



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, March 11, 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 Richards, Councilmember Hughes, 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.

1. **Approval of Minutes** – Town Council Regular Meeting of February 11, 2015 (3)
2. **Approval of Minutes** – Town Council Regular Meeting of February 25, 2015 (7)
3. **Approval of Warrant List** – March 11, 2015 (14)
4. **Recommendation by Town Planner** – Adoption of a Resolution Supporting Priority Conservation Area (PCA) (24)
 Designations within the Town of Portola Valley and its Sphere of Influence
 - (a) A Resolution of the Town Council of the Town of Portola Valley Supporting Priority Conservation Area Designations within the Town of Portola Valley and its Sphere of Influence (Resolution No. __)

IV. REGULAR AGENDA

A. PRESENTATIONS –

1. **Request from Friends of Sausal Creek** – Request for analysis to Study the Daylighting of (47)
 Sausal Creek

B. COMMITTEE REPORTS & REQUESTS

1. **Council Liaison Reports** - *There are no written materials for this agenda item*

C. PUBLIC HEARINGS –

1. **Public Hearing:** Proposed Portola Road Corridor Plan, Related General Plan Amendments, and (50)
 Initial Study/Negative Declaration
 - (a) A Resolution of the Town Council of the Town of Portola Valley Adopting the Negative Declaration for the Portola Road Corridor Plan and Related General Plan Amendments (Resolution No. __)
 - (b) A Resolution of the Town Council of the Town of Portola Valley Approving the Portola Road Corridor Plan as an Element of the General Plan and Related General Plan Amendments (Resolution No. __)

D. STAFF REPORTS AND RECOMMENDATIONS

1. **Recommendation by Town Planner and Town Clerk** – Agreement with Peelle Technologies (154)
 for Parcel File Scanning Project, Software Upgrade to v9.2, and Installation of Laserfiche WebLink

E. Council Liaison Reports on Regional Agencies and Organizations - *There are no written materials for this agenda item*

V. WRITTEN COMMUNICATIONS

1. **Town Council Digest** – February 27, 2015 (166)
2. **Town Council Digest** – March 6, 2015 (226)

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 Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 903, FEBRUARY 11, 2015

I CALL TO ORDER AND ROLL CALL

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

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

Absent: Mayor Jeff Aalfs

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

II ORAL COMMUNICATIONS – None

III CONSENT AGENDA [7:30 p.m.]

(1) Approval of Warrant List: February 11, 2015, in the amount of \$121,999.18. Approved by roll call vote 4-0

IV REGULAR AGENDA [7:31 p.m.]

(A) Presentations: None

(B) Committee Reports and Requests

(1) Request by the Cultural Arts Committee to conduct a Town Survey.

Cultural Arts Committee Chair, Linda Olsen, provided a report to the Town Council summarizing the Committee's desire to send a survey to the community to better assess interests in town and to encourage volunteerism. The Council commended Ms. Olsen and the Committee for their hard work on this survey. Councilmember Richards moved to approve the Cultural Arts Committee request to conduct a Town Survey. Seconded by Councilmember Wengert; motion passed 4-0.

(2) Council Liaison Reports

- Councilmember Wengert – None
- Councilmember Richards – None
- Councilmember Hughes attended Parks and Rec meeting on February 2, 2015. He also attended a meeting with Mr. Pegueros, and Committee Chair Simone LaValle to discuss priorities and goals. In response to the varied requests by the committee for new and expanded recreation facilities at Town Center, Mr. Pegueros suggested a comprehensive analysis of the campus be conducted with regard to the current needs and uses of the property. There was discussion of Ford Field. The Parks and Recreation Committee and Town Staff would like the Council's agreement that the plan to upgrade the scoreboard should proceed in consultation with the ASCC members designated to assist with the Ford Field project. There was no objection to the scoreboard by the Town Council.

- Councilmember Hughes attended the first Automated License Plate Reader (ALPR) Community meeting on February 10, 2015. There was a presentation by Mike Sena of Northern California Regional Intelligence Center (NCRIC). The meeting was attended by 10-15 residents and comments on ALPRs were mixed.
- Vice Mayor Derwin was unable to attend the February 9, 2015, ASCC meeting; however, she discussed the meeting with the Chair, Dave Ross. They discussed the shoulder widening retaining wall project along Alpine Road. Some ASCC members questioned the design concept and the necessity for the project.

(C) Public Hearing: None

(D) Staff Reports and Recommendations [8:03 p.m.]

- (1) *Recommendation by Public Works Director*: Receive Tentative Schedule of Projects Funded by San Mateo County Transportation Authority and Street Resurfacing Road Sections for Alpine and Portola Roads.

Mr. Young presented his report on the arterial road resurfacing projects in town outlining the key variables that will dictate when shoulder widening is best accomplished on Alpine and Portola Roads. Of note is a pending California Water Company (Cal Water) project to replace a water main from the Town's boarder with Woodside to Westridge Drive^[NP1]. Councilmember Wengert asked for clarification of the pinch point expansion on Portola Road. Mr. Young said if Cal Water finished the trenching in early-summer 2015, it would be done right after that and then slurred the following year as scheduled. Councilmember Wengert stressed that Townspeople need to be well alerted to work being done by Cal Water on Portola Road and the pinchpoint project on Alpine Road thereby impacting travel in and out of Portola Valley. Referring to street resurfacing on Alpine Road, Councilmember Hughes asked if the construction would shut down any lanes at the same time Cal Water is closing lanes. Mr. Young said staff will coordinate lane closures to minimize impact on residents and no roads would be closed, but there will be flagmen. In response to Councilmember Wengert's question, Mr. Young said that Cal Water expected their project to be done this year and it could take approximately two to six months. Mr. Young also said that Cal Water has yet to submit a schedule and scope of work as part of the permit process to define the project. Councilmember Wengert questioned whether the pending committee review of the Alpine Road at Arastradero Road pinch point project will delay the project. In response to Councilmember Wengert's question, Mr. Pegueros said the Council has already given its policy direction with respect to this stretch of road, referring to Alpine Road at Arastradero, which is that there is a pinch point that needs to be corrected, and the Staff will proceed with the Committees and the Commission with the understanding that the outcome is a widening of that shoulder and final plans will be run through the Committee Chairs for comment.

Councilmember Hughes moved to approve the staff's recommendation to proceed with the shoulder enhancement project. Seconded by Councilmember Richards; motion passed 4-0.

- (2) *Recommendation by Town Manager*: Adopt a Resolution Authorizing Release of PG&E Load Data for the Purpose of Technical Analysis by the San Mateo County Office of Sustainability in their Financial Feasibility Study of a Community Choice Aggregation (CCA) Program for San Mateo County.

Mr. Pegueros presented his report of the County of San Mateo's request for the Town to release the electricity load data for all accounts in Portola Valley for the purpose of a technical and financial analysis fo a CCA program. Councilmember Hughes asked if the load data being provided was aggregated for the whole Town or was it authorizing the County to get meter-level data for every meter in Town. He pointed out that currently meter-level data is not public information but if the County gets it, it is public, which is worrisome. Mr. Pegueros said he had

asked Bill Chang of PG&E for clarification but has not yet received a response. Mr. Pegueros said the County would need to sign a non-disclosure agreement and asked Ms. Prince if that kept it confidential. Ms. Prince checked the Government Code regarding public records and concluded that “name, credit history, utility usage data, home address” is protected from disclosure. Councilmember Hughes asked if PG&E was required to release load data to private companies as well as CCAs. Mr. Pegueros said only the Council can authorize the release of data and it can be released to anybody for a CCA analysis but it would have to be authorized each time it was released. The Council felt comfortable releasing the load data if it was aggregated, or if doing individual meters, not identifying those individual meters. It was agreed to amend the resolution to read: “1. The Town Manager is authorized to provide the appropriate documents to allow the County and/or its technical consultants to request aggregated energy usage/load data from PG&E so that it may be analyzed as part of a countywide CCA technical study.” Mr. Pegueros asked if PG&E is unable to aggregate the data, would it be agreeable to the Council to withhold our load data from the County. The Council said it could be discussed at that point, but for now it is important to protect the privacy of the Town residents.

Councilmember Hughes moved to approve the Resolution (2645-2015) as amended. Seconded by Councilmember Wengert; motion passed 4-0.

(E) Council Liaison Reports on Regional Agencies and Organizations [8:39 p.m.]

(1) Councilmember Wengert attended Council of Cities with CCA presentation and Airport Roundtable. Councilmember Hughes pointed out that in Q1, from 7:00 p.m. to 10:00 p.m. an average of five flights per day, and now there are 11 flights. Councilmember Wengert said there was a letter sent by the Roundtable encouraging the FAA to lower the CNEL levels. Councilmember Wengert said North and South County subcommittees were established despite a faction of the Roundtable that opposed it; however, rather than them being standing committees, they will be assigned to deal with specific issues related to the South County and the North County.

(2) Councilmember Richards attended Library JPA meeting.

V WRITTEN COMMUNICATIONS [8:49 p.m.]

(1) Town Council Digest: January 30, 2015

#10 – Email- Community meeting to discuss intersection at Alpine Road and 280. Councilmember Hughes and Vice Mayor Derwin plan to attend.

#13 – Email- League Peninsula Division Quarterly Dinner Meeting Ballot & Candidate Biographies. Vice Mayor Derwin recommends voting for Liz Kniss for Vice President.

(2) Town Council Digest: February 6, 2015

#8 – Email from Joseph LoCoco, Deputy Director for San Mateo County Road Services re: San Mateo County Public Works Department Scheduled Meeting to Discuss Alpine/280 – Tuesday, February 24, 2015, 6:30 pm to 8:00 pm in the Community Hall at Town Center.

#13 – Councilmember Hughes pointed out that the growth in the number of flights had no impact on any conclusion.

VI ADJOURNMENT [8:57 p.m.] Vice Mayor Derwin adjourned the meeting in memory of resident Ed Wells who died February 7, 2015 [NP2] at the age of 92.

Mayor

Town Clerk

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 904, FEBRUARY 25, 2015

I CALL TO ORDER AND ROLL CALL

Vice Mayor Derwin 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 John Richards and Ann Wengert; Vice Mayor Maryann Moise Derwin

Absent: Mayor Jeff Aalfs; Councilmember Craig Hughes

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

II ORAL COMMUNICATIONS – None

III CONSENT AGENDA [7:31 p.m.]

(1) Approval of Minutes: Town Council Regular Meeting of February 11, 2015 [*pulled from Consent Agenda*]

(2) Approval of Warrant List: February 25, 2015, in the amount of \$95,511.38.

Councilmembers approved Item unanimously with a roll-call vote.

(1) Approval of Minutes: Town Council Regular Meeting of February 11, 2015

Councilmember Richards moved to approve the minutes of the February 11, 2015 meeting, as amended. Seconded by Councilmember Wengert, the motion carried 3-0.

IV REGULAR AGENDA [7:32 p.m.]

(A) Presentations: Tina Hugg, MROSD Senior Planner, with Midpeninsula Regional Open Space District's Proposal of Priority Conservation Areas (PCA) within Portola Valley and its Sphere of Influence

Senior Planner Tina Hugg advised the Town Council that Planning Manager Jane Mark was at a MidPen Board meeting and could not attend the Town Council meeting. Ms. Hugg relayed Ms. Mark's apologies. Ms. Hugg's presentation included background and history of MidPen, descriptions of the Association of Bay Area Governments' (ABAG) Planned Bay Area initiative, the Priority Conservation Area (PCA) program in general, and a presentation of MidPen's proposal for the Windy Hill PCA and the next steps. Ms. Hugg presentation clarified that the PCA designations are strictly for grant funding purposes only, to identify lands of key open space importance that merit grant funding. PCAs are neither regulatory in nature, nor do they have any effect on local land use or zoning designations or future local land use decisions.

Vice Mayor Derwin asked for questions from the Council.

Councilmember Wengert asked where MROSD sees the additional PCA funding sources coming from that they could not previously source, now that PCAs are heavily in use and endorsed with ABAG's concurrence and encouragement. She asked if they were stepping up the regional, state, and federal chain. Ms. Hugg said there was a pilot PCA grant program last year, with \$5 million set aside for northern Counties and another \$5 million was set aside from MTC. She said they were

joined by the Coastal Conservancy who put in another \$2.5 million, resulting in our five southern Counties having \$7.5 million to work with. She said the word is they are trying to increase the amount because the projects were very popular.

In response to Councilmember Wengert's question, Ms. Hugg confirmed the money is ultimately coming from Federal but is administered by the State. Mr. Pegueros added that the money was coming from the federal transportation funds, the same funding source that provides monies for local roads.

Councilmember Wengert said we've seen a huge uptick in usage at Windy Hill and asked if the grant monies could also address the parking lot staging areas. Ms. Hugg said those types of projects do qualify because they provide access to Regional Recreation. Councilmember Wengert is in favor of the project, but wants it planned for being able to accommodate it in a way that's safe for everybody.

In response to Vice Mayor Derwin's question, Ms. Hugg confirmed that the lands proposed for the PCA were all within MidPen's jurisdiction and do not include any private lands.

Mr. Pegueros asked Ms. Hugg to speak to the amendment process in the future, if the Town wanted to expand the scope. Ms. Hugg said that ABAG representatives confirmed that there would be opportunities for revisions and changes to the PCA boundaries at a future date but the process is still under development. The ABAG representative said there would be regular visitation to the PCA program at which time jurisdictions can actually nullify and redo the PCAs, providing opportunity to add to or create new ones.

Councilmember Wengert asked if, since all of Windy Hill is not part of this application, there would be any impact on funding applications given the fact it's under two different PCAs or would they be merged? Ms. Hugg confirmed that it would not matter as long as they were both jurisdictionally under PCAs. In response to Mr. Pegueros' question regarding the exact boundaries of the proposed PCA, Ms. Hugg said the boundaries of the new application would be very specific to ensure that only MROSD lands are included in this new PCA.

There were no questions from the audience. Vice Mayor Derwin asked for Council comments.

Councilmember Richards said it was an interesting approach to encourage development in the way you want it rather than controlling development, which is a good thing to do.

Councilmember Wengert agreed and said from a regional perspective is a terrific potential funding mechanism. She believes the demand is only going to grow so we would certainly encourage and welcome any additional resources that MidPen's and other's efforts could bring to bear. Councilmember Wengert is very much in favor of it.

Vice Mayor Derwin asked if the Planning Commission should see this. Mr. Pegueros said because it was a land use issue, it should be put on the Planning Commission's next agenda.

Vice Mayor Derwin directed Mr. Pegueros to place it on the Planning Commission agenda next week and then bring it back to the Town Council in March.

(B) Committee Reports and Requests [7:52 p.m.]

(1) Council Liaison Reports

- Councilmember Wengert – None
- Councilmember Richards – Attended Emergency Preparedness, Cultural Arts, and Conservation.

- Vice Mayor Derwin – Attended the meeting held by the Department of Public Works for San Mateo County to discuss operations at the interchange of Alpine Road and the 280 Freeway. County staff used the meeting as part of their data collection that would be used to issue an RFP for a comprehensive corridor study. The result of the RFP process would be to contract with a consultant, hold many more public meetings, seek grant opportunities, and eventually take action on whatever recommendations come from the study that are approved by the Board of Supervisors.

(C) Public Hearing: None

(D) Staff Reports and Recommendations [8:07 p.m.]

(1) *Report by Town Attorney* – Update to Personnel Policies Manual

(a) A Resolution of the Town Council of the Town of Portola Valley Adopting the Revised Town of Portola Valley Personnel Policies Manual (Resolution No. 2646-2015)

Town Attorney Leigh Prince presented the report.

Councilmember Wengert asked regarding Item #6. While she does not expect there to be complaints about the Town Manager, she would feel more comfortable if the Mayor should also be notified in addition to the Town Attorney because she thinks the Council should be responsible for some oversight of the Town Manager. Ms. Prince said that in 6.4.1 and in 11.1.1, they would change it to read: “If a complaint concerns the Town Manager, employee may make a complaint to the Town Attorney or designee who shall perform the functions of the Town Manager in consultation with the Mayor with respect to these complaint procedures.”

Councilmember Wengert asked, regarding Item #11, the leave balance deficit, under what circumstances employees would have a leave balance. Mr. Pegueros said it was a rare occurrence with active or tenured employees, but, for example, if a new hire had already planned a two-week vacation and did not have enough accrued leave, this would allow that employee to have a leave deficit. It’s a judgment call basis, for example, if an employee was out sick and fell short a couple of hours of accrued time, this would allow them to have a leave balance deficit instead of unpaid leave, knowing that that accrued time would be earned back within the next pay period.

Councilmember Richards moved to approve the Resolution as amended. Seconded by Councilmember Wengert; motion passed 3-0.

(2) *Report by Town Manager* – Update on Pension and Retiree Medical Liabilities.

Mr. Pegueros presented.

Regarding the Pension aspect of the report, Councilmember Wengert asked if we had heard anything from surrounding communities regarding the impact of the unfunded pension liabilities on their finances, speculating that many would not be able to afford the interest alone on the unfunded pension liability at 7.5%. Mr. Pegueros said he is unaware of any discussions in neighboring cities primarily because options are few. Councilmember Wengert said that leaving the PERS system was a choice and with a present value analysis of that decision versus the longer term impact, it wouldn’t be hard to see where some communities might decide, just from a purely financial perspective that they cannot afford to stay in PERS. While she does not think that’s where Portola Valley will come out, Councilmember Wengert said she wonders, now that the numbers are finally showing clearly that the system is in big trouble and potentially not financial stable, if Mr. Pegueros had heard anything among his peers. Mr. Pegueros said if the Town were to leave PERS, the cost would be equal to the Town’s operating budget, so leaving

CalPERS would be tough choice. He said that while technically any city can terminate its CalPERS contract, the reality is that the cost would likely be too high. Councilmember Wengert said unless they were correct in their assumptions of how they're going to turn the ship around, essentially we're continuing to fund into a proposition that could potentially fail. Vice Mayor Derwin asked if that meant when the Town's employees retire, there may be no money. Mr. Pegueros said that CalPERS is saying that if the CalPERS system does not address this issue soon, there is the possibility the pensions could be rescued. He said the situation would CalPERS telling the Town, "Portola Valley, in order to pay your employee his/her pension at 75 years old, you need to give us extra money." And if Portola Valley says, "No, we don't have that extra money," the only other option is to tell the employee, "Sorry, Portola Valley didn't give us the extra money, we're going to give you x amount on the dollar." Mr. Pegueros said that since he's been involved in municipal finance, this is the first time he's seen CalPERS talking in real terms that pensions might be cut if changes aren't made to the system.

Councilmember Richards said he was surprised to see the tables go to 100% because he thought most of the pension funds had a cap of 80%. Mr. Pegueros said CalPERS has several different plans, with maximum pensions differing. In the 2.0% at 55 formula, employees to reach or exceed 100%.

Councilmember Wengert asked if an irrevocable trust would have the advantage if CalPERS was no longer fully liquid – would we still have access to those dollars? Mr. Pegueros said irrevocable trusts are set up for a specific purpose and the trust contemplated in the staff report would be for employee pensions. He said he had talked to some people who run trusts for cities and they are saying that, considering the management fees that are involved, there is inflection point at about \$10 million but perhaps that could change as this issue evolves. Councilmember Wengert said that if we don't do something, either an irrevocable trust or paying it off, we are just bleeding further.

Councilmember Richards asked how the money transfers if an employee leaves here and goes to another agency. Mr. Pegueros explained it is a transferable benefit and each agency pays their share of the retiree's pension. He said the final salary of an employee can go backwards in time and impact employers who had first hired that person.

Councilmember Wengert said that while there are a lot of assumptions that would underlie CalPERS' continued financial viability, she thinks there will be other opportunities along the road. She said we may have some short term goals and medium term goals relative to CalPERS because, from a hiring standpoint and perspective, we put ourselves at a big competitive disadvantage at this juncture and we're also in a position to be able to afford to deal with our liability in whichever fashion we choose. In that situation, she said we're almost saying we'll roll the dice one more time with CalPERS and see how they do going forward. She said that the reduced discount rate mentioned by Mr. Pegueros that may be considered by CalPERS, 6.5%, is still a very aggressive return assumption. Mr. Pegueros said he does not see the unfunded pension liabilities going down and, in fact, they could go up considerably, depending on what happens at CalPERS. He said he does not want to represent the possibility of funding the unfunded pension liability as being "we pay of the million dollars and everything is good". He said that in reality we will probably get another million dollar bill even if we fully funded today.

Mr. Pegueros continued with his presentation, moving on to Retiree Medical Liability. [8:49 p.m.]

Councilmember Wengert asked if the unfunded liability amount had ever been calculated in the past. Mr. Pegueros said that the Town was were required to calculate it beginning fiscal year ending 2009 and the auditors had made a note that we weren't doing it. He said, however, that they considered it immaterial because we only had one retiree. Now we have four retirees and the liability became of increasing importance to the auditors therefore the actuarial valuation was

critical for the fiscal year ended June 30, 2014. Mr. Pegueros said that given the Town's contract with CalPERS for medical, however, it is the number of employees, not the number of retirees that drives the liability amount.

Mr. Pegueros said that if the Town Council wants to know more about how the Town might plan for these unfunded liabilities, the recommendation is to send this issue to the Finance Committee or analysis and recommendations. Mr. Pegueros said that because this would be a huge burden on the Finance Committee and staff to conduct a thorough analysis, he would like direction from the Council. The other option, if the Council is acceptive, is setting the unfunded pension as an assigned fund in the General Fund, leaving that as is, and letting the retiree medical piece grow over time.

Councilmember Wengert said because she is uncomfortable with a situation where dollars are being spent when there may be other alternatives to stop negative leverage, she would encourage the Council to explore options with regard to pension liabilities and believes the Finance Committee is very good with that. With regard to the Medical side, because we are in a strong position and not suffering from the same negative leverage situation, Councilmember Wengert said she would not turn the Medical portion of it over to the Finance Committee at this point. She said she has a lot of confidence in the Finance Committee and would encourage the Council to send the Pension part of the issue to the Finance Committee.

Councilmember Richards agreed and said we need to have real clarity. He favors the Pension aspect going to the Finance Committee for review.

Vice Mayor Derwin concurred with Councilmembers Wengert and Richards and asked if there would be a timeline for the project. Mr. Pegueros said if the Council decides to transfer the money to CalPERS; it is in our best interest to do that before June 30 of any year but did not know if it could be thoroughly analyzed before June 30, 2015. Mr. Pegueros said he ran some of the discussion points by the Committee Chair and some consideration of the issue has already started. Councilmember Wengert, who is the Finance Committee Liaison, said the Finance Committee was very financially savvy and willing to dig in and help with research so it does not fall entirely on Town Staff, and they may be able to meet the June 30, 2015, deadline.

The Council directed Town Staff to send the Pension Liability issue to the Finance Committee for review and analysis.

(3) *Report by Town Manager – Update on Budget Goals and Priorities. [9:03 p.m.]*

Mr. Pegueros presented.

Councilmember Richards said that Item #14 under Community Services & Engagement (*Working with the Town Council and Committee members to identify new areas that enable Town Residents to make a contribution that keeps Town staff small and contains costs*), is a very high priority and he is happy to see it is ongoing.

Councilmember Richards said, with regard to Item 15(c) (*Digitize parcel files*) he'd like to keep in mind digitizing part of the permit process as well. Mr. Pegueros said he would like to see permit applications to be submitted electronically but there has been concern about introducing viruses to the network. Mr. Pegueros said Staff is working to get the core system (digitizing the files and putting them into a database) in place and will then look at digitizing the process.

Councilmember Richards would like to see Emergency Preparedness, Objective 3, Item 29 (*Identify emergency water supplies for the Town in the event of a catastrophic situation*) pushed

up on the list. Mr. Pegueros said the Fire District is looking at mobile water purification systems that can use water from pools and different water sources in town if needed. Mr. Pegueros said another discussion was the possibility of an emergency well on campus but there were a lot of risks related to that as well as a potential contradictory message to Town residents.

Councilmember Richards said Item 31 (*Manage sport field irrigation and maintenance to optimize water resources*) is listed as cancelled and he thought it was on hold. Mr. Pegueros said it is cancelled for this fiscal year, temporarily. Mr. Pegueros clarified that this is the organic biological management of the fields. He said "cancelled" is not correct. Mr. Pegueros said we have significantly reduced irrigation on all fields and do not expect to have a repeat of what happened to the soccer field last summer.

Councilmember Wengert asked regarding Item #12 (*Alpine Road trail reconstruction*). She said she is not comfortable with "waiting for a response" and would encourage Staff to prioritize that one, if possible. Mr. Pegueros said the constraining factor there is the budget process of MROSD, which should be close to completion. Mr. Pegueros said the challenge will be if MROSD decides not to move forward.

Councilmember Wengert thanked the Staff for the update, and said it was a great tool, but said that it was a little difficult to tell what how the items were prioritized. As a next step, Councilmember Wengert suggested the items be prioritized in a more global sense, if possible. She noted that the Planning Commission didn't seem to be particularly active this year and she's seen a lot of cancelled meetings, although there were some initiatives that were put on the docket. She would encourage a revisiting of the Planning priorities to ensure that things haven't slipped off or perhaps were just subsumed by other projects that required quicker response time. She said Open Space Acquisition Category would fall into that category and possibly Ground Water Management.

Vice Mayor Derwin said she didn't see the sound system for the community hall on the update and asked if they were still working on it. Mr. Pegueros said they are working on it. Staff is looking at options.

Vice Mayor Derwin asked why it has taken so long to relocate the Town Engineer. Mr. Pegueros said they have to order new furniture for the office.

(E) Council Liaison Reports on Regional Agencies and Organizations [9:19 p.m.]

- (1) Councilmember Wengert - None
- (2) Councilmember Richards - None
- (3) Vice Mayor Derwin attended C/CAG and Friends of Library.

Mr. Pegueros explained the process for dispersing the donor city funds. Town staff is brought into the process early. After a lot of negotiation, a budget of \$50,000 of donor city fund monies was included in the 2013-14 budget. The JPA Board is who actually authorizes the disbursement of donor city funds, but they defer to the decisions made by the subject city. When this project was adopted as part of the budget, the board took that as the Town supporting the project and made the inclusion in their budget. The Library staff is now moving through the process of design.

V WRITTEN COMMUNICATIONS [9:32 p.m.]

- (1) Town Council Digest: February 13, 2015

#6 – Email from resident Danna Breen re: Alpine Road Retaining Wall Project. Mr. Pegueros said ASCC had been asked for their initial feedback. Mr. Young is taking that feedback through to the design and are looking at doing as much as possible to provide for the approved improvement but also the aesthetics. Since then, the Conservation Committee has also asked to be included in the project. Councilmember Richards said that is because there was some discussion of landscaping. Councilmember Wengert asked if we had enough time in our schedule. Mr. Pegueros said Mr. Young was moving forward. Mr. Pegueros said the next step is to have a preliminary design to present.

(2) Town Council Digest: February 20, 2015

#4 – Email from resident Tina Nguyen re: Article from the Palo Alto Weekly – Request for Support of City of Palo Alto Noise Abatement Efforts. Vice Mayor Derwin asked if Mr. Pegueros got an update from Mr. Young’s talk with Palo Alto. Mr. Pegueros said Palo Alto staff is still forming it up the next steps and as soon as they know where they are going, he will report back to the Council.

VI ADJOURNMENT [9:37 p.m.]

Vice Mayor Derwin adjourned the meeting in the memory of Mayor Aalfs mother, Kathleen Aalfs, who died on February 13, 2015.

Mayor

Town Clerk

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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

ALMANAC	February Advertising	16163	03/11/2015	
			03/11/2015	
450 CAMBRIDGE AVE	0048		03/11/2015	0.00
PALO ALTO	BOA	49434	03/11/2015	0.00
CA 94306	36951			806.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	806.00	0.00

Check No.	49434	Total:	806.00
Total for	ALMANAC		806.00

ANIMAL DAMAGE MGMT INC	February Pest Control	16164	03/11/2015	
			03/11/2015	
16170 VINEYARD BLVD. #150	804		03/11/2015	0.00
MORGAN HILL	BOA	49435	03/11/2015	0.00
CA 95037	80621			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.	49435	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

AT&T (2)	March Microwave	16165	03/11/2015	
			03/11/2015	
P.O. BOX 5025	877		03/11/2015	0.00
CAROL STREAM	BOA	49436	03/11/2015	0.00
IL 60197-5025				65.53

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	65.53	0.00

Check No.	49436	Total:	65.53
Total for	AT&T (2)		65.53

BANK OF AMERICA	February Statement	16174	03/11/2015	
			03/11/2015	
Bank Card Center			03/11/2015	0.00
P.O. BOX 53155	0022		03/11/2015	0.00
PHOENIX	BOA	49437	03/11/2015	0.00
AZ 85072-3155				4,071.89

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	10.00	0.00
05-64-4308	Office Supplies	456.24	0.00
05-64-4310	Town Publications	494.94	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4312	Office Equipment	2,172.76	0.00
05-64-4322	Dues	45.00	0.00
05-64-4326	Education & Training	130.00	0.00
05-64-4335	Sustainability	583.03	0.00
05-64-4336	Miscellaneous	129.05	0.00
20-60-4264	ROW Tree Trimming & Mowing	40.88	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	49437	Total:	4,071.89
Total for	BANK OF AMERICA		4,071.89

CALIFORNIA WATER SERVICE CO	February Statements	16167	03/11/2015	
3525 ALAMEDA DE LAS PULGAS	0011		03/11/2015	0.00
MENLO PARK	BOA	49438	03/11/2015	0.00
CA 94025844				1,948.47

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,948.47	0.00

Check No.	49438	Total:	1,948.47
Total for	CALIFORNIA WATER SERVICE CC		1,948.47

CALPERS	February Retirement	16170	03/11/2015	
FISCAL SERVICES DIVISION			03/11/2015	
ATTN: RETIREMENT PROG ACCTG	0107		03/11/2015	0.00
SACRAMENTO	BOA	49439	03/11/2015	0.00
CA 94229-2703				18,901.36

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	665.50	0.00
05-50-4080	Retirement - PERS	18,235.86	0.00

Check No.	49439	Total:	18,901.36
Total for	CALPERS		18,901.36

CITY OF REDWOOD CITY	Dinner Mtg, AalFs	16141	03/11/2015	
C/O Silvia Vonderlinden			03/11/2015	
	638		03/11/2015	0.00
REDWOOD CITY	BOA	49440	03/11/2015	0.00
CA 94063				45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00

Check No.	49440	Total:	45.00
Total for	CITY OF REDWOOD CITY		45.00

CLEANSTREET	Street Litter/Clean up, Feb	16142	03/11/2015	
1937 W. 169TH STREET	0034		03/11/2015	0.00
GARDENA	BOA	49441	03/11/2015	0.00
CA 90247-5254	77524			1,603.62

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4262	Street Sweeping	659.52	0.00
22-60-4266	Litter Clean Up Program	870.10	0.00

Check No.	49441	Total:	1,603.62
Total for	CLEANSTREET		1,603.62

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

COMCAST	WiFi, 2/21 - 3/20	16143	03/11/2015	
			03/11/2015	
P.O. BOX 34227	0045		03/11/2015	0.00
SEATTLE	BOA	49442	03/11/2015	0.00
WA 98124-1227				84.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	84.02	0.00

Check No.	49442	Total:	84.02
Total for	COMCAST		84.02

COTTON SHIRES & ASSOC. INC.	January App Charges	16144	03/11/2015	
			03/11/2015	
330 VILLAGE LANE	0047		03/11/2015	0.00
LOS GATOS	BOA	49443	03/11/2015	0.00
CA 95030-7218				13,172.80

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	13,172.80	0.00

COTTON SHIRES & ASSOC. INC.	Upper Alp Road Testing/Insp	16176	03/11/2015	
	9/15-10/14 and 11/3-1/18/15		03/11/2015	
330 VILLAGE LANE	0047		03/11/2015	0.00
LOS GATOS	BOA	49443	03/11/2015	0.00
CA 95030-7218	26730 and 116538			10,363.06

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	10,363.06	0.00

Check No.	49443	Total:	23,535.86
Total for	COTTON SHIRES & ASSOC. INC.		23,535.86

CSI CUSTOM HOMES	Refund C&D Deposit	16145	03/11/2015	
	Site: 110 Shawnee Pass		03/11/2015	
1755 E. BAYSHORE ROAD	573		03/11/2015	0.00
REDWOOD CITY	BOA	49444	03/11/2015	0.00
CA 94063				5,000.00

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

Check No.	49444	Total:	5,000.00
Total for	CSI CUSTOM HOMES		5,000.00

CULLIGAN	March Service	16166	03/11/2015	
			03/11/2015	
1785 RUSSELL AVE	0250		03/11/2015	0.00
SANTA CLARA	BOA	49445	03/11/2015	0.00
CA 95054-2032	25879			41.20

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

Check No.	49445	Total:	41.20
Total for	CULLIGAN		41.20

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State/Province Zip/Postal	Invoice Number			Check Amount

DAVEY TREE EXPERT CO.	Stump Removal	16177	03/11/2015	
			03/11/2015	
P.O. BOX 94532	0053		03/11/2015	0.00
CLEVELAND	BOA	49446	03/11/2015	0.00
OH 44101-4532	908621050			3,385.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	3,385.00	0.00

Check No.	49446	Total:	3,385.00
Total for	DAVEY TREE EXPERT CO.		3,385.00

ESTATE OF DIMITRIJE POSTICH	Refund Deposit	16159	03/11/2015	
			03/11/2015	
45 GRANADA COURT	0505		03/11/2015	0.00
PORTOLA VALLEY	BOA	49447	03/11/2015	0.00
CA 94028				2,005.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,005.00	0.00

Check No.	49447	Total:	2,005.00
Total for	ESTATE OF DIMITRIJE POSTICH		2,005.00

FAST SIGNS	Town Seal Car Door Magnets	16146	03/11/2015	
			03/11/2015	
1476 ODDSTAD DRIVE	785		03/11/2015	0.00
REDWOOD CITY	BOA	49448	03/11/2015	0.00
CA 94061	395-31451			237.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	237.67	0.00

Check No.	49448	Total:	237.67
Total for	FAST SIGNS		237.67

FEDEX	Shipping Charges	16147	03/11/2015	
			03/11/2015	
P.O. BOX 7221	0066		03/11/2015	0.00
PASADENA	BOA	49449	03/11/2015	0.00
CA 91109-7321	2-946-24798			85.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	85.48	0.00

Check No.	49449	Total:	85.48
Total for	FEDEX		85.48

KATHY GURTNER	Refund C&D Deposit	16148	03/11/2015	
			03/11/2015	
230 SHAWNEE PASS	0503		03/11/2015	0.00
PORTOLA VALLEY	BOA	49450	03/11/2015	0.00
CA 94028				1,700.00

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

96-54-4205	C&D Deposit		1,700.00	0.00
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Check No.	49450	Total:	1,700.00
Total for	KATHY GURTNER		1,700.00

HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit/Contract Svcs, 1st Quarter	16149	03/11/2015	
1340 VALLEY VISTA DRIVE	1128		03/11/2015	0.00
DIAMOND BAR	BOA	49451	03/11/2015	0.00
CA 91765	0023310-IN			2,118.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	2,118.00	0.00

Check No.	49451	Total:	2,118.00
Total for	HINDERLITER, DE LLAMAS & ASS		2,118.00

ICMA	February Deferred Comp	16168	03/11/2015	
VANTAGE POINT TFER AGTS-304617			03/11/2015	
C/O M&T BANK	0084		03/11/2015	0.00
BALTIMORE	BOA	49452	03/11/2015	0.00
MD 21264-4553				2,746.96

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	2,746.96	0.00

Check No.	49452	Total:	2,746.96
Total for	ICMA		2,746.96

J.W. ENTERPRISES	Portable Lavs, 2/19/15-3/18/15	16150	03/11/2015	
1689 MORSE AVE	829		03/11/2015	0.00
VENTURA	BOA	49453	03/11/2015	0.00
CA 93003	181805			238.44

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

Check No.	49453	Total:	238.44
Total for	J.W. ENTERPRISES		238.44

KUTZMANN & ASSOCIATES	Plan Check for February	16173	03/11/2015	
39355 CALIFORNIA STREET	0090		03/11/2015	0.00
FREMONT	BOA	49454	03/11/2015	0.00
CA 94538				7,500.81

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,500.81	0.00

Check No.	49454	Total:	7,500.81
Total for	KUTZMANN & ASSOCIATES		7,500.81

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State/Province Zip/Postal	Invoice Number			Check Amount

LCC PENINSULA DIVISION	Dinner Mtg, Derwin	16151	03/11/2015	
Silvia Vonderlinden-City Clerk			03/11/2015	
CITY OF SO. SAN FRANCISCO	623		03/11/2015	0.00
SO. SAN FRANCISCO	BOA	49455	03/11/2015	0.00
CA 94063				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	40.00	0.00

Check No.	49455	Total:	40.00
Total for	LCC PENINSULA DIVISION		40.00

LUCID DESIGN GROUP	32" ELO Touchscreen	16152	03/11/2015	
c/o Marble Bridge Funding		00006276	03/11/2015	
	0080		03/11/2015	0.00
WALNUT CREEK	BOA	49456	03/11/2015	0.00
CA 94596	11830CM			2,389.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	2,389.00	2,389.00

Check No.	49456	Total:	2,389.00
Total for	LUCID DESIGN GROUP		2,389.00

TONY MACIAS	Reimbursement, Work Boots	16153	03/11/2015	
			03/11/2015	
	967		03/11/2015	0.00
	BOA	49457	03/11/2015	0.00
				76.12

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	76.12	0.00

Check No.	49457	Total:	76.12
Total for	TONY MACIAS		76.12

O. NELSON & SON, INC.	ROW Tree Trim/Trails Maint	16178	03/11/2015	
			03/11/2015	
3345 TRIPP ROAD	634		03/11/2015	0.00
WOODSIDE	BOA	49458	03/11/2015	0.00
CA 94062	165R, 166, 168			20,265.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	1,335.00	0.00
20-60-4264	ROW Tree Trimming & Mowing	2,375.00	0.00
20-60-4270	Trail Surface Rehabilitation	16,555.00	0.00

Check No.	49458	Total:	20,265.00
Total for	O. NELSON & SON, INC.		20,265.00

PG&E	February Statements	16154	03/11/2015	
			03/11/2015	
BOX 997300	0109		03/11/2015	0.00
SACRAMENTO	BOA	49459	03/11/2015	0.00
CA 95899-7300				876.90

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	876.90	0.00

Check No.	49459	Total:	876.90
Total for	PG&E		876.90

PLATINUM FACILITY SERVICES	February Janitorial	16179	03/11/2015	
			03/11/2015	
1530 OAKLAND RD., #150	402		03/11/2015	0.00
SAN JOSE	BOA	49460	03/11/2015	0.00
CA 95112	19346			2,987.51

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

Check No.	49460	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

PORTOLA VALLEY HARDWARE	February Statement	16171	03/11/2015	
			03/11/2015	
112 PORTOLA VALLEY ROAD	0114		03/11/2015	0.00
PORTOLA VALLEY	BOA	49461	03/11/2015	0.00
CA 94028				382.63

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	128.42	0.00
05-66-4340	Building Maint Equip & Supp	254.21	0.00

Check No.	49461	Total:	382.63
Total for	PORTOLA VALLEY HARDWARE		382.63

JAMES QUINN	Field Deposit Refund	16172	03/11/2015	
			03/11/2015	
7 APPLEWOOD LANE	425		03/11/2015	0.00
PORTOLA VALLEY	BOA	49462	03/11/2015	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	500.00	0.00

Check No.	49462	Total:	500.00
Total for	JAMES QUINN		500.00

SAN MATEO SHERIFF	3Q 2014-15 Services	16169	03/11/2015	
OFFICE OF EMERGENCY SERVICES			03/11/2015	
400 COUNTY CENTER	0119		03/11/2015	0.00
REDWOOD CITY	BOA	49463	03/11/2015	0.00
CA 94063-0978	10072			230,240.75

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4282	San Mateo County Sheriff's Ofc	163,439.25	0.00
05-62-4284	COPS Addl Traffic Patrols	66,801.50	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	49463	Total:	230,240.75
Total for	SAN MATEO SHERIFF		230,240.75

DAMON SCHOR	Refund Deposit	16155	03/11/2015	
169 SAUSAL	0504		03/11/2015	0.00
PORTOLA VALLEY	BOA	49464	03/11/2015	0.00
CA 94028				982.58

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	982.58	0.00

Check No.	49464	Total:	982.58
Total for	DAMON SCHOR		982.58

SIERRA PACIFIC TURF SUPPLY INC	Russ Miller Field, Limestone & Gypsum	16156	03/11/2015	
P.O. BOX 84	842		03/11/2015	0.00
CAMPBELL	BOA	49465	03/11/2015	0.00
CA 95009	0445849-IN			495.24

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	495.24	0.00

Check No.	49465	Total:	495.24
Total for	SIERRA PACIFIC TURF SUPPLY IN		495.24

STANDARD INSURANCE CO.	March LTD/Life Premium	16157	03/11/2015	
PO BOX 5676	0469		03/11/2015	0.00
PORTLAND	BOA	49466	03/11/2015	0.00
OR 97228				332.96

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	332.96	0.00

Check No.	49466	Total:	332.96
Total for	STANDARD INSURANCE CO.		332.96

STATE COMP INSURANCE FUND	March Premium	16158	03/11/2015	
PO BOX 748170	0122		03/11/2015	0.00
LOS ANGELES	BOA	49467	03/11/2015	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

Check No.	49467	Total:	1,447.08
Total for	STATE COMP INSURANCE FUND		1,447.08

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State/Province Zip/Postal	Invoice Number			Check Amount

TOWNSEND MGMT, INC	Inspection Svcs, Feb/May/July	16160	03/11/2015	
			03/11/2015	
P.O. BOX 24442	609		03/11/2015	0.00
SAN FRANCISCO	BOA	49468	03/11/2015	0.00
CA 94124				3,143.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	3,143.00	0.00

TOWNSEND MGMT, INC	On-Call Insp/Supp Svc Dec'br	16161	03/11/2015	
			03/11/2015	
P.O. BOX 24442	609		03/11/2015	0.00
SAN FRANCISCO	BOA	49468	03/11/2015	0.00
CA 94124				575.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	115.00	0.00
96-54-4194	Engineer - Charges to Appls	460.00	0.00

TOWNSEND MGMT, INC	Erosion Control Insp, Oct	16162	03/11/2015	
			03/11/2015	
P.O. BOX 24442	609		03/11/2015	0.00
SAN FRANCISCO	BOA	49468	03/11/2015	0.00
CA 94124	200064-10-14EC			6,325.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	115.00	0.00
96-54-4194	Engineer - Charges to Appls	6,210.00	0.00

Check No.	49468	Total:	10,043.00
Total for	TOWNSEND MGMT, INC		10,043.00

Total Invoices: 38

Grand Total:	347,474.08
Less Credit Memos:	0.00
Net Total:	347,474.08
Less Hand Check Total:	0.00
Outstanding Invoice Total:	347,474.08

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 11, 2015

Claims totaling \$347,474.08 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: Debbie Pedro, Town Planner The staff report stated an incorrect vote. The correct vote was 3-0 (Hasko absent) and (Von Feldt abstained).

DATE: March 11, 2015

RE: Proposed Priority Conservation Areas (PCA) within Portola Valley and its Sphere of Influence

RECOMMENDATION

It is recommended that the Town Council adopt the resolution in Attachment 1 supporting the proposed Priority Conservation Areas located within the Town of Portola Valley and its sphere of influence (SOI).

BACKGROUND

On February 25, 2015, Midpeninsula Regional Open Space District (MROSD) made a presentation to the Council regarding their plans to participate in the Association of Bay Area Government (ABAG) Priority Conservation Area (PCA) Program. On March 4, 2015, the Planning Commission reviewed the request and voted 4-0 (Hasko absent) to forward a recommendation to Council to support the proposed PCAs which are limited to MROSD owned lands in the Windy Hill, Coal Creek, and Los Trancos open space preserves.

Additional information about MROSD's proposal and the PCA program can be found in the March 4 Planning Commission staff report. (Attachment 2)

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

This action is not a project under the California Environmental Quality Act (CEQA), and no CEQA analysis is therefore required.

ATTACHMENT

1. Resolution
2. Planning Commission resolution and staff report dated March 4, 2015

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

RESOLUTION NO. _____-2015

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF PORTOLA VALLEY
SUPPORTING PRIORITY CONSERVATION AREA
DESIGNATIONS WITHIN THE TOWN AND ITS SPHERE OF INFLUENCE**

WHEREAS, the Association of Bay Area Governments is requesting nominations from local governments and special districts for Priority Conservation Areas (PCA) as part of the Plan Bay Area Implementation effort; and

WHEREAS, PCAs are intended to be areas which contain important agricultural, natural resource, watershed, historic, scenic, cultural, recreational, and/or ecological values and ecosystem functions deserving of conservation funding; and

WHEREAS, the 2014 PCA program update specifically addresses the Open Space and Farmland implementation areas and introduces four categories to recognize the role of different kinds of PCAs in supporting the vitality of the region's natural systems, rural economy and human health; and

WHEREAS, the proposed Priority Conservation Areas covers approximately 1,508 acres of lands owned and managed by MROSD located within the Town of Portola Valley and its sphere of influence; and

WHEREAS, the Priority Conservation Areas that are nominated by Midpeninsula Regional Open Space District, are mutually compatible and complementary, and represent a diverse and balanced mix of conservation priorities in the Town of Portola Valley; and

WHEREAS, the Planning Commission considered this proposal on March 4, 2015 and adopted Resolution 2015-3 recommending that the Town Council support the proposed PCAs designations.

