe Arizona. I am compiling information on suppliers of rainwater catchment devices as well as

landscapers who specialize in designs that keep rainwater on the land. I recruited one of these experts, J. Froehlich (M.A., ARCSA) the founder/owner of Blue Barrel Rainwater Catchment Systems to speak at our Drought Day Event October 18th.

An obstacle to promoting rainwater capture/reuse is the overlapping jurisdictions of various governing bodies and stakeholders. To that end I prepared (with input from helpful Town Staff) a 3-page report outlining the regulations from the relevant government agencies. I also studied the San Mateo County Stormwater Management document (C.3 v.3.2), which impacts Portola Valley. AB-1750, the Rainwater Capture Act of 2012 made it legal to capture this valuable asset in CA. Because there are no specific ordinances at either the county or local levels pertaining specifically to rainwater capture this is an area where Portola Valley can be in the vanguard. In the short-term rainwater capture can be used for irrigation. The real value lies in the longer term: capturing rainwater for rebuilding our watersheds and replenishing the aquifer. My motto is Slow it; Sink it; Save it.

SUMMARY: Portola Valley is blessed with many talented and devoted citizens. The formation of a standing Water Conservation Committee provides the forum for airing thoughtful and realistic suggestions and solutions to a problem that is only going to get more acute with time. I would like to be part of that process.

Loverine P. Taylor
35 Naranja Way
Portola Valley
CA 94028
650-851-1527
ltaylor@wsu.edu

Sharon Hanlon

From: R Flynn [<mailto:rmflynn45@comcast.net>]

Sent: Tuesday, January 06, 2015 4:41 PM

To: TownCenter

Subject: Ad-Hoc Water Conservation Task Force

To PV Town Council,

I am writing to express interest in serving on the Water Conservation Committee. I am particularly interested in educating PV residents on water conservation programs and on the alignment of Town regulations with water conservation goals.

I've served in an advisory capacity to the Water Conservation Task Force for the past couple of months.

Thanks,
Rebecca Flynn

Sharon Hanlon

From: Marty Mackowski [<mailto:vistamartym@gmail.com>]
Sent: Monday, January 05, 2015 4:06 PM
To: Brandi de Garneau
Subject: Re: Last Reminder: Invitation - Water Conservation Committee

Letter of Intent:

This letter is to notice the Town Council that I would like to continue my position on the water conservation task force. I enjoyed working with the other members of the council, and I believe we have major challenges ahead. So far we have primarily been "preaching to the choir", and we will need some creativity and innovation to motivate the residents who are not that involved, or care, about conservation. As an environmental education volunteer for the Tuolumne River Trust, an ideal way to reach the parents are through their children. I have presented a power point demo to over 1,000 children, but need to find other methods to motivate the kids. Perhaps the committee can work together to come up with ideas and solutions to help with these, and other new issues.

Thank you,
Marty Mackowski



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Debbie Pedro, Planning Director
Karen Kristiansson, Deputy Town Planner

DATE: January 14, 2015

RE: **2014 Housing Element Update**

RECOMMENDATION

Hold a public hearing on the Initial Study/Negative Declaration and the 2014 Housing Element, consider all information presented at the meeting, and act to adopt the Initial Study/Negative Declaration and approve the 2014 Housing Element using the attached resolutions.

BACKGROUND

Work on the 2014 Housing Element began over a year ago in November 2013 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 Planning Commission also referred some questions to the ASCC, which examined the issues and provided recommendations.

On May 13, 2014, Town staff met with representatives of the California Department of Housing and Community Development (HCD), provided them with background information about the Town, and took them on a tour to provide a context for them to use when reviewing the Town's Housing Element.

The Town Council last reviewed a draft of the 2014 Housing Element in June (staff report and minutes attached), and the Council recommended changes to the draft and authorized submittal of the revised Housing Element to HCD. The revised draft element was submitted to HCD in August and was reviewed under the streamlined process. In early September, HCD contacted Town staff by phone to discuss the draft Housing Element. Feedback was generally positive and included suggestions for several changes, most of which were clarifications. The one more substantive item was a

request for a program for the Town to update its regulations for transitional and supportive housing to bring it into compliance with refinements that have been made to State law since the Town first adopted provisions for transitional and supportive housing in 2011.

On September 24, 2014, the Town Council also provided direction to staff on priorities related to housing in town (minutes attached). In particular, development of the three zoning ordinance amendments to further encourage production of second units was stated to be a high priority. These amendments are to: 1) allow second units up to 1,000 sf on lots with 2 or more acres; 2) allow two second units on parcels with 3.5 or more acres; and 3) allow staff level approval of second units up to 750 square feet, with any necessary revisions to the performance standards for second units. Staff will bring drafts of these zoning ordinance amendments to the ASCC, Planning Commission and Town Council in the first part of 2015. Another priority was to market the HIP Housing home sharing program more actively, and staff will be working with HIP Housing on this item. There was also some interest among Council members in possibly allowing two second units on some parcels smaller than 3.5 acres, and the parcel size for this program will be analyzed further as part of the Housing Element implementation. At this point, however, potential changes relative to the parcel size do not need to be incorporated into the element itself.

DISCUSSION

Based on the initial comments from HCD and the priorities identified at the September 24 Town Council meeting, the draft housing element was again revised and re-submitted to HCD. In addition to minor errors and clarifications, the housing element included the following changes:

- Update to Program 1 (Inclusionary Housing) to indicate that the Town intends to amend the program in 2015-2016;
- Updating to Program 3 (Second Units) to indicate that the Town intends to amend its zoning ordinance as called for in the element in 2015, and to mention this program as a Town Council priority;
- Additional information about publicizing shared housing and mention of the shared housing program as a Town Council priority;
- Addition of Program 8 calling for zoning ordinance amendments to ensure the Town's regulations for transitional/supportive housing fully comply with current state law; and
- Revisions to the Action Plan to make it more specific and detailed.

As was mentioned previously, the most significant of these changes is the addition of new Program 8. More information and background on that program is provided below.

New Program 8: Transitional and Supportive Housing Ordinance Amendment

Transitional housing is temporary housing for people who are working to find and afford permanent housing, while supportive housing provides permanent housing and services for people with disabilities. Program 12 of the 2009 Housing Element called for

amendments to the Town's zoning code to comply with State law (SB 2) concerning transitional and supportive housing. This State law requires local jurisdictions to treat these types of housing in the same way as other residential uses. As a result, zoning ordinance amendments were developed in 2010 and adopted by the Town Council on January 26, 2011. These amendments allowed transitional and supportive housing for six or fewer persons as a permitted use in residential districts in the same way that other residential group homes are allowed in town.

Since adoption of those amendments, the State law for transitional and supportive housing has been clarified to indicate that these types of housing are to be treated differently from other residential group homes. In particular, transitional and supportive housing must be allowed without restrictions on the number of persons. Adoption of an ordinance amendment to clarify this would bring the Town fully into compliance with current State law. It should be noted that, since the Town is already required to comply with California law regarding transitional and supportive housing, adoption of an ordinance amendment would not in fact change what would actually be allowed in town.

The Town has not received any proposals for transitional or supportive housing since adoption of the 2011 zoning amendments, and staff anticipates that implementing this proposed program would be unlikely to significantly increase the number of applications for this use.

Public Outreach

Since November 2013, the Housing Element has been discussed at 13 noticed public meetings. A list of all of the public meetings related to the Housing Element, together with links to staff reports and minutes, is provided on the Town's website at <http://www.portolavalley.net/building-planning/planning-for-housing-in-portola-valley>.

Information about each of these public meetings 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.

October 7, 2014 HCD Letter

With the changes described above, HCD has found that the revised housing element "meets the statutory requirements of State housing element law." A letter to this effect from HCD dated October 7, 2014 is attached. This indicates that if the Town were to adopt the revised 2014 Housing Element as it is currently drafted and submit it to HCD, HCD would certify the element as being in compliance with California law. The Town would then not need to update its Housing Element again for eight years.

CEQA Analysis

An Initial Study was developed for the 2014 Housing Element Update and found that there would be no potentially significant environmental impacts as a result of this project. As a result, a Negative Declaration was prepared. The Initial Study/Negative Declaration (IS/ND) is attached and was circulated for comment starting on October 22, 2014. The comments from HCD were received prior to finalization of the IS/ND, and the document was updated to include the revisions that were made to the element as described above. No public comments were received on the Initial Study/Negative Declaration either during or following the formal comment period from October 22 through November 21.

Planning Commission Action

The Planning Commission considered the Initial Study/Negative Declaration and the revised 2014 Housing Element at its regular meeting on November 19, 2014 (minutes attached). At that meeting, the Planning Commission unanimously passed Resolution 2014-7 recommending adoption of the Initial Study/Negative Declaration, and Resolution 2014-8 recommending approval of the 2014 Housing Element (resolutions attached).

Town Council Action

The Town Council will need to hold a public hearing on the IS/ND and the revised draft of the Housing Element and consider all information presented at the meeting before acting on the IS/ND and draft 2014 Housing Element. Draft resolutions are attached which the Town Council could use to approve the IS/ND and adopt the 2014 Housing Element.

FISCAL IMPACT

Adoption of the Initial Study/Negative Declaration and approval of the 2014 Housing Element will have minimal fiscal impact. A small amount of staff time will be needed to submit the adopted element to the State and post the new 2014 Housing Element to the Town website. Staff time will also be needed to carry out the tasks set forth in the Action Plan, and other funds may be needed from time to time in order to implement the 2014 Housing Element. For example, staff anticipates an expenditure of approximately \$16,000 to join in the County-wide Nexus Study to obtain data which can be used in revising and supporting the Town's Inclusionary Housing Program. The use of staff time and additional funds will be overseen and processed through the Town's normal procedures. In contrast, the potential cost of not having a certified housing element could be substantial.

ATTACHMENTS

1. Draft Resolution for Town Council Approval of the Initial Study/Negative Declaration, with the Initial Study/Negative Declaration as Exhibit A
2. Draft Resolution for Town Council Adoption of the 2014 Housing Element, with the 2014 Housing Element as Exhibit A
3. June 18, 2014 staff report to the Town Council and minutes

4. September 24, 2014 Town Council meeting minutes
5. October 7, 2014 Letter from HCD
6. Minutes of the November 19, 2014 Planning Commission meeting
7. Planning Commission Resolutions 2014-7 and 2014-8

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

RESOLUTION NO. _____ - 2014

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE NEGATIVE
DECLARATION FOR THE 2014 HOUSING ELEMENT**

WHEREAS, the Town of Portola Valley has caused an updated Housing Element (“2014 Housing Element”) to be prepared in accordance with California Government Code Section 65583 *et seq.*, and

WHEREAS, an Initial Study has been prepared based on substantial evidence analyzing the potential environmental impacts of the 2014 Housing Element, and

WHEREAS, the Initial Study found no potential significant environmental impacts, a Negative Declaration was prepared, and a Notice of Intent to adopt a Negative Declaration was issued, and

WHEREAS, the Initial Study was provided to the State Clearinghouse for review in accordance with the requirements of Section 15105(c) of the CEQA Guidelines (California Code of Regulations, Title 14), and

WHEREAS, public notice was provided in accordance with the requirements of Section 15072 of the California Environmental Quality Act (CEQA) Guidelines (California Code of Regulations, Title 14), and

WHEREAS, the comment period on the Initial Study and Negative Declaration began on October 22, 2014 and extended through November 20, 2014, and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 19, 2014 to consider the Initial Study and Negative Declaration for the 2014 Housing Element and, after careful consideration of all information in the documents and all comments received, adopted Resolution 2014-7 recommending that the Town Council adopt the Initial Study and Negative Declaration; and

WHEREAS, the Town Council held a duly noticed public hearing on January 14, 2015 to consider the Initial Study and Negative Declaration for the 2014 Housing Element; and

WHEREAS, the Town Council has considered and reviewed all information contained in the Initial Study and Negative Declaration and all comments received and finds that it is complete and adequate pursuant to the California Environmental Quality Act.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does hereby RESOLVE that the Initial Study and Negative Declaration for the 2014 Housing Element as contained in Exhibit A shall be adopted.

REGULARLY PASSED AND ADOPTED this 14th of January, 2015.

Mayor

ATTEST:

Sharon Hanlon, Town Clerk



Town of Portola Valley Negative Declaration

Project Title: Town of Portola Valley Housing Element

Project Applicant/Owner: Town of Portola Valley

Project Location: Affects all of Portola Valley

Project Planner: Karen Kristiansson, Deputy Town Planner

Permit Type: General Plan Amendment—2014 Housing Element Update

Public Review Period: October 22, 2014 – November 20, 2014

Public Comments

All comments received by 5:00 PM on November 20, 2014 will be considered by the Town of Portola Valley. Copies of the Initial Study/Mitigated Negative Declaration and the proposed Housing Element Update are on file at the Town of Portola Valley Town Hall, 765 Portola Road, Portola Valley, CA 94028. These documents are also available for review on the Town's website www.portolavalley.net.

Project Description

The project is to update the Housing Element of the Town of Portola Valley General Plan as required by Government Code Sections 65580 *et seq.* The Housing Element is a comprehensive statement by the Town describing the housing needs of Portola Valley and how the Town's plans, policies, programs and regulations facilitate and encourage the development, improvement and preservation of housing for all economic segments of the community. The draft 2014 Housing Element update contains eight 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; 8) Transitional and Supportive Housing Ordinance Amendment. These programs set forth the Town's strategy for enhancing and preserving the housing stock, for expanding housing opportunities for various economic segments, and for meeting state requirements. The Housing Element also provides policy guidance for decision-making related to housing.

FINDINGS AND BASIS FOR A NEGATIVE DECLARATION:

The proposed project will not have a significant effect on the environment as it has been found that the project:

- a. will not result in significant impacts that would degrade the quality of the environment.
- b. will not result in significant impacts that would achieve short-term to the disadvantage of long-term environmental goals.
- c. will not result in significant impacts that are individually limited, but cumulatively considerable.
- d. will not result in significant impacts that would cause substantial adverse effects on human beings, either directly or indirectly.

The Town of Portola Valley has, therefore, determined that the environmental impact of the project is insignificant.

Initial Study

Town staff has reviewed the environmental evaluation of this project and has found that the probable environmental impacts are insignificant. A copy of the initial study is attached.

Initial Study Review Period: 10/22/14 to 11/20/14

All comments regarding the correctness, completeness, or adequacy of this Negative Declaration must be received by the Town of Portola Valley, 765 Portola Road, Portola Valley, CA 94028, no later than 5:00 p.m. on November 20, 2014.

Town of Portola Valley

Initial Study: Environmental Evaluation Checklist Attachment

Project Title: Town of Portola Valley Housing Element

Lead Agency: Town of Portola Valley
Planning Department
765 Portola Road
Portola Valley, CA 94028

Project Location: Affects all of Portola Valley

Project Planner – Karen Kristiansson, Deputy Town Planner

Permit Type: General Plan Amendment

Project Applicant/Owner: Town of Portola Valley
Planning Department
765 Portola Road
Portola Valley, CA 94028

Description of the Project:

The project is to update the Housing Element of the Town of Portola Valley General Plan as required by Government Code Sections 65580 *et seq.* The Housing Element is a comprehensive statement by the Town describing the housing needs of Portola Valley and how the Town's plans, policies, programs and regulations facilitate and encourage the development, improvement and preservation of housing for all economic segments of the community. The draft 2014 Housing Element update contains eight 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; 8) Transitional and Supportive Housing Ordinance Amendment. These programs set forth the Town's strategy for enhancing and preserving the housing stock, for expanding housing opportunities for various economic segments, and for meeting state requirements. The Housing Element also provides policy guidance for decision-making related to housing.

Other Public Agencies Whose Approval is Required: The Housing Element requires approval from the state of California Housing and Community Development Department (HCD).

EVALUATION OF ENVIRONMENTAL IMPACTS

1. A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone).

A “No Impact” answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
2. All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
3. Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect may be significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
4. “Negative Declaration: Less Than Significant with Mitigation Incorporated” applies where the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less Than Significant Impact.” The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from “Earlier Analyses,” as described in 5. below, may be cross-referenced).
5. Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration (Section 15063(c)(3)(D)). In this case, a brief discussion should identify the following:
 - a. Earlier Analysis Used. Identify and state where they are available for review.
 - b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c. Mitigation Measures. For effects that are “Less Than Significant with Mitigation Measures Incorporated,” describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
7. Supporting Information Sources. A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
1.	AESTHETICS Would the project:					
1a.	Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 28
1b.	Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 28
1c.	Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 28
1d.	Create a new source of substantial light or glare which would affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 28
<p>Discussion:</p> <p>The updated Housing Element calls for housing to be provided by 1) development of existing vacant residential lots, 2) construction of new second units, and 3) construction of affiliated housing already approved at the Priory School. All of these new housing units would need to comply with the Town's zoning ordinance standards and adopted Design Guidelines. These Design Guidelines specifically consider potential visual impacts, including those on scenic vistas, scenic resources, the visual character of the site and its surroundings, and possible light and glare.</p> <p>Because of the small amount and scale of housing called for in the 2014 Housing Element and the consideration given to visual and aesthetic impacts as part of the review and approval process, the 2014 Housing Element will have a less than significant impact on aesthetics.</p>						
2.	AGRICULTURAL AND FOREST RESOURCES In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiles by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:					
2a.	Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 2, 19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	agricultural use?					
2b.	Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 27
2c.	Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220 (g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104 (g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 27
2d.	Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 27
2e.	Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to nonagricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 2, 19, 27
<p>Discussion:</p> <p>The 2014 Housing Element is largely a policy document, but it does include programs to encourage the construction of housing and a section entitled "Sites Suitable for Housing" which provides an analysis of available land within the town where additional housing could be developed. The only sites identified for development in the Housing Element have already been designated for residential development in the Portola Valley General Plan.</p> <p>One site designated for residential development identified in the Housing Element is under Williamson Act Contract. This site is site number 18 and is 3.5 acres in size. It is designated as Conservation Residential/Open Space in the general plan and would have the capacity for one additional unit. The development of one unit on the site would not affect the majority of the site and would be compatible with the Williamson Act designation. All other sites identified for housing, including sites for affiliated housing and second units, are not agricultural or forest lands, nor under Williamson Act Contract. In addition, all new development in Town must be undertaken in compliance with CEQA, and additional analysis would be provided as required. Therefore, the 2014 Housing Element would not have adverse impacts on agricultural or forest resources.</p>						
3.	<p>AIR QUALITY Where available, the significant criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:</p>					
3a.	Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 3, 19, 64

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
3b.	Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 3, 19, 64
3c.	Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 3, 19, 64
3d.	Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 3, 19, 64
3e.	Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 3, 19, 64

Discussion:

The 2014 Housing Element update is a portion of the Portola Valley General Plan which sets forth the Town's vision for housing. The element includes programs to encourage the construction of housing on sites that are already zoned or designated for housing, including single family homes, second units, and affiliated housing for faculty and staff at the Priory School.

The Town of Portola Valley is within the San Francisco Area Air Basin, and the Bay Area Air Quality Management District (BAAQMD) is the regional air quality agency for this Basin. Accordingly, the Town is subject to the rules and regulations imposed by the BAAQMD, as well as the ambient air quality standards adopted by the California Air Resources Board (CARB) and national ambient air quality standards adopted by the United States Environmental Protection Agency (U.S. EPA). The amount of housing encouraged by the 2014 Housing Element would be sufficient to meet the Town's regional housing needs for all income levels and would be well below BAAQMD's thresholds for analysis (520 apartments/condominiums or resulting in less than 2,000 vehicle trips per day). Projects which do not exceed either of these thresholds are typically assumed to have a less than significant impact on air quality.

The Bay Area 2010 Clean Air Plan is the current control strategy to reduce ozone, particulate matter, air toxins, and greenhouse gases for the Town of Portola Valley. The 2010 Clean Air Plan was based on ABAG population and employment projections for the San Francisco Bay Area, including growth that would be accommodated under the Town's General Plan. The BAAQMD monitors air quality at several locations in the San Francisco Bay Air Basin. Historically, problematic criteria pollutants in urbanized areas include ozone, particulate matter, and carbon monoxide. Combustion of fuels and motor vehicle emissions are a major source of each of these three criteria pollutants. Portola Valley is within the San Francisco Bay Area ozone non-attainment area as delineated by the U.S. EPA.

Potential future development permitted under the 2014 Housing Element would not increase development potential but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School. This amount of development is consistent with the Town's current General Plan and zoning ordinance, as well as ABAG's Projections 2013.

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
<p>As a result of the foregoing, the 2014 Housing Element would not have a significant impact on criteria pollutants, including ozone; would not result in significant cumulative impacts to air quality; and would not conflict with or obstruct implementation of the applicable air quality plans. In addition, all new development in Town must be undertaken in compliance with CEQA, and additional analysis would be provided as required. The project would not result in objectionable odors affecting a substantial number of people.</p> <p>For all of the reasons discussed above, adoption of the 2014 Housing Element would not result in any significant impacts to air quality, either singularly or cumulatively.</p>						
4.	BIOLOGICAL RESOURCES Would the project:					
4a.	Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 65
4b.	Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 65
4c.	Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 65
4d.	Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 65
4e.	Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 27

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
4f.	Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 27

Discussion:

The 2014 Housing Element is largely a policy document, but it does include programs to encourage the construction of housing and a section entitled "Sites Suitable for Housing" which provides an analysis of available land within the town where additional housing could be developed. The only sites identified in the Housing Element as available for development have already been designated for residential development in the Portola Valley General Plan. Some of the large sites may include riparian habitat and/or the potential for special status species, such as Sites 19 and 20 in particular, but none of these are anticipated to be developed during the housing element planning period. In addition, all new development in Town must be undertaken in compliance with CEQA, and additional analysis would be provided as required. As a result, adoption of the 2014 Housing Element would not have any significant impacts on biological resources.

5.	CULTURAL RESOURCES Would the project:					
5a.	Cause a substantial adverse change in the significance of a historical resource as defined in '15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 21
5b.	Cause a substantial adverse change in the significance of an archaeological resource pursuant to '15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
5c.	Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
5d.	Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19

Discussion:

The Town of Portola Valley contains a number of historically designated structures, including: the Fitzhugh "Windmill", the Searsville District School Bell, the Portola School District Primary School, the Hallett Store, Our Lady of the Wayside Church, the Jelich House, the Tank House, and the Conolley-Melchor House. Historic sites and features along the roadway include: the Site of Corte Madera Brewery and Nahmens House, Site of Village of Portola, the Site of 1893 school house and one Coast Live Oak at the school house site. These are described and discussed in the Historic Element of the Portola Valley General Plan.

The 2014 Housing Element is largely a policy document, but it does include programs to encourage the construction of housing and a section entitled "Sites Suitable for Housing" which provides an analysis of available land within the town

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
<p>where additional housing could be developed. All of the identified sites are already designated for residential development in the General Plan. Several of the sites contain historic resources, including Sites 18, 19, 20, and 21. No residential development is anticipated on the sites with historic resources during the planning period for the housing element. A development proposal for any of these sites would need to be carefully crafted to avoid impacts on the historic resources on the properties, and analysis of the potential impacts would need to be provided.</p> <p>Any type of housing development on these larger sites would require subsequent CEQA review at the time it was contemplated. Construction of housing at the Priory School was considered through a separate CEQA analysis in 2005 when the master plan for the property was adopted, and that analysis would need to be updated appropriately if the master plan were amended. All other housing development considered by the 2014 Housing Element consists of single family homes and second units on sites which are already zoned and designated for housing.</p> <p>As a result, adoption of the 2014 Housing Element update would not have any significant impacts on historic, archeological, paleontological or geologic resources or features.</p>						
6.	GEOLOGY AND SOILS					
	Would the project:					
6a.	Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:					
i.	Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16
ii.	Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16
iii.	Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16
iv.	Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16
6b.	Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16
6c.	Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16
6d.	Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	property?					
6e.	Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 14, 15, 16
<p>Discussion:</p> <p>The 2014 Housing Element is largely a policy document, but it does include programs to encourage the construction of housing and a section entitled "Sites Suitable for Housing" which provides an analysis of available land within the town where additional housing could be developed. This analysis specifically considers constraints due to earthquake faults, seismic hazards, steep slopes, and fire risk, all of which are common in Portola Valley. In addition, all development in Portola Valley must comply with Resolution 2506-2010, which requires additional geotechnical analysis for or limits development in certain areas which are delineated on the Town's adopted Ground Movement Potential Map. These requirements are in addition to those of the California State Building Code, which has been adopted by the Town. All of the sites identified in the 2014 Housing Element as available for development are already designated for residential development in the Portola Valley General Plan. As a result, adoption of the 2014 Housing Element would not have any significant impacts relative to geology or soils.</p>						
7.	GREENHOUSE GAS EMISSIONS Would the project:					
7a.	Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 64
7b.	Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 64

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
Discussion:						
<p>In 2006, California adopted Assembly Bill 32 (AB 32), the Global Warming Solutions Act of 2006. AB 32 established a statewide GHG emissions reduction goal to reduce statewide GHG emissions levels to 1990 levels by 2020. SB 375 became law in 2009 and requires integration of planning processes for transportation, land use, and housing. To comply with SB 375, the Association of Bay Area Governments (ABAG) developed a Sustainable Communities Strategy, called Plan Bay Area, to achieve targeted emissions reductions. This Strategy included encouraging development of more and denser housing closer to transportation facilities and employment centers. The Regional Housing Needs Assessment (RHNA), which determines the amount of housing each community needs to plan for in its housing element, was developed in conjunction with and to be consistent with this Sustainable Communities Strategy. As a result, reducing GHGs was one of the key factors shaping the levels of housing development assigned to local jurisdictions through the RHNA. In addition, all of the identified sites are already designated for residential development in the General Plan and under the zoning ordinance. Consequently, adoption of the 2014 Housing Element would result in a less than significant impact related to contributing GHG emissions that could have a significant impact on the environment and conflicting with an applicable plan for the purpose of reducing GHG emissions.</p>						
8.	HAZARDS AND HAZARDOUS MATERIALS					
	Would the project:					
8a.	Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
8b.	Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
8c.	Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
8d.	Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 6, 19
8e.	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	residing or working in the project area?					
8f.	For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
8g.	Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
8h.	Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 26
<p>Discussion:</p> <p>The 2014 Housing Element is largely a policy document, but it does include programs to encourage the construction of housing and a section entitled "Sites Suitable for Housing" which provides an analysis of available land within the town where additional housing could be developed. This analysis included consideration of fire risk, and all of the identified sites are already designated for residential development. There would be no impact relative to emergency response or evacuation, and no exposure of people to any additional risk or loss, injury or death involving wildland fires.</p> <p>Additionally, the 2014 Housing Element does not provide for routine transport, use or disposal of hazardous materials, nor emission or release of hazardous materials. There are no sites on the Cortese List in Portola Valley, and the town is not located within an airport land use plan or within two miles of an airport.</p> <p>As a result, there would be no significant impacts relative to hazards or hazardous materials from adoption of the 2014 Housing Element.</p>						
9.	HYDROLOGY AND WATER QUALITY					
	Would the project:					
9a.	Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 18, 19
9b.	Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
9c.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 18, 19
9d.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 18, 19
9e.	Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 18, 19
9f.	Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
9g.	Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 17, 19
9h.	Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 17, 19
9i.	Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 17, 19
9j.	Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1,19

Discussion:

The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. All of the identified sites are already designated for residential development and would be subject to the Town's development standards. As a result, adoption of the element would not result in significant impacts to water quality, waste water discharge, drainage, ground water depletion, erosion or water runoff, and would not impede or redirect flood flows, or expose people or structures to additional risks due to flooding, seiche, tsunami or mudflow. In addition, all new development in Town must be undertaken in compliance with CEQA, and additional analysis would be provided as required.

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
Therefore, there would be no significant impacts of adoption of the 2014 Housing Element on hydrology and water quality.						
10.	LAND USE AND PLANNING Would the project:					
10a.	Physically divide the physical community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
10b.	Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 27
10c.	Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 27
Discussion:						
<p>The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. Potential future development permitted under the 2014 Housing Element would not increase development potential but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School. As a result, adoption of the 2014 Housing Element would not physically divide an established community but could have a beneficial impact by providing for increased housing opportunities within the developed and established framework of the town.</p> <p>The 2014 Housing Element is consistent with the other elements of the Portola Valley General Plan and the Town's zoning ordinance. In addition, the element was developed in compliance with the Plan Bay Area Sustainable Communities Strategy plan prepared by ABAG. The project does not conflict with any other applicable land use plan, policy or regulation of an agency with jurisdiction over the project, or with any habitat conservation plan or natural community conservation plan.</p>						
11.	MINERAL RESOURCES Would the project:					
11a.	Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 7, 19
11b.	Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 7, 19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
Discussion:						
There are no known mineral resources in the Town of Portola Valley. Under the Surface Mining and Reclamation Act of 1975 (SMARA), the State Mining and Geology Board has not designated Portola Valley as containing any mineral deposits of regional significance. Therefore, adoption of the 2014 Housing Element would not cause any significant impacts on mineral resources.						
12.	NOISE Would the project result in:					
12a.	Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
12b.	Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
12c.	A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1, 19
12d.	A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
12e.	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
12f.	For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
Discussion:						
In general, Portola Valley enjoys a low ambient noise level. This low level of noise contributes to the "rural" quality of the community. Exceptions to this, however, include traffic noise along some major roads. Noise exposure from traffic is depicted in the form of noise exposure contours along the major roadways. Noise exposure contours are lines of equal loudness, similar to elevation contours that are lines of equal elevation. Per the Town of Portola Valley Traffic Noise Contour Map, the majority of noise levels in the town vary between 60-65 dB Ldn or are lower. This noise level is						

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
<p>consistent with the Town's daytime standard for residential uses. The Town is not located within or near an airport land use plan, or near a public airport or private airstrip. In addition, the 2014 Housing Element does not include any improvements that would result in significant noise or ground borne vibration impacts.</p> <p>As a result, there would be no significant noise impacts from adoption of the 2014 Housing Element.</p>						
13.	POPULATION AND HOUSING Would the project:					
13a.	Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19
13b.	Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
13c.	Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
<p>Discussion:</p> <p>The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. The level of growth anticipated is consistent with regional housing policy documents such as Plan Bay Area. In any case, potential future development permitted under the 2014 Housing Element would not increase development potential but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School.</p> <p>As a result, the project would not induce substantial population growth, either directly nor indirectly. The 2014 Housing Element does not call for demolition or replacement of existing housing and would not lead to displacement of either housing or people. Therefore, adoption of the 2014 Housing Element would have no significant impacts on population or housing.</p>						
14.	PUBLIC SERVICES Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:					
14a.	Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 27
14b.	Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 27
14c.	Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 27
14d.	Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 27
14e.	Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 27

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
<p>Discussion:</p> <p>The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. The level of growth anticipated is consistent with regional housing policy documents such as Plan Bay Area, and development anticipated in the 2014 Housing Element would not increase the development potential in town but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School. Therefore, there would be less than significant impacts on public services from adoption of the 2014 Housing Element.</p>						
15.	RECREATION					
15a.	Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 27
15b.	Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 27
<p>Discussion:</p> <p>The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. The level of growth anticipated is consistent with regional housing policy documents such as Plan Bay Area, and development anticipated in the 2014 Housing Element would not increase the development potential in town but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School. Therefore, there would be less than significant impacts on recreational facilities from adoption of the 2014 Housing Element.</p>						
16.	TRANSPORTATION/TRAFFIC Would the project:					
16a.	Conflict with an applicable plan, ordinance, or policy establishing measures of effectiveness for the performance of the circulation system, including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
16b.	Conflict with an applicable congestion management program, including, but not limited to level of service standard and travel demand measures, or other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	standards established by the county congestion management agency for designated roads or highways?					
16c.	Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
16d.	Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
16e.	Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
16f.	Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
<p>Discussion:</p> <p>The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. The level of growth anticipated is consistent with regional housing policy documents such as Plan Bay Area, and development anticipated in the 2014 Housing Element would not increase the development potential in town but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School. As such, the housing element is consistent with Portola Valley standards for effectiveness of performance of the circulation system, including mass transit and non-motorized travel, and also with the goals of the County of San Mateo Congestion Management Plan and its level of service standards and travel demand measures. The project would not affect air traffic patterns, increase any hazards, or result in inadequate emergency access, and is fully consistent with the Town's adopted policies and plans regarding pedestrian and bicycle facilities. In addition, all new development in Town must be undertaken in compliance with CEQA, and additional analysis would be provided as required. As a result, there would be no significant impacts on transportation or traffic from adoption of the 2014 Housing Element.</p>						
17.	UTILITIES AND SERVICE SYSTEMS					
	Would the project:					
17a.	Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
17b.	Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	significant environmental effects?					
17c.	Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
17d.	Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
17e.	Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
17f.	Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
17g.	Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
Discussion:						
<p>The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. The level of growth anticipated is consistent with regional housing policy documents such as Plan Bay Area, and development anticipated in the 2014 Housing Element would not increase the development potential in town but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School.</p> <p>Adoption of the 2014 Housing Element would not result in substantial adverse physical impacts associated with exceeding water demand or wastewater generation/treatment requirements and capacity, nor would the project result in the need to construct such new facilities. The project would not substantially affect landfill capacity and would be in compliance with regulations related to solid waste. In addition, all new development in Town must be undertaken in compliance with CEQA, and additional analysis would be provided as required. As a result, there would be no significant impacts on utilities or service systems from adoption of the 2014 Housing Element.</p>						
18.	MANDATORY FINDINGS OF SIGNIFICANCE					
18a.	Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 20

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?					
18b.	Does the project have impacts that are individually limited, but cumulatively considerable ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 3, 19
18c.	Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 3, 19

Discussion:

The 2014 Housing Element is largely a policy document, although it does identify sites where additional housing could be constructed. The level of growth anticipated is consistent with regional housing policy documents such as Plan Bay Area, and development anticipated in the 2014 Housing Element would not increase the development potential in town but would encourage development of sites which are already zoned and designated for housing, including single family homes, second units, and affiliated housing at the Priory School.

As a result, the project is not anticipated to have a significant impact on any species identified as a candidate, sensitive, or special status species or migration of these species, nor impact riparian or wetland areas either directly or through habitat modifications. Development of larger properties which include potential habitat for sensitive species, riparian environments, or historic or archeological resources is not anticipated during the planning period for the 2014 Housing Element, but any proposal would need to consider potential impacts on these resources under CEQA at the time the development proposal was brought forward. For all of these reasons, adoption of the 2014 Housing Element would not result in cumulatively considerable impacts.

