

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

February 12, 2008

Independence Hall, 2955 Woodside Road, Woodside

7:30 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

COMMUNICATIONS

Persons wishing to address the Council on any matter not on the posted agenda are invited to do so. Please note, however, that the Council is not able to undertake extended discussion or to act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. This communication period is limited to five persons, three minutes each. Any additional persons wishing to be heard will be scheduled at the end of Regular Business.

CONSENT CALENDAR

All items on the Consent Calendar are considered to be routine and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.

1. Approval of Minutes: Town Council Regular Meeting of January 22, 2008, and Special Meeting of January 16, 2008.

PUBLIC HEARING

The Mayor will declare the public hearing open. Town staff will present a staff report on the aspects of the application or issue, which will be followed by staff recommendations. The applicant or his/her representative may make a presentation. Thereafter, those in support of or in opposition to the proposal may speak. When all interested parties have had an opportunity to be heard, the hearing will be closed. After that time, no further discussion from the floor will be held. The Town Council will consider the evidence and either approve, disapprove, or continue the item to a subsequent meeting date.

2. Appeal of the Planning Commission's December 5, 2007, Approval of Lot Line Adjustment LLA 2007-002 to Move 3.77 Acres of Land from One Lot that is Owned by the San Mateo County Community College District to Another Lot that is Owned by the San Mateo County Community College District so as to Yield One 99.4 Acre Parcel and One 24.8 Acre Parcel.

NEW BUSINESS

3. Resolution Authorizing a Property Tax Exchange Between the Town of Woodside and the City of Redwood City for the Proposed Detachment of 3.8 Acres of Canada College from the Town's Incorporated Boundaries and Annexation into the City of Redwood City's Incorporated Boundaries. Resolution No. 2008 - ____
4. Resolution Modifying the Conditions of Approval for Site Development Application SDPC #07-004 (Midpeninsula Regional Open Space District - Thornewood Open Space Preserve). Resolution No. 2008 - ____
5. 2007-08 Mid-year Budget and Work Plan Review.

APPOINTMENTS

6. Report and Recommendation from the Town Council Committees Appointments Subcommittee:
 - a. Bicycle Committee
 - b. Conservation and Environmental Health Committee
 - c. Livestock and Animal Control Committee
 - d. Public Safety Committee
 - e. Open Space Committee

- f. Recreation Committee
- g. Trails Committee
- h. Woodside History Committee

7. Mayor's Councilmember Committee Appointments.

REPORTS

8. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE TOWN CLERK AT (650) 851-6790. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

PLEASE NOTE THAT PURSUANT TO THE STATE OF CALIFORNIA'S OPEN MEETING RULES, THIS MEETING IS BEING AUDIO TAPED.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 1

From: Janet Koelsch, Town Clerk

February 12, 2008

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Regular Town Council Meeting of January 22, 2008, and the Special Town Council Meeting of January 16, 2008, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL SPECIAL MEETING MINUTES

January 16, 2008

Lawler Ranch Road

CALL TO ORDER

Mayor Romines called the Special Town Council Meeting to order at 3:00 P.M. at the site of the proposed Sandhill Estates Project on Lawler Ranch Road.

ROLL CALL

Present: Councilmember Boynton, Burow, Gordon, Hodges, Tanner, Mayor Romines
Absent: Councilmember Mason

Staff Present:

Susan George, Town Manager
Hope Sullivan, Director of Community Design and Development/Assistant Town Manager
Paul Nagengast, Town Engineer
Janet Koelsch, Town Clerk

SITE VISIT

1. **Sandhill Estates: Site Visit prior to the Town Council hearing on January 22, 2008, of Appeal by Roger and Jodie Lawler of the Planning Commission's Certification of Final Environmental Impact Report and Approval of Lot Line Adjustment 2003-005, Conditional Use Permit 2004-001 and Site Development Permit 2004-001**
Applicant: Woodside Developers LLC - Sandhill Estates - Lawler Ranch Road

Mr. Sullivan conducted a tour of the site of the proposed Sandhill Estates project.

ADJOURNMENT

The Special Meeting was adjourned at 4:37 P.M.

CALL TO ORDER

Mayor Romines called the Meeting to order at 7:30 P.M.

ROLL CALL

Present: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines

Absent: None

Staff Present:

Susan George, Town Manager

Jean Savaree, Town Attorney

Hope Sullivan, Director of Community Design and Development/Assistant Town Manager

Paul Nagengast, Town Engineer

Laurie Heitter, Environmental Consultant

Matt Francois, Consulting Attorney

Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Rebecca Witter, Montelena Court, led the Pledge of Allegiance.

COMMUNICATIONS

Noting that she had underestimated the level of interest in Item 7, Ms. George recommended that the Council continue Item 7, Resolution Approving Modifications of the Charter of the Woodside Bicycle Committee, to a future meeting in order that the hearing on the Appeal of the Planning Commission Decision on Sandhill Estates not be compromised.

Councilmember Tanner moved continuation of Item 7 to a future date.

Motion seconded by Councilmember Burow and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines

NOES: None

ABSENT: None

Fentress Hall, Mountain Home Road, requested the opportunity to testify on Item 7 for persons attending the meeting to avoid any inconvenience to them. She stated that, from her experience, the Trails Committee focuses continually on pedestrian usage of the trails and she provided examples of work done on trails to accommodate pedestrians.

Mayor Romines confirmed that ample opportunity would be provided for discussion of modification of the Bicycle Committee charter prior to its being reagentized.

Don Pugh, Glenwood Avenue, pointed out trails built, designed and repaired by the Trails Committee to accommodate equestrians, joggers, hikers and pedestrians. He noted that only one pedestrian issue had been brought to the Trails Committee during his tenure and that the Committee had immediately addressed it. Mr. Pugh opined that the report was inaccurate and suggested that input from the Trails Committee should be obtained regarding the charter change.

Rebecca Witter, Montelena Court, detailed reasons opposing expansion of the jurisdiction of the Bicycle Committee.

Mike Raynor, Kings Mountain Road, recalled that, at the time the Bicycle Committee discussed changes in the charter, Trail Committee members did not believe it was in their purview to review the charter for another committee. He described work

involved with the inception of the equestrian trail system and suggested that the bicycling community create a grass roots effort to build another trail system.

Jeanne Carley, Glenwood Avenue, commented on the danger of allowing bicycles on horse trails.

The Consent Calendar was heard out of order.

CONSENT CALENDAR

1. **Monthly Investment Report for December, 2007.**
2. **1) Resolution Declaring Saturday, May 3, 2008, as May Day and Requesting Approval from the State Department of Transportation for the Woodside Elementary School PTA to Hold a Parade and the Woodside Recreation Committee to hold a "Fun Run" on a State Highway; and (2) Consideration of Special Event Permits for May Day Parade (Woodside PTA) and Fun Run (Woodside Recreation Committee) on May 3, 2008. Resolution No. 2008 - 6665**
3. **Approval of Minutes: Town Council Meeting of December 11, 2007.**
4. **Resolution Approving a Memorandum of Understanding Between the Town of Woodside and the Woodside Fire Protection District for Fire Code Compliance and Inspection Procedures and Authorizing the Town Manager to Execute the Memorandum on Behalf of the Town.**

Item 4 was continued by staff to the February 12, 2008 meeting.

5. **Resolution Authorizing a Second Amendment to the Agreement with the County of San Mateo for the Provision of Animal Control Services. Resolution No. 2008 - 6666**

Councilmember Hodges requested removal of Item 6 from the Consent Calendar.

Councilmember Gordon moved approval of Items 1, 2, 3, and 5 of the Consent Calendar.

Motion seconded by Councilmember Boynton and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

6. Town Manager's Report to Town Council.

In response to Councilmember Hodges comment on the devastation of the old Mathisen barn, Ms. George confirmed that members of the Woodside History Committee had volunteered to assess the integrity of the remains to determine viable parts to be saved.

Councilmember Hodges moved acceptance of the Town Manager's Report to the Town Council.

Motion seconded by Councilmember Burow and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

INTERVIEW AND APPOINTMENT OF CANDIDATES FOR PLANNING COMMISSION (DISTRICTS 1, 5, and 7)

Mayor Romines announced the Jennifer Gonzales had withdrawn her application for

appointment to the Planning Commission.

The Council interviewed Sara Jorgensen for appointment to the Planning Commission to represent District 1.

Councilmember Boynton moved appointment of Sara Jorgensen to the Planning Commission for a term expiring in February 2012.

Motion seconded by Councilmember Tanner and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

The Council interviewed Diane Elder for appointment to the Planning Commission to represent District 7.

Councilmember Mason moved appointment of Diane Elder to the Planning Commission for a term expiring in February 2012.

Motion seconded by Councilmember Hodges and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

Ms. George confirmed that staff would send a post card to residents of District 5 to solicit interest since no applications had been received.

NEW BUSINESS

7. Resolution Approving Modifications of the Charter of the Woodside Bicycle Committee.

Item 7 was continued to a date uncertain.

PUBLIC HEARING

8. Appeal by Roger and Jodi Lawler of the Planning Commission's certification of the Final Environmental Impact Report (EIR) and adoption of a Mitigation Monitoring Program for construction of a private roadway, bridges for two driveways across creeks, a detention basin and drainage improvements on 92.2 acres of land; approval of Lot Line Adjustment 2003-005 to adjust the property lines of four existing parcels; approval of Conditional Use Permit 2004-001 to construct three bridges and a roadway in the stream corridor, and approval of Site Development Permit SDPC 2004-001 to permit grading in excess of 1500 cubic yards to construct a roadway. Woodside Developers LLC, Sandhill Estates, Lawler Ranch Road. Resolution 2008-6667

Ms. Sullivan introduced Laurie Heitter, MHA, Environmental Consultant, and Matt Francois, Consulting Attorney representing the Town.

Ms. Sullivan acquainted the Council with the previous actions taken by the Planning Commission and illustrated existing property lines and the proposed property line shifts, the proposed roadways, drainage improvements and equestrian trail easements. She discussed the alternative roadway alignments including mitigation measures. Ms. Sullivan reviewed the proposed conservation easements and the deed restriction to preclude future division of the parcels.

Jodie Lawler, Lawler Ranch Road, appellant, described the constraints associated with the proposed roadway alignment and opined that Alternatives 3 and 4 stay within the natural contour of the terrain and cause the least destruction to the environment.

DRAFT

Buno Pati, Marva Oaks Drive, applicant, provided the Council with background information on the project. Noting the various constraints, he illustrated the developable area of the property and explained the goals for the project. Mr. Pati reviewed the roadway alignment alternatives and presented arguments in support of the proposed alignment, concluding that there is no impact on neighboring properties. He claimed that the request to provide fencing for the conservation easements was unnecessary and visually unappealing and pointed out that the issue could be addressed by the Architectural and Site Review Board during review of house construction. He confirmed that a deed restriction would be placed on future subdivision of the lots and requested that the Town be named trustee for the conservation easements. Mr. Pati confirmed that the proposed trails were designated after discussion with the Trails Committee. He concluded that it was important not to devalue the lots by bisecting them with a roadway.