NOW, THEREFORE, the Town Council of the Town of Portola Valley hereby RESOLVE to endorse the designation of Priority Conservation Areas, as listed below and as detailed in Exhibit A.

1. Windy Hill Open Space Preserve – Regional Recreation and Natural Landscapes
2. Coal Creek Open Space Preserve - Regional Recreation and Natural Landscapes
3. Los Trancos Open Space Preserve - Regional Recreation and Natural Landscapes

REGULARLY PASSED AND ADOPTED this 11th day of March, 2015.

Jeff Aalfs, Mayor

ATTEST:

Sharon Hanlon, Town Clerk



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Debbie Pedro, Town Planner

DATE: March 4, 2015

RE: Proposed Priority Conservation Areas (PCA) within Portola Valley and its Sphere of Influence

RECOMMENDATION

Forward a recommendation to the Town Council to support the proposed PCA designations within Portola Valley and its Sphere of Influence.

BACKGROUND

On February 25, 2015, Midpeninsula Regional Open Space District (MROSD) made a presentation to the Council regarding their plans to participate in the Association of Bay Area Government (ABAG) Priority Conservation Area (PCA) Program. The PCA program was first introduced in 2007 to identify regionally significant open spaces that are important natural resources. Through the Plan Bay Area process, the Metropolitan Transportation Commission (MTC) has established a \$10 million grant program to help fund the protection of PCAs.

Currently, there are over 100 PCAs located in the nine Bay Area counties. For the 2014/15 PCA program update, MROSD is proposing 16 new PCAs in San Mateo and Santa Clara Counties. The proposed PCAs in and around Portola Valley are all lands owned and/or managed by MROSD. These areas include Windy Hill, Coal Creek and Los Trancos Open Space Preserves.

Per Council's direction, this proposal has been forwarded to the Planning Commission for review and recommendation. Additional information about MROSD's proposal and the PCA program can be found in the February 25, 2015 Town Council report (Attachment 1).

ATTACHMENT

1. Town Council staff report dated February 25, 2015



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Debbie Pedro, Town Planner

DATE: February 25, 2015

RE: Proposed Priority Conservation Areas (PCA) within Portola Valley and its Sphere of Influence

RECOMMENDATION

It is recommended that the Town Council adopt the resolution in Attachment 1 supporting the proposed Priority Conservation Areas located within the Town of Portola Valley and its sphere of influence (SOI).

BACKGROUND

Midpeninsula Regional Open Space District (MROSD) has recently informed the Town of their plans to participate in the Association of Bay Area Government (ABAG) Priority Conservation Area (PCA) Program. (Attachment 2) The PCA program was first introduced in 2007 to identify regionally significant open spaces that are important natural resources. There are currently four categories of PCAs:

1. **Natural Landscapes** – Areas critical to the functioning of wildlife and plant habitats, aquatic ecosystems and the region's water supply and quality.
2. **Agricultural Lands** – Farmland, grazing land and timberland that support the region's agricultural economy and provide additional benefits such as habitat protection and carbon sequestration.
3. **Urban Greening** – Existing and potential green spaces in cities that increase habitat connectivity, improve community health, capture carbon emissions, and address stormwater.
4. **Regional Recreation** – Existing and potential regional parks, trails, and other publicly accessible recreation facilities.

PCA designations serve to identify regionally significant open spaces and to position agencies to attract grant funding to support the long-term protection of these areas. Through the Plan Bay Area process, the Metropolitan Transportation Commission

(MTC) has established a \$10 million pilot grant program to help fund the protection of PCAs. Additional information about the PCA program is included in Attachment 3.

Currently, there are over 100 PCAs located in the nine Bay Area counties. For the 2014/15 PCA program update, MROSD is proposing a total of 16 new PCAs in San Mateo and Santa Clara Counties. The deadline for submitting PCA applications to ABAG is May 30, 2015. Per the requirements of the PCA program, MROSD is reaching out to the Town to ensure that the proposed areas are appropriate and in line with the conservation goals of the affected jurisdictions. An adopted resolution of support from the jurisdiction in which the PCAs are located is required to be included with the application. Conversely, a jurisdiction can file a resolution of opposition within 90 days to invalidate the nomination.

The proposed PCAs in and around Portola Valley are all lands owned and/or managed by MROSD. These areas include the 1,000+ acres Windy Hill Open Space Preserve and the 79 acres Hawthorn property which became part of the District's Windy Hill Open Space Preserve in 2011. In addition, Coal Creek Open Space Preserve and Los Trancos Open Space Preserve, located in unincorporated Santa Clara County within the Town's sphere of influence are also included. (Attachment 4)

The proposed PCA designations for Windy Hill, Coal Creek, and Los Trancos open space preserves are consistent with the major community goals in the Town's General Plan which calls for the long range preservation and conservation of natural features and open space of the planning area.

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

This action is not a project under the California Environmental Quality Act (CEQA), and no CEQA analysis is therefore required.

ATTACHMENT

1. Resolution
2. Letter from MROSD General Manager Stephen Abbors dated January 29, 2015
3. Priority Conservation Area Concept Paper
4. Map of proposed PCAs within Portola Valley and its Sphere of Influence

APPROVED – Nick Pegueros, Town Manager

RESOLUTION NO. 2015-3

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY RECOMMENDING SUPPORT OF
PRIORITY CONSERVATION AREA DESIGNATIONS WITHIN
THE TOWN AND ITS SPHERE OF INFLUENCE**

WHEREAS, the Association of Bay Area Governments is requesting nominations from local governments and special districts for Priority Conservation Areas (PCA) as part of the Plan Bay Area Implementation effort; and

WHEREAS, PCAs are intended to be areas which contain important agricultural, natural resource, watershed, historic, scenic, cultural, recreational, and/or ecological values and ecosystem functions deserving of conservation funding; and

WHEREAS, the 2014 PCA program update specifically addresses the Open Space and Farmland implementation areas and introduces four categories to recognize the role of different kinds of PCAs in supporting the vitality of the region's natural systems, rural economy and human health; and


WHEREAS, the Priority Conservation Areas that are nominated by Midpeninsula Regional Open Space District, are mutually compatible and complementary, and represent a diverse and balanced mix of conservation priorities in the Town of Portola Valley.

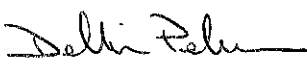
WHEREAS, the proposed Priority Conservation Areas covers approximately 1,508 acres of lands owned and managed by MROSD located within the Town of Portola Valley and its sphere of influence.

NOW, THEREFORE, be it resolved that the Planning Commission of the Town of Portola Valley recommends that the Town Council endorse the designation of Priority Conservation Areas, as listed below and as detailed in Exhibit A.

1. Windy Hill Open Space Preserve – Regional Recreation and Natural Landscapes
2. Coal Creek Open Space Preserve - Regional Recreation and Natural Landscapes
3. Los Trancos Open Space Preserve - Regional Recreation and Natural Landscapes

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on March 4, 2015.


 By: _____
 Nicholas Targ, Chairperson

Attest: 

 Debbie Pedro, Town Planner



Midpeninsula Regional Open Space District

GENERAL MANAGER
Stephen E. Abbors

BOARD OF DIRECTORS
Pete Siemens
Yoriko Kishimoto
Jed Cyr
Curt Riffle
Nonette Hanko
Larry Hassett
Cecily Harris

January 29, 2015

Town Manager Nick Pegueros
Town of Portola Valley
765 Portola Road
Portola Valley, CA. 94028

SUBJECT: Proposed Priority Conservation Area within Portola Valley

Dear Town Manager Pegueros:

In July 2013, the Association of Bay Area Governments (ABAG) Executive Board and the Metropolitan Transportation Commission (MTC) approved Plan Bay Area, a long-range, integrated transportation and land-use/housing strategy through 2040 for the San Francisco Bay Area. Plan Bay Area includes the designation of Priority Conservation Areas (PCAs) to balance housing and transportation demands with the need to preserve the region's diverse farming, recreational, scenic, and natural resource lands and their many ecological values and ecosystem functions for future generations.

PCAs are intended to identify lands of conservation significance that are broadly supported by the public and local jurisdictions to be eligible for future PCA Program funding and potentially other conservation-based funding. PCA designations are strictly for grant funding purposes only, to identify lands of key open space importance that merit grant funding. PCAs are neither regulatory in nature, nor do they have any effect on local land use or zoning designations or future local land use decisions. They are, however, intended to align with and build upon local General Plan strategies for open space conservation to remain consistent with local policies and objectives.

PCAs are of high importance to the Midpeninsula Regional Open Space District (Midpen), as these designations will affect future funding opportunities for land conservation and recreation on the Peninsula. Midpen is reaching out to the Town of Portola Valley at this time to notify you of the proposed new PCA designation that is being considered within your jurisdiction, for which Midpen has already initiated conversations with staff from the Town Planning Department (see Attachment 1 for PCA Map and Attachment 2 for PCA description). Over the next three (3) months, Midpen will continue to work alongside Town Planning to further develop and refine the proposed PCA to ensure that the PCA is aligned with the Town's conservation strategies. Midpen anticipates submitting an application to ABAG by the May 30th deadline for PCA nominations.

If you have questions about the PCA Program and Midpen's proposed PCA within the Town of Portola Valley, please do not hesitate in contacting me at (650) 691-1200 or via email at SAbbors@openspace.org.

Sincerely Yours,

A handwritten signature in blue ink that reads "Steve E. Abbors for JEA". The signature is written in a cursive, flowing style.

Stephen E. Abbors
General Manager

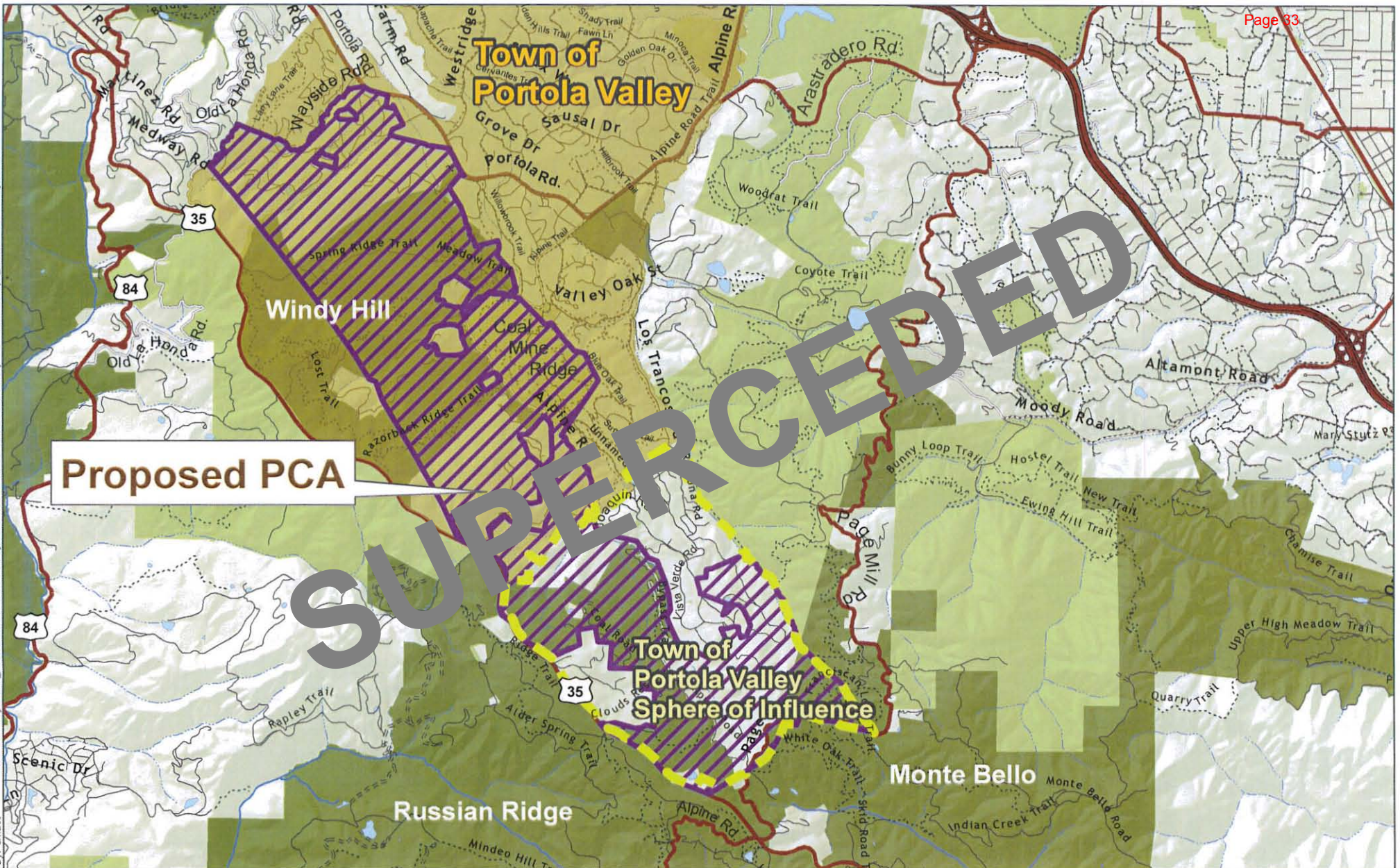
Attachments: Map of proposed PCA in Portola Valley
Table of PCA Designation

CC (email): Joanna Bullock, Association of Bay Area Governments
Debbie Pedro, Planning Director, Town of Portola Valley

ATTACHMENT

Proposed PCA Designation within Portola Valley

Open Space Preserves	Affected Jurisdictions	Midpen Open Space Vision Plan Priority Areas	Proposed Designations for PCA
Windy Hill & Coal Creek	Portola Valley	6, 8, 10 & 40	Regional Recreation, Natural Landscapes



Proposed PCA

Town of Portola Valley Sphere of Influence

Proposed PCA Within Town of Portola Valley's Sphere of Influence

-  Proposed PCA
-  Town of Portola Valley Sphere of Influence
-  Town of Portola V alley
-  MROSD Preserves
-  Private Property

Midpeninsula Regional Open Space District (MROSD)



January, 2015

While the District strives to use the best available digital data, this data does not represent a legal survey and is merely a graphic illustration of geographic features.

Path: G:\Projects\IA Districtwide PCAs\Priority\ConservationAreas\SantaClaraCounty\NotificationMaps_SCL\PortolaValley2.mxd
Created By: chiatt

PRIORITY CONSERVATION AREAS

THE SAN FRANCISCO BAY AREA IS UNIQUE AMONG AMERICAN METROPOLISES. Parks and trails support our health and quality of life. Watersheds and other natural areas contribute to our clean water and air and help to protect us from disasters. The region’s farms and ranches give us fresh, healthy local food. Together our open spaces define the identity of the Bay Area and are a magnet for the innovators that drive its \$535 billion economy.

SAFEGUARDING THE BAY AREA’S ONE-OF-A-KIND LANDSCAPE WILL REQUIRE A REGIONAL CONSERVATION STRATEGY BASED IN CONSERVATION SCIENCE AND RIGOROUS DATA.

PRIORITY CONSERVATION AREAS ARE A CORNERSTONE OF THAT STRATEGY.

-  PRIORITY CONSERVATION AREAS
-  BAY AREA GREENBELT



OUR CHERISHED LANDSCAPE

We are lucky to live someplace so special. The San Francisco Bay Area is unique among American metropolises in the stunning beauty of its landscape. Parks and trails support our health and quality of life by giving us the opportunity to get outside. Watersheds and other natural areas contribute to our resilience by providing us with clean water and air and help to protect us from disasters like flooding and landslides—threats that will only grow with climate change. The region’s farms and ranches give us fresh, healthy local food. Together our open spaces define the identity of the Bay Area and are a magnet for the innovators that drive its \$535 billion economy.

The people of the Bay Area clearly cherish our special landscape. Through 24 bond measures and tax increases since 1988, voters across the region have approved close to \$1.6 billion to preserve critical habitat, protect farmland, improve water quality, and create new parks. Of the region’s 3.6 million acres of open space—our greenbelt—1.3 million acres have been preserved through land purchases and easements. An additional 2 million acres are protected through a range of growth management policies that have been put in place by voters and elected leaders.

Despite our region’s success in protecting open space, the risks to our greenbelt are profound. Over 322,000 acres are at risk of development in the next 30 years. The Bay Area will add 2 million new residents by 2040 and this growth could create pressure to weaken the growth management policies that protect 60 percent of the greenbelt. Effectively safeguarding the Bay Area’s one-of-a-kind landscape will require a regional conservation strategy based in the latest conservation science and rigorous data. Priority Conservation Areas (PCAs) have the potential to be a cornerstone of such a strategy.

VOTER & ELECTED
LEADER SUPPORT
FOR LANDSCAPES

24 BOND MEASURES
& TAX INCREASES

\$1.6 BILLION IN
PRESERVATION,
WATER QUALITY &
PARKS

2 MILLION ACRES
PROTECTED BY
POLICY

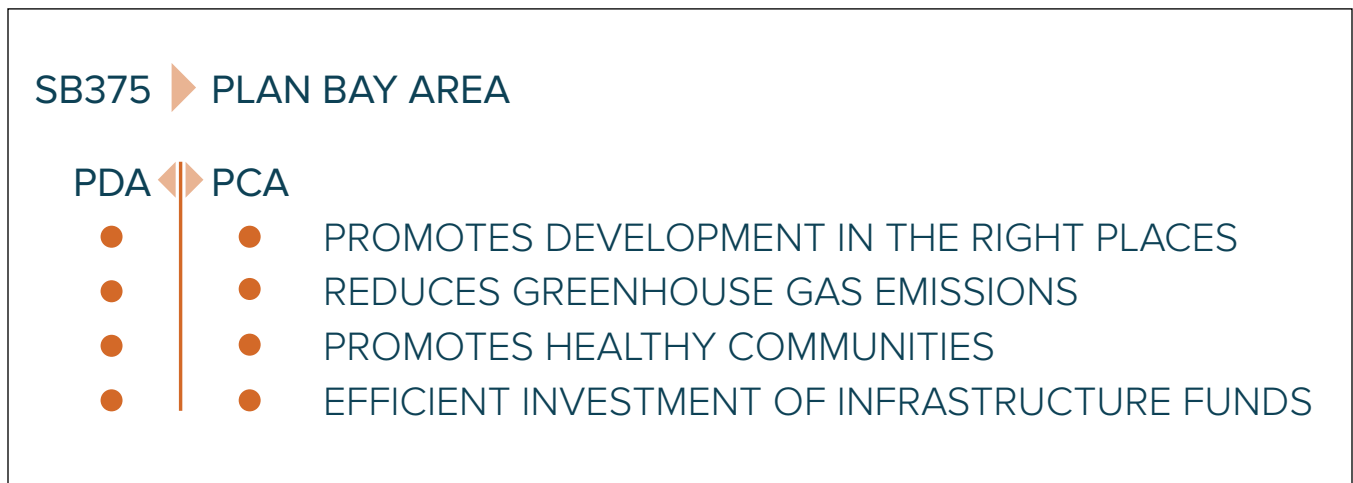


CONSERVING THE LANDSCAPE: KEY TO PLAN BAY AREA

The preservation and stewardship of the Bay Area’s greenbelt is key to implementing Plan Bay Area. Under Plan Bay Area, the region’s next generation of growth is to be focused in Priority Development Areas (PDAs) within our cities and towns; no development is envisioned beyond existing urban boundaries. Because this focused growth will require Bay Area residents and workers to drive less, greenhouse gas emissions from personal vehicles are expected to drop 16% per capita by 2035. Development in the greenbelt that is isolated from public transit and other services and amenities requires more driving and could cause the region to fall short of Plan Bay Area’s greenhouse gas pollution reduction expectation. Farms, ranches, and natural areas also function as carbon sinks. Trees, plants and crops growing on the landscape remove greenhouse gases from the atmosphere and store them away. Allowing development that paves over the Bay Area’s greenbelt degrades this carbon storage function.

Additionally, if development does occur beyond existing urban boundaries it will require significant expenditures to build new roads, sewer lines, and other infrastructure. Such infrastructure costs would be in addition to the substantial infrastructure investment needs within the region’s PDAs. Development in the greenbelt would result in the region’s infrastructure funds being spread too thin.

A robust regional conservation strategy for the Bay Area is a win-win approach. It will guide the protection of the unique open spaces that make the Bay Area so special—our parks and trails, farms and ranches, watersheds and other components of the greenbelt. Such a strategy will also serve as a driver of focused growth, ensuring that urban infrastructure dollars are spent wisely and that we achieve the ambitious greenhouse gas pollution reduction goals envisioned in Plan Bay Area.



Priority Conservation Areas and Priority Development Areas complement each other in many ways. For example, each contribute to the above goals.

THE PRESERVATION AND STEWARDSHIP OF THE BAY AREA'S GREENBELT IS KEY TO IMPLEMENTING PLAN BAY AREA.

PRIORITY CONSERVATION AREAS: WHAT ARE THEY?

In 2008, local governments, special districts and conservation organizations worked together to establish the Bay Area's original Priority Conservation Areas. These PCAs consist of regionally significant open spaces about which there is broad consensus for long-term protection. The PCAs are diverse and include everything from recreation areas that help Bay Area residents live healthy active lifestyles, to watersheds that provide the region with high-quality drinking water, to farmland from which we get fresh, local food. The PCAs serve to attract funds to support the long-term protection of these areas. Through the Plan Bay Area process, the Metropolitan Transportation Commission (MTC) established a \$10 million pilot grant program to help fund the protection of the PCAs.

Community leaders embraced the PCA concept; currently there are nearly 100 PCAs spread across the nine Bay Area counties. The PCAs not only serve to indicate what land should be protected, they also help to articulate where urbanized development is most appropriate and where it is not. In doing so, the PCAs help to define the holistic vision of Plan Bay Area. They serve as the underpinnings of a "greenprint" to complement the region's blueprint for how our cities and towns should grow.

Since 2008, our understanding of the Bay Area's one-of-a-kind landscape has improved. Research and analysis now gives us a much better sense of how our farms, ranches, and working lands benefit our health and quality of life. This research and analysis also helps us understand how conservation of the landscape can contribute to our

economy as well as the resilience of natural systems that do everything from protect us from floods, to ensure the long-term viability of plants and animals that also call the Bay Area home. Using this information to update the PCA program will improve the program's ability to serve as a cornerstone of the region's conservation strategy.

THE PCA PROGRAM UPDATE

The Association of Bay Area Governments (ABAG) is now in the process of revising the PCA program. This update will result in greater specificity about the qualities and functions of different types of PCAs. To achieve this specificity, ABAG has developed a new set of designations for different PCA types (similar to the "place types" developed for PDAs during the Plan Bay Area process). Additionally, a science-based method has been developed for evaluating nominated PCAs. The revised PCA program also seeks to address the need for urban parkland and providing green space in growing PDAs.

These modifications will greatly enhance the ability of PCAs to contribute effectively to a regional conservation strategy.

By June 2014, ABAG will have adopted modifications to the PCA Program and opened an application window that will last through May 2015. As currently recommended, nominations will be accepted to transition existing PCAs into the revised program as well as for new PCAs. PCA applications will be accepted on a rolling basis with two adoption points over the course of the year.

ANALYZING THE UPDATE: REASONS TO BE EXCITED

ABAG's proposed revision to the PCA program is a significant positive step toward ensuring the program realizes its potential to serve as an effective guide for a regional land conservation strategy. The four "designations" (again, similar to the "place types" for PDAs)—Natural Landscapes, Agricultural Lands, Regional Recreation and Urban Greening—provide a simple typology that helps to communicate how the Bay Area's open spaces provide benefits to the quality of life, economy, and resilience of the region. The new application process explicitly requires applicants to use data from a rich set of information sources to articulate the benefits of proposed PCAs. This commitment to an evidence-based approach will help to ensconce conservation-science and an understanding of conservation priorities into land-use planning across the Bay Area.

The addition of **the Urban Greening designation is an exciting recognition that nature in urban areas matters.**

To most effectively contribute to the region's conservation strategy, Urban Greening PCAs should contribute to regionally significant functions; functions such as contributions to regional agricultural, natural resource conservation, ecosystem protection, or the enhancement of scenic or recreational values.

Transitioning the existing PCAs into the new program is critical. These areas are a solid foundation upon which an even better program will be built. The original PCAs demonstrate the shared values regarding our landscape that exist across the Bay Area and a broad recognition of the many benefits our natural and working lands provide (maps at the end of the document demonstrate how current PCAs overlap with open space benefits). The original PCAs were adopted without requiring resolutions from city councils or boards of supervisors. A testament to the level of consensus that exists around the original PCAs is that none have been challenged since they were adopted. Since existing PCAs did not require approval from city

PRIORITY DEVELOPMENT AREAS AND PRIORITY CONSERVATION AREAS ARE ESSENTIAL PILLARS TO A SUSTAINABLE, THRIVING BAY AREA.

councils or boards of supervisors when they were initially approved, such resolutions should not be necessary to transition existing PCAs into the revised program.

MAKING IT HAPPEN

The Priority Development Areas and the Priority Conservation Areas are two essential pillars in the effort to make the Bay Area a sustainable, thriving region in the decades ahead. These two programs knit together the region's land use and transportation priorities and provide clear guidance on how to best focus limited intellectual and financial resources. Both programs help local leaders ensure that our cities and towns are healthy and thriving and are supported by the amazing assets nature provides. Effective implementation of the Priority Conservation Area program must be prioritized in order to fully achieve the vision of a sustainable and thriving region articulated in Plan Bay Area. The conservation community, from land trusts to special districts to local and regional non-profits, is ready to work with local leaders to effectively implement the PCA program, as well as use the plethora of data and analysis that now exists regarding the Bay Area's landscape to help make land-use decisions with conservation in mind.

The following are recommendations for how both local leaders and the Association of Bay Area Governments can ensure the implementation of the PCA program is successful—not only in the near-term as the program is updated and new PCAs are nominated and reviewed, but over the long-term as the PCAs anchor the region’s conservation strategy.

RECOMMENDATIONS FOR LOCAL LEADERS

The first thing local leaders can do to maximize the success of the PCA program is to **support the immediate inclusion of existing PCAs** into the new framework.

Additionally, local leaders should **work with land management agencies and public health groups to identify new PCAs** and make sure they are adopted.

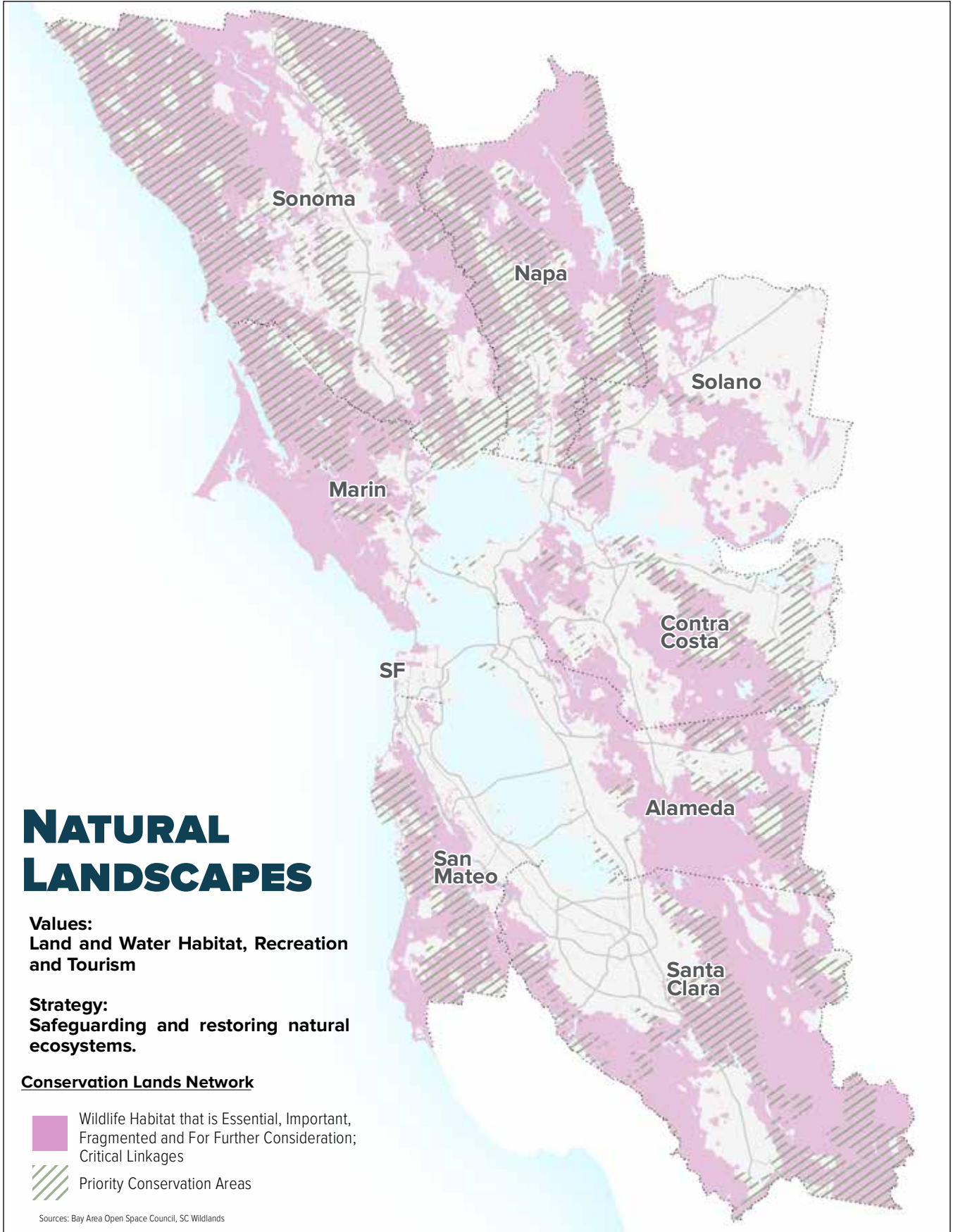
Also, local leaders should **feel empowered to take the conservation science that will be used to modify and create PCAs and use those tools broadly** in land-use decision making. Steps can be taken such as:

- Factor in the impacts/benefits of natural resources, working lands, and parks as a baseline for infrastructure plans, programs, and project decisions.
- Consider “green infrastructure” as a viable solution to infrastructure challenges, such as water quality control and sea-level rise adaptation.
- Establish agricultural land preservation strategies that ensure a critical mass of land for the production, processing, and distribution of local food.
- Ensure conservation best practices are integrated into the implementation of development and infrastructure projects.

RECOMMENDATIONS FOR ABAG

ABAG should **continue to play a leadership role by providing support and guidance to local leaders** as they submit PCA applications. As the PCA program is implemented ABAG can take the specific following actions to help ensure that conservation strategies are effectively implemented throughout the region.

- Facilitate access to online data that will allow users to identify the specific benefits a particular geographic area contains.
- Develop a system to track how well communities across the region are achieving conservation goals.
- Provide technical assistance to facilitate connection of conservation funds with appropriate projects.
- Support policy innovation as a strategy to protect PCAs and implement regional conservation strategies.
- Continue to support the State Coastal Conservancy’s management of the region-wide OBAG conservation grant program.
- Scale local efforts to map urban greening benefits to produce a regional strategy.



NATURAL LANDSCAPES

Values:
Land and Water Habitat, Recreation and Tourism

Strategy:
Safeguarding and restoring natural ecosystems.

Conservation Lands Network

- Wildlife Habitat that is Essential, Important, Fragmented and For Further Consideration; Critical Linkages
- Priority Conservation Areas

Sources: Bay Area Open Space Council, SC Wildlands





REGIONAL RECREATION

Values:
Health, Recreation, Tourism, Land Value

Strategy:
Provide residents with access to parks and recreational open space.

Regional Trails and Parks

- Proposed Regional Trail Inside PCA
- Proposed Regional Trail Outside PCA
- Existing SF Bay Trail and SF Ridge Trail
- Publicly Accessible Protected Lands
- Priority Conservation Areas

Sources: SF Bay Trail, SF Ridge Trail, PCA Trails, Protected Areas Database, National Conservation Easement Database

CONTACTS

Jeremy Madsen, Executive Director

Greenbelt Alliance

jmadsen@greenbelt.org | 415-543-6771 x310

Jennifer Fox, Executive Director

Bay Area Open Space Council

jenn@openspacecouncil.org | 510-809-8009 x254

Elizabeth O'Donoghue, Director of Infrastructure and Land Use

The Nature Conservancy

eodonoghue@tnc.org | 415-281-0436

Ed Thompson, California Director & Senior Associate

American Farmland Trust

ethompson@farmland.org | 530-564-4422

TOGETHER OUR
OPEN SPACES DEFINE
THE IDENTITY OF
THE BAY AREA AND
ARE A MAGNET FOR
THE INNOVATORS
THAT DRIVE ITS \$535
BILLION ECONOMY.



Town of Portola Valley

Portola Rd.

Windy Hill Open Space Preserve

Windy Hill Open Space Preserve

Coal Mine Ridge

Proposed PCA

Palo Alto Foothills Park

Foothills Open Space Preserve



Town of Portola Valley Sphere of Influence

Coal Creek Open Space Preserve

Unincorporated San Mateo County

Los Trancos Open Space Preserve

Diablo Mill Rd.

Hidden Villa

Russian Ridge Open Space Preserve

Monte Bello Open Space Preserve

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Created By: chlatt

Proposed PCA Within Town of Portola Valley and its Sphere of Influence

- Proposed PCA (includes Midpen lands only)
- Town of Portola Valley
- Town of Portola Valley Sphere of Influence (Unincorporated San Mateo County)
- Midpen Preserves
- Private Property

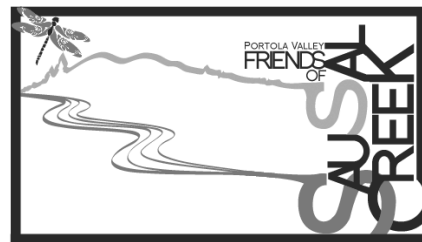
Midpeninsula Regional Open Space District (Midpen)



February, 2015
Miles 0 0.475 0.95

While the District strives to use the best available digital data, this data does not represent a legal survey and is merely a graphic illustration of geographic features.

To: Portola Valley Town Council
From: Friends of Sausal Creek
Date: Jan 18, 2015
Re: Request for analysis to study the daylighting of Sausal Creek



The Friends of Sausal Creek is a group of local residents who advocated and raised funds for the original Sausal Creek daylighting project at Town Center. We have recently reconvened this group to request that the Town Council consider daylighting the rest of the creek as it runs through Town Center to restore its natural stream functions and native habitat.

The original project was considered a pilot to test whether the concept would be compatible with the other uses at the Town Center. While the idea of daylighting the entire reach was discussed at length by the appointed ad-hoc committee, the group recommended that only half of the project be done at the time to limit the costs and impact on the newly completed playing fields.

Anecdotal evidence tells us that the concept of a natural creek in the middle of our Town Center has been embraced by the community. We often hear reports from parents about how the creek provides a safe and easy way for children to play and explore. Volunteers, especially youth, participate in hands-on education by helping to maintain the site through planting new native plants and harvesting the willow for downstream restoration projects. The widened channel achieves its function of slowing down the water and dropping sediment, which protects downstream neighbors from flooding and recharges the groundwater at the Town Center site. The restored creek also creates wonderful habitat especially for insects, amphibians and birds.

At last October's Town of Portola Valley's Drought Action Day, the daylighted creek served as a living example for residents about how to slow, spread and sink runoff to improve the water quality going into our creeks and bay, and reduce the risk of flooding from heavy rainfall. This project is a small example of how restoration can help with climate resiliency by rehabilitating natural systems that can better respond to the uncertainties of our future climate; increased groundwater recharge will provide water for trees and vegetation in periods of drought, widened channels can improve capacity for heavy storm events, and increased biodiversity allows for insects and animals to forage for food as climate change threatens the availability of quality habitat. These ideas are supported by the State of California's Water Action Plan as well as independent research done by conservation organizations such as the Audubon Society.

In December the Town Council was asked whether they would support an application to request grant funding to restore the rest of the creek. Many of the Town Council

members commented that while the idea was attractive, there were still many questions regarding costs and the impact to existing Town Center functions, especially the well-used playing fields. In light of this feedback, the Friends of Sausal Creek requests that the Town Council consider setting aside funds to study the idea of daylighting the creek including cost estimates and impact on the Town Center. We request that the Council include this item in the FY15-16 budget and direct staff to gather cost estimates as well as what level of detail would be appropriate to make a decision.

Once the Town Council receives more solid information through this analysis and a conceptual design, if the project seems acceptable, the Friends of Sausal Creek are willing to search for outside grant funds as well as fundraise within the Town to help cover the costs for the construction of the project.

The Sausal Creek Daylighting project has been a great example of what makes Portola Valley so unique. It has shown that we care enough to spend our own resources to bring back nature into a civic center. It has shown that people who might not consider themselves conservationists can see the benefit of kids learning about nature directly and on their own terms. And finally it has shown that even a project as small as 600 feet of creek restoration can have a real impact on one of the most significant issues we currently face as a global society, climate change

Thank you for your past support and consideration of our request. We look forward to the opportunity to work with you on the daylighting of the last stretch of Sausal Creek through the Town Center.

Joan and John Barksdale
Georgia Bennicas
Danna Breen
Linda Carlson
George Comstock and Anne Hillman
Brook Coffee
Sue Crane
Linda Drey-Nightingale
Ted Driscoll
Steve Dunne
Chrisi Fleming
Mary Ann Furda
Brian Harley
Jerry Hearn
Ellen Hoffman
Mary Hufty
Lynn and Don Jacobson
Derry and Charlene Kabcenell

Diane and Bill Kaspari
Tom and Sharon Kelley
Steward Koch
Donna and Marty Mackowski
Judith Murphy
Annaloy Nickum
Albert and Jo Schreck
Chad Sefcik
Julia and Fred Shepardson
David Smernoff
Carol and Mark Sontag
Autumn Stanley
Doug Stoecker
Matt Stoecker
Robert and Marvis Stoecker
Diana Sunshine
Susan Thomas
Robin Toews
Randy and Alexandra Von Feldt
Jock and Yuriko Walker
Jane Wilson
Linda and Paul Holland-Yates



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

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

DATE: March 11, 2015

RE: **Proposed Portola Road Corridor Plan, Related General Plan Amendments, and Initial Study/Negative Declaration**

RECOMMENDATIONS

Staff recommends that the Town Council review the proposed Portola Road Corridor Plan (Corridor Plan or Plan), related General Plan amendments, and the Initial Study/Negative Declaration (IS/ND) for the project, hold a public hearing and consider any public comments, and use the attached resolutions to adopt the IS/ND for the project and approve the Corridor Plan and related General Plan amendments.

BACKGROUND

Work began on the Portola Road Corridor Plan in 2012, when staff prepared a background report on the corridor and the Town Council created the Portola Road Taskforce, which included seven members of various Town committees and commissions as well as Town staff. The taskforce met three times in 2012. In addition to the Taskforce's work, the Planning Commission worked to develop and refine the Corridor Plan at twelve noticed public meetings¹, including one which was a joint study session with the Town Council.

The Town Council last reviewed and commented on the draft Portola Road Corridor Plan at the joint session with the Planning Commission on January 22, 2014. The staff report and minutes from that meeting are attached. After that meeting, the Planning Commission met four additional times to review and refine the Plan. The Commission incorporated changes into the draft Corridor Plan based on its discussion with the Town Council and also heard and responded to concerns from the public, including two property owners along Portola Road. The staff report for the January 21, 2015

¹ April 18, May 2, June 6, July 18, and October 17 of 2012; February 6 and June 19 of 2013; January 22, February 5, October 1, and November 5 of 2014; and January 21 of 2015.

Planning Commission meeting summarizes those concerns and is attached, together with the letters from the property owners and the approved minutes from that meeting.

At its meeting on January 21, 2015, the Planning Commission unanimously approved resolutions recommending that the Town Council approve the Portola Road Corridor Plan and related General Plan amendments and adopt the Initial Study/Negative Declaration for the project. These resolutions are included in Attachment 8.

DISCUSSION

Portola Road Corridor Plan

Attachment 9 is a version of the Corridor Plan which shows the changes that have been made since the Town Council last reviewed the Plan in January 2014. As was stated previously, these changes were incorporated either in response to the discussion at the January 22, 2014 joint study session or in response to concerns expressed by two property owners along the corridor. This is the version of the Plan which was recommended by the Planning Commission for approval.

Most recently, the attached letter dated March 3, 2015 from Wayne Whitlock of Pillsbury Winthrop Shaw Pittman LLP has been submitted on behalf of Cindie and Phil White. To summarize, the Whites are generally concerned that “the application of the Plan could prioritize expanding views and the trail system over preserving the orchard and protecting the character and the already limited privacy of Jelich Ranch,” and that adoption of the Corridor Plan could indicate a shift in Town priorities relative to the Ranch. Two specific concerns are that implementation of the Corridor Plan could affect the privacy of the Whites because, in future land use decisions, the Corridor Plan could require 1) “the additional removal of foliage and trees along Portola Road,” and 2) “potential widening of the trail system onto the Jelich Ranch property.” These two items are discussed below.

Removal of foliage and trees along Portola Road

To address the concern about vegetation thinning potentially impacting privacy where a house is close to a road, the Planning Commission added a second sentence to Principle 5 of the proposed Corridor Plan so that it now reads as follows:

- 6406.5 The town should encourage property owners on the western side of the road to thin or remove vegetation within the corridor on their properties when the vegetation obscures views of the western hillsides, agricultural uses and open fields. **In some cases, however, vegetation to provide screening may be appropriate, such as in places where structures are located in proximity to the road/trail.**

As a result, an approach to vegetation management which calls for maintaining screening vegetation in areas where structures are located closer to the trail and road would be consistent with the Corridor Plan. An example would be the plan approved for the Whites’ barn relocation project in 2014. The Corridor Plan does not call for removal of all vegetation along the western side of the road, but for removing or thinning of vegetation where appropriate to open views, while preserving vegetation in other areas

to preserve habitat, provide a varied experience along the trail/road, and screen structures.

Potential widening of the trail system onto the Jelich Ranch property

In terms of the trail along Portola Road, the Corridor Plan calls for the trail to be separate from the road (6405.6), designed to serve multiple types of users (6405.7), and consistent with town trails standards (6405.8). Further, the Corridor Plan states that “where appropriate, the town should acquire land, easements, or other property rights from willing property owners along or near the road to allow for a better trail configuration and better connections to the rest of the town’s trail system.” (6405.9) These statements are consistent with the provisions of the Trails and Paths Element of the General Plan, originally adopted in 1970 and most recently amended by the Town Council in 2003.

Staff has examined the portion of the trail in front of the Whites’ property. While the width of the Portola Road right of way varies along its length, there appears to be approximately 10’-15’ between the Whites’ property line directly in front of their house and the edge of pavement where the existing trail is located. One condition of the use permit amendment for the Whites’ barn relocation last July was that they continue to participate in trail planning efforts and provide trail easements as necessary and reasonable. However, the Public Works Director has confirmed that there are no immediate plans to improve the trail along Portola Road, and it appears that future trail improvements in this area could likely be accommodated within the right of way.

General Plan Amendments

State law requires general plans to be internally consistent, so that each element is consistent with the other elements of the general plan. To ensure that consistency and to consolidate policy direction relative to the Portola Road Corridor in the Corridor Plan, amendments to the Land Use, Open Space, Circulation, and Scenic Roads and Highways Elements are proposed. These amendments do one of two things:

1. Remove language concerning the Portola Road Corridor, so that all of the substantive text about the corridor is contained in the Corridor Plan itself. In particular, the removal of Sections 2159-2162 of the Land Use Element and much of Section 2216.4.b are amendments of this type. The language from these sections was considered by the Planning Commission in drafting the Portola Road Corridor Plan, and as a result, the concepts from these sections have generally been incorporated into the Corridor Plan as appropriate.
2. Add references to the Portola Road Corridor Plan to other elements of the General Plan.

The amendments are attached and are shown using underline/strikeout format.

Initial Study/Negative Declaration

An Initial Study was prepared for the Portola Road Corridor Plan and related General Plan amendments 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 from September 10, 2014 through September 29, 2014. No comments were received either during or after the close of the comment period, and the Planning Commission has recommended that the Town Council adopt the IS/ND.

FISCAL IMPACT

Approval of the Portola Road Corridor Plan, related General Plan amendments, and the Initial Study/Negative Declaration for the project will have no direct fiscal impacts.

CONCLUSION

The Town Council will need to consider and discuss the proposed Portola Road Corridor Plan, related General Plan amendments, and the IS/ND and hold public hearings on these items. Draft resolutions are attached which the Town Council can use first, to approve the IS/ND, and second, to adopt the Portola Road Corridor Plan and related General Plan amendments.

