

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

Independence Hall, 2955 Woodside Road, Woodside

March 10, 2009

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.

INTERVIEW AND APPOINTMENT OF CANDIDATE FOR ARCHITECTURAL AND SITE REVIEW BOARD

7:35 p.m. Anne Kasten

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 Waiver of Full Reading of Ordinances, per Government Code Section 36934.
2. Monthly Financial Report for January of 2009.
3. Approval of Minutes: Regular Meeting of February 24, 2009
4. Town Manager's Report to Town Council.
5. Consideration of an Application for an Encroachment Permit to Conduct a Public Event: Ravenswood Family Health Center Bicycle Ride - May 16, 2009.
6. Resolution Authorizing the Woodside History Committee to Author a Photo History of Woodside and Authorizing the Town Manager to Execute a Memorandum of Agreement with Arcadia Publishing for Publication. Resolution No. 2009 - _____

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.

7. Adoption of an Ordinance Modifying the Woodside Municipal Code, Chapter 150 - Building Regulations - to Include Additional Regulations Requiring the Use of Fire Resistant Materials and Construction Methods and Amending the Table of Special Ordinances of the Woodside Municipal Code, Table I: Zoning Map Changes. Ordinance No. 2009 - _____
8. Adoption of an Historic Preservation Element of the General Plan.

NEW BUSINESS

9. Status Report on the General Plan Update and Review Project and Appointment of Members to the General Plan Update Task Force.
10. 2009-11 Annual Roads Program and Project Funding.

REPORTS

11. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

This evening's meeting will be adjourned in memory of Teller Weinmann, a longtime resident of the Town, a member of the Architectural and Site Review Board for over ten years, and, with his wife, Shirlee, the winner of a 1997 Heritage Tree Award from the Town.

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.

ANY WRITINGS OR DOCUMENTS PROVIDED TO A MAJORITY OF THE TOWN COUNCIL REGARDING ANY ITEM ON THIS AGENDA WILL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE ADMINISTRATION COUNTER AT TOWN HALL LOCATED AT 2955 WOODSIDE ROAD DURING NORMAL BUSINESS HOURS.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 2

Prepared By: Kevin Bryant, Assistant Town Manager

March 10, 2009

Approved By: Susan George, Town Manager

SUBJECT: MONTHLY FINANCIAL REPORT FOR FEBRUARY OF 2009

RECOMMENDATION

It is recommended that the Town Council review and accept the Monthly Financial Report for February of 2009.

BACKGROUND

The Monthly Financial Report for February, 2009, has been prepared pursuant to the Town Council's Financial Management Policies. It has been prepared by utilizing the fund balance reports and the detailed fund reports, as of February 28, 2009.

DISCUSSION

The Town's financial performance is within expected ranges as of the end of eight months of the fiscal year. The key highlights include:

- The Town's cash position for all funds as of February 28, 2009, was \$7,478,866. The cash balances for the year have been:

AS OF	CASH BALANCE	AS OF	CASH BALANCE
07/31/08	\$9,254,461	1/31/09	\$7,693,002
08/31/08	\$8,514,877	2/28/09	\$7,478,866
09/30/08	\$8,003,450		
10/31/08	\$7,339,629		
11/30/08	\$7,076,884		
12/31/08	\$7,369,594		

Cash balances at February 29, 2008, were \$8,108,576. The Town's cash balances are very healthy, negating the need for any cash flow borrowing.

- Total expenditure activity for all of the Town's funds, including interfund transfers, was \$6,025,407 or 62.5% of the total annual budget. By month, and compared to fiscal year 2007-08, the following expenditures have occurred:

MONTH	2008-09	2007-08
July	\$ 430,490	\$ 354,527
August	945,378	955,974
September	884,440	1,014,416
October	877,936	806,794
November	979,284	1,123,410
December	991,559	613,848
January	396,440	551,593
February	519,880	774,811
Total to Date	\$ 6,025,407	\$ 6,195,373
Total Budget	\$ 9,639,339	\$ 9,452,596
% of Budget	62.5%	65.5%

The current year's expenditure level is well within expected and acceptable ranges.