Jeff Lea, Lea and Braze, addressed questions regarding treatment of the proposed raised roadway alignment including implementation of mitigation measures. He agreed that providing a safe trail on the raised roadway alignment was manageable.

Fentress Hall, Mountain Home Road, Chair of the Trails Committee, clarified the Trails Committee's position on trail concepts as outlined in the Final EIR noting the importance of the proposed trails connecting with the existing trail system. She suggested that the trail on Parcel 4 either share the driveway bridge over the creek or that an equestrian bridge be added some 500 feet west of the entry to the parcel. She recommended extension of the trail along the western property line of Parcels 4 and 5 so as to create the connection with the existing equestrian trail that connects to properties on Whiskey Hill Road. Ms. Hall opined that Alternates 3 and 4 are the only roadways acceptable for trail locations, pointing out that the trail tread will be elevated up to 8 feet on the roadway alignment proposed for Parcel 2. She requested that final trail plans be field tested and that construction drawings be approved by the Trails Committee.

Susan Lang, Hardwick Road, Open Space Committee, requested that the Town Council make a provision for fencing and educational signage to delineate the conservation easements and that a fuel management plan be developed for maintenance of the conservation easements.

Virginia Dare, Old La Honda Road, Chair of the Open Space Committee, reiterated the importance of providing clear terms and conditions for the conservation easement and noted that the provision of fencing and signage would protect the habitat of protected species. She urged the Council to determine the size and boundaries of the conservation easements and the design of the fuel management program prior to approval of the application. Ms. Dare discussed the Open Space Committee's recommendation of Alternative 4 as the best roadway alignment and pointed out the tree destruction associated with the proposed roadway alignment for Parcel 2.

Ms. Sullivan clarified that the language requiring delineation of the conservation easement had been removed from Mitigation Measure 3.4-4.

Marc Desautels, Quail Meadows Drive, explained that the purpose of the Quail Meadows easement was for utility and emergency access only. He addressed the location and visibility of the proposed driveway on Parcel 5 and encouraged approval of Alternative 3 or 4. He requested that planting tall trees along the northern property line be prevented.

Fentress Hall, Mountain Home Road, clarified the need for equestrian access to Parcel 4 either on the driveway bridge or on a separate bridge.

Mr. Pati confirmed that the emergency access along the northern property line was intended to be low impact and illustrated that the proposed roadway on Parcel 2 was not visible from I-280. He agreed that the portion of the conservation easement located near a residence should be delineated rather than fencing all conservation easements. Regarding fuel management, Mr. Pati noted that Section 3.4-4 of the EIR states that the conservation easement

cannot be disturbed without approval of the Town. He added that the lot line adjustment cannot be recorded prior to delineation of the conservation easements. He objected to the term "destruction of trees" noting that with over 15,000 trees on the property, only 2.5 percent would be consumed through the project. Mr. Pati confirmed that there was a private covenant requiring installation of a gate at the entrance to the property.

The Meeting was adjourned at 11:32 P.M and reconvened at 11:37 P.M.

Ms. Lawler urged the Council to approve roadway alignment Alternative 3 or 4 reiterating that these roadways follow the natural terrain of the land.

Ms. Sullivan discussed the status of the conservation easements, fencing in the conservation easement, the roadway alternatives, the proposed equestrian trails, construction of the emergency access, and the fuel management plan.

Mr. Pati stated that he had no objection to the equestrian trails meeting usability requirements and discussed the proposed trail extension.

The Public Hearing was closed.

The Council discussed the road alignment, the extension of trails, the conservation easement and the emergency access easement.

Councilmember Gordon moved adoption of a Resolution certifying the Final Environmental Impact Report, adopting the statement of findings under CEQA, and adopting the Mitigation Monitoring Plan for the construction of a private roadway and bridges for two driveways across creeks as well as detention basin and drainage improvements on 92.2 acres of land known as Sandhill Estates, Lawler Ranch Road, with amendments to Mitigation Measure 3.4-4:

1. The conservation easement restrictions shall prohibit...~~except...split rail or similar open fencing~~ post and rail fencing with no wire (if approved by the Planning Director)
2. The conservation areas ~~shall~~ are be marked at the edge of the corridor so as to indicate areas of sensitive habitats that require prohibition of...
3. Planting or vegetation removal, ~~except where...e.g., poison oak~~ is prohibited except where consistent with the fire management plan. Removal of noxious species must be consistent with the fire management plan.

and inclusion of the errata sheet provided.

Motion seconded by Councilmember Burow and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

Adopting the findings of the staff report, Councilmember Gordon moved approval of Lot Line Adjustment, LLA2003-005, to allow for the adjustment of property lines of four lots subject to the following conditions:

1. The conservation easement is to be recorded with the lot line adjustment. The conservation easement must be clearly defined and delineated. Prior to consideration by the Town Council, the easement baseline document and the easement language must be reviewed by the Open Space Committee for a recommendation to the Town Council, and the request will be reviewed by the Planning Commission for a finding of General Plan consistency.
2. That a roadway system meeting the design standards of the Town of Woodside, and including an emergency egress to Quail Meadow, be constructed or bonded for prior to the recordation of the Lot Line Adjustment. The emergency egress to Quail Meadows is not intended to serve as a through road, nor are improvements not specifically

- allowed in the easement language to be constructed.
- 3. A deed restriction prohibiting future subdivision of land is to be recorded with the lot line adjustment.
- 4. Leach fields are prohibited in the conservation easements.
- 5. Amend Mitigation Measure 3.4-3 to designate that a conservation easement shall be the legal instrument that is utilized to create a conservation easement corridor throughout the property.

Motion seconded by Councilmember Boynton and carried by roll call:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

Adopting the findings of the staff report, Councilmember Gordon moved approval of Conditional Use Permit CUP2004-001, subject to the following condition:

- 1. A construction permit for the bridges that function as the driveways for Parcels 3 and 4 shall not be issued until such time as roadways of adequate width and design, as determined by the Town Engineer, have been constructed. The permit necessary for construction of the bridge that is a part of the roadway may be issued in advance of the roadway construction.

Motion seconded by Councilmember Burow and carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Hodges, Mason, Tanner, Mayor Romines
NOES: None
ABSENT: None

Councilmember Gordon moved approval of Site Development SDPC2004-001 to allow projected mass grading quantities of 4700 cubic yards of cut and 4200 cubic yards of fill subject to the following conditions:

- 1. The project roadway alignment is to be aligned so as to incorporate Mitigation Measure 3.4-8 of the Final EIR.
- 2. The goal of the project is to create parcels that will accommodate equestrian uses. Therefore, the Council is supportive of functional equestrian trails and minor deviations in alignment to yield functionality will be supported by the Council. The equestrian easement proposed along the roadway on Parcels 1, 2, and 3 is to be relocated based on which roadway alignment is selected (see condition #1) so that the equestrian easement continues to be adjacent to the roadway. Additionally the property owner shall supplement the equestrian easements: (1) to improve the access from the termination of the existing trail on Parcel 4, across the back of Parcel 4 to link with Parcel 5 and the intersection of the trail from Whiskey Hill Road; (2) to include a trail on the side of the driveway located on Parcel 3 for the benefit of Parcel 5; (3) to include accommodation for an equestrian access bridge to Parcel 4.
- 3. The equestrian easements are to be dedicated prior to final inspection of the roadway.
- 4. A road maintenance agreement acceptable to the Town Engineer is to be recorded prior to final inspection of the roadway.
- 5. That post-development runoff would not exceed pre-development runoff to the satisfaction of the Town Engineer
- 6. That at the time of construction plan submittal, the Town shall hire, and the applicant shall post a deposit to cover the cost of, an environmental consultant to oversee the mitigation monitoring of the project. The consultant shall remain employed until the completion of the construction of the roadway, bridges, and drainage improvements.
- 7. Driveway alignment shall represent Alternative 3 for Parcel 5.
- 8. Grading shall not exceed 4700 cubic yards of cut and 4200 cubic yards of fill unless permission is granted by the Planning

Commission.

Motion seconded by Councilmember Boynton.

Councilmember Mason offered a substitute motion to approve Site Development SDPC 2004-001 subject to the conditions of the motion of Gordon/Boynton and subject to the following additional condition:

The roadway on Parcel 2 be modified to limit the cut and fill by minor adjustments from the proposed alignment by shifting it to be more in alignment with the contours of that section.

Motion seconded by Councilmember Hodges.

Ms. Sullivan offered alternative language for Condition 1 regarding minimizing the height and bulk of the retaining wall and removal of trees.

The Council discussed the mitigations involved in Mitigation Measure 3.4-8.

Mr. Francois advised that specific roadway alignments had been examined in the EIR and that there would be no knowledge of the environmental impacts of a different alignment.

After discussion, Councilmember Mason withdrew his motion and offered an amendment to the Gordon/Boynton motion to amend Condition 1 as follows:

- 1. The project roadway alignment is to be aligned so as to incorporate Mitigation Measure 3.4-8 of the Final EIR and also to minimize the height and bulk of the retaining wall yet minimize removal of trees, to the satisfaction of the Town Engineer and the Planning Director.

The amendment was accepted by Councilmembers Gordon and Boynton.

The motion by Gordon/Boynton as amended was carried by roll call vote:

AYES: Councilmember Boynton, Burow, Gordon, Mayor Romines
 NOES: Councilmember Hodges, Mason, Tanner
 ABSENT: None

The Council thanked the applicant and staff for the work on the project.

APPOINTMENTS

9. Report and Recommendation from the Town Council Committees Appointments Subcommittee: Open Space Committee.

Mayor Romines reported that the Town Council Committees Appointments Subcommittee recommended the appointment of Achim Moesta to the Open Space Committee.

Councilmember Hodges moved acceptance of the recommendation of the Town Council Committees Appointments Subcommittee to appoint Achim Moesta to the Open Space Committee.

Motion seconded by Councilmember Mason and carried by voice vote.

10. Mayor's Councilmember Committee Appointments.

Item 10 was continued due to the late hour.

REPORTS

11. Mayor and Councilmember Communications.

There were no Mayor and Councilmember communications.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 1:32 a.m., January 23, 2008.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 2

Prepared by: Hope V. Sullivan, Director of Community Design and Devt.