ATTACHMENTS

1. Draft resolution of the Town Council approving the Initial Study/Negative Declaration for the Portola Road Corridor Plan and related General Plan amendments
2. Initial Study/Negative Declaration for the Portola Road Corridor Plan and related General Plan amendments
3. Draft resolution of the Town Council adopting the Portola Road Corridor Plan as an element of the General Plan and related General Plan amendments
4. Draft Portola Road Corridor Plan for Town Council Review and Action, dated February 2015
5. Proposed related General Plan amendments
6. Staff report and minutes from the January 22, 2014 joint study session of the Town Council and Planning Commission
7. Staff report, comment letters, and minutes from the January 21, 2015 Planning Commission meeting
8. Planning Commission resolutions recommending that the Town Council approve the IS/ND and adopt the Portola Road Corridor Plan and related General Plan amendments
9. Draft Portola Road Corridor Plan showing changes from the version presented at the January 22, 2014 joint study session of the Town Council and Planning Commission
10. March 3, 2015 letter from Wayne Whitlock, of Pillsbury Winthrop Shaw Pittman LLP, on behalf of Cindie and Phil White

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

- cc. Leigh Prince, Town Attorney
Nicholas Targ, Planning Commission Chair
Portola Road Taskforce Members
Kirk Neely
Cindie and Phil White
Wayne Whitlock, Pillsbury Winthrop Shaw Pittman LLP

RESOLUTION NO. _____ - 2015**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF PORTOLA VALLEY ADOPTING THE NEGATIVE
DECLARATION FOR THE PORTOLA ROAD CORRIDOR
PLAN AND RELATED GENERAL PLAN AMENDMENTS**

WHEREAS, the Town of Portola Valley has caused Portola Road Corridor Plan (“Corridor Plan”) to be prepared as an optional element of the Town’s General Plan in accordance with California Government Code Section 65303, and

WHEREAS, a number of related amendments to other elements of the General Plan are needed in order to ensure internal consistency and clarity within the Portola Valley General Plan, and

WHEREAS, an Initial Study has been prepared analyzing the potential environmental impacts of the Corridor Plan and related general plan amendments, and

WHEREAS, the Initial Study, based on substantial evidence, 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, 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 September 10, 2014 and extended through September 29, 2014 and no comments were received, and

WHEREAS, the Planning Commission held duly noticed public hearings on October 1, 2014, November 5, 2014 and January 21, 2015 to consider the Initial Study and Negative Declaration for the Corridor Plan and related general plan amendments and, after careful consideration of all information in the documents and all comments received, adopted Resolution 2015-1 recommending that the Town Council adopt the Initial Study and Negative Declaration, and

WHEREAS, the Town Council held a duly noticed public hearing on March 11, 2015 to consider the Initial Study and Negative Declaration for the Portola Road Corridor Plan and related general plan amendments, 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 Portola Road Corridor Plan and related general plan amendments as contained in Exhibit A shall be adopted.

REGULARLY PASSED AND ADOPTED this 11th of March, 2015.

Mayor

ATTEST:

Sharon Hanlon, Town Clerk



Town of Portola Valley Negative Declaration

Project Title: Portola Road Corridor Plan and Related General Plan Amendments

Project Applicant/Owner: Town of Portola Valley

Project Location: Along Portola Road in Portola Valley, from the intersection with Alpine Road to the northern town boundary

APN: N/A- Public Right-of-Way

Project Planner/Consultant - Karen Kristiansson, Deputy Town Planner

Permit Type: General Plan Amendment

Public Review Period: 9/10/14 - 9/29/14

Public Comments:

A copy of the Initial Study/Mitigated Negative Declaration is on file at the Town of Portola Valley-765 Portola Road, Portola Valley, CA 94028. The Initial Study/Mitigated Negative Declaration is also available for review on the Town's website www.portolavalley.net.

All comments received by 5:00 PM on September 29, 2014 will be considered by the Town of Portola Valley.

Project Description

The Portola Road Corridor Plan provides a comprehensive land use perspective for the corridor, sets forth the main objectives for it, and identifies principles and standards for guiding public and private actions to achieve plan objectives. Objectives include protecting or reestablishing open views; encouraging more pedestrian, bicycle and equestrian use along the corridor; promoting rehabilitation of native ecosystems; preserving, enhancing and reinforcing the identity of the town by providing for a unified design of the valley; and serving as a scenic corridor that reflects the open space values of the town. Other amendments are also being made to the General Plan for consistency with the Portola Road Corridor Plan.

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: 9/10/14 to 9/29/14

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 September 29, 2014.

Town of Portola Valley

Initial Study: Environmental Evaluation Checklist Attachment

Project Title: Portola Valley Corridor Plan and Related General Plan Amendments

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

Project Location: Along Portola Road in Portola Valley, from the intersection with Alpine Road to the northern town boundary (refer to Figure 1).

APN: N/A- Public Right-of-Way

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

General Plan Designation: Area Plan for this Scenic Roadway and Multi Use Corridor

Description of the Project: The project proposes a new Portola Road Corridor Plan to be added to the Portola Valley General Plan as a new element. Other amendments are also being made to the General Plan for consistency with the Portola Road Corridor Plan. The Corridor Plan is intended to enhance the existing scenic corridor in Portola Valley and establishes the following objectives for the Corridor, together with related Principles and Standards:

1. To protect or reestablish open views within and from the corridor, especially to the western hillsides, wherever possible, while preserving valuable habitat and variety of experience for all users.
2. To encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local motor vehicle trips.
3. To keep the corridor free of exotic invasive plants and promote rehabilitation of native ecosystems.
4. To preserve, enhance and reinforce the identity of the town by providing for a unified design of the valley, with two clusters of commercial and civic facilities near the ends of the corridor as focal points that are linked by trails, open space and planting epitomizing the natural quality of the town
5. To serve as a scenic corridor through the town that reflects the open space values of the town. Much of the area between the two more intense land use clusters is traversed by or near the San Andreas Fault and should therefore be kept in open space or low intensity uses.

The Portola Road Corridor Plan does not include a plan for defined physical improvements to the Portola Road Corridor, but rather provides a framework in which future improvements to the roadway should be made. Any physical improvements along the corridor would require subsequent CEQA review as appropriate.

Surrounding Land Uses: The project traverses various portions of the town and is surrounded by residential, institutional, commercial, agricultural, open space and other uses as described below:

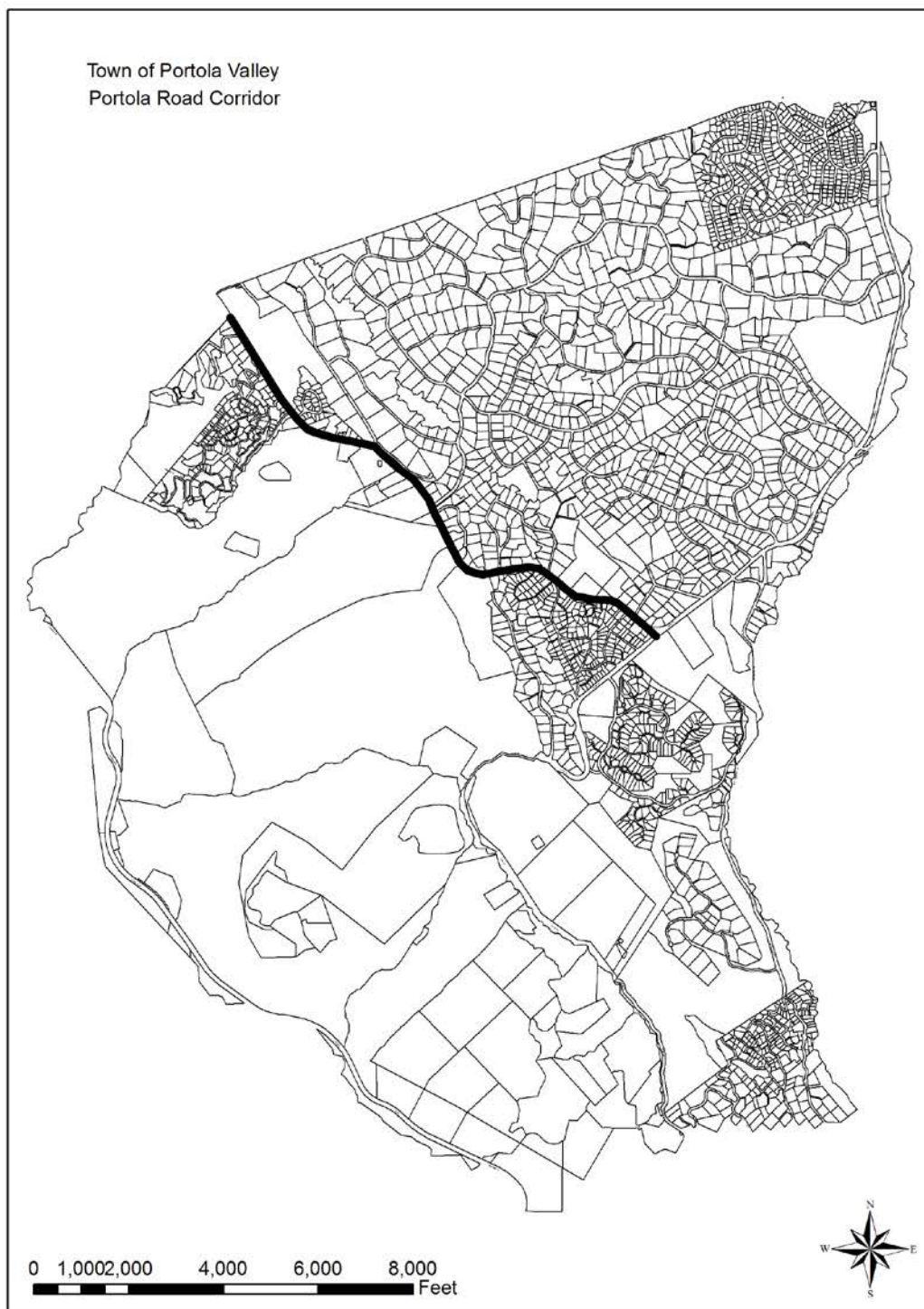
Segment 1, Alpine Road to Willowbrook Drive and the Sequoias - Land along this segment is more intensely developed than in the rest of the corridor. There are many developed residential parcels, with more dense development along the west side of the road. This segment also includes the significant Woodside Priory and Sequoias institutional uses and facilities, as well as the commercial and offices uses within the Nathhorst Triangle.

Segment 2, Sequoias to the Town Center - On the east side of the corridor in this segment, the residential land use pattern is well established, with approximately one acre per dwelling unit. The lands on the west side of the corridor in Segment 2 are dominated by larger parcels, several of which extend from the Valley floor to near the top of the western hillsides, including the Windy Hill Open Space Preserve lands of the Midpeninsula Regional Open Space District. These parcels contain some of the most significant view sheds in the town.

Segment 3, Town Center to Wayside Road - The land use pattern adjacent to this segment is largely set and controlled by provisions set forth in the town center area plan element of this general plan. This area includes the Town Center Preserve and also the larger private land holdings to the north of this Preserve.

Segment 4, Wayside Road to the northern town limits - On the east side of the corridor north of Wayside Road and the Wyndham Drive subdivision, most land is within the Town of Woodside and occupied by the "Family Farm" private low density use. Land on the west side of Segment 4 is largely developed with low to medium intensity residential uses.

Other Public Agencies Whose Approval is Required: None.



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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 28
Discussion:						
<p>The project sets forth objectives, principles and standards for the Portola Road corridor in order to protect and reestablish views; to encourage pedestrian, bicycle and equestrian use along the corridor and reduce local motor vehicle trips; to promote rehabilitation of native ecosystems; to provide for a unified design of the valley; and to serve as a scenic corridor that reflects the Town's open space values. One of the stated objectives of the Portola Road Corridor Plan is specifically to "protect or reestablish open views within and from the corridor." The Corridor Plan also calls for "rehabilitation of native ecosystems" and preservation of open space and low intensity uses along the corridor. Therefore, the Corridor Plan would not have adverse aesthetic impacts but could have beneficial impacts.</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	<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	
	Program of the California Resources Agency, to non agricultural use?					
2b.	Conflict with exiting 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
Discussion:						
The Corridor Plan calls for preservation of existing open space and low intensity uses and does not provide for increased development along the Portola Road Corridor. As a result, adoption of the Corridor Plan would not result in adverse impacts on farmland, agricultural land, or forest land.						
3.	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:					
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
3b.	Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 3, 19
3c.	Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 3, 19

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?					
3d.	Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 3, 19
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
Discussion:						
<p>3a - 3c. No Impact- The proposed Corridor Plan would enhance an existing multi-use corridor and its interface with adjacent land uses. One of the objectives of the Corridor Plan is to provide for an improved experience for trail users to encourage additional pedestrian, bicyclist and equestrians to use the Portola Road multi-use route. This would reduce motor vehicle travel, which in turn would help reduce air pollutants generated by these vehicles. As such, this policy plan is consistent with applicable air quality plans and standards and is therefore not anticipated to result in any air quality impacts either separately or cumulatively. In addition, any physical improvements along the corridor will require subsequent CEQA review at the time they are contemplated as appropriate.</p> <p>3d. Less Than Significant Impact- The existing roadway is a source of existing exhaust and related air pollutants due to use by vehicles. While increasing use by pedestrians, bicyclists and equestrians could result in additional people being exposed to these, people along the route would only be exposed intermittently. In addition, Portola Road is a two-lane rural road with minimal concentrations of pollutants.</p> <p>3e. No Impact-The project would not result in objectionable odors affecting a substantial number of people.</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
4b.	Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or	<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	
	by the California Department of Fish and Game or US Fish and Wildlife Service?					
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
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
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
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:						
<p>The Portola Road Corridor Plan and related General Plan amendments call for enhancement of an existing scenic multi-use corridor and improved connections with nearby trails. The project does not include any provisions that could have impacts on riparian habitat, federally protected wetlands, or special status species, either directly or indirectly. The Corridor Plan would not interfere with the movement of wildlife species and is consistent with local policies, including the Town's tree protection ordinance. No new facilities are proposed as part of the Corridor Plan, and any physical improvements along the road would be subject to CEQA review at the time they are proposed, as appropriate. As a result, no impacts on biological resources are anticipated. In addition, one of the objectives of the plan is to "keep the corridor free of exotic invasive plants and promote rehabilitation of native ecosystems" and another objective calls for the plan to "reduce local motor vehicle trips." These objectives could have beneficial impacts for biological resources.</p>						
5.	CULTURAL RESOURCES					
	Would the project:					
5a.	Cause a substantial adverse change in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19, 21

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	the significance of a historical resource as defined in '15064.5?					
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 type="checkbox"/>	1, 19
<p>Discussion:</p> <p>The Portola Road Corridor extends through the town and passes by 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. No new facilities are proposed as part of the Corridor Plan, and any physical improvements along the road would be subject to CEQA review at the time they are proposed, as appropriate. The Corridor Plan includes objectives to protect or reestablish open views within and from the corridor; promote rehabilitation of native ecosystems; and enhance the identity of the town and promote its open space values. As such, the Corridor Plan will serve to enhance the listed historical resources since it helps retain the natural setting around them.</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, 11, 14, 15, 16
ii.	Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 11, 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	
iii.	Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 11, 14, 15, 16
iv.	Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 11, 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, 11, 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, 11, 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 property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 11, 14, 15, 16
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, 11, 14, 15, 16
Discussion:						
<p>The Portola Road Corridor is largely parallel to the San Andreas fault and is located generally on fairly stable soils. No new facilities are proposed as part of the Corridor Plan, and physical improvements along the corridor would be subject to CEQA review at the time they are proposed as appropriate.</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 type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
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

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
Discussion:						
One objective of the Portola Road Corridor Plan is “to encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local motor vehicle trips.” This would result in reduced greenhouse gas emissions and would be consistent with the Sustainability Element of the General Plan, Plan Bay Area, and any other plans, policies or regulations adopted for the purpose of reducing the emissions of greenhouse gases.						
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 residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
8f.	For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or	<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	
	working in the project area?					
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
Discussion:						
<p>The Portola Road Corridor Plan does not include any specific physical improvements, and any future improvements along the corridor will be subject to CEQA at the time of consideration as appropriate. The Corridor Plan 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 project site is not located within an airport land use plan or within two miles of an airport. The Corridor Plan would have no impact relative to emergency response or evacuation, and would not expose people to any additional risk or loss, injury or death involving wildland fires.</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
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

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
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:						
<p>The Portola Road Corridor Plan does not include any specific physical improvements and would not result in significant impacts to water quality, waste water discharge, drainage, ground water depletion, erosion or water runoff. The Corridor Plan does not include construction of any homes or other structures and so would not impede or redirect flood flows, or expose people or structures to additional risks due to flooding, seiche, tsunami or mudflow. Any future improvements along the corridor will be subject to CEQA at the time of consideration as appropriate.</p>						
10.	LAND USE AND PLANNING					
	Would the project:					
10a.	Physically divide the physical	<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	
	community?					
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 Portola Road Corridor Plan and related General Plan Amendments present policies to enhance an existing multi-use corridor and its connections with adjacent land uses. As a result, the project would not physically divide an established community but could have a beneficial impact by providing better connections among land uses along the Corridor. The project is consistent with all applicable plans. In addition, the project encourages the rehabilitation of native ecosystems and promotes retention and enhancement of open space. The project does not conflict 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
Discussion:						
<p>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.</p>						
12.	NOISE					
	Would the project result in:					
12a.	Exposure of persons to or generation of	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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	
	noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?					
12b.	Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" 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 checked="" type="checkbox"/>	<input 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
<p>Discussion:</p> <p>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, including Portola Road. Per the Town of Portola Valley Traffic Noise Contour Map, noise levels along Portola Valley Road vary between 60-65 dB Ldn. This noise level is consistent with the Town’s daytime standard for residential uses and is appropriate for recreational uses along a corridor of this type. The project does not include any improvements that would result in significant noise or ground borne vibration impacts, and in any case, future physical improvements along the Corridor will require CEQA review at the time they are considered as appropriate. The project site is not located within or near airport land use plan location, public airport nor private airstrip where it would be affect by noise from the uses.</p>						
13.	POPULATION AND HOUSING Would the project:					

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
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 type="checkbox"/>	<input checked="" 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

Discussion:

The project sets forth objectives, principles and standards for the Portola Road corridor in order to protect and reestablish views; to encourage pedestrian, bicycle and equestrian use along the corridor and reduce local motor vehicle trips; to promote rehabilitation of native ecosystems; to provide for a unified design of the valley; and to serve as a scenic corridor that reflects the Town's open space values. As a result, the project would not directly induce substantial population growth in the project area, since it does not propose new homes or business, nor would it induce growth indirectly since it does not propose any physical improvements to the existing roadway. The project would not displace any housing, nor would it displace a substantial number of people.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
14b.	Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
14c.	Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
14d.	Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
14e.	Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1, 19, 22

Discussion:

The Portola Road Corridor Plan and related General Plan Amendments do not call for any new public services or facilities. Consistent with the Trails & Paths Element of the Portola Valley General Plan, the Corridor Plan does recognize the planned and existing trails along the corridor and connecting to nearby trails, and calls for these to meet Town standards for trails. In any case, improvements along the corridor would need to be

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
evaluated in terms of CEQA as appropriate when they are considered.						
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
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, 22
Discussion:						
<p>One of the objectives of this project is to increase pedestrian, bicycle and equestrian use of the Portola Road corridor. The route is an existing recreational facility that is already used extensively and maintained routinely, and the increase in use would not result in substantial or significantly accelerated physical deterioration of the facility. The only potential expansion of the facility would be improved connections between the corridor and other nearby trails, and these would not be expected to have significant adverse physical effects on the environment. In addition, any future improvements along the corridor would require additional consideration under CEQA as appropriate at the time they are considered.</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, 22
Discussion:						
<p>The proposed project includes an objective to increase pedestrian, bicycle and equestrian use of the corridor and reduce local motor vehicle trips. The project 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, bicycle and equestrian facilities.</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 significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 19
17c.	Require or result in the construction of new storm water drainage facilities or	<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	
	expansion of existing facilities, the construction of which could cause significant environmental effects?					
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 project sets forth objectives, principles and standards for the Portola Road corridor in order to protect and reestablish views; to encourage pedestrian, bicycle and equestrian use along the corridor and reduce local motor vehicle trips; to promote rehabilitation of native ecosystems; to provide for a unified design of the valley; and to serve as a scenic corridor that reflects the Town's open space values. Therefore, the project 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, any physical improvements to the road will require subsequent CEQA review at the time they are contemplated as appropriate.</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 population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a	<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	
	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 Portola Road Corridor Plan and related General Plan Amendments set forth objectives, principles and standards for the Portola Road corridor in order to protect and reestablish views; to encourage pedestrian, bicycle and equestrian use along the corridor and reduce local motor vehicle trips; to promote rehabilitation of native ecosystems; to provide for a unified design of the valley; and to serve as a scenic corridor that reflects the Town's open space values. As such, 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. The project also serves to enhance the listed historical resources within the corridor since it helps retain the natural setting around them. The project does not include any physical improvements that could impact archeological resources or result in cumulatively considerable impacts or significant impacts to human beings either directly or indirectly. In any case, physical improvements within the corridor would require consideration under CEQA as appropriate at the time they are brought forward.

Sources

1. Project Description
2. San Mateo County Important Farmland Map-2006
3. Bay Area Air Quality Management District. Annual Bay Area Air Quality Summaries
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 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

RESOLUTION NO. _____ - 2015**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING THE PORTOLA ROAD CORRIDOR PLAN AS AN ELEMENT OF THE GENERAL PLAN AND RELATED GENERAL PLAN AMENDMENTS**

WHEREAS, Portola Road and the lands along the road are identified in the Portola Valley General Plan as an area of special importance to the Town of Portola Valley for which a corridor plan should be developed, and

WHEREAS, the Town Council of the Town of Portola Valley has caused a Portola Road Corridor Plan to be prepared as an optional element for the Portola Valley General Plan in accordance with California Government Code Section 65303, and

WHEREAS, based on work completed by a Portola Road Taskforce in 2012, the Portola Road Corridor Plan was developed by the Planning Commission at a series of meetings from 2012 through 2015, and

WHEREAS, the Portola Road Corridor Plan sets forth the Town's objectives, principles and standards for the corridor, 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, and

WHEREAS, the Planning Commission held duly noticed public hearings on October 1, 2014, November 5, 2014 and January 21, 2015 to consider the Portola Road Corridor Plan, related General Plan amendments, and the Initial Study and Negative Declaration for the project, and adopted Resolution 2015-1 recommending that the Town Council adopt the Initial Study and Negative Declaration and Resolution 2015-2 recommending that the Town Council approve the Portola Road Corridor Plan and related General Plan amendments, and

WHEREAS, the Town Council held a duly noticed public hearing on March 11, 2015 to consider the Portola Road Corridor Plan, related General Plan amendments, and the Initial Study and Negative Declaration for the project, and

WHEREAS, the Town Council adopted the Initial Study and Negative Declaration for the Corridor Plan and related general plan amendments.

NOW, THEREFORE, be it resolved that the Town Council of the Town of Portola Valley approves and adopts as part of the Portola Valley General Plan the

Portola Road Corridor Plan and related General Plan amendments as contained in Exhibit A.

REGULARLY PASSED AND ADOPTED this 11th of March, 2015.

Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Town of Portola Valley General Plan

**DRAFT FOR TOWN COUNCIL
REVIEW AND ACTION**

Portola Road Corridor Plan

February 2015

*Incorporates all revisions prior to and including those made by the
Planning Commission at their January 21, 2015 meeting*

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Portola Road Corridor Plan

Introduction

- 6400 The Portola Road scenic corridor comprises Portola Road, the trail that parallels the road, and the lands immediately on either side of the road and trail. Running along the floor of Portola Valley, this corridor is part of the area that helps define the visual character and quality of the community and is considered the “heart of the town.” Portola Road is designated a greenway. The corridor links many of the town’s most important destinations including commercial, institutional, recreational and natural resources. Both town residents and visitors alike make frequent use of the corridor and benefit from its scenic qualities. In addition, the corridor both divides and connects the steeper open spaces of the western hillsides and the more residentially developed eastern portions of the town.
- 6401 Immediate views and distant vistas within and from the roadway corridor define its character and underscore the open space and more rural values of Portola Valley as a whole. Therefore, management and treatment of both public and private lands along the corridor and the more critical viewsheds from the corridor should reflect the basic town values as set forth in this general plan. Landscaping, buildings and other land uses within and along the corridor need to be sited and designed to conserve the open and rural character.
- 6402 In addition to its scenic setting, the corridor plays a critical role as a transportation and recreation resource. Portola Road is one of the main arterial roads in town for motor vehicles, and the corridor is a key location for alternate forms of transportation and recreation, such as walking and biking. The corridor serves to connect or provide access to many horse trails.

6403 The Portola Road Corridor Plan provides a comprehensive land use perspective for the entire corridor, sets forth the main objectives for it, and identifies principles and standards for guiding public and private actions to achieve plan objectives.

Objectives

- 6404
1. To serve as a scenic corridor through the town that reflects the open space values of the town. Much of the area between the two more intense land use clusters is traversed by or near the San Andreas Fault and should therefore be kept in open space or low intensity uses.
 2. To protect or reestablish open views within and from the corridor, especially to the western hillsides, wherever possible while preserving valuable habitat and variety of experience for all users.
 3. To encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local motor vehicle trips.
 4. To keep the corridor free of exotic invasive plants and promote rehabilitation of native ecosystems.
 5. To preserve, enhance and reinforce the identity of the town by providing for a unified design of the valley, with two clusters of commercial and civic facilities near the ends of the corridor as focal points that are linked by trails, open space and planting epitomizing the natural quality of the town
- 5.

Principles

6405 The following principles should be followed to achieve the objectives described above:

1. The town should actively pursue acquisition of properties or other property rights, such as conservation easements, from willing property owners, to preserve and enhance the most sensitive views of the western hillsides and achieve the other objectives of this element.
2. Vegetation along the road, both within the right-of-way and on private property, should be managed so as to enhance and preserve views, especially of the western hillsides, existing orchards and open fields.
3. Parking along the shoulder of the road should be discouraged using measures that are as unobtrusive as possible and do not to impede the

movement of bicyclists, equestrians, pedestrians and other users or affect the visual character of the roadway corridor.

4. The shoulders along Portola Road should have a consistent width sufficient to provide for multiple users, as long as widening the shoulders would not adversely impact the adjacent trail.
5. Exotic invasive vegetation should be removed within the corridor, and native vegetation should be used for new plantings wherever possible.
6. The trail along Portola Road should be separate from the road and clearly delineated.
7. The trail should be designed to serve multiple types of users, including pedestrians, equestrians, and bicyclists consistent with the Trails and Paths Element of this General Plan.
8. The trail surface should not be paved but should be consistent with town trails standards for a multi-use corridor. Ideally, the trail would have a pervious surface with drainage improvements as needed.
9. Where appropriate, the town should acquire land, easements, or other property rights from willing property owners along or near the road to allow for a better trail configuration and better connections to the rest of the town's trail system.
10. Land within the corridor should continue to be zoned and otherwise managed to promote open space and enhance scenic quality. Special consideration should be given to building size, design and setbacks along this road.

Standards

- | | |
|------|---|
| 6406 | <ol style="list-style-type: none"> 1. The multi-use trail along Portola Road shall have an all-weather, non-paved surface suitable for horseback riding, bicycling, pedestrians, and other permitted users. 2. Where the trail crosses the road, the nature of the crossings should be assessed for safe use by all users, and if necessary, improved. 3. While meeting town trail standards, the trail shall incorporate some variety in width, elevation and treatment of nearby vegetation. This variety helps to preserve the rural character of the area. |
|------|---|

4. The town should thin or remove vegetation in the right-of-way in order to open views as a primary goal, retaining enough vegetation to provide a varied experience for trail users. These evaluations should be made on a case by case basis using input from the various committees and other community interests in town, including adjacent property owners.
5. The town should encourage property owners on the western side of the road to thin or remove vegetation within the corridor on their properties when the vegetation obscures views of the western hillsides, agricultural uses and open fields. In some cases, however, vegetation to provide screening may be appropriate, such as in places where structures are located in proximity to the road/trail.
6. Undergrounding utility lines along the corridor is desirable and should be considered.
7. The town should require utility companies and property owners to screen utility boxes and related equipment or develop other measures to decrease their aesthetic impacts.
8. Portola Road should remain as a two lane road, although turning lanes should be added as necessary.
9. The town should encourage removal of exotic invasive vegetation on both sides of the roadway corridor.

Description

- 6407 The Portola Road Corridor extends approximately two miles from Alpine Road northward past the Priory School and the Sequoias Retirement Community to Portola Valley Town Center and the northern town boundary with the Town of Woodside. Much of the corridor is located east of the San Andreas Fault zone, and a significant segment of the the corridor, primarily from Willowbrook Drive to the Wayside Road, separates the eastern, more developed portion of Portola Valley from the steeper, less stable and less developed western hillsides.
- 6408 The corridor links clusters of community-serving uses at either end with open space, recreational, institutional, agricultural and residential uses in between. The cluster at the northern end includes churches, a commercial area and the town center with community-serving meeting, classroom, recreational and library facilities. The cluster at the southern end includes a commercial area, space for institutional uses and a fire station. The town's two largest institutional uses, the Sequoias and the Priory School, are both located between these two clusters. The visibility of all of these uses from

within the corridor should be managed so as to minimize visual intrusion or conflict with the objectives of this element.

- 6409 The road itself is a two-lane arterial road, with a bicycle route designated in the Trails and Paths Element along its length. Together with the lower portion of Alpine Road, Portola Road serves as part of a popular regional bike loop. The trail along the corridor is a critical link in the town's overall trail system for multiple types of users and has many important destinations along its length.
- 6410 The following descriptions are for specific segments for the corridor starting at Alpine Road and extending to the northern limits of Portola Valley.
- 6411 **Segment 1, Alpine Road to Willowbrook Drive and the Sequoias.** Land along this segment is more intensely developed than in the rest of the corridor. There are many developed residential parcels, with more dense development along the west side of the road. This segment also includes the significant Woodside Priory and Sequoias institutional uses and facilities, as well as the commercial and offices uses within the Nathorst Triangle. The land use pattern in this segment is well established, and efforts to enhance the sense of the town's character along the corridor need to recognize this. As a result, techniques such as encouraging or requiring planting of native materials, removal of exotic invasive vegetation, and more natural landscaping would be more appropriate in this segment than increased setbacks or other similar land use controls.
- 6412 **Segment 2, Sequoias to the Town Center.** On the east side of the corridor in this segment, the residential land use pattern is well established, with approximately one acre per dwelling unit, and no significant changes are anticipated. Development areas visible from the corridor should continue to be controlled through setback and architectural review to protect the visual character of views from the road. Similar to Segment 1, the main objectives for this area will be to control exotic invasive plant materials and replace these with native landscaping consistent with town landscaping guidelines. Within the public right-of-way, vegetation can be addressed through annual roadway maintenance programs and other programs as consistent with town budgetary priorities and resources. For privately held lands on the east side of the corridor, the town should seek to encourage, and where possible in conjunction with development review proposals, require conversion of highly visible non-native plant materials to native species.
- 6413 In this segment, larger parcels, some of which extend from the road up into the western hillsides towards the Skyline scenic corridor, are located on the west side of the corridor. The largest property on the western hillsides is the Windy Hill Open Space Preserve, which is owned by the Midpeninsula Regional Open Space District, while other properties are in private ownership. In addition, this area includes lands closer to the road which are identified for Community Open Space Preserves in the Open Space Element. The west side of the corridor along this segment provides some of the most

magnificent views in town. The Town will need to manage its lands along the right of way to protect and improve these views and should also work with both private and public land owners to take actions on their properties consistent with this Corridor Plan and other applicable elements of the General Plan. Where appropriate, the town should acquire land or other property rights, such as conservation or open space easements, from willing property owners, or should encourage designation under the Williamson Act.

- 6414 **Segment 3, Town Center to Wayside Road.** The land use pattern adjacent to this segment is largely set and controlled by provisions set forth in the town center area plan element of this general plan. This area includes the Town Center Preserve and also the larger private land holdings to the north of this Preserve. As with the larger privately held lands on the west side of Segment 2, the town should pursue actions that would protect the visual qualities of the lands critical to the views from the corridor.
- 6415 **Segment 4, Wayside Road to the northern town limits.** On the east side of the corridor north of Wayside Road and the Wyndham Drive subdivision, most land is within the Town of Woodside and occupied by the “Family Farm” private low density use. The town encourages the low intensity uses in this area to continue and for the roadside and lands immediately east of the corridor to be maintained in the existing open and tree covered condition.
- 6416 Land on the west side of Segment 4 is largely developed in low to medium intensity residential uses, and no significant change in land use or pattern of uses is expected. As for Segment 1, the corridor in this segment should be managed to discourage exotic invasive plantings, enhance native vegetation and, to the extent possible, limit views to houses and other site improvements. It is recognized, however, that like portions of Segment 1, there will be limited option for changes to the established visual character along the corridor in Segment 4.

Portola Road Corridor Plan Appendix 1: Implementation of the Portola Road Corridor Plan

Actions to date:

1. ASCC review is required for all buildings along Portola Road.
2. Conservation Committee review is required for all landscaping within 75' of Portola Road. The town has adopted design guidelines that include lists of native plants that are to guide the Conservation Committee in its actions. The use of native plants in the scenic corridor will help retain the natural beauty of the area.

Future actions:

1. The trail along Portola Road from the Town Center to Nathhorst Triangle should meet the town standards for a multi-use trail, with a minimum 6' wide trail surface of compacted base rock. Land or easements should be acquired as necessary to allow this trail standard to be met.
2. Widen shoulders in key locations along Portola Road to make them consistent in width.
3. The town should thin vegetation in the road right-of-way in locations where vegetation blocks views, and work with private property owners to encourage similar thinning on their lands.

General Plan Amendments for Consistency with the Portola Road Corridor Plan

LAND USE ELEMENT

2101 Land use proposals in the plan include those for residential areas, those for community facilities and services, and those for region-serving facilities. For the purposes of this plan, all land uses are discussed separately in the following sections: residential areas; parks, recreation areas and open spaces; commercial and research - administrative areas; institutions; ~~Portola Road corridor~~; and public facilities and services. In these sections, objectives, principles, and standards are given, followed by a description of the plan proposals.

2142 The two centers within the town, the Nathhorst Triangle Area and Town Center, should strictly adhere to the objective that these centers should provide only those goods and services necessary to satisfy the most frequently recurring needs of residents of the town and its spheres of influence. Thus, these centers are seen as including but not being limited to: hardware stores, food service stores, drug stores, beauty parlors and similar convenience goods, and very limited shopping goods. Limited office uses, such as doctors, banks and real estate offices serving the same population are also appropriate. Uses which would attract a majority of patronage from outside the service area should more appropriately be located in larger and more centrally located commercial and office centers elsewhere on the Midpeninsula or the Bay Area. ~~Relating these centers by means of a Portola Road corridor plan is described in sections 2159–2162.~~ These centers are related by the Portola Road corridor, which is described in the Corridor Plan starting with section 6400 of this General Plan.

2159-2162 Not used.

Portola Road Corridor

Objectives

- ~~2159~~ 1. ~~To provide in two easily accessible locations for the clustering of those educational, civic, cultural, recreational and commercial facilities that serve the town and its spheres of influence.~~
- ~~2.~~ 2. ~~To preserve, enhance and reinforce the identity of the town by providing for a unified design of the valley with the two clusters at the ends as focal points and linked by open space and planting epitomizing the natural quality of the town.~~

- ~~3. To facilitate the safe movement of persons and vehicles through the valley floor and provide safe, convenient, scenic, park-like and enjoyable access to and within the centers.~~

Principles

- ~~2160 1. The Portola Road corridor should be unified in design but susceptible to development over a period of time through the actions of individual property owners and local governmental agencies.~~
- ~~2. In order to promote safe, convenient, pleasant circulation within the Portola Road corridor, walks for pedestrians and trails for horseback riders should be separated to the greatest extent possible from channels of travel used by motor vehicles.~~
- ~~3. The Portola Road corridor should be developed so that the character of the existing orchards and open fields will be maintained.~~
- ~~4. (For principles relating to building size and scale, and landscaping, see “General Principles” of the land use element.)~~

Description

- ~~2161 The Portola Road corridor includes those lands lying adjacent to Portola Road from the northern town limits to Alpine Road. The corridor includes a cluster of community-serving uses at either end with open space, recreational, residential and institutional uses in between. The cluster at the northern end includes churches, a commercial area and a community park. The cluster at the southern end includes a commercial area, space for institutional uses and a fire station. Each cluster also allows for limited residential uses as described in Nathhorst Triangle Area Plan (Section 6100) and the Town Center Area Plan (Section 6300). Uses between the clusters include a boarding stable, a proposed orchard preserve, some residences, The Sequoias and The Priory School. Portola Road is designated as a greenway. Special attention to design and development of the greenway will be needed to provide visual unity along the corridor. Overhead utility lines should be converted to underground installations. Much of the area between the two clusters is traversed by or near the San Andreas Fault and should therefore be kept in open space or low intensity uses. Particular attention should be given to the policies in the safety element when considering this area.~~
- ~~2162 The corridor should provide a place for the grouping of most commercial and institutional facilities appropriate to the Portola Valley area and serving all or a major portion of the planning area. The corridor is readily accessible by major local thoroughfares, trails and paths. Of critical importance will be the setbacks of buildings along roads, design and location of buildings, landscaping, and relationships between and among buildings. It is recommended that the entire area be given more detailed consideration and a specific plan and development controls prepared.~~

OPEN SPACE ELEMENT

2216 The land use categories that are of major importance in assuring a continued quality of open space and make up the open space classification system for Portola Valley are:

4. **Scenic Corridors** –Scenic corridors are broad linear bands of open space along major roads in which recreational type uses are compatible with the open character of the scenic corridor.
 - a. **Alpine Scenic Corridor** – The Alpine Scenic Corridor includes Alpine Road and those portions of Los Trancos and San Francisquito creeks adjacent to the road. This corridor is of a smaller scale than the Skyline Scenic Corridor and will be primarily for the use of the residents of the planning area. A variety of uses would be compatible within the corridor such as the existing tennis and swim clubs, equestrians, cyclists, runners and walkers. {See the Alpine Scenic Corridor Sub-Area Plan for more information and policies regarding the Corridor.}
 - b. **Portola Road Scenic Corridor** – The Portola Road Scenic Corridor extends from the intersection with Alpine Road to the northerly town limits. The corridor runs through the “valley” in the town and to a large extent does and should continue to reflect the open space values of the town. Views to the western hillsides from this corridor should be protected or reestablished, and increased pedestrian, bicycle and equestrian use along the corridor should be encouraged. See the Portola Road Corridor Plan for more information and policies regarding the Corridor. ~~In order to achieve this objective, attention should be given to the entire corridor including the road, trails and paths, buildings and other structures, and plantings. While the corridor will be addressed in detail in a future overall plan for the corridor, attention is given in the open space element to the critical views to the western hillsides and nearby meadows. These views are of major open space importance and policies are needed to ensure their preservation. It is appropriate to address the views in the open space element since it is these views that help express the open space character of the valley.~~

~~Unfortunately, native and planted vegetation as well as landforms largely obscure some important views. In particular, plantings between the Sequoias and the road form a hedge that blocks important views to the west. Also, in the~~

future, new plantings along the western side of the corridor could lead to increased blockage of views. Furthermore, landforms in at least two locations significantly block views. One is the berm between the town owned land between Spring Down Equestrian Center and Portola Road. The other is the remnant of the hill that was created when grading was done many years ago for Portola Road in front of the Meadow Preserve. Were some of these visual impediments removed, vast views to the western hillsides would be opened up for users of the trail as well as motorists. Dealing with vegetation should be rather easily accomplished whereas modifying landforms would be much more difficult.

While the Portola Road corridor plan will comprehensively address plantings along the road, a first concern is with respect to existing and future plantings along the road that do and could further interfere with views. The town should consider establishing a special setback along the road for vegetation in which provisions could be included that would help ensure that in the future major views to the western hillsides and meadows would be preserved. Such a setback should, among other things, provide for a mixture of openings for major vistas and appropriate plantings.

CIRCULATION ELEMENT

Arterials

3109 Nine arterials are shown on the plan diagram and described below.

3111 **Portola Road.** Portola Road should remain as a two lane road. As the main road through Portola Valley, it is important to control the development along the road and to carry out a planting program where natural vegetation is lacking. Buildings should be well set back from the roadway in order to preserve the open qualities essential to the present rural quality of the valley. The corridor along Portola Road is discussed in detail in the Portola Road Corridor Plan, starting with Section 6400 of this General Plan.

SCENIC ROADS AND HIGHWAYS ELEMENT

Local Scenic Roads

- 3309 The two roads designated in this plan as local scenic roads are Alpine Road and Portola Road.
- 3315 Portola Road within the confines of Portola Valley is the most “urban” of the scenic roadways. It is nevertheless a road of more than usual natural beauty, running through what may be considered the heart of the town—the floor of Portola Valley including residential areas, The Sequoias, the meadow, orchards, stables and properties. Special consideration should be given to building size, design and setbacks along this road. The Portola Road Corridor Plan was adopted in 2014 as part of this General Plan and includes detailed goals, objectives and policies for the corridor.
- 3316 It is town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality. Land to the south and west of Portola Road is under special restriction, local and state, because it is underlain by major fault traces. The regulations of the town, and the design principles for Portola Valley scenic roads, should be sufficient to preserve the natural rural beauty of this corridor.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council and Planning Commission

FROM: Karen Kristiansson, Deputy Town Planner

DATE: January 22, 2014

RE: **Joint Study Session on the Draft Portola Road Corridor Plan**

RECOMMENDATIONS

Staff recommends that the Town Council and Planning Commission:

- review the draft Portola Road Corridor Plan, and
- discuss the plan, the issues that were identified by the Planning Commission, and any other issues of concern.

At the conclusion of the discussion, the Town Council should refer the draft Corridor Plan back to the Planning Commission with comments or directions for any additional study or revisions needed prior to starting the public hearing process for action on the Plan. The Portola Road Corridor Plan would be an element of the General Plan, and therefore both the Planning Commission and the Town Council would need to hold public hearings and approve the Plan for it to be adopted.

BACKGROUND

Work began on the Portola Road Corridor Plan in 2012, when staff prepared a background report on the corridor and the Town Council created the Portola Road Taskforce. The taskforce was charged with defining the main goals for and issues related to the corridor plan. Taskforce members were also members of other town committees or commissions, and each member discussed the corridor plan, goals and issues with those bodies and brought feedback back to the taskforce. The taskforce members were:

- Jeff Aalfs, Town Council
- Danna Breen, ASCC
- Judith Hasko, Trails & Paths Committee
- Leslie Latham, Bicycle, Pedestrian and Traffic Committee

- Nate McKitterick, Planning Commission
- Judith Murphy, Conservation Committee
- Gary Nielsen, Open Space Committee

In addition, the Public Works Director, Town Planner, and Deputy Town Planner attended the taskforce meetings and provided information and support to the taskforce.

The taskforce met three times in 2012, on May 15, June 6 and September 19. At the first two meetings, taskforce members developed two overall goals for the corridor plus a secondary goal. Members also discussed implementation of the goals. Based on these discussions, staff drafted a report summarizing the taskforce's discussions and initial conclusions. Taskforce members reviewed the report in draft form and were asked to provide comments which were then incorporated into the report. At the September 19 meeting, the taskforce finalized the report (attached).

The Planning Commission discussed the Portola Road Corridor Plan at seven meetings, 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 addition to items suggested by the Taskforce, the draft Plan also incorporates language from existing sections of the General Plan that discuss the Portola Road Corridor. These sections would be removed from the other elements of the General Plan when the Corridor Plan is adopted.

In the spring of 2013, the draft Corridor Plan was circulated to the Taskforce members, who provided comments to the Planning Commission. At its June 19, 2013 meeting, the Planning Commission revised the draft Corridor Plan and identified four items to be discussed with the Town Council prior to finalizing the Corridor Plan, as described in the next section of this staff report. Scheduling of other priority items, as well as staff, commission and other changes, delayed the ability to schedule the joint meeting on the draft plan.

DRAFT PORTOLA ROAD CORRIDOR PLAN AND ISSUES FOR DISCUSSION

The draft Portola Road Corridor Plan is attached. As was described above, this draft is the result of considerable work by the Portola Road Taskforce, the Planning Commission, and staff. This is the first time that the Town Council has had the opportunity to see the draft Corridor Plan, and the Council will need to consider and provide feedback on the whole plan.

In addition, four items have been highlighted in the attached draft Plan. At their meeting on June 19, 2013, the Planning Commission discussed these and determined that Town Council input should be sought for each one. Minutes from that meeting are attached, and the four specific items are discussed below. If other issues or concerns evolve from the discussion at the January 22 study session, those items should also be considered and direction provided as determined appropriate.

Section 6404, Objective 1: “natural views”

This objective of the plan calls for the Town to “protect or reestablish open and natural views within and from the corridor.” There was concern on the Commission that the phrase “natural views” may not be clear or accurate. Much of the landscape in Portola Valley has been and continues to be altered and affected by people. For example, historic logging on the western hillsides affected growth there so that even the western hillsides might not be considered “natural.”

On the other hand, there was also a feeling that this objective was meant to refer to views of areas that are undeveloped, as opposed to areas with buildings and roads, and some type of modifier was needed to make this clear. After discussing a couple of possibilities, the Commission decided that staff should look at options and this should be brought forward for discussion with the Town Council. The Commission discussion of this objective can be found on pages 9 and 10 of the June 19, 2013 minutes

Defining “natural”

One option that was discussed by the Planning Commission was defining “natural” to clarify what is meant in terms of the views. Merriam-Webster lists 15 definitions of “natural”, of which the most relevant include the following:

- “existing in nature and not made or caused by people”
- “being in accordance with or determined by nature”
- “occurring in conformity with the ordinary course of nature”
- “growing without human care”
- “existing or produced by nature”
- “having a form or appearance found in nature”

The term “natural” is used frequently throughout the General Plan. For example, the following phrases occur in the Introduction and Major Community Goals sections of the General Plan alone:

- | | |
|--------------------------------|-------------------------------------|
| • natural physical conditions | • natural terrain |
| • natural topographic features | • natural surroundings |
| • natural beauty | • natural habitats |
| • natural environment | • natural setting |
| • natural scenic area | • natural vegetation |
| • natural features | • natural land forms |
| • natural attributes | • natural resources |
| • natural character | • natural biological resource areas |

The term appears to generally refer to something which is “existing in nature and not made or caused by people.” This would be the case when referring to “natural physical conditions,” “natural topographic features,” or “natural resources” for example. However, in some cases, this may refer at least in part to items which could be considered to have been caused by people, such as plantings or mown meadows. This may be the case for “natural character” and “natural surroundings,” for example.