Sources

1. Project Description
2. San Mateo County Important Farmland Map-2006
3. Bay Area Air Quality Management District resources including Annual Bay Area Air Quality Summaries and the 2010 Clean Air Plan
4. Project Tree Survey
5. Project Biology Report
6. Cortese List of Hazardous Places/Project Phase I Hazardous Materials Environmental Assessment
7. SMARA Map, current
8. Project Noise Study
9. Project Transportation Impact Analysis
10. Town Base Map, 1996, as updated
11. USGS Maps, 1973, as updated
12. Aerial photos: current
13. Slope Map, 1972, as updated
14. Soils Map, 1970, as updated
15. Geologic Map, 1975, as updated
16. Movement Potential of Undisturbed Land Map, 1975 as updated
17. Flood Hazard Boundary Map, 1979, as updated
18. Master Storm Drainage Report, 1970, as updated
19. General Plan, current
20. Comprehensive Plan Diagram, current
21. Historic Element Diagram, current
22. Trails and Paths Diagram, current
23. Nathhorst Triangle Area Plan, current
24. Alpine Parkway Diagram, current
25. Village Square Area Diagram, current
26. Fire Hazards Map, current
27. Zoning Ordinance and Map, current
28. Town Planner
29. Town Engineer
30. Town Traffic Engineer
31. Town Geologist
32. Town Attorney
33. Building Inspector
34. Health Officer
35. Town Historian
36. Stable Inspector
37. Town Police Commissioner
38. San Mateo County Sheriff
39. Woodside Fire Protection District
40. West Bay Sanitary District
41. Mosquito Abatement District
42. Architectural and Site Control Commission
43. Cable TV Committee
44. Conservation Committee
45. Emergency Preparedness Committee
46. Finance Committee
47. Geologic Safety Committee
48. Historic Resources Committee
49. Parks and Recreation Committee
50. Public Works Committee
51. Traffic Committee
52. Bicycle Subcommittee
53. Trails Committee
54. Applicant's Consultant's Professional Opinion
55. Finance Committee
56. Geologic Safety Committee
57. Historic Resources Committee
58. Parks and Recreation Committee
59. Public Works Committee
60. Traffic Committee
61. Bicycle Subcommittee
62. Trails Committee
63. Applicant's Consultant's Professional Opinion
64. Plan Bay Area
65. Portola Valley Biological Resources Assessment

RESOLUTION NO. _____ - 2014

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY APPROVING THE 2014 HOUSING
ELEMENT AS AN ELEMENT OF THE GENERAL PLAN**

WHEREAS, the Town of Portola Valley has caused an updated Housing Element (“2014 Housing Element”) to be prepared in accordance with California Government Code Section 65583 *et seq.*, and

WHEREAS, the 2014 Housing Element sets forth the Town’s goals, policies and programs for housing through 2022, and

WHEREAS, the 2014 Housing Element plans for the Town of Portola Valley’s share of the Regional Housing Needs Allocation, and

WHEREAS, an Initial Study and Negative Declaration have been prepared in accordance with the California Environmental Quality Act and based on substantial evidence found no significant environmental impacts from the 2014 Housing Element; and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 19, 2014 to consider the 2014 Housing Element and its Initial Study and Negative Declaration and, after careful consideration of all information in the document and all comments received, adopted Resolution 2014-7 recommending that the Town Council adopt the Initial Study and Negative Declaration and Resolution 2014-8 recommending that the Town Council approve the 2014 Housing Element; and

WHEREAS, the Town Council held a duly noticed public hearing on January 14, 2015 to consider the Initial Study and Negative Declaration for the 2014 Housing Element and the 2014 Housing Element; and

WHEREAS, the Town Council adopted the Initial Study and Negative Declaration for the 2014 Housing Element; and

WHEREAS, based on written and verbal comments from the California Department of Housing and Community Development, the Planning Commission’s review of the 2014 Housing Element, and the Town Council’s independent review and consideration of all the information and comments received, the Town Council believes the 2014 Housing Element to be in compliance with State law.

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley approves as part of the Portola Valley General Plan the 2014 Housing Element as contained in Exhibit A.

REGULARLY PASSED AND ADOPTED this 14th of January, 2015.

Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Town of Portola Valley General Plan

Housing Element

Town Council Action Draft
January 2015

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Housing Element

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 nd Units Projected	2 nd 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% in 1960 to 27% 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% 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.

Population Growth: 1990 and 2000				
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.

Percentage Distribution by Age Group 1960, 1970, 1980, 1990, 2000, 2010						
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.

Portola Valley Residents' Places of Employment, 1990, 2000 and 2010						
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.

Housing Units, 2000, 2010-2013						
	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.

Tenure of Housing Units: 1980, 1990, 2000 and 2010					
	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% 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.

Occupancy Status of Housing Stock		
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% 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.

Average Salaries and Affordable Monthly Housing Costs in San Mateo County		
	Annual Salary	Affordable Monthly Housing Cost
Single Wage Earner		
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
Two Wage Earner Households		
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.

Households Overpaying* for Housing		
Owner-Occupied	Number	Percent
<\$35,000 income	71	83%
\$35,000-\$74,999	79	64%
\$75,000+	209	20%
Renter-Occupied		
<\$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% to 27%. 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.

Percentage of People Over Age 64 in 1960, 1969, 1980, 1990, 2000, 2010			
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.

Living Arrangements of People with Disabilities				
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% 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% 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 consistent 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% of ELI households have housing problems, and nearly 17% 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.

Extremely Low Income Households			
	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% 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.

Portola Valley's Regional Housing Need Requirements, 2014-2022	
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% 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% to 42%. In general, the trend has been for the percentage to increase as housing costs have increased. The table above uses an estimate of 30% 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 Hillsides, which contain most of the undeveloped land in the town, are very steep: approximately 70% of the land has slopes greater than 30% and 25% has slopes greater than 50%. 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, including residential care facilities with 6 or fewer residents	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
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.

Residential Density Combining District Development Standards								
District	Min. Lot Area (sf)	Front Yard	Rear Yard	Side Yard	Height Limit ¹	Max Height ²	Max Floor Area ³	Max Imperv Surface ³
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

¹ The height limit restricts the height as measured parallel to the ground surface.

² 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.

³ 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.

Slopes and Minimum Parcel Areas in S-D Combining Districts						
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.
- 2450e 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.

Comparison of Selected Filing Fees, 2012				
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.

Standard Housing Development Fees and Deposits in Portola Valley		
	Filing Fees	Deposit for Services
Consultation Meeting	\$ 590	\$ 500
Architectural Review		
New Residence	\$1,140	\$ 2,500
Second Unit	\$ 675	\$ 1,500
Additions	\$ 675	\$ 1,500
Amendment	\$ 340	
Site Development Permit		
50-100 cubic yards	\$ 1,070	\$ 2,500
100-1000 cubic yards	\$ 2,280	\$ 4,000
1000+ cubic yards	\$ 2,890	\$ 4,000
Conditional Use Permit		
Standard	\$ 4,055	\$ 7,500
PUD	\$ 6,085	\$ 7,500
Amendment	\$ 2,030	\$ 3,500
Variance	\$ 2,400	\$ 3,500
Geology Review		
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
Subdivision		
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% 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.

Housing Need for Portola Valley, 2014-2022	
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.

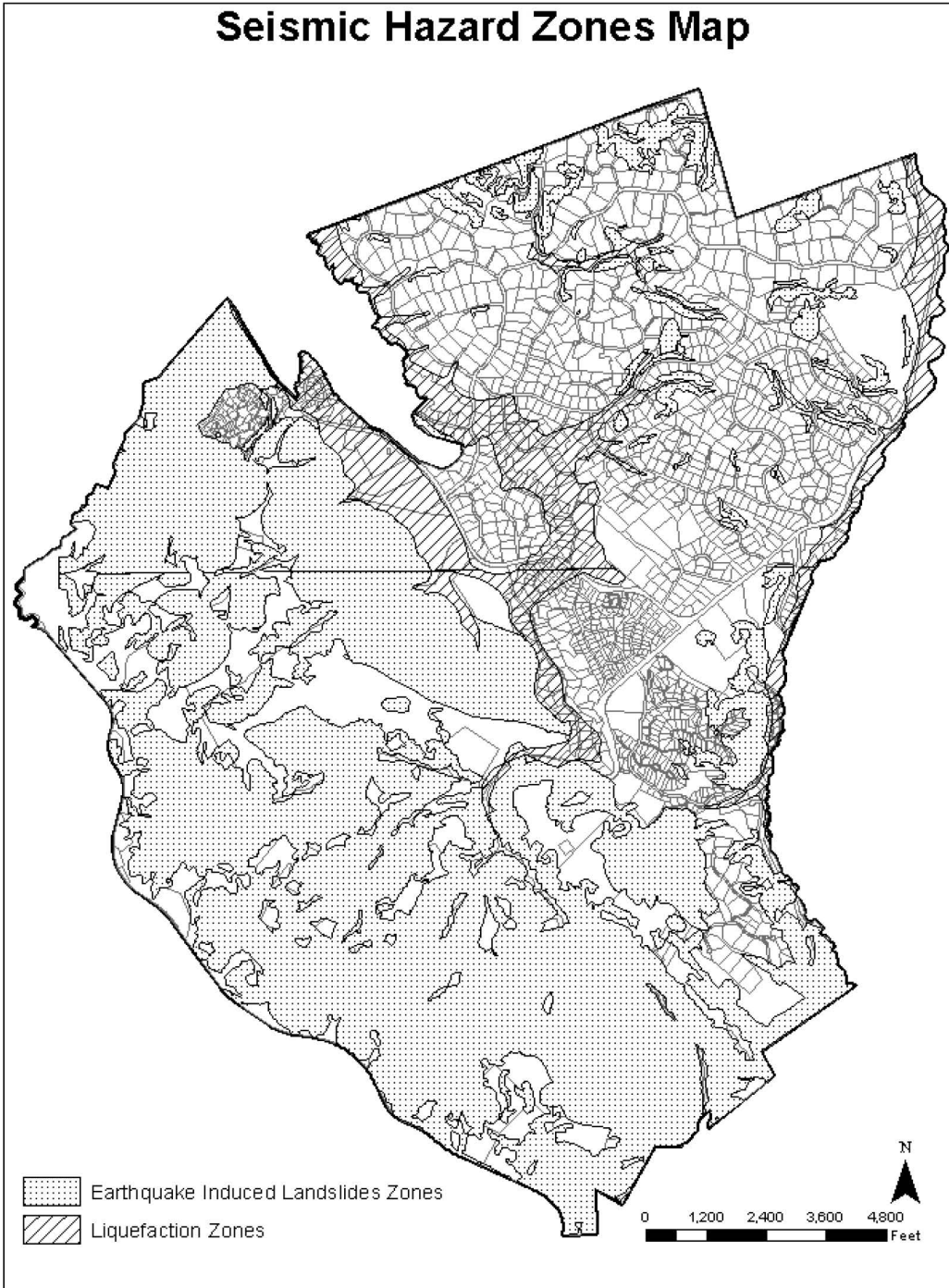
Exhibit 1



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

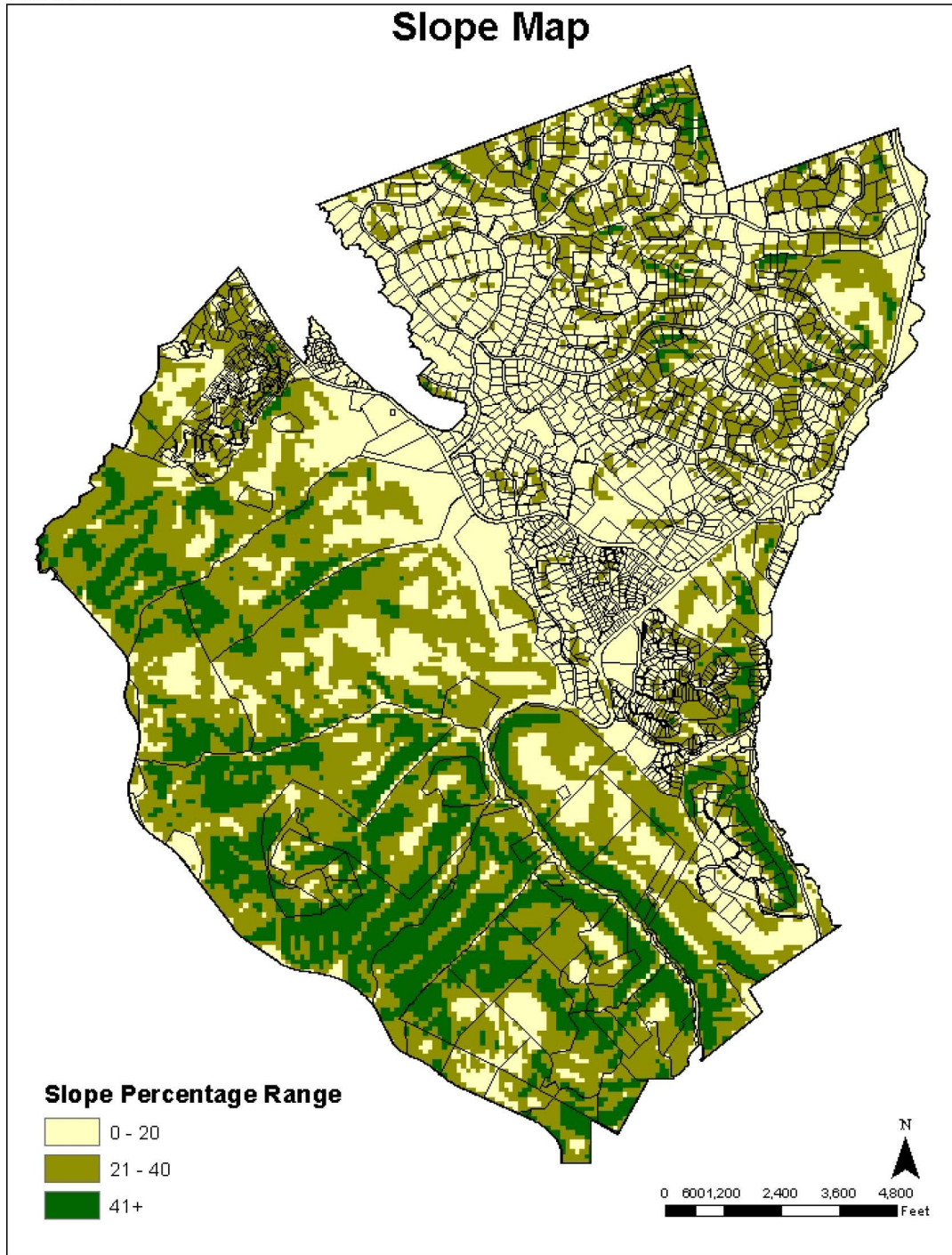
Exhibit 2

Seismic Hazard Zones Map



Source: State of California Department of Conservation (2001), www.quake.ca.gov/VH/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 throughout the 2014-2022 planning period.

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.

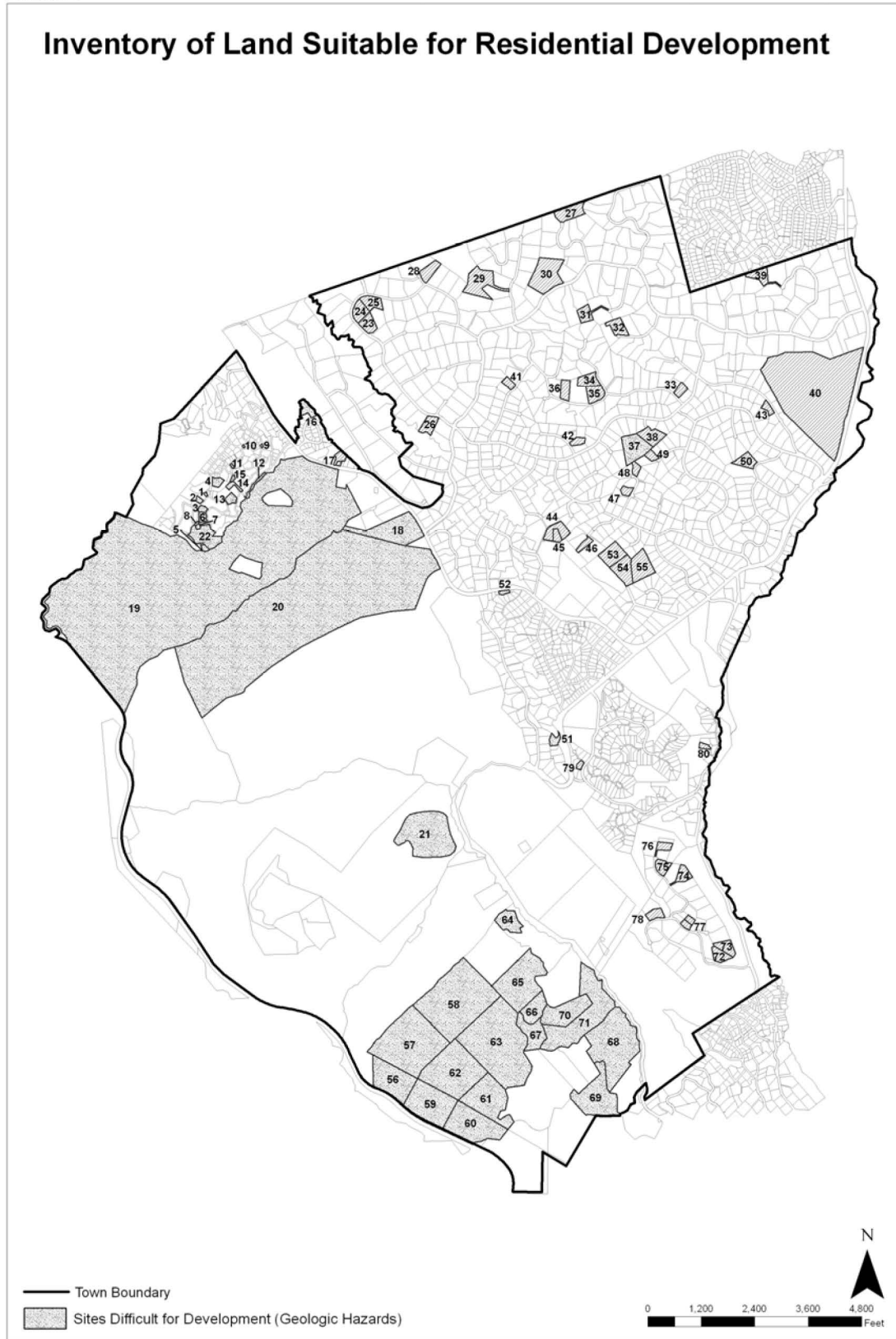
2471a In addition to the table, a map showing the parcels described in the table and titled “Inventory of Land Suitable for Residential Development,” has been prepared (Exhibit 6).

Exhibit 5



Source: West Bay Sanitary District

Exhibit 6



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.

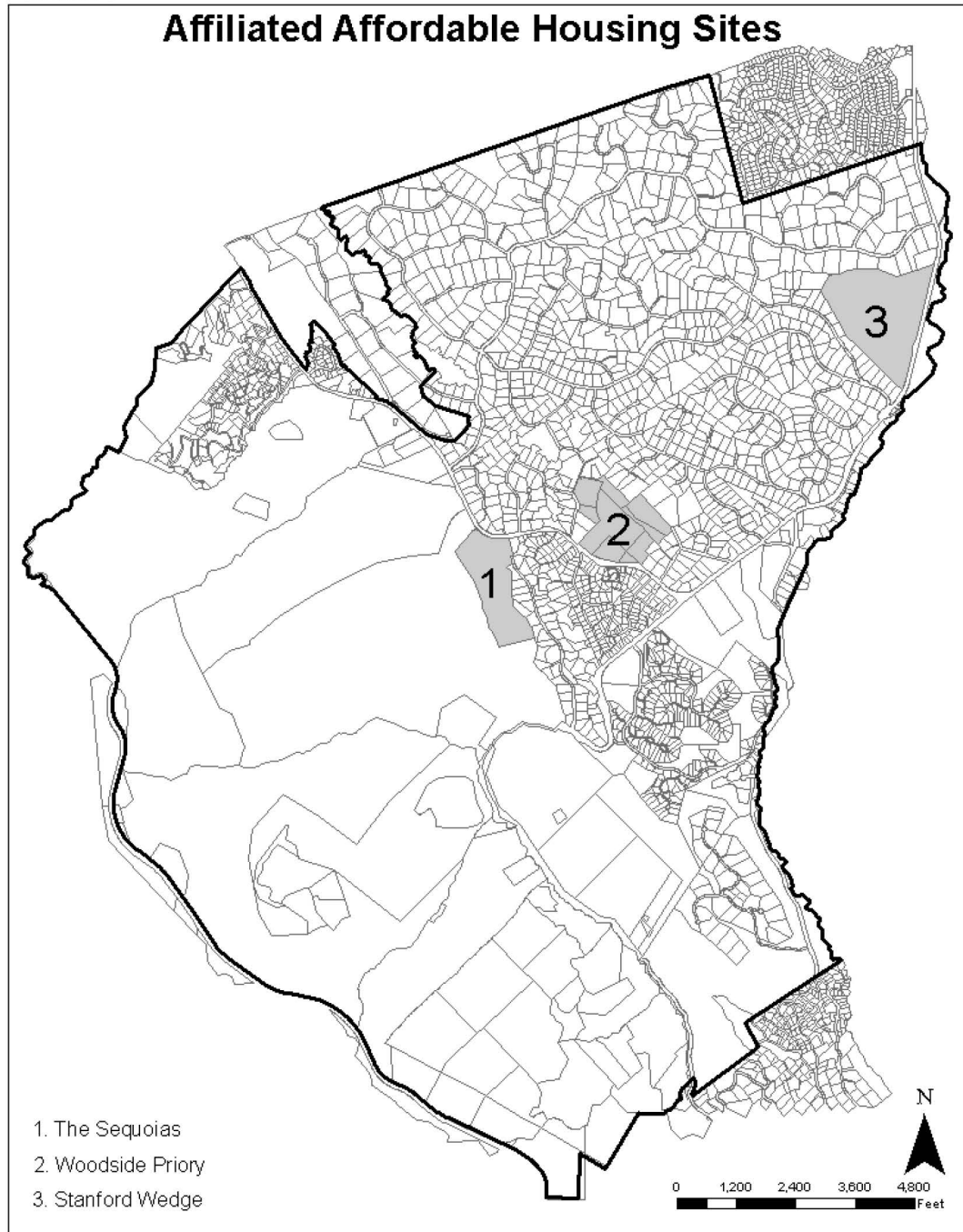
Site 40 (Stanford Wedge) is an 89 acre site owned by Stanford University. The land consists of a relatively flat portion along Alpine Road surrounded by steep hillsides to the sides and rear of the property. Development on this site would need to be clustered in the land by Alpine Road. There is approximately 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

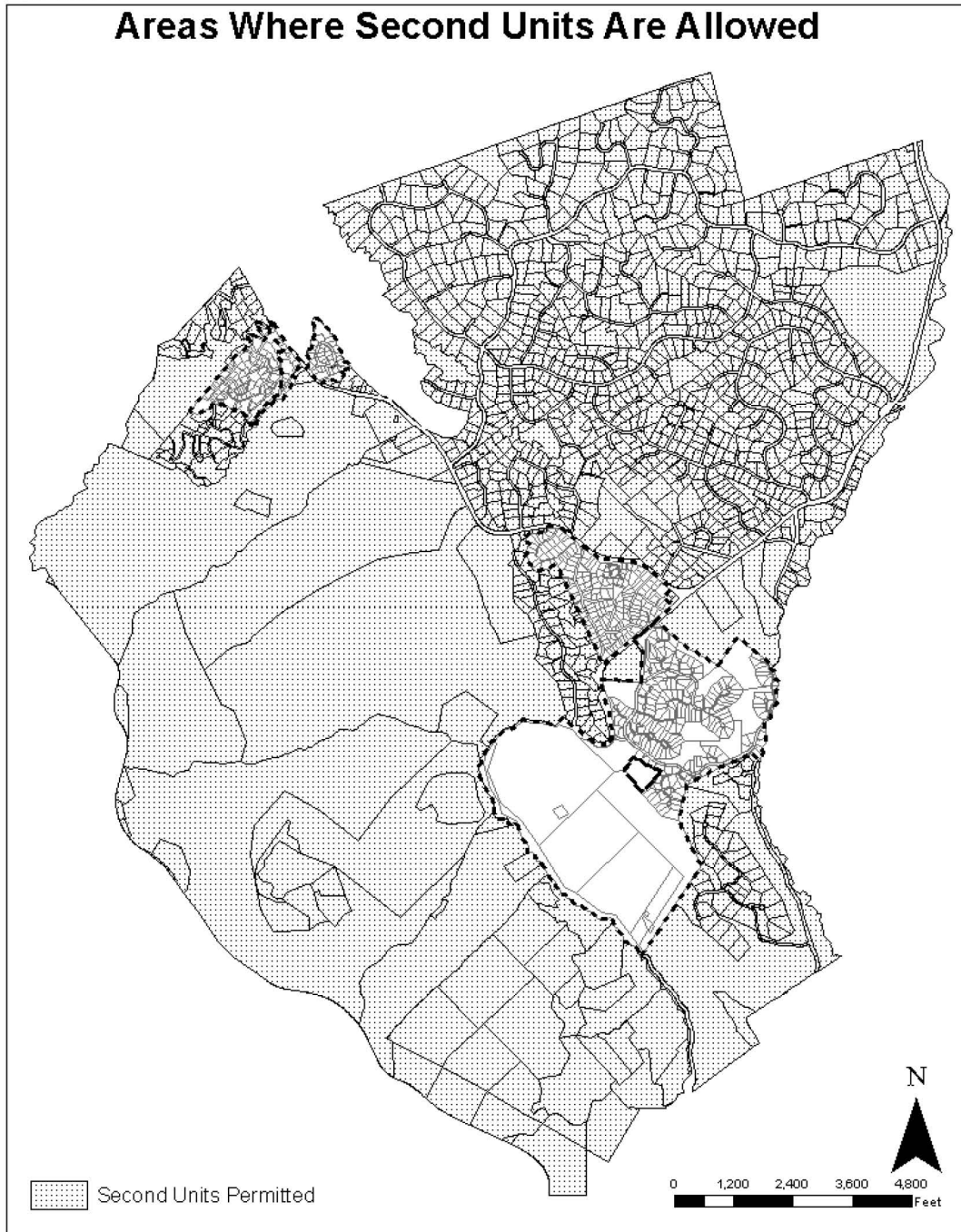
- 2472k Exhibit 8 shows where second units are allowed in Portola Valley. Between July of 2008 and December of 2013, 29 new second units were approved in Portola Valley, for an average of 5.3 new second units per year. This is an increase over the Town's previous average, which was 4.9 new second units 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.

Expected Sites for New Homes by 2022, Compared with Adjusted Housing Need						
	Ex Low	Very Low	Low	Moderate	Above Moderate	Total
Sites for Housing Expected from 2014-2022						
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
Total Sites	26	0	14	15	40	95
RHNA	11	10	15	15	13	64

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% 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 in 2015-16 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, and as stated above, more affordable multifamily homes could be built on the site as long as the allowable floor area was the same. The Land Use Element caps the density at no more than three times the number of market rate units, and the number would be further limited by the town's development standards and the need to address environmental impacts. During the 2014-2022 planning period, the town intends to look more closely at the standards and density for potential development of this parcel to ensure that they are appropriate. The town is not counting any units from development of this parcel towards its RHNA, and any adjustments would therefore not affect the town's ability to provide its share of the housing need.

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 additional housing units are approved for the Priory under the current Master Plan, of which seven units would be 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. During the planning period, however, the town will look more closely at the development standards and density for the Stanford Wedge in particular to ensure that they are appropriate. 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 amendments to its zoning ordinance in addition to the changes made to implement previous housing element programs. These amendments were identified as a priority by the Town Council in September 2014, and the Town anticipates developing and adopting the ordinance amendments in 2015.
- 2482b 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.
- 2482c 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.
- 2482d 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.

2482e 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.

2482f 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.

2484a 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 increase publicity about its service in the town. This could include providing additional information on the Town’s website, distributing flyers and other printed information more broadly, or holding information sessions for residents. The Town Council has identified

this as a priority for the Town, and town staff will begin work on this early in 2015.

- 2484b Objective: Work with HIP Housing to improve publicity of 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 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.

Program 8: Transitional and Supportive Housing Ordinance Amendment

2490 Due to clarifications of California law relative to transitional and supportive housing, the Town's municipal code needs to be amended so that it is fully compliant. In order to comply, sections 18.12.010, 18.14.020, and 18.16.020 which list the permitted uses in the residential zoning districts (the R-E, R-1, and M-R districts), need to be amended so that they no longer restrict the number of persons in transitional and supportive housing when those types of housing are located in single family homes.

2490a Objective: To amend the Town's zoning ordinance to fully comply with state law relative to transitional and supportive housing early in 2015.

Quantified Objectives

2491 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.

Quantified Objectives for Portola Valley			
	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

2491a 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.

2491b 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.

Portola Valley 2014 Housing Element Action Plan				
Action	Program	Action	Responsible Party	Timing
1.	Inclusionary Housing	Develop and adopt amendments to the Town's inclusionary housing program to require developers of larger subdivisions to build housing. The Town could consider a housing impact fee instead of or in addition to the inclusionary housing program. Consult with local developers and builders in carrying out this program.	Planning staff	2015-16
2.	Affiliated Hsg	Continue to allow 11 additional affiliated multifamily units to be constructed at the Priory School, and expedite processing of applications to built the units as possible	Planning staff	Ongoing
3.	Affiliated Hsg	Continue discussions and work with the Sequoias to encourage construction of employee housing	Town staff	Ongoing
4.	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	2015
5.	Affiliated Hsg	Review the development standards and density for the Stanford Wedge to ensure they are appropriate.	Planning staff	2016-17
6.	Affiliated Hsg	Continue discussions with Stanford University concerning potential residential development of the Wedge property.	Planning staff	Ongoing
7.	Second Units	Amend the zoning ordinance to allow: a) second units up to 1,000 sf on lots with 2+ acres; b) two second units on lots with 3.5+ acres, one of which must be attached; and c) 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
8.	Second Units	Monitor the number of second units being permitted annually and take action to increase second unit production if fewer units are permitted than is anticipated. The monitoring will be done in conjunction with the annual housing element report and will be reported to the Planning Commission and Town Council in the spring of each year.	Planning staff	Ongoing
9.	Shared Housing	Continue to support HIP Housing, and work with their staff to improve publicity in order to increase placements in town.	Planning staff	2015 and ongoing

10.	Fair Housing	Continue to participate in the County-wide fair housing program and address concerns as necessary.	Planning staff	Ongoing
11.	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
12.	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
13.	Transitional & Supportive	Amend the Town's zoning ordinance to fully comply with current state law regarding transitional and supportive housing.	Town staff	2015



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's).

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.

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.*

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 881, JUNE 18, 2014

Mayor Wengert called the Town Council's special 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
Karen Kristiansson, Interim Town Planner
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) Approval of Minutes: Regular Town Council Meeting of May 14, 2014 [*Removed from Consent Agenda*]
- (2) Approval of Minutes: Special Town Council Meeting of May 28, 2014
- (3) Ratification of Warrant List: June 11, 2014 in the amount of \$78,770.43
- (4) Appointment by Mayor: Request for appointment of a member to the Parks and Recreation Committee

By motion of Councilmember Derwin, seconded by Vice Mayor Aalfs, the Council approved Items 2, 3 and 4 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 May 14, 2014

Vice Mayor Aalfs moved to approve the minutes of the Town Council meeting of May 14, 2014, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

REGULAR AGENDA

- (5) Review of the 2014 Draft Housing Element

Ms. Kristiansson explained that while they're among several state-mandated elements of general plan, housing elements are unique in terms of the number of established requirements, the schedule for updating and being subject to review and certification for compliance with state law.

The Planning Commission has been working on the update, discussing housing programs and draft sections of the Housing Element in eight study sessions ever since its joint meeting with the Town Council on November 13, 2013. The Planning Commission made its final adjustments when reviewing the full draft during its meeting on June 4, 2014. The current draft reflects those adjustments.

As indicated in her staff report of June 18, 2014, Ms. Kristiansson said that as the Council and Planning Commission had directed, the Town advertised work on the Housing Element in various ways, including postings on the Town's website, in the PV Forum, use of the e-notification system, two postcard mailings and advising the 21 Elements group to share the information with housing advocacy organizations.

After incorporating any further changes the Council directs, considering public input and Council discussion, the draft would be revised before being submitted to the state Department of Housing and Community Development (HCD). Ms. Kristiansson said the Council should be comfortable with the draft before the Town submits it.

Several parts of the Housing Element, including the Population, Employment and Housing section, the Constraints section and the Site Inventory section contain primarily updated data, Ms. Kristiansson said, so they are very similar to the 2009 certified Housing Element. More substantive changes are included in:

- Evaluation of the 2009 Housing Element, which followed on the Annual Element Progress Report the Council reviewed during its meeting on May 28, 2014
- Goals and Policies, which the Planning Commission updated for clarity and inclusion of language from the Ad Hoc Affordable Housing Committee's report last year
- The Programs section; six of the programs described are ongoing, with some changes, and one is new
 - Inclusionary Housing: Modified to require that developers provide land and build below market-rate (BMR) units in a new subdivision rather than providing a larger percentage of the lots for such housing
 - Second Units: Modified to 1) allow staff-level review and approval of second units up to 750 square feet (versus the current 400-square-foot limit) provided no other approvals are required, 2) allow parcels of two or more acres to have second units up to 1,000 square feet (versus the current 750-square-foot maximum), and 3) allow parcels of 3.5 or more acres to have two second units, one of which would have to be attached; in all cases, the units would be required to meet performance standards for parking, etc.
 - Affiliated Housing: Ms. Kristiansson referred the Council to a handout that reflects text changes proposed by the Planning Commission based on discussions at its June 4, 2014 meeting; the revised text includes additional background information relative to the Stanford Wedge site, expresses a need to study standards and density issues for appropriate potential development of the site eventually, and affirms that no units on that site are being counted in this Housing Element cycle.
 - Program 7: A new program developed by the Planning Commission to add a vision component to the Housing Element, Program 7 -- Explore Future Housing Needs and Potential Housing Programs – would explore longer-term housing issues and options in addition to state mandates, which potentially could feed into the 2022 Housing Element update. Two items the Planning Commission specifically identified were expanding Affiliated Housing to allow it on commercial properties for employees (e.g., at Village Square) and defining potential options for use of the Town's In-Lieu Housing Fund monies.

Councilmember Hughes asked whether the proceeds from the sale of the Blue Oaks lots would just remain in the fund during the 2014-2022 Housing Element cycle because the Town would be able to meet its housing obligation without spending it. Ms. Kristiansson said the Town is indicating that it will work toward determining the best use for those funds, which is part of the thinking behind Program 7. She said

the state may want additional information, but she and state representatives did discuss the issue when they met in May 2014.

Councilmember Richards, noting that some changes, particularly those relating to second units, would require amending the Town's Zoning Ordinance, asked how we can commit to something in the Housing Element when we don't have the regulations in place to execute on it. Ms. Kristiansson said the Housing Element's Action Plan that will go to HCD once the Town Council authorizes it for release, indicates that Zoning Ordinance changes would be addressed in the 2015-2016 timeframe. Upon HCD review, she said the state is likely to come back for some changes, at which point she'd check back in with the Council. When the Council ultimately adopts the Housing Element, the implementation phase would begin with developing adopting the Zoning Ordinance changes needed.