- Total revenues, including interfund transfers, for the first eight months were \$4,279,351 or 56.0% of annual anticipated revenues. This rate is within the range of normal revenue receipt patterns. By month, and compared to fiscal year 2007-08 patterns, the following revenues have been received:

MONTH	2008-09	2007-08
July	\$ 746,450	\$ 103,971
August	247,909	185,765
September	356,593	492,290
October	224,942	410,043
November	413,364	661,407
December	1,324,901	1,449,515
January	677,137	599,492
February	288,055	675,438
Total	\$ 4,279,351	\$ 4,577,921
Total Budget	\$ 7,635,409	\$ 7,409,898
% of Budget	56.0%	61.8%

Attachment A to this report presents summaries by fund of revenues and expenditures through February 28, 2009, compared to budget.

The General Fund as of February 28, 2008

- The 2008-09 General Fund expenditure and revenue pattern thus far has been:

MONTH	REVENUES	EXPENDITURES	NET POSITION
July	\$ 173,086	\$ 346,747	\$ (173,661)
August	171,182	571,188	(400,006)
September	213,770	283,985	(70,215)
October	92,685	365,352	(272,667)
November	294,453	423,040	(128,587)
December	1,115,283	665,696	449,587
January	557,697	286,064	271,633
February	314,172	312,377	1,795
Total to Date	\$ 2,932,328	\$ 3,254,449	\$ (322,121)
Total Budget	\$ 5,225,346	\$ 5,719,782	\$ (494,436)
% of Budget	56.1%	56.9%	

As of the end of eight months, there are no unusual General Fund revenue or expenditure patterns to report. The General Fund had cash on hand at February 28, 2009 of over \$2.9 million, well above the level required by the Town Council's Financial Management Policies.

The current year's performance reflects normal patterns for this period in the fiscal year and is tracking within anticipated budgeted ranges. For comparison purposes, as of February 29, 2008, the General Fund had experienced revenues of \$3,139,021 and expenditures of \$3,045,178, which was 62.3% and 59.5% of budget, respectively.

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

	2008-09		
	Adopted	2/28/2009	
Category	Budget	Actual	% of
	(\$000)	(\$000)	Total
Revenues			
Property Taxes	2,395.0	1,463.7	
Sales Taxes	407.2	278.8	
Transfer Taxes	130.0	61.6	
Franchise Fees	305.1	95.0	
Business Licenses	136.0	71.1	
Fees & Permits	750.0	448.6	
Interest Income	175.0	52.7	
Other Agencies	580.0	296.1	
Charges for Service	115.0	46.5	
Interfund Transfers	209.0	104.5	
Other Revenue	23.0	13.7	
Total	5,225.3	2,932.3	56.1%
Expenses			
Salaries & Benefits	2,369.6	1,450.7	
Services & Supplies	2,077.2	1,602.7	
Equipment/Capital	523.5	182.3	
Road Fund Contribution	500.0	-	
Other Contributions	249.5	18.7	
Total	5,719.8	3,254.4	56.9%
Net Position	(494.5)	(322.1)	

Attachment B to this report includes summaries of General Fund expenditure performance by department as of February 28, 2008. 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 2008-09 adjustments to date.

CONCLUSION

No new trends have surfaced since the Town Council's Mid-Year Budget Review. The next comprehensive budget review will be undertaken in April with the 2008-09 Third Quarter Budget Review.