February 12, 2008

Reviewed by: Susan George, Town Manager

SUBJECT: PURSUANT TO WOODSIDE MUNICIPAL CODE, SECTION 153.335(B), APPEAL OF THE PLANNING COMMISSION'S DECEMBER 5, 2007, APPROVAL OF LOT LINE ADJUSTMENT LLA 2007-002 TO MOVE 3.77 ACRES OF LAND FROM ONE LOT THAT IS OWNED BY THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT TO ANOTHER LOT THAT IS OWNED BY THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT SO AS TO YIELD ONE 99.4 ACRE PARCEL AND ONE 24.8 ACRE PARCEL

Property Information

Addresses:	4200 Farm Hill Blvd.
APNs:	068-320-330 068-320-340
Appellant	Woodhill Estates Homeowners Association
Property Owners:	San Mateo Community College District
General Plan:	Institutional
Zoning:	SR (Suburban Residential)
Existing Lot Area:	Parcel 1: 103.2 acres Parcel 2: 21 acres
Proposed Lot Area:	Parcel 1: 99.4 acres Parcel 2: 24.8 acres

RECOMMENDATION

Staff recommends that the Town Council conduct a public hearing and, at the conclusion of the public hearing, uphold the decision of the Planning Commission and approve the Lot Line Adjustment subject to the following condition:

1. The lot line may not be recorded until the annexation of the land into Redwood City by the Local Agency Formation Commission (LAFCO) has been approved.

REQUEST

The appellant is appealing the Planning Commission's approval of a Lot Line Adjustment to move 3.77 acres of land from one lot that is owned by the San Mateo County Community College District to another lot that is owned by the San Mateo County Community College District so as to yield one 99.4 acre parcel and one 24.8 acre parcel.

PROJECT DESCRIPTION

The applicant is proposing a lot line adjustment between Parcels 1 and 2 as shown on the Lot Line

Adjustment Exhibit prepared by Sandis Engineering. The lot line adjustment will shift slightly less than four acres of land from Parcel 1 to Parcel 2, so as to yield a 99.4 acre property and a 24.8 acre property.

The applicant is seeking the lot line adjustment in anticipation of an annexation of the land being shifted from Parcel 1 to Parcel 2 into the City of Redwood City. Following this annexation, the applicant intends to seek permission from Redwood City to construct a 60 unit housing development to house faculty and staff of the College District. The Woodside Town Council has agreed in concept to the "deannexation" of this area.

The land that is subject to the shift is currently developed as a parking lot.

RELEVANT CODE SECTIONS

In accordance with Section 153.335.B of the Woodside Municipal Code, "an appeal may be made to the Council by the applicant or any other interested party on any decision of the Planning Commission under this chapter."

Per Section 153.338 of the Woodside Municipal Code, when the Town Council is considering an appeal of the Planning Commission's decision, "the Planning Director shall transmit all documents, including minutes, that constitute the record of the action taken by the Planning Commission to the Town Council." The Town Council shall hear the matter de novo.

In accordance with the provisions of Section 152.021, the Planning Commission has the authority to approve a lot line adjustment upon making a finding that the lot line adjustment will conform to the General Plan, the Zoning Code, and the Building Codes.

ENVIRONMENTAL REVIEW

Staff has determined that since the project involves a lot line adjustment on a site with no unusual site circumstances, the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA).

PLANNING COMMISSION ACTION

At its meeting of December 5, 2007, the Planning Commission voted to approve the requested lot line adjustment, making the required findings as outlined in the staff report, and subject to the following conditions:

1. The lot line may not be recorded until the annexation of the land into Redwood City by LAFCO has been approved.
2. The application is referred to the Trails Committee to determine if an equestrian trail is appropriate; and
3. That a correspondence be transmitted to the Town Council expressing concern regarding the massing, placement and bulk of the building on the ridge and the impact of such placement and massing on Woodside, and that the Town Council consider the visual impact on the corridor and on the Town as a whole.

The Trails Committee reviewed the request at its meeting of December 13, 2007 and found that there should not be a requirement for a trail dedication.

As an appeal of the Planning Commission's decision was filed within 10 days of its action, the request is subject to review and approval by the Town Council. The minutes of the Planning Commission meeting, which includes the Commission's concerns with the massing, placement, and bulk of the buildings, is included as Attachment 3. A separate correspondence expressing the Commission's concerns per condition #3 has not been prepared.

Of note, the staff does not recommend that the Town conduct design review on the proposed project. The proposed project, if constructed, will be in Redwood City and subject to Redwood City's development regulations and policies. By conducting design review, particularly when the Town does not have provisions for multifamily residential development, the Town could provide direction in conflict with the requirements of the City of Redwood City. In such a case, the applicant would not be able to incorporate the Town's direction, as Redwood City has the authority to approve the project.

DISCUSSION

A lot line adjustment may be approved if it is consistent with the General Plan and zoning provisions. The two proposed lots labeled as Parcels 1 and 2 comply with the dimensional criteria of the SR zoning district in terms of minimum lot area and lot width.

Section 152.066 of the Woodside Municipal Code identifies the standards for all lots created. These standards are as follows:

(A) Lot Sizes

- (1) *The building limitations table set forth in the Zoning Code specifies the minimum net area of a lot, but lots larger than such minimum area may be required by the Planning Commission when necessary to accommodate topography, geologic hazards, stormwater drainage channels, physical obstructions, or other physical conditions.*
- (2) *The net area of a lot shall not include access easements, random public utility or drainage easements (not adjacent to the property line), or the panhandle area in excess of 5% of the net lot area required in the particular zoning district.*

Staff finds that the proposed lot line adjustment will yield lots that comply with the Town's standards for lot sizes. Both resulting lots are well in excess of the one acre minimum required in the SR zoning district, specifically 99.4 acres and 24.8 acres.

- ### **(B) Lot Design.**
- All divisions of land shall result in the creation of lots which are capable of being developed or built upon with minimal changes in the natural physical configuration of the site. No lots shall be created which are impractical for improvement or use due to steepness of terrain, location of watercourses, size, shape, periodic flooding or earth movement, or other physical conditions.*

Staff finds that the resulting lots have adequate conditions to allow development with minimal changes in the natural physical configuration of the site. The land that is subject to the shift is a parking lot, and not environmentally constrained.

(C) Lot Shape

- (1) *The average depth of any lot shall not exceed three times its average width, unless the average width is more than 200 feet. All lots created shall contain at a minimum an area of circular or rectangular shape within the required building setback lines equal to the building coverage area permitted in the zoning district. Lot lines shall be free of excessive jogs in alignment, except where existing physical conditions and established property lines preclude the establishment of straight property boundaries. Lot shapes shall not be designed for the sole purpose of achieving the minimum lot area.*
- (2) *Panhandle lots shall be permitted only when the Planning Commission determines that they would result in better design of the development. The subdivider shall demonstrate to*

the satisfaction of the Planning Commission that, because of unusual physical characteristics, such as topography, a land division or subdivision would be infeasible without the creation of one or more panhandle lots.

Staff finds that the proposed lots comply with the requirement of this section. The proposed lot line adjustment shifts a parking lot from one parcel to the other. Therefore, the property line is following the existing physical conditions as opposed to creating straight property lines. Also, the proposed lot line adjustment will not result in a "panhandle" lot.

(D) *Lot Lines. The lot lines shall be located to yield the best building sites and where possible, the lot lines shall be at right angles or radial to the road right-of-way lines.*

In its application to the Local Agency Formation Committee (LAFCO), the applicant is seeking to shift a portion of land from Woodside's corporate limits to Redwood City's corporate limits. With knowledge of this application, the Town staff has requested a lot line adjustment so that the future corporate limit line coincides with a property line. The property lines will correspond to an existing parking lot and run along a roadway that is on the college campus. As the lot line adjustment involves the shifting of an existing parking lot from one lot to another, the portion of land involved in the lot line adjustment will not yield lot lines at right angles.

(E) *Solar Access. Consideration of optimum solar orientation for energy conservation shall be given in lot location, design, placement of structures, vegetative removal, and landscaping.*

The area that is subject to the lot line adjustment is a parking lot. Therefore, development will not mandate vegetation removal. The parking lot is adjacent to another parking lot and adjacent to tennis courts. Therefore, the development should not cast shadows on any buildings, thus impacting the benefit of solar energy.

(F) *Access*

(1) *All lots created shall have access to a public road or a private road meeting the minimum requirements of this chapter for pavement and right-of-way widths and improved in accordance with standards for public improvements set forth in this chapter.*

(2) *No lot shall be divided by a road, driveway, or access easement, except where located adjacent to a conservation easement or open space easement extending from the road, driveway, or access easement to the property line.*

(3) *A maximum of two lots may be served by a common driveway when, in the opinion of the Planning Commission, the use of a common driveway will result in reduced adverse physical impacts.*

The subject property is served by a private road on Canada College's campus. The road takes access from Farm Hill Boulevard. The lot is adjacent to the road and not divided by the road.

(G) *Drainage. All lots shall have the necessary slope to drain water away from the building site at a grade of not less than 2%. Whenever the natural drainage is changed, the storm water shall be conveyed to the road, drain, or natural watercourses. Lots shall be designed so that the 100 year floodplain and the stream corridor protection standards contained in the Zoning Code do not interfere with the normal use of any lot.*

The site does not have a stream on it and is not in the floodplain. As the site is a parking lot, there is no natural drainage on the site; rather the drainage improvements are manmade. As the site is currently a parking lot, thus relatively flat, it should not be problematic to provide positive drainage when additional development is considered.

(H) *Non-access dedications. All lots shall take access from one road only, and such road shall be the road carrying the least amount of traffic. In the case of corner lots or double frontage lots, one road frontage shall be dedicated to the Town to prevent access.*

The lots will be accessed from a single driveway. No additional access on Farm Hill Boulevard is proposed.

(I) *Remnant Lots*

(1) *No parcel of land or lot which is substandard in size and shape shall be created by any land division or subdivision, unless such parcel is required strictly for public or private utilities, approved access purposes, or other approved public uses.*

(2) *No lot shall be split by a Town or county boundary.*

The proposed lot line adjustment does not include any remnant lots. The proposed lot line adjustment will result in a lot that is split by a corporate limit boundary. However, the objective is that if the corporate limit boundary is adjusted, that it correspond with the property line boundary. Therefore, staff recommends a condition of approval that the lot line adjustment not be recorded until LAFCO has approved the annexation of the land into Redwood City.

(J) *Noise Consideration. All land divisions and subdivisions incorporate into their design noise abatement improvements to render all lots in conformity with the noise element of the general plan. Maximum ambient noise exposure at exterior use areas, such as patios, decks, and tennis courts shall be no greater than 55 dBS/Ldn.*

The proposal is not a land division or a subdivision. It is a lot line adjustment. Therefore, this provision does not apply.

(K) *Building sites and related improvements on lots shall be located in areas identified by the Town as least environmentally sensitive as a result of the natural land features study under 152.024 of this chapter.*

The area being shifted from one parcel to the other is not environmentally sensitive.

The *Land Use and Community Design and Aesthetics Element* of the General Plan outlines the Town's policies with respect to subdivisions. These policies and staff's comments in terms of compliance are as follows:

P9 *Subdivision of property containing existing structures of cultural or aesthetic merit shall be carefully conceived to preserve the integrity of original "core" estate buildings, grounds, and heritage trees.*

The proposed lot line adjustment will not impact any structures of cultural or aesthetic merit.