In response to a further question, she said that if for some reason the Town did not pursue making the necessary Zoning Ordinance changes, the Town would have to report it as part of the next Annual Element Progress Report.

Noting that the staff report discussion of Program 7 references options for spending the money in the In-Lieu Housing Fund, Councilmember Derwin asked for some examples of those options. Ms. Kristiansson said the Ad Hoc Affordable Housing Committee suggested some options and various others were raised during Planning Commission meetings. They included purchasing land, facilitating affiliated housing for employees at The Sequoias, helping establish housing organizations. She said all of these are thoughts and none have been explored.

Councilmember Derwin said she'd understood that the Town was restricted in the ways it could spend that money. Mr. Pegueros responded by explaining that the Blue Oaks proceeds were monetized in 2012 and deposited in the In-Lieu Housing Fund. This is a restricted fund on the Town's books that will be spent to provide or advance affordable housing in a manner to be determined by the City Council.

Councilmember Derwin said some people ask why the Town doesn't turn the funds over to an organization to build housing in a place where land is cheaper, but as she understands it, that would require a change in state law, and considerable sentiment against the idea of affluent communities being able to buy their way out of housing obligations makes that kind of change unlikely.

Ms. Prince said that state law obviously frames the discussion, and Program 7 would entail taking a long, hard look at the legal context.

Councilmember Derwin asked if the housing impact fee is on hold for further study. Ms. Kristiansson said the fee has been effectively merged into the Inclusionary Housing program. The Planning Commission recommended participating in the ongoing countywide nexus study to determine what percentage of units should be used. She said information from that study could come back to the Council as early as this summer.

Ms. Prince added that the Town is required to meet the Regional Housing Needs Assessment (RNHA) numbers, and to the extent that the in-lieu funds needs to be used to meet those numbers, we will have a state mandate to do so.

Mayor Wengert said one of the big drivers for the creation of that fund was the \$2.8 million proceeds from the sale of Blue Oaks, and the strategy behind that was that Blue Oaks had been in the Housing Element picture for years. Now we have those dollars available, and a policy decision is where we're headed next with how to deal with the expenditures within the framework of state law. She said we have not seen any evidence of any regional programs being offered by the state, but there's a possibility of the state emerging with some additional options.

Vice Mayor Aalfs referred to the added text related to the Stanford Wedge. Although development of that site doesn't appear likely, he said, we'd have to treat it the same way we'd treat other large sites in Town.

Ms. Kristiansson agreed that we cannot treat individual properties separately, but the Stanford Wedge is unique in that it's the only Affiliated Housing site in our inventory that has no other development. If some proposal were to emerge, he asked whether the language proposed for inclusion in the Housing Element would give us the latitude to go back and review that site on its own. Ms. Kristiansson said our proposal calls for actively reviewing it in the 2016-2017 timeframe, and per discussions with Stanford, nothing is planned.

Mayor Wengert said it would be important to clarify that the regulations in place today would allow for Stanford to potentially present a plan. The key question is whether we're comfortable with leaving in place what's been there for years or whether we want to make adjustments even though we have no information or data that suggests any proposals are on the horizon. Ms. Kristiansson said the current program was first adopted in 1990, and the Land Use Element was updated relative to that in 1998, so it makes sense to look at it again.

Mayor Wengert said it would be fair to characterize the Stanford Wedge as unique; it's also the largest parcel in Town and would have potentially the highest density.

Councilmember Derwin asked whether Stanford has ever exhibited any interest at all in building on that property. Ms. Kristiansson said not that she's aware of, but one could imagine it being used for student, faculty or visiting professor housing, because it's biking distance to Stanford. She confirmed that housing would be the only allowable use.

Mayor Wengert asked whether in its discussion of second-unit program enhancements the Planning Commission determined the numbers of parcels in Town that have two or more acres and 3.5 or more acres. Ms. Kristiansson said they did; Councilmember Hughes said there were about 100 or the former and about 24 of the latter. Ms. Kristiansson said most of the larger properties are in the western hillsides or Westridge.

Mayor Wengert opened the public hearing.

Jon Silver, Portola Road, agreed that it's important to have good numbers. He asked whether anyone knows the percentage of the larger parcels that are in the western hillsides versus Westridge. He also asked about Oak Hills – the Golden Oak Drive area. Upon consulting her data, Ms. Kristiansson said of approximately 235 parcels in the Westridge neighborhood, 29 are 3.5 acres or larger and 52 are 3 acres or larger. She said she doesn't have the data on parcels that are 2 acres or larger, but believes it was about 78.

Mr. Silver also asked about current rental rates for various-sized guest houses in Portola Valley, Ms. Prince said that second units aren't deed-restricted to particular rental amounts, and that state uses a formula to determine affordability. Ms. Kristiansson also cited the 21 Elements affordability analysis, which draws from posted in all San Mateo County communities in newspaper and online listings, Trulia and some additional resources, and was approved by the state in 2013. She added that one factor that drives down the average is that some property owners forego charging rent to relatives and people who may work on their properties.

When Mr. Silver expressed some concern about administrative review and approval of second units, Councilmember Hughes, a former ASCC member, assured him that staff is comfortable turning to ASCC whenever they have questions or concerns about applications.

Ms. Kristiansson pointed out that property owners are interested in larger second units not only for rentals but to accommodate family members for whom 750 square feet is too confining. Ms. Prince added that because they are larger and can house bigger families, the 1,000-square-foot second units make units available to different demographic groups that the smaller units can't reach.

Bud Eisberg, Wyndham Drive, quoted Goal 4's introductory statement: Work to address housing issues on a regional basis while preserving local control and minimizing fiscal impacts on the Town. He recalled reading a report from Councilmember Derwin on a talk by a former HCD director, who was critical of the state's current affordable housing strategy. He pointed out that in working regionally we must keep an eye on the law, changes in the law, work to help improve the law, and examine assumptions on which data is based for validity. He also favored continued work with Assemblymember Rich Gordon.

Councilmember Derwin said the former HCD Director was very unhappy with the process as it stands. There's quite a movement, especially in Southern California, to modify the process and the numbers. She said Portola Valley's RHNA numbers are the second-lowest in San Mateo County (behind Colma), but most cities have a difficult time reaching their numbers.

An unidentified resident said it would be difficult to raise a family in a 1,000-square-foot residence.

Monika Cheney, Goya Road, said she has concerns about the process outlined for the acquisition of real estate in the Capital Asset Acquisition Policy memo (Item 6 on the agenda). Events over the last several years have eroded the general level of trust in the Town, and it's important to consider history as we consider this policy.

Ms. Cheney also noted that the Ad Hoc Affordable Housing Committee studied this issue, and on the first page of its report, wrote: *The Ad Hoc Housing Committee recommends that Town funds should only be used to purchase land or pay for construction of housing after a rigorous open and public process that includes adequate notice, identification of the property, disclosure of the financial viability and proposed density of the project before entering into a contract.* Ms. Cheney said she wants to ensure those words are taken very seriously. It's the right thing to do and will help heal wounds and move forward. Her reading of the Capital Asset Acquisition Policy memo left her concerned that the same thing could happen again that happened with 900 Portola Road. She said she understands the Council plans to meet in July 2014 to determine whether there's a compelling interest in acquiring property. There is a requirement to invite public discussion before entering closed session, she said, but nothing requires identifying the property, disclosing economic viability evaluated or discussing density.

In the interest of being constructive, efficient and helpful, Ms. Cheney said she drafted some suggested edits to the Capital Asset Acquisition Policy.

Kathie Terhune, Wyndham Drive, addressing the in-lieu fund issue, said that people are confused about it and ask about it frequently. She suggested drafting a document that indicates how much is in the fund, how much interest it earns, and what spending options are available. Ms. Prince said the visioning aspect of the Housing Element and the way those funds would be spent may play out in the next Housing Element update. Councilmember Hughes said it's not a simple document, because the list of possibilities would probably be a long one. The action item in the Housing Element suggests we spend some time on it rather than just pulling it together, he said.

Louis Ebner, Wyndham Drive, suggested putting this item on the Council agenda and invite residents to offer their best ideas. He said there's no reason not to have a general discussion about it and proceed from there. Mayor Wengert said she believes that's the process envisioned. The various bodies in Town, starting with the Planning Commission, would be a great place for that dialog to begin if the Council supports adopting the new Program 7 in the draft Housing Element.

Mayor Wengert, acknowledging the Planning Commissioners present, asked about the Planning Commission's discussions of second units within the footprint of homes. She said she's heard comments about the need for second units on various size lots, particularly those under 3.5 acres, to enable homeowners to provide housing for nannies, single parents, adult children, etc. Planning Commission Chair Denise Gilbert said the Commission considered a good list of suggestions related to second units. To meet state guidelines without exceeding them, the Commission took the approach of dialing up

slightly, making incremental changes to encourage second-unit development but holding off on some measures for future years to help meet RHNA obligations.

Vice Chair Nicholas Targ concurred, noting that the Planning Commission's goal is to keep the changes within the scope of what the Town is required to achieve and leave more ambitious measures for later consideration.

Councilmember Hughes said the results of all the work that's gone into the Housing Element draft shows how well it's been thought through, reflecting input of the Ad Hoc Affordable Housing Committee as well as the Planning Commission. He said exceeding RHNA numbers would result in a penalty in the sense that it would increase the base from which even higher numbers would be assigned in the future. He said that the draft reflects a good plan that satisfies state requirements while giving us some flexibility to make adjustments as needed. He considers the visioning element an important addition to the Housing Element, and that it will facilitate the 2022 update and form the basis of good discussions with the public about where we want to go and what we want to do beyond the next eight years. In summary, he said it's a great plan.

Commissioner Richards agreed. He credited the Planning Commission with working to meet but not exceed state requirements and developing a framework to establish and explore the Town's vision in terms of housing. He said it's an important idea to consider commercial properties for Affiliated Housing, as suggested, not only for meeting state requirements but for the Town itself. He said it's a really well thought out document, and we should move ahead with it.

Councilmember Derwin said this is the third Housing Element in which she's been involved, and it's by far the most thoughtful, readable, accessible and thorough one she has seen. She applauded Ms. Kristiansson and all the Planning Commissioners who worked on it. She told Ms. Kristiansson it's her best Housing Element ever.

She said she found a lot of the statistics very sobering. In terms of the "graying" of our community, 14.3% of the population is now in the 20-44 age bracket and 27% are 65 or older. She said the Town definitely has a need for affordable housing, because only 4% of people who work in Town can afford to live here, more than 601 households (of 1,700 or so) overpay for housing costs and 125 households are in the extremely-low income category.

Councilmember Derwin described the draft Housing Element as creative, and said she likes the idea of housing units on commercial properties and co-housing and believes that efforts such as in HIP Housing's shared-housing program will be very important in the graying community. Still, she said we say we want to create housing not only to satisfy state law, but that's what she feels is happening in this Housing Element.

She said she also looks forward to a robust public vetting of the proposed second-unit ideas, and suggested that passing those ordinances might be more difficult than we think. She also agreed with Mr. Ebner that we need a good conversation about all the possible uses for the In-Lieu Housing Fund, because she is among those who are very confused about how it can be used.

Vice Mayor Aalfs thanked Ms. Kristiansson, the Planning Commission and the Ad Hoc Affordable Housing Committee for all of their contributions to this effort over the past year. He said he's well-satisfied with the document itself. The hard part will be enacting it, but there are plenty of opportunities. In terms of the money, there's an opportunity for some serious, innovative thought, but it's also clear that we're doing a pretty good job of meeting our goals even without spending it.

Mayor Wengert said it's unanimous. The Housing Element is one of the most difficult of the requirements the Town is held to by the state, particularly being such a small town. She said the process has been a positive one, during a time of a great amount of change, and the Town has persevered in an incrementally positive way. She said we are now set up to address whatever combination of programs to

recommend and develop to take us in potentially new directions on the affordable-housing front in particular and in terms of housing in general. In summary, Mayor Wengert said this Housing Element is a terrific document, expansive and far-reaching.

Ms. Kristiansson acknowledged a number of people present who have participated in most or all of the Planning Commission sessions on the Housing Element, including Mr. Ebner, Mr. Eisner, Ms. Terhune and others. The participation has made it a stronger Housing Element, she said, because it reflects a wider range of perspectives.

Councilmember Hughes moved to incorporate the recommended text changes and authorize submission of the draft Housing Element to the California Housing and Community Development Department. Seconded by Councilmember Derwin, the motion carried 5-0.

(6) Capital Asset Acquisition Policy Update

Mr. Pegueros asked the Council to consider two changes to update the Town's Capital Asset Acquisition Policy, which was last modified 10 years ago:

One change indicates complete implementation of measures to meet requirements of Governmental Accounting Standards Board Statement Number 34 (GASB 34). It involves presenting balance sheet and profit/loss data in two ways – on the modified accrual basis (traditional governmental accounting) and the full accrual basis (traditional private sector accounting) – to make these financial statements more meaningful to those who use them to assess the organization's fiscal health.

The second change speaks to the acquisition of capital assets, which in large part addresses concerns raised by some members of the Ad Hoc Affordable Housing Committee. The proposed addition to the policy outlines how the Town will acquire capital assets for any purpose, including affordable housing, and provides opportunities for public input at critical junctures in the decision-making process before the Town Council takes action to commit Town funds. Mr. Pegueros said that neither he nor Ms. Prince found such provisions in any other communities, so this could be considered a pioneering policy in that regard.

He described the opportunities for public input. One element would be an discussion of land acquisition each July, at which time the Town Council would set priorities regarding the acquisition of land for the fiscal year for any compelling public purpose, whether affordable housing, open space or Town facilities. If such acquisition is a priority, he said a number of steps would follow:

- Town negotiators, including the Town Attorney, would look for land to meet that need
- Once a site is identified, the process calls for an agenda item at a Town Council to discuss zoning requirements, any changes needed and issues related to due diligence, without discussing price and terms
- At the next stage, the public would have an opportunity to comment on the item presented
- If the Council votes to pursue a purchase, price and terms negotiations would be held in closed session
- Once a purchase agreement has been reached, it would be made available to the public

Mr. Pegueros said in addition to the two opportunities for the public to comment prior to any Council decision on a purchase, this procedure would enable the public to understand the process prior to any action being taken.

Mr. Pleger, pointing out that digging poses the greatest danger to pipelines and other underground utilities, urged homeowners and contractors to call 8-1-1 before digging – even to plant a tree or put in a new mailbox.

CONSENT AGENDA [8:17 p.m.]

- (2) Ratification of Warrant List: September 24, 2013 in the amount of \$95,478.76
- (3) Recommendation by Town Manager: Adoption of Local Emergency Ordinance
 - a) Second reading of title, waive further reading, and adopt an ordinance of the Town Council of the Town of Portola Valley replacing Chapter 2.24 [Emergency Organization and Protection] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. 2014-404)
- (4) Recommendation by Public Works Director: Adoption of a resolution accepting as completed Town of Portola Valley 2013/2014 Street Resurfacing Project – Rehabilitation #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 to accept as completed Town of Portola Valley 2013/2014 Street Resurfacing Project – Rehabilitation #2013-PW01 and authorizing final payment to Half Moon Bay Grading and Paving, Inc. concerning such work, and directing the Town Clerk to file a Notice of Completion (Resolution No. 2634-2014)
- (5) Recommendation by Mayor: Adoption of a proclamation of the Town Council of the Town of Portola Valley declaring October 19 through October 25, 2014 “Freedom from Workplace Bullies Week”
- (6) Appointment by Mayor: Request for appointment of member to the Bicycle, Pedestrian & Traffic Safety Committee

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

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

No: None.

REGULAR AGENDA

- (7) Discussion and Council Direction: Review and discuss the Affordable Housing Programs in the Draft 2014 Housing Element [8:18 p.m.]

Ms. Pedro explained that staff is seeking direction from Council on priorities for the four key programs covered in the 2014 draft Housing Element, which the Town Council unanimously approved at its June 18, 2014 meeting. She provided brief background on each of the programs:

1. *Inclusionary Housing*: The Town adopted its first Inclusionary Housing Ordinance in 1991, and the draft Housing Element calls for reviewing and updating it to
 - a) Consider applying a housing-impact fee to these projects
 - b) Require developers to build affordable-housing units with the subdivision
 - c) Reduce the percentage of lots required for below market-rate (BMR) housing

Because the housing data is needed to support any amendments to the Inclusionary Housing requirements, the Planning Commission has recommended that Portola Valley participate in the 21 Elements' countywide housing nexus study. Staff will prepare a specific request to that effect to the Council on November 12, 2014.

2. *Affiliated Housing*: Dating back to 1990, the Town's Affiliated Housing program allows employee housing, or multi-family housing, on three institutional properties – the Priory, The Sequoias and the Stanford Wedge. Upon approval of its 2005 master plan, the Priory was authorized to build 11 additional units, and intends to do so by the end of 2022, Ms. Pedro said, but at this time, nothing is planned for either The Sequoias or the Stanford Wedge.
3. *Second Units*: The Town has relied primarily on second units to provide most of Portola Valley's affordable housing stock, approving an average of about five units annually over the past five years. The draft Housing Element calls for amendments to the Town's Second Unit program that would allow:
 - a) Parcels of 2-plus acres to have second units of up to 1,000 square feet
 - b) Parcels of 3.5-plus acres to have two second units on the property, one attached and one detached
 - c) Staff review and approval of second units up to 750 square feet

In terms of the Second Units program, Mayor Wengert said she'd understood that since 2011, staff has been authorized to approve second units on the first floor within an existing home (versus detached) with no ASCC review required, provided the units are within the primary residence.

4. *Shared Housing*: The Town partners with HIP Housing on HIP's shared-housing program, which matches people who are looking for housing with people who have rooms available for rent in Town. Although participation has been low, Ms. Pedro said the Town would continue to publicize the program to residents and employees to increase the number of placements.

Councilmember Hughes said in addition to the four key programs, the draft Housing Element included proactive steps we might take or possibilities we might investigate over the course of the upcoming cycle. They may not be priorities now, he acknowledged, but we'll probably look back at what we talked about today, to pick up where we left off, when we have this discussion again next year.

Ms. Pedro said the draft Housing Element Action Plan has an item called Future Programs, which discusses future housing needs beyond 2022 and potentially addressing them by a) considering expansion of the Affiliated Housing program to commercial sites for employee housing and b) exploring the potential uses of the money in the Town's In-Lieu Housing Fund.

Councilmember Derwin said she can't recall why one of the second units on a parcel of 3.5-plus acres must be attached. Ms. Pedro said she's not reviewed all of the discussions yet, she expects it might be to minimize the number of structures or the appearance of three single-family homes on one property. Ms. Prince said the Planning Commission seemed somewhat uncomfortable with the idea of having three units on a piece of property, creating what looks like a compound of sorts. In response to a follow-up question from Councilmember Derwin, Vice Mayor Aalfs said most of the those involved in the discussion about two second units at both Planning Commission and Ad Hoc Affordable Housing Committee meetings – including those in the audience – favored having one of them attached.

Mayor Wengert pointed out that the Town allows two detached second units on parcels of 10-plus acres.

In terms of staff-level review of second units up to 750 square feet, Vice Mayor Aalfs noted that there were concerns that parking, traffic and other issues that staff hasn't examined in reviewing additions smaller than 400 square feet. In some cases, larger units might need tweaking by the ASCC or the Planning Commission. To address such concerns, he said, part of the program calls for reviewing

performance standards and updating them as necessary, and specifying that staff would be able to refer applications to the ASCC if appropriate.

To some extent, Vice Mayor Aalfs said a review of the rules and regulations would be an important element of implementing changes in any of the four key programs.

Mayor Wengert invited questions and comments from the audience. There were none.

Mayor Wengert said she continues to believe the Second Units program is the Town's best avenue to secure additional housing in Portola Valley. Toward that end, she said we may want to consider dropping the threshold for two second units (one attached, one detached) on a property below the 3.5 acres proposed. Her rationale is that the Town has many more homes in the 1-acre category, many of which are in the neighborhood of 5,000 to 6,000 square feet. When combined with the fact that the Town's population is aging rapidly, a second interior unit in some of these homes could give more people more flexibility in managing their lives – by bringing in a live-in caregiver, a child, caretaker, whatever. Many of these people may have a detached second unit already. The decision to add a second second unit would be to satisfy their individual needs, she said, but in a fashion that would also provide additional housing without affecting the visual impact. She also said that given the economics and demographics, Portola Valley may soon find itself in a situation where young families can't afford to move here.

Mayor Wengert also said she believes it should be a priority for the Town to create units above and beyond our Regional Housing Needs Assessment (RHNA) allocation. Particularly in a situation where the homeowner wants that unit, Vice Mayor Aalfs added. He pointed out, too, that the attached second unit wouldn't increase the total square footage allowed.

Ms. Pedro said that in terms of incentives to encourage the production of affordable housing, it would be important to establish a direct link based on the nexus between where money goes that results in growth of the affordable housing supply. She said that's different from Inclusionary Housing, but for that program, it's also important to participate in the 21 Elements nexus study.

Mayor Wengert stated that there are a number of ways we can potentially help people financially, but it also could create a fairly large program for the Town to administer.

Mr. Pegueros said that from July 2008 to December 2013, Portola Valley approved adding 29 second units, averaging about 5.3 units per year. Given that draft Housing Element's projections are based on that number, he asked whether the Council wants to look at programs to increase the rate of production. If so, they can explore actions that might yield higher numbers.

Ms. Pedro said the three amendments proposed for the Second Unit program are expected to raise the average to 6.5 units per year over the next eight years, an increase of about 25%.

Councilmember Derwin referred to a September 23, 2014 article in the *New York Times*, which says that in California, absence of affordable housing squeezes the middle class. Robert K. Green, an economist and director of the Lusk Center for Real Estate at the University of Southern California, is quoted in the article as saying, "It's hard to imagine how all of California doesn't become like New York City and San Francisco, where you have very rich people and poor people, but nothing in between. That's socially unhealthy and unsustainable, but it's where we are going right now – affordability is its worst ever and we're seeing a hollowing-out of the middle class here." Councilmember Derwin said this problem won't be solved by either government or businesses alone; it will take government, businesses and community, and wages must be higher and education must improve.

At this point, Councilmember Derwin said she'd like to see a diversity of housing and different price points. She's been studying "pocket" neighborhoods, she said. Architect Ross Chapin, who wrote *Pocket Neighborhoods: Creating Small Scale Community in a Large Scale World*, originated pocket neighborhoods in Washington, taking his cue from Denmark's "co-housing" practice. In a pocket neighborhood, between four and 12 houses face a green and share considerable space to promote creating community. Councilmember Derwin said she'd love to see that in Portola Valley, but it would increase density and require zoning changes. She'd also like to see backyard cottages here, which Chapin also talks about. In any event, the way we think about housing must change radically before we'll be able to solve the housing problem, she said. It's going to take a very different mindset. In the meantime, she'd favor the Town adopting a much more aggressive Second Unit program – such as two units on smaller lots, two detached units on larger pieces of property.

Vice Mayor Aalfs said he supports the recommendations on the Second Units as they stand now as our first priority.

Councilmember Hughes said figuring out what we'll be doing over the course of eight years, it makes sense to quickly get to the low-hanging fruit – such as increasing the rate of production of second units to 6.5 per year. He said he'd begin with next year's priorities, determining what we should do sooner rather than later to really start making a difference, and then decide on other priorities after that.

Mayor Wengert said we could make the Second Unit program more aggressive if further work by the Planning Commission enables us to fully understand the implications and make sure everything we need to do it is in place.

Councilmember Hughes said that as the Planning Commission investigates, a number of issues may arise that they'd have to think through, which would delay the process. For example, the current parking ratio is based on the number of bedrooms, and a second unit may mean more vehicles per bedroom because it houses another family as opposed to an additional bedroom in an existing home, which might well be for a child who isn't old enough to have a car.

Mayor Wengert said that dropping lot-size requirements for two second units from 3.5-plus acres could have a substantial near-term impact on second-unit production.

Councilmember Hughes didn't disagree, but noted that at this point, pursuing the recommendations as stated – versus trying to go beyond those recommendations – wouldn't get us bogged down in a long public process and we'd start increasing the rate of second-unit production sooner.

Mayor Wengert said she didn't see how the process would differ, because the Planning Commission would do the same thing with the current recommendations. She said all of them will take a fair amount of vetting.

Ms. Prince said the Town is obliged to implement the changes to the Second Unit program that are spelled out in the draft Housing Element, which will take some time in and of itself. She expects that the learning process that goes along with that effort to result in more awareness of and insight into issues such as parking.

Ms. Prince also suggested considering establishment of an Overlay District in the Zoning Code. When evaluating the issue of parcel size in the context of permitting additional second units, she recalled the Planning Commission shied away from lots smaller than 3.5 acres due to concerns related to topography and the winding nature of many of the Town's roads. An Overlay District that allows two second units on smaller parcels could be established in some residential districts where it makes sense.

Mayor Wengert said that's a great idea.

Councilmember Hughes said an Overlay District would be particularly relevant for one of the three Second Unit program changes outlined in the Housing Element: the one that would allow parcels of 3.5-plus acres to have two second units on the property. The other changes need only technical work, he said, which he wouldn't want to delay while revisiting the issue parcel size as it relates to two second units. He said also that the staff-level review of units up to 750 square feet would be where we'd come up with most of the units needed to satisfy RHNA numbers.

Mayor Wengert said that implementing the staff-level review recommendation should be relatively straightforward, and should be Priority 1 for the Planning Commission. Councilmember Hughes agreed, although he noted that it requires evaluating and possibly revising the guidelines and rules that staff would need to make appropriate decisions.

Mayor said the same work program would apply to both of the other recommendations that involve parcel-size thresholds, so the Planning Commission could tackle them simultaneously.

Councilmember Hughes reiterated the importance of addressing future-oriented programs for affiliated housing and using In-Lieu Housing Fund money. He said those would likely involve forming task forces for longer-term research, evaluation and recommendations.

Councilmember Derwin asked whether we have any say in how the In-Lieu Housing Fund money is used. Ms. Pedro said it absolutely must be used for affordable-housing purposes, but when Councilmember Hughes pointed out that still leaves many different ways of doing that, Ms. Prince clarified that the In-Lieu Housing Fund should be used in ways that would directly affect and create affordable housing in Town. Mayor Wengert said it could be done programmatically with incentives, or contributing financially if, for instance, Stanford were to indicate wanting to build affordable housing in the Wedge, or other alternatives. She said we can be open to opportunities to achieve the goals to add housing for consideration as they present themselves.

Mayor Wengert asked Councilmember Derwin whether we should be doing more to support HIP's shared-housing program. Councilmember Derwin responded that there's a lot of potential in Portola Valley for this program to expand, especially among older residents who live in large homes, so more in the way of making sure people know about it would make sense. Mayor Wengert said it could be an immediate win, because there are no barriers.

Mayor Wengert said this, too, is something to consider once we get some traction and see some progress toward what we've set out to achieve in the draft Housing Element.

Council confirmed the guidance Ms. Pedro said she would take to the Planning Commission – to follow up on the Second Unit program amendments outlined in the Housing Element, and also to come back with ideas on more robust marketing of the HIP Home-Sharing program.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Reports from Commission and Committee Liaisons [9:01 p.m.]

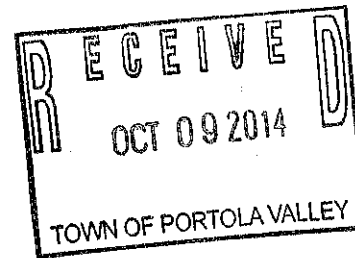
Councilmember Hughes

(a) Cable and Utilities Undergrounding Committee

Meeting on September 8, 2014, members discussed completion of the undergrounding project on Alpine Road and whether to undertake an effort to raise money to replace Rule 20A funds from PG&E. They decided against changing the Committee's charter at this time, and are still looking for a new member to fill a vacancy.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



October 7, 2014

Ms. Karen Kristiansson, Deputy Town Planner
Building and Planning Department
Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Ms. Kristiansson:

RE: Town of Portola Valley's 5th Cycle (2015-2023) Draft Housing Element

Thank you for submitting the Town of Portola Valley's draft housing element update which was received for review on August 25, 14, along with additional revisions received on September 26, 2014. Pursuant to Government Code (GC) Section 65585(b), the Department is reporting the results of its review. Our review was facilitated by a telephone conversation with you on September 3, 2014.

The draft housing element with revisions meets the statutory requirements of State housing element law. The draft housing element with revisions will comply with State housing element law (GC, Article 10.6) when they are adopted and submitted to the Department, in accordance with GC Section 65585(g).

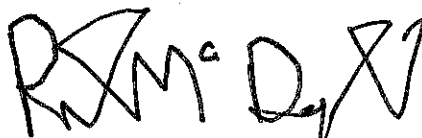
To remain on an eight year planning cycle, pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) the Town must adopt its housing element within 120 calendar days from the statutory due date of January 31, 2015 for ABAG localities. If adopted after this date, GC Section 65588(e)(4) requires the housing element be revised every four years until adopting at least two consecutive revisions by the statutory deadline. For more information on housing element adoption requirements, please visit our Department's website at: http://www.hcd.ca.gov/hpd/hrc/plan/he/he_review_adoptionsteps110812.pdf.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the Town must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate.

HCD Review of Portola Valley's Housing Element
October 7, 2014
Page 2

The Department appreciates your efforts and dedication in preparation of the housing element and looks forward to receiving Portola Valley's adopted housing element. If you have any questions or need additional technical assistance, please contact Jess Negrete, of our staff, at (916) 263-7437.

Sincerely,

A handwritten signature in black ink, appearing to read "P. McDougall". The signature is stylized with a large initial "P" and a long, sweeping underline.

Paul McDougall
Housing Policy Manager

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, NOVEMBER 19, 2014,
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Gilbert called the Planning Commission regular meeting to order at 7:30 p.m. Ms. Pedro called the roll.

Present: Commissioners Alexandra Von Feldt, Judith Hasko and Nate McKittrick; Vice Chair Nicholas Targ; Chair Denise Gilbert

Absent: None

Staff Present: Debbie Pedro, Planning Director
Karen Kristiansson, Deputy Town Planner

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

(1) Public Hearing: 2014 Housing Element and Initial Study/Negative Declaration [7:31 p.m.]

Ms. Kristiansson said that the draft 2014 Housing Element which was submitted to the California Department of Housing and Community Development (HCD) had been discussed at 14 public meetings, most in front of the Planning Commission. The Architectural and Site Control Commission (ASCC) and the Town Council had also had the opportunity to provide input.

At its meeting on June 18, 2014, the Council added provisions that call for the Town to review standards and density for the Stanford Wedge and update them as appropriate during the 2015-2022 planning period. At its September 24, 2014 meeting, the Council identified zoning amendments to encourage second units and HIP Housing's Shared Housing Program as priorities. The current draft Housing Element reflects those changes as well as changes that were requested by HCD based on their review of the draft.

As Ms. Kristiansson explained, the changes, all of which have been approved by HCD, are summarized in her November 19, 2014 staff report. The most significant of them is an additional program, Program 8, which calls for an amendment to the Town's Zoning Ordinance to remove the restrictions on the number of individuals in transitional and supportive housing in order to comply with current interpretations of state law. In addition, in terms of the CEQA analysis, an Initial Study (IS) was prepared for the revised Housing Element, and because it would have no significant environmental impacts, a Negative Declaration (ND) was prepared.

Two resolutions for the Planning Commission's consideration were attached to the staff report. The Commission could adopt them to recommend Council review and approval of the IS/ND and the Housing Element Update, respectively.

Chair Gilbert opened the public hearing. No speakers came forward, so she closed the public hearing.

In Section 2493, the table that lists items in the Action Plan, Chair Gilbert called attention to Number 7, which indicates Zoning Ordinance amendments affecting second units: ". . . to allow a) second units up to 1,000 square feet on lots with 2+ acres; b two second units on lots with 3.5+ acres; and c) staff level review and approval of second units up to 750 square feet when no other permit is needed." Chair Gilbert suggested clarifying "b" by specifying that one of the units must be attached. She noted that although this is stated elsewhere in the element, she felt that it should be added here as well in case someone only looked at the summary table.

Commissioner Von Feldt said she was pleased to see HIP Housing got some attention as a priority.

In response to Commissioner Hasko, Ms. Kristiansson confirmed that even without amending the zoning ordinance, the Town would need to comply with state law concerning transitional and supportive housing. As a result, if an application came in to accommodate seven people instead of the maximum six specified now, it could not be turned down on that basis.

Chair Gilbert thanked staff for all their efforts. Ms. Kristiansson said that the streamlined review process, which the Town was eligible for because of the passage of the density bonus ordinance, had helped the process work more smoothly.

Vice Chair Targ moved to approve and recommend Town Council adoption of the Initial Study/Negative Declaration for the 2014 Housing Element. Seconded by Commissioner Von Feldt, the motion carried 5-0.

Commissioner Hasko moved to approve and recommend Town Council adoption of the 2014 Housing Element as an element of the General Plan. Seconded by Vice Chair Targ, the motion carried 5-0.

Ms. Kristiansson said the resolutions would be amended to correct two typographical errors and respond to the change requested by Chair Gilbert. The Town Council's public hearing on the Housing Element is currently scheduled for January 14, 2015.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

Ms. Kristiansson said that the Commission's joint field meeting with the ASCC in connection with a lot-line adjustment application for the Sausal Creek property which was originally scheduled for November 24, 2014 has been rescheduled for December 3, 2014, prior to the Planning Commission meeting.

In terms of the Portola Road Corridor Plan draft, she said staff met with Phil and Cindie White last week, and hopes to bring the item back to the Planning Commission before year-end.

Approval of Minutes: November 5, 2014

Vice Chair Targ moved to approve the minutes of the November 5, 2014 meeting, as amended. Seconded by Commissioner McKitterick, the motion carried 5-0.

ADJOURNMENT [7:17 p.m.]

Denise Gilbert, Chair

Debbie Pedro, Planning Director

RESOLUTION NO. 2014 - 7**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PORTOLA VALLEY RECOMMENDING ADOPTION OF THE NEGATIVE DECLARATION FOR THE 2014 HOUSING ELEMENT**

WHEREAS, the Town of Portola Valley has caused an updated Housing Element ("2014 Housing Element") to be prepared in accordance with California Government Code Section 65583 *et seq.*, and

WHEREAS, an Initial Study has been prepared based on substantial evidence analyzing the potential environmental impacts of the 2014 Housing Element, and

WHEREAS, the Initial Study found no significant environmental impacts, a Negative Declaration was prepared, and a Notice of Intent to adopt a Negative Declaration was issued, and

WHEREAS, the Initial Study was provided to the State Clearinghouse for review in accordance with the requirements of Section 15105(c) of the CEQA Guidelines (California Code of Regulations, Title 14), and

WHEREAS, public notice was provided in accordance with the requirements of Section 15072 of the CEQA Guidelines (California Code of Regulations, Title 14), and

WHEREAS, the public comment period on the Initial Study and Negative Declaration began on October 22, 2014 and extends through November 20, 2014, and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 19, 2014 to consider the Initial Study and Negative Declaration for the 2014 Housing Element; and

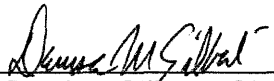
WHEREAS, the Planning Commission has considered and reviewed all information contained in the Initial Study and Negative Declaration and all comments received and finds that it is complete and adequate pursuant to the California Environmental Quality Act.