Attachments

TOWN OF WOODSIDE
 2008-09 AS OF 2/28/2009
 ALL FUNDS

ATTACHMENT A

FUND	REVENUES BUDGET	REVENUES ACTUAL	% OF TOTAL	EXPENSES BUDGET	EXPENSES ACTUAL	% OF TOTAL
101 - GENERAL	5,225,346	2,932,328	56.1%	5,719,782	3,254,449	56.9%
105 - TRAILS	75,500	47,574	63.0%	75,500	27,898	37.0%
135 - RECREATION	79,900	72,578	90.8%	83,449	69,376	83.1%
150 - BARKLEY O&M	152,000	425	0.3%	152,000	134,727	88.6%
151 - BARKLEY CONSTRUCTION RESERVE	35,000	966	2.8%	0	0	--
204 - TRAFFIC SAFETY	32,200	17,567	54.6%	27,700	25,574	92.3%
206 - GAS TAX CONSTRUCTION	29,100	22,570	77.6%	30,433	20,386	67.0%
207 - GAS TAX MAINTENANCE	82,600	87,164	105.5%	95,531	60,888	63.7%
210 - MEASURE A	757,300	552,275	72.9%	1,638,565	1,303,074	79.5%
242 - ROAD IMPACT FEE	407,500	248,226	60.9%	402,831	193,495	48.0%
243 - PUBLIC SAFETY GRANT	90,500	0	0.0%	90,500	0	0.0%
244 - CLEEP	0	0	--	10,715	500	4.7%
250 - LIBRARY OPERATIONS	60,000	17,526	29.2%	136,952	67,159	49.0%
365 - BARKLEY PARK CONSTRUCTION	25,000	0	--	413,600	413,588	100.0%
428 - TC PUMP RESERVE	750	257	34.3%	0	0	--
429 - TC PUMP DEBT	94,827	70,802	74.7%	94,827	85,827	90.5%
441 - WR/WHR PAD DEBT RSRV.99	2,000	1,324	66.2%	0	0	--
450 - WR/WHR PAD DEBT	133,828	(712)	-0.5%	133,828	131,019	97.9%
525 - CANADA SEWER	9,618	6,361	66.1%	26,706	7,934	29.7%
528 - SEWER UTILITY	162,000	95,788	59.1%	235,916	146,252	62.0%
529 - TC PUMP SEWER	5,000	57,863	1157.3%	87,295	6,211	7.1%
537 - SEWER CAPITAL	21,440	13,815	64.4%	9,209	4,201	45.6%
TOTAL OPERATING	7,481,409	4,244,697	56.7%	9,465,339	5,952,558	62.9%
900 - DEPOSITS	154,000	34,654	22.5%	174,000	72,849	41.9%
TOTAL	7,635,409	4,279,351	56.0%	9,639,339	6,025,407	62.5%

GENERAL FUND BY DEPARTMENT AS OF 2/28/2009

ATTACHMENT B-1

	BUDGET	ACTUAL	% OF TOTAL
TOWN COUNCIL			
SERVICES/SUPPLIES	24,000.00	16,306.72	67.9%
TOTAL	24,000.00	16,306.72	67.9%
ADMINISTRATION			
SALARIES/BENEFITS	843,090.00	537,414.76	63.7%
SERVICES/SUPPLIES	293,000.00	263,876.84	90.1%
TOTAL	1,136,090.00	801,291.60	70.5%
PLANNING AND BUILDING			
SALARIES/BENEFITS	1,146,250.00	745,859.78	65.1%
SERVICES/SUPPLIES	269,825.00	335,193.53	124.2%
TOTAL	1,416,075.00	1,081,053.31	76.3%
BUILDINGS & GROUNDS			
SALARIES/BENEFITS	20,655.00	13,595.98	65.8%
SERVICES/SUPPLIES	98,000.00	59,272.72	60.5%
EQUIP/CAPITAL	185,000.00	20,727.76	11.2%
TOTAL	303,655.00	93,596.46	30.8%
TOWN-WIDE OVERHEAD			
SALARIES/BENEFITS	7,500.00	19,222.71	256.3%
SERVICES/SUPPLIES	280,310.00	249,714.19	89.1%
EQUIPMENT	338,500.00	161,591.59	47.7%
TOTAL	626,310.00	430,528.49	68.7%
SAFETY SERVICES			
SERVICES/SUPPLIES	1,106,626.00	622,839.00	56.3%
TOTAL	1,106,626.00	622,839.00	56.3%
TRAILS			
TRANSFERS OUT	37,500.00	18,750.00	50.0%
TOTAL	37,500.00	18,750.00	50.0%
PUBLIC WORKS			
SALARIES/BENEFITS	352,126.00	134,589.07	38.2%
SERVICES/SUPPLIES	5,400.00	55,494.76	1027.7%
TRANSFERS OUT	500,000.00	0.00	0.0%
TOTAL	857,526.00	190,083.83	22.2%
BARKLEY O&M			
TRANSFERS OUT	212,000.00	0.00	0.0%
TOTAL	212,000.00	0.00	0.0%
TOTAL FUND			
SALARIES/BENEFITS	2,369,621.00	1,450,682.30	61.2%
SERVICES/SUPPLIES	2,077,161.00	1,602,697.76	77.2%
EQUIP/CAPITAL	523,500.00	182,319.35	34.8%
TRANSFERS OUT	749,500.00	18,750.00	2.5%
TOTAL	5,719,782.00	3,254,449.41	56.9%