P10 The number of lots permitted in a subdivision is dependent on the characteristics of the area, as well as the minimum lot area required by ordinance.

The proposed lot line adjustment will not result in any additional lots.

P11 Lots shall be adequate in size and appropriate in shape for the range of accessory uses which are typical for this area without creating a feeling of overcrowding, creating measurable, negative environmental impacts, creating the need for variances.

Each of the resulting lots is in excess of the required 1 acre. Staff finds that both resulting parcels will allow adequate space to build while avoiding environmentally sensitive areas.

P12 Lots shall be free of excessive jogs in alignment if possible. This should not preclude property lines which follow topographic features and other natural features such as stream corridors, ridgelines, drainage areas, etc.

The lots will jog, but that is because it will swap the parking lot from one lot to another. In general, this will result in following the topography.

P13 Visibility of structures, preservation of natural land form and vegetation, topography, noise exposure, maintenance or rural quality and relationship to the surrounding properties shall be considered in preparing subdivision designs. Subdivision density, or number of lots, will ultimately be determined by these and other factors.

As this is a lot line adjustment and the two lots already exist, the development potential is not changing. Staff does not find that the shift in the property lines will adversely impact the visibility of structures, the preservation of natural land forms and vegetation, topography, noise exposure, maintenance or rural quality or relationship to the surrounding properties. The subject property is currently developed as a parking lot.

P14 Major developments, including subdivisions and use permits, shall be based on land and environmental sensitivity analysis prepared by an architect, landscape architect, land planner, or other qualified professional.

As this is a lot line adjustment, the development potential of the land is not changing.

P15 The designation of building envelopes shall be required on final maps where appropriate.

The site is developed as a parking lot. If the land is ultimately annexed into Redwood City, Redwood City will be responsible for processing the plans and permits under its regulations.

The Town's Trails diagram of the General Plan depicts a future equestrian trail on the subject property. At its meeting of December 13, 2007, the Trails Committee reviewed the request and found that an equestrian easement is not desirable in this location.

OPTIONS

- A. Approve Lot Line Adjustment Application #LLA 07-002, making the required findings of consistency with the General Plan and the Zoning Ordinance, subject to the following condition:
 - 1. The lot line may not be recorded until the annexation of the land into Redwood City by LAFCO has been approved.
 - B. Approve Lot Line Adjustment Application #LLA 07-002, requiring findings different than those in the staff report.
 - C. Deny Lot Line Adjustment Application #LLA 07-002, noting the reasons why each finding cannot be made.
 - D. Continue the matter to allow for additional information.
-

ATTACHMENTS

- 1. Letter of Appeal with Attachment
- 2. Staff Report of December 5, 2007 to Planning Commission
- 3. Minutes of the Planning Commission meeting of December 5, 2007
- 4. Application
- 5. Legal Description and Plats
- 6. Exhibit

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 3

Prepared by: Hope V. Sullivan, Director of Community Design and Devt.

February 12, 2008

Reviewed by: Susan George, Town Manager

SUBJECT: RESOLUTION AUTHORIZING A PROPERTY TAX EXCHANGE BETWEEN THE TOWN OF WOODSIDE AND THE CITY OF REDWOOD CITY FOR THE PROPOSED DETACHMENT OF 3.8 ACRES OF CANADA COLLEGE FROM THE TOWN'S INCORPORATED BOUNDARIES AND ANNEXATION INTO THE CITY OF REDWOOD CITY'S INCORPORATED BOUNDARIES

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which is a required step in the implementation of the proposed deannexation of lands from the Town to the City of Redwood City.

DISCUSSION

In September, 2007, the Board of Trustees of the San Mateo County Community College District petitioned the Local Agency Formation Commission (LAFCO) for detachment of 3.8 acres from the Town of Woodside and annexation of the land into the City of Redwood City. The State law requires that the City of Redwood City and the Town of Woodside agree to a property tax exchange prior to LAFCO's consideration of the proposed annexation. In passing the attached resolution, the Town of Woodside is stating that there shall be no transfer of property tax because the subject territory is exempt from property tax assessment.

Attachment

RESOLUTION NO. 2008 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE AUTHORIZING A PROPERTY TAX EXCHANGE BETWEEN THE TOWN OF WOODSIDE AND THE CITY OF REDWOOD CITY FOR THE PROPOSED DETACHMENT OF 3.8 ACRES OF CANADA COLLEGE FROM THE TOWN'S INCORPORATED BOUNDARIES AND ANNEXATION INTO THE CITY OF REDWOOD CITY'S INCORPORATED BOUNDARIES

WHEREAS, the Board of Trustees of the San Mateo County Community College District has petitioned to the Local Agency Formation Commission (LAFCO) for detachment of 3.8 acres from the Town of Woodside and annexation of the land into the City of Redwood City; and

WHEREAS, State law requires the City of Redwood City and the Town of Woodside to agree to a property tax exchange prior to LAFCO's consideration of the proposed annexation; and

WHEREAS, the City of Redwood City and the Town of Woodside have agreed there shall be no transfer of property tax because the subject territory is not assessed;

WHEREAS, this property tax exchange is being made pursuant to the provisions of Chapter 282, Section 59, Part 0.05, Implementation of Article XIII A of the California State Constitution, commencing with Section 95, Division 1, of the Revenue and Taxation Code.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Woodside that:

1. No property tax shall be transferred from the Town of Woodside to the City of Redwood City.
2. In accordance with Section 3a of Article XIII B of the State Constitution, the appropriation limit shall not be increased based on this agreement.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 12th day of February, 2008, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
CanadaDeanannexation2008

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 4
February 12, 2008

SUBJECT: RESOLUTION MODIFYING THE CONDITIONS OF APPROVAL FOR SITE DEVELOPMENT APPLICATION SDPC #07-004 (MIDPENINSULA REGIONAL OPEN SPACE DISTRICT - THORNEWOOD OPEN SPACE PRESERVE)

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution which modifies the Conditions of Approval for Site Development Application SDPC #07-004. This application involves the Midpeninsula Regional Open Space District's improvement plans for the Thornewood Open Space Preserve.

BACKGROUND

On November 7, 2007, The Planning Commission considered approval of a Site Development application (SDPC #07-004) for the Thornewood Open Space Preserve, which is owned by the Midpeninsula Regional Open Space District and consists of five parcels and 167 acres. The staff's recommended action was that the Commission approve the application subject to two conditions. The first of these conditions was a requirement that the property owner merge the properties prior to issuance of permits. Following a public hearing and its own deliberations, the Commission followed the staff recommendation and approved the application subject to the two suggested conditions. On November 16, 2007, the Midpeninsula Regional Open Space District filed an appeal of the Commission's action. The staff report, Planning Commission minutes, and letter of appeal are included as **Attachments A, B, and C**, respectively.

DISCUSSION

In the ensuing weeks, staff has met with representatives of the District to discuss the District's proposed project for the Thornewood Open Space Preserve. When this matter was brought before the Planning Commission, the staff was working within the realm of the information available to it at the time. The recommendation to merge parcels when aspects of site development are to cross property lines is a standard recommendation, as is noted in the minutes of the Planning Commission's hearing. One component of this recommendation arises from Municipal Code Section 151.40 (B) (2), which reads:

"The tops and toes of all cuts and fills shall be at least ten feet from any property line and five feet from a proposed building."

This section is referred to in the Planning Commission's minutes when Commissioner Livermore asked Planning Director for clarification about the limitations on grading within ten feet of a property line. The Planning Director's response, as captured in the minutes, was accurate. What was not included in the Planning Commission's discussion, however, was another section of the Municipal Code under which the Town Engineer has the authority to permit deviations from the design standards set forth in the Site Development chapter of the Municipal Code. Specifically, section 151.60 (A) provides that the Town Engineer has the authority to permit such deviations upon finding that any such change, modification, or deviation "will not detrimentally alter the resultant stability and drainage in relation to the use to be made of the graded area." It should be noted that during the time period in which this matter was being prepared for and brought to the Planning Commission, the former Town

Engineer was out on extended medical leave and the his successor had not yet been appointed.

At the request of the District, the Town Engineer has now had an opportunity to review the Site Development Plan and drainage plan for the Thornewood Open Space Preserve, with the property line overlaid on the plans. He has also reviewed the proposed work in the field. As a result of his review and analysis, the Town Engineer has determined that he can make the required finding that allowing the District to grade within ten feet of both the internal and external property lines "will not detrimentally alter the resultant stability and drainage in relation to the use to be made of the graded area." The Town Engineer has thus granted a needed exception to the District and has mooted the need for the merger requirement.

District and Town staff have focused upon a part of the discussion that was at the heart of the Planning Commission's deliberations on November 7, 2007. This discussion involved: (1) the underlying concern of the District about the merger requirement and (2) the Commission's concern about the continuing open space and public use designation of the lands in the preserve. The General Manager of the District has explained the debt financing strategies of the District, which uses the fair market appraisal of District-owned lands as the basis for securing leasehold debt (similar to the Town's now retired Certificates of Participation). An e-mail from the General Manager which provides an overview of the financing strategy is included as **Attachment D**. Town staff now understands and appreciates the District's concerns vis-à-vis the possible impact of merging District parcels upon its debt management strategy.

The staffs from the two agencies have discussed the second aspect of the Commission's November deliberations, dealing with the future of the preserve. District staff continues to indicate that it has no plans to divest itself of the lands that comprise the Thornewood Preserve and has provided Town staff with the background on the dedication of these lands to open space and what processes the District would need to implement to attempt to undo these dedications. While Town staff agrees that the likelihood of undoing the dedications is extremely small, it was suggested to District staff that adding a Condition of Approval to the Site Development Application regarding the future of the public recreational trails on the Preserve would provide a desirable assurance that, at a minimum, the trails within the Preserve would remain open for public use should the District ever be in a position to sell the underlying parcels. District staff has agreed to the addition of the following Condition of Approval to Site Development Permit SDPC #07-004:

"In the event any Affected Parcel as shown on the Parcel Map on Sheet 1 of the Revised Project Plan Sheets dated December 17, 2007 is conveyed by the District, the District shall promptly dedicate the Bridle Trail as constructed as public open space under Public Resources Code Section 5540 and, in addition, convey to the Town of Woodside a public recreational trail easement over the Bridle Trail as constructed to insure its continued availability for public recreational use."

Staff feels that the two actions outlined in this report will obviate the need for the District to move ahead with its pending appeal. The Town Engineer has approved an exception to the standards of the Site Development standards of the Municipal Code as regards grading within ten feet of a property line. This eliminates the need to require a merger of the parcels and, because it is new information not available to the Planning Commission, provides the Town Council with the basis for modifying the Conditions of Approval adopted by the Planning Commission on November 7, 2007. Further, the District has agreed to addition of a new Condition of Approval, as outlined above, to guarantee that, at a minimum, the trails within the Thornewood Open Space Preserve would remain in the public domain should the lands of

the Preserve be sold by the District in the future.