NOW, THEREFORE, be it resolved that the Planning Commission recommends that the Town Council approve the Initial Study and Negative Declaration for the 2014 Housing Element.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on November 19, 2014.

For: Gilbert, Targ, Hasko, McKitterick, Von Feldt

Against: None

By: 
Denise Gilbert, Chairperson

Attest: 
Debbie Pedro, Town Planner

RESOLUTION NO. 2014 - 8

RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PORTOLA VALLEY RECOMMENDING ADOPTION OF THE 2014 HOUSING ELEMENT AS AN ELEMENT OF THE GENERAL PLAN

WHEREAS, the Town of Portola Valley has caused an updated Housing Element ("2014 Housing Element") to be prepared in accordance with California Government Code Section 65583 *et seq.*, and

WHEREAS, the 2014 Housing Element sets forth the Town's goals, policies and programs for housing through 2022, and

WHEREAS, the 2014 Housing Element plans for the Town of Portola Valley's share of the Regional Housing Needs Allocation, and

WHEREAS, an Initial Study and Negative Declaration have been prepared based on substantial evidence and found no significant environmental impacts from the 2014 Housing Element; and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 19, 2014 to consider the 2014 Housing Element; and


WHEREAS, based on written and verbal comments from the California Department of Housing and Community Development and the Planning Commission's independent review and consideration of all the information and comments received, the Planning Commission believes the 2014 Housing Element to be in compliance with State law.

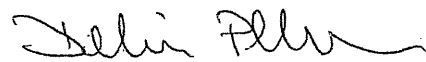
NOW, THEREFORE, be it resolved that the Planning Commission recommends that the Town Council adopt the 2014 Housing Element.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on November 19, 2014.

For: Gilbert, Targ, Hasko, McKitterick, Von Feldt

Against: None

By: 
Denise Gilbert, Chairperson

Attest: 
Debbie Pedro, Town Planner



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: January 14, 2015

RE: **Draft Revisions to the Commission and Advisory Committee Policies & Procedures Handbook**

RECOMMENDATION

The recommendation is for the Town Council to review, discuss, modify if necessary, and approve the proposed revisions to the Commission and Committee Policies & Procedures Handbook (Handbook).

BACKGROUND

Periodically the Town reviews the Handbook and makes necessary revisions.

DISCUSSION

The major proposed revisions to the Community Handbook are noted below:

1. **Role of the Council Liaison (pp. 7&8)** – This section has been updated to clarify the role of the Council Liaison, most significantly with respect to the Liaison’s attendance at committee meetings. The section also emphasizes certain aspects of the Liaison’s responsibilities and role in committee discussion and decisions. As with all sections of the handbook, the Town Council has complete discretion over the content of this section and should devote considerable time reviewing the proposed changes.
2. **List of Commission & Advisory Committees (p. vii)** – The Teen Committee has been removed from the list of advisory committees due to inactivity and member resignations. The committee could always be reestablished at a future date if interest arises in the community and after appointments are made by the

Mayor with the concurrence of the Town Council. Also in this section, committee membership maximums have been standardizing to nine. The only committee with nine or more members is the Emergency Preparedness Committee (which has 11) and it is recommended that the Town Council provide an exception to the maximum membership on the EPC.

3. **Application and Selection Process (p. 1)** – The current application and selection process for advisory committees has come under a certain amount of criticism for being lengthy and bureaucratic, inconsistently applied across committees, and somewhat intimidating for applicants in some circumstances. The Mayor presently makes committee appointments with the concurrence of the Town Council and the new process simply streamlines the application process to start with the Mayor who will consult with the applicable committee Chair on new applicants.
4. **Annual Committee Calendar (p. 4)** – The current Handbook contains a planning process that is out-of-sync with current practice and processes. The proposed committee calendar formalizes the expectations of committees with regard to planning and budgeting. It also provides opportunities for committees to interact with the Town Council through an annual report and again with the Mayor and Vice Mayor at an annual meeting of committee Chairs.
5. **Role of the Chair (p. 6)** – This section has been updated by promoting, in the order of presentation, the importance of the Chair's responsibility to orient a new member or an incoming chair. Such an orientation is critical to ensure that transitions are smooth and that new members are brought up-to-speed quickly on the committee's activities. Additionally, tasks that are already performed by Chairs have been included.
6. **Role of the Staff Liaison (p. 8)** – This section has been updated to emphasize that staff will support committees in their delivery of programs included in the Town Council's adopted budget.
7. **Annual Budget process (p. 14)** – This section clarifies expectations of committees in the budgeting process and established firm deadlines.

FISCAL IMPACT

None

ATTACHMENTS

1. Commission and Committee Policies & Procedures Handbook proposed January 14, 2015.

CC: Committee Chairs



Town of Portola Valley

Commission and Advisory Committee Policies & Procedures Handbook

Adopted by the Portola Valley Town Council
~~Adopted October 23, 2013~~ Proposed January 14, 2015

TOWN OF PORTOLA VALLEY COMMISSION & ADVISORY COMMITTEE

Policies & Procedures Handbook

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THE NEEDS AND REWARDS OF VOLUNTEERING

~ by *Bill Lane, Former Mayor*

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As one of the Town's first mayors elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Day-Lighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.

TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

Town Council

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, Commission members, Advisory Committee members, and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

Mayor

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council. The Mayor also works with the Town Manager and Vice Mayor to set the Town Council meeting agenda.

Vice Mayor

The Vice-Mayor serves in the Mayor's absence.

Council Meetings

Council meetings are open to the public and are held on the 2nd and 4th Wednesday of each month at 7:30 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

Posting of Meeting Agendas and Ordinances

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathhorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

Commissions and Advisory Committees

These policies and procedures apply to *Commissions* and *Advisory Committees*. The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate

meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both commissions and committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

Official Town Commissions & Committees

The Town has two commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has ~~16~~15 permanent Advisory Committees:

- *Bicycle, Pedestrian & Traffic Safety*
- *Cable and Utilities Undergrounding*
- *Conservation*
- *Cultural Arts*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Historic Resources*
- *Nature and Science*
- *Open Space Acquisition*
- *Parks & Recreation*
- *Public Works*
- *Sustainability*
- ~~*Teen*~~
- *Trails & Paths*
- *Water Conservation*

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with committee and commission meeting times and agendas ~~are posted~~ on the Town's website.

Town Manager

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members and is responsible for managing the delivery of programs and services authorized in the Town Council adopted budget.

Portola Valley Sphere of Influence

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic, geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees or commissions to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

Town Governance Documents

The Town, incorporated on July 7, 1964, is a community of approximately 4,600 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional

consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were codified in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.

LIST OF COMMISSIONS & ADVISORY COMMITTEES

COMMISSIONS

Architectural & Site Control

5 Members

Meets 2nd & 4th Mondays, 7:30 p.m.

Planning

5 Members

Meets 1st & 3rd Wednesdays, 7:30 p.m.

ADVISORY COMMITTEES

Each committee, ~~with the exception of the Teen Committee,~~ shall have a minimum of five (5) members, and a ~~recommended~~ maximum of nine (9) members. ~~, with reduction to current membership occurring through attrition.~~ Exceptions to these minimum/maximum requirements can be granted by the Town Council.

<u>Committees</u>	
<u>Bicycle, Pedestrian & Traffic Safety</u>	<u>Nature & Science</u>
<u>Cable & Utilities Undergrounding</u>	<u>Open Space Acquisition</u>
<u>Conservation</u>	<u>Parks & Recreation</u>
<u>Cultural Arts</u>	<u>Public Works</u>
<u>Emergency Preparedness</u>	<u>Sustainability</u>
<u>Finance</u>	<u>Trails & Paths</u>
<u>Geologic Safety</u>	<u>Water Conservation</u>
<u>Historic Resources</u>	

~~**Bicycle, Pedestrian & Traffic Safety**~~

~~Meets 1st Wednesday, 8:15 am~~

~~**Cable & Utilities Undergrounding**~~

~~Meets odd-numbered months, 2nd Thursday, 8:15 am~~

~~**Conservation**~~

~~Meets 4th Tuesday, 7:45 pm~~

~~**Cultural Arts**~~

~~Meets 2nd Thursday, 1:00 pm~~

~~**Emergency Preparedness**~~

~~Meets 2nd Thursday, 8:00 am in EOC~~

~~**Finance**~~

~~Meets as announced~~

~~**Geologic Safety**~~

~~Meets as announced~~

~~**Historic Resources**~~

~~Meets as announced~~

~~**Nature & Science**~~

~~Alternate even-numbered months, 2nd Thursday at 4:00 pm~~

~~**Open Space Acquisition**~~

~~Meets as announced~~

~~**Parks & Recreation**~~

~~Meets 1st Monday, 7:30 pm~~

~~**Public Works**~~

~~Meets as announced~~

~~**Sustainability**~~

~~Meets 3rd Monday at 3:30 pm~~

~~**Teen Committee**~~

~~Meets as announced~~

~~**Trails & Paths**~~

~~Meets 2nd Tuesday, 8:15 am or as needed~~

~~**Water Conservation**~~

~~Meeting time TBD~~

ORGANIZATION CHART

COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

Membership Qualifications

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

Notice of Vacancies

Notice of vacancies and requests for applications are posted on the Town website (www.portolavalley.net), at Town Center, Nathhorst Triangle, and Village Square, and may be published in *The Almanac* or posted to the PV Forum.

Application and Selection Process

Residents interested in serving on a **commission** must submit a letter of interest to the Council. At a noticed public meeting the Council will conduct an interview and selection process as determined by the Council in advance. When a commissioner's term expires he/she must apply to be reappointed. Vacancies are filled as necessary.

Residents interested in serving on a **committee** must complete an application and submit it to the Town Clerk ~~before the published deadline~~. The Town Clerk will then forward the application to the Mayor and committee chair. The Mayor, in consultation with the committee chair, will review the application. Committee appointments are made by the Mayor with the concurrence of the entire Town Council. Vacancies are filled as necessary. ~~place consideration of appointment of the applicant on the next available committee agenda. The committee will consider the applicant and will make a recommendation to the Mayor and Town Council liaison concerning the appointment.~~

~~Applications and comments from the committee are then forwarded to the Town Clerk to be placed on the next available Town Council agenda for the Mayor's consideration of appointment to the committee.~~

Applications may be obtained from the Town Clerk or through the Town's website.

Terms of Office

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31st. ~~Currently, two seats on each commission have terms that expire on December 31, 2015, and three seats have terms that expire on December 31, 2016.~~

Conflict of Interest

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the committee.

Meeting Attendance & Recusals

For commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings are deemed to have resigned from office, unless excused by the Town Council for good cause.

When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance and recusals.

If a commission or committee member is unable to attend a meeting, the member should notify the chair as soon as possible, to ensure it can be cancelled if a quorum cannot be met.

Resignation

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

Removal

If the Mayor, the council liaison and commission/committee chair all concur that a member is not fulfilling the duties (i.e. repeated failure to attend meetings, violation of ethical standards, disruptive behavior, repeated failure to abide by Commission/Committee handbook rules, etc.) of the committee, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor.

Compensation

Service on commissions and committees is voluntary; there is no monetary compensation.

Insurance

Commission and committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

Jurisdiction

The Town Council establishes the Town's Advisory Committees, and their duties are set forth in each committee's Charter. Before placing an item on the committee's agenda, committee members should consider whether or not the matter falls within its jurisdiction.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee's charter.

Annual Committee Calendar

<u>TIMEFRAME</u>	<u>ACTIVITY</u>
<u>January</u>	<u>Committee elects new Chair; begin work on annual report to the Town Council</u>
<u>February to April</u>	<u>Committee annual reports to the Town Council</u>
<u>March to April</u>	<u>Committee develops budget request for upcoming fiscal year – Due April 30th to Town Manager</u>
<u>May</u>	<u>Semi-annual meeting of Chairs to foster inter-committee discussion and collaboration</u>
<u>May to June</u>	<u>Staff assembles town-wide budget; submits to Finance Committee & Town Council for review and approval</u>
<u>July</u>	<u>Distribution of Town Council adopted budget</u>
<u>November</u>	<u>Semi-annual meeting of Chairs with Mayor & Vice Mayor</u>
<u>December</u>	<u>Committee reappointments</u>

Development of Committee Objectives **Committee Annual Report**

In the first several months of each calendar year, committees will be asked to make an annual report presentation to the Town Council that outlines the following:

1. Accomplishments and project updates, fiscal year to-date
2. Recommended work plan for the upcoming fiscal year
3. Requests for Town Council direction or for staff and consultant resources
4. Updates to the Committee charter or membership

~~Each year, a process is undertaken to~~ Committee work plans identify measurable goals and objectives that each committee will work toward achieving during the ~~coming~~ fiscal year. These objectives generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue. Committees should use feedback received as part of the annual report discussion with the Town Council to help guide their budget development.

~~The following is a schedule of these planning processes:~~

- ~~Jan. ————— New committee members are appointed.~~
- ~~Jan./Feb. — Committees are reorganized through election of new officers.~~
- ~~Feb. ————— Annual orientation meeting for members and chairs. Meeting is~~
~~————— mandatory for new chairs.~~
- ~~March/April — Committee develops proposed work plan and annual budget.~~
~~————— Requests for following year are submitted to Town Council for~~
~~————— approval.~~
- ~~June ————— Town Council adopts work plans and annual Town budget.~~
- ~~Oct. /Nov. — Chair, Council and staff liaisons review committee's needs relative~~
~~————— to membership.~~

Scope of Authority

Advisory bodies are not involved in administration or operation of Town departments. Unless a committee is authorized in advance to do so by the Town Council, committees or committee members may not: They may not:

- direct staff to initiate programs
- conduct major studies ~~unless approved by the Town Council~~
- establish policy
- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for or accept grant funds
- fundraise on behalf of the Town or for a program that benefits the Town
- or otherwise bind the Town in any way.

Ad Hoc Committees

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make

recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

Role of the Chair

In January ~~or February~~ of each year, each committee should select a chair ~~and a vice-chair~~ from among its members.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

~~The vice-chair acts as chair in the chair's absence. If neither the chair nor vice-chair is present at a meeting, the committee should immediately elect a chair pro tem to preside during the current meeting.~~

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Assisting new members or an incoming chair with orientation
- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m. the Thursday of the week prior to ~~your~~ the committee meeting
- Communicating important committee activity, questions, or concerns to the Council Liaison
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members
- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Solicitation of committee members
- ~~Assisting new members or an incoming chair with orientation~~
- Review and approval of Town website postings relating to the committee

- Monitoring the committee's budget
- Ensuring that committee events are scheduled using the required event registration process

Role of the Secretary

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

Role of the Council Liaison

~~A member of the Town Council is assigned to each committee to serve as its liaison. The role of the Council liaison is to:~~

- ~~• Inform the committee of Council and Town policies and procedures~~
- ~~▪ Assist in securing resources and staff assistance for the committee~~
- ~~▪ Inform the Council of the committee's events, projects and milestones~~
- ~~▪ Where appropriate, advocate for the committee at Council meetings~~
- ~~▪ Provide counsel to the chair upon request~~
- ~~▪ Serve as a resource to the committee, remaining impartial and avoiding "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance on policies, procedures, etc.~~

~~Council liaisons should be present at committee meetings when needed and at least on a quarterly basis for those committees that meet monthly and shall attend upon the specific request of the committee chair.~~

~~The Council liaison appointments are reassigned and normally rotated annually.~~

A member of the Town Council is assigned to each committee to serve as its liaison and provide the committee Chair with guidance as necessary. The Liaison should not participate in committee debate or discussion on an issue. The Liaison should remain impartial and avoid "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance to the Chair and not speak on behalf of the Town or Town Council. The role of the Liaison is to:

- Provide the Town Council with information regarding noteworthy committee events, projects and achievements
- Provide the Chair with:
 - Input received from the Town Council under "Council Liaison Reports"

- Guidance on Town policies and procedures, including initial feedback on the committee's Annual Report and budget in advance of submittal to the entire Town Council.
- Advice on inter-committee topic areas

Liaisons are not expected to normally attend committee meetings except upon the specific request of the committee chair. If a Liaison does not attend the committee's meeting, the Liaison shall contact the committee Chair following each committee meeting to learn of any specific requests the Chair may have of the Council.

The Council liaison appointments are made annually by the Mayor in January.

Role of the Staff Liaison

~~A staff member will be appointed to each committee to serve as liaison, and will attend committee meetings upon the request of the committee chair or council liaison. Staff liaisons are available to provide counsel to the committee chair, and offer information concerning protocol, procedures, etc.~~

The Town Manager shall designate staff members to work collaboratively with the committee chairs to fulfill the Town Council adopted work plan for each committee.

Committee members are responsible for agendas, material supporting agenda item discussions, meeting minutes, and compliance with applicable rules and regulations, etc. The staff liaison is not expected to attend committee meetings except on the rare occasion that his/her presence is necessary for the committee to reach a consensus on an item in the adopted work plan.

The staff liaison will also assist the committee with organizing its *support* role, in areas where the committee assists and augments Town staff in the performance of the functions of Town government. For example, when the Conservation Committee organizes volunteers for removal of invasive plants on Town land or the Public Works Committee inspects and reports to the Town's Public Works Director on the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

ADVISORY COMMITTEE POLICIES & PROCEDURES

I. Meetings

Ralph M. Brown Act

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

NOTE: The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

Temporary Change of Meeting Time/Day (“Special Meeting”)

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

Agendas

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

⇒ “Urgency Items” (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the “Motions” section to follow.

⇒ “Oral Communications” is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

NOTE: The committee cannot take action or deliberate on items raised during oral communications. The committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall no later than **8:30 a.m. on Thursday of the week prior to your-the committee’s scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Thursday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.

Meeting Notification (“Noticing”)

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathhorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

Regular: Advisory committee meetings that are scheduled to meet at designated times.

Special: Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- ☑ Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- ☑ Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

Quorum

Definition of a quorum:

A quorum is a majority in attendance of all committee members as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.

ANY time a majority of committee members meets to conduct business, even if it’s for a “working” or “task” group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

Meeting Cancellation

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum. S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

Minutes

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes can be very simple, but should at minimum include:

- Date, time and place of the meeting
- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Thursday the week prior to your scheduled meeting.**

Motions

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The committee does not necessarily have to be this formal.)
 - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
 - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
 - c. After the motion is seconded, the chair asks for discussion on the motion.
 - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the chair should announce the results of the vote (i.e. "the motion passes" or "the motion fails").
 - e. Members can vote "yes" or "aye" or raise their hand in the affirmative, or "no" or "nay" or raise their hand negating the motion. Members may also "abstain".
 - f. In order to be approved, a majority of the members present must vote "yes" or "aye" or raise their hands in the affirmative. A tie vote results in the motion failing. No proxy or absentee voting is allowed.

- g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.
2. Amending a Motion
 - a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
 - b. A “substitute motion” is a form of amendment that completely restates the main motion.
 - c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.
 3. Motion for Adjournment
 - a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

Subcommittees

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendized and open to the public. The subcommittee has no legislative (decision-making) authority.

II. Finances

Annual Budget Process

Following the committee's annual report to the Town Council, Each year in March/April, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager. All budget submittals for the fiscal year beginning July 1st are due to the Town Manager by the end of the preceding April. Late budget submittals will be excluded from the budget document and the committee will be given a nominal amount of \$500. Late budget submittals will be considered in July/August, but will only be funded if a surplus is anticipated in the adopted budget.

The Town Manager will work with the Mayor and Vice Mayor to determine which committee budget requests are recommended for Town Council approval upon complete review of the Town's projected finances and the town-wide work program. It is important to note that requests from committees for funding may or may not be included in the Town's final budget that is adopted by the Town Council.—The Town Council has the ultimate authority to approve the Town's budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

Annual Budget Appropriation

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

Expending Committee Budgetary Funds

In order to expend budgeted funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500.00—or agendize the item for Council approval if it is over \$25,000.

Requests for check payments should be provided to staff no less than three weeks prior to the payment due date to allow for processing in accordance with the Town's adopted internal controls.

Reimbursement for Small Items (\$100.~~00~~ or less)

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic, Blues & BBQ) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash or on the next warrant (check) list. All requests for reimbursement must include a receipt.

NOTE: Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

Monies Received by Committee (Fundraising, Fees, Sales, Etc.)

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, Blues & BBQ, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

It is a violation of Town policy for committees to maintain their own bank accounts.

III. Charter Changes

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town ~~Manager-Clerk~~ who will the forward it to the Mayor and Town Manager for consideration. ~~, together with the Mayor, will schedule the item on a Town Council agenda~~
6. If the Town Council approves the Charter change, the committee can implement this change at its next committee meeting

IV. Process for Committee Requests for Action

Requesting Placement of Item(s) on Town Council Agenda

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council agenda, the committee must prepare a memo and/or report about the item(s) and forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager and Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

Referral of Items to Other Committees

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the chair of that committee. When an item is agendaized, a report must be provided to the Town Clerk for inclusion in the committee packet and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time-sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request and be provided full information concerning the item prior to the day of the meeting.

V. Miscellaneous Policies

Committee Communications

All official communication between a committee and the Town Council or staff must be directed through the committee chair. The chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for inclusion in the Digest, a weekly compilation of information provided to the Town Council to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event
- Banners

Letters expressing a position on a policy, issue, or event must be pre-approved by the Town Council. Town letterhead may only be used if the letter is signed by the Mayor, an authorized Town staff member, or a committee chair if the letter is pre-approved by the Town Council.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

Using the Town's Bulk Mail Permit

The committee must obtain a letter and certificate of bulk mailing from the Administrative Technician authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

Committee Events

Committees must reserve Town facilities and resources prior to scheduling or hosting a committee event (whether at the Town Center or at another location) using the following procedures:

1. Once the Committee has agreed to a date for the event, the Committee Chair completes a reservation form and submits it to the Town Manager **no less than four weeks prior** to the event. Reservation forms are available via the Town's website or from Town staff. Completed forms can be submitted to the Town Manager by email to towncenter@portolavalley.net or by fax to (650) 851-4677.
2. Upon receipt of the reservation form, staff will review the information provided to ensure there are no conflicts with other events and that the event is in accordance with committee and Town goals.
3. Within three business days following receipt of the reservation request, staff will email the requesting Committee Chair a confirmation of the reservation (i.e., returned application with "approved" stamp), or a notice if the date is unavailable.

Please note: Committees should not advertise their event or purchase banners or signs until the reservation confirmation is received from staff. As noted above under "Committee Communications," flyers and communications regarding events must also be pre-approved by the Town Manager.

Staff Support for Committee Events

Due to limited staff resources, volunteers are responsible for all aspects of the event coordination, including setup and cleanup of chairs and equipment.

VI. Fundraising

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

Overview

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millennium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples' Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

Authorization to Undertake Fundraising

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples' Park at Town Center.

Initiating a One-time Fundraising Event

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

Fundraising Group/Committee Responsibilities

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to the "Town of Portola Valley" (in order to be tax deductible) and that they are received by the Town within three days.

Anonymous Donors

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor's behalf. The Town has no ability to protect the donor's anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

Gifts of Securities

Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

Thank You Letters

The fundraising group/committee must periodically provide a list of donors and amounts received to the Town Manager. Upon staff verification that the funds were received and deposited to the Town's account, the Town Manager will produce and sign a thank you letter for each donation received.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: January 14, 2015

RE: **Revised Town Council Meeting Agenda Format**

RECOMMENDATION

It is recommended that the Town Council review and discuss the revised Town Council meeting agenda format (Attachment 1).

DISCUSSION

The revised agenda format arises in response to two challenges experienced over the past several years with the current agenda format: discussion of outside presentations and timing of committee related business.

The current agenda format schedules presentations from outside agencies under the Oral Communications section of the agenda. As an oral communication, the Town Council is relatively limited in its ability to discuss the presentation's content and provide direction to town staff, if needed. The revised format moves presentations to the regular agenda so that the Town Council has greater flexibility to discuss and provide direction on the item.

The current agenda format also schedules committee related business after public hearings. When no public hearing is scheduled, staff is able to arrange the agenda so that committee matters are heard by the Council relatively early in the meeting. If a public hearing is scheduled, however, the timing of committee matters is unpredictable and often requires committee members to sit in the audience for extended periods of time. To address this timing issue, the revised format bundles committee-related business in a new agenda section immediately following presentations. Annual reports and special requests from committees as well as Council Liaison reports will all be scheduled under this new section. The end result is that committee business will be discussed by the Town Council very early in each meeting.

The attached revised agenda format, or a format further revised by the Town Council, could be put into use as early as the January 28th agenda. The Town, through the

Mayor, retains the right of reverting to the current agenda format should the new format not yield the desired results.

FISCAL IMPACT

None.

ATTACHMENTS

1. Draft of revised agenda format (using some agenda items from the January 14th meeting for illustration).



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, January 14, 2015
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

I. CALL TO ORDER AND ROLL CALL – 7:30 PM

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

II. 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.

III. 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.

Approval of Minutes – Town Council Regular Meeting of December 10, 2014

Approval of Warrant List – January 14, 2015

Appointment by Mayor – Water Conservation Committee members

IV. REGULAR AGENDA

A. PRESENTATIONS – None

B. COMMITTEE REPORTS & REQUESTS

i. X Committee Annual Report

ii. Council Liaison reports – There are no written materials for this agenda item

C. PUBLIC HEARING - 2014 Housing Element and Initial Study/Negative Declaration

D. STAFF REPORTS AND RECOMMENDATIONS

1. **Recommendation from Town Manager** – Revisions to the Commission and Committee Policies and Procedures Handbook

2. **Discussion and Council Direction** – Town Council Agenda Format and Order of Agenda Items

V. WRITTEN COMMUNICATIONS

Town Council Digest – December 12, 2014

Town Council Digest – December 19, 2014

Town Council Digest – January 9, 2015

VI. 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

#11

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – December 12, 2014

1. Agenda (Action) – Town Council – Wednesday, December 10, 2014
2. Agenda – (Cancellation) Planning Commission – Wednesday, December 17, 2014
3. Agenda– Nature & Science Committee – Thursday, December 18, 2014
4. Letter on behalf of Phil and Cindie White – Request to postpone approval of the Portola Road Corridor Plan
5. Letter of Resignation from Judith Murphy from the Sustainability Committee
6. November 2014 - Month end financial report
7. Letter from Bill Chiang, PG&E - Storm Response Update
8. Request Support for Appointment to the Bay Area Air Quality Management District (BAAQMD) Board of Directors from Kirsten Keith, Menlo Park City Council Member
9. Request Support for Appointment to the Bay Area Air Quality Management District (BAAQMD) Board of Directors from Liza Normandy, South San Francisco City Council Member
10. Request Support for Terry Nagel to retain her seat to represent the Central Cities on the Transportation Authority (TA) Board from Michael Brownrigg, Mayor of the City of Burlingame
11. Notice of holiday closure for Portola Valley Town Hall
12. Notice of City Council Reorganization for the Cities of; Daly City, East Palo Alto, Hillsborough, Half Moon Bay, Menlo Park, Pacifica, San Carlos and the Town of Colma
13. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, December 12, 2014

Attached Separates (Council Only)

1. None



TOWN OF PORTOLA VALLEY

Page 243 #1

7:30 PM – Regular Meeting of the Town Council
Wednesday, December 10, 2014
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

All Present

ORAL COMMUNICATIONS

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

Vic Schachter, co-chair of the Ad Hoc Citizens Committee on Airplane Noise Abatement for the South Bay, reported the committee will proceed with litigation, filing the initial briefing by the February 2015 deadline.

- (1) **Proclamation of the Mayor** - Honoring Tom Vlasic on his Retirement and Forty-two years of Dedicated Service to the Town of Portola Valley

Mayor Wengert read the proclamation and congratulated Tom on his excellent work on behalf of the town. Former Planning Commissioners Chip McIntosh and Lea Zaffaroni also thanked Tom for his exceptional work and friendship.

- (2) **PRESENTATION** – of the Backyard Habitat Awards by the Conservation Committee

Conservation Committee member Marge DeStaebler gave awards to Vic & Jan Schachter, John & Sharon Richards, Marianne Plunder, Danna Breen and to the PV Ranch.

REORGANIZATION OF THE TOWN COUNCIL

- (a) Election of Mayor
- (b) Election of Vice Mayor

Councilmember Jeff Aalfs was elected Mayor 5-0

Councilmember Maryann Derwin was elected Vice Mayor 5-0

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.

- (3) **Approval of Minutes** – Town Council Special Meeting of November 5, 2014
- (4) **Approval of Minutes** – Town Council Regular Meeting of November 12, 2014
- (5) **Ratification of Warrant List** – November 26, 2014
- (6) **Approval of Warrant List** – December 10, 2014
- (7) **Recommendation by Mayor** – Town Manager Employment Agreement
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of Amendment No. 3 to the Town Manager Employment Agreement Between the Town of Portola Valley and Nicholas Pegueros (Resolution No. 2637-2014)
- (8) **Appointment by Mayor** – Request for appointment of a member to the Cable & Utilities Undergrounding Committee
- (9) **Request for Appointment** – of Ray Williams to the Board of Trustees for the San Mateo Mosquito and Vector Control District
- (10) **Recommendation by Administrative Services Manager** – Adoption of a Resolution Approving Amendments to the Town's Employee Compensation Plan
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Employee Compensation Plan Effective January 1, 2015 (Resolution No. 2638-2014)

Items #3 - #10 Approved 5-0

REGULAR AGENDA

(11) **Report by the Ad-Hoc Water Conservation Task Force** – Receive Report from Task Force

Ad-Hoc Water Conservation Task Force member Judith Murphy reported on the body of work produced by the task force thus far. Task Force member Al Sill reported on the proposed new page for the Towns website.

(12) **Report from Town Manager and Council Decision** – Create a New Standing Committee on Water Conservation and Approve Charter

The Town Council approved a new standing Committee on Water Conservation and the draft charter as proposed. 5-0

(13) **Recommendation by the Parks & Recreation Committee** – Proposed Expansion to Skate Ramp at Town Center

The Town Council directed staff to 1) Work with the Committee to refine its preliminary design; 2) Community Outreach; 3) Forward to the ASCC and display story poles; and 4) Consider acoustical implication, if any.

(14) **Recommendation by Bicycle, Pedestrian & Traffic Safety Committee** – Approval of Proposed Policy for Assessing Hazards and Potential Hazards on Neighborhood Roadways (traffic calming)

The Town Council directed staff to work with the Committee to refine the proposed policy and bring back to the Council at a near future meeting.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(15) **Reports from Commission and Committee Liaisons**

There are no written materials for this item.

Councilmember Richards –

The Conservation Committee is discussing a redesign to the entry of the Schoolhouse, evaluating the effectiveness of their committee website page, scheduled a broom pull for the first Sunday in March, upcoming speaker event and looking into more attention with respect to wildlife corridors when fencing is approved.

Councilmember Hughes –

The ASCC reviewed a new; large home on Antonio Court, carport enclosure in the PV Ranch, Portola Road Corridor and code enforcement issues.

The Cable Committee continues to discuss undergrounding in town.

Vice Mayor Derwin –

The Conservation Committee completed its report to the Council and reported that all current members wish to continue to serve for year 2015.

At the last C/CAG meeting the San Mateo County Energy Watch gave its yearly report and executed an agreement between C/CAG and PG&E for \$603,000 for Energy Watch.

Vice Mayor Derwin attended a HEART board meeting and reviewed affordable housing and a second consultant to work with the organization.

Vice Mayor Derwin and Councilmember Wengert attended an invitation from PG&E to view replacement of the main line on Valley Oak in PV Ranch.

Councilmember Wengert –

Attended an Airport Roundtable meeting where Brian Perkins from Congresswoman Jackie Speier's office reported the FAA's response to the letter sent to the congressional committee rejected the idea and the most the FAA would do was a survey by 2016.

The Parks & Recreation Committee discussed a pump track for mountain bikes and heard from Lorrie Duval regarding the need and placement of a second AED at town center.

WRITTEN COMMUNICATIONS

(16) **Town Council Digest** – November 14, 2014

(17) **Town Council Digest** – November 21, 2014

(18) **Town Council Digest** – November 26, 2014

(19) **Town Council Digest** – December 5, 2014

#14 – The Council discussed the grant opportunity for creek daylighting project at Town Center.

ADJOURNMENT: 11:35 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: CheyAnne Brown, Planning Technician

DATE: December 11, 2014

RE: Cancellation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, December 17, 2014 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, January 7, 2015 at 7:30 p.m.

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

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

Date: December 11, 2014

CheyAnne Brown
Planning Technician



Town of Portola Valley
Special Nature and Science Committee Meeting
Thursday, December 18, 2014 – 5:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

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)
Introduction of visitors
3. Approve minutes of October 9, 2014 regular meeting and notes from August 14, 2014
4. Reports on Events:
 - Seasonal Hike – August 24
 - Star Party – August 29
 - Earthquake talk by Sheldon Breiner – September 9
 - Drought Day (Ecology Day) – October 18
5. Nature Center:
 - Summary notes
 - Report on meeting of MROSD Board
 - Submission of requested information to MROSD
 - Report on latest meeting with MROSD
 - Plans for re-establishing the “Friends of Hawthorn...”
6. Other Reports:
 - Committee chair’ meeting with Town Staff
7. Budget:
 - Status of 2014-15 budget
8. Action Items:
 - Purchases
 - Set meeting time for 2015
 - Membership for 2015
 - Set dates for major events in 2015
 - Indication of support for Nature Center
9. Other reports including Sub-Committee/Liaison Reports:
10. Adjournment:
 - Next meeting, February 12, 2015 at determined time



A PROFESSIONAL CORPORATION

400 Main Street, Suite 250
Los Altos, California 94022
TEL (650) 327-4200
FAX (650) 325-5572
www.thoits.com

Thomas B. Jacob

tjacob@thoits.com

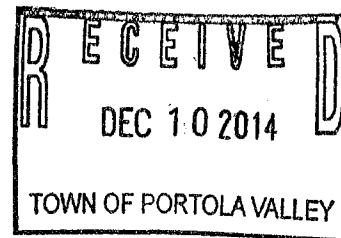
December 10, 2014

VIA HAND DELIVERY

Portola Valley Planning Commission
Portola Valley Town Hall
765 Portola Road
Portola Valley, California 94028

Re: Portola Road Corridor Plan

Dear Commissioners,



This firm represents Phil and Cindie White, the owners of the historic Jelich Ranch property on Portola Road. On behalf of the Whites, we respectfully request that you postpone your approval of the Portola Road Corridor Plan, currently scheduled for your consideration on December 17.