**GENERAL FUND BY DEPARTMENT
AS OF 2/28/09**

GENERAL COMMENTS:

1. As of February 28, 2009, 66.7% of the fiscal year had elapsed.
2. For Salaries and Benefits, expenditures should be at about 64.2% of budget. As of February 28, 2009, 16.7 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:

Town Council: This departmental budget is generally within expected expenditure levels.

Administration: This departmental budget is within expected expenditure levels.

Planning and Building: This departmental budget reflects the accrual and separation payout for the Planning & Building Director, which was paid in July; as well as the cost of contract planning, building inspection, and plan check services.

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

Town-Wide Overhead: This budget includes expenditures such as the liability insurance premium with ABAG PLAN, which was paid in July, and life insurance premiums. 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 February 28, 2009, the Town had been billed for the first two quarters of the fiscal year.

Trails: See Note 4.

Public Works: This departmental budget is generally within expected expenditure levels. A contract engineer currently serves the Town three days a week, in lieu of the Senior Civil Engineer position that is authorized.

Barkley Fields and Park: See Note 4.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 3

From: Janet Koelsch, Town Clerk

March 10, 2009

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Town Council Meeting of February 24, 2009, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

February 24, 2009

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

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

ROLL CALL

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

Staff Present:
Susan George, Town Manager
Kevin Bryant, Assistant Town Manager
Jean Savaree, Town Attorney
Jackie Young, Director of Planning and Building
Paul Nagengast, Town Engineer
Curtis Clark, Town Building Official
Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Martha Putnam, Mission Trail, led the Pledge of Allegiance.

COMMUNICATIONS

There were no Communications.

INTERVIEW AND APPOINTMENT OF CANDIDATES FOR ARCHITECTURAL AND SITE REVIEW BOARD

Mayor Mason announced that Anne Kasten had requested postponement of her interview to March 10th.

The Council interviewed Jack Helfand and Martha Putnam for appointment to the Architectural and Site Review Board.

Councilmember Romines moved reappointment of Jack Helfand and Martha Putnam to the Architectural and Site Review Board for terms expiring in February 2013.

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

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

CONSENT CALENDAR

1. **Approval of Waiver of Full Reading of Ordinances, per Government Code Section 36934.**
2. **Monthly Financial Report for January of 2009.**

Councilmember Gordon moved approval of the Consent Calendar as presented.

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

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

NEW BUSINESS

3. Introduction of an Ordinance Modifying the Woodside Municipal Code, Chapter 150 - Building Regulations - to Include Additional Regulations Requiring the Use of Fire Resistant Materials and Construction Methods and Amending the Table of Special Ordinances of the Woodside Municipal Code, Table I: Zoning Map Changes.

Mr. Bryant acquainted the Council with the background of the proposed ordinance. He detailed the provisions of the proposed ordinance including applying the requirements of Chapter 7A of the Building Standards Code to all new buildings in the Town, requiring that roof coverings or roof assemblies be Class A fire retardant, requiring exterior glazing to be fire resistant, and requiring that decking, stairs and landings within 10 feet of a structure be constructed of fire resistant materials. Mr. Bryant clarified that no new vegetation clearance requirements were proposed and that the ordinance provisions would be effective May 1, 2009.

The Council suggested methods to educate applicants and Town residents on the proposed regulation changes and the importance of not affecting applications in progress. The Council encouraged staff to collect samples of fire resistant building materials that have a rural appearance to provide examples to applicants.