CONCLUSION

The staffs of the Town and the District have been able to identify a means by which the publicly desirable improvements on the lands of the Thornewood Open Space Preserve can move forward, without the need for an appeal of the Planning Commission's actions to be brought before the Town Council. There is new information that was not available to the Planning Commission and the Town Council is in the position to consider that information, modify the Conditions of Approval for the project, and allow the District to move ahead with this beneficial community project.

Attachments

RESOLUTION NO. 2008 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
MODIFYING THE CONDITIONS OF APPROVAL FOR SITE DEVELOPMENT
APPLICATION SDPC #07-004 (MIDPENINSULA REGIONAL OPEN SPACE DISTRICT -
THORNEWOOD OPEN SPACE PRESERVE)

WHEREAS, the Woodside Planning Commission approved Site Development Application SDPC #07-004 on November 7, 2007, providing for the construction of various improvements within the Thornewood Open Space Preserve; and

WHEREAS, the Planning Commission included a Condition of Approval, requiring the various parcels that comprise the Thornewood Open Space Preserve to be legally merged into one parcel; and

WHEREAS, the Midpeninsula Regional Open Space District (District) has appealed the action of the Planning Commission, specifically objecting to the parcel merger condition; and

WHEREAS, since the appeal was filed, additional analysis has revealed that this project can be excepted from certain standards of the Town's Site Development regulations by the Town Engineer, after making a specific finding; and

WHEREAS, this information was not available to the Planning Commission when it undertook its consideration of Site Development Application #07-004; and

WHEREAS, the Town Engineer has granted the needed exception, obviating the need for the parcels to be merged; and

WHEREAS, in order to provide added assurance that the improvements that are the subject of SDPC #07-004 will remain in public use should the District ever convey any of the parcels that comprise the Thornewood Open Space Preserve, the District has agreed to a new Condition of Approval calling for the dedication of the bridle paths within the Preserve to the Town prior to any such conveyance.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Woodside that it modifies the Conditions of Approval for Site Development Application SDPC #07-004 by:

1. Eliminating the requirement that the property owner merge the properties prior to issuance of a permit; and

2. Adding the following condition: "In the event any Affected Parcel as shown on the Parcel Map on Sheet 1 of the Revised Project Plan Sheets dated December 17, 2007 is conveyed by the District, the District shall promptly dedicate the Bridle Trail as constructed as public open space under Public Resources Code Section 5540 and, in addition, convey to the Town of Woodside a public recreational trail easement over the Bridle Trail as constructed to insure its continued availability for public recreational use."

Passed and adopted by the Town Council of the Town of Woodside,
California, at a meeting thereof held on the 12th day of February, 2008,
by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside
ThornewoodSiteDevelopment2008

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 5
February 12, 2008

SUBJECT: 2007-08 MID-YEAR BUDGET AND WORK PLAN REVIEW

RECOMMENDATION

It is recommended that the Town Council review and accept the 2007-08 Mid-year Budget Review Report and, after discussing the 2007-08 Work Plan, provide the staff direction regarding its contents and the relative priorities of the included projects.

BACKGROUND

The Town Council's Financial Management Policies require the Town Council to "conduct a comprehensive review of the fiscal status of the Town on a quarterly basis." This report has been prepared to facilitate that review. It has been prepared by utilizing the fund balance reports and the detailed fund reports, as of December 31, 2007.

DISCUSSION

The Town's finances are on solid footing after six months experience in 2007-08, as the following points illustrate:

- It is currently estimated that the General Fund will end the fiscal year with reserve balances of almost \$3.3 million or over 65% of current revenues. This remains well above the Town Council's own reserve policy requirement of 15% of current revenues.
- Total cash balances as of December 31, 2007, were \$8,089,183 and are projected to remain steady during the balance of the fiscal year, precluding the need for cash flow borrowing.
- The Five-year Forecast for the General Fund (Attachment D) demonstrates that, given currently known future financial impacts, the Town will remain well-positioned to maintain existing service levels and to take on new responsibilities, while still maintaining adequate reserves.

Revenue Performance Through December 31, 2007

The first six months of the fiscal year produced favorable financial results. A review of the primary General Fund revenue sources demonstrates this point.

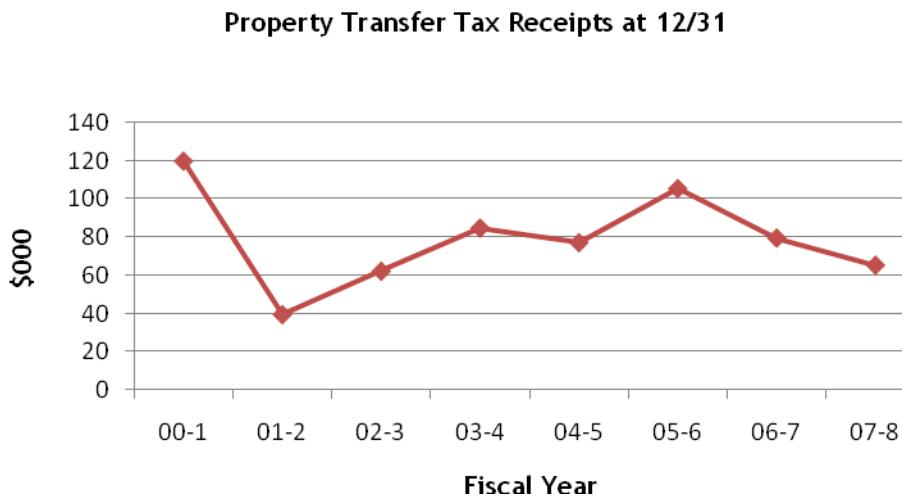
- ✓ **Secured property taxes** continue to perform as expected. As of December 31, 2007, secured property tax revenues of just over \$746,000 had been received, almost 5% more than was received by the same date in the last fiscal year. This is within the projected level included in the adopted budget. This is a revenue source that bears watching, given the current state of the housing market. Although no impact has yet been felt, there is precedent for local jurisdictions to see their property taxes actually decline. This was the case in 2002-03, when the Town's annual secured property tax receipts dropped from \$923,981 to \$902,802, a 2.3% reduction. This resulted primarily from successful petitions to the County Assessor by Woodside property owners seeking reductions in their assessed

values on the basis of the weakened housing market. Staff is closely monitoring the current year's status for any signs of similar weakening.

The following chart provides a comparison of secured property tax receipts as of December 31st for the current and last seven years. The aforementioned downturn in revenues from this source in 2002-03 is clearly depicted in the chart.



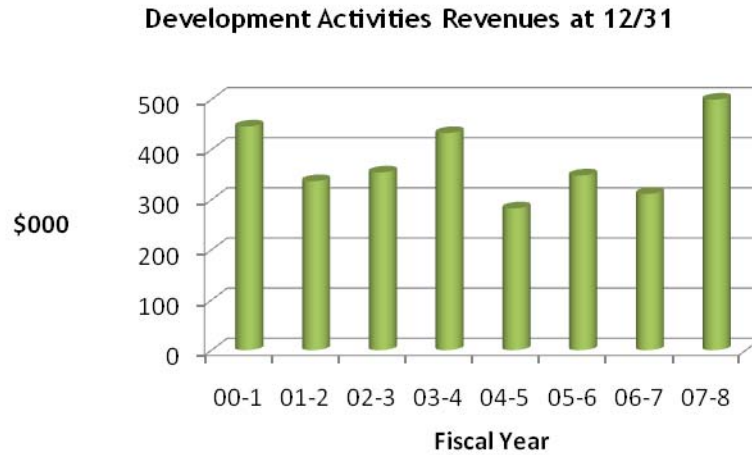
- ✓ **Property transfer taxes** can vary significantly from year-to-year, both in terms of total receipts and the timing of those receipts. They can also be a snapshot of the state of the local economy. As the following chart shows, revenue from this source took a sharp downturn in 2001-02 when the economy dipped and real estate sales fell off.



Revenues from this source vary not only from year-to-year, but from month-to-month. The current adopted budget assumes that the Town will receive \$130,000 from this source in 2007-08. As of December 31, 2007, the Town had received about \$64,000 from this source. This is not an easy revenue source to project, given that it is dependent upon how many

real estate transactions occur and how high the related sales prices track. At this point, no change in the budget estimate is proposed, as receipts to date are within acceptable levels. The future growth of the Town's secured property tax rolls is linked to patterns of revenue receipts from property transfer taxes and to the next revenue category - Development Activity Fees.

- ✓ **Development Activity Fees** are another source of revenue that can be a predictor of both current and future economic health. As the following chart demonstrates, receipts from this source are very strong in the current year, with just under \$500,000 realized. This is the highest level since the Town began formally tracking and comparing revenues from year-to-year in 1996. The following chart shows revenues received as of December 31st for the current and last seven fiscal years.



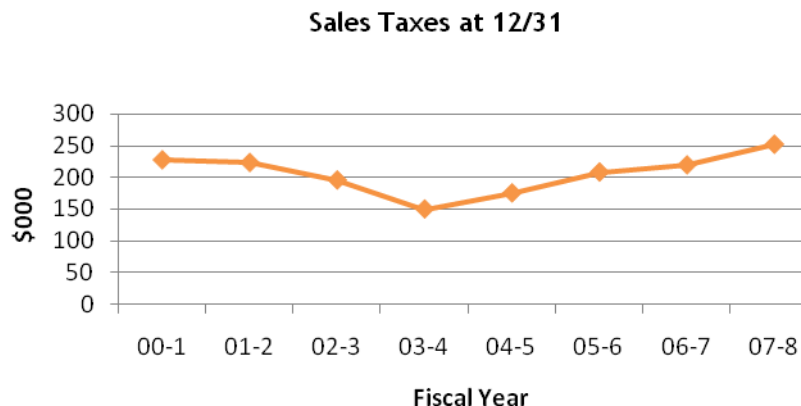
The adopted budget anticipates \$720,000 from this source in 2007-08. Given the strong performance to date, it is very likely that the Town will experience a surplus of these revenues by June 30th. It is interesting to note that for the last seven years, the Town had received between 44.5% and 56.9% of annual development activity fees as of December 31st. If this range holds, then the Town can expect to receive between \$878,000 and \$1.1 million in 2007-08. No adjustment to the budgeted totals is recommended, however, as the current year's performance could have been impacted by one or two very large development projects, skewing the prior years' trends. Staff will be watching the ongoing receipt pattern and will update the Town Council in future months' financial reports and during the Third Quarterly Budget Review.