The proposed Plan represents a significant new statement of Town goals and policies for the Portola Road corridor, and involves myriad proposed changes to the Town's General Plan. These actions will directly impact the Whites and their property. Unfortunately, the Whites have only recently become aware of the proposed plan, and they understandably want to have adequate time to review the proposal, to consider its ramifications in consultation with experts and neighbors, and to submit thoughtful comments for your consideration.

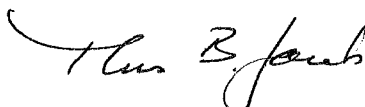
Some of their immediate concerns include the creation of a separate element of the General Plan for the Portola Road Corridor that proposes significantly new and revised corridor objectives, naming conventions, descriptions, conditions, principles, standards, and exceptions, including:

- new emphasis on views and the creation/preservation of a "Scenic Corridor"
- changing the "Proposed Orchard Preserve" to "Orchard Preserve"
- emphasizing and expanding road-side trails, including property acquisition

As evidenced by their active involvement in Town affairs, the Whites are very committed to Portola Valley and to policies that will preserve and enhance its rural charm. At the same time, they have legitimate concerns regarding the proposed Corridor Plan and its direct and material impact on the use and enjoyment of their property. They should be given sufficient time to provide you with their perspective on the proposed Plan.

Sincerely,

THOITS LAW

A handwritten signature in black ink, appearing to read "Thomas B. Jacob". The signature is fluid and cursive, with a large initial 'T' and 'J'.

Thomas B. Jacob

cc: Mayor Ann Wengert
Town Council Members
Leigh F. Prince, Esq.
Phil and Cindie White

Sharon Hanlon

From: Judith Murphy [<mailto:jammurr123@gmail.com>]

Sent: Friday, December 05, 2014 9:15 AM

To: Sharon Hanlon; Brandi de Garneau

Subject: resignation

Sharon,

I would like to formally resign from the Sustainability Committee, effective now. I was happy to be able to work with this group of talented and interested residents, but I want to focus more on Conservation and water in the coming year.

Thank you,

Judy

Judith Murphy

8 Portola Green Circle

Portola Valley, CA 94028

650-851-2766



MONTH END FINANCIAL REPORT FOR THE MONTH OF: November 2014

C A S H	Bank of America	\$	124,827.21	
	Local Agency Investment Fund (0.261%)	\$	12,131,458.13	
	Total Cash	\$	12,256,285.34	
F U N D S	05 General Fund	\$4,007,730.90		<i>General Fund Assignments:</i>
	08 Grants	(214,875.71)		<i>Emergency Capital</i> \$1,400,000.00
	10 Safety Tax	(4,790.87)		<i>Unfunded Pension</i> 1,015,000.00
	15 Open Space	4,047,407.67		<i>Open Space Acquisition</i> 377,499.04
	20 Gas Tax	41,547.21		<i>Equipment Replacement</i> 200,000.00
	22 Measure M	(2,610.30)		<i>Legal Contingency</i> 100,000.00
	25 Library Fund	412,552.92		<i>Historic Museum</i> 2,890.95
	30 Public Safety/COPS	(71,259.95)		<i>Children's Theatre</i> 2,659.62
	40 Park in Lieu	6,263.97		<i>UNASSIGNED BALANCE</i> \$909,681.29
	45 Inclusion In Lieu	2,882,958.71		<i>*General Fund Total</i> \$4,007,730.90
	50 Storm Damage	(131,592.25)		
	60 Measure A	118,394.54		
	65 Road Fees	41,115.77		
	75 Crescent M.D.	94,582.35		
	80 PVR M.D.	13,863.69		
	85 Wayside I M.D.	5,758.57		
	86 Wayside II M.D.	27,230.35		
	90 Woodside Highlands M.D.	147,621.15		
	95 Arrowhead Meadows M.D.	(1,799.67)		
	96 Customer Deposits	836,186.29		
	Total Fund Balance	\$	12,256,285.34	
A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	12,352,601.38	
	Revenues for Month:		514,380.03	
	Total Revenues for Month:		514,380.03	
	Warrant List 11/12/14	(117,080.19)		
	Warrant List 11/26/14	(385,309.43)		
	Payroll	(107,118.92)		
	Total Expenses for Month:	(609,508.54)		
Total JE's and Void Checks:	(1,187.53)			
	Ending Cash Balance	\$	12,256,285.34	

*NOTE: Per Adopted Budget 2014-15, General Fund total fund balance for 6/30/15 is projected at \$4.6 million.

FISCAL HEALTH SUMMARY:

Unreserved/Spendable Percentage of General Fund (Adopted Policy is 60%)	85.80%
<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	370
<i>GASB recommends no less than 90 days</i>	

NOTE: General Fund assigned fund balances were approved by the Town Council on January 24, 2014. The unassigned fund balance is on the cash basis and does not include the adopted budget surplus/deficit for the fiscal year or accrued liabilities such as accounts payable or compensated absences, which are typically only accrued on June 30th of each fiscal year. This report is complete as of the last business day of the month for which it was issued. If new information arises for this or prior periods, these monthly reports will not be updated but the adjustment will be reflected in

Cindy Rodas

To: Nick Pegueros
Subject: RE: Storm Response Update from PG&E ...

From: Chiang, William [<mailto:WWC9@pge.com>]
Sent: Friday, December 12, 2014 8:23 AM
To: Chiang, William
Subject: Storm Response Update from PG&E ...

Hello.

This is Bill Chiang, with a storm response update from PG&E.

As a powerful weather system moves out of Northern and Central California, PG&E crews have been working around the clock to restore service to customers and repair damage to electrical equipment throughout our service area.

Since the storm hit on Wednesday, we've restored service to more than 400,000 customers throughout our service territory. We've dedicated 355 crews to the response effort—and are using contractors from Oregon, Washington and Southern California to aid in our efforts.

As of 6 a.m. today, about 34,000 customers were still without power across our service territory. Nearly all impacted customers are expected to have power by tonight.

As the storm continues to roll through Central California today, crews will continue working to restore new outages as fast as possible, but this work could stretch into Saturday depending on the scope of the area impacted and the severity of the weather.

On the Peninsula, we brought in additional personnel and equipment to our San Carlos and Colma Service Yards, so we could quickly respond to trouble across San Mateo County. We are working to complete repairs and restore the remaining customer outages and are watching the storm's trailing rain bands for restoration deployment.

As we work to restore power, safety is our top priority. Please follow these guidelines and share them with others:

- Stay away from downed and low-hanging power lines. If you see a downed power line, call 911 and then notify PG&E at **1-800-743-5002**.
- Be aware of trees, pools of water and other objects that may be in contact with power lines.
- During an outage, use battery-operated flashlights, and not candles, due to the risk of fire. If you must use candles, keep them away from drapes, lampshades, holiday trees and small children. Do not leave candles unattended.
- Please use caution as you move from one location to another, whether on foot, public transportation or your own vehicle. Distraction levels are high during storm activity. You need to be on alert to prepare for the unexpected.

FOR THE LATEST INFORMATION

- Please visit pge.com from your mobile device or computer.
- Call **1-800-743-5002**.
- Visit our social media channels, [Facebook](#) and [Twitter](#), and [Currents](#)

If there are any questions, please contact me at your convenience.
Thank you.

* * * * *

Bill Chiang
Government Relations, PG&E
275 Industrial Road
San Carlos, CA 94070

william.chiang@pge.com

C: 650-339-1627 O: 650-598-7392



PG&E is committed to protecting our customers' privacy.

To learn more, please visit <http://www.pge.com/about/company/privacy/customer/>



Office of the City Council

December 10, 2014

Re: City Selection Committee Appointment to the Bay Area Air Quality Management District (BAAQMD) City Representative for San Mateo County

Honorable Mayors and Council Members:

I am writing to you for your consideration and vote for my appointment to the Bay Area Air Quality Management District (BAAQMD) Board of Directors as the City Representative for San Mateo County.

The BAAQMD vision statement is “A healthy breathing environment for every Bay Area resident.” Their mission statement is to protect public health, air quality and the global climate. These are crucially important quality of life issues for all of us and they are issues that must be addressed on an ongoing, open and transparent basis. We are so fortunate to have this agency that was the first regional air pollution control agency in the country when it was established in 1955.

As a mother, hiker, backpacker, mountain climber, cyclist, member of many environmental organizations, including Committee for Green Foothills, the work of the BAAQMD is of primary importance to me. I would like to help BAAQMD pursue emission reductions through traditional programs and newer initiatives to address the issues of climate change, particulate matter and diesel exhaust in our communities.

As the Vice-Chair of C/CAG, it has been an honor to work with so many of you around our great County. As you know, C/CAG works on issues that affect our quality of life in general, including transportation, air quality, stormwater runoff, airport/land use compatibility planning, hazardous waste, solid waste and recycling issues.

As the Chair of the San Francisquito Creek Joint Powers Authority, we are also addressing climate change, stormwater runoff and other similar issues while we pursue a major flood control project on the creek. As President of the Peninsula Division of the League of California Cities, it is always a pleasure to work collaboratively with you on common issues.

As a Director of the Bay Area Water Supply and Conservation Agency, I work with elected officials from around the nine Bay Area Counties to ensure a reliable water supply of high quality water at a fair price. Air and water quality go hand in hand and it would be an honor to represent San Mateo County on the BAAQMD.

I appreciate your consideration for my appointment to the Bay Area Air Quality Management District Board. Menlo Park welcomes the opportunity to participate in a way that benefits the entire county in a way that many other cities around the county already do.

If you have any questions, please feel free to contact me at 650-796-1009 or at kkeith@menlopark.org. I look forward to speaking with you and would appreciate your vote.

Best Regards,

A handwritten signature in blue ink that reads "Kirsten Keith". The signature is written in a cursive style with a large initial 'K'.

Kirsten Keith
Menlo Park City Council Member



OFFICE OF THE CITY COUNCIL

December 10, 2014

Dear Colleagues,

I am writing to respectfully request your support for my appointment to the Bay Area Air Quality Management District (BAAQMD) Board of Directors to represent San Mateo County cities.

The Air District has evolved into a significant regional agency with broad oversight over stationary sources of air pollution in the nine Bay Area counties. In addition, the Air district continues to explore new efforts and leverage emerging tools to maintain air quality through programs such as the Commuter Benefit Program enacted by the State Legislature requiring Bay Area employers with 50 or more full-time employees to register and offer commuter benefits to their employees. These include incentives for employees to take transit, vanpool, carpool, bicycle and walk rather than drive alone to work.

Such programs are particularly important in our communities as many large employers continue to locate in San Mateo County. While our county's economic success is most welcome it must be balanced against infrastructure needs and the environmental consequences of such success.

As a member of the Air District Board I will be a strong advocate for the environment as well as a partner for our businesses. The Air District can play a significant role in protecting public health while working with business and consumers to find mutually beneficial approaches.

I have worked to approach dynamic policy issues from such a perspective in my decade in elected public office including my service on the South San Francisco City Council and my previous two terms on the South San Francisco Unified School District Board of Trustees.

My current council committee assignments include alternative on the board of Commute.org (formerly Peninsula traffic Congestion Relief Alliance) which manages and develops programs to encourage use of alternative transit. My service on the board of Commute.org is intimately related to a component function of the Air District -- experience that will serve me well if appointed.

Identifying new and innovative solutions to congestion and the consequent pollution is urgent now as San Mateo County is experiencing a period of tremendous economic growth. While the continuation of that growth should be guarded well we must also be cognizant of the fact that the potential resulting air pollution will have significant health impacts.

As your representative I will work to ensure that the Air District applies the best science as well as thoughtful analyses to design and focus effective air pollution mitigation measures.

In addition, I will advocate for robust community outreach and engagement as the Air Direct undertakes regulatory efforts and to help our communities understand the impacts of air pollution and what tools are available to all of us to reduce the pollution we produce in our daily lives.

I thank you for your consideration and I respectfully ask for your support.

Please feel free to contact me at (650) 291- 4752 or via liza.normandy@ssf.net should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Liza Normandy". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Liza Normandy
Councilmember
City of South San Francisco



MICHAEL BROWNRIGG, MAYOR
 TERRY NAGEL, VICE MAYOR
 ANN KEIGHRAN
 RICARDO ORTIZ
 JOHN ROOT

The City of Burlingame

CITY HALL, 501 PRIMROSE ROAD
 BURLINGAME, CALIFORNIA 94010-3997

TEL: (650) 558-7200
 FAX: (650) 566-9282
www.burlingame.org

December 5, 2014

Honorable Mayors and Council Members:

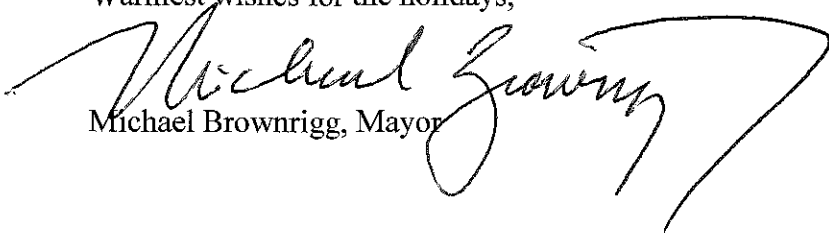
I write to ask for your support of Burlingame Vice Mayor (and incoming Mayor) Terry Nagel to retain her seat representing the Central Cities on the Transportation Authority (TA) Board.

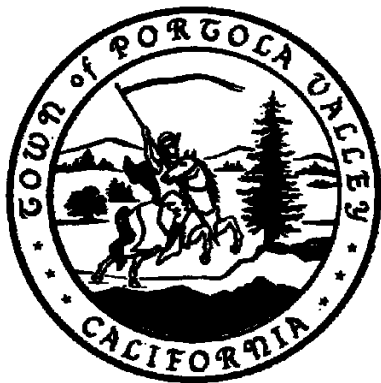
You all know Terry and how hard she works to protect our County's interests and to advance our common goals of enhancing transportation initiatives and innovation in San Mateo County. There is no one better prepared for a meeting; Terry is inevitably deeply briefed, having thoroughly digested, considered and, where appropriate, consulted on matters coming before the TA Board (similarly with her Council work). This scrutiny to detail and her familiarity and knowledge of our wider County make her a first class Board member and one on whom other Board members rely.

What may be less clear to you is how careful Terry is with the use of public funding, which I think is vital in today's constrained budget environment. I have worked closely with Terry over five years as Burlingame navigated extremely tough budget waters (as we all did); Terry was extremely careful to make sure dollars were expended wisely and with maximum benefit to tax/rate payers, rather than what might be most popular or politically expedient. I think that kind of budget discipline is even more important on a regional body like the TA, which is a step removed from taxpayers yet which manages a \$400 mm fund balance and \$75 mm in annual expenditures. You can rest assured that if Terry is on the TA, and the TA approves a transportation project or study, then it will be a highly qualified, cost-effective project that is beneficial both to the recipient city and to our wider community.

The TA is an important institution that requires a great deal from its members. I hope you will join us in voting to reappoint Terry.

Warmest wishes for the holidays,


 Michael Brownrigg, Mayor



In recognition of the Holiday Season

**PORTOLA VALLEY
TOWN HALL
WILL BE CLOSED**

*Wednesday, December 24th, 2014
through Friday, January 2nd, 2015*

*We will return to our NEW business hours on
Monday, January 5th, 2015
8:00 am - 5:00 pm
Closed from noon - 1:00 pm

In Case of Emergency: Sheriff's Office: 911



CITY OF DALY CITY

333-90TH STREET

DALY CITY, CA 94015-1895

PHONE: (650) 991-8000

December 4, 2014

NOTICE OF CITY COUNCIL INSTALLATION and REORGANIZATION

On December 2, 2014, the City Council of Daly City reorganized as follows:

Mayor	RAYMOND A. BUENAVENTURA
Vice Mayor	SAL TORRES
Councilmember	DAVID J. CANEPA
Councilmember	JUDITH A. CHRISTENSEN
Councilmember	MICHAEL P. GUINGONA

Distribution:

San Mateo County Board of Supervisors
 Honorable Edwin M. Lee
 ABAG
 All San Mateo County Cities
 CASA
 City/County Association of Governments (C/CAG)
 City Selection Committee
 Cow Palace
 Daly City/Colma Chamber of Commerce
 League of California Cities
 Local Assembly, Senatorial and Congressional Offices
 Metropolitan Transportation Commission
 National League of Cities
 United States Conference of Mayors



CITY OF EAST PALO ALTO

2415 University Avenue – East Palo Alto, Ca 94303

Notice of City Council Reorganization

December 4, 2014

On December 4, 2014, the City Council of the City of East Palo Alto reorganized as follows:

		<u>Term Ends</u>
Mayor*	Lisa Gauthier	11/30/2016
Vice Mayor*	Donna Rutherford	11/30/2018
Councilmember	Ruben Abrica	11/30/2018
Councilmember	Laura Martinez	11/30/2016
Councilmember	Larry Moody	11/30/2016

*Mayor and Vice Mayor serve a one-year term

Nora Pimentel, CMC
Deputy City Clerk



TOWN OF HILLSBOROUGH

1600 Floribunda Avenue • Hillsborough, CA 94010

Notice of City Council Reorganization

December 8, 2014

On December 8, 2014, the City Council of the Town of Hillsborough reorganized as follows:

		<u>Term Ends</u>
Mayor*	Laurence M. May	December 2018
Vice Mayor*	Marie Chuang	December 2018
Councilmember	Jess E. Benton	December 2016
Councilmember	Shawn Christianson	December 2016
Councilmember	Alvin L. Royse	December 2016

* Mayor and Vice Mayor serve a one-year term

Miyuki Yokoyama
City Clerk



NOTICE OF REORGANIZATION

At their December 2, 2014 Regular Meeting,
the City of Half Moon Bay City Council
reorganized as followed:

Mayor Marina Fraser
Vice Mayor Rick Kowalczyk
Councilmember John Muller
Councilmember Deborah Penrose
Councilmember Debbie Ruddock



December 2, 2014

CITY OF MENLO PARK

NOTIFICATION OF CITY COUNCIL REORGANIZATION

At a Regular Meeting of the City Council, held on December 2, 2014, the Menlo Park City Council reorganized as follows:

<u>NAME</u>	<u>TERM ENDS</u>
Catherine Carlton, Mayor (Mayor term ends 12/2015)	11/2016
Richard Cline, Mayor Pro Tem (Mayor Pro Tem term ends 12/2015)	11/2018
Ray Mueller, Councilmember	11/2016
Peter Ohtaki, Councilmember	11/2018
Kirsten Keith, Councilmember	11/2018

Pamela Aguilar
Menlo Park City Clerk



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Mary Ann Niha

MAYOR PRO TEM
Karen Ervin

COUNCIL
Sue Digre
Mike O'Neill
Len Stone

CITY OF PACIFICA REORGANIZATION OF THE CITY COUNCIL

December 10, 2014

At a meeting of the City Council held on December 10, 2014 the Pacifica City Council reorganized as follows:

Mayor Karen Ervin

(Term as Mayor expires November 2015)

Mayor pro Tem Sue Digre

(Term as Mayor Pro
Tem expires November 2015)

Councilmember Mike O'Neill

(Term expires November 2018)

Councilmember Mary Ann Nihart

(Term expires November 2018)

Councilmember John Keener

(Term expires November 2018)

Kathy O'Connell

Kathy O'Connell, City Clerk

Distribution:

- San Mateo County cities
- Board of Supervisors
- County Recorder
- Local legislators
- Regional Agencies
- School Districts
- Newspapers (2)

CITY OF SAN CARLOS

CITY COUNCIL

RON COLLINS, MAYOR
CAMERON JOHNSON, VICE MAYOR
BOB GRASSILLI
MATT GROCOTT
MARK OLBERT



CITY CLERK
600 ELM STREET
SAN CARLOS, CALIFORNIA 94070-3085

TELEPHONE: (650) 802-4219
FAX: (650) 595-6719

WEB: <http://www.cityofsancarlos.org>

Notice of Reorganization of City Council

Notice is hereby given that at its Regular Meeting held on the 8th day of December, 2014, the City Council of the City of San Carlos reorganized as follows:

Ron Collins, Mayor

(Mayor Term Ends November 2015)
(Elected Term Expires November 2015)

Cameron Johnson, Vice Mayor

(Vice Mayor Term Ends November 2015)
(Elected Term Expires November 2017)

Bob Grassilli, Council Member

(Elected Term Expires November 2017)

Matt Grocott, Council Member

(Elected Term Expires November 2017)

Mark Olbert, Council Member

(Elected Term Expires November 2015)

Crystal Mui, City Clerk



NOTIFICATION OF THE COLMA CITY COUNCIL REORGANIZATION

At a special meeting, held on Tuesday, December 9, 2014, the Town of Colma City Council reorganized as follows:

**Joanne F. del Rosario
Mayor**

**Diana Colvin
Vice Mayor**

**Helen Fiscaro
Council Member**

**Raquel "Rae" Gonzalez
Council Member**

**Joseph Silva
Council Member**

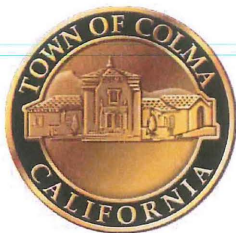
Attached is current contact information and term expiration information for the Council. If you have questions please call 650-997-8300.

Thank you.

A handwritten signature in blue ink, appearing to read "Sean Rabé", is written over the printed name and title.

**Sean Rabé
City Manager / City Clerk**

**cc: San Mateo County Cities
County Board of Supervisors
Legislators
Regional Agencies**



Town of Colma City Council Roster

At a Special Meeting held on December 9, 2014 the Town of Colma City Council reorganized as follows:

<u>Name & Title</u>	<u>Term Expires</u>	<u>Contact Information</u>
Joanne F. del Rosario Mayor	11/2018	Direct: 650.997.8347 E-mail: joanne.delrosario@colma.ca.gov
Diana Colvin Vice Mayor	11/2016	Direct: 650.997.8315 E-mail: diana.colvin@colma.ca.gov
Helen Fisicaro Council Member	11/2018	Direct: 650.997.8304 E-mail: helen.fisicaro@colma.ca.gov
Raquel "Rae" Gonzalez Council Member	11/2016	Direct: 650.997.8305 E-mail: rae.gonzalez@colma.ca.gov
Joseph Silva Council Member	11/2016	Direct: 650.997.8316 Email: joseph.silva@colma.ca.gov



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: December 12, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended December 12, 2014.

1. **This Week's Storm** – Much thanks to Howard, Tony, Scott, and our contract building inspector Randy, for their diligent work around town in preparation for Thursday's storm event. While the rain has not yet moved on, the town's critical infrastructure appears to be unaffected. That is not to say that we have made it out of this storm event without damage, as the effects of heavy rain can take some time to manifest, especially with more rain likely. I would also like to acknowledge the hard work of our Public Works Committee for keeping an eye on the town after hours. Town office staff also pulled together to prepare the EOC for activation.
2. **PG&E Tree Removals** – PG&E's contractor has completed their work on Grove Drive to remove hazardous trees. Work on Alpine Road is moving forward today and work on the Portola Road trees adjacent to the Springdown Open Space property is expected to begin next week, weather permitting.
3. **Sunday's Holiday Fair Sponsored by the CAC** – The Cultural Arts Committee (CAC) held another successful holiday fair at the Priory on Sunday, December 7th.

TOWN COUNCIL WEEKLY DIGEST

Friday – December 19, 2014

1. Agenda (Cancellation) – ASCC – Monday, December 8 & 22, 2014
2. Agenda (Cancellation) – Conservation Committee – Tuesday, December 23, 2014
3. Agenda (Cancellation) – Town Council – Wednesday, December 24, 2014
4. Agenda (Cancellation) – Planning Commission – Wednesday, January 7, 2015
5. Agenda – Parks & Recreation Committee – Monday, January 5, 2015
6. Agenda – Finance Committee – Tuesday, January 6, 2015
7. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, January 7, 2015
8. Agenda – Emergency Preparedness Committee – Thursday, January 8, 2015
9. Agenda – Cable & Utilities Undergrounding Committee – Thursday, January 8, 2015
10. Agenda – Cultural Arts Committee – Thursday, January 8, 2015
11. Planning Commission Attendance / October – December 2014
12. ASCC Attendance / October – December 2014
13. Response to letter received from Cindie White, published in the 12/12 Digest re: Portola Road Corridor Plan
14. Letter from resident Marilyn Walter re: Portola Road Corridor Plan
15. Memo from Brandi de Garmeaux, Sustainability & Special Projects Manager re: Letter of Support for Participation in Peninsula SunShares Collaborative Solar Program
16. Notice – Save the Date: Earth Fair 2015, Saturday, March 28, 2015
17. Letter from the Mayor to AT&T re: Landline Outages in Portola Valley
18. Letter from Jeffrey Kearnan with San Mateo County OES re: JPA Adoption Reminder
19. Report from San Mateo County Sheriff's Office – Incident Log for 12/09/14 – 12/15/14
20. Invitation to Selection of a new President and Vice President of the San Mateo County Board of Supervisors
21. Notice of Governing Board Organization for the Sequoia Union High School District Board of Trustees
22. Notice from the Centers for Disease Control (CDC) re: Latest Ebola Update

23. Notice of Town/City Council Reorganization for the Towns/Cities of; Portola Valley, Woodside, Atherton, Millbrae, and Brisbane
24. C/CAG Annual Report 2013-14 *(link)*
25. Western City Magazine – December 2014 *(link)*
26. Meeting Invitation from Peninsula Corridor Joint Powers Board re: Release of the Final Environmental Impact Report (CD is with the Town Clerk)
27. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, December 19, 2014

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Booklet re: San Mateo County Children, Youth and Family Budget Report for FY 2013-2015



TOWN OF PORTOLA VALLEY

ASCC

Monday, December 8 & 22, 2014 – 7:30 PM

Historic Schoolhouse

765 Portola Road, Portola Valley, CA

ARCHITECTURAL SITE AND CONTROL COMMISSION

NOTICE OF MEETING CANCELLATION

Monday, December 8, 2014

Monday, December 22, 2014

The ASCC regularly scheduled meetings of Monday, December 8 and December 22, 2014 have been cancelled. The next regular meeting of the ASCC is scheduled for Monday, January 12, 2015.



Town of Portola Valley
Conservation Committee Meeting
Notice of Cancellation
Tuesday, December 23, 2014

MEETING CANCELLATION NOTICE

The regular meeting of the Conservation Committee,
scheduled for Tuesday,
December 23rd, 2014 has been cancelled.

The next regular meeting of the Conservation Committee
is scheduled for Tuesday, January 27, 2015.



TOWN OF PORTOLA VALLEY
7:30 PM – Regular Town Council Meeting
Wednesday, December 24, 2014
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY TOWN COUNCIL
MEETING REGULARLY SCHEDULED FOR
Wednesday, December 24, 2014

Notice is hereby given that the Portola Valley Town Council meeting regularly scheduled for Wednesday, November 24, 2014 has been cancelled.

The next regular meeting of the Portola Valley Town Council is scheduled for Wednesday, January 14, 2014 at 7:30 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: CheyAnne Brown, Planning Technician

DATE: December 19, 2014

RE: Cancellation of Planning Commission Meeting

The regular meeting of the Planning Commission scheduled for Wednesday, January 7, 2015 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, January 21, 2015 at 7:30 p.m.

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

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

Date: December 19, 2014

CheyAnne Brown
Planning Technician



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, January 5, 2015 – 7:30 pm
Alder Room in the Community Hall at
Town Center
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: December 8th, 2014
4. Skate Ramp Update
5. Ford Field Update
6. Pump Track Update
7. Communications
8. Adjournment

Next Meeting: February 2nd, 2015



TOWN OF PORTOLA VALLEY
Finance Committee
Tuesday, January 6, 2015 – 5:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communication
3. Approve minutes from May 13, 2014 meeting
4. New Business
 - 2015 Committee Membership (Takei)
 - Financial Statements for FYE 06/30/14 (Nerdahl)
 - General Fund Assignments (Nerdahl)
 - Investment Options (Urban/Pegueros)
5. Adjournment



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, January 7, 2015 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Roll Call
2. Oral Communications
3. Approve Minutes of the December meeting
4. Sheriff's Report – November 2014
 - 1) Accidents and Citations
 - 2) Updated requests for Law enforcement presence, as required
5. Public Works Report:
6. General Items:
 - 1) Neighborhood Traffic calming Policy – Update from Town Council meeting on December 10, 2014
 - 2) Review of working guidelines – Pending feedback from the Town Council, as requested at the December 2014 BPTS meeting
 - 3) Committee focus for 2015 – Prioritize existing items of interest
7. Update on Outreach, events & teaching Programs
 - 2015 Events
8. Other Business
 - Outreach to prospective new BPTS Membership
9. Time and date for February 2015 meeting
10. Adjournment



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, January 8, 2015 - 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/Chair, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp,
 Tamara Turner, and Stuart Young

 Guests: Nick Pegueros/Town Manager, John Richards/Town Council, Dan
 Ghiorso and Selena Brown WFPD, Tim Reed/Sheriff's Office, Gary Nielsen,
 Police Commissioner

 Absent:
2. 8:01 Oral Communications
3. 8:08 2015 Roster & Leadership approved by Town Council
 Pfau – Chair; Kopf-Sill, Vice Chair; Rothrock – Secretary.
 All members reappointed
4. 8:10 Review and approval of minutes
 - Motion: Accept the minutes of November 2014 (*Quorum was not met and the December meeting*)
5. 8:12 CERPP/WFPD Report (Brown/Ghiorso)
6. 8:20 Town Report (Nick/Marsha)
 - Debrief the Big Shakeout
 - Debrief of tabletop drill on Nov. 5, 2014
 - Action Items
7. 8:50 Medical Plan Update (Med subcommittee)
 - Storage Facility Report (Young)
 - MOU status with Stanford (?)
 - Defibrillator – (Lorrie Duval)
8. 8:55 Communications Sub Committee Report (Comm subcommittee)
9. 8:59 Other Business
10. 9:00 Adjourn. Next meeting is February 12, 2014



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee Meeting
Thursday, January 8, 2015 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of November minutes
3. Communications from Members of the Public
4. Old Business
 - PG&E status on Rule 20A undergrounding project
 - Preliminary cost estimate meeting results and next steps
 - Survey to determine voters' interest in undergrounding utilities
 - Revised/Updated PG&E rules of thumb for estimating costs
5. New Business
6. Adjournment:

Next meeting on March 12, 2015 at 8:15 am



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, January 8, 2015 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of November minutes
4. Old Business:
 - Review / Discuss CAC survey
 - Plaque status
 - New day/time for CAC meetings
 - Environmental film series
 - CAC Open House feedback
 - Holiday Fair feedback
5. New Business:
 - En Plein Air project
6. Adjournment

PC ATTENDANCE SUMMARY
OCT - DEC 2014

DATE	COMMISSIONERS				
	Gilbert	Hasko	McKitterick	Targ	Von Feldt
10/1/2014	x	x	x	A	x
Recuse					
10/15/2014					
Recuse					
11/5/2014	x	x	x	x	x
Recuse					
11/19/2014	x	x	x	x	x
Recuse					
12/3/14 fld mtg	x	x	A	x	x
12/3/2014	x	x	x	x	x
Recuse					
12/17/2014	Meeting Canceled				

TOTALS

Meetings During Qtr	5	5	5	5	5
Absent	0	0	1	1	0
Items Recused	0	0	0	0	0
Meetings to Date	19	19	19	19	19
Absences to Date	3	0	3	3	2
Recusals to Date	0	0	0	1	0

ASCC ATTENDANCE SUMMARY
OCT - DEC 2014

DATE	COMMISSIONERS				
	Breen	Clark	Harrell	Koch	Ross
10/13/14 fld mtg	x	x	A	x	x
10/13/2014	x	x	A	x	x
Recuse					
10/27/2014	x	x	A	x	x
Recuse					
11/10/14 fld mtg	x	x	x	x	x
11/10/2014	A	x	x	x	x
Recuse					
11/24/2014	x	x	x	x	x
Recuse	1				
12/3/14 fld mtg	x	x	x	x	A
12/8/2014	Meeting Canceled				
12/22/2014	Meeting Canceled				

TOTALS

Meetings During Qtr	7	7	7	7	7
Absent	1	0	3	0	1
Items Recused	1	0	0	0	0
Meetings to Date	33	33	31	33	33
Absences to Date	1	1	9	4	5
Recusals to Date	3	2	1	0	0

TOWN of PORTOLA VALLEY

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

December 16, 2014

Cindie and Phil White
683 Portola Road
Portola Valley, CA 94028
(via email: cindiewhite@hotmail.com)

Re: **Portola Road Corridor Plan**

Dear Cindie and Phil,

Thank you for your emails and for informing us of your concerns related to the draft Portola Road Corridor Plan. I also appreciate that you were willing to come in to talk with me and Planning Director Debbie Pedro on November 12, and we will be happy to continue to answer questions and provide information as you continue your review. As was mentioned previously by email, we are hoping to meet with you again prior to the next Planning Commission meeting and are looking forward to hearing from you as to when that meeting could take place.

As you know, the Planning Commission postponed action on November 5 to honor your request for more time to review the plan, and in response to the additional request in the letter from Thomas Jacob dated December 10, 2014, we have further delayed action on the Corridor Plan to January. However, the Corridor Plan has been in process for about three years now, and there have been numerous opportunities for the public to participate in this process. Therefore, we have scheduled the Planning Commission public hearing for January 21, which is the latest date to which we can reasonably defer. That will be 11 weeks from your original request for time to review the plan and should provide enough time for a reasonable review, even with the other demands of the holiday season.

To help you with your review, here is some background information on the process to date and the scope of the Corridor Plan.

The Portola Road Corridor Plan Process

Work on the plan started early in 2012, when staff prepared a background report on the corridor and the Town Council created the Portola Road Taskforce at a public meeting on April 25, 2012. The taskforce was charged with defining the main goals for and issues related to the corridor plan. The taskforce met three times in 2012, on May 15, June 6 and September 19, and prepared a report summarizing their discussions and initial conclusions.

The Planning Commission discussed the Portola Road Corridor Plan at seven meetings in 2012 and 2013, on April 18, May 2, June 6, July 18, and October 17 of 2012 and February 6 and June 19 of 2013. The meetings started with discussions of the process and continued through review of the taskforce report and development of a draft Corridor Plan. In 2014, the Town Council and Planning Commission held a joint study session on January 22 to discuss the draft Corridor Plan.

The Planning Commission then had a follow-up discussion at their meeting of February 5, 2014. This fall, the Planning Commission discussed the Corridor Plan at two additional meetings, on October 1 and November 5. In total, then, the Portola Road Corridor Plan has been on the agenda for discussion and public comment at 11 noticed public meetings of the Planning Commission and/or Town Council.