Armando Muela, Fire Chief, Woodside Fire Protection District, expressed the District's support for the proposed ordinance.

The Council supported enactment of the proposed ordinance noting that it will enhance fire safety by inhibiting the spread of fires for the reasons expressed in previous testimony by the Woodside Fire Protection District; it applies standards uniformly throughout the Town and eliminates the concern of arbitrarily selecting or excluding certain areas in applying the standards; it eliminates the concern of labeling properties as being in the Very High Fire Hazard Severity Zone with regard to insurance and property value issues; and, for the time being, it eliminates the more severe and difficult to monitor requirements relating to vegetation management that are contained in Chapter 7A. The Council discussed whether taking a more proactive approach by advising the insurance community about steps being taken to decrease risk would be beneficial and about adopting a uniform standard to address setbacks for vegetation management.

Councilmember Romines moved introduction of an Ordinance Amending Chapter 150 of the Woodside Municipal Code, Building Regulations, to Include Additional Regulations Requiring the Use of Fire Resistant Materials and Construction Methods and Amending the Table of Special Ordinances of the Woodside Municipal Code, Table I: Zoning Map Changes.

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

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

4. Review and Discussion of Open Space Report and Recommendations on the Status of Town-Held Conservation Easements.

Mr. Bryant reported on the Open Space Committee's research regarding the status of Town-held conservation, open space and scenic easements. He noted that the committee identified issues regarding administration of the easements and the knowledge base of staff. Mr. Bryant presented the committee's recommendations and high-lighted items which could be implemented immediately and explained why those of a policy nature should be dealt with during the General Plan review.

With respect to violations of the terms of Town-held easements, Ms. Savaree stated that staff would review the easement documentation to assess whether a

proposed application or a current use of the easement is contrary to the language of the document.

Virginia Dare, Old La Honda Road, Chair of the Open Space Committee, noted the difficulty the Committee had in locating and interpreting easement documents when several requests were submitted last year for amendments to Town-held easements. She urged the Council to avoid delaying the implementation of the Committee's recommendations until after the General Plan update and to determine how to move forward on the enforcement and defense of easements.

Teresa Dentino, representing the Open Space Committee, presented a centralized and easy to use inventory and map of Town-held conservation, open space and scenic easements which was created by the Committee.

Achim Moesta, Old La Honda Road, representing the Open Space Committee, described the wide variety of language defining easements and noted that confusion associated with the review process will be alleviated when the Committee's documentation of the easements is inserted into a centralized system. He discussed easement monitoring and suggested that, at a minimum, the current state of easements could be assessed for compliance by staff during routine site visits.

Virginia Dare suggested establishing a process for the Open Space Committee to review development applications for properties containing Town-held easements to assure that terms of the easement are not violated. She stated that the Committee requested that staff make a proactive statement in the staff report confirming that the project does not violate the easement terms. Ms. Dare reiterated the importance of (1) creating a system to flag properties containing easements so that a small permit, e.g., fence or barn, will not be issued without a survey, noting that this will prevent inadvertently developing within a conservation easement, and (2) attaching all development information to the conservation documentation to allow staff to have a complete record of development for future reference.

Ms. Savaree confirmed that only the Town Council is authorized to amend Town-held easements.

Roy Crawford, Phillip Road, representing the Open Space Committee, advised the Council of its obligations in accepting an easement.

Rob Flint, Bear Gulch Road, representing the Open Space Committee, noted that easements are written into perpetuity and urged care in developing a policy for amending easement conditions.

The Council discussed implementing actions proposed in the Open Space Committee report, including maintaining a filing system for all information relating to easements in a single place for easy reference; flagging properties that have easements in the permit tracking system; reviewing development applications for consistency with easements and requiring staff reports to specifically address whether the project is in compliance with the easement language; maintaining a data base or file on actions taken with regard to conservation easements; considering a process which will provide for notification to the Committee and solicitation of input which will be considered by the staff when processing a development application.