- ✓ **Sales tax revenues** remain complicated to project because of the State's "Triple Flip" of local, school, and State revenues to support the State's \$15 billion deficit reduction bond, approved by the voters in 2004. Under the Triple Flip, the State is diverting ¼¢ of local sales tax (which equals twenty-five percent of local sales taxes) to pay for the debt service on the bonds. The State is diverting an equal amount from school district property taxes to local governments to make them whole. Next, an equal amount of State general fund monies is being redirected to the schools to likewise make them whole. The following table provides the history of the impact on the Town of the "Triple Flip" since its inception. The rows labeled as "Town" report the sales tax revenue actually received by the Town, net of the State shift, which is labeled as "State".

		Quarter Ended 9/30	Quarter Ended 12/31	Quarter Ended 3/31	Quarter Ended 6/30	Total
2004-05:	Town	66,609	81,491	67,636	106,394	322,130
	State	-	26,821	23,029	32,925	82,775
	Total	66,609	108,312	90,665	139,319	404,905
2005-06:	Town	72,206	81,704	88,330	76,554	318,794
	State	25,708	28,415	26,811	23,454	104,388
	Total	97,914	110,119	115,141	100,008	423,182
2006-07:	Town	71,104	90,024	102,376	103,464	366,968
	State	27,782	30,258	35,797	29,713	123,550
	Total	98,886	120,282	138,173	133,177	490,518
2007-08:	Town	85,191	102,035	-	-	187,226
	State	31,923	32,718	-	-	64,641
	Total	117,114	134,753	-	-	251,867

The Town's "normalized" sales tax receipts for 2004-05, 2005-06, and 2006-07 were thus \$404,905, \$423,182, and \$490,518 respectively. Sales tax receipts increased by 15.9% in 2006-07. At the end of one half of the current fiscal year, the growth rate of sales taxes is about 14.9%, well above the projected levels included in the adopted budget. The current year's budget anticipates \$350,000 in local sales taxes. Staff currently projects that the actual level will be closer to \$400,000. Updated projections will be brought to the Town Council with the Third Quarterly Budget Review in April of 2008.

The following chart illustrates the "normalized" performance of the Town's sales tax base for the last seven years, as of December 31st.



In general, the Town's revenue base continues to perform strongly.

Total Town Budget Status as of December 31, 2007

Given all of the foregoing trends and the assumptions upon which the Town's adopted budget was based, the Town's financial performance is within expected ranges as of the end of six months of the fiscal year. The key specific highlights include:

- Total expenditure activity for all of the Town's funds, including interfund transfers, was

\$4,868,969, or 51.5% of the total annual budget. By month, and compared to fiscal year 2006-07, the following expenditures have occurred:

MONTH	2007-08	2006-07
July	\$ 354,527	\$ 2,262,738
August	955,974	570,918
September	1,014,416	1,247,188
October	806,794	638,342
November	1,123,410	1,334,046
December	613,848	382,318
Total to Date	\$ 4,868,969	\$ 6,435,550
Total Budget	\$ 9,452,596	\$ 12,985,768
% of Budget	51.5%	49.6%

Expenditures for 2006-07 were significantly ahead of the current year's level because of the Town's repayment of its outstanding \$1.9 million General Fund debt in July of 2006. The current year's expenditure rate and level are well within expected and acceptable ranges.

- Total revenues, including interfund transfers, for the first half of the year were \$3,302,991, or 44.6% of annual anticipated revenues. By month, and compared to fiscal year 2006-07 patterns, the following revenues have been received:

MONTH	2007-08	2006-07
July	\$ 103,971	\$ 119,507
August	185,765	289,883
September	492,290	871,598
October	410,043	336,149
November	661,407	1,492,204
December	1,449,515	1,322,999
Total	\$ 3,302,991	\$ 4,432,340
Total Budget	\$ 7,409,898	\$ 9,886,024
% of Budget	44.6%	44.8%

The major difference between the actual receipts experienced in the two years is the extraordinary revenue of over \$1.1 million received in November of 2006, pursuant to the terms of a settlement with the County of San Mateo regarding prior years' payments of property taxes under the Tax Equity Allocation (TEA) provisions of the State's Revenue and Taxation Code, which had been overlooked by the County for over a decade.

Attachment A to this report presents summaries by fund of revenues and expenditures through December 31, 2007, compared to budget.

- The Town's cash position for all funds as of December 31, 2007, was \$8,089,183. The cash balances for the year have been:

AS OF	CASH BALANCE
07/31/07	\$9,247,733
08/31/07	\$8,655,479
09/30/07	\$8,129,141
10/31/07	\$7,752,211
11/30/07	\$7,296,979
12/31/07	\$8,089,183

Cash balances at December 31, 2006, were \$7,788,776. The Town's cash balances are very healthy, negating the need for any cash flow borrowing.

The General Fund as of December 31, 2007

- By category of revenue and expenditure, the General Fund has experienced the following financial activity through the first six months of the fiscal year:

Category	2007-08		% of Total
	Adopted Budget (\$000)	12/31/2007 Actual (\$000)	
<u>Revenues</u>			
Property Taxes	2,339.2	834.8	
Sales Taxes	368.7	194.6	
Transfer Taxes	130.0	55.9	
Franchise Fees	305.1	55.4	
Business Licenses	136.0	47.6	
Fees & Permits	720.0	499.6	
Interest Income	150.0	64.0	
Other Agencies	547.5	280.0	
Charges for Service	115.0	74.9	
Interfund Transfers	202.9	50.7	
Other Revenue	23.0	15.3	
Total	5,037.4	2,172.8	43.1%
<u>Expenses</u>			
Salaries & Benefits	2,281.5	1,046.4	
Services & Supplies	2,003.2	1,165.4	
Equipment/Capital	180.0	0.6	
Road Fund Contribution	500.0	-	
Other Contributions	152.5	9.4	
Total	5,117.2	2,221.8	43.4%
Net Position	(79.8)	(49.0)	

As of the end of the first half of the fiscal year, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund is no longer in its traditional cash flow "dry period" and has received the first payments of secured and unsecured property taxes. The General Fund had cash on hand at December 31, 2007 of just under \$3.6 million, well above the level required by the Town Council's

Financial Management Policies.

- The 2007-08 General Fund expenditure and revenue pattern thus far has been:

MONTH	REVENUES	EXPENDITURES	NET POSITION
July	\$ 83,939	\$ 259,659	\$ (175,720)
August	230,012	241,121	(11,109)
September	212,669	543,436	(330,767)
October	166,315	299,720	(133,405)
November	266,323	372,541	(106,218)
December	1,213,538	502,297	711,241
Total to Date	\$ 2,172,796	\$ 2,218,774	\$ (45,978)
Total Budget	\$ 5,037,367	\$ 5,117,154	\$ (79,787)
% of Budget	43.1%	43.4%	

The current year's performance is within acceptable ranges and is generally tracking with the adopted budget plan. For comparison purposes, as of December 31, 2006, the General Fund had experienced revenues of \$3,046,747 and expenditures of \$3,917,571, which was 65.9% and 54.8% of budget, respectively.

Attachment B to this report includes summaries of General Fund expenditure performance by department as of December 31, 2007. It highlights significant trends or variances, for the Town Council's review.

Appropriation Adjustments

No appropriation adjustments are proposed at this time. **Attachment C** provides a summary of approved 2006-07 adjustments to date.

General Fund Five-year Financial Forecast

Attachment D to this report is an update of the General Fund Five-year Financial Forecast. It reflects current projections for both revenues and expenditures. It reflects assumptions about the current year's performance based upon six months' experience. It demonstrates the continuing expectation that the Town's General Fund will remain in solid health over the course of the next five years.

Work Plan Review

The current year's Work Plan is included as **Attachment E**. Staff will walk the Town Council through this plan during the discussion of the results of operation at mid-year. The objectives of the discussion will be to: (1) provide a full overview of the many items on the Work Plan; (2) reach consensus on the priority of each project relative to the balance of the plan; and (3) add to and/or delete projects from the Work Plan, based upon the Town Council's deliberations and public input.

CONCLUSION

The Town's financial health remains extremely stable. Reserve levels remain at more than adequate levels. The Town Council will undertake its next major fiscal review with the Third Quarterly Budget Review in April.

Attachments

TOWN OF WOODSIDE
 2007-08 AS OF 12/31/2007
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,037,367	2,172,796	43.1%	5,117,154	2,220,244	43.4%
105 - TRAILS	75,500	36,874	48.8%	75,500	18,121	24.0%
120 - OPEN SPACE	0	(4)	--	0	0	--
135 - RECREATION	91,900	52,575	57.2%	95,248	45,767	48.1%
150 - BARKLEY O&M	80,000	402	0.5%	80,000	56,050	70.1%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	463	1.3%	0	0	--
204 - TRAFFIC SAFETY	32,200	8,324	25.9%	27,700	27,499	99.3%
206 - GAS TAX CONSTRUCTION	29,100	11,898	40.9%	28,970	15,657	54.0%
207 - GAS TAX MAINTENANCE	82,600	36,580	44.3%	95,706	44,213	46.2%
210 - MEASURE A	747,300	114,792	15.4%	987,824	433,486	43.9%
242 - ROAD IMPACT FEE	382,500	219,377	57.4%	557,554	379,755	68.1%
243 - PUBLIC SAFETY GRANT	100,500	(183)	-0.2%	100,500	68,459	68.1%
244 -CLEEP	0	0	--	43,000	36,350	--
250 - LIBRARY OPERATIONS	60,000	13,574	22.6%	129,567	33,492	25.8%
365 - BARKLEY PARK CONSTRUCTION	0	360,232	--	1,350,000	1,055,977	--
428 - TC PUMP RESERVE	750	239	31.9%	0	0	--
429 - TC PUMP DEBT	148,547	68,318	46.0%	148,547	143,013	96.3%
441 - WR/WHR PAD DEBT RSRV.99	2,000	1,232	0.0%	0	0	--
450 - WR/WHR PAD DEBT	132,576	(422)	-0.3%	132,576	99,117	74.8%
525 - CANADA SEWER	9,618	4,974	51.7%	26,664	2,583	9.7%
528 - SEWER UTILITY	162,000	86,841	53.6%	165,302	60,962	36.9%
529 - TC PUMP SEWER	5,000	6,221	124.4%	86,933	3,015	3.5%
537 - SEWER CAPITAL	21,440	9,085	42.4%	29,851	12,876	43.1%
TOTAL OPERATING	7,235,898	3,204,188	44.3%	9,278,596	4,756,636	51.3%
900 - DEPOSITS	174,000	98,803	56.8%	174,000	112,333	64.6%
TOTAL	7,409,898	3,302,991	44.6%	9,452,596	4,868,969	51.5%