Scope of the Portola Road Corridor Plan

The letter from Thomas Jacob of December 10, 2014, which was written on your behalf, states that the Corridor Plan “represents a significant new statement of Town goals and policies for the Portola Road corridor, and involves myriad proposed changes to the Town’s General Plan.” However, the Corridor Plan does not contain significant new goals and policies for the corridor; in fact, most of the policies in the draft Corridor Plan can already be found in other elements of the adopted General Plan. The Corridor Plan consolidates and updates these policies, and also provides a more detailed look at the corridor as a whole. Nothing in the Corridor Plan would affect the permitted uses on your property or the potential intensity of uses on your property. The General Plan amendments would basically either move language from other adopted elements of the General Plan to the Corridor Plan or add references to the Corridor Plan as appropriate.

More specifically, three items are listed in the December 10, 2014 letter as particular concerns:

- New emphasis on views and the creation/preservation of a “Scenic Corridor”
- Changing the “Proposed Orchard Preserve” to “Orchard Preserve”
- Emphasizing and expanding road-side trails, including property acquisition

None of these are significant new policies or changes in policies. All three of these are already discussed in other adopted elements of the General Plan, as is discussed below. All of these elements are available for review on the Town’s website at: <http://www.portolavalley.net/town-government/general-plan>.

First, the Portola Road corridor has already been designated as a scenic corridor in the Open Space Element (Section 2216.4), and as a greenway in the Land Use Element (Section 2161), and is shown as such on the adopted General Plan Diagram. The importance of views along the Portola Road Corridor is discussed in Section 2216.4 of the Open Space Element, which includes the statements that: “These views are of major importance . . . it is these views that help express the open space character of the valley.”

In terms of the status of the Orchard Preserve, this is designated on the General Plan diagram and described in Section 2216.2 of the Open Space Element. This designation reflects the nature of the General Plan as a “vision” document. The Orchard Preserve, like the other Community Open Space Preserves, is a proposal in that represents a vision for the Town that has not been fully implemented. Appendix 2 of the Open Space Element sets forth the “Relationship of Implementation Devices to Open Space Proposals” and calls for Community Open Space Preserves to be implemented by working with the property owners as the lands come before the town for development permits and, in some instances, by acquisition. For example, the Town has worked with you to partially implement the Orchard Preserve through the existing use permit for the property and the Williamson Act contract. As a result, the Orchard Preserve is already designated and has been partially implemented. In any case, the only mention of the Orchard Preserve in the

Portola Road Corridor Plan
Page 3

Portola Road Corridor Plan is in Section 6413, and that language would not change or affect the status of the Orchard Preserve.

Third, the provisions for trails in the Corridor Plan are neither new nor expanded, but are fully consistent with the adopted Trails and Paths Element. The trail along Portola Road is discussed and designated as a "multiuse corridor" in Section 3220 of that element.

I hope this information helps to address your concerns and assists you in your review and assessment of the draft Corridor Plan. There have been many opportunities over the past three years for residents to provide input into the Corridor Plan, and we are glad to provide you with additional time to examine the draft Plan more carefully and to consider any input you may provide regarding the Plan.

We are delaying the Planning Commission public hearing on the Corridor Plan to the Commission's regularly scheduled meeting on January 21, as was stated earlier. After the Planning Commission makes their recommendation on the Corridor Plan, the Town Council will then hold a public hearing at which it will consider the Plan. At that time, you will be able to address the Council as well.

As you move forward with your review, I would be happy to answer questions or provide further information. Hopefully we will be able to sit down together in early January to hear about and discuss your concerns further. I will be out of town over the holidays from December 24 through January 6 but will be available by phone/email or to meet before and after that time. While I am out of town, I will check email and respond from time to time as I am able.

If you have additional written comments related to the Corridor Plan, I would ask you to please send them to me by the end of the day on January 14, 2015 so that I can include them in the packet for the Planning Commission. I look forward to hearing from you. Best wishes for a happy holiday season!

Sincerely,

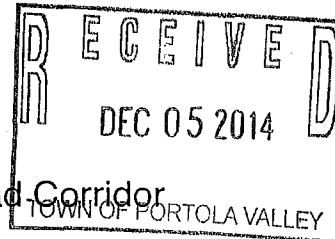


Karen Kristiansson
Deputy Town Planner

cc: Jeff Aalfs, Mayor
Denise Gilbert, Planning Commission Chair
Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Debbie Pedro, Planning Director
Thomas Jacob, Esq.
File

20 Coyote Hill
Portola Valley, CA 94028

Planning Commission
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Dear Commissioners:

Re: Portola Road Corridor

At the risk of redundancy, I continue to emphasize the importance of taking every opportunity to open the views to Windy Hill from the valley floor.

This will necessitate removing the trees and tall shrubs wherever possible so car drivers are able to enjoy an open view over the meadows. (And hikers can certainly be separated from the road by very low shrubs along the road bank.)

Since the settlement of Portola Valley, we have covered our golden hills with trees, buildings, and more trees; it is hard to tell we are even a valley!!

Just as was done in the careful planning of our new Town Center, let's open visual space up to the hills wherever possible along the Portola Road Corridor.

Thank you,
Marilyn J. Walter
Marilyn J. Walter





MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: December 19, 2014

RE: **Letter of Support for Participation in Peninsula SunShares Collaborative Solar Program**

Attached is a letter of support for participation in a new, collaborative solar program lead by the City of Foster City, with the assistance of the non-profit, Vote Solar. Town Staff is pursuing participation in this program to reduce the barriers to installing solar photovoltaics in the town.

The Town participated in a similar program in 2011/2012, "Green Town SunShares," with Woodside, Hillsborough, Los Altos and Los Altos Hills. As the program administrator, Vote Solar will manage the Request for Proposals process, selection of vendor and program registration.

The letter of support and a summary of the program are attached. Staff will provide more details as they become available.

TOWN of PORTOLA VALLEY

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

December 17, 2014

Andra Lorenz, Management Analyst
City of Foster City
610 Foster City Boulevard
Foster City, CA 94404

RE: Participation in Peninsula SunShares

Dear Ms. Lorenz:

I am pleased to provide this letter in support of the collaborative solar education and discount program now being developed between the City of Foster City ("Peninsula SunShares") and the Vote Solar Initiative (VSI).

The Town of Portola Valley (Town) believes the proposed program, which will be administered by VSI, will help to continue to overcome soft cost barriers impeding broad market transformation of residential rooftop solar by enabling homeowners to voluntarily participate in a group education and discount program for solar photovoltaic (PV) panels on their homes. As an organization with an interest in assisting residents to take advantage of renewable energy generation, the Town looks forward to offering our community information about the availability of this program. The Town is committed to environmentally preferable purchasing and will participate in the Peninsula SunShares program if the PV panel manufacturer selected for the program has a cradle-to-cradle lifecycle guarantee (i.e., the solar panels can be recycled at the end of their life).

Peninsula SunShares will serve as a national model for regional collaboration and engagement in sustainability that helps to meet state and local environmental goals as well as assisting the Town of Portola Valley in meeting its greenhouse gas emissions reduction goals.

The Town of Portola Valley welcomes the opportunity to collaborate with the City of Foster City and its program partners on this innovative program and will use our internal and external communication channels to reach our residents and business community throughout the program term.

The Town of Portola Valley commits to the following:

1. Provide Vote Solar with organization logo and permission to place the logo on materials related to the Peninsula SunShares Program.
2. Contact and make introductions to internal and external stakeholders who can reach residents and/or businesses (employees) as a part of the programs outreach strategy. We understand that these contacts will be made on behalf of the program by our organization, which will enable Vote Solar to coordinate outreach efforts.
3. Conduct outreach to our members to promote program availability using internal communication channels that include but are not limited to email blasts and posters.
4. Provide Vote Solar and City of Foster City with total number of direct contacts that are made on behalf of the program for recordkeeping purposes.

It is our hope that our joint work will continue the progress that SunShares has made in expanding the number of solar installations in California.

Sincerely,



Nick Pegueros

Peninsula SunShares Residential Solar Bulk Procurement Program

Lead Agency: Foster City

Project Purpose

To encourage the private installation of rooftop solar by homeowners of single family (and possibly small multi-family) residences in cities on the Peninsula through creation of reduced overall acquisition and installation costs produced by economies of scale.

Project Overview

Foster City is acting as lead agency in the Peninsula SunShares program, an effort to reduce the cost and complexity of residential solar installations by soliciting through a Request for Proposals to solar vendors, bulk pricing that private property owners can choose to access through contracts between themselves and the selected solar vendor(s). By offering pre-negotiated pricing, ease of administration and public outreach, it is hoped that residents will choose to install solar technology at a higher rate than without the program.

Project Administration

Lead Agency Foster City has contracted with the non-profit **Vote Solar** to serve as program administrator. Vote Solar will develop and issue the Request for Proposals to solar vendors and will outreach to and directly interface with both the public participants and with the selected solar vendor(s) during the active registration period. Vote Solar will provide this service at no cost to the partner agencies if the threshold of 40,000 direct outreach contacts are provided by the Partner Agencies.

Responsibility of Partner Agencies

Any public agency on the Peninsula is eligible to participate in the program. Participating agencies will be responsible for the following:

1. Complete a Letter of Commitment with the City of Foster City.
2. Add its logo to the outreach materials
3. Contact by mail or email residents and/or businesses within the community with whom Vote Solar can outreach.

4. Provide Vote Solar and/or City of Foster City with the number of contacts made for recordkeeping and tracking purposes.
5. Use resources available to the agency to promote the program during the application period.
6. If desired, agencies may participate on the proposal evaluation committee (optional.)

Opportunity for Sponsor Agencies

The program is also seeking endorsements from regional advocacy or membership organizations. The expectation of a sponsor agency includes:

1. Add its logo to the outreach materials
2. Use resources available to the agency to promote the program during the registration period.
3. Contact by e-mail or mail residents or employees of companies in participating communities through organization membership contacts or email subscription lists with whom Vote Solar can outreach.
4. Provide Vote Solar and/or City of Foster City with the number of contacts made for recordkeeping and tracking purposes.

Proposed Timeline

- **October 2014:** Partner Agencies and Sponsor Agencies invited to join Peninsula SunShares
- **December 2014:** Letters of Commitment due from Partner Agencies and Sponsor Agencies
- **December 2014 - March 2015:** Outreach materials developed, RFP issued, proposals evaluated, vendor(s) selected
- **March - June 2015:** Open registration period, installations begin
- **July - November 2015:** Contract signing deadline, finish installations; evaluate program; establish next steps

For More Information

Andra Lorenz, Management Analyst
alorenz@fostercity.org; 650-286-3215

Sharon Hanlon

Subject: Save the Date - Earth Fair 2015 - March 28th

From: Brandi de Garmeaux

Sent: Monday, December 15, 2014 11:56 AM

To: Cindy Rodas; Building; Carol Borck; CheyAnne Brown; Cindy Rodas; Debbie Pedro; Greg Beverlin; Howard Young; Karen Kristiansson; Nick Pegueros; Scott Weber; Sharon Hanlon; Stacie Nerdahl; Tony Macias; Ann Wengert; Craig Hughes; David Boyce (dboyce@almanacnews.com); Jeff Aalfs; John Richards; Maryann Derwin; Pasini, Nicole

Subject: Save the Date - Earth Fair 2015 - March 28th

Save the Date: Earth Fair 2015, Saturday, March 28th

The Town of Portola Valley and the Town of Woodside will again co-host the Earth Fair in 2015.

It will take place on Saturday, March 28th at the Mounted Patrol grounds in Woodside. The fair will be held a little earlier this year to accommodate the Spring Break schedules at all the local schools.

Please mark your calendar for this exciting, annual event!

TOWN of PORTOLA VALLEY

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

December 16, 2014

Theadora Vriheas
AT&T
525 Market Street
19th Floor, #49
San Francisco, CA 94105

Re: AT&T landline outages in Portola Valley

Dear Ms. Vriheas,

I am writing on behalf of the Town of Portola Valley to express the Town's concern about AT&T's response to service outages resulting from last week's storm. There are residents in town who have had landlines down for days and our attempt to get help for those residents has yielded few results. The following summarizes the Town's specific concerns:

1. The SAI on Alpine Road at Westridge Drive fell into disrepair last week due to water intrusion. It appears that whenever our town experiences heavy rains, the SAI is at risk of excessive water intrusion to the extent that equipment is damaged. The effect of the damage is that scores of residents lose landline voice and data service for a number of days. While a temporary outage is to be expected in heavy storms, water intrusion into the SAI is an engineering problem that can be addressed proactively. Please provide a timeline for when AT&T will retrofit the SAI to protect against damage from heavy rains.
2. Our Public Works Director, Howard Young, spent a half hour on the phone last Friday onsite attempting to report a downed tree affecting phone lines. It appears 611 does not work on cell phones depending on the carrier, so he had to drive back to the office to make the call which delays action, endangers the public, and prevents our staff from quickly addressing other issues. I understand that he had to contact you directly to resolve. With other Town wide storm matters to attend to during a major storm event, this is unacceptable. Please provide the Town with a direct dial phone number to report infrastructure issues.
3. Finally, AT&T directs customers to dial 6-1-1 when they have a service issue to report. In order to dial 6-1-1, the customer must have an operable telephone line and there is no alternative to that system either by direct dial, email, or webpage. The Town has attempted to facilitate reports of service disruption but it is our understanding that customers will not receive service until they connect to AT&T through 6-1-1. We need a path (direct dial, email, or webpage) for residents who have lost landline service to contact AT&T to report the problem.

Your assistance with these matters is greatly appreciated. If you have any questions regarding the Town's concerns, please contact Town Manager Nick Pegueros at 650/851-1700 x215.

Sincerely,



Jeff Kalfs,
Mayor

cc: Jeremy Dennis, Office of Assemblyman Rich Gordon
Marc Hershman, Office of Senator Jerry Hill
Portola Valley Town Council

Sharon Hanlon

Subject: JPA Reminder & Proclamation
Attachments: JPA Adopted documents.docx; Jeff Kearnan.vcf

From: Jeff Kearnan [<mailto:jkearnan@smcgov.org>]
Sent: Friday, December 19, 2014 7:29 AM
Subject: JPA Reminder & Proclamation

Good Morning City Managers & Emergency Services Council Members,

Attached is a spreadsheet indicating Adopted JPA's received from the cities. Please take a moment to review this report. If your city has not submitted the signed JPA with resolution, please send to Kathy Pape so we can prepare our presentation to the ESC on January 15, 2014. Please do not "reply all", just to Kathy Pape (Kpape@smcgov.org) or myself will suffice.

Today at 2:30 PM, I will be addressing the Board of Supervisors in an Emergency Meeting to present a proclamation of local state of emergency for our Operational Area. You are invited to attend to show support for your cities, however please do not feel it is not necessary as I will represent you. The meeting should last about ten minutes.

Here's the brief: On December 11 and 12, the County was hit hard by a massive rain storm with the highest wind speed recorded at 59 MPH and a 48 hour rainfall total of 4 inches across the entire county, causing widespread damages throughout the county. In order to coordinate resources among within the incorporated cities, towns, special districts and unincorporated County area the Sheriff's Homeland Security Division and Area Office of Emergency Services activated the County Operational Area Emergency Operations Center. Initially, the primary tasks have been tracking and monitoring damages and support of field response for evacuations of residents from trailer parks in Belmont and Redwood City. Initial Damage Estimates throughout the County Operational Area to date are \$3,380,000 (Level II); please note the number could increase or decrease as additional information comes to light, as further damages are ascertained and we deal with the effects of the additional rain which has been forecasted.

The winds and rainfall caused massive flooding in low-lying areas, specifically trailer parks in unincorporated Belmont near Harbor Boulevard, and in Redwood City near Bayshore Boulevard. Over 100 residents were flooded out of their homes, and relocated to the College of San Mateo for temporary shelter. Additionally, some residents in South San Francisco near the canal were also forced into temporary shelter, and many hillsides have slipped and roads damaged. A bridge in San Pedro Valley County park has also been damaged. The Sheriff's Area Office of Emergency Services has coordinated relief and remediation efforts, among the various cities and special districts, and worked with the California Office of Emergency Services, American Red Cross, P.G.& E., Cal Trans, and numerous County departments, including Human Services, Environmental Health and Public Works.

Thank you,

San Mateo County Sheriff's Office
Lieutenant Jeffrey C. Kearnan
400 County Center
Redwood City, CA 94063
jkearnan@smcgov.org
Tel: (650) 363-4926
PONY #SHF-143 MCF
Website: <http://www.smcsheriff.com/>

Adopted JPA- Cities

Cities	Resolution #	Date of Adoption
Atherton	Consent Item #12	Nov 19, 2014
Belmont	2014-158	Dec 1, 2014
Brisbane		
Burlingame		
Colma		
Daly City		
East Palo Alto	4566	Nov,20, 2014
Foster City		
Half Moon Bay	Not Given	Nov 26, 2014
Hillsborough		
Menlo Park		
Millbrae		
Pacifica	59-2014	Dec 2, 2014
Portola Valley	Agreement only	Nov 12, 2014
Redwood City		
San Bruno		
San Carlos		
San Mateo	ED2014-246	Nov 17, 2014
South San Francisco		
Woodside		
County of San Mateo		



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Tuesday 12/09/14 to Monday 12/15/14

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-10604	12/10/14 7:10AM	State Route 84/280 Woodside	Possession of Controlled Substance- Controlled Substance Paraphernalia	The suspect was contacted for a vehicle code violation. The suspect was found to be on deferred entry of judgment for a drug possession conviction. When asked, the suspect provided the deputy with a useable amount of methamphetamine and a glass pipe used to smoke methamphetamine. The suspect was cited and released at the scene.
14-10662	12/10/14 10:05AM	300 Blk. Portola Rd. Woodside	Traffic Accident – Minor Injury	Party #1 was driving Vehicle #1 south on Portola Road. Party #1 attempted to make a left turn at an unsafe speed. Vehicle #1 struck a tree and came to rest against the tree. Party #1 was evaluated by medical personnel and was not injured.
14-10690	12/11/14 5:58AM	100 Blk. Quail Meadow Dr. Woodside	Stolen Vehicle	Unknown suspect(s) dumped a stolen vehicle across the street from the victim's residence and then stole the victims' vehicle from her driveway. The victim's vehicle was unlocked and the keys were left inside. There were no witnesses, surveillance cameras or physical evidence

				located at the scene.
14-10703	12/12/14 8:20AM	2900 Blk. Woodside Rd. Woodside	Driver W/Susp License	The suspect was stopped for a vehicle code violation. A DMV/Records check was conducted and County Communications advised that the suspect's driving privileges were suspended. The suspect had knowledge of the suspension and was issued a citation and released from the scene.

***Please join us as we select a new President and Vice President of the
San Mateo County Board of Supervisors.***

***We will also celebrate the re-election of
Supervisor Carole Groom and Supervisor Don Horsley.***



January 6, 2015

9 a.m.

Board of Supervisors Chambers

400 County Center

Redwood City

Reception immediately following

Light refreshments will be served

Please RSVP to (650) 363-4314

Dave Pine, District 1

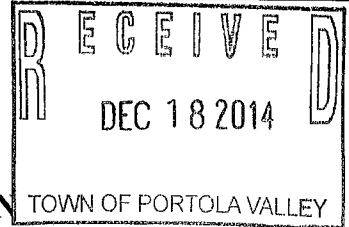
Carole Groom, District 2

Don Horsley, District 3

Warren Slocum, District 4

Adrienne J. Tissier, District 5

SEQUOIA UNION HIGH SCHOOL DISTRICT



NOTICE OF GOVERNING BOARD ORGANIZATION

On December 10, 2014, the Sequoia Union High School District Board of Trustees elected the following officers:

Board President	Allen Weiner	2015
Board Vice President	Olivia Martinez	2015
Board Clerk	Alan Sarver	2017
Board Member	Carrie Du Bois	2015
Board Member	Christopher Thomsen	2017

- Distribution:
- Local City Councils
 - San Mateo County Office of Education
 - San Mateo County Chief Elections Officer
 - San Mateo County Clerk-Recorder-Assessor
 - San Mateo County Committee on School District Organization
 - San Mateo County District Superintendents
 - San Mateo County School Boards Association
 - State of California Secretary of State

Sharon Hanlon

Subject:

From: emergency_managers-bounces@mail.smrn.com [mailto:emergency_managers-bounces@mail.smrn.com] **On**
Behalf Of Pat Halleran
Sent: Wednesday, December 17, 2014 5:20 PM
To: emergency_managers@mail.smrn.com
Subject: [Emergency_Managers] FW: CDC Ebola Response Update - December 17, 2014

Please see the email below and attachment from the CDC regarding the latest Ebola update, courtesy of Jeff Airth at SFO.

Captain Patrick Halleran
San Mateo County Emergency Managers Assoc President
Belmont Police Department
One Twin Pines Lane, Suite 160
Belmont, CA 94002
(650) 595-7430 / Fax (650) 595-7429
path@belmont.gov

KEY MESSAGES – EBOLA VIRUS DISEASE, WEST AFRICA

Updated December 17, 2014

Newly updated information is indicated in **bold/blue*

The Centers for Disease Control and Prevention (CDC) is working with other U.S. government agencies, the World Health Organization (WHO), and other domestic and international partners in an international response to the current Ebola outbreak in West Africa. This document summarizes key messages about the outbreak and the response. It will be updated as new information becomes available and will be distributed regularly. Please share this document with others as appropriate.

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OUTBREAK SUMMARY

- On August 8, the World Health Organization (WHO) declared the current Ebola outbreak a Public Health Emergency of International Concern.
- The 2014 Ebola epidemic is the largest in history, with widespread transmission in multiple countries in West Africa.
 - Most of the cases have been reported in three countries: Guinea, Liberia, and Sierra Leone.
 - WHO officially declared Senegal and Nigeria free of Ebola virus transmission on October 17 and 20, respectively.
 - Mali has reported 8 cases of Ebola and 6 deaths.
- On December 2, WHO officially declared the end of Ebola transmission in Spain.
- Two imported cases, including one death, and two locally acquired cases in healthcare workers have been reported in the United States.
- On November 17, WHO declared the end of the Ebola outbreak in the Democratic Republic of the Congo. This outbreak was unrelated to the ongoing Ebola outbreak in West Africa.
- CDC's Morbidity and Mortality Weekly Report (MMWR) continues to release reports on the Ebola epidemic. The MMWR Ebola Reports are available at http://www.cdc.gov/mmwr/ebola_reports.html.
- CDC's response to the Ebola epidemic is the agency's largest international outbreak response ever.

- CDC is partnering with the U.S. Agency for International Development (USAID) in support of the United States' overseas response to the Ebola outbreak. Together with the Department of Defense, Department of State, and other U.S. departments and agencies, CDC is part of a whole-of-government approach to this national security priority.
- In the United States, the Department of Health and Human Services, including CDC, is in charge of the strategic effort to fortify the U.S. public health and treatment infrastructure. The National Institutes of Health (NIH) and the Food and Drug Administration (FDA) are leading the effort to develop and test vaccines and new treatments.
- On September 16, President Obama announced additional U.S. government support for the response in West Africa, including significant U.S. military funding and engagement. The United States is actively engaged in fighting the Ebola outbreak, deploying approximately 2,800 U.S. government personnel to West Africa, making this the largest-ever U.S. government response to a global health crisis.

EBOLA AND THE UNITED STATES

- On September 30, CDC confirmed the first case of Ebola to be diagnosed in the United States in a person who had traveled from Liberia to Dallas, Texas. The patient died on October 8.
- On October 10, a healthcare worker who provided care for the index patient at Texas Health Presbyterian Hospital tested positive for Ebola.
 - The healthcare worker was isolated after initial reports of fever and subsequently moved to the NIH Clinical Center in Bethesda, Maryland.
 - The patient has recovered and was discharged from the NIH Clinical Center on October 24.
- On October 15, a second healthcare worker who provided care for the index patient at Texas Health Presbyterian Hospital tested positive for Ebola.
- On October 23, the New York City Department of Health and Mental Hygiene reported a case of Ebola in a medical aid worker who had returned to New York City from Guinea after serving with Doctors Without Borders. The diagnosis was confirmed by laboratory testing at CDC on October 24.
 - The patient has recovered and was discharged from Bellevue Hospital Center on November 11.
- Teams from CDC were deployed to Dallas, Ohio, and New York to assist with the investigations, supported 24/7 by CDC's Emergency Operations Center and Ebola experts at CDC's Atlanta headquarters.
 - The teams worked closely with state and local health departments in finding, assessing, and assisting everyone who came into contact with the Ebola patients.
- **All contacts of Ebola cases in the United States have now completed the 21-day monitoring period.**
- Although the risk of rapid spread of Ebola in the United States is very low, CDC and partners are taking precautions to isolate any cases of Ebola and prevent the spread of the disease.
 - Every day, CDC works closely with partners at U.S. international airports and other ports of entry to look for sick travelers with possible contagious diseases.
 - CDC has enhanced its outreach with the Department of Homeland Security (DHS) and other partners at ports of entry (primarily international airports) to use routine procedures for identifying and reporting travelers who show signs of infectious disease.
 - CDC and DHS are conducting enhanced entry screening at five U.S. airports (New York's JFK International, Washington-Dulles, Newark, Chicago-O'Hare, and Atlanta) for all U.S.-bound air travelers who have been in Guinea, Liberia, Sierra Leone, or Mali.

- Entry screening helps to prevent further spread of Ebola and protect the health of all Americans by identifying travelers who may be sick with Ebola or may have had an exposure to Ebola and by ensuring that these travelers are directed to appropriate care.
 - CDC provides interim guidance for monitoring people potentially exposed to Ebola and for evaluating their intended travel, including the application of movement restrictions when indicated.
 - The guidance can be found at www.cdc.gov/vhf/ebola/hcp/monitoring-and-movement-of-persons-with-exposure.html.
 - CDC has tightened previous infection control guidance for healthcare workers caring for patients with Ebola. The revised guidance, issued October 20, focuses on specific personal protective equipment (PPE) that healthcare workers should use and offers detailed step-by-step instructions for how to put the equipment on and take it off safely.
 - The guidance can be found at <http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>.
- Ebola virus is not spread through air or by water, or by any food grown or legally purchased in the United States.
 - There is a small chance that Ebola could be spread by handling or eating bushmeat (wild animals hunted for food) that has been illegally imported from Africa; however, to date, there have been no reports of human illness in the United States from preparing or consuming illegally imported bushmeat.
- CDC encourages all U.S. healthcare providers to do the following when patients present with Ebola-like symptoms:
 - Assess patients for
 - Elevated body temperature or subjective fever; or
 - Severe headache, fatigue, muscle pain, vomiting, diarrhea, abdominal (stomach) pain, or unexplained hemorrhage (bleeding or bruising).
 - Ask patients with Ebola-like symptoms about their travel histories to determine if they have lived in or traveled from West Africa, or had contact with an individual with confirmed Ebola, within the previous 21 days.
 - Contact the state or local health department if Ebola is suspected.

EBOLA PATIENTS TRANSPORTED TO THE UNITED STATES

- During this outbreak, five health workers and one journalist have been infected with Ebola virus while in West Africa and transported to hospitals in the United States. Five of these patients have recovered.
 - One of the health workers passed away on November 17 after being transported from Sierra Leone to Nebraska Medical Center.
- CDC has received many calls from health departments and hospitals about patients under investigation for possible Ebola. These calls have been triaged appropriately and samples have been sent to CDC for testing.

EBOLA CASES AND DEATHS

- **As of December 13, 2014, a total of 18,498 cases of Ebola (11,731 laboratory-confirmed) and 6,856 deaths have been reported.**
- For specific areas where cases have been identified, see CDC's [Ebola outbreak webpage](http://www.cdc.gov/vhf/ebola/outbreaks/2014-west-africa/index.html) (<http://www.cdc.gov/vhf/ebola/outbreaks/2014-west-africa/index.html>).

Countries with Widespread Transmission

Country	Total Cases	Laboratory-Confirmed Cases	Total Deaths
Guinea	2394	2115	1518
Liberia	7797	2946	3290
Sierra Leone	8273	6638	2033
Total	18464	11699	6841

Countries with an Initial Case or Cases and/or Localized Transmission

Country	Total Cases	Laboratory-Confirmed Cases	Total Deaths
United States	4	4	1
Mali	8	7	6
Total	12	11	7

Previously Affected Countries*

Country	Total Cases	Laboratory-Confirmed Cases	Total Deaths
Nigeria	20	19	8
Senegal	1	1	0
Spain	1	1	0
Total	22	21	8

*The outbreaks of Ebola Virus Disease (EVD) in Senegal, Nigeria, and Spain were declared over on 17 October, 19 October, and December 2, 2014, respectively. A national EVD outbreak is considered to be over when 42 days (double the 21-day incubation period of Ebola virus) has elapsed since the last patient in isolation became laboratory negative for EVD.

BACKGROUND ON EBOLA

- Ebola virus disease, previously known as Ebola hemorrhagic fever, is a rare and deadly disease caused by infection with one of the Ebola virus species.
- There are five identified Ebola virus species, four of which are known to cause disease in humans: Ebola virus (*Zaire ebolavirus*); Sudan virus (*Sudan ebolavirus*), Taï Forest virus (*Taï Forest ebolavirus*, formerly *Côte d'Ivoire ebolavirus*); and Bundibugyo virus (*Bundibugyo ebolavirus*). The fifth, Reston virus (*Reston ebolavirus*), has caused disease in nonhuman primates, but not in humans.
- Ebola viruses are found in several African countries. The first Ebola virus was discovered in 1976 near the Ebola River in what is now the Democratic Republic of the Congo. Since then, outbreaks have appeared sporadically in Africa.
- Based on evidence and the nature of other similar viruses, researchers believe that Ebola virus disease is animal-borne (zoonotic) and that bats are the most likely reservoir.
- CDC and partners have 38 years of experience in stopping Ebola outbreaks.
- In 2007, CDC applied for a patent based on the identification of a new Ebola virus isolated from a patient in Bundibugyo, Uganda. The virus is now called Bundibugyo virus (species *Bundibugyo ebolavirus*), but in some literature is also called EboBun. That patent application is still in process. One major reason that the government may patent a biological substance such as EboBun is so that it can grant rights to use the virus strain for the commercialization of diagnostics, vaccines, and antibody/antigen testing, and make them more quickly and readily available to patients, doctors and research scientists. Another reason for

patenting is to ensure that another entity does not acquire a patent in a similar space and restrict the beneficial uses of the invention.

TRANSMISSION

- Ebola virus is spread through direct contact with the blood or body fluids (including but not limited to feces, saliva, sweat, urine, vomit, and semen) of a person who is sick with Ebola. The virus in blood and body fluids can enter another person's body through broken skin or unprotected mucous membranes in, for example, the eyes, nose, or mouth.
 - The virus also can be spread through contact with objects (like needles and syringes) that have been contaminated with the virus, or with infected fruit bats or primates (monkeys and apes).
 - Ebola is **not** spread through the air or by water or, in general, by food. However, in Africa, Ebola may be spread as a result of handling bushmeat (wild animals hunted for food) and contact with infected bats.
 - There is no evidence that mosquitos or other insects can transmit Ebola virus. Only mammals (for example, humans, bats, monkeys and apes) have shown the ability to become infected with and spread Ebola virus.
 - Although Ebola virus has been detected in breast milk, it is not known if the virus can be transmitted from mothers to their infants through breastfeeding. When safe alternatives to breastfeeding and infant care exist, mothers with probable or confirmed Ebola should not have close contact with their infants (including breastfeeding).
 - Ebola is not easy to spread because people are only contagious when they have symptoms, and people with symptoms are likely to be too sick to travel or hide their symptoms.
- Once people recover from Ebola, they can no longer spread the virus to people in the community. Although Ebola virus has been detected in semen after patients have recovered, it is not known if the virus can be spread through sex (including oral sex). As a precaution, men who have recovered from Ebola are advised to abstain from sex (including oral sex) for three months. If abstinence is not possible, condoms may help prevent the spread of disease.
- People with Ebola symptoms become more infectious as their symptoms worsen. This is partly because exposure to the virus is more likely when someone is bleeding or vomiting, but also because the amount of virus present in the body increases dramatically as a person with Ebola becomes more seriously ill.
- Ebola virus particles on dry surfaces, such as doorknobs and countertops, can survive for several hours. However, Ebola virus on a surface wet with blood or body fluids (such as vomit) may survive longer – up to several days at room temperature, according to one laboratory study. Ebola virus can be killed with disinfectants, and the Environmental Protection Agency (EPA) has a list of such products that can be used in healthcare settings, institutional settings (schools, office buildings), and residential settings (<http://www.epa.gov/oppad001/list-l-ebola-virus.html>).
- While available information suggests the virus may be found in several kinds of animals, it is not believed that pets (like dogs and cats) are at significant risk for Ebola. Only a few species of mammals (for example, humans, monkeys, and apes) have shown the ability to become infected with and spread Ebola virus.
- The incubation period, from exposure to when signs or symptoms appear, is 2 to 21 days, but the average is 8 to 10 days.
- Genetic analysis of the virus in the current outbreak indicates it is closely related to variants of Ebola virus (species *Zaire ebolavirus*) identified earlier in the Democratic Republic of the Congo and Gabon.

SIGNS AND SYMPTOMS

- Signs of Ebola include fever and symptoms such as severe headache, fatigue (**feeling very tired**), muscle pain, vomiting, diarrhea, abdominal (stomach) pain, or unexplained hemorrhage (bleeding or bruising).

RISK

- Health workers caring for Ebola patients and family and friends in close contact with Ebola patients are at the highest risk of getting sick because they may come in contact with blood or body fluids; for example, by changing sheets after an ill person has vomited. Human-to-human transmission is the way that most people are now getting Ebola in West Africa.
- People also can become sick with Ebola after coming in contact with infected wildlife. For example, in Africa, Ebola may be spread as a result of handling bushmeat (wild animals hunted for food) and contact with infected bats.
- Ebola poses little risk to travelers or the general public who have not cared for or been in close contact (within 3 feet or 1 meter) with someone sick with Ebola for a prolonged period.

PREVENTION

- There is no FDA-approved vaccine available for Ebola.
- If you must travel to or are in an area affected by the Ebola outbreak, make sure to do the following:
 - Practice careful hygiene. For example, wash your hands with soap and water or an alcohol-based hand sanitizer
 - **Avoid contact with infected blood and body fluids (such as urine, feces, saliva, sweat, urine, vomit, breast milk, and semen).**
 - Do not handle items that may have come in contact with an infected person's blood or body fluids. Such items include clothes, bedding, needles, and medical equipment.
 - **Avoid contact with dead bodies, including participating in funeral and burial rituals that require handling the body of someone who has died from Ebola.**
 - Avoid contact with bats and nonhuman primates (apes and monkeys) or blood, fluids, and raw meat prepared from these animals.
 - **Do not eat or handle bushmeat (wild animals hunted for food).**
 - Avoid facilities in West Africa where Ebola patients are being treated. **The U.S. Embassy or consulate is often able to provide advice on healthcare facilities that are suitable for your medical needs.**
 - **Report any potential unprotected Ebola exposure or illness promptly.**
 - Seek medical care immediately if you develop fever (100.4°F / 38°C or above), fatigue, severe headache, muscle pain, diarrhea, vomiting, stomach pain, or unexplained bruising or bleeding.
 - Limit your contact with other people when you travel to the doctor. Do not travel anywhere else.