Because of the many definitions for “natural” which are in common usage, it may be difficult to arrive at a definition which is sufficiently clear and unambiguous and would also be appropriate for all uses throughout the General Plan.

Alternative Wording

A simpler approach may be to rephrase the objective and find another way to describe the views without referring to them as “natural views.” For example, the objective could say to “protect and reestablish open views of unbuilt areas within and from the corridor.”

Whichever wording is finally selected, the intended meaning should be clear, particularly for future plan users. If appropriate, a definition could be included in the plan as well.

Section 6406, Standard 4: *thinning vegetation and opening views*

The Planning Commission flagged this standard for discussion with the Town Council because there is a potential conflict along the Portola Road corridor between 1) clearing vegetation along the road to open views and 2) preserving vegetation between the road and the trail to enhance the trail experience.

Both of these values are contained in the main goals suggested by the taskforce, which were:

- Goal 1: “Open and natural views, especially of the western hillsides, should be protected and improved wherever possible while preserving critical habitat and variety of experience for all users.”
- Goal 2a: “Encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local car trips.”
- Goal 2b: “Create trails that are separate from the road, clearly delineated, and are optimized for use by different kinds of users.”

The question for discussion here is how to balance the desire to open views from the road with the desire to have vegetation along the trail to improve the experience for trail users. Because of the speed of vehicular traffic, larger openings are necessary to give a sense of openness to passing cars, while those larger openings may leave pedestrians walking the trail feeling exposed.

Another consideration is habitat. This was raised in relation to the clearing of the frontage of the MROSD property along Portola Road. The concern here is that the existing vegetation is providing habitat for birds and other animals within the Portola Road Corridor, and removing vegetation removes that habitat.

Because of the need to balance the different perspectives within town, the Planning Commission concluded that this item should be brought to the Town Council’s attention for discussion and input. The Planning Commission’s discussion of this item is summarized on pages 15-16 of the minutes.

Section 6406, Standard 6: undergrounding utility lines

This standard currently reads as follows: “Undergrounding utility lines along the corridor is desirable and should be considered, although the costs and benefits of undergrounding should be weighed in light of other improvements, such as widening shoulders and improving trails, that are also desired along the corridor.”

Discussion at the Planning Commission focused on what was seen as a disconnect between the two parts of the sentence. The first part of the sentence states that undergrounding utilities is something that the Town should pursue, while the second part of the sentence suggests that other improvements may be more important.

Going back to the Taskforce report, the Taskforce suggested that the Cable and Undergrounding Committee look at the possibility of undergrounding along Portola Road. Factors to be considered would include the cost and also the aesthetic impact of above-ground cabinets and equipment that would be needed to support the undergrounded utility lines. The Taskforce also stated that “The costs and benefits of undergrounding should be considered in light of the other improvements (such as widening shoulders and improving trails) that are also desired along the corridor.”

While there appeared to be agreement on the Taskforce and in the Planning Commission that undergrounding utilities along Portola Road would be a positive improvement for the corridor, there was disagreement as to how much of a priority this should be, or even whether it is realistic, given the high cost of undergrounding. The Planning Commission’s discussion is summarized on pages 17-18 of the minutes.

The General Plan sets the long-term vision for the community. If undergrounding utilities along Portola Road is part of that long-term vision, it should be included in the Corridor Plan. However, the question of resource allocation between undergrounding and other possible improvements does not necessarily need to be in the Corridor Plan.

One option might be to combine standards 6 and 7 into a broader standard about minimizing the aesthetic impacts of utilities. For example, this could say:

“The Town should work to decrease the aesthetic impacts of utilities along the corridor. To that end, the Town should require utility companies and property owners to screen utility boxes and related equipment or develop other measures to decrease their aesthetic impacts. The Town should also work with wireless communications companies to minimize the visibility of their equipment. In addition, the Town should explore the possibility of undergrounding utilities along the corridor.”

Section 6413: open and undeveloped view from the corridor

This section refers to the lands on the western side of the corridor between the Sequoias and Town Center. The Planning Commission had difficulty with the following sentence:

“Efforts should be made to work with the land owners to preserve and protect these lands so that the view from the corridor remains largely open and undeveloped.”

In particular, Commissioners disagreed as to whether the view should be described as “open and undeveloped,” “open and rural,” or some other term. The term “undeveloped” was mentioned as problematic because much of the land here is not in a natural state, but has been or is being managed in some way. On the other hand, “rural” was seen as being broader than what was really meant. This item is discussed on pages 20 and 21 of the minutes.

One option would be to change this sentence to remove the descriptions of the view. For example, the sentence could read as follows: “Efforts should be made to work with the land owners to preserve and protect these lands and the views to these lands from the corridor.”

Another option would be to change the language to be consistent with the current language for the Meadow Preserve. When the Meadow Preserve language is revised, this section could also be amended. With this option, the sentence could say: “Efforts should be made to work with the land owners to preserve and protect these lands so that the view from the corridor remains of their natural condition and existing agricultural character.” However, the Portola Road Corridor Plan refers not only to the Meadow Preserve, but also to the western hillsides, the Orchard Preserve, and the Stable Preserve. The Town Council and Planning Commission would need to determine whether this would be appropriate. As a reminder, there is a separate work item in the planning program to address the open space preserve language in the General Plan. It may therefore be appropriate to reserve a more detailed discussion of the preserve language for that effort rather than burdening the corridor plan process with that discussion at this time.

STUDY SESSION REVIEW AND NEXT STEPS

During the study session, the Town Council and Planning Commission will need to consider and discuss the four issues that were identified by the Planning Commission as needing Town Council input and direction. In addition, because this is the first time the Town Council has seen the draft Portola Road Corridor Plan, the Council will need to determine whether there are any additional issues which should be discussed or which need further analysis.

At the conclusion of the study session, the Town Council should refer the draft Corridor Plan back to the Planning Commission for any additional study. Once the Plan is in a form which the Planning Commission believes is ready for adoption, staff will prepare all of the necessary documents for the General Plan amendment process. These will likely include a number of amendments to other elements of the General Plan for consistency, as well as environmental analysis under CEQA. The Portola Road Corridor Plan can then be set for formal public hearings and action with the Planning Commission and eventually Town Council.

ATTACHMENTS

1. Portola Road Corridor Taskforce Final Report
2. Minutes of June 19, 2013 Planning Commission Meeting
3. Draft Portola Road Corridor Plan

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

cc. Tom Vlastic, Town Planner
Leigh Prince, Town Attorney
Portola Road Taskforce Members

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

Mayor Wengert called the Town Council's joint meeting/study session with the Planning Commission to order at 6:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Craig Hughes, Maryann Moise Derwin and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

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

Absent: None

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

ORAL COMMUNICATIONS

None.

STUDY SESSION: Town Council/Planning Commission

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

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

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

- 1) Section 6404, Objective 1: "natural views" –Commissioners were concerned that the phrase "natural views" may not be clear or accurate. For example, even the western hillsides might not be considered "natural" because historic logging there affected growth. There also was a feeling that this objective refers to views of undeveloped areas, as opposed to areas with buildings and roads, and some type of modifier was needed to ensure clarity. Whichever wording is finally selected, Commissioners agreed that the intended meaning should be clear, especially for future plan users.
- 2) Section 6406, Standard 4: thinning vegetation and opening views – The Planning Commission flagged this for discussion with the Council due to the potential for conflict along the Portola Road Corridor between clearing vegetation along the road to open views and preserving vegetation between the road and the trail to enhance the trail experience. The question for discussion here is how to balance the desire to open views from the road with the desire to have vegetation along the trail to improve the experience for trail users.

Because existing vegetation provides habitat for birds and other animals within the Portola Road Corridor, concerns about habitat also were raised in relation to clearing the frontage of the Midpeninsula Regional Open Space District (MROSD) property along Portola Road.

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

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

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

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

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

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

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

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

Other points:

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

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

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

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

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

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

- 1) Agreed on "protect or reestablish open views within and from the Corridor" versus reference to: "natural views" in Section 6404, Objective 1
- 2) Concurred that opening views by thinning vegetation has a slightly higher priority but decisions on where vegetation should be preserved should be made on a case-by-case basis, balancing the trails user experience with the motorist experience (Section 6406, Standard 4)

- 3) Discussed the reality of how expensive it is to put utilities underground, but agreed it's important to continue to encourage it when feasible (Section 6406, Standard 6)
- 4) Wrestled with the wording "open and undeveloped view from the corridor" in Section 6413, and also expressed concern about what "preserve and protect" means

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

TOWN COUNCIL SPECIAL MEETING

(2) ASCC Interview

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

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

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

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

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

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

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

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Karen Kristiansson, Deputy Town Planner

DATE: January 21, 2015

RE: Portola Road Corridor Plan

RECOMMENDATION

Staff recommends that the Planning Commission hold a public hearing, revise the language of the Portola Road Corridor Plan ("Corridor Plan"), using the recommendations provided below, and adopt the attached resolutions recommending the Town Council adopt the IS/ND for the Corridor Plan and approve the Corridor Plan.

BACKGROUND

In addition to the initial work of the Portola Road Taskforce ("Taskforce") in 2012, the Planning Commission has held nine public meetings during 2012-2014 to develop and refine the Corridor Plan. Most recently, the Corridor Plan was discussed at the October 1 and November 5 Planning Commission meetings (minutes attached).

At the November 5 meeting, the owners of 555 Portola Road and 683 Portola Road expressed concerns about Section 6413 of the Corridor Plan in particular. They also requested additional time to review the plan. Staff met with the Neely/Myers prior to the November 5 meeting and have heard concerns and provided information to them by phone and email since then. Staff also met with the Whites, provided background materials to them and answered questions.

Town staff anticipated that the Planning Commission would hold another hearing regarding the Corridor Plan on December 17 and therefore informed both sets of property owners, all members of the Taskforce and others who have expressed interest in the process about that meeting. The following letters were received in regards to the draft Corridor Plan and are all attached to this staff report:

- Letter received December 5, 2014 from Marilyn Walter, 20 Coyote Hill

- Letter dated December 10, 2014 from Kirk Neely and Holly Myers, 555 Portola Road
- Letter dated December 10, 2014 from Thoits Law, representing Cindie and Phil White, 683 Portola Road
- Letter dated January 8, 2015 from Cindie and Phil White, 683 Portola Road
- Letter dated January 9, 2015 from Casas, Riley & Simonian, representing Cindie and Phil White, 683 Portola Road

The December 10 letter from Thoits Law requested additional time “to review the proposal, to consider its ramifications in consultation with experts and neighbors, and to submit thoughtful comments for consideration.” In order to provide this additional time for review outside of the holiday period, action by the Planning Commission was delayed to January 21. In addition, in response to the December 10, 2014 letter from Thoits Law, Town staff sent a letter dated December 16, 2014 (attached).

Finally, staff met with the Whites and their attorney Daniel Casas on January 9, 2015 and talked by phone with Kirk Neely on January 12, 2015 to further discuss their concerns.

DISCUSSION

Summaries of the public comments received are provided below. In these sections, staff has focused on communicating the overall concerns and perspectives which have been expressed in order to help the Planning Commission understand them and to provide a starting place for meaningful discussion. Following the summaries, staff has provided analysis and then recommendations for specific changes to the Corridor Plan.

Summaries of Comments Received

Comments from Marilyn Walter

The attached letter, which was received on December 5, 2014, asks the Town to “open visual space up to the hills wherever possible along the Portola Road Corridor” by removing trees and tall shrubs so that “car drivers are able to enjoy an open view over the meadows.” Opening these views, the letter suggests, will help people notice and appreciate the Town’s setting a valley.

Comments from Kirk Neely and Holly Myers

The December 10, 2014 letter from Kirk Neely and Holly Myers includes two general comments, as well as a number of specific comments and recommendations for individual sections of the Corridor Plan. In January, Mr. Neely provided information by phone about another of his main concerns.

The first concern is that the Corridor Plan moves beyond the corridor into oversight of the western hills, which should be the purview of the Open Space and Land Use Elements. As staff understands it, the concern is that the Corridor Plan could potentially be interpreted as restricting the use and potential for development in the western hillsides, since the hillsides can be seen from the Portola Road corridor.

The second concern is that the Corridor Plan targets specific properties on the west side of Portola Road, including the Neely/Myers property.

The third concern relates to the reference in the Corridor Plan to the Community Open Space Preserves which are identified in the Open Space Element. These include the Orchard Preserve on the White property and the Meadow Preserve on the Neely/Myers property. Staff's understanding is that the property owner believes that referring to these lands as "preserves" may imply that the lands are publicly owned or protected in some way, and the property owner would like to be sure that the fact that these lands are privately owned is recognized. To avoid confusion, the property owner would like the preserves to be referred to as "proposed," particularly as the Open Space Element itself contains references to its "open space proposals."

Comments from Cindie and Phil White

Three letters have been provided by or on behalf of the Whites. Town staff has met with the Whites two times since the November 5 Planning Commission meeting, with their attorney participating in the second meeting. Based on the letters and discussions at the meetings, it appears that the Whites have two main concerns, both related to privacy because of the proximity of their house to the trail and road.

First, the Whites would like to have screening vegetation in front of the house and are concerned that this would be discouraged because of the Corridor Plan's emphasis on views. The screening vegetation would help to provide privacy for the owners, and the owners would also prefer to see vegetation rather than a busy road.

Second, the trail passes in front of the main residence, and the Whites are concerned that future trail improvements could bring it closer to their property and create a greater impact on the residents. For reference, the trail is located about 85 feet from the front of the house.

Staff Analysis and Recommendations

Staff has undertaken an in-depth analysis of the concerns raised by residents, particularly in the context of previous discussions by both the Planning Commission and the Taskforce. The recommended changes below are those which, in staff's opinion, could be made to the Corridor Plan to address the concerns which have been expressed without compromising the overall vision and intent of the Corridor Plan.

These recommended changes are also shown using strikeout/underline in the attached Corridor Plan, which is labelled "For Planning Commission Review, January 2015." The base text for this plan reflects the changes to Section 6413 which the Planning Commission made at the November 5 meeting.

All of the specific comments received relate to four larger issues, which are discussed below.

1. Zoning and Boundaries

One concern is in regard to the corridor's boundaries. Specifically, the concern is that the area to which the Corridor Plan refers is not clear.

- Paragraph 6400 is a general introductory paragraph which states that the corridor “comprises Portola Road, the trail that parallels the road, and the lands immediately on either side of the road and trail;”
- Paragraph 6405.5 calls for exotic invasive vegetation to be removed “along the corridor;”
- Paragraph 6405.10 says that “land abutting the corridor should be zoned and otherwise managed to promote open space and enhance scenic quality; and
- Paragraph 6406.5 says that “the town should encourage property owners on the western side of the road to thin or remove vegetation on their properties when the vegetation obscures views of the western hillsides, agricultural uses and open fields.”

The concern is that these provisions could potentially be interpreted as, for example, requiring vegetation thinning or removal for a significant distance into the property, since some properties extend for miles west of Portola Road.

The location of the corridor is already defined on the Town’s adopted Comprehensive Plan Diagram. The picture to the right shows the Plan Diagram for Segment 2 of the Corridor Plan. The Portola Road corridor is clearly delineated with the lighter green color shown on both sides of the road. This corridor has been shown as some type of “parkway” or “greenway” since the Town’s first Plan Diagram from April 1964.



Another concern is that the Corridor Plan could potentially restrict the use and potential for development in the western hillsides, since the hillsides can be seen from the Portola Road Corridor. However, the Corridor Plan only discusses the western hills in terms of views and not in terms of use. The importance of these views is already recognized in other elements of the General Plan. For example, Section 2216.4 of the Open Space Element states that “These views are of major importance . . . it is these views that help express the open space character of the valley.”

A related concern is that the mention of zoning in paragraph 6405.10 could lead to lowering densities and increasing setbacks along the corridor. The Taskforce specifically decided that the Corridor Plan should not call for larger setbacks and did not propose any zoning changes along the corridor. As is already stated in the General Plan, any development should be designed in way that respects the views from the corridor and minimizes impacts. Nothing in the Corridor Plan, however, is intended to change or

reduce the uses or intensity of uses on any property, and no zoning changes are called for or anticipated in the Corridor Plan.

Recommendation: Modify the language in the four sections as shown below.

- 6400 The Portola Road scenic corridor comprises Portola Road, the trail that parallels the road, and the lands immediately on either side of the road and trail, as shown on the adopted Comprehensive Plan Diagram.
- 6405.5 Exotic invasive vegetation should be removed ~~along~~ within the corridor, and native vegetation should be used for new plantings wherever possible.
- 6405.10 Land ~~abutting~~ within the corridor should continue to be zoned and otherwise managed to promote open space and enhance scenic quality.
- 6406.5 The town should encourage property owners on the western side of the road to thin or remove vegetation within the corridor on their properties when the vegetation obscures views of the western hillsides, agricultural uses and open fields.

2. New development to be “subservient” to the setting

Both the Whites and the Neely/Myers have expressed concern about the last sentence of Paragraph 6401, particularly the statement that “New development should be subservient to the setting.” The concern is that this statement could be interpreted improperly to limit private property rights.

This statement was based on and relates to a number of other statements which are already part of the adopted General Plan, including the following:

- Major Community Goal #16: “To control the size, siting and design of buildings so that they, individually and collectively, tend to be subservient to the natural setting and serve to retain and enhance the rural qualities of the town.” (1010, Major Community Goals)
- “In order to maintain the rural atmosphere of Portola Valley, all buildings should be subordinate to their natural surroundings in size, scale and siting. Monumental buildings should be avoided.” (2103.6, Land Use Element)
- “Structures and land uses should be subordinate to the dominant natural land forms and vegetation of the planning area.” (2213.3, Open Space Element)

This idea is also contained the Town’s adopted Design Guidelines, which state that “Structures should be sited and designed to be unobtrusive and subordinate to the landscape.” (p. 9)

Given the presence of this similar language in other sections of the General Plan and the overall importance of this idea, staff believes some version of this statement would be appropriate in the Corridor Plan, but the statement could be clarified to indicate that it is the buildings or structures which are to be subservient or subordinate to the natural setting.

In addition, the letter from Neely/Myers also requests clarification of the last clause of the sentence, both in terms of what it means and how it relates to the rest of the sentence. The entire sentence was added to the Corridor Plan in 2013 as part of revisions to the introduction of the Corridor Plan and originally read as follows: “New development should be subservient to the setting, taking into account distant views to the largely undeveloped western hillsides and closer in views to orchard, fields, and native landscaping within the public right of way and on the frontages of privately held parcels.” The last clause therefore was intended to indicate that “the setting” to which new structures should be subservient includes not just the distant western hillsides but also areas closer to or within the corridor.

Recommendation: Modify the last sentence of this paragraph as shown below.

6401 . . . New development structures should be subservient subordinate to the setting, ~~taking into account distant views to~~ including both the distant and largely undeveloped western hillsides and closer in views to features such as orchards, and fields, and also the native landscaping within the public right of way and on the frontages of privately held parcels.

3. Screening and vegetation thinning along the corridor

Both the Whites and the Neely/Myers express concern about vegetation thinning, particularly where it could affect screening of private homes, and suggest that screening may be valuable in some instances.

The Taskforce discussed at some length the question of how much vegetation thinning and removal would be desirable, and Taskforce members had varying points of view. This issue was further considered by the Town Council at the joint session with the Planning Commission on January 22, 2014 (minutes attached). The general intent was to have a “varied experience” with some areas of vegetation thinning/removal and some areas where vegetation would remain. The intent was not to remove all vegetation along the western side of Portola Road. Views of the hillsides in particular were identified as important, and vegetation thinning/clearing would be most desirable in areas with such views. The Town Council recognized the tension between the desire to remove vegetation to open views and the desire to keep vegetation to preserve habitat and provide screening, and noted that decisions about vegetation in specific areas should attempt to balance these desires.

Recommendation: Given the comments received and the previous discussions of this issue, the following modifications are recommended.

6406.4 The town should thin or remove vegetation in the right of way in order to open views as a primary goal, retaining enough vegetation to provide a varied experience for trail users. These evaluations should be made on a case by case basis using input from the various committees and other community interests in town, including adjacent property owners.

6406.5 The town should encourage property owners on the western side of the road to thin or remove vegetation within the corridor on their

properties when the vegetation obscures views of the western hillsides, agricultural uses and open fields. In some cases, however, vegetation to provide screening may be appropriate, such as in places where structures are located in close proximity to the road/trail.

4. Description of the western portion of segment 2 of the corridor

One concern expressed was that the Corridor Plan targets certain properties, particularly the Neely/Myers and White properties. The Corridor Plan applies equally to all properties along the corridor and is not intended to target specific properties. The “Description” section divides the corridor into three segments and discusses each one in turn, including Segment 2, from the Sequoias to the Town Center, which includes the Neely/Myers and White properties. Many changes to that section, and particularly Paragraph 6413, have been discussed, and further changes are recommended below.

Paragraph 6413 is the single most discussed paragraph in the corridor plan. The paragraph has been edited many times, and both the Whites and the Neely/Myers suggest additional changes to the paragraph. The paragraph is in the “Description” section of the Corridor Plan, rather than the “Objectives,” “Principles” or “Standards” sections and therefore is intended primarily to describe this portion of the corridor. The “Description” paragraph addresses each segment of the Plan separately in order to discuss the particular situation in that area relative to the plan and the corridor as a whole. As the paragraph has evolved, it has moved further away from that basic purpose. To help resolve the difficulties regarding the wording here, staff recommends returning to the basic purpose of the paragraph and focusing on description.

In terms of the concern about the reference to the preserves and the request to refer to them as “proposed” preserves, staff is concerned that this approach could lead to further confusion, as some readers could then think that the Town has not adopted any designation for the preserves but is only considering doing so. To ensure that the Corridor Plan does not add any confusion relative to this issue, the recommended language below suggests a general reference to the preserves identified in the Open Space Element.

The recommended wording also clarifies that Williamson Act designation does not involve the Town acquiring property rights such as land or easements.

Recommendation: The paragraph proposed below is mostly new language and would replace the existing wording.

6413 In this segment, the west side of the corridor includes mostly larger parcels, some of which extend from the road up into the western hillsides towards the Skyline scenic corridor. The largest property on the western hillsides is the Windy Hill Open Space Preserve, which is owned by the Midpeninsula Regional Open Space District, while other properties are in private ownership. In addition, this area includes lands closer to the road which are identified for Community Open Space Preserves in the Open Space Element. The west side of the corridor along this segment provides some of the most magnificent views in town. The town will need to manage its lands along the right of way to protect and improve these views and should also encourage

both private and public land owners to take actions on their properties consistent with this Corridor Plan and other applicable elements of the General Plan. Where appropriate, the Town should acquire land or other property rights, such as conservation or open space easements, or should encourage designation under the Williamson Act.

Related General Plan Amendments

State law requires general plans to be internally consistent, so that each element is consistent with the other elements of the general plan. To ensure that consistency and to help the Town's general plan to work together as a whole, amendments to the Land Use, Open Space, Circulation, and Scenic Roads and Highways Elements are proposed along with the Portola Road Corridor Plan.

The proposed amendments are attached and shown using underline/strikeout format. In general, the amendments generally do one of two things:

1. Remove language concerning the Portola Road Corridor, so that all of the substantive text about the corridor is contained in the corridor plan itself. In particular, the removal of Sections 2159-2162 of the Land Use Element and much of Section 2216.4.b are amendments of this type. The language from these sections was considered by the Planning Commission in drafting the Portola Road Corridor Plan, and as a result, the concepts from these sections have already been incorporated into the corridor plan.
2. Add references to the Portola Road Corridor Plan where appropriate in other elements of the general plan.

The Planning Commission reviewed and approved these amendments in their current form at the October 1, 2014 meeting.

CEQA Analysis

The changes to the Portola Road Corridor Plan proposed above would not affect the analysis and conclusions of the Initial Study/Negative Declaration (IS/ND) dated September 10, 2014 as discussed at the October 1 public hearing. If the Planning Commission can take action on the Corridor Plan on January 21, it should first re-affirm that it finds the IS/ND adequate and recommends Town Council adoption of the IS/ND, using the attached resolution.

CONCLUSION

Following the public hearing and careful consideration of any comments which may be offered at the meeting, the Planning Commission should revise the Corridor Plan, using the staff recommendations provided above. Resolutions are attached which the Planning Commission can use to recommend both the CEQA analysis and the revised finalized Corridor Plan to the Town Council.

Once the Planning Commission takes action and makes its final recommendation, the Town Council will consider and act on the Corridor Plan. As part of that process, anyone interested in participating will have the opportunity to provide further input and comments directly to the Town Council, either in writing or at a public hearing.

Attachments

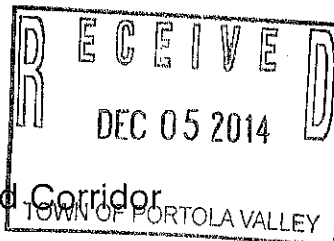
1. Draft resolution recommending that the Town Council approve the IS/ND
2. Initial Study /Negative Declaration for the Portola Road Corridor Plan
3. Draft resolution recommending that the Town Council adopt the Portola Road Corridor Plan as an element of the General Plan
4. Draft Portola Road Corridor Plan, labeled January 2015
5. Proposed related General Plan amendments for consistency with the Corridor Plan
6. Minutes of the October 1, 2014 Planning Commission meeting
7. Minutes of the November 5, 2014 Planning Commission meeting
8. Letter received December 5, 2014 from Marilyn Walter, 20 Coyote Hill
9. Letter dated December 10, 2014 from Kirk Neely and Holly Myers, 555 Portola Road
10. Letter dated December 10, 2014 from Thoits Law, representing Cindie and Phil White, 683 Portola Road
11. Letter dated December 16, 2014 from Deputy Town Planner Karen Kristiansson to Cindie and Phil White
12. Letter dated January 8, 2015 from Cindie and Phil White, 683 Portola Road
13. Letter dated January 9, 2015 from Casas Riley Simonian, representing Cindie and Phil White, 683 Portola Road
14. Minutes of the January 22, 2014 Joint Study Session of the Town Council and Planning Commission

Report approved by: Debbie Pedro, Town Planner

- cc. Town Manager
Mayor
Town Attorney
Portola Road Taskforce Members

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



**Spring Ridge LLC
555 Portola Rd
Portola Valley, CA 94028**

December 10, 2014

Karen Kristiansson
Deputy Town Planner
Town of Portola Valley

Re: Portola Road Corridor Plan

Dear Karen,

The time since the last Planning Commission meeting on November 5 has allowed us to more thoroughly review the entire Plan, rather than only paragraph 6413.

We have these general comments:

1. The Plan moves beyond the corridor itself into oversight of the western hills. This should be the purview of the Open Space and Land Use Elements.
2. The Plan targets specific properties on the west side of Portola Road, including ours at 555. This is very clear from meeting minutes.

Our specific commentary, organized by paragraph, is contained in the following pages.

Thank you for the opportunity to comment.

Best wishes,

Kirk Neely
Holly Myers

6400 *The Portola Road scenic corridor comprises Portola Road, the trail that parallels the road, and the lands immediately on either side of the road and trail.*

- How wide is the corridor? What is its boundary? Precision in this basic question will be useful to future Plan interpreters and to affected parcel owners.

6401 *New development should be subservient to the setting, taking into account distant views to the largely undeveloped western hillsides and closer in views to orchards and fields, and also the native landscaping within the public right of way and on the frontages of privately held parcels.*

- *New development* where? Within the corridor or outside the corridor?
- The term *subservient* overreaches and contains potential for abridgement of property rights. We suggest *sensitive to* or *take into consideration* instead of *subservient*, or simply *New development should take into account...*
- The sentence structure is problematic. It is unclear how the final clause *and also the native landscaping...* relates to the rest of the sentence. The final comma should be removed, or the final clause ought to be revised with a verb for clarity. Furthermore, since *the public right of way and frontages* cannot be developed, what does this clause mean?

6405.5 *Exotic invasive vegetation should be removed along the corridor, and native vegetation should be used for new plantings wherever possible.*

- *Along the corridor* should be stated precisely as *within the corridor* or *within the right-of-way and setback*. Private property distantly visible from Portola Rd should not be subject to regulations that are not applied elsewhere in the town.

6405.10 *Land abutting the corridor should be zoned and otherwise managed to promote open space and enhance scenic quality. Special consideration should be given to building size, design and setbacks along this road.*

- *Abutting the corridor* is exceedingly vague. Given that the corridor has not been defined, where does the abutting land begin? Where does it end?
- The valley floor and western hills are already zoned at substantially lower densities than other areas of the town, and the setback is deeper compared with other roads in the town. Western landowners will resist additional changes to zoning and ordinances that specifically target their properties.

6406.5 *The town should encourage property owners on the western side of the road to thin or remove vegetation on their properties when the vegetation obscures views of the western hillsides, agricultural uses and open fields.*

- This Standard is overly broad. It should specify *in the setback*. Otherwise, the Plan implies a Town right to demand thinning or removal of vegetation hundreds or even thousands of feet from the road and trail, which applies an undue burden on specific properties.

6406.6 *The town should thin or remove vegetation in the right-of-way in order to open views as a primary goal, retaining enough vegetation to provide a varied experience for trail users. These evaluations should be made on a case by case basis using input from the various committees and other community interests in town.*

- Input should be solicited from adjacent property owners.

6406.7 The town should require utility companies and property owners to screen utility boxes and related equipment or develop other measures to decrease their aesthetic impacts.

- The proposed Plan is so weighted toward removal of vegetation that it fails to acknowledge the frequent desirability of screening to ameliorate the appearance of buildings and structures within the corridor that do not conform aesthetically. Although this Standard specifically mentions utility boxes, screening of buildings and other structures within the corridor should be allowed or encouraged on a case by case basis as long as distant views are not obscured. This concept should be bolstered in this paragraph or elsewhere in the Plan.

6413 *The lands on the west side of the corridor in Segment 2include the areas shown on the general plan diagram as "Meadow Preserve," "Orchard Preserve" and "Stable Preserve."*

- These "Community Open Space Preserves" are proposals (as repeatedly stated in Open Space Element 2215, 2218, and 2220-2222). The sole exception is the front portion of the "Stable Preserve," which is owned by the town and qualifies as a legitimate Open Space Preserve per Open Space Element 2204. Clarification to this effect should be added in this Description to avoid misleading the reader who is not versed in all Elements of the General Plan. If the Commission cannot agree to such a clarification, we request that the town attorney render an opinion.

6413 *Efforts should be made to work with landowners to preserve, protect and where necessary, re-establish critical views of the western hillsides and nearby meadows.*

- Use of both *preserve* and *protect* is redundant.

- *Critical* is entirely subjective, is not used elsewhere in the Element, and should be dropped.
- *Where necessary* is entirely subjective. The phrase should be dropped.
- *Nearby meadows* is contentious and ill-defined. As owners of a portion of the proposed "Meadow Preserve," we do not recognize the validity of 'meadow.' The phrase should be replaced by language used elsewhere in the Element, such as *agricultural uses and open fields* (6406.5), which is clearer and more inclusive.
- Elimination of these terms conforms this paragraph to the intent of the Corridor Plan and adequately reinforces the concept of open views without targeting specific properties for additional regulation.

6413 *Where appropriate, the town should acquire land or other property rights, such as conservation or open space easements or designation under the Williamson Act.*

- *Designation under the Williamson Act* is not a property right acquired by the town. The sentence could be revised to end with *...open space easements, or enter into Williamson Act contracts.*



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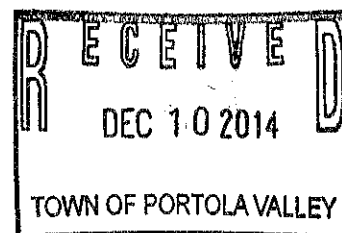
Thomas B. Jacob

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.

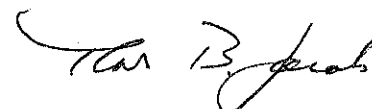
Some of their immediate concerns include the creation of a separate element of the General Plan for the Portola Road Corridor that proposes significantly new and revised corridor objectives, naming conventions, descriptions, conditions, principles, standards, and exceptions, including:

- 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 written in a cursive style with a large, sweeping initial "T".

Thomas B. Jacob

cc: Mayor Ann Wengert
Town Council Members
Leigh F. Prince, Esq.
Phil and Cindie White

December 16, 2014

Cindie and Phil White
683 Portola Road
Portola Valley, CA 94028
(via email: cindiwhite@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!

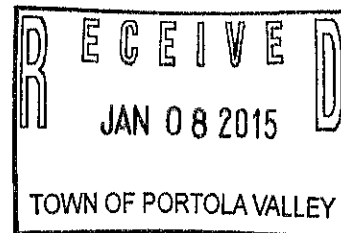
Sincerely,

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

Jelich Ranch
683 Portola Road
Portola Valley, California 94028

Karen Kristiansson
Deputy Town Planner
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028



January 8, 2015

Dear Karen:

Thank you for allowing us additional time to research and understand more fully the Corridor Plan and its effects. We appreciate postponement of the Planning Commission hearing, now scheduled for January 21, which we plan to attend. Thank you also for meeting to help us understand the Corridor Plan.

We found the history of the proposed Corridor Plan to be quite deep and complex as we considered the numerous documents, meetings, and hearings about the General Plan and the proposed Corridor Plan. These records highlight Town policies and procedures, various intentions concerning the original Corridor Plan and its purposes, and the legal issues raised by the Corridor Plan, including the personal and public property rights involved.

As background, for 50 years my (Cindie's) parents, Linda and Manuel Lozano, have owned property in Portola Valley. It was in 1971 that the Lozanos moved into their newly-built home at 436 Minoca Road. I attended Portola Valley School, which was located on the lands of the current Town Center, and my three sisters attended Ormondale and Corte Madera. In 1992 the Lozano's moved to 123 Golden Oak Drive where they live today.

In 2000, we purchased Jelich Ranch from the Jelich family. Walter Jelich, Sr. arrived here in the late 1800s and cleared out willows on his land to plant fruit trees. Over 100 years later, at the time of our purchase, it was possible for Jelich Ranch to be subdivided. Many people in town feared this might happen. Instead of heading down that path, we spent two years cleaning up the Ranch that was full of old cars, mounds of tires, garbage, paint, fallen trees, etcetera, and at the same time, reviving the defunct orchard. The orchard is now certified organic and produces fresh fruit sold at Bianchini's and Roberts. Jelich Ranch, with our hard work, money, and commitment is a gift to everyone in the Town--maintaining a Town landmark--even though in addition to fruit, the orchard produces an annual financial loss. Although not the highest and best use, the orchard is a labor of love for me and my family. In this way and others, such as recently co-chairing the 50th Anniversary for Portola Valley, we have tried to give back to the community.

Busy raising a family and operating Jelich Ranch--and not savvy about the government workings of a town--we were recently caught off guard and concerned to learn about the "proposed Corridor Plan," since "Segment 2" directly and dramatically affects only two other private landowners in addition to Jelich Ranch--Neely/Meyers and Jeannie Jelich.

After reading about the proposed Corridor Plan, we have two primary concerns—privacy and safety on Jelich Ranch as it fronts Portola Road. It is those concerns we want to address with you and the Town.

Critical Views of the Western Hillsides

The Corridor Plan and related documents suggest that as a matter of Town policy, views of the western hillsides are critical and “essential to the open space character of the valley.” As a general proposition, we disagree with this statement. We believe the statement is subjective and born from personal interests. As homeowners on Portola Road, we place high value on vegetative screening for privacy. Because our residence and related outbuildings are located so close to Portola Road, screening for privacy and safety are of utmost importance. There is already quite a bit of foot, horse, bike, and car traffic, with daily passers-by, who, without the screening along Portola Road, would be able to look directly into our home. Vegetation and trees along Portola Road and the Ranch property line are critical to the privacy, enjoyment, and safety of people on the Ranch, including our small grandchildren, pets, and personal property. In addition, from our side of the issue, looking at Portola Road, we find vegetation and trees far more beautiful to view than cars and bikes.

Trails along Portola Road

For the same reason—protecting our privacy and safety—we object to widening the trail along the front of the Ranch. Without question, our home is close enough to Portola Road. Widening the trail or road would require an encroachment on our property, seriously affecting our privacy and the value of our property.

Considering the desire of some to view the hillside from Portola Road, we reiterate the offer to either donate or rebuilt the Woodchopper’s House and thin the vegetation at that location. A rebuild would push it back from Portola Road so that it is outside the fifty-foot setback and open a view of the mountains and the orchard.

In this same spirit of compromise, as one of three landowners directly affected by Segment 2 of the proposed Corridor Plan, we would have appreciated a personal request for input at the beginning of the process. Instead, we appear to be on the defensive now. Notwithstanding this feeling, we thank you again for your efforts and consideration now.

We look forward to our meeting this week Friday, January 9. We have asked our attorney to review the proposed Corridor Plan and make suggested revisions that address the issues we have raised. I expect we will have something for you this Friday.

Sincerely,



Cindie and Phil White

cc: Planning Commission

January 9, 2015

Via Hand Delivery

Karen Kristiansson
Town Planner
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

RE: Portola Road Corridor Plan

Dear Ms. Kristiansson:

Thank you for meeting with my clients and me this afternoon to discuss the draft Corridor Plan and upcoming public hearing before the Planning Commission. My firm and I represent Phil and Cindie White, long-time residents and owners of Jelich Ranch.

I received from my clients last week information about the history of the Corridor Plan and its current status. Based on a reading of part of the public records, it is clear that many folks have worked hard for some time on the plan. It is possible, however, that like the Whites many Town residents do not know the extent of efforts to create the Corridor Plan. Last fall, my clients began to learn about the details and status of the plan. With your assistance and their further reading and discussion with other residents, the Whites, I believe, now understand and appreciate the goals of the plan, its history, current status, and possible effect on Jelich Ranch, as well as on their neighbors' properties.

In my experience with general plans, I have learned that elements that are not required by state law involve a difficult balancing act—establishing policy versus protecting private property rights. This is true with the proposed Corridor Plan, as evidenced by discussions among the task force and commissioners who have wrangled with appropriate language for the draft plan, including certain language about "Segment 2" of the corridor. As I understand it, three properties are within proposed Segment 2, including Jelich Ranch.

As my clients have communicated, they are concerned about privacy and safety on Jelich Ranch. These concerns cause the Whites to oppose any wholesale tree-trimming along Portola Road and any further widening of the trail or road itself. As they have explained, the location of their residence so close to the existing trail and road is the main reason for their concerns and objections. On the other hand, my clients are positive contributors to the Town of Portola Valley. They want to be supportive of the Town's policies, while minimizing the negative effects on their residence. For example, they are committed to assisting the Town's preservation of the Woodchopper's House and enhancing the view of the hillsides from Portola Road at that location.

I have suggested two changes to the draft plan, including a change of sec. 6413, a much-debated part of the draft. These two changes, I believe, help strike more of a balance between the Town's new policy within the corridor and protection of private property rights. If you agree, then I hope

these changes will find their way into a draft recommended to the Town Council by the Planning Commission.

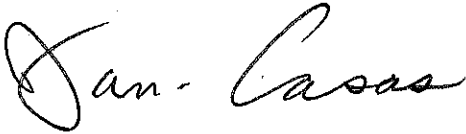
- Remove the last sentence of sec. 6401. New development along the corridor should be consistent with local ordinances and applicable state and federal law. That private land development rights are "subservient" to a new Town policy I believe sends the wrong message. Private property rights are governed by the law.
- Replace sec. 6413 with the following language which balances the new policy with private property rights:

The lands on the west side of the corridor in Segment 2 are dominated by larger parcels, several of which extend from the Valley floor to near the top of the western hillsides, including the Windy Hill Open Space Preserve lands of the Midpeninsula Regional Open Space District. Views of and through such public and private lands to the western hillsides are important to the Town. Consequently, efforts should be made to work with private and public land owners to preserve and protect such views, consistent with the general plan, development ordinances, and applicable state and federal law.

Should you have any questions, please contact me.

Regards,

CASAS RILEY SIMONIAN LLP



Daniel L. Casas
dcasas@legalteam.com

DLC/ns

cc: Planning Commission

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, JANUARY 21, 2015, 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, Town Planner
Karen Kristiansson, Deputy Town Planner
Leigh Prince, Town Attorney

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

- (1) Public Hearing: Portola Road Corridor Plan, Related General Plan amendments and Initial Study/Negative Declaration

Ms. Kristiansson said that tonight the Planning Commission would be considering and holding public hearings on the Portola Road Corridor Plan, related General Plan amendments and the CEQA Analysis for the project, with the aim of taking final action on these items and moving them forward to the Town Council for its review.

Work on the Portola Road Corridor Plan began in 2012, with three meetings of the Portola Road Task Force and follow-up Planning Commission work at 11 public meetings, all of which were duly noticed. Ms. Kristiansson said that property owners were not sent individual notices for the meetings because the proposed plan does not change the allowed uses or intensity of uses on any properties. Last fall, property owners at 555 Portola Road (Kirk Neely/Holly Myers) and 683 Portola Road (Phil and Cindie White) submitted their concerns about the plan to the Town. In addition, the Whites requested more time to review the plan.

In order to accommodate their request for additional time, consideration of the Plan was postponed after the Planning Commission meeting on November 5, 2014 until tonight. All of the letters received regarding the Plan were attached to the staff report, as well as a letter from Town staff to the Whites providing them with additional background information about the process and the draft Corridor Plan.

Ms. Kristiansson explained that the public comments and concerns can be grouped the concerns into four categories:

- 1) Consistency relative to the boundaries of the Portola Road Corridor, which is mentioned in four paragraphs and could be clarified to clearly refer to the boundaries shown on the Comprehensive Plan Diagram;
- 2) The last sentence of paragraph 6401, which begins, "New development should be subservient to the setting";
- 3) Screening and vegetation thinning along the Corridor, which is discussed in two paragraphs;
- 4) The description of the western side of Segment 2 of the Corridor, from The Sequoias to Town Center, which is in Paragraph 6413.

Ms. Kristiansson noted that the Corridor Plan would be an element of the Town's General Plan, which is a general vision document rather than a specific regulatory document like the zoning ordinance. As such, the aim is to provide general guidance and direction, rather than language that's detailed and tightly constrained. She advised that resolutions were attached to the staff report which the Planning Commission could use to approve

the Plan and the CEQA documents and forward them to the Council. The Town Council would then consider the documents and public comments, hold their public hearing, and have the opportunity to further refine the plan prior to final action.

Commissioner Von Feldt asked for clarification about preserves or proposed preserves in the Open Space Element. Ms. Kristiansson said the Open Space Element discusses its open space proposals as a whole, as well as the specific Meadow Preserve, Orchard Preserve, Stables Preserve, etc. along Portola Road. She explained that these are “proposed” in that the Town has no easements over them and they aren’t owned by a public agency. Ms. Prince added that these areas have been designated as preserves as part of the vision statement in the General Plan. There is no conservation easement, but the vision for these areas is that they would be preserves. Ms. Pedro noted that the current version of the Comprehensive Plan Diagram was adopted in the 1980s, and at the time, those areas were designated as “proposed” open space preserves. Some of them have matured as existing conditions, she said. For example, the Stable Preserve in front of the Spring Down property is now owned by the Town, and so is no longer a “proposed” Stable Preserve. Chair Gilbert said that by acting on conditional use permits (CUPs), the Town has already partially implemented some of the others as well.

Commissioner Hasko inquired about boundaries of the word corridor, wanting to know how far it extends from the trail. Ms. Kristiansson said the light green area along Portola Road on the Comprehensive Plan Diagram is currently the Town’s only visual depiction of the Portola Road Corridor. The width varies from 50 to 150 feet – most commonly in the 100 foot range – from the road. It’s not as specific as a zoning district, she said, but more a general depiction. The General Plan itself states that it is “general in nature and therefore does not indicate precise locations for land use and circulation facilities.” Ms. Kristiansson also advised that nothing in the Corridor Plan draft would prohibit development within the corridor itself, but only requires that any development be done carefully, respecting the views and features of the Corridor. In response to Commissioner Hasko, Ms. Kristiansson indicated that the variations in the width of the corridor as shown on the Diagram was likely done with some care and was not random, although it is not precise and cannot be measured to the foot all along the corridor. Ms. Pedro added that the boundaries of the corridor shown on the Comprehensive Plan Diagram was not meant to be precise, but was intended to show the general location and general width.

In response to Commissioner McKitterick, Ms. Pedro confirmed that the road right of way is delineated by specific boundaries, within which both the Town and landowners have certain rights and obligations. The corridor comprises the areas adjacent to the right of way that extends further into the properties on both sides of Portola Road.