GENERAL FUND BY DEPARTMENT AS OF 12/31/2007

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	30,350.00	21,100.24	69.5%
TOTAL	30,350.00	21,100.24	69.5%
ADMINISTRATION			
SALARIES/BENEFITS	724,476.00	320,576.24	44.2%
SERVICES/SUPPLIES	306,036.00	182,703.41	59.7%
TOTAL	1,030,512.00	503,279.65	48.8%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,319,400.00	606,057.57	45.9%
SERVICES/SUPPLIES	213,400.00	141,676.64	66.4%
TOTAL	1,532,800.00	747,734.21	48.8%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	17,428.00	9,396.45	53.9%
SERVICES/SUPPLIES	121,000.00	50,109.26	41.4%
EQUIP/CAPITAL	150,000.00	0.00	0.0%
TOTAL	288,428.00	59,505.71	20.6%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	54,000.00	11,130.45	20.6%
SERVICES/SUPPLIES	275,310.00	231,844.76	84.2%
EQUIPMENT	30,000.00	584.06	1.9%
TOTAL	359,310.00	243,559.27	67.8%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,034,621.00	531,555.50	51.4%
TOTAL	1,034,621.00	531,555.50	51.4%
TRAILS			
TRANSFERS OUT	37,500.00	9,375.00	25.0%
TOTAL	37,500.00	9,375.00	25.0%
PUBLIC WORKS			
SALARIES/BENEFITS	166,183.00	99,209.79	59.7%
SERVICES/SUPPLIES	22,450.00	4,924.29	21.9%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	688,633.00	104,134.08	15.1%
BARKLEY O&M			
TRANSFERS OUT	115,000.00	0.00	0.0%
TOTAL	115,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,281,487.00	1,046,370.50	45.9%
SERVICES/SUPPLIES	2,003,167.00	1,163,914.10	58.1%
EQUIP/CAPITAL	180,000.00	584.06	0.3%
TRANSFERS OUT	652,500.00	9,375.00	1.4%
TOTAL	5,117,154.00	2,220,243.66	43.4%

**GENERAL FUND BY DEPARTMENT
AS OF 12/31/07**

GENERAL COMMENTS:

1. As of December 31, 2007, 50.0% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 49.2% of budget. As of December 31, 2007, 12.8 of 26 pay periods had been completed.
3. Equipment purchases are not made on any set schedule, so the expenditure performance varies.
4. Transfers between funds are generally done on a quarterly basis or as cash flow needs arise and are completed by the end of June of each year.

DEPARTMENTAL COMMENTS:

Administration: This departmental budget is within expected expenditure levels.

Planning and Building: This departmental budget is generally within expected expenditure levels.

Buildings and Grounds: This departmental budget is within expected expenditure levels.

Town-Wide Overhead: This budget includes expenditures such as the insurance premium with ABAG PLAN, which was paid in July. This budget is within expected levels.

Safety Services: Most of this budget goes to support the contract for police services with the Sheriff's Office. As of December 31, 2007, two quarter had been billed by the County.

Trails: See Note 4.

Public Works: This departmental budget is within expected expenditure levels.

Barkley Fields and Park: See Note 4.

**TOWN OF WOODSIDE
FIVE-YEAR FORECAST**

2007-09 ADOPTED BUDGET
MID-YEAR BUDGET REVIEW

ATTACHMENT D

GENERAL FUND	2006-07 ACTUAL	2007-08 ADOPTED	2007-08 PROJECTED	2008-09 APPROVED	2009-10 FORECAST	2010-11 FORECAST	2011-12 FORECAST
REVENUES							
PROP.TAXES-SEC.	1,410,410	1,508,225	1,508,225	1,628,883	1,759,194	1,899,929	2,051,923
PROP.TAXES-UNSEC.	83,858	85,000	87,000	87,000	87,000	87,000	87,000
PROP.TAXES-OTHER	218,463	60,000	194,000	60,000	60,000	60,000	60,000
SALES TAX	384,254	368,678	418,678	400,000	408,000	416,160	424,483
PROP.TRANSFER TAX	151,056	130,000	130,000	130,000	130,000	130,000	130,000
FRANCHISES	308,910	305,100	305,100	305,100	305,100	305,100	305,100
BUSINESS LICENSES	134,740	136,000	136,000	136,000	136,000	136,000	136,000
FEES & PERMITS	730,477	720,000	750,000	720,000	720,000	720,000	720,000
FINES & FORFEITURES	1,802	2,000	2,000	2,000	2,000	2,000	2,000
INTEREST	243,154	150,000	195,000	130,000	130,000	130,000	130,000
OTHER AGENCIES	535,769	547,537	559,000	547,537	547,537	547,537	547,537
CURRENT SERVICES	171,192	114,984	115,000	114,984	117,284	117,284	119,629
TEA FUNDS	1,781,757	685,934	615,501	664,741	697,978	732,877	769,521
OPERATING TRANSFERS	234,851	202,909	202,909	208,996	225,000	225,000	225,000
OTHER REVENUE	22,523	21,000	21,000	21,000	21,000	21,000	21,000
TOTAL	6,413,216	5,037,367	5,239,413	5,156,241	5,346,092	5,529,887	5,729,194
EXPENDITURES							
SALARIES & BENEFITS	1,986,561	2,281,487	2,236,487	2,343,263	2,413,561	2,485,968	2,560,547
SERVICES & SUPPLIES	2,007,609	2,003,167	2,103,167	1,844,019	1,880,899	1,918,517	1,956,888
EQUIPMENT/CAPITAL OUTLAY	56,281	180,000	455,000	30,000	30,000	30,000	30,000
DEBT SERVICE	1,915,332	0	0	0	0	0	0
ROAD/TRAILS/SAFETY TRANSFERS	1,612,000	652,500	777,500	652,500	652,500	652,500	652,500
TOTAL	7,577,783	5,117,154	5,572,154	4,869,782	4,976,960	5,086,985	5,199,934
NET POSITION	(1,164,567)	(79,787)	(332,741)	286,459	369,132	442,902	529,259
BEGINNING BALANCE	4,792,675	3,628,108	3,628,108	3,548,321	3,834,780	4,203,912	4,646,814
ENDING BALANCE	3,628,108	3,548,321	3,295,367	3,834,780	4,203,912	4,646,814	5,176,073
BAL. AS % OF REVS.	72.8%	73.4%	65.4%	77.5%	82.1%	87.6%	94.0%

Town of Woodside

2007-08 Work Plan Review

The current year's Work Plan (attached) includes over thirty projects that have been added to the list in recent years without regard to their relative priorities and the staff resources available to undertake and complete them. The Town Council has asked the Town Manager to update the current Work Plan and to provide a recommended priority for the projects on the list.

Three groupings have been developed in order to provide a framework for prioritizing the various projects and facilitating the Town Council's discussion. **Group A** includes those **major** projects which, in staff's estimation, represent the most critical undertakings that require a significant portion of the Town's resources to complete. **Group B** includes projects that have evolved from the completion of some other aspect of the Work Plan or which, although not necessarily critical to the overall goals and objectives of the Town Council, may be driven by an external timeline or other external factor. **Group C** includes projects which are of a lower relative priority or which may no longer belong on the Work Plan for various reasons. This includes projects which have already been completed this fiscal year or which may have been withdrawn by the initiator of the project. Staff's comments for each project include some detail about the components of each project and, where appropriate, staff's rationale for the project's grouping.

Following the Town Council's review of these groupings, staff will develop a detailed Work Plan for the Town Council's information on a monthly basis.

GROUP A**1. Barkley Fields and Park**

Although the park is officially open, there are a number of critical items remaining to be completed. These include:

- ✓ Overseeing outstanding contractor punch list and disputed items and formally accepting the project(s).
- ✓ Completing Conditions of Approval related to the Woodhill Estates Homeowners Association (WEHOA), such as landscaping the park's portion of the entrance to the neighborhood, deed restricting the Town's surplus parcel that is adjacent to the park, and negotiating an encroachment agreement with WEHOA for the maintenance of landscaping outside the park's fencing.
- ✓ Completing a security plan and improvements for the park.
- ✓ Completing conditions of the gift of the land included in the agreement with the donors, including formation of an Oversight Committee and creation of annual reporting process.
- ✓ Completing operational procedures, including formal scheduling process, park rules and their signage, and creating a page on the Town's website to cover park issues.

2. Town Hall Space Expansion

This project is one of a subset of projects under the "Process Improvement" category on the current Work Plan. It is critical project, much needed to provide more efficient and sufficient

working and auxiliary space at Town Hall for staff and customers alike. The Town Council provided funds in the current budget to support hiring an architect to provide the needed expertise. An architect has been retained and has made an initial assessment of the building. The senior staff has provided him with a list of the perceived objectives and needs as regards the expansion of the building. This includes the incorporation of "green" concepts such as a photovoltaic system and the windows and lights in the existing building(s). A design concept will be brought to Town Council for public review and discussion, including the fiscal impact of the project, which is likely to span more than one fiscal year.

3. Permit Tracking/Management System Implementation

This project was also in the "Process Improvement" subset. The Town Council has provided approval for the project and an agreement has been negotiated with the selected vendor, but the project was put on hold late last year because of key staff vacancies and workload issues. It needs to be jump-started and completed this calendar year in order to radically improve the Town's ability to manage the components of the development process and provide timely information to the customers.

4. Fire Management Issues

Included within this project are several subprojects:

- ✓ Consideration/adoption of the Woodside Fire Protection District's recently approved 2006 International Fire Code and 2007 California Amendments, including review of water storage tank and fire flow standards.
- ✓ Consideration of a Memorandum of Understanding with the Woodside Fire Protection District to memorialize permit processing practices and related issues.
- ✓ Development of a Glens Fuel Management Plan.
- ✓ Implementation of Chapter 7A of the recently adopted building code, including review of the State's fire map, orientation/training for the Planning Commission, Architectural and Site Review Board, and other standing committees, and public education.
- ✓ Improvement and formalization of joint annual "chipping program" with Portola Valley and Woodside Fire Protection District.

One prior subproject - "Municipal Code/General Plan Review and Update - has been moved to a new project on the Work Plan. It is now a part of the project entitled "General Plan Assessment" appearing later in this report.

5. General Plan Assessment

During the Town Council's most recent discussion with the Town Manager concerning desired and critical undertakings, which was in October of 2007, the need for the Town to subject its almost twenty-year-old General Plan to a public review was highlighted. The need to undertake this project exists in tandem with two separate but linked tasks already on the Town's radar: State law mandates that the Town update the Housing Element by 2009 and the Town's Fire Management Plan recommends that the policies and programs included in the General Plan be studied and revised, as necessary, to avoid conflicts with current firewise practices. The recent actions of one of the Town's committees with respect to the content of its charter has also spotlighted the Town's need to refamiliarize our knowledge and understanding of the goals and policies within the General Plan, to provide a forum for their community discussion, and to refresh the Town's commitment to the document as being representative of the community's shared vision for the future of the Town. While wholesale

change to the underlying philosophies embedded in the General Plan is not necessarily anticipated from this assessment, the process will provide a clear means of identifying those areas that are outdated and that weaken the total integrity of the document.