TREATMENT

- No FDA-approved vaccine or specific treatment (e.g., antiviral drug) is available for Ebola.
- Symptoms of Ebola and complications are treated as they appear. The following basic interventions, when used early, can significantly improve the chances of survival:
 - Providing intravenous fluids and balancing electrolytes (body salts)
 - Maintaining oxygen status and blood pressure

- Treating other infections if they occur
- Experimental vaccines and treatments for Ebola are under development, but they have not yet been fully tested for safety or effectiveness.
 - Several investigational vaccines for prevention of Ebola virus infection are in development and are currently being evaluated in Phase I trials. In addition, Phase II trials are currently being planned in West Africa.
 - Several investigational drugs as well as plasma from recovered Ebola patients have been used to treat patients with Ebola during the current outbreak, but no controlled clinical trials have been conducted to date.
- Two companies, Tekmira and BioCryst Pharmaceuticals, have received funding from the DoD to develop potential drugs to treat Ebola. BioCryst, with NIH support, is working to develop an antiviral drug to treat Ebola; the first phase of (human) safety testing is expected to begin later this year.

RECOVERY

- Recovery from Ebola depends on good supportive clinical care and the patient's immune response. Available evidence shows that people who recover from Ebola infection develop antibodies that last for at least 10 years, and possibly longer. It isn't known if people who recover are immune for life or if they can become infected with a different species of Ebola.
- Some people who have recovered from Ebola have developed long-term complications, such as joint and muscle pain and vision problems.

CDC RECOMMENDATIONS AND GUIDANCE

- CDC has developed guidance and recommendations for hospitals, laboratories, healthcare workers, travelers, and other groups to prevent the spread of Ebola. As new guidance and recommendations are developed, they are posted on CDC's website (www.cdc.gov/ebola).
- When the science provides us with new information, CDC develops and shares better ways of doing things that can help protect more people and save more lives. Until this Ebola outbreak began in West Africa, there had been fewer than 3,000 cases of Ebola in the world over almost four decades. Since March of 2014, there have been more than **six times** that many cases in West Africa, and we have experienced the first cases of Ebola ever diagnosed in the United States. As we continue to learn new information about Ebola, CDC scientists may continue to revise guidance in order to protect people and save lives.

HEALTHCARE WORKERS IN WEST AFRICA

- Healthcare workers who may be exposed to people with Ebola should follow these steps:
 - Put on, wear, and remove appropriate PPE in accordance with established procedures.
 - Practice proper infection control and sterilization measures. For more information, see CDC's webpage about Non-U.S. Healthcare Settings (<http://www.cdc.gov/vhf/ebola/hcp/non-us-healthcare-settings.html>).
 - Develop a triage system so Ebola patients can be identified and cared for properly.
 - Isolate patients with Ebola from other patients.
 - Avoid direct, unprotected contact with the bodies of people who have died from Ebola.

- Notify health officials if you have had direct contact with the blood or body fluids, such as but not limited to, feces, saliva, urine, vomit, and semen, of a person who is sick with Ebola. The virus can enter the body through broken skin or unprotected mucous membranes in, for example, the eyes, nose, or mouth.
- If visiting West Africa to work in a healthcare setting, consider bringing appropriate PPE since in-country supplies might be limited.
- CDC provides healthcare workers with answers to questions about infection prevention and control in general healthcare settings in countries with widespread Ebola transmission (Guinea, Liberia, and Sierra Leone). See the full Q&A at <http://www.cdc.gov/vhf/ebola/hcp/qa-infection-control-general-healthcare-widespread-ebola-transmission.html>.

HEALTHCARE PROVIDERS IN THE UNITED STATES

- CDC is working to ensure that every healthcare worker, regardless of the setting in which they practice, is receiving information about Ebola in a manner that raises their level of awareness.
- CDC encourages all U.S. healthcare providers to
 - Assess patients for
 - Elevated body temperature or subjective fever; or
 - Severe headache, fatigue, muscle pain, vomiting, diarrhea, abdominal (stomach) pain, or unexplained hemorrhage (bleeding or bruising).
 - Ask patients with Ebola-like symptoms about their travel histories to determine if they have lived in or traveled from West Africa, or had contact with an individual with confirmed Ebola, within the previous 21 days.
 - Know what to do if they have a patient with Ebola symptoms:
 - First, properly isolate the patient.
 - Then, follow infection control precautions to prevent the spread of Ebola. Avoid contact with blood and body fluids of infected people.
 - U.S. healthcare workers should follow CDC's "Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)" at <http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>.
- New PPE Training Videos
 - CDC and partners have released an interactive web-based training for putting on and removing personal protective equipment (PPE) to be used during the management of patients with Ebola virus disease in U.S. hospitals. In the training, healthcare workers can choose which combination of PPE they would like to see demonstrated in the video. The training is posted at <http://www.cdc.gov/vhf/ebola/hcp/ppe-training/index.html>.
 - Additionally, in partnership with Medscape, CDC released a concise training video that offers a step-by-step demonstration on how to put on and take off PPE properly. View the demonstration at <http://www.medscape.com/viewarticle/833907>.
- CDC has posted a Medscape Expert Commentary for healthcare providers whose patients are travelers with concerns about Ebola and will be posting additional commentaries on the tightened CDC guidance.
 - The commentary includes information about the Ebola outbreak in West Africa, the transmission of Ebola virus, and how to talk to travelers about their risk.
 - The video is available on the CDC website at <http://wwwnc.cdc.gov/travel/page/clinician-updates>

- CDC has released eight Health Alert Network (HAN) notices providing guidance to U.S. healthcare workers and hospitals regarding Ebola since August 1, 2014. The most recent HAN notice about Ebola was distributed on November 24 (<http://emergency.cdc.gov/han/han00372.asp>).
- On October 31, CDC released an Ebola clinical slide set for clinicians to use for Grand Rounds and other clinical presentations. View “Ebola 101 – CDC Slides for U.S. Healthcare Workers” at <http://www.cdc.gov/vhf/ebola/ppt/ebola-101-cdc-slides-for-us-healthcare-workers.pptx>.

INFECTION CONTROL

- CDC has tightened previous infection control guidance for healthcare workers caring for patients with Ebola to ensure there is no ambiguity.
 - “Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)” (<http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>)
 - The guidance outlines specific PPE healthcare workers should use and offers detailed, step-by-step instructions for how to put the equipment on and take it off safely.
 - The enhanced guidance is centered on three principles:
 - No skin exposure when PPE is worn.
 - All healthcare workers undergo rigorous training and are practiced and competent with PPE, including putting it on and taking it off in a systematic manner.
 - All workers are supervised by a trained monitor who watches each worker putting PPE on and taking it off.
 - If a patient is under investigation for Ebola, healthcare workers should activate the hospital preparedness plan for Ebola, isolate the patient in a separate room with a private bathroom or covered bedside commode, and ensure standardized protocols are in place for PPE use and disposal. Healthcare workers should not have any physical contact with the patient without first putting on appropriate PPE.
 - Recent experience from safely treating patients with Ebola at Emory University Hospital, Nebraska Medical Center and NIH Clinical Center is reflected in the enhanced guidance.
- Early recognition
 - Early recognition is critical for infection control.
 - Any patient who is suspected of having Ebola needs to be isolated until the diagnosis is confirmed or Ebola is ruled out.
 - Healthcare workers should consider travel history, symptoms, and risks of exposure before recommending testing for Ebola. CDC has provided guidance for specimen collection, transport, testing, and submission for persons under investigation for Ebola in the United States (<http://www.cdc.gov/vhf/ebola/hcp/interim-guidance-specimen-collection-submission-patients-suspected-infection-ebola.html>).
- Patient placement
 - Patients should be placed in a single patient room (containing a private bathroom or covered bedside commode) with the door closed.
 - Facilities should maintain a log of all people entering the patient’s room.
 - Use only a mattress and pillow with waterproof plastic or other waterproof covering for patients with Ebola. Do not place patients with suspected or confirmed Ebola virus infection in carpeted rooms. Remove all upholstered furniture and decorative curtains from patient rooms before use.
- Protecting healthcare workers

- Given the intensive and invasive care that U.S. hospitals provide for Ebola patients, the tightened guidelines are more directive in recommending no skin exposure when PPE is worn.
- CDC is recommending all of the same PPE included in the August 1, 2014, guidance, with the addition of coveralls and single-use, disposable hoods. Goggles are no longer recommended as they may not provide complete skin coverage in comparison to a single-use, disposable full-face shield. Additionally, goggles are not disposable, may fog after extended use, and healthcare workers may be tempted to manipulate them with contaminated gloved hands. PPE recommended for U.S. healthcare workers caring for patients with Ebola includes:
 - Double gloves
 - Boot covers that are waterproof and go to at least mid-calf or leg covers
 - Single-use fluid resistant or impermeable gown that extends to at least mid-calf, or coverall without integrated hood
 - Respirators, including either N95 respirators or powered air purifying respirator (PAPR)
 - Single-use, full-face shield that is disposable
 - Surgical hoods to ensure complete coverage of the head and neck
 - Apron that is waterproof and covers the torso to the level of the mid-calf (and that covers the top of the boots or boot covers) should be used if Ebola patients have vomiting or diarrhea
- The guidance describes different options for combining PPE to allow a facility to select PPE for their protocols based on availability, healthcare personnel familiarity, comfort and preference while continuing to provide a standardized, high level of protection for healthcare personnel. The guidance includes having:
 - Two specific, recommended PPE options for facilities to choose from. Both options provide equivalent protection if worn, put on and removed correctly
 - Designated areas for putting on and taking off PPE. Facilities should ensure that space and layout allows for clear separation between clean and potentially contaminated areas
 - Trained observer to monitor PPE use and safe removal
 - Step-by-step PPE removal instructions that include:
 - Disinfecting visibly contaminated PPE using an EPA-registered disinfectant wipe prior to taking off equipment
 - Disinfection of gloved hands using either an EPA-registered disinfectant wipe or alcohol-based hand rub between steps of taking off PPE
- Five Pillars of Safety
 - CDC reminds all employers and healthcare workers that PPE is only one aspect of infection control and providing safe care to patients with Ebola. Other aspects include five pillars of safety:
 - Facility leadership has responsibility to provide resources and support for implementation of effective prevention precautions. Management should maintain a culture of worker safety in which appropriate PPE is available and correctly maintained, and workers are provided with appropriate training.
 - Designated onsite Ebola site manager responsible for oversight of implementing precautions for healthcare personnel and patient safety in the healthcare facility.
 - Clear, standardized procedures where facilities choose one of two options and have a back-up plan in case supplies are not available.
 - Trained healthcare personnel: facilities need to ensure all healthcare providers practice numerous times to make sure they understand how to appropriately use the equipment.

- Oversight of practices are critical to ensuring that implementation protocols are done accurately, and any error in putting on or taking off PPE is identified in real-time, corrected and addressed, in case potential exposure occurred.
- Patient care equipment
 - Dedicated medical equipment (preferably disposable) should be used to provide patient care.
 - All non-dedicated, non-disposable medical equipment used for patient care should be cleaned and disinfected according to the manufacturer's instructions and hospital policies.
- Considerations for care of confirmed Ebola patients
 - Limit the use of needles and other sharps as much as possible.
 - Phlebotomy, procedures, and laboratory testing should be limited to the minimum necessary for essential diagnostic evaluation and medical care.
 - All needles and sharps should be handled with extreme care and disposed of in puncture-proof, sealed containers.
 - Avoid aerosol-generating procedures. If performing aerosol-generating procedures, use a combination of measures to reduce exposures from patients with Ebola virus disease. (See CDC's guidance for more details on how to perform aerosol generating procedures safely: www.cdc.gov/vhf/ebola/hcp/infection-prevention-and-control-recommendations.html.)
- Environmental infection control
 - Information on cleaning and decontamination of Ebola in different settings can be found at <http://www.cdc.gov/vhf/ebola/prevention/cleaning-and-decontamination.html>.
 - Daily cleaning and disinfection of hard, non-porous surfaces should be done using a U.S. Environmental Protection Agency (EPA)-registered hospital disinfectant with a label claim for a non-enveloped virus. Check EPA's Disinfectants for Use Against the Ebola Virus (<http://www.epa.gov/oppad001/list-l-ebola-virus.html>).
 - Healthcare providers performing environmental cleaning and disinfection should wear recommended PPE (described above).
 - For detailed information on environmental infection control, see CDC's "Interim Guidance for Environmental Infection Control in Hospitals for Ebola Virus" (www.cdc.gov/vhf/ebola/hcp/environmental-infection-control-in-hospitals.html).
- Duration of precautions
 - The duration of precautions should be determined on a case-by-case basis, in conjunction with local, state, and federal health authorities.
 - Factors that should be considered include, but are not limited to: presence of symptoms related to Ebola, date symptoms resolved, other conditions that would require specific precautions (e.g., tuberculosis, *Clostridium difficile*) and available laboratory information.
- For more details on infection control in U.S. hospitals, see www.cdc.gov/vhf/ebola/hcp/infection-prevention-and-control-recommendations.html and <http://www.cdc.gov/vhf/ebola/hcp/environmental-infection-control-in-hospitals.html>.
- Ebola virus is a Category A infectious substance regulated by the U.S. Department of Transportation's (DOT) Hazardous materials Regulations (HMR, 49 C.F.R., Parts 171-180). Any item transported for disposal that is contaminated or suspected of being contaminated with a Category A infectious substance must be packaged and transported in accordance with the HMR. This includes medical equipment, sharps, linens, and used health care products (such as soiled absorbent pads or dressings, kidney-shaped emesis pans, portable toilets, used PPE [e.g., gowns, masks, gloves, goggles, face shields, respirators, booties] or byproducts of cleaning) contaminated or suspected of being contaminated with a Category A infectious substance.

- For more details, see Department of Transportation Guidance for Transporting Ebola Contaminated Items, a Category A Infectious Substance (<http://www.phmsa.dot.gov/portal/site/PHMSA/menuitem.6f23687cf7b00b0f22e4c6962d9c8789/?vgnextoid=4d1800e36b978410VgnVCM100000d2c97898RCRD&vgnnextchannel=d248724dd7d6c010VgnVCM10000080e8a8c0RCRD&vgnnextfmt=print>)

EMERGENCY DEPARTMENTS

- To improve the margin of safety of all healthcare workers in a hospital setting, CDC developed emergency department guidance for first-contact care of a potential patient with Ebola. The guidance can be found at <http://www.cdc.gov/vhf/ebola/hcp/ed-management-patients-possible-ebola.html>.
 - The guidance in this document reflects lessons learned from the recent experiences of U.S. hospitals caring for Ebola patients.
 - CDC released an algorithm for evaluating and managing patients with possible Ebola virus disease in emergency departments. The algorithm can be found at <http://www.cdc.gov/vhf/ebola/pdf/ed-algorithm-management-patients-possible-ebola.pdf>.
- CDC reminds all healthcare workers that everyone coming into an emergency department can carry blood borne pathogens, so it is always important to adhere to standard infection control precautions for all patient care.
- Healthcare workers providing first-contact care for all patients (e.g., screening and triage in ambulatory and emergency department settings) should:
 - “Think Ebola” – always consider the possibility of an early infectious patient
 - Evaluate the patient – focusing on travel and exposure history
 - Consult with public health – for awareness of any related activity in the region
 - “Care Carefully” – avoiding unnecessary procedures and adhering to infection control and hygiene practices at all times
- Even if the patient will be transferred to a facility that is designated to provide ongoing care for patients with Ebola, all U.S. healthcare facilities must be prepared to perform initial evaluations correctly and safely to prevent transmission to healthcare providers and other patients.
- The greatest risk is during the care of hospitalized patients with highly symptomatic (e.g., with extensive, uncontrolled diarrhea or vomiting) Ebola virus disease and is the lowest in outpatient evaluation of minimally symptomatic (e.g., febrile) patients in settings such as doctors’ offices.
 - Healthcare facilities must provide and implement administrative and environmental controls (e.g. rules for who will assess such patients and how they will be followed up afterwards; and dedicated rooms or spaces that prevent the possibility of cross contamination of other patients or staff). These measures are important to prevent exposures and include on-site management and oversight on the safe use of PPE to ensure that personnel do not inadvertently self-contaminate during PPE removal.
- Currently, the vast majority of patients coming to emergency departments with complaints consistent with Ebola are likely to be early in the course of infection and not as highly infectious as someone with vomiting or uncontrolled diarrhea, e.g., like patients requiring intensive care support. If a patient with possible Ebola requires stabilization in the ED, healthcare personnel should exercise caution and adhere to infection control practices recommended for Ebola hospital patient care, especially since emesis and diarrhea are likely.
 - In such cases, the hospital’s Ebola plan should be activated and CDC guidance on infection control and PPE for hospitalized patients should be implemented.
 - While all EDs should be considering how best to implement these recommendations, those in cities with airports receiving travelers from affected regions (JFK (NY), Dulles (DC), Newark (NJ), O’Hare (IL), and Atlanta (GA)) should be particularly alert.

- In the event a traveler begins to show symptoms, public health officials will implement an isolation and evaluation plan following appropriate protocols to limit exposure, and direct the individual to a local hospital that has been trained to receive potential Ebola patients.
- Standard Precautions
 - A primary purpose of the ED is to triage and evaluate patients with a wide variety of conditions and intensity of illness; if Ebola is considered as a possible diagnosis early during the initial assessment, the overall risk of transmission in the ED setting can be reduced by adhering to the numbered steps below.
 - All patients should be evaluated and managed in a manner that prevents blood and body fluid exposure and hazards associated with them.
 - If a patient's exposure history is unavailable, then patients with signs and symptoms consistent with Ebola virus disease should be presumed to be infectious.
 - For patients in whom Ebola virus disease is being considered, the following measures should be implemented IMMEDIATELY:
 1. Isolate the patient in a private room or separate enclosed area with private bathroom or covered, bedside commode and adhere to procedures and precautions designed to reduce the risk of transmission by direct or indirect contact (e.g. dedicated equipment, hand hygiene, and restricted patient movement).
 2. Notify the Hospital Infection Control Program and other appropriate staff and report to the health department immediately.
 3. If patient is arriving by EMS transport, the ED should be prepared to receive the patient in a designated area (away from other patients) and have a process in place for safely transporting the patient on the stretcher to the isolation area limiting contact with other patients or healthcare workers.
 4. For limited evaluation of a minimally symptomatic (e.g., fever and malaise) patient being evaluated for Ebola virus disease, healthcare personnel should use PPE including: face shield, face mask, impermeable gown, and 2 pairs of gloves. If the patient is exhibiting vomiting and/or diarrhea, or if it is anticipated that the care of the patient will require potential invasive procedures, healthcare personnel should use PPE designated for hospitalized patients as outlined in CDC guidance (<http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>) should be considered.
 5. Equipment used in the care of these patients should not be used for the care of any other patients until appropriate decontamination has been performed.
 6. If the patient requires active resuscitation (e.g., aggressive hydration, possible intubation), this should be done in a pre-designated area using pre-designated equipment.
 7. Once appropriate PPE has been donned, continue additional history and physical examination and routine diagnostics and interventions which may include placement of peripheral IV and phlebotomy. Patient evaluation should be conducted with dedicated equipment. To minimize transmission risk, only essential personnel with designated roles should provide patient care.
 - Please refer to CDC "Guidance on Personal Protective Equipment to Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)" for further instructions on correct donning and doffing of PPE selected by the facility (<http://www.cdc.gov/vhf/ebola/hcp/procedures-for-ppe.html>).

AMBULATORY CARE PROVIDERS

- CDC released a new algorithm for providers in ambulatory care settings (such as solo or group medical practices, outpatient clinics, ambulatory centers) to use when evaluating patients with possible Ebola virus disease. The algorithm aims to standardize triage and evaluation processes as follows:
 - Identify patients with possible Ebola virus disease
 - Isolate the patients immediately, and
 - Inform the relevant health department.
- View the Ambulatory Care Algorithm at <http://www.cdc.gov/vhf/ebola/pdf/ambulatory-care-evaluation-of-patients-with-possible-ebola.pdf>.

DECONTAMINATING U.S. RESIDENCES AND REMOVING CONTAMINATED WASTE

- CDC has released new interim guidance for public health, state/local authorities, and contract companies on the decontamination of Ebola virus in U.S. residences and removal of Ebola-contaminated waste. Read the full guidance at <http://www.cdc.gov/vhf/ebola/hcp/residential-decontamination.html>.
 - Public health, state, and/or local authorities should contact a professional waste management company to clean and disinfect a residence if someone living there was confirmed to have Ebola AND experienced diarrhea, vomiting, and/or unexplained bleeding.
 - Members of the residence should not touch or handle contaminated materials and surfaces, and avoid contaminated rooms and areas until after the completion of the assessment and decontamination.
 - The waste management contract company is responsible for selecting and providing PPE to protect their workers from exposure to Ebola and to chemical hazards from the cleaning and disinfectant agents, and training employees on how to safely put on and take off PPE.
 - Waste management contractors hired to clean and disinfect Ebola-contaminated residences should follow all state and federal regulations related to decontaminating non-healthcare settings, blood borne pathogens, hazard communication, transporting hazardous waste, occupational safety, and others.

TRAVELERS

- CDC provides Ebola information and advice for travelers at <http://www.cdc.gov/vhf/ebola/travelers/index.html>.
- CDC provides up-to-date country-specific travel information on the CDC Travelers' Health website Travel Notices page: <http://wwwnc.cdc.gov/travel/notices>.
 - CDC has issued a Warning, Level 3 travel notice for three countries. U.S. citizens should avoid all nonessential travel to Guinea, Liberia, and Sierra Leone.
 - CDC has issued an Alert, Level 2 travel notice for Mali. U.S. citizens should practice enhanced precautions and be alert for reports of possible further spread of Ebola within the country
- If traveling to Guinea, Liberia, Sierra Leone, or Mali make sure to do the following:
 - Visit CDC's Travelers' Health website (wwwnc.cdc.gov/travel) for more information about the outbreak and for other health recommendations specific to these countries.
 - **Follow recommendations for preventing Ebola.**
- Travelers leaving Guinea, Liberia, or Sierra Leone are being screened at airports before departure. Based on the screening, authorities will decide if and when travelers can continue their trip.
 - If travelers have symptoms of Ebola or have had a high risk of exposure, they will not be allowed to travel on commercial flights to the United States and potentially to other countries.

- If travelers have symptoms of Ebola, they will not be able to travel until their symptoms go away, unless they are being medically evacuated to receive needed care.
- If they have had a high risk of exposure to Ebola but are not sick, they will either have to arrange a charter flight home or stay in the country until 21 days after their last exposure and authorities ensure it is safe for them to travel.
- All air travelers entering the United States who have been in Guinea, Liberia, Sierra Leone, or Mali are being routed through five U.S. airports (New York's JFK International, Washington-Dulles, Newark, Chicago-O'Hare, and Atlanta) for enhanced entry screening.
 - Entry screening helps to prevent further spread of Ebola and protect the health of all Americans by identifying travelers who may be sick with Ebola or may have had an exposure to Ebola and by ensuring that these travelers are directed to appropriate care.
 - These inbound travelers receive Check and Report Ebola (CARE) Kits that contain further information about Ebola. This kit includes information about Ebola, tools to help travelers check their temperature and symptoms each day for 21 days, and information about who to call if they have symptoms. See <http://www.cdc.gov/vhf/ebola/travelers/care-kit.html>.
 - CDC recommends that travelers entering the United States from Guinea, Liberia, Sierra Leone, and Mali be actively monitored by state or local health departments. Additional public health actions may be recommended depending on travelers' possible exposures to Ebola while in one of the four countries, based on CDC's "Interim U.S. Guidance for Monitoring and Movement of Persons with Potential Ebola Virus Exposure" (<http://www.cdc.gov/vhf/ebola/exposure/monitoring-and-movement-of-persons-with-exposure.html>).
 - The purpose of active monitoring is to ensure that a person's health is closely followed by public health authorities so that, if symptoms develop, action can be taken immediately to isolate the person from others and arrange for medical evaluation.
 - CDC is providing assistance, support, and tools to state and local health departments for post-arrival monitoring as needed. Since both state and local health departments will conduct the monitoring, the responsibility will be shared.
 - CDC believes that screening outbound passengers in West Africa is one of the most highly effective measures for preventing the spread of Ebola.

MONITORING AND MOVEMENT OF PEOPLE WITH EBOLA

- CDC has issued interim guidance to provide public health authorities and other partners with a framework for evaluating people's level of exposure to Ebola and initiating appropriate public health actions on the basis of exposure level and clinical assessment.
 - The full text of CDC's updated Interim U.S. Guidance for Monitoring and Movement of Persons with Potential Ebola Virus Exposure is available at www.cdc.gov/vhf/ebola/hcp/monitoring-and-movement-of-persons-with-exposure.html.
- These recommendations were issued to reduce the risk of Ebola spreading to others and to ensure that people infected with Ebola are able to quickly access appropriate medical care.
- This interim guidance has been updated by establishing a "low (but not zero) risk" category; adding a "no identifiable risk" category; modifying the recommended public health actions in the high, some, and low (but not zero) risk categories; and adding recommendations for specific groups and settings.
- A factsheet (<http://www.cdc.gov/vhf/ebola/exposure/monitoring-symptoms-controlling-movement.html>) and a Q&A page (<http://www.cdc.gov/vhf/ebola/exposure/qas-monitoring-and-movement-guidance.html>) about the guidance are available on CDC's website.

SCHOOLS, COLLEGES, UNIVERSITIES, AND STUDENTS

- CDC has issued advice for colleges, universities, and students about study abroad, foreign exchange, and other education-related travel, as well as advice for students who have recently traveled from a country with an Ebola outbreak.
 - CDC advises that all non-essential travel, including education-related travel, to Guinea, Liberia, and Sierra Leone be postponed until further notice.
 - Students, faculty, and staff who have recently traveled to countries where Ebola outbreaks are occurring should consult with school authorities on what instructions to follow, and monitor their health for 21 days after returning.
 - CDC advises colleges and universities to identify students, faculty, and staff who, within the past 21 days, have been in countries where Ebola outbreaks are occurring, and to then follow the appropriate public health response and medical care based on CDC's "Interim U.S. Guidance for Monitoring and Movement of Persons with Potential Ebola Virus Exposure" (www.cdc.gov/vhf/ebola/hcp/monitoring-and-movement-of-persons-with-exposure.html).
 - The full text of the guidance is available at <http://wwwnc.cdc.gov/travel/page/advice-for-colleges-universities-and-students-about-ebola-in-west-africa>.
- **CDC and the U.S. Department of Education have developed guidance, "Addressing Ebola Virus Infection Concerns in K-12 Schools: Interim Guidance for District and School Administrators." This guidance is intended to help schools and public health officials plan for the very low possibility of Ebola in schools and to put to rest some of the understandable fears that have been raised. This guidance is also intended to dispel some myths about Ebola that could lead to an overreaction or give rise to potential stigma.**
 - **The full text of the guidance is available at <http://www.cdc.gov/vhf/ebola/children/k-12-school-guidance.html>.**
 - **See Resources for Parents, Schools, and Pediatric Healthcare Professionals at <http://www.cdc.gov/vhf/ebola/children/index.html> for more information.**

HUMANITARIAN AID WORKERS

- **Humanitarian aid workers play a very important role in the Ebola outbreak response to control the spread of Ebola at its source.**
- **CDC has developed recommendations to prepare humanitarian aid workers to safely work in countries with Ebola outbreaks.**
 - The full text of the guidance can be found at <http://wwwnc.cdc.gov/travel/page/humanitarian-workers-ebola>.
- **The recommendations include steps to take before traveling, during travel, when leaving West Africa, and upon return to the United States.**

HUMANITARIAN AID ORGANIZATIONS

- **CDC developed guidance for humanitarian aid organizations to protect the health and safety of employees or volunteers working in West African countries with Ebola outbreaks.**
 - The full text of this guidance can be found at <http://wwwnc.cdc.gov/travel/page/advice-humanitarian-aid-organizations-ebola>.

AIRLINE FLIGHT CREWS, CLEANING PERSONNEL, AND CARGO PERSONNEL

- CDC and WHO do not recommend stopping travel from countries with Ebola outbreaks. The key to controlling this epidemic is to focus on stopping the spread at its source, and international humanitarian assistance must continue.
- CDC encourages airlines to continue flights to and from the region to facilitate transport of teams and supplies essential to control the outbreak.
 - CDC provides informational materials for airports in the United States and in countries with Ebola outbreaks at <http://www.cdc.gov/vhf/ebola/airports/index.html>.
 - CDC's Interim Guidance about Ebola Virus Infection for Airline Flight Crews, Cleaning Personnel, and Cargo Personnel, including a webcast called "Ebola: What Airline Crew and Staff Need to Know," is posted at www.cdc.gov/quarantine/air/managing-sick-travelers/ebola-guidance-airlines.html.

LABORATORIES

- CDC recommends that U.S. healthcare workers contact their state and/or local health department and CDC to determine the proper category for shipment of clinical specimens based on clinical history and risk assessment by CDC. No specimens should be shipped to CDC without consultation with CDC and local/state health departments.
 - State guidelines may differ and state or local health departments should be consulted before shipping clinical specimens. Ebola virus is classified as a Category A infectious substance and regulated by the U.S. Department of Transportation's (DOT) Hazardous Materials Regulations (HMR, 49 C.F.R., Parts 171-180). Specimens from people diagnosed with Ebola virus disease or those with a presumptive diagnosis of Ebola should be shipped Category A and the paperwork should designate "suspect Category A infectious substance." All other specimens should be shipped Category B.
 - CDC has developed interim guidance for laboratory workers and other healthcare personnel who collect or handle specimens in the United States on the appropriate steps for collecting, transporting, and testing specimens from patients who are suspected to be infected with Ebola virus. The guidance is available on CDC's website www.cdc.gov/vhf/ebola/hcp/interim-guidance-specimen-collection-submission-patients-suspected-infection-ebola.html.
- Ebola virus is detected in blood only after onset of symptoms, most notably fever, which accompany the rise in circulating virus within the patient's body.
 - It may take up to 3 days after symptoms start for the virus to reach detectable levels by real-time RT-PCR.
 - Circulating virus levels are highest between 3 to 10 days after symptoms start, but virus has been detected for several months after patients' recovery in certain secretions (e.g., semen).
 - Specimens ideally should be taken when a symptomatic patient seeks care and is suspected of having been exposed to Ebola; however, if symptom onset occurred less than 3 days before the patient seeks care, a subsequent specimen will be required to completely rule out Ebola.

WHAT CDC IS DOING

- CDC has activated its Emergency Operations Center (EOC) to help coordinate technical assistance and control activities with partners.

- **On August 5**, CDC elevated the EOC to a Level 1 activation, its highest level, because of the significance of the outbreak.

INTERNATIONAL ACTIVITIES

- CDC supports countries with widespread Ebola transmission in establishing their own national and sub-national EOCs. All three West African countries at the center of the epidemic now have an Incident Manager, reporting to the President of the country, to lead response efforts.
- Hundreds of CDC staff members have provided logistics, staffing, communication, analytics, management, and other support functions for the response. CDC has deployed more than 900 public health experts to the West Africa region.
 - CDC staff are deployed to Guinea, Liberia, Nigeria, Senegal, Sierra Leone, and Mali to assist with response efforts, including surveillance, contact tracing, data management, laboratory testing, and health education.
 - CDC experts have also been deployed to non-affected border countries in West Africa to conduct assessments of Ebola preparedness in those countries.
 - CDC staff are assisting with setting up an emergency response structure, contact tracing, providing advice on exit screening and infection control at major airports, and providing training and education in countries with widespread Ebola virus transmission.
 - CDC's health promotion teams, consisting of health communicators and public health advisors deployed to Guinea, Liberia, and Sierra Leone, are working closely with country U.S. embassies, UNICEF, WHO, ministries of health, and nongovernment organizations to develop public health campaigns and messages and to implement social mobilization activities. Activities include:
 - Developing and supporting implementation of multi-channel health communication and education, such as Sierra Leone's "Ebola Big Idea of the Week" effort, which is a communication campaign among government, nonprofit organizations, and journalists designed to improve decision making about health protection/prevention behaviors among West African populations.
 - **CDC partnered with a global team of African soccer stars, actors, and international health and aid organizations to launch Africa United, a global campaign aimed at preventing the spread of Ebola in West Africa.**
 - Creating and distributing communication materials and messages (e.g., low-literacy illustrations, brochures, health education/training materials, radio spots, etc.)
 - Meeting with local and district-level community leaders and supporting social mobilization efforts in these areas.
 - Partnering with major telecommunications companies in the affected countries to disseminate radio and TV program information, public service announcements, and text (SMS) and interactive voice response (IVR) messages on Ebola with support from CDC.
 - Assisting in training and preparing responses for national emergency call centers responding to Ebola.
 - Engaging in Knowledge, Attitudes, and Practices (KAP) studies in Sierra Leone and Liberia, and using the results to inform message strategies and development.
- CDC is working closely with U.S. Agency for International Development (USAID), Office of Foreign Disaster Assistance (OFDA), to support the deployment to Liberia of a Disaster Assistance Response Team (DART), which is coordinating the U.S. government's Ebola response in West Africa.