Commissioner Hasko requested clarification of what was meant by the word “encourage” versus the word “require” in Section 6406.5, and how it would be applied. Commissioner McKitterick said that “encouragement” would be meeting with landowners about things that the Town wants to accomplish, reaching out to determine whether they’d be interested or ask property owners when they come to the Town with an application. He noted that the Town already does this in various neighborhoods for certain issues. For example, when property owners along trails propose projects, the Town may ask them to not denigrate the trail experience. It’s not forcing anyone to do anything, but educational efforts have proven successful. Ms. Prince added that, when an applicant seeks a use permit for example, the Planning Commission must make number of required findings, among which is conformance with the General Plan – and the Portola Road Corridor Plan would be part of the General Plan. Therefore, the Town would look at the application with that in mind.

In response to Chair Gilbert asking whether the Corridor Plan includes any provisions for trail-widening, Ms. Kristiansson said the Corridor Plan includes principles and standards for trail improvements that are consistent with the Trails and Paths Element.

Chair Gilbert opened the public hearing.

Kirk Neely, Portola Road, said the Community Open Space Preserves are “proposed,” as they appear in the General Plan, and will stay that way until they are implemented. He said he absolutely, unequivocally rejects the notion that the Meadow Preserve has been “partially implemented.” Those terms, which he considers deceptive and insidious, were never discussed when the use permit for his property was negotiated and are not in the CUP itself, he said. Dr. Neely also said he finds it absurd that the exact width of the corridor is not defined.

Cindie White, Portola Road, said she and her husband, Phil White, own Jelich Ranch, which is part of Segment 2 on the Portola Road Corridor Plan. She appreciated that the Town deferred action on the Corridor Plan to give them time to review it, and thanked staff for their assistance.

Ms. White said she has two particular concerns about where we stand today, based on the January draft of the Corridor Plan: 1) The definition of the corridor, and 2) views of the hills as the number one most important objective, with the secondary objective being the multiuse path.

Ms. White said that the Comprehensive Plan Diagram shows that the corridor includes private property. That being the case, she said she doesn't understand why her family didn't get notice that their property would be included as part of the Corridor Plan, or that a major portion of their property is identified as a Community Preserve. Considering their house is only 85 feet from of the property line at Portola Road, she said she objects to including private property in the definition of the corridor.

As far as having views of the hillside as the number one objective, Ms. White said that the General Plan prior to 2012 was sufficient. It characterized Portola Road as a scenic corridor and greenway which is green, natural, and rural. What anyone finds sacred is a matter of personal perspective, Ms. White said. Some people might find looking at the views sacred, but she finds ancient trees sacred, as well as shrubbery with animal habitats and personal privacy on her property. She said she thinks the views sacred too, but to make that the number one goal for the Portola Road Corridor Plan is very narrow, based on personal interest, and doesn't show the big picture. She sees no reason to change the General Plan from the way it was.

Ms. White asked why the Town would invest the time and trouble to develop a Corridor Plan because it isn't required by law. She said the only reason she can see is so that the Town can use government controls to take over private property and have control of it, from dictating landscaping, so that you can see the views, to expanding the local use path.

With only three private property owners within Segment 2 of Portola Road, she's concerned the Town is pitting three private property owners against 4,500 residents in Town, and in the worst case, they could lose their private property. She said that when the Town was incorporated in 1964, it seems like there was a loose, general vision of Portola Road as a rural, scenic greenway, but somewhere along the line, someone decided the views and the path were more important.

She wonders how the Corridor Plan will be interpreted when there are different people on the Commission, because the Corridor Plan would give the Town a lot more control over their property and allow them take it by force, maybe by eminent domain. She said she doesn't think any law grants anybody a legal right to a view of the mountain.

Marilyn Walter, Coyote Hills, said she thinks the views are very important. She said she'd like people to be able to maintain the shrubbery in front of their houses, too, but said there are areas where there could be open views such as south of the Town Center and over Dr. Neely's meadow. She said that she doesn't want to look at their house or the barn, but just wants to look up and see the views of the mountains.

Phil White, Portola Road, said they just added a new wing on their house which is 80 feet from Portola Road, but now they find out that they're in the Corridor Plan. As Mr. White read it, the first line of the Plan draft defines the Corridor as comprising "Portola Road, the trail that Mr. White cited several objectives and principles from the plan: "To protect and reestablish open views," "Encourage more pedestrian, bicycling and equestrian along the paths," ". . . actively pursue acquisition of the properties or other property rights." He said if he had seen such wording beforehand, he'd never have purchased his property. He also cited the section, "Where appropriate, the Town should acquire land, easements or other property rights along the edge of the road to allow for better trail configurations" and noted that a winding trail 10 feet along his property would reduce his property's value. Jelich Ranch is private property, and he does not want it to be the Orchard Preserve, he wants it to be Jelich Ranch. In closing, Mr. White encouraged the Commission to restore the original Portola Road wording and take out everything else, which is really detrimental to private property rights.

Beverly Lipman, Favonio Road, said she wasn't on any of the committees but has been following the Portola Road Corridor Plan because she thinks it is important. She said that she thinks the comments of the large

property owners are important also, but she said Ms. Walter hit the nail on the head – it's encouraged; nobody's going to make the property owners do anything. She also pointed out that the "Portola Road Corridor" terminology isn't new but is mentioned in the Land Use Element of her old copy of the General Plan. In addition, Ms. Lipman also credited Ms. Kristiansson for spending time listening to the property owners and drafting recommendations that responded to the concerns expressed in their letters. She said that the Commission should take the property owners' comments into account but that the Corridor Plan is important and the Commission should move ahead with it.

Dr. Neely said that the recommended wording for the formerly contentious paragraph 6413 is now much more acceptable to him. However, he said that he continues to find the last sentence of paragraph 6401 problematic. Since it specifically mentions features such as the western hillsides and fields and orchards and so on, it's clearly targeting major landowners, he said. The prior sentence says "along the corridor," Dr. Neely noted, but that phrase isn't defined and because it doesn't say exactly where these structures are, it could be a controlling General Plan statement that limits development all the way up to Skyline Boulevard. Dr. Neely said the beginning of Section 6401 stands alone quite well and get the point across, and he emphatically agrees with Dan Casas, the Whites' lawyer, who suggested striking the last sentence of 6401, so that it would end after the phrase "open and rural character." Dr. Neely would make the respectful request that that sentence be eliminated if possible.

Dan Casas, the Whites' attorney, said he understands the plan's objectives and finds them reasonable in all respects except for the definition of the corridor. It wasn't until he saw the color Comprehensive Plan Diagram today, and in the context of the revision in Section 6400 that he realized the extent of private property within the corridor's boundaries. He said that given what history he does know, he does not think that the Comprehensive Plan Diagram was prepared at a time when the Corridor Plan was being considered; it seems like it is a historical map that was done for other reasons. There were references in the old General Plan to a greenway and that seems to be indicated by the Diagram. Now it's included as the definition of the corridor in paragraph 6400. Mr. Casas said what he finds objectionable is that the Corridor is located in part outside of the original Portola Road right of way, so it in effect encroaches on private property, somewhat like an overlay zone. He said he could foresee a scenario in which the Corridor Plan could rise to the level of a taking of private property. The way that would happen is that an applicant whose property is within corridor boundaries could apply for a building permit, and town staff could require eliminating some vegetation on the property as a condition of the building permit, because the property is within the corridor. In Portola Valley's General Plan, both your Open Space Element and Scenic Roads and Highways Element already define Portola Road as scenic. The issue that scares the Whites is, why the Corridor Plan encompasses private property, Mr. Casas said, and he also thinks it's Dr. Neely's concern. Mr. Casas said it's a balancing act between private property interests and the interests of the general public and the general policy for the Town. He said the idea of the Corridor Plan is great and the objectives are reasonable, but it's over-inclusive.

With no other speakers coming forward, Chair Gilbert closed the public hearing and asked Ms. Prince to address the implications of having private property within the corridor. Ms. Prince said that the California constitution gives the Town various powers, including the power to adopt a General Plan and impose zoning regulations. The General Plan can be thought of as a global document which covers all of the land in Town, not just the Town's own land. As a result, the mere fact that private property is included in this Corridor Plan isn't necessarily a taking. The Corridor Plan just sets a vision similar to the other Elements of the General Plan, such as the Land Use Element and the Housing Element, for what the Town hopes to see in this area. The concept that the corridor wasn't just the road itself, but the road and lands adjacent, has been in existence in the General Plan for some time, she said. For example, Section 2161 in the Land Use Element, which would be deleted with adoption of the Corridor Plan, states that, "The Portola Road Corridor includes those lands lying adjacent to the Portola Road from the northern Town limits to Alpine Road."

In response to a further question from Chair Gilbert concerning potential impacts that adoption of this Corridor Plan could have on private property owners, Ms. Prince responded that legislation occurring at the Town level such as adoption of an element of the General Plan would have an impact on private property owners. So it does have some impact, but not the same as zoning regulation, which would say you can only develop a certain number of square feet or the setbacks have to be this defined amount. It doesn't necessarily indicate that they can or cannot do certain things. It just sets that broad brushstroke vision.

Commissioner McKitterick, who served on the Portola Road Corridor Plan Task Force, said that the group reviewed the General Plan overall and the Open Space Element in particular for guidance in what they should put together. He said he is sympathetic to specific concerns that pertain to notification about meetings and screening of houses, but is less receptive to the idea the Town has no ability to control things outside the road itself and that this is a big change from what's on the books already.

Vice Chair Targ said he would agree with the Town Attorney that this is not taking material. That notwithstanding, he said there are valid issues related to the line drawn with respect to personal and real property, and the direction given by the proposed modifications.

Chair Gilbert asked the Commission to begin working its way through the Plan starting with the Introduction.

Commissioner McKitterick said that he would like to talk about the boundaries of the road corridor and whether it has defined boundaries. Commissioner Von Feldt said that she had concerns about that as well, and felt that adding the reference to the Comprehensive Plan Diagram in Section 6400 seemed to insinuate that there is a defined area under discussion rather than a broad brush of 50 to 100 to 150 feet.

Ms. Kristiansson advised that the Portola Road Corridor plan is consistent with the Alpine Road Corridor Plan in that the boundaries of the corridor is not specifically defined.

Commissioner McKitterick said he wouldn't want to delineate a particular distance for the Portola Road Corridor, and likes it as it was previously stated with the reference to the land immediately on either side of the road. Chair Gilbert asked whether it would work better to refer to views of the land on either side of the road, and Commissioner McKitterick responded that there would still be the question of where it begins and ends, and where the Town is exerting control. He said that what he remembers from the Task Force discussion is that the idea was to refer to land on either side of the road to the town border. They did not talk about how far into adjacent properties the corridor extended. Commissioner Hasko agreed and said that she remembers the Task Force focused more on the general policies of how the whole area should look.

Ms. Prince suggested that one approach to provide more definition yet remain broad as is appropriate for a General Plan would be to say "generally as shown on the adopted Comprehensive Plan Diagram."

Commissioner McKitterick pointed out that the definition in the Corridor Plan appears to be based on the language currently in Section 2161, with the addition of the reference to land immediately adjacent to the road and trail. He said that he recalls some discussion by the Planning Commission about how far the influence of the corridor should extend, and he is comfortable with the language in the previous version of the Plan. In response to Chair Gilbert, he said that he has no objection to adding the word "generally," although he doesn't think it solves the problem and would be happier without the reference to the Comprehensive Plan Diagram.

Commissioner Von Feldt said that including a reference to the Comprehensive Plan Diagram in the Corridor Plan would not be either more or less binding, because the Diagram has already been adopted as part of the General Plan.

Vice Chair Targ said the idea of viewing the corridor as a bit of an overlay – not as a zoning overlay but in the context of the General Plan – isn't necessarily wrong, but limiting the corridor to a specific ribbon could lead to further confusion. Vice Chair Targ suggested striking the reference to the adopted Comprehensive Plan Diagram in added to Section 6400.

Chair Gilbert offered another alternative for consideration. She said that on the one hand, she would prefer to keep the language as general as possible, but she also wants to minimize uncertainty for the property owners. With that in mind, she suggested revising the first sentence of 6400 to read:

The Portola Road Scenic Corridor comprises Portola Road, the trail that parallels the road, lands within the setbacks, and views of the lands immediately on either side of the road and trail.

Commissioner McKitterick said the Task Force had added “immediately on either side of the road” to modify “lands” and he would like to see that included. Commissioners agreed to strike out the language about the Comprehensive Plan Diagram that had been added to Section 6400.

Chair Gilbert said she believes the language in the last sentence of Section 6401 echoes a broader, overriding principle of the General Plan about development being subservient. After some discussion, the Commissioners agreed to strike the final sentence of Section 6401.

Chair Gilbert turned to Objectives (Section 6404.1 through 6404.5) and suggested reorganizing the objectives by having the broadest statement, which is currently #5, to the top. The rest of the Commissioners agreed.

Section 6405.1 speaks to the Town’s active pursuit of acquisition of properties or other property rights, such as conservation easements . . .” Chair Gilbert said someone in the audience expressed a concern that this point implied takings, and she asked whether Commissioners had any concerns about the way this section is worded.

Ms. Prince clarified that a “taking” is taking someone’s property without just compensation, but there is a give-and-take that would be part of actively pursuing property rights such as conservation easements. She also pointed out that generally, property owners rather than jurisdictions seek Williamson Act contracts or conservation easements.

Vice Chair Targ said he’d favor striking Section 6405.1 since he doesn’t think it is necessary, but he suggested the statement could also work by inserting the concept of a willing seller. Commissioner McKitterick said that he thinks the Town has been too passive about property acquisition. He would like to leave Section 6405.1 in since he thinks it’s important for the Town in the next 50 years to purchase open space and land to improve trails.

Commissioner Von Feldt said that if a large property owner wanted to do more development on property on the Corridor, she could see that having language like this could lead to approaching the Town about a conservation easement along the Corridor in exchange for more development rights elsewhere on the property.

Commissioner Hasko said that she is a little concerned that something like this could be overreaching and imply that providing a conservation easement could be necessary for a permit to do something to which a property owner is entitled, but the concept of a willing property owner does address that in part.

Commissioners agreed to modify the language in 6405.1 to refer to willing property owners, and to make the same change to Section 6405.9.

Commissioners briefly discussed and agreed on the staff-recommended changes for Sections 6405.10 and 6406.4.

The Commission moved on to discussion of 6406.5. Commissioner McKitterick proposed keeping the language intact with the exception of substituting “where habitable structures” for the phrase “such as in places where structures.” After discussion, Commissioners agreed to leave the language as presented, without referring to habitable structures. Vice Chair Targ suggested removing the word “close” to avoid redundancy, and the Commission agreed.

Discussion then moved to Section 6413. Commissioner McKitterick asked whether the Town has property rights in the Portola Road corridor outside of the road right of way. Ms. Prince explained that oftentimes when a street is dedicated to the Town, the easement that’s dedicated is wider than the actual roadway width. So although a chunk of it is paved, a portion on either side of the paved roadway that’s still part of that right of way also may be given to the Town. In addition, staff clarified that this language would refer to lands such as the Town Center and the open space in front of Spring Down which are owned by the Town.

Vice Chair Targ suggested adding the “from willing property owners” language to the last sentence, after the phrase “open space easements and asked whether saying “the west side of the corridor includes mostly larger parcels” extends the corridor up into the hillside. Ms. Kristiansson suggested a modification such that this sentence would simply indicate that there are large parcels on the west side of the road in this segment. Commissioners agreed to both changes.

Commissioner Hasko mentioned that Mr. Casas had proposed alternative text to the last part of the sentence which starts, "The Town will need to manage its lands . . ." and suggested that the Commission discuss that. In particular, that version says that the Town should "work with" landowners rather than "encourage" landowners, and also that this should be done "to preserve and protect such views, consistent with the General Plan and applicable state and federal laws." Commissioner Hasko said the phrase "work with" may capture some of the spirit of collaboration that some people feel is missing. She said it has a better tone than "encourage," which comes over as more prescriptive.

Commissioner Von Feldt said she also likes "working with," but that "preserve and protect such views" seems much narrower than "take action on their properties. With the focus on views, other things in this Corridor Plan, such as removing invasives and planting native plants, may be left out a bit. She said that preserving and protecting properties could perhaps be read as including managing for some views and trying to remove some invasive species.

Commissioner McKittrick said he thinks the Commission wants not just preservation and protection; we want affirmative action to be taken. After a brief discussion the Commission decided to change "encourage" to "work with" and to otherwise move forward with the original proposed language.

The Commission briefly reviewed of the sections of the General Plan proposed for elimination with the adoption of the Portola Road Corridor Plan and agreed with the changes.

Chair Gilbert then invited public comments.

Ms. White said she thinks the idea of the views being the number one concern was not put into the General Plan wording until the 2011 revisions to the Open Space Element. It's not something that's been in the General Plan all along, although it's being perceived that way. She said that she wanted to go back to the original language about Portola Road and the greenways. By definition, open space is not private property but is public land or MidPen. In terms of their land being characterized as "Community Open Space Preserve," Ms. White stated that she does not agree with that because their land is not a preserve, it is proposed, although the 2011 amendments to the Open Space Element took out the word "proposed." In addition, when the words "community" and "open space" are added in front of it, it doesn't make any sense because their land is not open space but is private property, and nothing on it will ever be available to the community. In sum, she would like the Commission to understand that she doesn't agree that the views and trails are most important; that their land is not part of the corridor; and that their land is not open space but private land.

Dr. Neely said the fact that the Town has identified four Community Open Space Preserves does not preclude the fact that they're proposed, and they're stated as proposed elsewhere in the General Plan, but he can live with the language proposed for the Corridor Plan. He also inquired about the use, and former use, of the word "greenway" to describe the Portola Road Corridor in the General Plan language to be deleted, and whether that had any specific meaning.

Chair Gilbert said that in terms of the Community Open Space Preserves, the Town Council asked the Planning Commission perhaps a year ago to look at these with a couple of things in mind. One would be to ensure that requirements are applied to each Community Open Space Preserve in similar fashion, and the other would be to review the definitions. The Commission has been accumulating items to add to that discussion, and although the discussion will be a difficult one, the Commission does need to have it because they continue to make decisions that relate to it.

In terms of the word "greenway," Commissioner McKittrick noted that the label on the map indicates a "greenway" but then there is language that greenways are corridors. Staff advised that there is a definition of greenway in Section 2203 of the Open Space Element, which says, "Greenways are corridors of natural beauty often enhanced by landscaping. They provide pleasant traveled ways for motorists, cyclists, those on foot and equestrians that link portions of the planning area. A number of greenways are proposed in the plan along roads and natural features such as canyons, streams and woods." Ms. White also read excerpts from the background report and suggested that the change from greenway to scenic corridor occurred with the 2011 Open Space Element in order to prioritize views. In response to Commissioner Von Feldt and Vice Chair Targ asking about whether "greenway" is a legal term of art in the Municipal Code, Ms. Prince said she found only one mention of it

in the Municipal Code. In discussing the dedication of land for open space as part of a subdivision, Section 17.20.200 says all land to be dedicated for park or recreational purposes must be found suitable and one suitable location would be in parkways or greenways.

Commissioner Hasko asked staff for more information. Ms. Kristiansson said that the intent was to consolidate all of the references to the Portola Road Corridor in one place, and that while there were references in other elements to the corridor as both a scenic corridor and a greenway, it appeared that most of the references called it a scenic corridor. However, she noted that there were multiple references and it was not entirely clear. Ms. Pedro noted that in terms of implementation, the appendix to the Open Space Element states that greenways should be implemented by actions such as acquisition of fee title and conservation easements.

Commissioner Hasko said that deleting the greenway reference with no deliberate purpose might be interpreted in a way that the Commission does not intend. She proposed putting in one line to retain it: "Portola Road is designated as a greenway." Commissioners discussed this suggestion and alternatives. Chair Gilbert said that including this could add confusion, and since there seems to be a lot of overlap in the definitions, putting in a reference to a greenway does not add a lot. Commissioner Hasko agreed that it is not as clear as she would like, but she is concerned that taking it out could be construed as a deliberate decision on the Commission's part to change the designation of Portola Road rather than simplifying language. Based on the information available tonight, she would not be comfortable making that change. After some discussion, Commissioners directed staff to add "Portola Road is designated a greenway" where it makes sense in the first paragraph.

Chair Gilbert asked whether Commissioners had any issues with the negative declaration.

Vice Chair Targ moved to adopt the resolution recommending that the Town Council approve the Negative Declaration for the Corridor Plan. Second by Commissioner Von Feldt, the motion carried 5-0.

Commissioner Von Feldt moved to adopt the resolution recommending that the Town Council approve the Portola Corridor Plan as amended during the discussion. Seconded by Commissioner McKitterick, the motion carried 5-0.

Chair Gilbert thanked everyone in the audience for their patience and suggestions.

ANNUAL ELECTION OF PLANNING COMMISSION CHAIR AND VICE CHAIR

Chair Gilbert nominated Vice Chair Nicholas Targ as Chair and Judith Hasko as Vice Chair of the Planning Commission, effective with the next meeting. Seconded by Commissioner Von Feldt and passed unanimously.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

Ms. Kristiansson said the Town Council had approved the Housing Element as recommended by the Planning Commission. There were no public comments. She will submit the Element to the state as soon as she receives the signed resolution. Vice Chair Targ said the Element was very nicely done.

Commissioner Von Feldt asked whether the Town has a process for mitigation when new people move in and cut down heritage oaks. Ms. Pedro said that staff would first try to determine the type and number of trees removed and then work with the owner to try to replace the trees and mitigate impacts to neighbors, such as views and light pollution.

Commissioner Von Feldt said that it would be nice to have a discussion about penalties or tree replacement ratios for removing heritage oaks.. She noted that removal of these heritage oaks is not just an issue of screening and views for neighbors, but habitat loss and carbon released into the environment. She said mature oaks sequester a lot of carbon and once it's lost, it takes 50-odd years to get it back. She would like the Town to have a very clear plan for what happens if they are cut down so that it doesn't become a personal issue between neighbors.

Ms. Pedro said she would review the code more closely in terms of penalties and look into strengthening that section.

Vice Chair Targ noted that it's not just owners, but sometimes the fault lies with arborists or tree service contractors, and maybe training or educational literature could help as well as substantive provisions. He also emphasized the importance of opportunity for restorative justice to enable owners to make demonstrations of good faith rather than being pilloried. Commissioner Von Feldt said she would support the restoration aspect more than fines, since that is really what the Town is trying to get at here.

Ms. Kristiansson said staff has talked previously about sending letters to landscapers and others doing work in Town to inform them of the rules and that they are supposed to get permits.

APPROVAL OF MINUTES: December 3, 2014

Commissioner Hasko moved to approve the minutes of the December 3, 2014 meeting, as amended. Seconded by Commissioner McKittrick, the motion carried 5-0.

ADJOURNMENT [9:52 p.m.]

Denise Gilbert, Chair

Debbie Pedro, Town Planner

RESOLUTION NO. 2015 - 1**A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY RECOMMENDING ADOPTION OF THE
NEGATIVE DECLARATION FOR THE PORTOLA ROAD CORRIDOR PLAN
AND RELATED GENERAL PLAN AMENDMENTS**

WHEREAS, the Town of Portola Valley has caused a Portola Road Corridor Plan to be prepared as an optional element for the Portola Valley General Plan in accordance with California Government Code Section 65303, as well as related amendments to other elements of the General Plan for consistency, and

WHEREAS, the Portola Road Corridor Plan sets forth the Town's objectives, principles and standards for the corridor, and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA), an Initial Study has been prepared based on substantial evidence analyzing the potential environmental impacts of the Portola Road Corridor Plan and related General Plan amendments; 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, public notice was provided in accordance with the requirements of Section 15072 of the CEQA Guidelines, and

WHEREAS, the comment period on the Initial Study and Negative Declaration extended from September 10, 2014 through September 29, 2014, and

WHEREAS, the Planning Commission held duly noticed public hearings on October 1, 2014, November 5, 2014, and January 21, 2015 to consider the Initial Study, Negative Declaration, Portola Road Corridor Plan, and related General Plan amendments, and

WHEREAS, the Planning Commission has considered and reviewed all of the information contained in the Initial Study and Negative Declaration and all comments received in writing and at the public hearings, and finds that the environmental review 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 of the Town of Portola Valley approve the Negative Declaration for the project and adopt the Portola Road Corridor Plan and related General Plan amendments.


PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on January 21, 2015.

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

Against: None

Absent: None

By: 
Denise Gilbert, Chairperson

Attest: 
Debbie Pedro, Town Planner

RESOLUTION NO. 2015 - 2

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY RECOMMENDING ADOPTION OF THE
PORTOLA ROAD CORRIDOR PLAN AS AN ELEMENT OF THE GENERAL
PLAN, WITH RELATED GENERAL PLAN AMENDMENTS**

WHEREAS, the Portola Road corridor is identified in the Portola Valley General Plan as an area of special importance to the Town of Portola Valley for which a corridor plan should be developed, and

WHEREAS, the Town Council of the Town of Portola Valley created a Portola Road Taskforce in 2012 to study the corridor and identify key community objectives and standards for the corridor, and

WHEREAS, the Planning Commission used the report from the Taskforce to draft a Portola Road Corridor Plan at a series of meetings from 2012-2014, and

WHEREAS, the Portola Road Corridor Plan has been prepared as an optional element for the Portola Valley General Plan in accordance with California Government Code Section 65303, and

WHEREAS, the Portola Road Corridor Plan sets forth the Town's objectives, principles and standards for the corridor, and

WHEREAS, a number of related amendments to other elements of the General Plan are needed in order to ensure internal consistency and clarity within the Portola Valley General Plan, and

WHEREAS, an Initial Study and Negative Declaration have been prepared based on substantial evidence and found no significant environmental impacts from the Portola Road Corridor Plan and related General Plan amendments, and

WHEREAS, the Planning Commission held duly noticed public hearings on October 1, 2014, November 5, 2014 and January 21, 2015 to consider the Initial Study, Negative Declaration, Portola Road Corridor Plan, and related General Plan amendments, and considered all information presented at those hearings,


NOW, THEREFORE, be it resolved that the Planning Commission recommends that the Town Council of the Town of Portola Valley adopt the Portola Road Corridor Plan and related General Plan amendments.


PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on January 21, 2015.

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

Against: None

Absent: None

By: 
Denise Gilbert, Chairperson

Attest: 
Debbie Pedro, Town Planner

Town of Portola Valley General Plan

~~D R A F T~~
DRAFT FOR TOWN COUNCIL
REVIEW AND ACTION

Portola Road Corridor Plan

February 2015

*Incorporates all revisions prior to and including those made by the
Planning Commission at their January 15, 2014/21, 2015 meeting*

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Portola Road Corridor Plan

Introduction

- 6400 The Portola Road scenic corridor comprises Portola Road, the trail that parallels the road, and the lands immediately on either side of the road and trail. Running along the floor of ~~the~~ Portola Valley, this corridor is part of the area that helps define the visual ~~charater~~character and quality of the community and is considered the “heart of the town.” The corridor links many of the town’s most important destinations including commercial, institutional, recreational and natural resources. Both town residents and visitors alike make frequent use of the corridor and benefit from its scenic qualities. In addition, the corridor both divides and connects the steeper open spaces of the western hillsides and the more residentially developed eastern portions of the town. Portola Road is designated a greenway.
- 6401 Immediate views and distant vistas within and from the roadway corridor define its character and underscore the open space and more rural values of Portola Valley as a whole. Therefore, management and treatment of both public and private lands along the corridor and the more critical viewsheds from the corridor should reflect the basic town values as set forth in this general plan. Landscaping, buildings and other land uses within and along the corridor need to be sited and designed to conserve the open and rural character. ~~New development should be subservient to the setting, taking into account distant views to the largely undeveloped western hillsides and closer in views to orchards and fields, and also the native landscaping within the public right of way and on the frontages of privately held parcels.~~
- 6402 In addition to its scenic setting, the corridor plays a critical role as a transportation and recreation resource. Portola Road is one of the main arterial roads in town for motor vehicles, and the corridor is a key location for alternate forms of

transportation and recreation, such as walking and biking. The corridor serves to connect or provide access to many horse trails.

- 6403 The Portola Road Corridor Plan provides a comprehensive land use perspective for the entire corridor, sets forth the main objectives for it, and identifies principles and standards for guiding public and private actions to achieve plan objectives.

Objectives

- 6404
1. To serve as a scenic corridor through the town that reflects the open space values of the town. Much of the area between the two more intense land use clusters is traversed by or near the San Andreas Fault and should therefore be kept in open space or low intensity uses.
 - ~~2.~~ To protect or reestablish open ~~and natural~~ views* within and from the corridor, especially to the western hillsides, wherever possible while preserving valuable habitat and variety of experience for all users.
 - ~~3.~~ To encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local motor vehicle trips.
 - ~~4.~~ To keep the corridor free of exotic invasive plants and promote rehabilitation of native ecosystems.
 - ~~5.~~ To preserve, enhance and reinforce the identity of the town by providing for a unified design of the valley, with two clusters of commercial and civic facilities near the ends of the corridor as focal points that are linked by trails, open space and planting epitomizing the natural quality of the town
 - ~~5. — To serve as a scenic corridor through the town that reflects the open space values of the town. — Much of the area between the two more intense land use clusters is traversed by or near the San Andreas Fault and should therefore be kept in open space or low intensity uses.~~

Principles

- 6405 The following principles should be followed to achieve the objectives described above:
1. The town should actively pursue acquisition of properties or other property rights, such as conservation easements, from willing property owners, to preserve and enhance the most sensitive views of the western hillsides and achieve the other objectives of this element.

2. Vegetation along the road, both within the right-of-way and on private property, should be managed so as to enhance and preserve views, especially of the western hillsides, existing orchards and open fields.
3. Parking along the shoulder of the road should be discouraged using measures that are as unobtrusive as possible and do not to impede the movement of bicyclists, equestrians, pedestrians and other users or affect the visual character of the roadway corridor.
4. The shoulders along Portola Road should have a consistent width sufficient to provide for multiple users, as long as widening the shoulders would not adversely impact the adjacent trail.
5. Exotic invasive vegetation should be removed alongwithin the corridor, and native vegetation should be used for new plantings wherever possible.
6. The trail along Portola Road should be separate from the road and clearly delineated.
7. The trail should be designed to serve multiple types of users, including pedestrians, equestrians, and bicyclists consistent with the Trails and Paths Element of this General Plan.
8. The trail surface should not be paved but should be consistent with town trails standards for a multi-use corridor. Ideally, the trail would have a pervious surface with drainage improvements as needed.
9. Where appropriate, the town should acquire land, easements, or other property rights from willing property owners along or near the road to allow for a better trail configuration and better connections to the rest of the town's trail system.
10. Land abuttingwithin the corridor should continue to be zoned and otherwise managed to promote open space and enhance scenic quality. Special consideration should be given to building size, design and setbacks along this road.

Standards

- | | |
|------|--|
| 6406 | <ol style="list-style-type: none"> 1. The multi-use trail along Portola Road shall have an all-weather, non-paved surface suitable for horseback riding, bicycling, pedestrians, and other permitted users. 2. Where the trail crosses the road, the nature of the crossings should be assessed for safe use by all users, and if necessary, improved. |
|------|--|

3. While meeting town trail standards, the trail shall incorporate some variety in width, elevation and treatment of nearby vegetation. This variety helps to preserve the rural character of the area.
4. The town should thin or remove vegetation in the right-of-way ~~where the vegetation obscures in order to open~~ views, ~~and opening those views would enhance enjoyment by various users. While opening and preserving views is the~~ as a primary goal, ~~appropriate clumps of retaining enough~~ vegetation of ~~varying heights and size should be preserved, both~~ to provide a varied experience ~~and to preserve valuable habitat along the corridor. *~~ for trail users. These evaluations should be made on a case by case basis using input from the various committees and other community interests in town, including adjacent property owners.
5. The town should encourage property owners on the western side of the road to thin or remove vegetation within the corridor on their properties when the vegetation obscures views of the western hillsides, ~~existing orchards agricultural uses~~ and open fields. In some cases, however, vegetation to provide screening may be appropriate, such as in places where structures are located in proximity to the road/trail.
6. Undergrounding utility lines along the corridor is desirable and should be considered, ~~although the costs and benefits of undergrounding should be weighed in light of other improvements, such as widening shoulders and improving trails, that are also desired along the corridor. *~~
7. The town should require utility companies and property owners to screen utility boxes and related equipment or develop other measures to decrease their aesthetic impacts.
8. Portola Road should remain as a two lane road, although turning lanes should be added as necessary.
9. The town should encourage removal of exotic invasive vegetation on both sides of the roadway corridor.

Description

6407 The Portola Road Corridor extends approximately two miles from Alpine Road northward past the Priory School and the Sequoias Retirement Community to Portola Valley Town Center and the northern town boundary with the Town of Woodside. Much of the corridor is located east of the San Andreas Fault zone, and a significant segment of the the corridor, primarily from Willowbrook Drive to the Wayside Road,

separates the eastern, more developed portion of Portola Valley from the steeper, less stable and less developed western hillsides.

- 6408 The corridor links clusters of community-serving uses at either end with open space, recreational, institutional, agricultural and residential uses in between. The cluster at the northern end includes churches, a commercial area and the town center with community-serving meeting, classroom, recreational and library facilities. The cluster at the southern end includes a commercial area, space for institutional uses and a fire station. The town's two largest institutional uses, the Sequoias and the Priory School, are both located between these two clusters. The visibility of all of these uses from within the corridor should be managed so as to minimize visual intrusion or conflict with the objectives of this element.
- 6409 The road itself is a two-lane arterial road, with a bicycle route designated in the Trails and Paths Element along its length. Together with the lower portion of Alpine Road, Portola Road serves as part of a popular regional bike loop. The trail along the corridor is a critical link in the town's overall trail system for multiple types of users and has many important destinations along its length.
- 6410 The following descriptions are for specific segments for the corridor starting at Alpine Road and extending to the northern limits of Portola Valley.
- 6411 **Segment 1, Alpine Road to Willowbrook Drive and the Sequoias.** Land along this segment is more intensely developed than in the rest of the corridor. There are many developed residential parcels, with more dense development along the west side of the road. This segment also includes the significant Woodside Priory and Sequoias institutional uses and facilities, as well as the commercial and offices uses within the Nathorst Triangle. The land use pattern in this segment is well established, and efforts to enhance the sense of the town's character along the corridor need to recognize this. As a result, techniques such as encouraging or requiring planting of native materials, removal of exotic invasive vegetation, and more natural landscaping would be more appropriate in this segment than increased setbacks or other similar land use controls.
- 6412 **Segment 2, Sequoias to the Town Center.** On the east side of the corridor in this segment, the residential land use pattern is well established, with approximately one acre per dwelling unit, and no significant changes are anticipated. Development areas visible from the corridor should continue to be controlled through setback and architectural review to protect the visual character of views from the road. Similar to Segment 1, the main objectives for this area will be to control exotic invasive plant materials and replace these with native landscaping consistent with town landscaping guidelines. Within the public right-of-way, vegetation can be addressed through annual roadway maintenance programs and other programs as consistent with town budgetary priorities and resources. For privately held lands on the east side of the corridor, the town should seek to encourage, and where possible in conjunction with

development review proposals, require conversion of highly visible non-native plant materials to native species.

- 6413 ~~The lands on the west side of the corridor in Segment 2 are dominated by~~In this segment, larger parcels, ~~several~~some of which extend from the ~~Valley floor to near the top of road up into~~ the western hillsides, ~~including towards the Skyline scenic corridor,~~ are located on the west side of the corridor. The largest property on the western hillsides is the Windy Hill Open Space Preserve ~~lands of, which is owned by~~ the Midpeninsula Regional Open Space District. ~~These parcels contain, while other properties are in private ownership. In addition, this area includes lands closer to the road which are identified for Community Open Space Preserves in the Open Space Element. The west side of the corridor along this segment provides some of the most significant viewsheds~~magnificent views in the town and also ~~include the areas shown on the general plan diagram as “Meadow Preserve,” “Orchard Preserve” and “Stable Preserve.” Efforts should be made. The Town will need to work with the~~manage its lands along the right of way to protect and improve these views and should also work with both private and public land owners to ~~preserve and protect these lands so that the view from the corridor remains largely open~~take actions on their properties consistent with this Corridor Plan and undeveloped. *other applicable elements of the General Plan. Where appropriate, the town should acquire land or other property rights, such as conservation or open space easements ~~or, from willing property owners, or should encourage~~ designation under the Williamson Act.
- 6414 **Segment 3, Town Center to Wayside Road.** The land use pattern ~~adjacent~~adjacent to this segment is largely set and controlled by provisions set forth in the town center area plan element of this general plan. This area includes the Town Center Preserve and also the larger private land holdings to the north of this Preserve. As with the larger privately held lands on the west side of Segment 2, the town should pursue actions that would protect the visual qualities of the lands critical to the views from the corridor.
- 6415 **Segment 4, Wayside Road to the northern town limits.** On the east side of the corridor north of Wayside Road and the Wyndham Drive subdivision, most land is within the Town of Woodside and occupied by the “Family Farm” private low density use. The town encourages the low intensity uses in this area to continue and for the roadside and lands immediately east of the corridor to be maintained in the existing open and tree covered condition.
- 6416 Land on the west side of Segment 4 is largely developed in low to medium intensity residential uses, and no significant change in land use or pattern of uses is expected. As for Segment 1, the corridor in this segment should be managed to discourage exotic invasive plantings, enhance native vegetation and, to the extent possible, limit views to houses and other site improvements. It is recognized, however, that like portions of Segment 1, there will be limited option for changes to the ~~established~~established visual character along the corridor in Segment 4.

Portola Road Corridor Plan Appendix 1: Implementation of the Portola Road Corridor Plan

Actions to date:

1. ASCC review is required for all buildings along Portola Road.
2. Conservation Committee review is required for all landscaping within 75' of Portola Road. The town has adopted design guidelines that include lists of native plants that are to guide the Conservation Committee in its actions. The use of native plants in the scenic corridor will help retain the natural beauty of the area.

Future actions:

1. The trail along Portola Road from the Town Center to Nathhorst Triangle should meet the town standards for a multi-use trail, with a minimum 6' wide trail surface of compacted base rock. Land or easements should be acquired as necessary to allow this trail standard to be met.
2. Widen shoulders in key locations along Portola Road to make them consistent in width.
3. The town should thin vegetation in the road right-of-way in locations where vegetation blocks views, and work with private property owners to encourage similar thinning on their lands.



Pillsbury Winthrop Shaw Pittman LLP
2550 Hanover Street | Palo Alto, CA 94304-1115 | tel 650.233.4500 | fax 650.233.4545

Wayne M. Whitlock
tel 650.233.4528
wayne.whitlock@pillsburylaw.com

March 3, 2015

Mayor Jeff Aalfs and Members
of the Portola Valley Town Council
Town of Portola Valley
Portola Valley Town Hall
765 Portola Road
Portola Valley, California 94028

Re: Proposed Adoption of Portola Road Corridor Plan - Cindie and Phil
White – Portola Valley Town Council

Dear Mayor Aalf and Members of the Town Council:

We are writing on behalf of Cindie and Phil White, the owners of Jelich Ranch at 683 Portola Road. Jelich Ranch, which the Whites acquired in 2000, would be directly impacted by the Portola Road Corridor Plan.

The Whites have been actively involved in Town matters for many years and have coordinated closely with Town staff on the work necessary to refurbish Jelich Ranch and revive the orchard. That has included development and later amendments of the Jelich Ranch Condition Use Permit—prepared to support the revival and preservation of Jelich Ranch. In spite of the Whites' active involvement in these and other Town matters, the Whites only became aware of the Portola Road Corridor Plan just days before the Planning Commission took this up for adoption in November 2014. Of course, the Whites sincerely appreciate the Planning Commission's allowance of additional time during the busy holiday season for the Whites to review the proposal. And, we appreciate the adjustments the Planning Commission made to the Corridor Plan before the Commission passed its recommendations on to the Town Council.

Unfortunately, even the revised Corridor Plan currently before the Town Council still poses a threat to the preservation of Jelich Ranch as envisioned by the Whites and reflected in the recently amended CUP, which also reflects the Town's active concurrence with that vision. The Whites have invested millions of dollars and thousands of hours in obtaining the Town's concurrence with that vision through the CUP process and then implementing that vision. The Whites chose to forego

subdividing the property in favor of preserving Jelich Ranch as a working organic orchard. Further, the Whites have already agreed to prune and thin the vegetation in certain areas along the property boundaries that are adjacent to Portola Road. These changes will open the views significantly.

The Whites based their willingness to make significant investments in Jelich Ranch on the Town's support for preserving Jelich Ranch. However, even as changed by the Planning Commission in January, the Corridor Plan suggests that future Town decisions regarding Jelich Ranch could be subject to vastly different priorities. In other words, the application of the Plan could prioritize expanding views and the trail system over preserving the orchard and protecting the character and the already limited privacy of Jelich Ranch. The assurances made in the Planning Commission meeting that the Corridor Plan does not mandate any particular result does not mean that the Corridor Plan could not adversely affect Jelich Ranch or the Whites. Rather, the Corridor Plan could be used to justify the imposition of requirements that would be entirely inconsistent with preserving the character of Jelich Ranch as envisioned by the Whites and the Town.

Specifically, the Corridor Plan could be used to require the additional removal of foliage and trees along Portola Road and potential widening of the trail system onto the Jelich Ranch property in future land use decisions. Such requirements would not only contradict the objective of preserving the character of Jelich Ranch but would significantly impact the White's privacy, safety and use of the land, in addition to devaluing the property. Jelich Ranch has seven buildings along Portola Road, two of which are occupied with residents and are very close to the road. Further reduction of screening would increase road noise and exhaust that impacts fruit trees; it would significantly impact privacy and increase interference with farm operations, including beekeeping, use of farm equipment and spraying of organic materials—all of which should be buffered from the public.

Accordingly, requiring additional thinning or removal of the vegetation or further encroachment onto the property to implement the new priorities of the Corridor Plan as currently drafted would be inconsistent with the common interest of the Town and the Whites in preserving and enhancing Jelich Ranch. Such actions would impose an unreasonable burden on the Whites, significantly interfering with their privacy, property rights and safety needs, as well as devaluing their property.

For all these reasons, we are concerned that the proposed adoption of the Corridor Plan reflects a Town shift of its priorities away from preserving Jelich Ranch. The Whites ask the Council to clarify that the Corridor Plan is not intended to interfere with the Whites' long term vision for Jelich Ranch and their home property. We ask the Council to adopt findings that the Town of Portola Valley will not use the

Portola Valley Town Council
March 3, 2015
Page 3

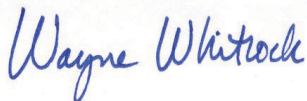
Corridor Plan as the future basis for requiring further encroachment on the already limited privacy of the Whites. Specifically, the Town should acknowledge that the Corridor Plan is not intended to require any further physical encroachment onto the Jelich Ranch Property given the close proximity of the Jelich Ranch residences and other buildings to Portola Road and the existing trail. Further, the Council should clarify that the Corridor Plan is not intended to be the basis for requiring further removal of the screening beyond what is called for in the amended CUP.

The Town enthusiastically approved the White's thinning proposal as part of the 2014 Jelich Ranch CUP amendment. Specifically, the Town found that the three-phased thinning of vegetation that would be carried out under the amendment would be consistent with existing Town policy. Members of the Planning Commission and Town staff praised the Whites' proposal. Vice-chair Targ characterized it as a "generous gift", stating that the White's approach "goes well above and beyond what he would be comfortable requiring." Others asserted that it was consistent with the Corridor Plan that was already in progress at the time.

In making and implementing that proposal under the amended CUP, the Whites have reached as far as can reasonably be expected to accommodate the interests reflected in the Corridor Plan. They need and deserve the Town's assurance that further requirements and encroachments will not be imposed on Jelich Ranch under the Portola Road Corridor Plan and that the Town remains supportive of preserving, rather than sacrificing, the character of Jelich Ranch and their home as envisioned by the Whites and the Town.

Thank you for considering these concerns.

Sincerely,



Wayne M. Whitlock

cc: Cindie and Phil White



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Debbie Pedro, Town Planner
Sharon Hanlon, Town Clerk

DATE: March 11, 2015

RE: **Agreement between the Town of Portola Valley and Peelle Technologies for the Parcel File Scanning Project, Upgrade to v9.2 software, and Installation of Laserfiche WebLink.**

RECOMMENDATION

Authorize the Town Manager to enter into a professional services agreement between the Town of Portola Valley and Peelle Technologies for the Parcel File Scanning Project in an amount not to exceed \$31,900.00.

BACKGROUND

Since its incorporation in 1965, the Town has utilized a paper filing system for storing planning and building permit records. Over the years, the Town has accumulated over 15,000 permit records, housed in parcel files that are organized by address at Town Hall.

In 2007, the Town contracted with Peelle Technologies to provide document imaging and management system services for certain planning, building, and administrative records such as ordinances, resolutions, and building plans. Per the agreement, these records are scanned, indexed, and stored in Laserfiche, a document management system. It is proposed that the Town's existing parcel files be added to the Laserfiche electronic document repository.

In addition to the Parcel File Scanning Project, staff proposes a Laserfiche software upgrade and installation of the Laserfiche WebLink feature.

DISCUSSION

Parcel File Scanning Project - On January 19, 2015, Peelle Technologies submitted a proposal for scanning and indexing the Town's parcel files to a format compatible with

Laserfiche. (Exhibit A) Converting the paper documents into a digital format would improve the ability for the public and staff to search and retrieve permit records, reduce onsite storage needs, and ensure that backup copies of key documents are available for disaster recovery purposes. Staff has solicited cost estimates from two vendors and Peelle Technologies has provided a proposal that is the most affordable option. The estimated cost for the Parcel File Scanning Project, which includes document preparation, scanning, and indexing, is \$18,900.93.