6. Emergency Preparedness

New requirements for the content of the Town's Emergency Plan have been promulgated, making the update of this plan both timely and necessary. Additionally, with staff turnover rates in the last two years, training and "exercising" are needed, including training for the members of the Town Council. The Town's relationship with the Citizens Emergency Response and Preparedness Program (CERPP) should be revitalized and redefined to ensure useful and productive coordination in emergency response planning.

7. Green Building

The Town has made a commitment to take a lead role in this area and has funded a water recycling feasibility study for Town Hall, the development of Green Building Guidelines, the sponsorship of Green Building Workshops, and an assessment of the library building's suitability for a photovoltaic system.

8. Personnel Rules

While not very exciting from a policy standpoint, the Town's Personnel Rules represent one of the several building blocks of effective day-to-day management of the Town's affairs and help the Town avoid possible legal problems. The current rules were developed by a subcommittee of the Council in 1991-92. Sections have been revised on an ad hoc basis over the years to eliminate outdated rules and add new federal and state requirements. The time has come to undertake a full revision and reorganization of the rules, with the Town Attorney's assistance, to ensure the Town's compliance with all aspects of public employment and to provide one cohesive document that will provide consistent guidance to all members of the Town staff as regards Town employment.

9. Records Management

Like the update of the Personnel Rules, this is not a very interesting project on its surface. It is more complex and important than it may seem, however. This project includes:

- ✓ Updating the Town's 1996 Records Retention and Destruction Schedule to reflect current law and local policy.
- ✓ Develop a policy for the Laserfiche of documents.
- ✓ Developing an e-mail and other electronic documents policy.
- ✓ Training staff on implementation.

10. Update On-site Wastewater Disposal Regulations

The Town's on-site wastewater disposal regulations were developed in 1995 and have not been modified since that time. The Town staff is experiencing an increase in the number of residents who are seeking alternative, non-traditional systems when their aging existing systems start to fail. Most of these systems are not permitted under existing regulations and must go to the Town Council for approval. The current regulations could not have envisioned the technologies now available. The current regulations are also silent on several aspects of the staff's approval of on-site systems or of the expansion of existing residences as regards the sufficiency of the on-site septic system capacity. Staff feels that it is critical to update

the regulations to reflect new and proven technologies and to provide formal rules for situations that are not now included.

GROUP B

The following projects: (1) have evolved from the completion of items on the Work Plan; (2) are less critical than Group A projects; or (3) are driven by external sources:

- ✓ Town Center Sewer Agreement Amendment: This project stems from the 490 Moore Road property owners' request for a Sewer Service Allocation (which should be ready for the Town Council within the next few weeks). The addition of this property requires the three-party agreement between the Town, the County of San Mateo, and Redwood City to be amended. The amendment must be in place before the Moore Road property can connect to the public sewer, assuming the Council grants an allocation.
- ✓ Historical Preservation Element: the Woodside History Committee and staff will schedule a review of the draft Element for the Town Council in late February or early March. The draft will then be set for public hearing before the Planning Commission, which will receive a summary of the Town Council's comments. The Town Council will hold a public hearing to consider the Planning Commission's recommendations, take public comment, and adopt a final Element.
- ✓ Town-wide Internet Access: Given the demise of the Town's relationship with Comcast, staff would like to explore other possible options for securing access to high speed Internet connections for those areas in Town that cannot receive this service. No details are available at this point.
- ✓ Code Enforcement Program: A study session and monthly report are being developed as workload permits.
- ✓ Tree Protection Regulations: The main portion of this project is completed. Staff was directed to review the regulations as regards the removal of trees from the Town's jurisdiction and will also assess whether the new ordinance is working effectively.
- ✓ Stable Regulations Revision: Completed; the Town Manager is working with the Livestock Committee on three or four aspects of the ordinance that still trouble the Committee, including special events, training, and parking requirements for private stables.
- ✓ Special Events Ordinance: Draft has been reviewed by the Bicycle Committee; to Council for consideration when calendar allows.
- ✓ 3000 Portola Road EIR: Related to pending development activity; in process.
- ✓ Route 84 School Safety Route Project: pending engineering review and CalTrans approval.
- ✓ Mathisen Barn: The remains of the barn need to be removed/stored after being evaluated for their historical integrity. Options concerning the possible reconstruction of the barn will be developed for the Town Council's future consideration.

GROUP C

This group includes projects which are of a lower relative priority or which may no longer belong on the Work Plan for various reasons. This includes projects which have already been completed this fiscal year or which may have been withdrawn by the initiator of the project.

- ✓ Recruitments: completed
- ✓ Woodside Water Mutual Company Assessment District: withdrawn by initiator

- ✓ CATV Franchise Negotiations: no longer relevant. A separate staff report will be brought to the Town Council on this topic. Comcast has received a state franchise and no longer requires a franchise agreement with the Town. A project has been added to Group B to address the unavailability of high speed Internet connections to many Town residents.
- ✓ Watershed Council Fish Passage Project: Withdrawn by Watershed Council
- ✓ Library Issues: Taken off Work Plan; Energy audit/solar issues are included in "Green Building" project and balance of issues can be handled as part of routine workload.
- ✓ Woodside Landscape Committee: Taken off Work Plan - can be handled as part of routine workload.
- ✓ Webcasting Town Meetings: Staff recommends that this be removed from the Work Plan.
- ✓ Tree City USA Application: Staff submitted the application in late December and the Town will hear whether Tree City USA status will be designated by mid-February. Project completed.
- ✓ Sand Hill Estates EIR and Pending Applications: completed.
- ✓ Update Town Council Handbook: completed
- ✓ Noise Ordinance: Staff recommends that this be removed from the Work Plan.
- ✓ Huddart-Wunderlich Parks Master Plan FEIR: The FEIR will go to the Board of Supervisors on April 8th. Staff will agendaize this for the Council's second March meeting and recommends its removal from the Work Plan.
- ✓ Specific Plan Projects: Staff recommends that these be removed from the Work Plan at this time.
- ✓ Sudden Oak Death Syndrome Public Education: This project is completed for this fiscal year and will be incorporated into the daily work schedule in future years.
- ✓ Barkley Fields Pedestrian Pathway Project: Staff recommends that this project be removed from the Work Plan at this time.

2007-08 Work Plan

Project	Staff	Tasks
1. Barkley Fields and Park	Dewell	a. Construction contract management
	George	b. Woodhill Homeowners' Issues
	George	c. Grant applications
	George, Koelsch	d. Opening Day Celebration Planning & Implementation
	George, Dewell	e. Operating issues: security, maintenance, scheduling
	George	f. Donor Agreement Compliance
2. Recruitments	George	a. Town Engineer
	George	b. Assistant Town Manager
3. Process Improvements	George, Staff	a. Permit tracking/management system implementation
	George	b. Space planning/expansion
	George	c. Fee schedule update & revision
	Wright	d. Geology regulations & geologic map update
	Sullivan	e. Handouts & checklists
4. Woodside Mutual Water Company Assessment District	Sullivan	a. Environmental review coordination
	George, Dewell	b. Assessment engineering oversight
	George	c. Legal proceedings
5. Historical Preservation Element	Sullivan	a. History Committee comments to consultant
	Sullivan	b. Planning Commission hearing(s)
	Sullivan	c. Town Council hearing (s)
6. Code Enforcement Program	Sullivan	a. Town Council Study Session
	Sullivan	b. Institute Monthly Reports to Council
7. CATV Franchise Negotiations	George	a. Comcast density calculation review
	George	b. Town Council hearing(s)
	George	c. New franchise agreement language
8. Fire Management Plan	Dewell	a. Town-wide annual fuel clearance
	George	b. Glens Fuel Management Plan
	George, Sullivan	c. Municipal Code/General Plan Review and Update
	George	d. Coordinate with Woodside Fire on pending update of Uniform Fire Code

9. Tree Protection Regulations	--	a. Handouts
	George	b. Website information
10. Emergency Preparedness	George	a. Update Emergency Plan
	George	b. Staff training
	George	c. Fire District coordination
	George	d. Present Plan to Council
11. Stable Regulations Revision	Sullivan	a. Develop and present recommended ordinance to Council
12. Trails Committee Issues	George	a. Committee financial/project planning
	George	b. Signage Program to Council
	George, Sullivan	c. Easement mapping project
13. Watershed Council Fish Passage Project	George, Dewell	a. Coordinate with Watershed Council staff/engineer on design issues
	Sullivan	b. Oversee environmental review process
	Dewell	c. Bid/construct project
14. Library Issues	TBD	a. Rear garden improvements
	TBD	b. Lighting/timer problems
	TBD	c. Energy Audit
15. Woodside Landscape Committee	George	a. Ongoing maintenance coordination
	George	b. Community Museum trail/fencing plan review/approval
16. Special Events Ordinance	Savaree	a. Ordinance rewrite
	George	b. Road safety engineering
	George, Savaree	c. Report to Council
17. Town Center Sewer Agreement Amendment	George	a. Prepare draft amendment language for review by Redwood City and Fair Oaks
	George	b. Present final draft to Council
18. Revise and Update Town's on-site wastewater disposal regulations	TBD	a. Engage needed consulting services to draft revisions
	TBD	b. Present recommendations to Council
19. "Webcasting" Town Meetings	George	a. Identify available technologies and associated resource requirements
	George	b. Prepare recommendation to Council
20. Tree City USA Application	George	a. Assist CEHC with application materials
	George	b. Respond to Tree City agency's questions and comments

21. Sand Hill Estates Focused EIR and Pending Applications	Sullivan	a. Planning Commission hearing(s)
	Sullivan	b. Town Council Appeal Hearing
22. 3000 Portola Road EIR	Sullivan	a. Oversee planning consultant's preparation
	Sullivan	b. Process pursuant to CEQA requirements
23. Update Town Council Handbook	George	a. Complete required rewrites
	George	b. Present to Council for study session/adoption
24. Update Personnel Rules	George	a. Complete required rewrites
	George	b. Present to Council for adoption
25. Route 84 School Safety Route Project	George, Staff	a. Complete needed traffic engineering analyses
	George, Staff	b. Obtain needed approvals from Caltrans
	TBD	c. Implement project action steps
26. Noise Ordinance	George	a. Incorporate CEHC's recommendations and prior Council direction into draft ordinance
	George	b. Schedule for public meeting/review
	George	c. Present to Council for additional modification/adoption
27. Green Building Projects	TBD	a. PV System for Town Hall Complex
	TBD	b. Analyze feasibility of wastewater recycling project at Town Hall
	George	c. Develop Green Building Guidelines
	George, Staff	d. Organize Green Building Workshops
28 Other:		
✓ Huddart-Wunderlich Master Plan EIR	George	
✓ Mathisen Barn Plan	George	
✓ Sudden Oak Death Syndrome Public Education	George	
✓ Barkley Fields Pedestrian Pathway Project	George	