- CDC, in partnership with WHO's Global Outbreak Alert and Response Network and the U.S. National Institutes of Health (NIH), has provided a field laboratory to Liberia to increase the number of specimens being tested for Ebola.
- The DART continues to support the Government of Liberia (GoL) and U.N. agencies to plan, construct, and run Ebola Treatment Units throughout Liberia.
- The DART and CDC have deployed personnel to Bamako, Mali to support response activities, including the expansion of rapid response and safe burial teams, social mobilization efforts, and the establishment of ETUs.
- CDC is working with airlines to address crew and airline staff concerns while ensuring the ability of humanitarian and public health organizations to transport assistance into countries with widespread Ebola transmission.
- CDC is also working with airlines, airports, ministries of health, and other partners in West Africa to provide technical assistance for conducting exit screening and travel restriction in countries with Ebola transmission. Exit screening efforts in West Africa help identify travelers who may have symptoms consistent with Ebola or who have been exposed to Ebola, in order to prevent them from leaving a country until it is confirmed that they are not sick with Ebola and are therefore not at risk of spreading Ebola. CDC's technical assistance in this area includes:
 - Assessing the capacity of countries and airports to conduct exit screening
 - Assisting with development of exit screening protocols
 - Training staff on exit screening protocols and appropriate PPE use

DOMESTIC ACTIVITIES

- In response to the four cases of Ebola in the United States, teams from CDC were deployed to Dallas, Ohio, and New York to assist with investigations, supported 24/7 by CDC's Emergency Operations Center and Ebola experts at CDC's Atlanta headquarters.
 - The teams worked closely with state and local health departments in finding, assessing, and assisting everyone who came into contact with the Ebola patients.
- Every day, CDC works closely with partners at U.S. international airports and other ports of entry to look for sick travelers with possible contagious diseases.
- CDC has developed and posted Ebola-specific travel messages for electronic monitors to reach travelers from West Africa and posters for TSA screening areas of airports to reach outbound travelers. Visit wwwnc.cdc.gov/travel/page/infographics-travelers to see the messages.
- CDC and DHS are conducting enhanced entry screening at five U.S. airports (New York's JFK International, Washington-Dulles, Newark, Chicago-O'Hare, and Atlanta) for all U.S.-bound air travelers who have been in Guinea, Liberia, Sierra Leone, or Mali. Entry screening helps prevent further spread of Ebola and protect the health of all Americans by identifying travelers who may be sick with Ebola or may have had an exposure to Ebola, and to ensure that these travelers are directed to appropriate care, if needed.
 - CDC developed a Check and Report Ebola (CARE) Kit for travelers arriving in the United States who had been in Guinea, Liberia, Sierra Leone, and Mali. Passengers going through enhanced entry screening are provided with a CARE Kit. This kit includes information about Ebola, tools to help travelers check their temperature and symptoms each day for 21 days, and information about who to call if they have symptoms. See <http://www.cdc.gov/vhf/ebola/travelers/care-kit.html>.
- CDC and WHO do not recommend stopping travel from countries with Ebola outbreaks. The key to controlling this outbreak is to focus on stopping the spread at its source, and international humanitarian assistance must continue.

- CDC is actively working to educate U.S. healthcare workers on how to isolate patients and how to protect themselves from infection.
 - Health and Human Services (HHS) and CDC have educated more than 150,000 healthcare workers via webinars and over 525,000 healthcare workers via online clinical training resources about infection control principles and appropriate use of personal protective equipment (PPE).
 - Resources for U.S. healthcare workers are available at <http://www.cdc.gov/vhf/ebola/hcp/index.html>.
- State and local public health officials, in collaboration with hospital officials and with technical assistance from CDC and the Office of the Assistant Secretary for Preparedness and Response (ASPR) at HHS, have worked to substantially increase capacity to treat Ebola patients. In the United States, acute care hospitals and other healthcare facilities can serve one of three roles: Frontline Healthcare Facility, which will identify patients with relevant exposure history and Ebola symptoms, isolate them, and inform the health department; Ebola Assessment Hospital, which will evaluate and care for a patient for up to 96 hours, initiate Ebola testing, and arrange for transport of the patient if Ebola is confirmed; and/or Ebola Treatment Center, which will care for and manage a patient throughout the disease process.
 - Ebola Treatment Centers
 - The United States has expanded its network of hospitals prepared to treat Ebola patients, increasing capacity from eight hospital beds at three facilities to over 50 beds at 36 Ebola Treatment Centers. Additional facilities are expected to be added in the next several weeks to broaden the geographic reach.
 - Because of this approach, more than 80% of travelers returning from West Africa are now within 200 miles of an Ebola Treatment Center and could be transported via ambulance.
 - Ebola Treatment Centers are staffed, equipped, and have current capability, training, and resources to provide the complex treatment necessary to care for a person with Ebola, while minimizing risk to healthcare workers and to the community.
 - CDC has formed Rapid Ebola Preparedness (REP) teams that deploy to pre-identified facilities to work with local health officials and hospitals in assessing their readiness for caring for patients with Ebola.
 - REP teams are comprised of 4 to 10 CDC experts in infection control, occupational health, and laboratory issues, as well as external local experts.
 - State health officials and candidate hospitals determine the hospitals in their state or region where patients suspected of having Ebola will be transported.
 - During the visit, the REP team identifies areas that pose challenges and provide technical assistance and support to gain readiness in the areas identified.
 - **To date, more than 72 facilities in 19 states and Washington, D.C. have been visited by a CDC REP team.**
 - CDC has helped hospitals get ready and will be on site, if needed, to further assist states and facilities if a patient with Ebola is confirmed.
 - Assessment Hospitals
 - Assessment Hospitals have been and continue to be identified by state health officials as points of referral for individuals who have a travel history, potential exposure, and symptoms suggestive of Ebola.

- These hospitals have the capability to evaluate and care for those individuals for up to 96 hours, initiate or coordinate Ebola testing and testing for alternative diagnoses, and either rule out Ebola or transfer the individual to an Ebola Treatment Center, as needed.
 - Staff at Assessment Hospitals should be trained on specimen collection and transport, waste management, Standard Precautions, and using personal protective equipment (PPE) appropriately.
- Frontline Healthcare Facilities
 - Frontline Healthcare Facilities (e.g., acute care hospitals and other emergency care settings, including urgent care clinics and critical access hospitals) should be prepared to evaluate a person who has a travel history, potential exposure, and symptoms suggestive of Ebola.
 - All healthcare workers at Frontline Healthcare Facilities should be trained and able to recognize symptoms, safely isolate a potential Ebola patient, and contact public health authorities for guidance on next steps for safely managing the patient and protecting themselves.
 - Staff at Frontline Healthcare Facilities should be trained on specimen transport, waste management, Standard Precautions, and using PPE appropriately.
- CDC has worked closely with state and local health authorities, as well as with domestic and global manufacturers, to ensure enough PPE is available for the Ebola response.
- CDC is actively working to educate U.S. state and local health departments on CDC guidelines for Ebola applicable to public health preparedness national standards for state and local planning.
- CDC continues to update its communication products and webpages with new information on the Ebola outbreak for the general public and specific audiences.
- CDC is using social media as a way to share credible, factual information and to dispel misconceptions about Ebola.
 - CDC hosted an Ebola Twitter chat on October 2 that had the largest reach of any CDC chat to date. The chat had a potential reach of 161 million, with an adjusted reach of 25.8 million, and included 7,484 participants. During the one-hour chat, CDC answered 155 questions.
 - A second Ebola Twitter chat on October 8 had a potential reach of 100 million, with an adjusted reach of 12.1 million, and included 2,944 participants. During the one-hour chat, CDC answered 160 questions.

TRAINING

- CDC is working with airlines, airports, and ministries of health in West Africa to train staff on exit screening protocols and appropriate personal protective equipment (PPE) use.
- CDC has developed a just-in-time training for Customs and Border Protection (CBP), called a “muster,” about Ebola. The muster describes the Ebola signs and symptoms, and how to notify CDC about travelers coming from Guinea, Liberia, and Sierra Leone who exhibit these symptoms.
- CDC has held numerous trainings in West Africa and plans to conduct more to help prepare health workers, volunteers, and others to control and prevent Ebola in countries with widespread Ebola transmission.
 - CDC is working with UNICEF and WHO on trainings for general community health worker volunteers throughout the region.
- CDC has developed an introductory training course for licensed clinicians intending to work in Ebola treatment units in West Africa, as well as for clinicians preparing for potential Ebola patients in U.S.

healthcare settings. For more information on this training, go to <http://www.cdc.gov/vhf/ebola/hcp/safety-training-course/index.html>.

- CDC has posted web-based training for U.S. healthcare workers on new guidance for putting on and taking off PPE during management of patients with Ebola in U.S. hospitals (<http://www.cdc.gov/vhf/ebola/hcp/ppe-training/index.html>).
- In addition to in-person visits, CDC efforts to reach healthcare workers in the United States include:
 - Educating and answering questions from clinical partners. CDC has reached over 326,700 individuals through conference calls to provide training and updates on CDC guidance.
 - Hosting live events to educate healthcare workers and others about infection control principles and demonstrate appropriate use of PPE.
 - A New York City event on October 21 reached over 5,400 people in-person, 53 media outlets, and at least 20,000 people on livestream in 10 countries. The event was co-hosted by the Partnership for Quality Care (PQC) and the 1199SEIU/Greater New York Hospital Association Healthcare Education Project.
 - A Los Angeles event on November 7 reached over 1,000 people in-person, 12 media outlets, and thousands of people on live stream in hundreds of healthcare facilities across the country. The event was co-hosted by Kaiser Permanente, the Coalition of Kaiser Permanente Unions, the Partnership for Quality Care, and United Nurses Associations of California/Union of Health Care Professionals, Service Employees International Union (SEIU) – United Healthcare Workers West, SEIU Local 721 and the Los Angeles County Department of Health.
 - An American Medical Association meeting on November 9 was live streamed to thousands of individuals.
 - Collaborating with online clinical communities (e.g., Medscape) to provide education and tools directly to healthcare workers. Medscape has also streamed CDC live events. Through Medscape training alone, CDC's online healthcare training resource pages have been viewed by healthcare professionals 373,000 times.
 - Working with Johns Hopkins University to create additional training videos for putting on and taking off PPE, including videos tailored to emergency department staff. An emergency department training video is anticipated to be completed by early February 2015.
 - Disseminating guidance through CDC's website and promoting it through CDC email distribution lists, plus additional partner outreach.
 - Hosting personal protective equipment (PPE) videos, which have been viewed a total of 320,220 times. Viewers have logged a total of 232,429 minutes (or 3,874 hours) watching the videos.
 - Working with state and local health departments, public health partners, and professional organizations to improve and accelerate implementation of effective infection control measures for emergency departments and outpatient settings.

CDC FOUNDATION

- The CDC Foundation is assisting CDC in the response to the Ebola outbreak in West Africa by providing critical assistance and supplies through donations to the Foundation's Global Disaster Response Fund, which enables CDC staff to respond quickly to changing circumstances and needs.
- CDC has identified a number of significant needs including developing in-country emergency operations centers that will provide a platform for incident response to effectively manage current and future outbreaks. A donor has provided funding to support this effort. In addition, to strengthen the response

going forward, the CDC Foundation is continuing to work with donors to provide funding for much-needed supplies and equipment for use on the ground in Guinea, Sierra Leone, and Liberia.

- The CDC Foundation has received commitments and donations of more than \$45 million toward the Ebola response. Donations have been provided by individuals and organizations, such as Mark Zuckerberg and Dr. Priscilla Chan, The Paul G. Allen Family Foundation, the Robert Wood Johnson Foundation, the Bill & Melinda Gates Foundation, Taiwan, etc. In kind contributions of supplies or services have been provided by organizations such as Henry Schein and BD (Becton, Dickinson and Company).
 - Please refer all questions about donation amounts to CDC Foundation media relations staff.
- The CDC Foundation, actor Idris Elba, and a global team of African soccer stars, and international health and aid organizations recently announced the launch of Africa United, a global health communications campaign aimed at preventing the spread of Ebola in West Africa. (www.WeAreAfricaUnited.org).
- To date, the CDC Foundation and its donors have provided both materials and services to meet on the ground needs.
 - As examples, these range from computers, tablets and printers for use in the field by CDC and in-country staff to personal protective equipment and no-touch, thermal scanning thermometers for use by airport screeners in West Africa. Funding has been provided for health worker training, trucks and motorcycles, medical supplies and public health communications in the region. Importantly, funding is being provided to establish sustainable emergency operations centers in Guinea, Liberia and Sierra Leone.
- There will also be unanticipated needs in response to this epidemic. The CDC Foundation is working closely with CDC to determine needs in affected countries and how funds and resources provided through the Foundation can be deployed to help meet some of these needs.
- The CDC Foundation's board of directors acknowledged the tremendous needs presented by the Ebola epidemic and committed to absorbing 100 percent of the Foundation's administrative costs associated with the Global Disaster Response Fund so that every penny donated by others is used to support CDC's emergency mandate in West Africa.
- More information on CDC Foundation's Global Disaster Response Fund is available at www.cdcfoundation.org/globaldisaster.

STIGMA

West Africans, people who have traveled to West Africa, and healthcare workers may face stigma during the current Ebola outbreak.

- Stigma involves stereotyping and discriminating against an identifiable group of people, a place, or a nation.
 - Stigma can occur when people associate an infectious disease, such as Ebola, with a population, even though not everyone in that population or from that region is specifically at risk for the disease (for example, West Africans living in the United States).
- Communicators and public health officials can help counter stigma during the Ebola response.
 - Maintain privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
 - Communicate early the risk or lack of risk from associations with products, people, and places.
 - Raise awareness of the potential problem.
 - Share accurate information about how the virus spreads.

- Explain that Ebola is caused by a virus, not a person.
- Speak out against negative behaviors, including negative social media statements about groups of people, or exclusion of people who pose no risk from regular activities.
- Be cautious about the images that are shared. Make sure they do not reinforce stereotypes.
- Engage with stigmatized groups in person and through media channels, including news media and social media.
- Share the need for social support for people who have returned from the region or are worried about friends or relatives in the affected region.
- People born in West Africa are not more at risk for Ebola than anyone else. Viruses cannot target a particular population.
- If someone recently traveled to West Africa, they do not put others at risk if they don't have symptoms of Ebola.
- Active monitoring does not mean a person is contagious. It means they are being watched for symptoms because they may have had some risk of exposure.
- Someone living with an individual who is being actively monitored is not at higher risk of getting or spreading Ebola.
- It is safe to go to school or work with a family or household member of someone being actively monitored.

FOR MORE INFORMATION ABOUT EBOLA

- CDC will continue to post new information about the Ebola outbreak on the following websites as it becomes available:
 - CDC Ebola site: www.cdc.gov/ebola
 - CDC Travelers' Health site: <http://wwwnc.cdc.gov/travel/notices>
- World Health Organization (WHO) Ebola virus disease (EVD) site: www.who.int/csr/disease/ebola/en/



TOWN OF PORTOLA VALLEY

765 Portola Road, Portola Valley, CA 94028

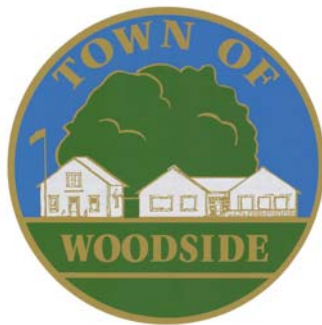
Notice of Town Council Reorganization

December 11, 2014

At a Regular Meeting of the Town Council, held on December 10, 2014, the Portola Valley Town Council reorganized as follows:

<u>Name</u>	<u>Term Ends</u>
Jeff Aalfs, Mayor	11/15
Maryann Derwin, Vice Mayor	11/17
Craig Hughes, Councilmember	11/17
John Richards, Councilmember	11/17
Ann Wengert, Councilmember	11/15

Sharon Hanlon
Town Clerk



**TOWN OF WOODSIDE
2955 WOODSIDE ROAD
WOODSIDE, CA 94062**

NOTICE OF TOWN COUNCIL REORGANIZATION

NOTICE IS HEREBY GIVEN that, at its regular meeting of December 9, 2014, the Town Council of the Town of Woodside reorganized as follows:

COUNCILMEMBER	TERM EXPIRES
Thomas P. Shanahan, Mayor	November 2015
Deborah C. Gordon, Mayor Pro Tempore	November 2017
Ron Romines	November 2015
David Tanner	November 2017
David Burow	November 2015
Anne Kasten	November 2017
Peter Mason	November 2015

Town Council meetings are held on the second and fourth Tuesday of each month, commencing at 7:30 P.M.

Janet G. Koelsch, CMC
Clerk of the Town of Woodside
December 17, 2014



Town of Atherton
Office of the City Clerk

91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0529
Fax: (650) 614-1212

TOWN OF ATHERTON
CITY COUNCIL NOTICE OF REORGANIZATION

NOTICE IS HEREBY GIVEN that at a regular meeting of the City Council held on December 17, 2014, the Atherton City Council reorganized as follows:

Rick DeGolia, Mayor

Elizabeth Lewis, Vice Mayor

Bill Widmer, Council Member

Cary Wiest, Council Member

Michael Lempres, Council Member

City Council meetings are held on the third Wednesday of each month at 7:00 p.m. in the City Council Chamber located at 94 Ashfield Road, Atherton, California, 94027. **Please be reminded that City Council meetings are videotaped and uploaded to Atherton's YouTube channel at <http://www.youtube.com/townofatherton>**

DATED: 18th day of December, 2014

Theresa N. DellaSanta
City Clerk



**NOTICE OF REORGANIZATION
MILLBRAE CITY COUNCIL**

December 10, 2014

At the December 9, 2014 City Council meeting, the Millbrae City Council reorganized as follows:

<u>NAME</u>	<u>TERM ENDS:</u>
Mayor Robert G. Gottschalk (Mayor term is for one year)	November 2015
Vice Mayor Anne Oliva	November 2017
Council Member Reuben D. Holober	November 2017
Council Member Marge Colapietro	November 2015
Council Member Wayne J. Lee	November 2015

Angela Louis
City Clerk

cc: San Mateo County Cities
San Mateo County Board of Supervisors
City Selection Committee
Legislators
Regional Agencies
League of California Cities
Millbrae School District
Press Release

**NOTICE OF REORGANIZATION
OF THE
BRISBANE CITY COUNCIL**

We are pleased to advise that the City Council of the City of Brisbane, at a Special Meeting held on December 11, 2014 reorganized as follows:

MAYOR TERRY A. O'CONNELL

Term expires December 2015
(Mayoral Term ends December 2015)

MAYOR PRO TEM CLIFFORD R. LENTZ

Term expires December 2017
(Mayor Pro Tem Term ends December 2015)

COUNCILMEMBER W. CLARKE CONWAY

Term expires December 2017

COUNCILMEMBER LORI S. LIU

Term expires December 2017

COUNCILMEMBER RAYMOND C. MILLER

Term expires December 2015

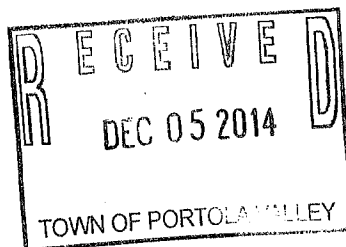
Dated this 17th day of December, 2014

Sheri Marie Spediacci
City Clerk
City of Brisbane
50 Park Place
Brisbane, CA 94005
415-508-2113
cityhall@ci.brisbane.ca.us



December 4, 2014

Town Manager
Portola Valley
765 Portola Road
Portola Valley, CA 94028



BOARD OF DIRECTORS 2014

TOM NOLAN, CHAIR
JERRY DEAL, VICE CHAIR
JOSÉ CISNEROS
MALIA COHEN
ASH KALRA
ARTHUR L. LLOYD
ADRIENNE TISSIER
PERRY WOODWARD
KEN YEAGER

MICHAEL J. SCANLON
EXECUTIVE DIRECTOR

On behalf of the Peninsula Corridor Joint Powers Board (Caltrain), I would like to announce the release of the Final Environmental Impact Report (FEIR) for the Peninsula Corridor Electrification Project, pursuant to the California Environmental Quality Act. The Notice of Availability and a CD of the FEIR is included with this letter.

The project would electrify the Peninsula Corridor from the San Francisco Caltrain Station at 4th and King to approximately 2 miles south of the Tamien Caltrain Station in San Jose, convert diesel-hauled to Electric Multiple Unit trains, and increase service up to six Caltrain trains per peak hour per direction.

The public meeting to consider certification of the FEIR and adoption of the project will be held at the Peninsula Corridor Joint Powers Board (JPB) meeting on Thursday, January 8, 2015 at 10 a.m. in the 2nd floor auditorium at Caltrain headquarters at 1250 San Carlos Avenue, San Carlos, CA.

Please note, the reference list for Appendix K (Volume III) was inadvertently left off the CD. The PDF for Appendix K including the reference list can be downloaded online at www.caltrain.com/electrification. For more information, feel free to contact Stacy Cocke by phone at 650-508-6207 or by email at electrification@caltrain.com.

Sincerely,

Marian Lee, Executive Officer, Caltrain Modernization Program

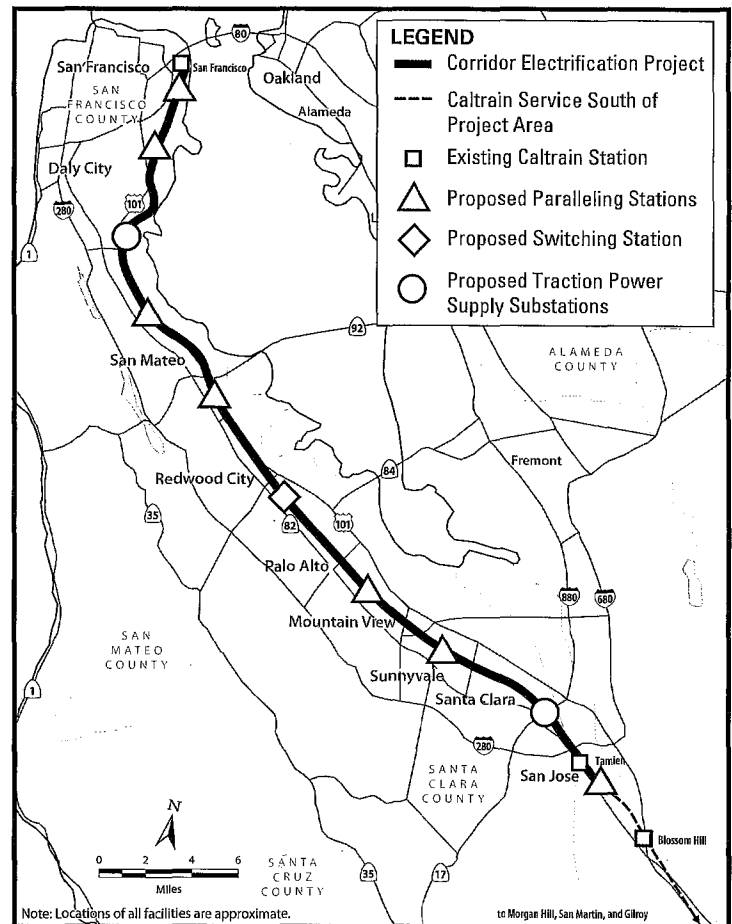


NOTICE OF AVAILABILITY AND PUBLIC MEETING FOR THE FINAL ENVIRONMENTAL IMPACT REPORT (FEIR) FOR THE PENINSULA CORRIDOR ELECTRIFICATION PROJECT

On December 4, 2014, the Peninsula Corridor Joint Powers Board (Caltrain) released the Final Environmental Impact Report (FEIR) for Caltrain's Peninsula Corridor Electrification Project (PCEP) pursuant to the California Environmental Quality Act (CEQA).

The project would electrify the Peninsula Corridor from the San Francisco Caltrain Station at 4th and King to ~2 miles south of the Tamien station in San Jose, convert diesel-hauled trains to electric trains (called electric multiple units) and increase service from five trains to six trains per peak hour per direction.

The FEIR, which responds to comments on the Draft EIR, is available online at www.caltrain.com/electrification, the Caltrain office, local libraries or by calling 650.622.7841.



The public meeting to consider certification of the FEIR and adoption of the project will be held at the Peninsula Corridor Joint Powers Board (JPB) meeting:

Thursday, January 8, 2015 10 a.m.

Caltrain Headquarters
2nd Floor Auditorium
1250 San Carlos Avenue
San Carlos, CA

For more information:

Call: 650.622.7841

TTY: 650.508.6448

Email: electrification@caltrain.com



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: December 19, 2014
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended December 19, 2014.

1. **Last Week's Storm** – The damage to Alpine Road caused by a broken storm drain pipe has been repaired. The corrugated metal pipe was replaced with a plastic pipe. AT&T appears to have resolved several of the storm-damage related outages, although a few linger. Finally, much thanks to Mark Paris for removing a tree on upper Alpine Road following the storm. Mark and the entire Public Works Committee were critical to the Town's storm response.
2. **PG&E Tree Removals** – PG&E's contractor has completed the tree removal work on Alpine Road. Due to last week's storm, PG&E's contract tree crews were redeployed to other parts of the region and may not get to the trees on Portola Road at Springdown until the week of December 29th.
3. **Year-end Closure** – Town Hall will close next Tuesday, December 23rd at 5:00 PM and will reopen on Monday, January 5th at 8:00 AM. During the closure, there will be a minor remodel to the town planner/planning director's office which will provide slightly more meeting space for the planning group. On January 5th, the Town will begin the new business hours of 8:00 AM to Noon and 1:00 PM to 5:00 PM.

TOWN COUNCIL WEEKLY DIGEST

Friday – January 9, 2015

1. Agenda – ASCC – Monday, January 12, 2015
2. Agenda – Trails & Paths Committee – Tuesday, January 13, 2015
3. Agenda (Special) – Emergency Preparedness Committee – Thursday, January 15, 2015
4. Report from San Mateo County Sheriff's Office – Incident Log for 12/16/14 – 12/21/14
5. Report from San Mateo County Sheriff's Office – Incident Log for 12/30/14 – 01/07/15
6. Notice – Resignation of San Mateo City Councilman Robert Ross
7. San Francisco Estuary Magazine – December 2014

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Quarterly Crime Activity Report (July – September, 2014) – San Mateo County Sheriff's Office



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, January 12, 2015
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

3:00 p.m. 250 Alamos Road Field meeting for preliminary review of plans for residential development and site development permit X9H-683 for this 3.88-acre Westridge subdivision property. (ASCC review to continue at Regular Meeting)

4:00 p.m. 40 Minoca Road Field meeting for preliminary review of plans for residential development and site development permit X9H-686 for this 1.19-acre Alpine Hills subdivision property. (ASCC review to continue at Regular Meeting)

7:30 PM – REGULAR AGENDA*

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

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

4. New Business:
 - a. Preliminary Architectural Review and Site Development Permit X9H-683 for a New Residence and Swimming Pool, 250 Alamos Road, Toole Residence, File #: 46-2014 (Staff: C. Borck)
 - b. Preliminary Architectural Review and Site Development Permit X9H-686 for a New Residence and Detached Workshop, 40 Minoca Road, Hanrahan/Maxwell Residence, File #: 51-2014 (Staff: C. Borck)
5. Old Business:
 - a. Review of Agricultural Plan and Pool/Pool House for Conformity with Conditions of Conditional Use Permit X7D-169, Architectural Review, and Site Development Permit X9H-685, 555 Portola Road, Spring Ridge LLC, Neely/Myers, File #: 50-2014 (Staff: K. Kristiansson)
6. Annual Election of ASCC Chair and Vice Chair
7. Commission and Staff Reports:
8. Approval of Minutes: November 24, 2014

9. Adjournment:

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

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

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

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

Date: January 9, 2015

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, January 13, 2015 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from November 11, 2014
4. Financial Review and Trail Work – November & December 2014
5. Conservation Committee Update
6. Old Business
 - a) Driveway scoring process
 - b) Committee Reappointments for 2015
 - c) Subcommittee Report: Celebration of the Horse, June 2014
 - d) Proposal to MROSD for Alpine Trail improvement
7. New Business
 - a) Rotation of Chair, Vice Chair and Secretary
 - b) Letter from resident re: Horses
8. Other Business
9. Adjournment

Enclosures:

Minutes from November 11, 2014 meeting
Financial Review
Trail work Map and Memo – November & December 2014
Letter from resident Carl Baier



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, January 15, 2015 - 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, Tamara Turner, and Stuart Young

 Guests: Nick Pegueros/Town Manager, John Richards/Town Council, Dan Ghiorso and Selena Brown WFPD, Tim Reed/Sheriff's Office, Gary Nielsen, Police Commissioner

 Absent:
2. 8:01 Oral Communications
3. 8:08 2015 Roster & Leadership approved by Town Council
 Pfau – Chair; Kopf-Sill, Vice Chair; Rothrock – Secretary.
 All members reappointed
4. 8:10 Review and approval of minutes
 - Motion: Accept the minutes of November 2014
5. 8:12 CERPP/WFPD Report (Brown/Ghiorso)
6. 8:20 Town Report (Nick/Marsha)
 - Debrief the Big Shakeout
 - Debrief of tabletop drill on Nov. 5, 2014
 - Action Items
7. 8:50 Medical Plan Update (Med subcommittee)
 - Storage Facility Report (Young)
 - MOU status with Stanford (?)
 - Defibrillator – (Lorrie Duval)
8. 8:55 Communications Sub Committee Report (Comm subcommittee)
9. 8:59 Other Business
10. 9:00 Adjourn. Next meeting is February 12, 2015



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Tuesday 12/16/14 to Sunday 12/21/14

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
14-10857	12/17/14 1:20PM	4200 Farm Hill Blvd Woodside	DUI / Drive w/ Suspended License	The suspect was stopped for a vehicle violation of crossing a double yellow line. The suspect was found to fit the criteria for Driving Under the Influence of Alcohol. Drew McKay from Redwood City was arrested, transported and booked into the Maguire Correctional Facility. McKay stated his license is suspended for a previous DUI arrest.
14-10915	12/19/14 12:18PM	3400 Blk. Alameda De Las Pulgas West Menlo Park	Burglary	Unknown suspect(s) used an unknown object to pry open a sealed wooden door to a residence under construction on the 3400 Blk. of Alameda De Las Pulgas. Once inside, the suspect(s) had stolen power tools and other miscellaneous tools. There are no witnesses or suspects at this time. The estimated loss is \$2,640.00.
14-10921	12/19/14 2:33PM	Jefferson Ave. Woodside	Driver w/ Suspended License	A deputy conducted a traffic enforcement contacted the driver who provided the deputy with a valid US Passport. The driver stated that her license was still suspended. The deputy conducted a records check through County

				Communications which confirmed that the driver's license was suspended. The deputy issued the driver a citation.
14-10943	12/20/14 2:28PM	2900 Blk. Woodside Rd. Woodside	Robbery from Person / Fear of Force	The suspect(s) enter a bank and hands a teller a typewritten note saying do not call the police, that he knows who the teller is, and where they live. The note continues telling the teller to give the suspect all the bills. The teller pulls on the cash drawer showing the suspect that it is locked. The suspect flees the scene on foot. The suspect leaves latent shoe prints, and drops the note, his hat and his satchel near the scene. A more extensive search of the area finds the suspect's pants and shoes. The Suspect is not identified and is still outstanding.



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Tuesday 12/30/14 to Wednesday 01/07/15

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-0024	01/02/15 10:03AM	100 Blk. Normandy Lane Woodside	Obtain/Use Personal ID w/o Authorization	Unknown suspect(s) obtained the victims Bank of America Debit Card number and made several fraudulent transactions for approximately \$1819.59. The victim was reimbursed by the credit card company and has not sustained a financial loss.
15-0025	01/02/15 10:03	100 Blk. Normandy Lane Woodside	Grand Theft	On Friday 01/02/2015, a deputy was dispatched to Normandy Lane on the report of a stolen credit card. (Case 15-00024). While on scene, the reporting party stated that he would also like to report a stolen necklace. The reporting party stated that he noticed his wife's gold necklace valued at approximately \$3000.00 was missing from the master bathroom drawer. There is no suspect information at this time.
15-0076	01/04/15 3:18AM	Mountain Home Road/Winding Way	DUI Alcohol/Drugs	Driver #1 took a left turn curve at a speed that was unsafe for conditions. Driver #1 abruptly applied the brakes on

		Woodside		Vehicle #1 and lost control of the vehicle. The vehicle crossed over the southbound lane of traffic and went up the embankment located on the west side of the road. The cause of the accident was due to the driver, driving under the influence of alcohol.
15-0116	01/05/15 2:24PM	4000 Blk. Woodside Rd. (Wunderlich Park) Woodside	Burglary	A deputy was dispatched to a report of an auto burglary. No suspect information or evidence was located at the scene.

FOR IMMEDIATE RELEASE

CONTACT: Patrice Olds, City Clerk, City of San Mateo, (650) 522-7042, polds@cityofsanmateo.org

San Mateo Council Member Robert Ross Submits Resignation

December 2014, San Mateo, CA... San Mateo Council Member, Robert Ross, has submitted his resignation from the San Mateo City Council effective January 6, 2015.

In a letter to the City Clerk dated December 31, 2014, Ross stated he will step down after participating in the Regular City Council meeting of January 5, 2015. Ross, who just completed a year as Mayor, and has served on the City Council since December 2009, stated in his letter that this was a difficult decision; however, he needs to address some medical challenges. He shared that “serving the people of San Mateo has been one of the most fulfilling and rewarding parts of my life. I will forever love the City of San Mateo and its people.” And he ended his statement by expressing his deep appreciation for the San Mateo community saying “thank you for allowing me to serve you for the past 33 years.”

His Council Member colleagues offered their support for Ross’ decision and commented on how much he will be missed. Mayor Freschet said “Robert's departure from his role on City Council represents a huge loss for the City of San Mateo which he has served with distinction and devotion for many years. His long and exceptional service as a San Mateo Police Officer, civic activist, council member and mayor have established him as one our city's most beloved and highly respected leaders, and the gap he leaves will be felt deeply.”

Freschet continued “I (we) wish Robert the very best of health and happiness in his future pursuits and extend him our profound gratitude for his immeasurable contributions to the safety, prosperity and vitality of our community.”

At a special meeting at 5:30 p.m. on January 5, 2015 the City Council will consider its options for filling this vacancy, and provide direction to staff on how to proceed. According to a staff report from City Attorney Shawn Mason, the City Charter requires the Council to fill a vacancy by appointing a successor within 30 days -- by Thursday, February 5, 2015. If the Council does not appoint a successor, the Mayor is charged with making an appointment. The

MORE

appointee will serve until the next general election scheduled in November 2015 at which time the voters elect a successor to fill Ross' unexpired term (two year term) through December 2017.

The City of San Mateo experienced vacancies on the City Council in 1998, when Jerry Hill (now California State Senator) was elected to the San Mateo County Board of Supervisors; in 2000 when Council Member Gary Yates died in office; and in 2008 when Carole Groom was elected to the San Mateo County Board of Supervisors. A different selection process was used for each one of these appointments.

Speaking for the City organization City Manager Larry Patterson said "Robert kept his finger on the pulse of San Mateo. He made himself available to listen to residents and business owners and was tireless in his efforts to bring their concerns to the attention of the City Council. I will really miss having him as a member of our City Council."

At the end of the Regular City Council meeting on January 5th, the Council will formally receive Council Member Ross' resignation, he will have an opportunity to provide parting remarks, say goodbye to his colleagues, and the public will have an opportunity to comment at that time. Regular Council Meetings are held in the City Hall Council chambers at 330 W. 20th Avenue in San Mateo and begin at 7:00 p.m.

####

San Mateo Council Member Contact information:

Mayor Maureen Freschet, mfreschet@cityofsanmateo.org (650) 350-8115 (Mayor cell)
Deputy Mayor Jack Matthews, jmathews@cityofsanmateo.org (650) 340-1107 (work)
Council Member Joe Goethals, jgoethals@cityofsanmateo.org (650) 218-4319 (cell)
Council Member David Lim, dlim@cityofsanmateo.org (415) 290-4044 (cell)
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