Laserfiche Software Upgrade - Currently, staff is operating on Laserfiche software version 7, which was released several years ago. An upgrade to version 9.2 will provide end user enhancements such as; 1) flexible document viewer panes (or split screens) that add great flexibility to the way documents are viewed, eliminating the need to toggle between open documents; 2) a customizable Quick Search, which provides a simple, Google-like search capability, allowing users to create and save search types useful for their specific needs, and; 3) the capability to create and share a link to a document versus attaching it to an email (this option is useful when pointing another staff member, who is working in the repository, to a particular document, as the link opens the document directly). Laserfiche also allows quick availability to documents when fulfilling a public records request. Most importantly, however, version 7 will no longer be supported by Laserfiche after 2015 making an update necessary to maintain a document management system that is supported by Laserfiche. .

In 2006, when Laserfiche was first brought to the Council, the Ad-Hoc Committee "Boxes to Bits" was formed to further research program options. The Ad-Hoc Committee recommended Laserfiche, agreeing that it was the best option for the Town. Two other software programs were researched; Sire and Granicus, both were found to be excessive for our needs as well as a much more expensive product. Laserfiche has a long track record and used by numerous municipalities within California.

Laserfiche WebLink Feature - Laserfiche WebLink is a user-friendly public portal that provides public access to documents, saving staff time and minimizing duplication and distribution expense. It allows the public the ability to search and view/retrieve documents. Available documents to view include: council e-packets, minutes, resolutions, ordinances and parcel file records. Copyrighted plans will not be available for viewing/retrieval via WebLink but will be available for viewing at Town Hall.

The proposal for software upgrade and implementation of WebLink (Exhibit B) is \$12,065.00.

FISCAL IMPACT

The not-to-exceed contract amount for this project is \$31,900.00 (includes a 5% project contingency). Sufficient funds have been budgeted and are available from the 2014-15 fiscal year budget.

ATTACHMENT

1. Agreement between the Town of Portola Valley and Peelle Technologies with (Exhibit A) - Proposal for Document Scanning Services from Peelle Technologies dated January 19, 2015 and;
(Exhibit B) - Proposal for Software Upgrade and WebLink installation from Peelle Technologies dated January 9, 2015

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

AGREEMENT

THIS AGREEMENT is made and entered into on the _____ day of _____, 2015, by and between the TOWN OF PORTOLA VALLEY ("Town") and **Peelle Technologies** ("Contractor"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. SCOPE. Contractor shall provide or furnish the following specified services and/or materials: **Document Scanning Services for the Parcel File Scanning Project, Software Upgrade to Version 9.2, and Installation of Laserfiche WebLink.**

2. EXHIBITS. The following attached exhibits hereby are made part of this Agreement: **Proposals from Peelle Technologies for the Parcel File Scanning Project dated January 19, 2015 (Exhibit A) and for Software Upgrade and Laserfiche WebLink dated January 9, 2015 (Exhibit B).**

3. TERMS. The services and/or materials furnished under this Agreement shall commence on **March 16, 2015** and shall be completed before **September 1, 2015**.

4. COMPENSATION. After full performance of this Agreement:
 Town shall pay Contractor: An amount not to exceed nineteen thousand eight hundred dollars and zero cents (\$31,900.00)
 Contractor shall pay Town:

5. GENERAL TERMS AND CONDITIONS.

5.1 HOLD HARMLESS. Contractor agrees to indemnify, defend and hold harmless the Town, its officers, agents and employees from any and all demands, claims or liability of any nature, caused by or arising out of the performance of Contractor under this Agreement.

5.2 INSURANCE. Contractor shall file with the Town a certificate of insurance before commencing any services under this Agreement meeting minimum coverage requirements established by the Town Manager.

5.3 NON-DISCRIMINATION. No discrimination shall be made in the employment of persons under this Agreement because of the race, color, national origin, age, ancestry, religion or sex of such person.

5.4 INDEPENDENT CONTRACTOR. At all times Contractor shall be a wholly independent contractor and not an agent or employee of the Town. Contractor is not authorized to bind the Town to any contracts or other obligations. In executing this Agreement, Contractor certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of Town.

5.5 CHANGES. This Agreement shall not be assigned or transferred without the written consent of the Town. No changes or variations of any kind are authorized without the written consent of the Town Manager.

5.6 TERMINATION. This Agreement may be terminated immediately, with or without cause, by Town upon written notice to Contractor. Monies then owing based upon work satisfactorily accomplished shall be paid to Contractor.

5.7 INVOICING. All invoices shall be sent to the Town Manager at the address below.

This Agreement shall become effective upon its approval and execution by Town. In witness whereof, the parties have executed this Agreement the day and year first written above.

TOWN MANAGER:

CONTRACTOR:

Town of Portola Valley
765 Portola Road
Portola Valley, CA94028
(650)851-1700

By: _____
Jim Detrick
Peelle Technologies
197 East Hamilton Avenue
Campbell, CA 94008
(800) 233-5006

Social Security or I.R.S. Number

TOWN OF PORTOLA VALLEY

By:

Town Manager

Cost Proposal

Document Scanning Services

(Parcel File Scanning Project)

Prepared For The



TOWN OF PORTOLA VALLEY
Planning Department

Submitted By



Technology Solutions for Data and Document Management
www.PeelleTech.com



197 East Hamilton Avenue
Campbell, CA 95008
800.233.5006

January 19, 2015

Debbie Pedro, AICP
Planning Director
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Hi Debbie:

The attached proposal addresses the outsourced scanning and indexing of the parcel files to a format compatible with the Laserfiche document management system's import/archiving utility. The proposal includes both a description of the proposed document processing methodology and a Fee Schedule for the services you require.

Thank you for the opportunity to present this proposal. Should there be any questions of interpretation, please don't hesitate to contact me at the number below.

Regards,

A handwritten signature in blue ink that reads 'Jim Detrick'.

Jim Detrick
408.370.6266

Proposed Document Processing Methodology

Peelle Technologies is proposing a document processing methodology that will ensure that the Town of Portola Valley Planning Department (hereinafter "The Town") will receive a deliverable that will meet its unique requirements. This methodology has been designed to:

- Maintain the integrity of the hard-copy documents
- Accommodate the range of size and quality of the documents to be digitized
- Create/verify index data that will be associated with each document during the Laserfiche image/index import process
- Ensure that The Town receives images of acceptable quality in the specified format and in accordance with mutually agreed upon delivery schedules

The high-level document processing tasks associated with the project are as follows:

- 1) Pre-production activity
- 2) Document pick up
- 3) Batch preparation and inspection
- 4) Document preparation
- 5) Document scanning and image quality control
- 6) Document Indexing
- 7) Output media preparation
- 8) Final QA check
- 9) Document and media delivery

Each of these tasks is described briefly below:

1. Pre-production Activity

During this activity, the criteria for the subsequent production effort will be established, and written procedures will be implemented to ensure compliance with The Town's requirements. Peelle Tech will work closely with The Town staff to perform the following tasks:

1. An examination of representative sample documents to determine the preparation requirements (fastener/binding removal, repair etc.) and scanning parameters to be used during the conversion process.
2. A review of the deliverable requirements and image acceptance criteria, both of which will be documented in Peelle's conversion plans.
3. A document interchange test in which sample documents will be scanned and indexed and then the resultant data will be formatted in the specified format and recorded on to the specified delivery medium for review by The Town.
4. Definition of the document pick-up/delivery schedule and manifesting procedures. Peelle Tech will work with The Town staff to develop a schedule that will allow documents to be efficiently processed while having them off site for no more than 3-4 weeks.

2. Document Pick-Up

Peelle Tech provides a high level of care for client documents and takes responsibility for maintaining the condition of the documents while they are in our possession. Peelle will utilize its own vans/trucks and drivers to furnish the pick up and delivery of The Town's documents.

3. Batch Preparation and Inspection

The received documents will be checked for batch integrity and logged into SuperTrack, a Peelle-developed production control and tracking system that utilizes barcode technology to track each batch and box through the production process.

4. Document Preparation

Peelle Tech and The Town will share responsibility for preparing the documents as necessary for the scanning process. The preparation tasks are described below:

Task #	Description	Owner(s)
1	Supply a database/spreadsheet that provides the permit number, APN and street number and street name associated with each file submitted	The Town
2	Verify the street address and/or parcel number are legibly presented on each of the parcel file folders	The Town
3	Remove all page fasteners and post-it notes	Peelle Tech
4	Insert barcoded document separator sheets as the first page of each permit document (the stapled permit and supporting documents)	Peelle Tech

5. Document Scanning

Peelle Tech will utilize workstations configured with Kodak i600 Series document scanners and Kofax's Capture software for the capture of all small-format pages (pages 11" x 17" or smaller in size). The documents will be scanned at a 300 DPI resolution (black and white) to a Group IV TIFF image file format. The Kodak i600 Series scanners feature best-in-class paper transports for reliable feeding and adaptive thresholding to maintain superior image quality.



The Kofax Capture software controls the operation of the scanner and provides 1) image cleanup functionality (image de-skewing, auto cropping etc.), 2) manual (key entry) and automated (OCR, OMR, ICR and bar code) indexing capabilities to extract metadata from the scanned images, and 3) verification capabilities to support the quality review/control process.

During the scanning process, document images will be presented to the operator and reviewed for quality and completeness. In general, image acceptance criteria are readability (legibility of lettering and graphics), contrast and position. If it is determined that the image does not meet the established acceptance criteria, the document will be rescanned using manual threshold controls. If an acceptable image can not be produced using this rework process, the index and filename will be sent to a reject log and the document will be identified in the Conversion Activity Report and returned to The Town.

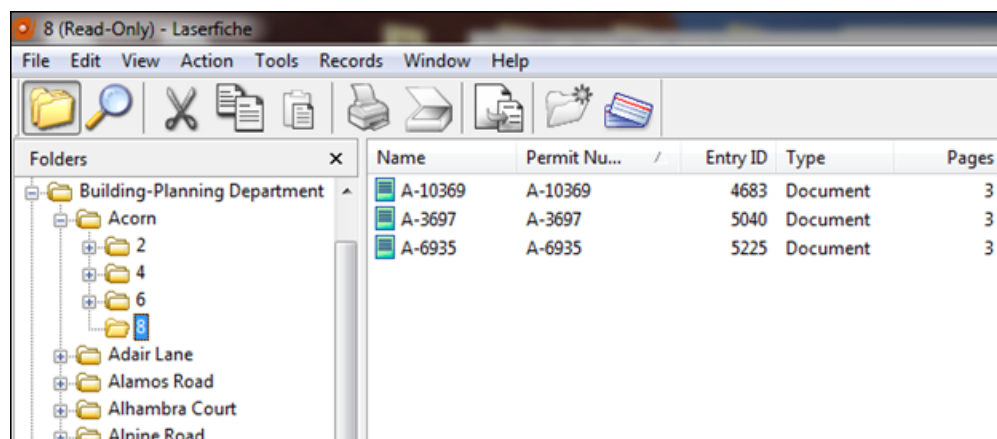
6. Document Indexing

Once the image QC process has been completed, Peelle will assign the following five (5) indexes to each document:

- 1) Permit Number (when a permit is attached available)
- 2) APN
- 3) Street Number
- 4) Street Name
- 5) Document Type (“Permit” for all documents)

Index values 2, 3 and 4 will be merged from the Town-furnished permit/parcel database file using a Permit Number match/merge process.

After the document indexing process has been completed, the index data will be formatted for import into the Laserfiche system using Laserfiche's standard image/index data import tool. During the import process, the documents will be foldered by Street Name and Street Number, and named by Permit Number (see image below). Documents that are not stapled to a Building Permit form will be save as one Laserfiche document and named “Loose Documents”.



7. Output Media Preparation

The TIFF image files and the related import control file will be written to an output media (DVD-R) for delivery to The Town.

8. Final Quality Assurance Check

After the output media has been created, a final quality assurance check will be made to verify that the image files are formatted as per the specification and that the output media has been recorded correctly.

9. Document and Media Delivery

The documents and media will be returned on an agreed upon basis and delivered via Peelle Tech delivery vehicles and personnel. Peelle will work with The Town personnel on a delivery schedule that optimizes workflow and minimizes any impact on their normal business activities.



Project Fee Schedule

The unit pricing provided in the Fee Schedule below is based upon the following key assumptions regarding the project work requirement:

- **Project Volume:** Estimated at 220,800 images
- **Page Size(s):** Up to legal size
- **Scan Resolution:** 300 DPI
- **File Format:** Group IV TIFF files
- **Deliverable:** TIFF files and Laserfiche list file on DVD-R (2 copies)
- **Projected Start Date:** TBD
- **Projected Completion Date:** TBD

Service Description	Est. Volume	Unit Price	Ext. Cost
Document Preparation: Estimated throughput = 1,000 pages/hour	220 hours	\$20.00	\$4,400.00
Document Scanning:	220,800 images	\$0.05	\$11,040.00
Document Indexing (via match/merge): Assumes 1 document per permit record, plus 1 "Loose Document" per parcel file	15,403 documents	\$0.10	\$1,540.30
DVD Recording/Labeling:	8 DVDs	\$10.00	\$80.00
Pick-Up/Delivery (via Peelle truck):	4 trips	\$70.00	\$280.00
		Subtotal:	\$17,340.30
		Applicable Sales Tax (9%):	\$1,560.63
		Grand Total (estimated):	\$18,900.93



197 East Hamilton Avenue
Campbell, California 95008
www.PeelleTech.com

Quotation Date: 1/9/2015
Customer: Town of PV
Quoted By: Jim Detrick

Software Licensing (One-time Cost)				
Part No.	Description	Qty.	Unit Cost	Ext. Cost
97830	Laserfiche WebLink:	1	\$6,800.00	\$6,800.00
R	Laserfiche Retrieval User Licenses:	5	\$300.00	\$1,500.00
Software Maintenance (Annually Recurring Cost)				
Part No.	Description	Qty.	Unit Cost	Ext. Cost
97830UB	Laserfiche WebLink:	1	\$1,590.00	\$1,590.00
RB	Laserfiche Retrieval User Licenses:	5	\$60.00	\$300.00
Professional Services				
Part No.	Description	Qty.	Unit Cost	Ext. Cost
PTI-PS	Software Installation/Upgrade, Configuration & Training Services (estimated)			
	Upgrade of Laserfiche Client/Server environment from v7 to v9.2 (per hour):	3	\$125.00	\$375.00
	Installation, Configuration and Testing of Laserfiche WebLink (per hour):	6	\$125.00	\$750.00
	Training session for all users - basic training on all components, inc. WebLink (per hour):	6	\$125.00	\$750.00
			Grand Total:	\$12,065.00

** Annual software maintenance cost includes phone support (8:00am - 5:00 pm, Monday through Friday, excluding holidays) as well as all software updates. At the time of order, the maintenance cost quoted herein will be prorated based upon the number of months required to co-terminate the maintenance coverage period with that of the existing Laserfiche software components.

** Applicable sales tax will be added. ** Payment Terms: Net 30.

TOWN COUNCIL WEEKLY DIGEST

Friday – February 27, 2015

1. Agenda (Action) – Town Council – Wednesday, February 25, 2015
2. Agenda – Parks & Recreation Committee – Monday, March 2, 2015
3. Agenda (Cancelled) – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, March 4, 2015
4. Agenda – Water Conservation Committee – Wednesday, March 4, 2015
5. Agenda – Planning Commission – Wednesday, March 4, 2015
6. Memo from Stacie Nerdahl, Administrative Services Manager re: Budget Calendar for 2015-16
7. Thank you note from Woodside High School re: Donation to their Theatre Program
8. Letter from Comcast re: Current Contact Information and Company Investment Efforts
9. Email from Neal Andrews, President, Mayors and Council Members Department re: Survey for Elected Officials on Concerns, Communications, Participation and Educational Opportunities
10. Email from Kathie Ratcliff Terhune re: Letter written by Woodside resident, Nancy Reyring re: Fence Replacement Project on Sand Hill Road
11. Article in SFGate re: New flight paths angering residents in Phoenix, other cities
<http://m.sfgate.com/news/us/article/New-flight-paths-cause-turbulence-for-Phoenix-6097780.php>
12. Report from San Francisco International Airport Noise Abatement Office re: Short Term Aircraft Noise Monitoring for Portola Valley / Woodside – 4th Quarter 2014
13. Report from San Mateo County Sheriff's Office – Incident Log for 02/11/15 – 02/22/15
14. Letter from John Keener, Councilmember, City of Pacifica re: Consideration of appointment to the Congestion Management and Environmental Quality Committee (CMEQ)
15. Letter from Elizabeth Lewis, Vice Mayor, Town of Atherton re: Withdrawal of Candidacy for Vice Chair of the C/CAG Board
16. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, February 27, 2015

Attached Separates (Council Only)
(placed in your town hall mailbox)

1. None



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, February 25, 2015
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

I. CALL TO ORDER AND ROLL CALL – 7:30 PM

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

Councilmember Hughes and Mayor Aalfs absent

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.

None

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.

1. **Approval of Minutes** – Town Council Regular Meeting of January 28, 2015

Approved as Amended 3-0

2. **Approval of Warrant List** – February 25, 2015

Approved 3-0

IV. REGULAR AGENDA

- A. **PRESENTATIONS – Tina Hugg, MROSD Senior Planner**, with Midpeninsula Regional Open Space District's Proposal of Priority Conservation Areas (PCA) within Portola Valley and its Sphere of Influence

- (a) A Resolution of the Town Council of the Town of Portola Valley Supporting Priority Conservation Area Designations within the Town and its Sphere of Influence (Resolution No. __)

Council referred this item to the Planning Commission for review, to return to the Council at a March meeting

B. COMMITTEE REPORTS & REQUESTS

1. **Council Liaison Reports** - *There are no written materials for this agenda item*

Councilmember Wengert – None

Councilmember Richards –

Attended the Emergency Preparedness, Cultural Arts and Conservation Committee meetings.

Vice Mayor Derwin –

Attended a meeting held by the San Mateo County's Public Works Department to discuss operations at the interchange of Alpine Road and the 280 Freeway.

C. PUBLIC HEARING – None

D. STAFF REPORTS AND RECOMMENDATIONS

1. **Report by Town Attorney** – Update to Personnel Policies Manual

- (a) A Resolution of the Town Council of the Town of Portola Valley Adopting the Revised Town of Portola Valley Personnel Policies Manual (Resolution No. __)

Council requested the Mayor be included in the process as proposed in sections 6.4 and 11.1

Approved as Amended 3-0

2. **Report by Town Manager** – Update on Pension and Retiree Medical Liabilities

Council received the report and directed staff to forward to the Finance Committee for review and possible options for unfunded pension liabilities by June 2015; defer work on retiree medical liabilities for the time being.

3. **Report by Town Manager** – Update on Budget Goals and Priorities

Council received and thanked the Town Manager for the informative report

E. Council Liaison Reports on Regional Agencies and Organizations - *There are no written materials for this agenda item*

**Vice Mayor Derwin –
Attended C/CAG and a Library JPA meeting.**

V. WRITTEN COMMUNICATIONS

1. **Town Council Digest** – February 13, 2015

#6 - Councilmember Wengert was told the next step for the retaining wall is a preliminary design. The Conservation Committee requested input pertaining to surrounding landscaping.

2. **Town Council Digest** – February 20, 2015

VI. ADJOURNMENT: at 9:40 p.m., Vice Mayor Derwin adjourned in memory of Mayor Aalfs mother, Kathleen Aalfs

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, March 2, 2015 – 7:30 pm
Historic Schoolhouse
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: February 2, 2015
4. Skate Ramp Update
 - Data collection – survey monkey questionnaire
5. Ford Field Update
6. Report to Town Council (for March 25 council meeting)
7. Town Picnic
8. Zots to Tots
9. Adjournment

Next Meeting: April 6, 2015



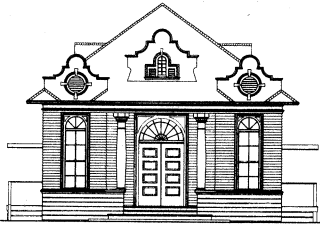
TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee
Wednesday, March 4, 2015 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE

NOTICE OF MEETING CANCELLATION

Wednesday, March 4, 2015

The Bicycle, Pedestrian and Traffic Safety Committee regularly scheduled meeting of Wednesday, March 4, 2015 has been cancelled. A special meeting has been scheduled for Wednesday, March 18, 2015.



TOWN OF PORTOLA VALLEY
Water Conservation Committee
Wednesday, March 4, 2015 3:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of minutes - January 27, 2015
4. Earth Fair – questions for “Passport” and Interactive Activity
5. BAWSCA Class on April 11th - Volunteers
6. Rain Barrel Rebates
7. Updates on ongoing focus areas
 - a. Water Conservation web content
 - b. PV water conservation post card
 - c. Graywater
 - d. Rainwater catchment
 - e. Pervious surfaces
 - f. Proposals for incentives, regulations, guidelines, etc.
 - g. Education
8. Develop yearly work plan and budget (committee members come prepared with one or two goal proposals)
9. Expand Water Conservation Committee membership?
10. Announcements
 - a. Annual Water Conservation Showcase – 9am to 6pm, March 24 at PG&E Pacific Energy Center, 851 Howard St, San Francisco
 - b. Earth Fair 2015 – 11am to 3pm, March 28th at Woodside Mounted Patrol
11. Topics for next meeting
 - a. CalWater update on strategic plan for 2015
12. Adjournment



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, March 4, 2015 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

REGULAR AGENDA

Call to Order, Roll Call

Chairperson Targ, Vice-Chairperson Hasko, Commissioners Gilbert, McKitterick, and Von Feldt

Oral Communications

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

Regular Agenda

1. **PRESENTATIONS – Jane Mark, MROSD Planning Manager, Midpeninsula Regional Open Space District's Proposal of Priority Conservation Areas (PCA) within Portola Valley and its Sphere of Influence**

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: **January 21, 2015**

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

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

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

Date: February 26, 2015

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
Town Staff
Town Consultants

FROM: Stacie Nerdaahl, Administrative Services Manager

DATE: February 24, 2015

RE: **2015-16 Budget Calendar**

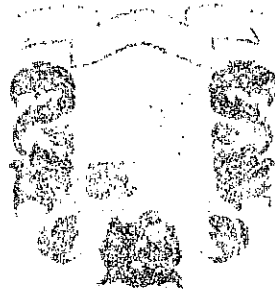
It's time to begin the budget planning process for the Town of Portola Valley's next fiscal year (July 1, 2015 – June 30, 2016). Budget worksheets are being distributed via email to Town staff, consultants, and each committee's chair.

The information submitted on these sheets will initially be reviewed and evaluated by Town staff. A recommended budget will then be forwarded to the Finance Committee for their review. Their comments and recommendations will be forwarded to the Town Council in a proposed budget. After review and public hearing, the Council will then adopt the budget in June.

2015-16 BUDGET SCHEDULE	
February 20, 2015	Memorandum and Budget Worksheets distributed to Town Council, Commissions/Committees, Consultants and Town staff
Month of March 2015	Budget Worksheets reviewed and prepared by Committees, consultants and staff
Month of April 2015	Budget Worksheets finalized by Committees/Commissions, consultants and staff
Friday, April 17, 2015	Deadline for Budget Worksheets! Submit directly to Stacie Nerdaahl (sbnerdahl@portolavalley.net)
April 20 to mid-May 2015	Requests reviewed by staff, Recommended Budget prepared
2 nd week of May 2015	Recommended Budget forwarded to Finance Committee
3 rd week of May 2015	Finance Committee Meeting
4 th week of May 2015	Presentation of Proposed Budget to Town Council
2 nd week of June 2015	Public Hearing on Proposed Budget, Adoption of Final Budget

If you have any questions, please feel free to contact me directly at 851-1700 (ext 219) or via email at sbnerdahl@portolavalley.net.

Please note that the Adopted Budget for 2014-15 is available for review at www.portolavalley.net (via Town Government tab, then Town Finance).

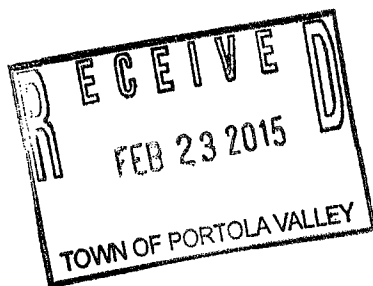


Dear Friends, Wow!
Thank you so much for your
gracious donation to our
Theater Program. I was really
blown away by your generosity!
We will do our best to
provide quality theatre w/ our
students and make you proud

to be in partnership with us.

Sincerely,

Barry Woodruff
Director/Teacher
Woodside High School



California Region
3055 Comcast Place
Livermore, CA 94551-9559

February 18, 2015

Mayor Jeff Aalfs
Portola Valley
765 Portola Rd
Portola Valley, CA 94028

Dear Mayor Jeff Aalfs:

As we usher in the New Year, we wanted to take a moment to connect with you as part of our efforts to ensure that you and your constituents have current contact information for Comcast as it relates to the City's needs as well as share some of the ways Comcast is investing in broadband access and digital literacy across California.

As a technology and entertainment company, we see broadband access and digital literacy as critical to our nation's progress. Nowhere is this more relevant than here in California.

Over the past three years, we have connected more than 350,000 families, or more than 1.4 million Americans, to the power of the internet in their homes through our Internet Essentials program. Comcast, via Internet Essentials, is the only company with a comprehensive, nation-wide program to address the digital divide by offering low-cost, high-speed internet service to the home, access to affordable computers and training to low-income students and families.

Comcast has invested more than \$200 million in cash and in-kind support and sold nearly 30,000 subsidized computers at less than \$150 each to help close the digital divide, reaching more than 1.75 million people through the program's non-profit digital literacy partners.

To have helped that many people in three years is something we're very proud of, but we didn't do it alone. We had a lot of help from thousands of community partners at the local level, as well as some nationally, who have seen first-hand how this program benefits families and have volunteered to help us spread the word.

We have been and remain committed to working and partnering with you and other stakeholders in your community to directly address these issues and expand participation in Internet Essentials.

As your local Government Affairs Director, please feel free to contact me using the contact information below regarding any inquires including Internet Essentials, escalated customer concerns or other matters as they relate to the City.

Scott Adams
Director of Government Affairs, San Francisco/Portions of San Mateo County
1485 Bayshore Blvd., San Francisco, CA. 92124
(415) 715-0550
Scott_Adams5@cable.comcast.com

For any issues related to franchise compliance matters, escalated customer concerns, indemnification and surety documents, and PEG & Franchise Fee inquiries, please feel free to contact either of following representatives:

Lee-Ann Peling
Director of Franchise Operations, California
3055 Comcast Place, #B
Livermore, CA. 94551
(925) 424-0168 office
LeeAnn_Peling@cable.comcast.com

Mitzi Givens-Russell
Manager of Franchise Operations, California
3055 Comcast Place, #B
Livermore, CA. 94551
(925) 424-0207 office
Mitzi_Givens-Russell@cable.comcast.com

At Comcast, we continue to put our customers and communities at the heart of everything we do and aim to make every interaction excellent. We look forward to working with you and wish you a happy and healthy 2015!

Very Truly Yours,

A handwritten signature in black ink that reads "S W Adams". The signature is written in a cursive, flowing style.

Scott Adams
Director of Government Affairs
San Francisco/Portions of San Mateo County

Sharon Hanlon

From: city_managers-bounces@lists.cacities.org [mailto:city_managers-bounces@lists.cacities.org] **On Behalf Of** Meghan McKelvey
Sent: Tuesday, February 24, 2015 3:07 PM
To: 'City_managers@lists.cacities.org'
Cc: Sara Rounds
Subject: [City_managers] SURVEY: Mayors and Council Members

City Managers,

The below survey was sent to mayors and council members. Please feel free to pass this survey to your council or take it yourself.

Thanks!

Meghan

Dear Mayors and Council Members:

As President of the Mayors and Council Members Department of the League of California Cities, I have both the pleasure and responsibility of making sure the department is doing all that we can to better serve you and your city. The Department Executive Committee would appreciate you taking a few moments to participate in an online survey intended to give the Department a better sense of the concerns facing elected officials, improve future communication, increase participation, and hone department-led educational opportunities.

It should only take 5-10 minutes of your time. All of the information will be treated confidentially and will only be used by League staff in an aggregated fashion (no individual responses will be used).

You can access the survey via this link:

http://cacities.az1.qualtrics.com/SE/?SID=SV_7P8GmzwdvhfX8AR

WE NEED YOUR RESPONSE NO LATER THAN WEDNESDAY, MARCH 4.

Since this survey is being distributed in more than one fashion, you may receive this message more than once. Please accept our apologies in advance. You, of course, only need to complete the survey once.

Thank you,

Neal Andrews
Council Member, City of Ventura
President, Mayors and Council Members Department

Sharon Hanlon

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

From: KATHERINE H. TERHUNE [<mailto:kathie.ratcliff@icloud.com>]

Sent: Wednesday, February 18, 2015 2:58 PM

To: John Richards; Craig Hughes; 2015jaalfs@portolavalley.net; Ann Wengert; Maryann Derwin

Cc: Nick Pegueros

Subject: adding PV's voice to the dialogue re. fencing on ingress -- Sand Hill Road

Esteemed Town Council of Portola Valley,

Probably you review items on PV Forum and so are aware of the current dialogue about style of fencing to replace what has been razed across from the Horse Park near Hwy. 280. Nancy Reyering is active in the dialogue. While a Woodside resident, PV is close to her heart as she lives near the town's boundary and participates in many things PV. She shared the following, and rather than my attempting to reinvent text about the issues, please forgive that I simply share the letter she and others circulated in Woodside, and which ultimately led to Woodside's mayor requesting that Woodside be included in the dialogue.

I am writing to encourage same on the part of our Portola Valley Town Council and Mayor in particular.

Thank you for your time and attention to this matter. I hope to see that indeed PV is included alongside our neighboring Woodside.

Sincerely,
Kathie Ratcliff (Terhune)

Nancy wrote:
This is the letter we sent to Leoni, our Town Manager and Council:

We strongly disagree with the statement that there will be "no change in views along Sand Hill Road".

This ingress to Woodside and Portola Valley comprises over a mile of scenic view corridor that both residents and visitors prize.

It is understandable that fences need to be replaced, and the removal of barbed wire in concern for wildlife is laudable, but metal posts do not visually equate with wood posts.

Both Woodside and Portola Valley residents should have an opportunity to weigh in on the merits of options.

Importantly, Sand Hill Road is considered a gateway to Woodside (per Lafco). Woodside's General Plan Page 47 defines "Areas of Influence Assigned to the Town". Town comments to Stanford certainly should be forthcoming.

We have asked the Council to discuss with Stanford an opportunity to protest the design change.

Nancy Reyering, '95
Martin Walker, '79
Rick Anderson, '75)
Thalia Lubin
Maggie Mah
Thomas Johnson
Jennifer Werbe
Karen Rongey-Conner

Short Term Aircraft Noise Monitoring



Portola Valley
Woodside

Prepared for Portola Valley and Woodside Communities
San Francisco International Airport Noise Abatement Office
P.O. Box 8097 San Francisco, CA 94128
(650) 821-5100
Technical Report #022015-974-969

4th Quarter 2014

Quarterly Noise Monitoring Results

Residents in Portola Valley and Woodside reported concerns of increased aircraft noise in southern San Mateo County. In response to these concerns, SFO Noise Abatement Office at the request of the Airport Community Roundtable (ACR) performed quarterly noise monitoring in these communities. Sound level measurements were collected near Sioux Water Tanks, located off of Sioux Way and Cervantes Road for Portola Valley and at OSI-VORTAC, a ground navigational aid for aircraft pilots in Woodside. Beginning 3rd Quarter 2013, sound level data were continuously collected for a minimum of 14 days each quarter, and for the same period in subsequent quarters. So far, 5 quarters of data have been collected simultaneously at these locations. Fourth Quarter 2014 measurement results are provided herein. The results are for periods where full 24 hour days of data are available and are presented in A-weighted decibels (dBA). Table 1 and Table 2 provide the daily noise climates of 4th Quarter 2014 for Portola Valley and Woodside, respectively. Identified SFO Aircraft Events were tallied and grouped by day, evening and nighttime hours and events' levels summarized. The Maximum Noise Levels for each Aircraft Event are also listed by Aircraft Types by date for each measurement location.

At all measurement sites the equipment used to measure the sound level was an Environmental Monitoring Unit 2200 noise monitor and Type 41DM-2 microphone manufactured by Bruel & Kjaer. The measurements consisted of monitoring the A-weighted decibels and processing the information into the Airport Noise and Operations Management System (ANOMS) for identification, noise to flight track matching and Community Noise Equivalent Level (CNEL) metric calculations.

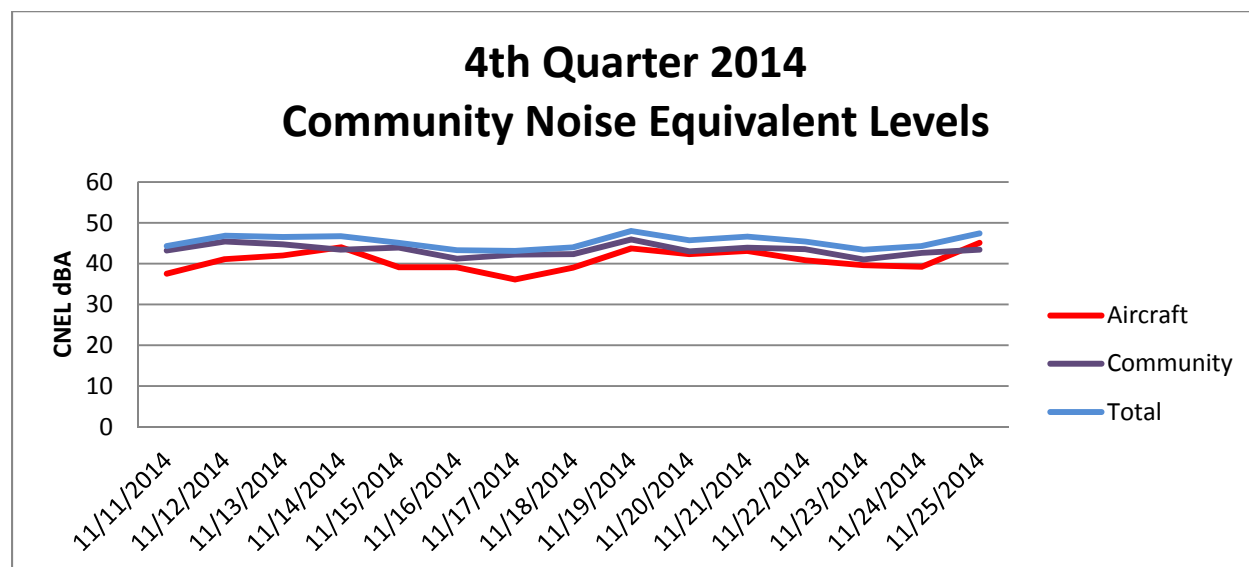
The noise level thresholds of 52 dBA during the daytime hours from 7:00 a.m. to 10:00 p.m. and 50 dBA for the nighttime hours from 10:01 p.m. to 6:59 a.m. were used for this study. Although the ACR's acoustic consultant recommended a lower threshold of 42 dBA to account for lower ambient levels for night hours, the lower level could not be achieved due to the threshold limitations of the equipment.

Aircraft noise levels in Portola Valley and Woodside are at levels expected in communities that are 15 nautical miles away from a large hub airport, and below several arrival corridors serving 2 main commercial use runways (28L, 28R) at SFO. The California Code of Federal Regulations, Title 21, Division 2.5, Chapter 6, paragraph 5012 states:

“The standard for the acceptable level of aircraft noise for persons living in the vicinity of airports is hereby established to be a community noise equivalent level of 65 decibels.”

Since Aircraft CNEL was measured at 41dBA for Portola Valley and 41dBA for Woodside, both communities have an acceptable level of aircraft noise as defined by state law. The results of these field monitoring validates the extent of the 65dBA CNEL noise impact boundary confirming Aircraft CNEL is significantly less than 65dBA CNEL.

Table 1 – Sioux Way, Portola Valley



Average	SFO Aircraft CNEL – 39	Community CNEL – 44	Total CNEL - 46
Range	29-43	41-46	43-48

SFO Aircraft Noise Data Summary – 15 Days Measurement Period

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	497	51	76	61
Aircraft SEL	497	60	86	70
Noise Event Duration	497	8	65	23

33 events per day

Daytime Hours 7:00 a.m. to 7:00 p.m.

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	363	53	76	61
Aircraft SEL	363	60	86	71
Noise Event Duration	363	8	65	23

24 events per day

Evening Hours 7:00 p.m. to 10:00 p.m.

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	86	53	65	60
Aircraft SEL	86	61	75	70
Noise Event Duration	86	8	44	23

6 events per day

Nighttime Hours 10:00 p.m. to 7:00 a.m.

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	48	51	67	58
Aircraft SEL	48	61	78	69
Noise Event Duration	48	9	53	24

4 events per day

Sioux Way, Portola Valley

Date: 11-11-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>				
A319	1	62.5				
A320	5	54.7	59.8	60.2	60.6	62.0
B733	2	56.0	56.8			
B734	1	66.5				
B737	1	57.2				
B738	2	55.6	57.3			
B739	1	63.1				
B763	1	55.7				
B772	1	58.2				
B77W	2	52.8	55.3			
Total	17					

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>					
B734	1	58.4					
B737	1	56.7					
B738	1	56.5					
BE20	1	63.5					
BE9L	1	61.0					
C425	1	61.5					
DH8D	1	55.1					
M20P	1	62.4					
PC12	1	53.7					
SR22	1	59.0					
(blank)	6	55.1	55.7	59.1	60.8	62.8	64.3
Total	16						

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-12-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>				
A320	4	57.6	58.3	61.6	64.9	
A321	3	54.8	55.8	59.9		
A343	1	60.9				
A388	1	60.3				
B733	1	54.9				
B737	4	56.2	57.8	57.9	60.5	
B738	5	54.4	56.4	57.3	58.9	59.3
B744	4	53.7	56.4	59.9	61.8	
B77W	4	54.6	55.7	62.5	63.5	
CL30	2	55.2	62.1			
CRJ2	1	61.8				
CRJ7	1	54.9				
E120	3	56.1	56.7	57.6		
GALX	1	58.3				
Total	35					

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>					
B734	3	55.1	55.3	60.0			
B737	1	55.5					
B738	1	55.4					
B763	2	60.9	68.6				
C206	6	55.7	57.8	60.6	61.4	67.6	68.0
CL30	1	65.9					
MD88	1	54.8					
PC12	2	56.5	56.8				
(blank)	3	56.4	57.7	74.8			
Total	20						

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-13-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>						
A319	2	54.3	56					
A320	6	52.6	53.3	55.3	58.9	59.4	60.4	
A321	2	52.8	65.4					
A332	2	55.5	59.4					
A346	1	59.6						
B733	1	57.6						
B737	3	55.2	58.2	63				
B738	2	51.2	60.6					
B739	3	56.8	60.5	61.4				
B744	2	59.8	66					
B748	1	58.8						
B772	3	54	54.8	57.5				
B77W	5	55.6	56.4	56.5	59.8	61.9		
B788	1	54.1						
CL30	1	64.5						
E120	3	56.4	59.2	59.4				
E170	4	58.4	61	61.3	62.7			
WW24	1	56.2						
Total	43							

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>						
A388	1	51.8						
B734	1	53.8						
B737	4	54.2	55.1	55.8	57.8			
B738	2	56.1	57.8					
C130	1	58.7						
P3	1	57.2						
PC12	3	58.5	62.2	63.7				
(blank)	7	53.7	56.4	60.9	63.5	64.4	66.7	68.4
Total	20							

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-14-2014

Single SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)						
A319	5	56.1	61.2	61.8	63.1	63.4		
A320	7	55.8	58.7	58.7	61.0	62.2	62.8	67.7
A321	2	52.5	62.8					
A332	2	53.4	53.6					
A388	1	53.4						
B733	2	60.4	61.3					
B737	2	52.7	60.6					
B738	3	54.7	61.3	63.4				
B739	2	57.8	62.4					
B744	2	56.3	67.0					
B763	1	58.4						
B772	2	55.8	56.2					
B77W	4	55.7	55.7	59.1	64.0			
B788	1	54.9						
CL30	1	60.0						
CRJ7	4	54.3	57.0	57.1	63.9			
E120	4	51.8	52.8	53.3	55.6			
E170	2	56.1	57.6					
Total	47							

Non-SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)						
B738	3	54.7	56.3	58.3				
B763	1	64.8						
C25C	1	60.4						
C310	1	60.9						
C337	1	59.9						
EC45	3	56.9	60.5	61.9				
PC12	4	53.9	55.0	61.8	63.8			
R22	7	53.9	54.8	55.6	55.9	57.7	59.3	60.1
T38	1	63.8						
TBM7	1	61.0						
(blank)	7	54.1	55.0	55.1	57.0	59.3	62.7	65.7
Total	30							

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-15-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
A319	3	57.3	61.9	65.1
A320	1	61.3		
A321	2	56.6	63.2	
A332	2	53.7	55.5	
A388	1	58.9		
B733	2	51.9	54.9	
B738	2	55.5	59.6	
B739	2	52.3	54.5	
B744	2	57.1	61.6	
B752	2	58.3	61.4	
B764	1	58.4		
B772	2	55.5	57.1	
B77W	2	57.0	62.3	
B788	1	55.0		
E120	3	54.7	57.1	58.6
E170	1	53.3		
GALX	1	60.5		
Total	30			

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>													
B737	1	56.8													
B738	3	53.9	55.0	57.2											
BE35	1	62.8													
C140	1	61.4													
C172	1	61.1													
C206	1	57.8													
C210	1	54.1													
DH8D	1	51.2													
GLEX	1	56.6													
P28A	1	54.8													
PC12	3	57.4	61.2	64.9											
SR22	1	55.3													
(blank)	14	54.4	55.0	55.9	56.5	57.5	57.9	58.1	58.2	59.0	60.8	60.9	61.1	62.1	66.3
Total	30														

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-16-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A319	1	54.8			
A320	2	56.2	56.5		
A321	1	60.1			
B737	1	53.2			
B738	3	52.6	61.2	63.2	
B739	2	53.3	57.7		
B744	1	58.4			
B772	3	51.7	55.5	56.7	
B77W	2	55.7	63.5		
B788	1	57.4			
BE20	1	56.0			
CRJ7	1	55.0			
E120	4	53.5	57.2	59.2	61.9
Total	23				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>															
F18 (4)	1	57.9															
B734	1	53.6															
B738	2	54.5	55.9														
B788	1	54.6															
C172	1	59.6															
PC12	1	56.7															
SR20	1	55.9															
SR22	1	59.5															
(blank)	16	54.8	54.8	55.0	55.1	55.8	56.1	56.5	56.9	57.1	58.2	58.3	58.5	59.1	59.3	59.4	72.9
Total	25																

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-17-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>	
A319	2	57.6	58.3
A320	1	55.9	
B738	2	54.8	58.0
B744	2	57.9	58.4
B772	1	53.7	
B788	1	55.7	
E120	1	55.7	
HELO	1	61.4	
Total	11		

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
B738	1	53.6		
B763	2	53.0	58.9	
PC12	4	56.9	58.9	60.7 61.0
(blank)	3	56.8	58.9	62.2
Total	10			

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-18-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A320	1	56.0			
B733	1	57.4			
B738	2	59.3	60.6		
B744	2	56.6	65.1		
B772	1	54.1			
B77W	1	58.9			
E120	4	53.7	56.5	57.7	61.6
Total	12				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
B737	2	54.2	58.1		
B738	3	53.3	56.3	57.3	
C130	1	63.3			
C172	3	55.0	56.1	56.1	
HELO	1	73.2			
PC12	3	57.8	57.9	60.0	
SR22	1	56.1			
(blank)	4	53.8	55.0	60.9	61.1
Total	18				

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-19-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A319	1	53.7			
A320	3	55.7	58.9	61.4	
A321	2	54.2	64.1		
A332	1	56.6			
A346	3	53.3	59.0	63.1	
B733	1	60.6			
B734	1	64.9			
B737	1	53.6			
B738	4	55.9	60.4	61.0	61.2
B739	4	54.7	55.5	56.5	60.2
B744	2	56.7	76.4		
B748	1	58.9			
B753	1	53.5			
B772	2	59.0	60.9		
B77W	1	60.3			
C56X	1	57.2			
CL30	1	61.5			
CRJ9	1	56.3			
E120	3	53.0	55.0	57.3	
E170	3	55.3	56.0	60.3	
Total	37				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
B737	1	59.2			
B738	1	54.5			
BE20	1	56.6			
C172	1	54.6			
PC12	4	56.5	58.4	59.1	62.9
SR20	1	53.2			
Total	9				

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-20-2014

Single SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)					
A319	4	52.5	58.5	59.5	63.1		
A320	6	55.6	55.7	63.5	63.6	64.0	64.4
A321	2	57.0	57.4				
A332	1	62.4					
A346	1	63.2					
B733	3	52.7	56.4	61.3			
B734	2	55.8	59.0				
B737	2	55.7	55.7				
B738	6	54.4	55.2	55.4	56.3	58.1	64.3
B739	4	53.9	60.1	61.5	61.7		
B744	3	54.6	56.4	64.4			
B752	1	56.1					
B772	1	65.5					
B77W	3	55.1	58.6	63.6			
B788	1	56.6					
CL30	1	64.1					
CRJ7	1	63.5					
E170	1	58.1					
Total	43						

Non-SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)						
B733	1	56.6						
B734	4	52.6	55.1	56.5	59.1			
B737	1	60.7						
B738	3	53.4	58.0	58.2				
C180	1	66.2						
C750	1	66.7						
PC12	7	55.4	55.7	55.8	55.9	56.5	58.4	58.5
SR22	1	59.8						
Total	19							

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-21-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>						
A319	5	53.3	53.5	55.0	55.1	56.6		
A320	7	53.4	54.7	55.0	58.2	63.1	63.6	71.5
A321	1	56.3						
A343	1	53.8						
A346	1	59.0						
B733	5	55.6	59.3	60.1	62.8	63.3		
B734	2	55.9	60.4					
B738	5	54.0	54.4	55.4	58.3	59.4		
B739	4	53.3	54.6	56.4	58.1			
B744	5	55.1	56.4	56.6	57.9	72.6		
B753	1	52.5						
B763	1	58.2						
B764	1	62.6						
B772	2	55.0	67.5					
B77W	5	53.2	53.3	55.9	56.0	64.5		
B788	2	53.9	54.9					
E120	3	53.3	54.2	57.1				
E170	2	54.5	58.7					
HELO	1	76.0						
Total	54							

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>						
B733	1	60.4						
B734	1	58.9						
B737	3	54.7	56.2	57.4				
B738	3	51.2	56.7	61.7				
B739	1	56.5						
B763	1	58.0						
C25C	1	60.9						
CL30	1	58.1						
GALX	1	55.6						
GLF5	1	51.1						
PC12	6	53.2	57.8	59.0	61.7	63.3	64.2	
SR22	1	61.8						
(blank)	1	71.0						
Total	22							

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-22-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>									
A319	3	59.0	59.5	63.3							
A320	6	58.1	58.6	58.9	59.9	63.0	68.0				
A321	1	65.5									
A332	1	61.1									
A343	1	58.8									
A346	1	57.4									
B733	1	57.8									
B734	3	58.8	60.0	60.3							
B737	3	56.5	61.3	62.9							
B738	9	52.9	57.4	58.2	58.6	58.7	58.8	59.3	60.6	60.8	
B739	3	54.2	54.9	55.0							
B744	6	56.3	58.4	60.0	60.4	61.9	64.5				
B772	3	55.0	57.1	57.4							
B77W	2	54.5	55.0								
B788	1	56.0									
CRJ7	2	56.1	60.2								
E120	5	56.3	56.5	59.0	60.9	63.5					
E170	3	53.6	54.7	55.8							
Total	54										

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>									
B733	2	55.1	61.8								
B734	2	54.3	55.3								
B737	1	56.2									
B738	3	57.4	60.1	61.7							
B763	1	55.3									
C172	1	57.6									
PA32	1	53.8									
PC12	3	52.6	53.5	56.3							
SR22	1	65.4									
(blank)	5	56.0	56.0	58.0	60.0	64.1					
Total	20										

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-23-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>
B738	1	54.6
B772	2	52.7 53.2
CRJ7	1	56.0
E120	1	58.9
HELO	1	57.2
Total	6	

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>
B763	1	63.7
C172	3	55.3 58.7 64.3
C182	4	55.5 56.2 57.2 62.7
C210	2	55.7 58.4
DA42	1	53.4
EC45	3	54.3 68.6 71.1
OFA	1	58.1
PC12	1	60.0
R44	1	54.7
SR22	1	54.7
T28	1	62.4
(blank)	21	53.9 54.9 55.3 55.7 56.5 57.9 58.0 58.3 58.7 60.0 60.0 61.6 61.9 62.5 63.1 63.3 64.2 64.3 66.4 66.7 71.9
Total	40	

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-24-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>					
A319	2	59.7	61.5				
A320	3	55.4	57.5	60.4			
B734	1	61.9					
B737	1	51.6					
B738	4	53.3	54.4	56.0	56.5		
B744	3	59.1	59.9	61.4			
B764	1	58.6					
B772	1	58.4					
B77W	3	53.6	56.6	58.6			
B788	1	53.5					
CRJ7	1	58.4					
E120	5	51.8	53.7	54.8	55.7	57.4	
E170	1	56.3					
Total	27						

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>										
B733	1	51.4										
B734	2	55.0	55.2									
B737	1	55.2										
B738	4	54.1	55.2	55.4	55.7							
B763	1	62.2										
BE36	2	56.8	58.1									
BE76	2	56.9	59.2									
C172	3	54.4	59.4	66.5								
PC12	4	55.4	58.6	61.3	62.2							
SR20	1	63.6										
TBM7	1	59.4										
(blank)	11	53.5	54.9	56.9	57.0	57.6	58.2	58.7	60.0	60.5	63.9	66.1
Total	33											

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Sioux Way, Portola Valley

Date: 11-25-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A320	1	59.8			
A321	1	63.7			
B737	2	54.2	63.9		
B744	2	52.8	53.1		
B772	2	52.8	56.6		
B77W	3	54.9	57.0	59.1	
E120	3	54.1	56.4	57.8	
Total	14				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>									
8KCA	1	63.3									
AC50	1	55.6									
B738	2	56.1	66.0								
BE20	1	54.9									
BE76	1	59.4									
C130	1	57.1									
C172	3	53.1	55.1	61.7							
C182	1	55.0									
DA40	1	55.4									
F18	1	82.3									
GLF4	1	57.0									
PC12	8	56.9	59.7	60.3	60.4	61.2	61.3	61.3	63.3		
SR22	2	62.3	64.9								
T182	1	59.6									
(blank)	10	53.6	54.1	55.7	55.7	55.9	57.0	58.1	58.7	59.0	59.8
Total	35										

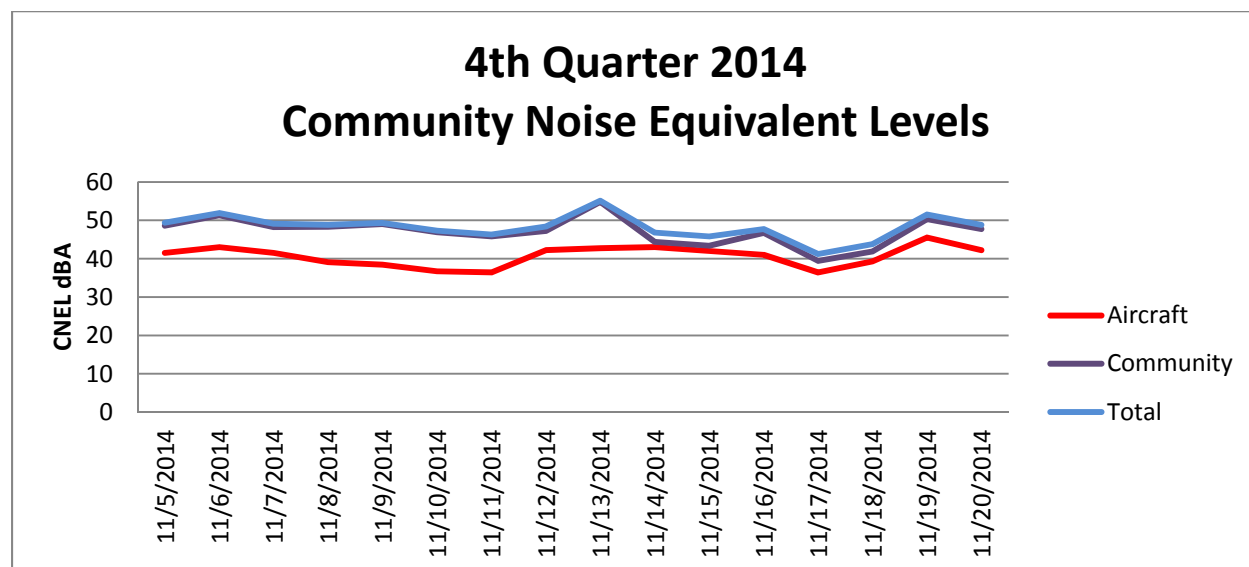
Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Table 2 – OSI-VORTAC, Woodside



Average	SFO Aircraft CNEL – 40	Community CNEL – 49	Total CNEL - 49
Range	30-45	39-55	41-55

SFO Aircraft Noise Data Summary – 16 Days Measurement Period

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	469	51	76	61
Aircraft SEL	469	60	84	72
Noise Event Duration	469	8	120	25

29 events per day

Daytime Hours 7:00 a.m. to 7:00 p.m.

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	328	53	76	62
Aircraft SEL	328	61	84	72
Noise Event Duration	328	8	120	26

21 events per day

Evening Hours 7:00 p.m. to 10:00 p.m.

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	74	53	72	61
Aircraft SEL	74	62	81	71
Noise Event Duration	74	8	57	23

5 events per day

Nighttime Hours 10:00 p.m. to 7:00 a.m.

	Total Noise Events	Lowest Value	Highest Value	Average Value
Aircraft Lmax	67	51	67	58
Aircraft SEL	67	60	76	69
Noise Event Duration	67	8	63	24

4 events per day

OSI-VORTAC, Woodside

Date: 11-5-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A320	1	54.4			
A321	2	52.7	54.9		
B734	1	55.8			
B738	4	52.8	55.2	57.2	61.6
B739	1	56.5			
B744	3	60.2	64.7	66.3	
B752	1	54.2			
B753	2	52.9	53.9		
B763	1	59.7			
B764	1	57.9			
B772	4	57.7	58.6	59.1	59.9
B77W	4	56.3	58.3	58.6	63.3
B788	1	56.8	59.3		
E120	3	53.8	59.7	60.9	
E50P	1	58.6			
Total	30				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
B733	1	54.8			
B763	2	58.5	69.2		
C182	1	63.2			
MD11	1	55.4			
SR20	1	71.9			
(blank)	4	53.4	54.7	61.2	
Total	10				

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-6-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>				
A320	2	58.2	60.2			
B738	5	53.0	54.4	55.7	57.2	59.3
B739	2	54.6	57.9			
B744	5	57.4	66.2	66.7	66.8	
B752	1	54.2				
B753	1	52.0				
B764	1	60.5				
B772	4	54.6	56.2	56.4	59.5	
B77W	1	58.6				
E120	1	55.3				
GLEX	1	62.7				
HELO	1	55.6				
Total	25					

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
B738	2	58.0	63.0		
B763	1	66.0			
C172	4	63.2	65.0	66.0	67.3
C182	1	54.0			
C208	1	53.5			
F2TH	1	62.1			
F900	1	60.8			
MD11	1	54.0			
PA24	1	56.2			
PC12	1	62.1			
(blank)	4	58.7	61.1	62.4	63.8
Total	18				

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-7-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A320	2	55.5	61.1		
A332	2	53.1	60.4		
B733	2	56.9	63.0		
B734	1	53.3			
B737	1	60.3			
B738	2	56.3	58.3		
B739	1	55.2			
B744	4	58.5	58.5	59.5	61.5
B753	1	55.0			
B762	1	52.7			
B763	2	58.7	64.8		
B764	1	56.9			
B772	4	54.6	56.4	56.5	57.3
B77W	3	53.3	54.5	62.7	
B788	2	54.0	55.8		
CL30	1	69.8			
E120	1	53.3			
Total	31				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
B738	3	53.2	54.3	54.9	
B763	1	59.1			
BE35	5	60.6	63.5	63.5	65.6
BE36	1	61.8			
BE40	1	58.8			
C130	1	75.6			
C172	1	63.6			
C206	1	53.4			
C510	1	57.2			
C750	1	57.3			
MD11	1	52.6			
P28R	1	53.2			
(blank)	2	53.5	64.0		
Total	20				

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-8-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A320	1	59.5			
A321	1	53.7			
A332	1	54.3			
B733	2	53.5	58.6		
B738	4	51.7	52.5	53.4	55.4
B739	1	55.8			
B744	1	55.0			
B763	1	59.6			
B772	1	59.3			
B77W	3	52.6	54.5	55.0	
B788	1	59.5			
E120	1	54.2			
GL5T	1	63.2			
Total	19				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>											
B738	3	52.1	53.0	53.4									
B763	1	68.4											
C172	3	59.0	59.0	61.4									
GL5T	1	59.6											
M20P	1	55.6											
PC12	1	56.0											
(blank)	12	54.4	55.0	55.3	55.4	56.4	57.3	57.6	58.2	59.3	59.4	61.9	65.7
Total	22												

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-9-2014

Single SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)			
A319	1	57.3			
A320	2	59.0	61.0		
A321	1	51.3			
A332	1	62.5			
B738	3	53.4	53.8	56.7	
B739	2	53.5	54.7		
B744	1	54.1			
B752	1	54.3			
B772	3	55.5	56.7	60.9	
B77W	2	57.3	58.6		
B788	1	57.2			
C750	1	59.0			
E120	1	57.0			
E170	1	53.8			
Total	21				

Non-SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)						
A332	1	62.0						
B763	1	61.8						
C172	1	60.8						
C206	1	60.1						
MU2	1	65.4						
P28B	1	60.4						
(blank)	7	55.8	58.3	58.8	59.7	59.9	60.6	66.0
Total	13							

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-10-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
A320	1	50.7		
B738	3	54.9	57.5	57.6
B739	1	54.5		
B744	1	62.2		
B772	2	56.1		
B77W	1	58.3		
B788	1	61.3		
E170	1	57.5		
Total	11			

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
A306	1	61.0		
B738	1	56.2		
B763	1	65.6		
C172	2	55.5	58.8	
CL30	1	71.7		
LNC4	1	55.6		
PC12	3	56.7	59.9	63.4
Total	10			

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-11-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>			
A319	1	61.2			
A320	4	54.3	54.7	61.6	64.3
A332	1	57.0			
A388	1	58.6			
B733	1	59.7			
B738	1	53.3			
B739	1	62.3			
B744	2	57.7	58.5		
B764	1	58.4			
B772	2	54.7	63.0		
B77W	2	57.5	58.7		
B788	1	60.6			
CRJ9	1	57.3			
E120	1	58.9			
GLF4	1	56.6			
Total	21				

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
BE40	1	64.9		
BE9L	1	60.2		
C172	3	54.2	55.5	55.7
C340	1	60.2		
F900	1	61.4		
P28A	1	60.2		
PC12	2	57.2	61.8	
SR22	1	62.1		
Total	11			

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-12-2014

Single SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)				
A319	2	59.8	61.4			
A320	4	55.4	55.8	56.2	64.5	
A321	2	55.0	59.4			
B734	1	58.3				
B737	1	53.4				
B738	5	52.6	58.1	59.3	59.5	60.3
B739	3	57.1	59.5	61.5		
B744	1	64.0				
B752	2	54.8	55.1			
B753	1	57.7				
B763	1	64.1				
B764	1	66.0				
B772	2	55.2	62.6			
B77W	4	55.1	55.6	57.9	58.8	
B788	1	60.5				
C56X	1	58.5				
C750	1	60.8				
CL30	2	71.9	75.5			
CRJ7	1	56.5				
E120	2	55.2	58.8			
E170	1	54.6				
Total	39					

Non-SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)	
AA5	1	53.6	
B734	1	55.4	
B738	1	61.8	
B763	1	56.9	
BE40	1	55.2	
C172	1	65.4	
GLF4	1	57.2	
LJ60	1	60.5	
PC12	2	61.5	62.0
Total	10		

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-13-2014

Single SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)						
A319	2	60.7	68.0					
A320	6	52.5	54.3	58.2	59.2	65.8	65.9	
A321	1	58.0						
A332	1	63.1						
A346	1	68.9						
B737	3	57.4	59.1	61.1				
B739	4	53.2	55.7	63.5	65.9			
B744	3	63.6	69.9	70.0				
B752	2	54.0	54.9					
B772	5	56.7	56.9	60.1	60.2	60.7		
B77W	7	55.4	57.3	57.3	59.3	60.1	63.4	64.3
B788	1	54.7						
CL30	1	53.7						
E120	3	57.8	59.0	59.8				
E170	2	55.8	58.2					
HELO	1	63.5						
Total	43							

Non-SFO Aircraft

Aircraft Type	Amount	Maximum Noise Levels (dBA)
B733	1	50.1
B738	1	60.9
BE20	1	60.2
C130	1	61.1
C172	1	60.6
F2TH	1	62.5
LJ30	1	57.6
P3	1	72.9
SR22	1	66.7
Total	9	

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-14-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>					
A319	3	60.4	64.8	71.3			
A320	3	56.4	58.5	62.3			
A321	1	62.7					
A332	1	55.8					
B733	1	62.6					
B738	4	57.9	59.2	60.0	60.2		
B739	1	55.0					
B744	3	61.8	63.3	64.0			
B752	1	63.2					
B763	3	59.9	60.6	65.2			
B772	3	53.8	61.4	71.1			
B77W	4	55.6	56.3	56.4	58.3		
B788	1	63.0					
C560	1	56.6					
CRJ7	1	56.0					
CRJ9	1	54.6					
E120	6	54.7	54.8	57.8	58.1	60.2	63.1
E170	3	57.5	59.1	60.1			
GLEK	1	65.5					
Total	42						

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>	
B350	1	65.7	
B738	2	57.4	57.8
B763	1	57.2	
C172	3	60.8	63.3
C680	1	64.5	
C750	1	62.7	
GLF4	1	71.7	
M20P	1	55.5	
MD83	1	59.5	
T38	1	61.4	
(blank)	2	55.0	63.2
Total	15		

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-15-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>							
A319	1	57.5							
A320	3	53.3	57.2	59.1					
A332	1	60.5							
A346	1	63.0							
A388	1	58.0							
B733	1	57.6							
B738	4	50.7	52.7	53.8	57.3				
B739	3	55.4	55.8	56.2					
B744	3	54.5	58.8	68.4					
B752	2	54.0	56.4						
B753	1	56.5							
B764	1	63.3							
B772	3	56.4	56.5	66.8					
B77W	2	57.5	58.4						
B788	1	57.7							
E120	3	54.4	56.1	58.6					
GALX	1	53.0							
Total	32								

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>							
A332	1	63.8							
B738	4	55.1	55.7	57.8	59.6				
C172	1	63.2							
C182	1	59.5							
C680	1	62.4							
HELO	1	61.3							
M20	1	57.3							
PC12	1	63.6							
SR20	1	72.8							
(blank)	8	56.2	58.3	58.6	59.6	61.6	63.2	64.6	65.9
Total	20								

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-16-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
A320	2	60.4	64.0	
A321	1	60.2		
B738	3	55.4	56.0	56.1
B739	2	57.6	58.5	
B744	2	58.4	69.0	
B772	2	55.1	56.6	
B77W	3	55.4	58.0	60.4
B788	2	57.4	58.1	
Total	17			

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>								
4F18	1	66.1								
B738	1	64.3								
B763	1	65.3								
BE36	1	53.9								
C177	1	70.3								
C182	3	55.7	60.0	60.4						
P3	1	68.2								
PC12	1	61.0								
SR22	1	63.7								
(blank)	9	55.1	56.0	57.2	60.2	63.3	64.8	65.6	66.6	72.4
Total	20									

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-17-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>	
A319	1	57.8	
B738	1	52.6	
B739	1	56.6	
B744	1	58.0	
B772	2	54.2	55.1
B77W	1	54.2	
Total	7		

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
A306	1	62.3		
B738	1	54.0		
B763	2	62.1	62.8	
C172	1	62.8		
C56X	1	57.7		
(blank)	3	52.9	57.3	65.2
Total	9			

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-18-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>				
A320	1	56.8				
B350	1	56.0				
B737	1	62.5				
B738	2	53.9	57.4			
B739	1	55.5				
B744	3	62.1	62.9	65.0		
B753	1	51.3				
B772	5	55.3	55.8	56.9	60.8	61.1
B77W	3	53.5	56.1	59.3		
E120	1	60.0				
E170	1	53.6				
Total	20					

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>					
B735	1	64.6					
B738	2	55.5	58.5				
B763	1	57.3					
C172	3	59.0	60.5	65.6			
C206	3	61.3	61.7	67.0			
EC20	1	61.5					
MD11	1	55.1					
PC12	3	55.5	59.2	59.8			
SR20	1	62.3					
(blank)	6	56.3	58.2	58.8	58.9	61.8	66.5
Total	22						

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-19-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>						
A319	3	56.1	59.7	59.9				
A320	5	55.6	56.9	59.5	64.5	64.6		
A321	1	59.5						
A332	1	67.7						
A343	1	64.2						
B733	2	55.9	65.5					
B734	1	66.3						
B738	6	56.2	56.9	58.3	61.0	62.3	63.5	
B739	3	53.3	58.9	64.6				
B744	3	60.6	66.7	72.4				
B748	1	63.1						
B752	2	55.4	60.8					
B753	1	53.6						
B772	2	56.2	59.2					
B77W	2	60.6	63.9					
C56X	1	60.2						
E120	7	57.5	59.3	60.2	61.0	61.1	61.9	65.3
E170	2	62.2	64.2					
Total	44							

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>		
B734	1	62.4		
B735	1	59.2		
B737	3	59.6	60.8	62.0
B738	3	56.4	63.7	65.6
B739	1	57.6		
C172	2	52.3	52.8	
CRJ7	1	58.5		
E45X	1	53.2		
GLF4	1	54.1		
PC12	3	54.9	58.6	61.3
Total	17			

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/origin airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

OSI-VORTAC, Woodside

Date: 11-20-2014

Single SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>				
A319	2	60.7				
A320	5	54.5	58.1	65.4	66.0	66.2
A321	1	58.1				
A332	2	62.8	63.4			
A343	1	61.7				
A388	1	62.4				
B733	3	61.5	64.3	65.3		
B734	2	54.5	59.2			
B737	3	53.4	55.4	55.8		
B738	3	53.9	54.9	60.1		
B739	3	54.4	56.1	61.6		
B744	2	53.3	68.7			
B764	1	60.1				
B772	2	56.7	62.6			
B77W	4	54.7	54.9	57.1	58.1	
B788	1	58.9				
BE20	1	59.1				
C680	2	52.9	53.9			
CL30	2	54.0	69.2			
CRJ7	1	64.4				
E120	2	56.4	63.0			
E170	2	53.8	55.5			
Total	46					

Non-SFO Aircraft

<u>Aircraft Type</u>	<u>Amount</u>	<u>Maximum Noise Levels (dBA)</u>	
B738	1	61.6	
B763	1	56.5	
C172	2	61.0	61.4
C750	1	67.3	
F2TH	1	63.5	
GLF5	1	55.4	
PC12	2	54.2	59.3
SR20	2	64.4	68.6
SR22	2	63.7	66.7
Total	13		

Color Code for Maximum Noise Levels:

Black is an Arrival Operation or Overflight if destination/orgination airport is unknown.

Red is a Departure Operation.

Blue Highlight is an Oceanic Arrival.

Portola Valley (974) and Woodside (969) Noise Monitoring Locations



Portola Valley (974) Microphone



Woodside (969) Microphone



Aircraft Type Reference Sheet

Wide Body Jet (Airplane fuselage is wide enough to accommodate two passenger aisles)	Narrow Body Jet (Airplane fuselage is wide enough to accommodate one passenger aisle)	Business Aircraft (Transportation for small groups of people)	General Aviation (Generally small, propeller-driven aircraft)	Helicopters (Aircraft operated by rotor blades)	Military (U.S. Military aircraft)
A306 Airbus A300-600	A319 Airbus A319	AC50 North American Rockwell Commander 500	AA5 Grumman American AA-5	EC20 Eurocopter EC-120 Colibri	C130 Lockheed C-130 Hercules
A332 Airbus A330-200	A320 Airbus A320	B350 Beech 350 King Air	8KCAB American Champion Decathlon	EC45 Eurocopter EC-145	F18 McDonnell Douglas F/A-18 Hornet
A343 Airbus A340-300	A321 Airbus A321	BE20 Beechcraft 200 Super King Air	BE35 Beechcraft 35 Bonanza	HELO Helicopter	P3 Lockheed P-3 Orion
A346 Airbus A340-600	B733 Boeing 737-300	BE40 Beechcraft 400 Beechjet	BE36 Beechcraft 36 Bonanza	R22 Robinson R-22	T38 Northrop AT-38 Talon
A388 Airbus A380	B734 Boeing 737-400	C210 Cessna 210 Centurion	BE76 Beechcraft 76 Duchess		
B744 Boeing 747-400	B735 Boeing 737-500	C25C Cessna Citation CJ4	C140 Cessna 140		
B748 Boeing 747-8	B737 Boeing 737-700	C425 Cessna 425 Corsair/Conquest	C172 Cessna 172 Skyhawk		
B762 Boeing 767-200	B738 Boeing 737-800	C510 Cessna 510 Citation Mustang	C177 Cessna 177 Cardinal		
B763 Boeing 767-300	B739 Boeing 737-900	C560 Cessna 560 Citation 5	C180 Cessna 180 Skywagon		
B764 Boeing 767-400ER	B752 Boeing 757-200	C56X Cessna 560XL Citation Excel	C182 Cessna 182 Skylane		
B772 Boeing 777-200	B753 Boeing 757-300	C680 Cessna 680 Citation Sovereign	C208 Cessna 208 Caravan		
B77W Boeing 777-300ER	CRJ2 Bombardier CRJ-200	C750 Cessna Citation X	C310 Cessna 310		
B788 Boeing 787-8	CRJ7 Bombardier CRJ-700	CL30 Bombardier Challenger 300	C337 Cessna 337 Super Skymaster		
MD11 McDonnell Douglas MD-11	CRJ9 Bombardier CRJ-900	E50P Embraer EMB-500 Phenom 100	C340 Cessna 340		
	DH8D Bombardier Dash 8 - Q400	F27H Dassault Falcon 2000	DA40 Diamond DA40 Diamond Star		
	E120 Embraer EMB 120 Brasilia	F900 Dassault Falcon 900	LANC4 Lancair 4		
	E170 Embraer EMB 170	GALX Dassault Falcon 900EX	M20 Aerostar		
	E45X Embraer EMB 145XR	GLF4 Gulfstream 4	M20P Mooney M-20		
	GL5T Bombardier Global 5000	GLF5 Gulfstream 5	MU2 Mitsubishi MU-2		
	GLEX Bombardier Global Express	LJ30 Learjet 31A	P28A Piper 28A Cheorkee		
	MD83 McDonnell Douglas MD-83	LJ60 Learjet 60	P28B Piper 28B Cheorkee		
	MD88 McDonnell Douglas MD-88	PC12 Pilatus PC-12 Eagle	P28R Piper 28R Cheorkee		
		TBM7 Socata TBM-700	PA24 Piper PA24 Comanche		
		WW24 IAI 1124 Westwind	PA32 Piper PA32 Cherokee Six		
			SR20 Cirrus SR-20		
			SR22 Cirrus SR-22		
			T182 Cessna T182 Turbo Skylane		



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

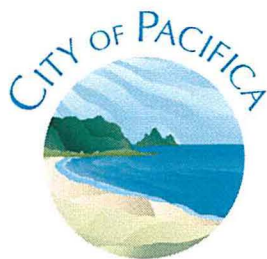
Wednesday 02/11/15 to Sunday 02/22/15

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-1409	02/12/15 10:41AM	200 Blk. Eleanor Dr. Woodside	Grand Theft / Theft via Fraud	The victim transferred electronic funds from her investment account for a rental house in the Palm Springs area. The lease deal was located on Craigslist. The victim never met with a representative of the property owner of the Palm Springs residence. The funds were transferred but the rental lease never happened and the funds were not returned to the victim. The estimated loss is \$6,400.00.
15-1494	02/15/15 7:57AM	100 Blk. Sioux Way Portola Valley	Burglary	Unknown suspect(s) broke into a storage shed on a property on Sioux Way as well as a residence which was under construction. Taken in this burglary was a wide variety of construction tools and equipment. The estimated loss is \$6,676.97. There is no suspect information or leads at this time.
15-1497	02/15/15 10:10AM	Canada Rd. / Runnymede Rd.	Traffic Accident	Rider #1 was traveling southbound on Canada Road with a group of three cyclists. Rider #1 attempts to pass another

		Woodside		cyclist when a cyclist in front of him drifts in his path. As a result Rider #1 loses control and falls on his right side striking the asphalt pavement.
15-1502	02/15/15 2:49PM	4200 FarmHill Blvd. Woodside	Possession of Controlled Substance	Daniel Sanchez-Menjivar from Redwood City was contacted as the passenger in a suspicious vehicle which emanated the odor of freshly burnt marijuana. A search of Sanchez's person led to the discovery of suspected Alprazolam pills for which he did not have a prescription. Sanchez was arrested and booked into the San Mateo County Jail.
15-1563	02/17/15 8:47PM	100 Blk. Montelena Court Woodside	Vandalism	A Deputy was dispatched to a call regarding a damaged gate call box located to the front of a multi-residential property. Upon arrival, the Deputy met with the resident who advised that he was the actual owner of the call box since he pays to maintain it. The owner stated that the call box was damaged and all the neighbors were contacted that lived within that gated property. Nobody had seen or heard anything and there was no video footage of the incident. The deputy surveyed the area around the call box and did not find anything else suspicious or unusual. It was unknown as to how the call box was damaged. It was also unclear whether or not the damage was caused by vandalism or as a result of a collision.
15-1655	02/20/15 11:20AM	300 Portola Rd. Portola Valley	Terrorist Threats	The suspect donated \$3,000 to Priory School via the internet. The suspect then emails the school asking to be refunded \$2,700, as they meant to donate \$300 not \$3,000. The email goes on to say how the suspect's husband had recently passed away. The victim became leery of the situation, due to the poor grammar, no phone number to call the suspect, and the credit card which the money was to be credited was different from the one the payment was made. After several emails the suspect threatens the lives of the victim's family. The suspect is still at large.

15-1719	02/22/15 11:15AM	100 Blk. Olive Hill Lane Woodside	Grand Theft	Unknown suspect(s) entered the victim's unlocked vehicle, which was parked in his driveway. Once inside, the suspect removed a briefcase containing a laptop. The estimated loss is approximately \$1800.00. No suspect was seen.
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Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506

www.cityofpacifica.org

MAYOR
Karen Ervin

MAYOR PRO TEM
Sue Digre

COUNCIL
Mary Ann Nihart
Mike O'Neill
John Keener

February 26, 2015

Sandy Wong, C/CAG Executive Director
City/County Association of Governments
555 Redwood Center, 5th Floor
Redwood City, CA 94063
slwong@smcgov.org

Subject: Appointment to the Congestion Management and Environmental Quality Committee

Ms. Wong, fellow City Council members, and County Supervisors,

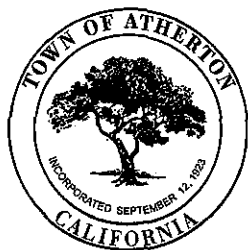
I'm John Keener, newly elected City Council member from Pacifica. I would like to be considered for the Congestion Management and Environmental Quality Committee (CMEQ).

In Pacifica, I am actively involved in congestion management, coordination of land use and transportation planning, and energy resources and conservation programs. Environmental issues, both in Pacifica and County-wide, are also a passion of mine.

In short, my interests mesh well with the CMEQ, and I'd like to share my time and effort in serving on this committee for C/CAG.

Best regards,

John Keener



Town of Atherton

91 Ashfield Road • Atherton, California 94027
(650) 752-0500 • Fax (650) 688-6528
www.ci.atherton.ca.us

February 27, 2015

Dear Council Colleagues,

At the February 12, 2015 C/CAG Board meeting, I was nominated to serve as Vice Chair of the C/CAG Board for this coming year. I am deeply honored to have earned the respect and confidence of my colleagues for this nomination.

However, after much thought and consideration as to what is best for our Board at this time, I am hereby withdrawing my candidacy for Vice Chair of the C/CAG Board.

Redwood City Council Member Alicia Aguirre was also nominated for the Vice Chair position at the February meeting, and I support her for the position.

I feel blessed to be able to work with each you, your staff, and the communities in San Mateo. It is indeed a privilege and I thank you again for your respect and confidence.

Thank you.

Respectfully,

A handwritten signature in cursive script that reads "Elizabeth Lewis".

Elizabeth Lewis
Vice Mayor
Town of Atherton



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: February 27, 2015
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended February 27, 2015.

- 1. Upgrade to West Bay Pump Station** – West Bay Sanitary District staff met with Town staff to discuss a proposed project to combine the existing pump station on Portola Road at Brookside with the existing pump station at the end of Georgia Lane. The first phase of the proposed project would involve utility trenching on Portola Road and Georgia Lane (potentially this summer). The second phase would involve upgrading the existing pump station on Georgia Lane and abandoning the pump station on Portola Road. One benefit that would result from this project would be that the sewage odor issues on Portola Road that has been occurring for many years would be addressed. More information will follow once West Bay Sanitary begins the Town's review process by applying for the applicable Town permits.
- 2. Community Meeting with County re Alpine & I-280** - San Mateo County's Public Works Department held a meeting with the Ladera, Portola Valley and Stanford Weekend Acres communities on February 24th in the Community Hall to discuss traffic concerns at the interchange of Alpine Road and I-280. The meeting was held to collect comments so that San Mateo County staff can include all comments if and when they decide to perform a corridor study. Attendance was approximately 50 people, with the Sheriff's Office, Vice Mayor, a member of the BPTS Committee, and Public Works Director also in attendance.
- 3. Alpine Road Trail Proposal @ The Hawthorns** – The Midpeninsula Regional Open Space District (MROSD) has advised that they will follow up this spring on the Town's request to improve the Alpine Trail at The Hawthorns.

TOWN COUNCIL WEEKLY DIGEST

Friday – March 6, 2015

1. Agenda – ASCC – Monday, March 9, 2015
2. Agenda – Trails & Paths Committee – Tuesday, March 10, 2015
3. Agenda – Emergency Preparedness Committee – Thursday, March 12, 2015
4. Agenda – Cable and Utilities Undergrounding Committee – Thursday, March 12, 2015
5. Agenda – Cultural Arts Committee – Thursday, March 12, 2015
6. Month End Financial Report – February 2015
7. Letter from resident Andrew Browne re: Opposition to Automated License Plate Readers (ALPR's)
(individually addressed letters are in your town hall mailbox)
8. Report from San Mateo County Sheriff's Office – Incident Log for 02/23/15 – 03/01/15
9. Email from Gina Coony with MROSD re: Hawthorn Partner selection on the March 10 Planning & Natural Resources Committee agenda
10. Notice from County of San Mateo re: Board of Supervisors to hold a Study Session on Affordable Housing Options
11. Invitation to Jobs for Youth 33rd Annual Fundraising Breakfast
12. Invitation from the League of California Cities re: Helen Putnam Award for Excellence
13. Memo from Town Manager, Nick Pegueros re: Weekly Update – Friday, March 6, 2015

Attached Separates (Council Only)
(placed in your town hall mailbox)

1. None



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, March 9, 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*

4:00 p.m. Ford Field Access Easement (parking available at Ford Field) Field meeting for preliminary review of proposed driveway and bridge over the Ford Field access easement. (ASCC review to continue at Regular Meeting)

7:30 PM – REGULAR AGENDA*

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

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
4. Old Business:
 - a. Preliminary Architectural Review and Site Development Permit for a driveway and bridge over the Ford Field access easement, APN: 077-272-010
5. New Business:
 - a. Discussion of Outdoor Lighting Ordinance and Policies
6. Commission and Staff Reports:
7. Approval of Minutes: February 9, 2015
8. Adjournment:

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

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: March 6, 2015

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, March 10, 2015 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes, February 10, 2015
4. Financial Review and Trail Work – February 2015
5. Conservation Committee Update
6. Old Business
 - (a) Budget Planning Update
 - (b) Annual Report Update
 - (c) MROSD / Hawthorn Ranch Update
7. New Business
 - (a) None
8. Other Business
9. Adjournment

Enclosures:

Minutes from February 10, 2015 meeting
Financial Review
Trail Work Map and Memo – February 2015



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, March 12, 2015 - 7:15 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

Note: Special meeting start time of 7:15 am for a tour of the Town Center Facility

AGENDA

1. **7:15** Town Center Facility Tour led by Public Works Director, Howard Young
2. 8:15 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 Ghorso and Selena Brown WFPD, Tim Reid/Sheriff's Office, Gary Nielsen, Police Commissioner

 Absent:
3. 8:16 Oral Communications
4. 8:17 Review and approval of minutes
 - Motion: Accept the minutes of February 12, 2015
5. 8:18 CERPP/WFPD Report (Brown/Ghorso)
6. 8:28 Town Report (Nick/Marsha)
 - Cross-Training with EPC Members
7. 8:38 Medical Subcommittee Report (Young)
 - MOU status with Stanford
 - AED update – (Lorrie Duval)
8. 8:43 Communications Sub Committee Report (Rothrock)
 - Communications issues with the PV EOC and WFPD
 - Communications issues with the Microwave Radio Link
9. 8:48 Community Outreach
10. 8:50 Budget for FY 15/16
11. 8:55 EPC Report to TC, Meeting on April 29th
 - Subcommittee needed to prepare; review at next meeting
12. 8:58 Other Business
13. 9:00 Adjourn. Next meeting is April 9, 2015



TOWN OF PORTOLA VALLEY
Cable & Undergrounding Committee Meeting
Thursday, March 12, 2015 – 8:15 AM
Historic School House
765 Portola Road, Portola Valley, CA

AGENDA

1. Call meeting to order
2. Minutes: Approval of January minutes
3. Communications from Members of the Public
4. Old Business
 - PG&E status on Rule 20A undergrounding project
 - Survey to determine voters' interest in undergrounding utilities
5. New Business
 - Annual report to Town Council
 - Budget for FY '15/16
6. Adjournment:

Next meeting on May 14, 2015 at 8:15 am



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, March 12, 2015 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes – February 12, 2015
4. Old Business:
 - Review / Discuss CAC survey status / process
5. New Business:
 - Summer concerts status
 - Food trucks for summer concerts
 - Annual Report for June
 - Budget process
6. Adjournment



MONTH END FINANCIAL REPORT FOR THE MONTH OF: February 2015

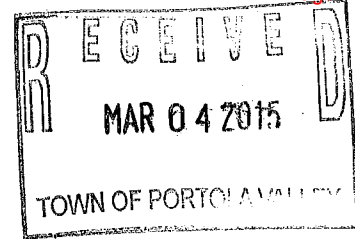
C A S H	Bank of America	\$	107,469.15	
	Local Agency Investment Fund (0.262%)	\$	13,139,392.47	
	Total Cash		\$	13,246,861.62
F U N D S	05 General Fund	\$4,519,240.36		<i>General Fund Assignments:</i>
	08 Grants	(215,133.80)		<i>Capital Replacement</i> \$1,400,000.00
	10 Safety Tax	(1,472.64)		<i>Unfunded Pension</i> 955,472.00
	15 Open Space	4,495,963.96		<i>Equipment Replacement</i> 200,000.00
	20 Gas Tax	(33,428.76)		<i>Unfunded OPEB</i> 308,280.00
	22 Measure M	(4,350.50)		<i>Legal Fee Contingency</i> 100,000.00
	25 Library Fund	406,598.72		<i>UNASSIGNED BALANCE</i> \$1,555,488.36
	30 Public Safety/COPS	(44,913.84)		<i>* General Fund Total</i> \$4,519,240.36
	40 Park in Lieu	6,268.05		
	45 Inclusion In Lieu	2,884,837.28		
	50 Storm Damage	(193,894.91)		
	60 Measure A	191,241.12		
	65 Road Fees	41,142.56		
	75 Crescent M.D.	97,644.59		
	80 PVR M.D.	14,147.03		
	85 Wayside I M.D.	5,762.32		
	86 Wayside II M.D.	49,986.90		
	90 Woodside Highlands M.D.	172,687.84		
	95 Arrowhead Meadows M.D.	(1,799.67)		
	96 Customer Deposits	856,335.01		
	Total Fund Balance		\$	13,246,861.62
A C T I V I T Y R E C A P	Beginning Cash Balance:	\$	13,267,849.51	
	Revenues for Month:		314,855.15	
	Total Revenues for Month:		314,855.15	
	Warrant List 2/11/15	(121,999.18)		
	Warrant List 2/25/15	(95,511.38)		
	Payroll	(116,744.40)		
	Total Expenses for Month:	(334,254.96)		
Total JE's and Void Checks:	(1,588.08)			
	Ending Cash Balance		\$	13,246,861.62

*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%)	97.06%
<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	417
<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



March 4, 2015
67 Santa Maria Ave.
Portola Valley, CA 94028

Jeff Alfs, Town Councilperson

I am against any device to record plate numbers of cars in Portola Valley. The degree of security gained from this would be so small as to be almost illusory. We should not voluntarily put ourselves into a system with hazy benefits and real susceptibility to being hacked.

I have collected 34 articles from the Mercury News in just 3 weeks that are about hacking. It is all-pervasive. Some such systems, perhaps this one also, require that the user, the Town, not tell what is collected and how it might be used, still more murky.

How this proposed system might hurt us by being hacked I do not know, but we should not set ourselves up for it.

Yours truly,

Andrew C. Browne



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

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

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

Monday 02/23/15 Sunday 03/01/15

Greg Munks
Sheriff

CASE NUMBER	DATE & TIME Reported	LOCATION	DESCRIPTION	FACTUAL CIRCUMSTANCES
15-1741	02/23/15 6:05AM	2701 El Camino Real North Fair Oaks	Attempted Burglary	Christina's Deli and Market was the victim of an attempted burglary by an unknown suspect. The front door of the business had been pried open, but the inside of the business was intact and nothing was reported missing. There is no suspect information at this time.
15-1763	02/23/15 10:54PM	500 Blk. La mesa Dr. Ladera	Burglary	Unknown suspect(s) unlawfully entered the victim's residence via an unlocked rear bedroom window. The suspect(s) ransacked the house, apparently looking for items to take. The stolen items were multiple watches, bracelets, camera equipment, and miscellaneous personal items, along with a small safe. The estimated

				loss is \$20,000.00. There is no suspect information at this time.
15-1792	02/24/15 9:09PM	1000 Blk. Orange Ave. West Menlo Park	Burglary	The victim stated that he as he passed a service door to his garage he noticed the glass had been broken. He then noticed two doors that cover his furnace were open and that someone had tried to break through the laundry room window. The victim then called 911 and waited down the street for deputies to arrive. Upon arrival, the victim and the deputies walked through the property, but the only thing he noticed missing was a black Specialized men's bicycle. The estimated loss is \$750.00. There are no suspect(s) at this time.
15-1800	02/25/15 7:31AM	800 Blk. Warrington Ave. North Fair Oaks	Discharge Firearm From Vehicle	Two unknown subjects in a green Dodge or Chrysler minivan fired eight shots into the air as they passed the 800 Blk. of Warrington Ave. The minivan fled the area driving east on Warrington Ave and turned right onto southbound Bay Rd. Eight .45 caliber metal shell casings were located. There were no injuries and no suspect information at this time.
15-1839	02/26/15 8:47AM	200 Blk. Mountain Wood Lane Woodside	General Information Case	A deputy was dispatched to a report of a mountain lion observed sitting on the front porch of a residence. Upon arrival the deputy was told that the lion was still on the porch and as he walked towards a small building that contains an office he saw the full sized mountain lion casually walk from the front porch towards the side of the building before it disappeared. The R/P stated that the mountain lion had been sitting on the porch for approximately 15 minutes. The R/P stated that the lion did not appear aggressive, sick or

				injured. She said it simply sat at the front door. A San Mateo County Office of Emergency Services alert was sent out to the surrounding area regarding the sighting. .
15-1855	02/26/15 1:57PM	100 Blk. Stadler Rd. Woodside	Grand Theft	Unknown suspect(s) removed a small wooden jewelry box containing jewelry from under a sink cabinet in the victim's residence. The victim was in the process of moving at the time and had employees of a moving company in the residence during the time of the theft. The estimated loss is \$2,600.00. There is no suspect information at this time.
15-1875	02/27/15 12:21AM	Woodside Rd. / Churchill Woodside	DUI Alcohol / Drugs	Mark Botto from Redwood City was arrested for driving under the influence of alcohol. He was transported and booked into the San Mateo County Jail. His vehicle was towed.
15-1885	02/27/15 9:09AM	400 Blk. Mac Arthur Ave. NFO	Burglary / Vandalism	The victim was the victim of vehicle burglary and vandalism to his vehicle. The estimated damage is \$1200.00 and the estimated loss of items stolen is \$830.00. There is no suspect information at this time.
15-1932	02/28/15 6:15PM	Portola Rd. / Family Farm Rd. Woodside	DUI / Corporal Injury to Child / Traffic Accident	Driver #1 was driving Vehicle #1 on Portola Rd, approaching Family Farm Rd when she drove off the roadway and into the shoulder of Portola Rd. The vehicle struck two street signs and shrubbery. The driver then drove the vehicle back onto the roadway and once again swerved to the right towards the shoulder of Portola Rd. The vehicle drove onto the shoulder while striking shrubbery and trees which caused it to roll. The vehicle came to rest on its wheels on the shoulder of Portola Rd. The Driver caused the collision by driving under the influence of

				alcohol. The vehicle was occupied by the driver and her three grandchildren. All occupants of the vehicle were transported to Stanford Hospital with injuries.
15-1947	03/01/15 8:15AM	100 Blk. Farm Rd. Woodside	Petty Theft	The female suspect entered the victim's unlocked vehicle and collects items worth less than \$950 to steal. When confronted by the victim, the female suspect drops all of the victim's property and flees to a waiting vehicle. While the female suspect attempts to enter the suspect vehicle, the victim opens the driver's door and confronts the male suspect. The female suspect enters the suspect vehicle and the male suspect drives away from the scene.

Sharon Hanlon

From: Gina Coony [<mailto:gcoony@openspace.org>]

Sent: Wednesday, March 04, 2015 9:13 AM

To: Tor/Nancy Lund; Yvonne Tryce; Richard Crevelt; Nick Pegueros

Cc: Jane Mark; Ana Ruiz; Jeannie Buscaglia; Allen Ishibashi; Laura O'Leary

Subject: RE: Woods partnership?

All,

Wanted to let you know that the Hawthorn Partner selection is going to Planning & Natural Resources Committee next Tuesday March 10. You are all on the notification list, so you should receive notification. There are three items on the agenda, and as yet, the sequence of items have not yet been designated. The meeting starts at 2:30.

Gina

NEWS

March 3, 2015

For Immediate Release

Board of Supervisors to Study Affordable Housing Options *Recommendations include tiny houses, rent stabilization*

Prompted by the current affordable housing crisis in the community, the San Mateo County Board of Supervisors is convening a March 17 study session on affordable options aimed at keeping current occupants in their homes and adding to the available stock.

County staff will recommend several possibilities for the Board's consideration including establishing a countywide tenant's rights education and assistance program, exploring potential rent stabilization, promoting second units, amending zoning regulations and developing pre-approved plans for tiny houses.

San Mateo County has already contributed to the development of 1,554 affordable housing units, grants developers density bonuses for affordable units and, in 2013, created an Affordable Housing Fund that has awarded \$18 million to date. The upcoming study session is an opportunity to ask what else the County can do to make housing affordable for all community members.

"San Mateo County is committed to looking at ways to create housing through making better use of existing facilities, by supporting organizations and agencies that are building housing and to find opportunities for shared housing," said Third District Supervisor Don Horsley who, along with District Four Supervisor Warren Slocum, is co-sponsoring the study session.

In San Mateo County:

- Rent for a two-bedroom apartment has increased 51 percent over the past four years;
- Average rent for a two-bedroom apartment is now \$2,648, or nearly \$32,000 annually;
- HIP Housing reports having 10 individuals interested in shared housing for each one offer.

Slocum, calling the County's housing shortage "at a crisis point," said there is no magic solution but progress is possible.

“We must look at all of the options working elsewhere, do whatever we can by working collaboratively with our partners to increase the number of available affordable units, consider policies that will reinforce our safety net and be open to new ideas that have not been tried,” Slocum said.

In advance of the study session, County staff is asking the public and stakeholders to review its white paper detailing steps already taken and recommending ways to prevent displacement and promote affordable development in San Mateo County. The document, written in response to a Board request last October, is available at <https://housing.smcgov.org/affordable-housing-white-paper>.

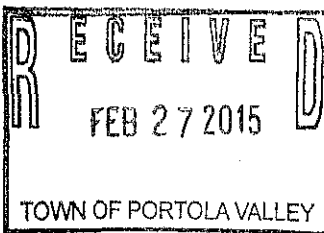
Horsley is encouraging the public to read the white paper and participate in the discussion about housing.

“Maybe the public will have some good ideas that we haven’t thought of yet,” Horsley said.

While some proposed actions could be implemented soon, others will require more research, input or even a California Supreme Court ruling. Any policies ultimately adopted will only apply to the county’s unincorporated areas although they could act as a template for cities to emulate.

The Board of Supervisors’ study session is 1:30 p.m. to 5 p.m. Tuesday, March 17 in Board Chambers, 400 County Center, Redwood City.

COUNTY OF SAN MATEO
HUMAN SERVICES AGENCY



Jobs For Youth
400 Harbor Blvd. Bldg. E.
Belmont, CA 94002
650-802-3371 T
650-594-4316 F
www.smchsa.org

Dear Council Member **VOIDVOID**

The Jobs for Youth staff and volunteers would like to invite you to our **33rd Annual Awards Fundraising Breakfast on May 28 at 7:30 a.m. at the Foster City Crowne Plaza Hotel.** We thank you for your continued support in assisting us with providing employment services to the youth in San Mateo County.

Last year, we served over 2,600 youth and placed 365 of them in jobs and internships throughout the county. Through the Al Tegliia Jobs for Youth Endowment Fund, we awarded \$21,000 in scholarships to needy youth at the 2014 Jobs for Youth Annual Fundraising Event. In addition, we continued to partner with Kaiser, Metropolitan Transportation Commission, City of Daly City, San Francisco Airport, and the County of San Mateo to coordinate unsubsidized summer internships. This past summer, Jobs for Youth and Walmart.com partnered to provide mock interviews and awarded two \$500 scholarships to two top performing youth who participated in the "Prep for the Interview" program.

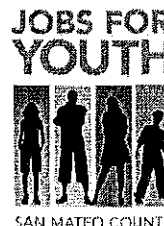
Jobs for Youth is a unique program designed to serve all youths, ages 14 to 21-years-old, regardless of income or socio-economic background. They learn to master job applications, prepare for interviews, create resumes, and are provided with job and/or internship leads. We have offices in four locations to serve youth countywide: Redwood City, Belmont, Daly City, and San Mateo.

Ongoing support from cities, schools, businesses, and civic organizations, like yours, provide youth in our communities a chance for success. We kindly request a contribution to help us continue to provide scholarships and employment opportunities to the youth of San Mateo County. To donate, please make your check payable to: Jobs for Youth Endowment Fund **attn: Fiscal Services** 1 Davis Dr. Belmont CA, 94002. If you would like more information, please call the Program Manager, Lorna Strachan, at 650-802-5193.

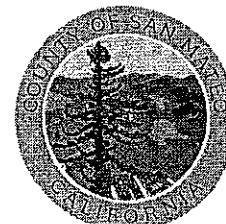
Sincerely,

Carole Groom
Jobs for Youth Honorary Chairperson
President, San Mateo County Board of Supervisors

Lorna V. Strachan, M.Ed.
Jobs for Youth Program Manager



SAN MATEO COUNTY





JOBS FOR YOUTH



SAN MATEO COUNTY

**JOBS FOR YOUTH
HONORARY CHAIRPERSON**
Carole Groom, President
San Mateo County Board
of Supervisors

SPECIAL BUSINESS RECOGNITION
AL TEGLIA JOBS FOR YOUTH
ENDOWMENT FUND
**YOUTH SCHOLARSHIP
RECIPIENT AWARDS**
12TH ANNUAL MARY LOUISE
PASKEVICH AWARD RECIPIENT

**"INVEST IN THE FUTURE --
HIRE A YOUTH!"**

The Jobs for Youth Program helps youth increase their self-esteem, and job-seeking skills. They receive one-on-one support with the goal of attaining gainful employment and becoming responsible adults. There is no cost for youth to participate in the program.

**FOR JOB INFORMATION,
CALL THE JOBS FOR YOUTH CENTER**

Redwood City/Coastside
650-802-6534

Daly City/San Mateo
650-301-8434

33RD ANNUAL FUNDRAISING BREAKFAST

FINDING SUCCESS in the NEW WORKING WORLD

THURSDAY
MAY 28, 2015
7:30-9:00 AM



LinkedIn

SPEAKER

Katie Ferrick

LinkedIn, Senior Manager
for Community Relations

FOSTER CITY CROWNE PLAZA HOTEL
1221 Chess Drive, Foster City

BREAKFAST PROMPTLY SERVED AT 7:30 AM

\$50 Per Person / \$450 Per Table of 10

ALL PROCEEDS GO DIRECTLY TO YOUTH SERVICES

SEND PAYMENTS TO:

Jobs for Youth
Attn: Fiscal Services
1 Davis Drive
Belmont, CA 94002



RESERVATIONS:

Bill Toth

650-802-6534

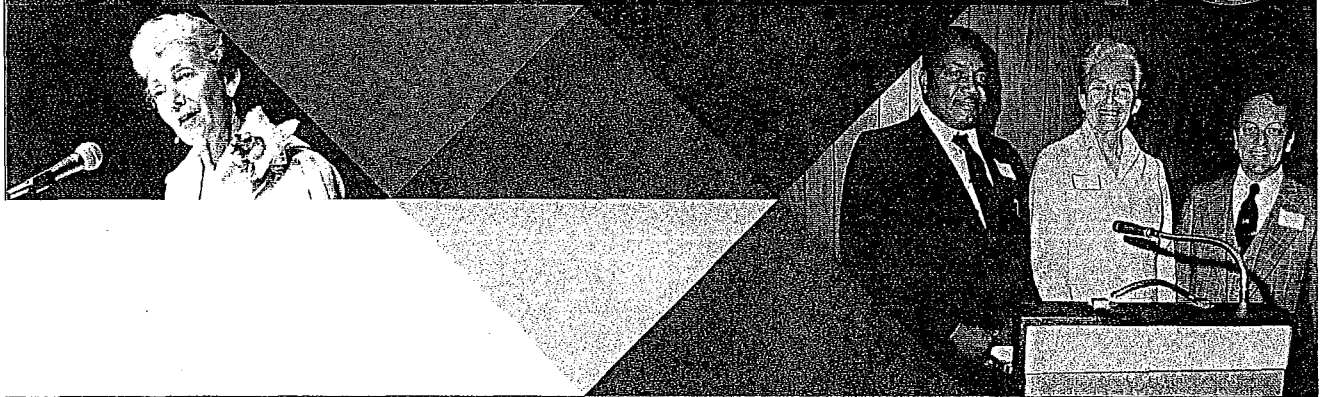
wtoth@smc.gov.org



COUNTY OF SAN MATEO
HUMAN SERVICES AGENCY

HELEN PUTNAM AWARD for EXCELLENCE

APPLY ONLINE FOR YOUR CITY TODAY
www.helenputnam.org



ENTRIES DEADLINE – THURSDAY, APRIL 9, 2015

Established in 1982, this program recognizes outstanding cities that deliver the highest quality and level of service in the most effective manner possible. Particular attention and credit is given to applications specifically advancing the League's strategic priorities, www.cacities.org/priorities, which are determined each year by the League leadership and board of directors.

LEAGUE[®]
OF CALIFORNIA
CITIES

LEAGUE PARTNER



AWARD CATEGORIES

CCS PARTNERSHIP INTERGOVERNMENTAL COLLABORATION AWARD

Programs that demonstrate innovative but replicable examples of collaboration among cities, counties, schools and/or special districts in service to children and families.

COMMUNITY SERVICES AND ECONOMIC DEVELOPMENT

Programs that may involve libraries, recreation, schools, etc., which advance the economic vitality of the community.

ECONOMIC DEVELOPMENT THROUGH THE ARTS

Successful programs that illustrate how investment in the arts has stimulated the local economy through tourism, festivals, and cultural attractions including performing arts. May include programs established through a collaborative partnership and adopting city policies that integrate the arts.

ENHANCING PUBLIC TRUST, ETHICS, AND COMMUNITY INVOLVEMENT

Promotion of ethical practices at city hall and in the community, and institution of procedures and policies that demonstrate effective and respectful deliberation and handling of public issues.

HEALTH AND WELLNESS PROGRAMS

Innovative planning efforts to promote city design that encourages healthy lifestyles.

HOUSING PROGRAMS AND INNOVATIONS

Innovative housing designs that are conducive to good land use planning and jobs balance, while preserving natural resources, and promoting safe, community-oriented neighborhoods.

INTERNAL ADMINISTRATION

Innovative and efficient internal programs that promote effective communication and management.

LEAGUE PARTNER AWARD FOR EXCELLENCE IN CITY-BUSINESS RELATIONS

Collaborative efforts in engaging the leadership of the private, nonprofit, and labor sectors to address community problems.

PLANNING AND ENVIRONMENTAL QUALITY

Innovative planning and land use programs, environmental quality preservation and enhancement.

PUBLIC SAFETY

Effective services that address physical and mental health support and emergency medical services, disaster preparedness and homeland security.

PUBLIC WORKS, INFRASTRUCTURE, TRANSPORTATION

Proven programs that provide for the economical development and maintenance of public works facilities and infrastructure.

RUTH VREELAND AWARD FOR ENGAGING YOUTH IN CITY GOVERNMENT

Collaborative efforts between cities and other agencies (schools, public agencies, non-profits, churches, and private) to inform and engage youth about city issues and their community.

PRESIDENT'S ADVOCACY AWARD

The President's Advocacy Award is a prestigious award honoring a distinguished program or person that best advocates for the League Board's annual strategic priorities. One outstanding winner will be chosen for 2015.

ELIGIBILITY & INSTRUCTIONS

Any League member city, or group of California cities, including League Divisions, that provide a program or service that has proven tangible and measurable results with a minimum of one year of actual implementation is eligible to apply. Instructions must be followed carefully as this will facilitate the fair evaluation of all applications and ensure fairness among entries.

SCORING CRITERIA

The selection juries will judge each entry on:

- ▶ the impact of the problem/challenges and how well it is outlined
- ▶ the innovativeness of the solution
- ▶ the quality of the results achieved

In addition, the following criteria will be used in the evaluation and scoring process. Be sure to address these criteria in your application. (Some criteria may not apply to a particular category; no penalty will apply.)

Community Engagement | To what extent is the public informed and involved and has input that is fully considered?

Savings and Efficiencies/Improved Services | To what extent does the program or service result in greater public benefits and/or less cost?

Positive Citizen Feedback | To what extent is the public reaction to the program or service supportive and positive?

Measurable and Transferable Results | To what extent are the results and benefits of the program or service verifiable and measurable, and useful to other cities?

Partnerships | To what extent are other agencies, schools, businesses, community-based organizations, etc. involved formally and informally?

Applications of Technology | To what extent are technologies involved in innovative ways in the program or service?

Youth Development | To what extent does the program or service better prepare youth to be informed, engaged and effective citizens?

Strategic Priorities | To what extent does the program, policy, or activity advance the League's strategic priorities for cities?

For detailed information about scoring criteria, please visit www.helenputnam.org.

ENTRIES DEADLINE – THURSDAY, APRIL 9, 2015

CONTACT INFORMATION

For more information or to submit an application please visit www.helenputnam.org or for questions contact Melissa Lienau at 916-658-8216 or mlienau@cacities.org.





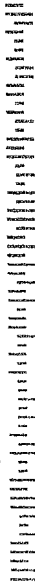
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Portola Valley
Council Member
765 Portola Rd
Portola Valley, CA 94028-7205



LEAGUE PARTNER PROGRAM

The League Partner Program connects leading businesses, associations and non-profits with city leaders in numerous way, including supporting the Helen Putnam Award for Excellence, the League's highest honor for cities, and by supporting special activities at the League's Annual Conference and other meetings. The League and all California cities extend great thanks to our League Partners – leading businesses, associations and non-profits supporting local government and their communities. We are now accepting applications for 2015 and welcome other businesses, associations and non-profits to join the program. Please call Mike Egan at 916-658-8271 or visit www.cacities.org/leaguepartners.

2014 WINNERS

- CCS Partnership Intergovernmental Collaboration Award | Santa Clarita
- Community Services and Economic Development | Chico
- Economic Development through the Arts | Fontana
- Enhancing Public Trust, Ethics, and Community Involvement | Vallejo
- Health and Wellness Programs | Perris
- Housing Programs and Innovations | Dublin
- Internal Administration | Covina
- League Partners Award for Excellence in City-Business Relations | Benicia
- Planning and Environmental Quality | San Jose
- Public Safety | Goleta
- Public Works, Infrastructure, Transportation | Long Beach
- Ruth Vreeland Award for Engaging Youth in City Government | Rancho Cucamonga

Visit www.helenputnam.org to submit an application



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: March 6, 2015
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended March 6, 2015.

- 1. Portola Road Adjacent to Windy Hill Open Space Entrance** – Town staff is performing vegetation and brush maintenance today at this location on Portola Road. We will be targeting small regrowth. The goal is to maintain the vegetation and view conditions as they were when the Town cleared this area eighteen months ago in collaboration with MROSD and Town Committees. Staff has also reached out to MROSD to address the small regrowth that has occurred on their side of the fence. Targeting minor regrowth and new growth at this location was requested by the Conservation Committee at their special meeting held last week. Staff plans this as an annual maintenance item as needed to keep the current conditions preserved.
- 2. Meeting with Library Staff Regarding Improvements to the Children's Room** – Town and Library staff met with resident Sue Chaput and Friends of the Library President Sue Crane to discuss concerns expressed by Sue Chaput regarding a new interactive play wall in the children's section of the Portola Valley Library. The project is a JPA-wide effort to engage younger library patrons and has a total budget of \$67,000 with funding of \$50,000 from the Town's Donor City Fund and \$17,000 from the Friends of the Library. Library JPA staff are committed to customizing the installation to a Portola Valley specific theme and will be talking with several Town committees to solicit input and support for the project.
- 3. Review of PV Municipal Code** - Staff is working with the Town Attorney to review the Town's municipal code chapter-by-chapter, starting with Title 2 – Administration & Personnel. The update is intended to reflect current practices, as much of the code has not been reviewed since the 1960's. In our review of Title 2, staff would appreciate any questions or comments from Town Council members on language contained in the now

existing code. A full staff report with recommended updates will be presented to the Town Council for consideration at a future date and all changes to Title 2 would require an ordinance and public hearings. PVMC Title 2 is attached.

4. **ALPR Community Meeting** – The second ALPR community meeting will be held next Tuesday in the Historic Schoolhouse at 7PM. E-notice and PV forum subscribers have been reminded of the event. ACLU and EFF (Electronic Frontier Foundation) representatives have been invited but it is unknown if a representative will attend.

TITLE 2 - ADMINISTRATION AND PERSONNEL**Chapters:****CHAPTER 2.04 - COUNCIL MEETINGS****Sections:****2.04.010 - Regular meetings.**

The council shall meet in regular session the second and fourth Wednesday of each month at the hour of seven-thirty p.m., and may adjourn from time to time as in their judgment may seem proper.

(Ord. 2009-378 § 1, 2009; Ord. 1992-267 § 1, 1992; Ord. 1967-85 § 1, 1967; Ord. 1964-10 § 1, 1964)

2.04.020 - Place of meetings.

All meetings of the council shall be held in the Town Hall, 765 Portola Road, within the town of Portola Valley.

(Ord. 1975-140 § 1, 1975; Ord. 1964-30 § 1, 1964; Ord. 1964-10 § 2, 1964)

2.04.030 - Books and records.

The books and records of all city actions shall be open at all times during office hours, and any taxpayer of the town may inspect the same; provided, such taxpayer shall specify the book or record he desires to see, and such book or record shall not be taken from the office.

(Ord. 1964-10 § 3, 1964)

CHAPTER 2.05 - TOWN COUNCIL VACANCIES**Sections:****2.05.010 - Appointment.**

As authorized by California Government Code Section 3651 2(c)(3) the town council may appoint a qualified individual to fill a vacancy on the town council until the date a special election is held to fill the remainder of the unexpired term. The special election shall be immediately called upon the appointment of a qualified individual to fill the vacancy. The date of the special election shall be controlled by the California Government Code. Notwithstanding the above, the council may not appoint someone to fill the vacancy, if doing so would result in the majority of the councilmembers being appointed.

(Ord. 1999-315 § 1 (part), 1999)

2.05.020 - Selection.

If the council desires to appoint a qualified individual to fill a vacancy, the council may determine, in its discretion, if and how interviews and selection will be conducted, as long as the process complies with all applicable laws and statutes including California Government Code Section 54950 et seq. (The "Brown Act").

(Ord. 1999-315 § 1 (part), 1999)

2.05.030 - Nonmandatory.

Nothing in this chapter shall require the council to choose to fill a vacancy until the time of a special election or to call a special election if the council chooses to appoint a qualified individual to serve the remainder of the unexpired term.

(Ord. 1999-315 § 1 (part), 1999)

CHAPTER 2.08 - TOWN CLERK AND TREASURER**Sections:**

2.08.010 - Compensation of town clerk.

The clerk of the town shall receive compensation in the amount of nine hundred dollars per month, payable as follows: four hundred fifty dollars on the first and sixteenth day of each and every month during the term of her office. The first payment of salary of said rate shall be payable September 16, 1971, for the period September 1, 1971, to September 15, 1971.

(Ord. 1971-116 § 1, 1971: Ord. 1970-105 § 1, 1970: Ord. 1969-96 § 1, 1969: Ord. 1968-89 § 1, 1968: Ord. 1967-81 § 1, 1967: Ord. 1965-49 § 1, 1965: Ord. 1964-23 § 1, 1964: Ord. 1964-22 § 1, 1964: Ord. 1964-9 § 1, 1964: Ord. 1964-2 § 1, 1964)

2.08.020 - Town treasurer not be compensated.

The treasurer of the town shall receive no compensation.

(Ord. 1964-9 § 2, 1964: Ord. 1964-2 § 2, 1964)

2.08.030 - Town clerk and town treasurer—Bonds.

Before entering upon the duties of her office, the clerk shall execute a bond with the town, the bond to be in the penal sum of twenty-five thousand dollars, and before entering upon the duties of his office, the treasurer shall execute a bond with the town, the bond also to be in the penal sum of twenty-five thousand dollars. The form of each of the bonds shall conform with the provisions of the Government Code of the state.

(Ord. 1965-41 § 1, 1965: Ord. 1964-9 § 3, 1964: Ord. 1964-2 § 3, 1964)

CHAPTER 2.12 - ASSESSMENT AND TAX COLLECTION**Sections:****2.12.010 - Transfer of assessment and tax collection duties to county.**

The council of the town elects to proceed under Title 5, Division 1, Part 2, Chapter 2, Article 1, Sections 51500 through 51520, of the Government Code of the state providing for the transfer of the assessment and tax collection duties ordinarily performed by the town assessor and tax collector, to the assessor and tax collector of the county.

(Ord. 1964-27 § 1, 1964)

2.12.020 - Duties of town treasurer reserved.

The duties of the town treasurer are reserved to him and are not included in the transfer and he shall, upon payment to him by the controller of the county of San Mateo of sums due the town, keep and disburse the same in the existing, or as hereafter established, customary practice and procedure of the town.

(Ord. 1964-27 § 2, 1964)

CHAPTER 2.16 - ARCHITECTURAL AND SITE CONTROL COMMISSION**Sections:****2.16.010 - Established.**

The architectural and site control commission of the town shall be, and it is, established.

(Ord. 1965-40 § 1 (2405.20), 1965)

2.16.020 - Membership and term of office.

The architectural and site control commission of the town shall consist of five members. The members shall be appointed by the mayor with the concurrence of the council. The members shall serve four-year staggered terms. At the end of each member's term, the vacancy shall be noticed. In the event a vacancy occurs during the term of office, a new member may be appointed by the mayor to fill the unexpired term of the office in

which the vacancy exists, with the concurrence of the council.

(Ord. 2006-362, § 1, 2006; Ord. 1965-40, § 1 (1405.21), 1965)

2.16.030 - Powers and duties.

The architectural and site control commission shall have the powers and duties to assist and advise the planning commission of the town, established by the ordinances of the town, which ordinances and powers and duties may be modified from time to time, and which shall include the following:

- A. Study and make recommendations for disposition of all building permits;
- B. Review and make recommendations on all requests for variances from the town ordinances;
- C. Study and make recommendations on problems and potential solutions on all applications for subdivisions and resubdivisions;
- D. Study and make recommendations on architectural design and landscaping of all nonresidential structures and areas in the town and along all town roads;
- E. Study and make recommendations on ordinances for grading, signs, private roads, and such other items as the planning commission shall direct;
- F. Hearing, and acting upon, abatements and appeals regarding violations of zoning ordinances and building codes;
- G. Supervision of such rulings of the planning commission as shall be directed.

(Ord. 1965-40 § 1 (2405.22), 1965)

2.16.040 - Meetings.

The architectural and site control commission shall hold at least one regular public meeting each month, and may establish its meeting schedule, procedure for conduct of meetings, and its meeting place as it deems necessary.

(Ord. 1965-40 § 1 (2405.23), 1965)

CHAPTER 2.20 - PLANNING COMMISSION

Sections:

2.20.010 - Created—Members.

Pursuant to the provisions of Section 65300 of the Government Code of the state, a planning commission consisting of five members is created.

(Ord. 1965-53 § 1, 1965; Ord. 1964-17 § 1, 1964)

2.20.020 - Powers and duties.

The planning commission shall have the powers and duties set forth in the Government Code and the general laws of the state, and as set forth in the ordinances of the council, which shall include the following:

- A. Prepare a master plan for the development of the town, for recommendation to the council;
- B. Recommend such ordinances and resolutions to the council as are necessary to implement the master plan;
- C. Supervise the land use in the town, by conducting necessary public hearings and acting upon applications for zoning amendments, conditional use permits, variances from the existing ordinances, subdivisions, resubdivisions, and building permits;
- D. Reappraise, redefine and submit changes, where necessary, in the master plan at regular intervals, not to exceed two years, to the council.

(Ord. 1965-40 § 1 (2405.11), 1965)

2.20.030 - Meetings.

The planning commission shall hold at least one regular public meeting each month, and may establish its meeting schedule, procedure for conduct of meetings, and its meeting place as it deems necessary.

(Ord. 1965-40 § 1 (2405.12), 1965)

CHAPTER 2.24 - EMERGENCY ORGANIZATION AND PROTECTION**Sections:****FOOTNOTE(S):**

-- (1) --

Editor's note— Ord. 2014-404, § 1, adopted Sept. 24, 2014, amended chapter 2.24 in its entirety to read as herein set out. Former chapter 2.24, §§ 2.24.010—2.24.090, pertained to similar subject matter, and derived from Ord. 1984-200, § 1(2750)—(2758), adopted 1984; Ord. 1997-298, § 1(part), adopted 1998; Ord. 1998-307, §§ 1, 2, adopted 1998; and Ord. 1999-324, § 1, adopted 1999.

2.24.010 - Purposes.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons, property and environment within the town in the event of an emergency, the direction of the emergency organization, and the coordination of the emergency functions with all other public agencies, corporations, organizations and affected private persons.

(Ord. 2014-404, § 1, 2014)

2.24.020 - Definitions.

- A. "Emergency" as used in this chapter, means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons, property and environment within or affecting the town caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the governor's warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.
- B. "Emergency services" means the preparation and carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disaster. It shall not include preparation for any conditions relating to a labor controversy.
- C. "Local emergency" means the duly proclaimed, actual or threatened, existence of conditions of disaster or of extreme peril to the safety of persons, property and environment, within or affecting the territorial limits of the town, caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the governor's warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, which are, or are likely to be, beyond the control of town services, personnel, equipment and facilities and requiring the combined forces of other public agencies to combat. "Local emergency" does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy.
- D. "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons, property, and environment within or affecting the state caused by such conditions

as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the governor's warning of an earthquake or volcanic prediction, or other conditions, which conditions, by reason of their magnitude, are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat. "State of emergency" does not include, nor does any provision of this chapter apply to, any conditions resulting from a labor controversy or conditions causing a "state of war emergency."

- E. "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the governor, whenever this state or nation is attacked by an enemy of the United States or upon receipt by a state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(Ord. 2014-404, § 1, 2014)

2.24.030 - Inclusion.

In accordance with Title II of the Americans with Disabilities Act ("ADA," Pub. L. 101-336), an integrated approach to emergency planning shall be taken to provide people with disabilities and others with access and functional needs the same opportunities to benefit from emergency programs, information, facilities, services and activities as people without disabilities.

(Ord. 2014-404, § 1, 2014)

2.24.040 - Emergency services organization.

All officers and employees, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.24.090(C)(3) of this chapter, be charged with duties incident to the protection of life, property and environment during such emergency, shall constitute the emergency organization of the town of Portola Valley.

(Ord. 2014-404, § 1, 2014)

2.24.050 - Disaster council membership.

The Portola Valley Disaster Council shall consist of the following:

1. The director of emergency services who shall be chair.
2. The public works director who shall be the vice chair.
3. The planning director.
4. The mayor, or as an alternate, the vice mayor, who shall be the liaison.
5. The assistant director of emergency services.
6. Such chiefs of emergency services as are provided for in a current emergency operations plan of this jurisdiction, adopted pursuant to this chapter.
7. Such representatives of volunteer, community based organizations, civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the town council.

(Ord. 2014-404, § 1, 2014)

2.24.060 - Disaster council powers and duties.

A. It shall be the duty of the Portola Valley Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the town council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and

agreements.

- B. The director of emergency services shall advise the disaster council with regard to the preparation and maintenance of the plan in whole or in part at times of a local emergency.
- C. The disaster council may provide direction on emergency response, planning and preparedness issues not mentioned above.
- D. The disaster council shall develop and maintain strategic emergency planning partnerships with other local agencies.
- E. The disaster council shall comply with the California Emergency Services Act and abide by the California Disaster and Civil Defense Master Mutual Aid Agreement.
- F. The disaster council, accredited by the State of California, is empowered to register and direct the activities of disaster service worker (DSW) volunteers within the sphere of influence of the town.
- G. The disaster council agrees to follow established rules and regulations relating to the various classes of disaster service workers, scope of duties of each class, and manner of registration pursuant to the provisions of Government Code Section 8585.5.
- H. The disaster council will also serve as the Portola Valley Citizen Corps Council with the following additional responsibilities:
 - 1. Approve DSW volunteer training and planning to ensure compliance with current DSW regulations and guidelines.
 - 2. The assistant director of emergency services will coordinate CERT training and exercises with Woodside Fire Protection District County Fire District, Ham Radio training with the Portola Valley Emergency Preparedness Committee (EPC) and other DSW volunteer training, as identified.
- I. The disaster council shall meet upon call of the chair or, upon call of the vice chair (in the absence of the chair).

(Ord. 2014-404, § 1, 2014)

2.24.070 - Emergency operations plan.

- A. The town of Portola Valley has adopted the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the preparedness, mitigation, response and recovery framework for the emergency operations plan.
- B. The Portola Valley Disaster Council shall be responsible for the development of the emergency operations plan, and annexes as identified, which shall provide for the effective mobilization of all of the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization.
- C. The plan shall also identify the sources of outside support which might be provided (through mutual aid and specific statutory authorities) by other jurisdictions, state and federal agencies, and the private sector.
- D. Such plan shall take effect upon adoption by resolution of the town council.

(Ord. 2014-404, § 1, 2014)

2.24.080 - Director and assistant director of emergency services.

- A. There is hereby created the office of director of emergency services. The town manager shall be the director of emergency services.
- B. There is hereby created the office of assistant director of emergency services, who shall be appointed by the director.

(Ord. 2014-404, § 1, 2014)

2.24.090 - Powers and duties of the director and assistant director of emergency services.**A. The director of emergency services or acting director (if the director is unavailable) is hereby empowered:**

1. To request the town council to proclaim the existence or threatened existence of a "local emergency" if the governing body is in session, or to issue such proclamation if the town council is not in session. Whenever a local emergency is proclaimed by the director, the town council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.
2. To request that the governor through appropriate channels proclaim a state of emergency when, in the opinion of the director, or acting director, the resources of the town are inadequate to cope with an emergency.
3. To represent or provide representation of the town in all dealings with public or private agencies pertaining to civil preparedness in the event of an emergency.
4. To control and direct the effort of this emergency organization for the accomplishment of the purposes of this chapter.
5. To direct cooperation between and coordination of services and staff of this emergency organization; and resolve questions of authority and responsibility that may arise between them.

B. The assistant director shall, under the supervision of the director and with the assistance of disaster council representatives, prepare emergency plans and manage the emergency programs of this jurisdiction; and shall have such other powers and duties as may be assigned by the director.**C. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the governor or the secretary of the California Office of Emergency Services, or the existence of a "state of war emergency," the director is hereby empowered to:**

1. Make and issue rules and regulations on matters reasonably related to the protection of life, property and environment as affected by the emergency; provided, however, that the rules and regulations must be confirmed at the earliest practicable time by the town council;
2. Obtain vital supplies, equipment and other properties found lacking and needed for the protection of the life, property and environment of the people, and bind the town for the fair value thereof and if required immediately, to commandeer the same for public use;
3. Require emergency services of any town officer or employee and, in the event of the proclamation of a state of war emergency or a state of emergency by the governor in the region in which this town is located, to command the aid of as many members of this community as are deemed necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;
4. Requisition necessary personnel or material of any town department or agency;
5. Execute all ordinary power as town manager, all of the special powers conferred by this chapter or by resolution or emergency plan adopted pursuant hereto, and all powers conferred upon the director by any statute, agreement approved by the town council, or by any other lawful authority.

D. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform duties during an emergency. The order of succession shall be:

1. The public works director.
2. The planning director.
3. The administrative services director.
4. The San Mateo County Sheriff's Office lieutenant for Portola Valley.
5. The San Mateo County Sheriff's Office captain for South County.

6. The mayor.
7. The vice-mayor.
8. The most recent past mayor currently serving on the council.
9. The remaining councilmembers in order of seniority.

(Ord. 2014-404, § 1, 2014)

2.24.100 - Preservation of local government during an emergency—Succession.

In order to preserve local government during an emergency, the town council shall meet as soon as possible, ascertain the damage incurred as a result of the emergency, and fill vacancies with standby officers of the council, as prescribed by California Government Code Sections 8635 through 8644. Standby officers of the council are the former members of the council, beginning with the immediate past council members, by seniority, and then to prior years, beginning with the most recent. Questions regarding the availability of councilmembers shall be decided by the remaining available members of said body.

(Ord. 2014-404, § 1, 2014)

2.24.110 - Violations—Penalty.

A. Any person, firm or corporation violating any of the provisions of this chapter is guilty of a misdemeanor, and each such person, firm, or corporation is guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued or permitted, and upon conviction of any such violation such person, firm, or corporation shall be punishable by a fine of not more than one thousand dollars, or by imprisonment for not more than six months, or by both such fine and imprisonment.

B. No person, firm, or corporation shall, during a period of emergency:

1. Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;
2. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives, property or environment of inhabitants of this town, or prevent, hinder or delay the defense or protection thereof;
3. Wear, carry or display, without authority, any means of identification specified by any emergency agency of the state, county or town.

(Ord. 2014-404, § 1, 2014)

2.24.120 - Expenditures.

Any expenditures made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property and environment within the town of Portola Valley.

(Ord. 2014-404, § 1, 2014)

CHAPTER 2.28 - HOLIDAYS

Sections:

FOOTNOTE(S):

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Editor's note— Ord. 2009-381, § 1, adopted Sept. 9, 2009, amended chapter 2.28 in its entirety to read as

herein set out. Former chapter 2.28, §§ 2.28.010 and 2.28.020, pertained to similar subject matter, and derived from Ord. 1976 § 1, adopted 1976; and Ord. 1976-146 §§ 2—4, adopted 1976.

2.28.010 - State holidays.

A. State holidays applicable to the town are:

1. Every Sunday.
 2. January 1st.
 3. The third Monday in January, known as "Martin Luther King, Jr. Day."
 4. February 12th, known as "Lincoln Day."
 5. The third Monday in February.
 6. The last Monday in May.
 7. July 4th.
 8. The first Monday in September.
 9. September 9th, known as "Admission Day."
 10. The second Monday in October, known as "Columbus Day."
 11. November 11th, known as "Veterans Day."
 12. Thanksgiving Day.
 13. December 25th.
 14. Good Friday from twelve noon until three p.m.
- B. If January 1st, February 12th, July 4th, September 9th, November 11th, or December 25th falls upon a Sunday, the Monday following is a holiday.
- C. If January 1st, July 4th, or December 25th falls on a Saturday, the Friday preceding is a holiday.

(Ord. 2009-381 § 1, 2009)

2.28.020 - Town holidays; town offices closed.

A. The offices of the town shall be closed on town holidays, with regard to the transaction of business in the public offices of the town, as follows:

1. January 1st.
 2. The third Monday in January, known as "Martin Luther King, Jr. Day."
 3. The third Monday in February, known as "President's Day."
 4. The last Monday in May, known as "Memorial Day."
 5. July 4th.
 6. The first Monday in September, known as "Labor Day."
 7. Thanksgiving Day.
 8. December 25th and January 1st.
- B. If January 1st, July 4th, or December 25th falls upon a Sunday, the Monday following is a holiday.
- C. If January 1st, July 4th, or December 25th falls on a Saturday, the Friday preceding is a holiday.
- D. Town hall may be closed on the day after Thanksgiving and on the intervening days between December 25th and January 1st, but these days shall not be considered holidays for the purposes of any other section of the Municipal Code.

(Ord. 2009-381 § 1, 2009)

CHAPTER 2.32 - GENERAL MUNICIPAL ELECTIONS

Sections:

2.32.010 - Election date established.

The ordinance codified in this chapter is adopted pursuant to the provisions of Section 36503.5 of the Government Code of the state of California, and requires that general municipal elections of the town be held on the same day that is established for school district elections pursuant to the provisions of Section 2602 of the Elections Code of the state of California, to wit, on the first Tuesday after the first Monday in November of each odd-numbered year, beginning with the year 1987.

(Ord. 1987-220 § 1, 1987)

2.32.020 - Town officers—Duration of term.

Those town officers whose four-year terms of office would have, prior to the adoption of the ordinance codified in this chapter, expired on the Tuesday succeeding the second Tuesday in April of an even-numbered year, shall continue in office until no later than the fourth Tuesday after the day of the general municipal election established pursuant to Section 2.32.010, and until their successors are elected and qualified.

(Ord. 1987-220 § 2, 1987)

2.32.030 - Notice to voters required.

Within thirty days after this chapter becomes operative, the town clerk shall cause a notice to be mailed to all registered voters of the town informing them of the change in the election date; the notice shall also inform the voters that as a result of such change, elected town officeholders' terms in office will be changed.

(Ord. 1987-220 § 3, 1987)

CHAPTER 2.36 - CONFLICTS OF INTEREST**Sections:****2.36.010 - Incorporation by reference.**

The terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached appendix in which public officials and employees are designated constitute the Conflict of Interest Code of the Town of Portola Valley, which is considered the "agency" within the purview of this code.

2.36.020 - Statements.

The persons holding the positions listed in the appendix shall file their statements of economic interest with the town clerk, who shall be and perform the duties of filing officer for the Town of Portola Valley. Statements of economic interest shall be maintained and available for inspection and reproduction pursuant to Government Code Section 81008.

2.36.030 - Savings clause.

Any change provided for in this Conflict of Interest Code shall not affect nor excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

2.36.040 - Disclosure obligations.

This code does not establish any additional disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 and following. Such persons are covered by this code for

disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix set out at the end of this chapter specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interest those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(Ord. 1998-314 § 1 (part), 1998)

2.36.050 - Statements of economic interests, place of filing.

All designated employees required to submit a statement of financial interests shall file the original with the town clerk, who shall retain it.

(Ord. 1998-314 § 1 (part), 1998)

2.36.060 - Statements of economic interests—Time of filing.

A. Initial Statements. All designated employees employed by the town on the effective date of this code as originally adopted by the town council shall file statements within thirty days after the effective date of the ordinance codified in this chapter unless an employee filed an annual statement during the year this chapter became effective. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within thirty days after the effective date of the amendment.

B. Assuming Office Statements. All persons assuming designated positions after the effective date of this chapter shall file statements within thirty days after assuming the designated positions.

C. Annual Statements. All persons who have designated positions shall file annual statements no later than April 1st.

D. Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

(Ord. 1998-314 § 1 (part), 1998)

2.36.070 - Statements for persons who resign thirty days after appointment.

Persons who resign within twelve months following initial appointment or within thirty days of the date of a notice mailed by the filing officer of the individual's filing obligation, whichever is earlier, are not deemed to have assumed office or left office provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement. However, within thirty days of the date of a notice mailed by the town clerk, the individual shall do both of the following: (1) file a written resignation with the town council, and (2) file a written statement with the town clerk on a form prescribed by the Fair Political Practices Commission and signed under the penalty of perjury stating that the individual, during the period between appointment and resignation, did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(Ord. 1998-314 § 1 (part), 1998)

2.36.080 - Contents of and period covered by statements of economic interests.

A. Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the twelve months prior to the effective date of this chapter.

B. Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable

investments, interests in real property and business positions held on the date of assuming office and income received during the twelve months prior to the date of assuming office, respectively.

- C. Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the chapter or the date of assuming office, whichever is later.
- D. Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(Ord. 1998-314 § 1 (part), 1998)

2.36.090 - Manner of reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the town clerk, and shall contain the information required by the Political Reform Act of 1974 and the regulations adopted pursuant thereto.

(Ord. 1998-314 § 1 (part), 1998)

2.36.100 - Prohibitions.

A. No designated employee shall accept any honorarium.

B. No designated employee shall accept any gifts in a given calendar year from a given source with a total value which is more than permitted by 2 Cal. Code of Regulations 18940.2.

(Ord. 1998-314 § 1 (part), 1998; Ord. No. 2002-345, § 1 (part), 2002)

2.36.110 - Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- A. Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars or more;
- B. Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars or more;
- C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made;
- D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred ninety dollars or more in value provided to, received by, or promised to the designated employee within twelve months prior to the time when the decision is made.

(Ord. 1998-314 § 1 (part), 1998)

2.36.120 - Legally required participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation

legally required for purposes of this section.

(Ord. 1998-314 § 1 (part), 1998)

2.36.130 - Manner of disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the town manager or town attorney, this determination and disclosure shall be made in writing to the legislative body; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(Ord. 1998-314 § 1 (part), 1998)

2.36.140 - Assistance of the commission and counsel.

Any designated employee who is unsure of his or her duties under this Code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the town attorney, provided that nothing in this section requires or obligates the town attorney to issue any formal or informal opinion.

(Ord. 1998-314 § 1 (part), 1998)

2.36.150 - Violations.

This chapter has the force and effect of law. Designated employees violating any provision of this Code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 through 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

(Ord. 1998-314 § 1 (part), 1998)

APPENDIX TO CHAPTER 2.36

DESIGNATED POSITIONS AND DISCLOSURE OBLIGATIONS

DESIGNATED PUBLIC OFFICIALS

Member of Town Council

Planning Commissioner

Town Manager

Town Attorney

OTHER DESIGNATED EMPLOYEES, INCLUDING CONSULTANTS SERVING IN THESE POSITIONS

Member of the Architectural and Site Control Committee

Assistant to Town Manager

Assistant to Town Attorney

Town Engineer

Public Works Director

Town Planner

Deputy Town Planner

Town Geologist

Consultant (if so determined)

DISCLOSURE CATEGORIES

<p>Disclosure Category 1:</p>	<p><u>Full Disclosure</u> - All investments, business positions, interests in real property and sources of income, including gifts, loans and travel payments.</p>
<p>Disclosure Category 2</p>	<p><u>Limited Disclosure</u> - The Town Manager may determine in writing that a particular consultant is required to provide Limited Disclosure. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the Town Manager is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>

REQUIRED DISCLOSURES FOR DESIGNATED POSITIONS

Deputy Town Planner	<u>1</u>
Town Geologist	<u>1</u>
Consultant	<u>2</u>

(Ord. 2014-401, § 1, 2014; Ord. 2011-389 § 1, 2011)

CHAPTER 2.38 - INFORMAL BIDDING

Sections:

2.38.010 - Scope.

This chapter governs the selection of contractors to perform public projects of one hundred twenty-five thousand dollars or less using informal bidding procedures. This dollar amount shall be automatically adjusted from time to time to reflect changes in the limits established by the state of California.

(Ord. 2011-391 § 1, 2011; Ord. 2000-327 § 1 (part), 2000)

2.38.020 - Definitions.

- A. "Commission" means the California Uniform Construction Cost Accounting Commission.
- B. "Construction trade journals" means the construction trade journals for the county of San Mateo as determined by the commission which shall receive mailed notice of all informal and formal construction contracts being bid for work within San Mateo County.
- C. Maintenance Work. For the purposes of this section, "maintenance work" includes the following:
1. Routine, recurring and usual work for preservation or protection of any publicly owned or publicly operated facility for its intended purposes;
 2. Minor repainting;
 3. Resurfacing of streets and highways at less than one inch;
 4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems;
 5. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of two hundred thirty thousand volts and higher.
- D. "Public project" means the following:
1. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility;
 2. Painting or repainting of any publicly owned, leased, or operated facility;
 3. In the case of a publicly owned utility system, "public project" shall include only construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of two hundred thirty thousand volts or higher;
 4. "Public project" does not include maintenance work.

(Ord. 2000-327 § 1 (part), 2000)

2.38.030 - List of qualified contractors.

The town shall maintain a list of qualified contractors, identified according to categories of work. Minimum

criteria for development and maintenance of the contractors list shall be determined by the commission.

(Ord. 2000-327 § 1 (part), 2000)

2.38.040 - Notice.

- A. All contractors on the list for the category of work for which bids are sought or all construction trade journals, or both all contractors on the list for the category of work for which bids are sought and all construction trade journals shall be mailed a notice inviting informal bids unless the product or service is proprietary.
- B. All mailing of notices to contractors and construction trade journals shall be completed not less than ten calendar days before bids are due.
- C. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project and shall state the time and place for the submission of bids.

(Ord. 2000-327 § 1 (part), 2000)

2.38.050 - Award of informal contracts.

The town council may delegate the authority to award informal contracts to the town engineer, town administrator, purchasing agent, or other appropriate person.

(Ord. 2000-327 § 1 (part), 2000)

2.38.060 - Exception.

If all bids received are in excess of one hundred twenty-five thousand dollars, the town council may, by adoption of a resolution by a four-fifths vote, award the contract, at one hundred thirty-seven thousand five hundred dollars or less, to the lowest responsible bidder, if it determines the cost estimate of the town was reasonable. These dollar amounts shall be automatically adjusted from time to time to reflect changes in the limits established by the state of California.

(Ord. 2011-391 § 1, 2011; Ord. 2000-327 § 1 (part), 2000)