Based on the previous discussion, Ms. George noted Council's direction to staff to: maintain a filing system which keeps all information relating to easements in a single place for easy reference; flag properties in the permit tracking system that have easements; review future development applications for consistency with the language of the easement and require staff reports to reflect the status of the easements and to address whether the project is in compliance with the easement language; maintain a data base or file on actions taken with regard to conservation easements; establish a process which will solicit input from the Committee about development applications that involve easements and require the committee's input to be considered by the staff in processing the application; develop a process, in conjunction with the General

Plan update, for reviewing amendments to easements and for determining the existing conditions of Town-held easements.

Councilmember Gordon moved that staff be directed to implement the recommendations as outlined by the Town Manager.

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

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

Ms. George confirmed that program objectives and incentives would be discussed by the General Plan Task Force.

The Council thanked the Committee members for their presentation and the incredible research.

5. Status Report on the Recruitment Process for Members of the General Plan Review Task Force.

Ms. Young provided an update on committee appointments to the General Plan Task Force. She reviewed the process for the Town Council to make appointments at large to the Task Force. Ms. Young noted that the Town's web site had been updated with information on the General Plan Update and pointed out that the web site included a location for the public to comment on the General Plan by specific element.

The Council discussed the appointment of alternate representatives to the General Plan Task Force.

Ms. George stated that staff would discuss appointing alternates and attendance requirements and provide input to the Council at a later date.

6. Authorization of Town Manager to Execute a Letter of Intent with the Town of Atherton to Exchange Woodside Economic Stimulus Funds for Atherton Town Funds.

Mr. Nagengast explained that the letter of intent with the Town of Atherton would be provided to C/CAG to request an exchange of American Recovery and Reinvestment Act (ARRA) funds for Atherton local funds on a one to one basis. He continued that the funds would be available to Woodside to use on any roadway rather than only Federal projects. Mr. Nagengast confirmed that the Council of the Town of Atherton has already approved this concept.

The Council thanked staff for its ingenuity and discussed the importance of this type of action to keep funds within San Mateo County.

Councilmember Gordon moved approval of authorizing the Town Manager to execute a letter of intent with the Town of Atherton to exchange Woodside Economic Stimulus funds for Atherton Town funds.

Motion seconded by Councilmember Hodges and carried by voice vote.

APPOINTMENTS

7. Report and Recommendation from the Town Council Committees Appointments Subcommittee: Bicycle Committee.

Councilmember Romines reported that the Town Council Committees Appointments Subcommittee recommended appointment of Jennifer Gonzales to the Bicycle Committee for a term to expire in February 2010 contingent on the resignation of Richard Gonzales from the Bicycle Committee.

Councilmember Gordon moved acceptance of the Town Council Committees Appointments Subcommittee recommendation.

Motion seconded by Councilmember Tanner and carried by voice vote.

Councilmember Romines suggested that committee liaisons discuss recruitment of new members with their committees.

REPORTS

8. Mayor and Councilmember Communications.

Councilmember Romines provided information on the Campaign for Cool Cities, a workshop sponsored by the Sierra Club, to be held on March 14th. He also advised that a Sudden Oak Death Blitz would be held on April 17th.

COMMUNICATIONS

Deputy Ken Clayton, San Mateo County Sheriff's Department, provided an update on traffic flow through Woodside during the recent Tour of California Bicycle Ride.

Deputy Clayton advised the Council on the reporting procedure for a single vehicle accident which did not involve property damage.

ADJOURNMENT

The Meeting was adjourned at 10:27 P.M.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 4
March 10, 2009

SUBJECT: TOWN MANAGER'S REPORT TO THE TOWN COUNCIL

A few items, for your information:

Mid-year State Budget Package

I've had a chance to go through various synopses of the recently passed bills that comprise the State's mid-year budget balancing package in order to ascertain what, if any, impact the State's actions will have on the Town. Although the assemblage of "solutions" is not pretty, I am happy to report that there appears to be no direct or lasting impact upon the Town's coffers. The package is a mix of revenues from new taxes and fees, interfund borrowing, payment deferrals, and program cuts. There are three ways in which the Town may feel the results of the State's decision-making. First, as was the case last fiscal year, the State will be deferring payment of gas tax revenues to local agencies for cash flow purposes. What is currently in the implementing bill is the deferral of the January, February, and March gas tax payments until May. The Town can manage this interim impact to its own cash flow in the two Town gas tax funds. Second, AB x3 13, the State Cash Management Omnibus, provides for interfund cash borrowing between the State General Fund and up to eighteen other State funds, including the Local Public Safety Fund, which was established with passage of Proposition 172 many years ago. Proposition 172 established a ½ cent sales tax for local public safety programs (the Town receives about \$17,000 to \$18,000 a year from this source). Although the implementing bill prohibits borrowing that would "interfere with the carrying out of the object" of the program and requires that interest be paid on any funds borrowed, it is possible that the Town's timely receipt of these funds may be impacted. Again, the Town can handle the cash flow impact of this bill. Finally, through one of the new revenue proposals, the Vehicle License Fee (VLF) will be increased by .5%, effective May 19, 2009. The additional funds are to be split between the State's General Fund (.35%) and a new fund, Local Safety and Protection Account (.15%). The monies from the latter are to be used to support the Citizens' Option for Public Safety (COPS) Program, supplanting State General Fund monies. While there will be a reduction in total available funding for the COPS Program statewide, the new legislation maintains the \$100,000 minimum grant requirement, which means that small jurisdictions, like the Town, will receive the full level of program funding. This is actually a plus for the Town's budget, as the Town built a ten percent reduction in COPS Program funds into the 2008-09 budget, based upon the Governor's proposed across-the-board ten percent reduction in all State programs. Thus, the Town is actually \$10,000 ahead at this point from a budgetary standpoint. It should be noted that, like the other revenue proposals in the State's mid-year "fix" the VLF increase includes a "sunset" date, in this case June 30, 2011. The voters of the State will be asked at a special election in May of 2009 if they wish to extend this sunset date to June 30, 2013. The increases in sales tax and personal income tax also have similar voter requirements. So...it isn't over until it's over, but for now, the Town remains largely unscathed by State budget schemes.

Trakit System Implementation

The staff, under the leadership of Deputy Town Engineer Eunejune Kim, is working diligently towards the full implementation of the Town's new permit tracking and management system, *Trakit*. We are currently in the "System Acceptance Testing" phase, wherein is verifying the integrity of the Town's converted data, forms, and reports. This is an iterative process, as the vendor makes needed corrections or adjustments and the staff retests. We are currently

scheduled to complete this phase by the beginning of April. We are also working with both the *Trakit* consultants and the vendor that we use for our accounting software to ensure a viable link between the two systems. On-site training for all system users will begin in mid-April and the system is set to "Go-Live" by the beginning of May. By the time the Town Council conducts its Third Quarterly Budget and Work Plan Review in April, we will be nearing the "Go-Live" point and more precise dates will be shared with the Council. I can safely say that the staff is excited about the new system and is looking forward to using it in the near future.

Records Management Program

Now that the Town Council has approved a new Records Retention Schedule, staff has started the task of reviewing the Town's records against the schedule. Two members of the staff, Receptionist Sandy Fontana and Intern Jennifer Gau, have been devoting their time to this project, identifying documents that no longer need to be retained, scanning items for the archives, preparing a record of documents to be destroyed for the Town Attorney's approval, and updating our inventory records for the off-site storage facility (Iron Mountain). If you wander into Town Hall and see stacks of boxes, you are observing this project in action.

Federal Stimulus Funds

Besides the federal funds available for road projects that was the topic of discussion at the last Town Council meeting, the Town is also pursuing federal stimulus funds that may potentially be available for two of the Town's "green" projects: the Town Hall solar installation and the wastewater recycling project. The specific regulations and application requirements are being promulgated at this point, but on the face of the legislation, it appears that we may have a shot at these funds. We will keep you posted on our progress.

Fire Management Issues

I recently met with the Fire Chief and the Portola Valley Town Manager for one of our regular meetings. We discussed a variety of issues. The fire district is in the process of preparing its 2009-10 budget and is looking at some belt-tightening options. Both Towns let the Chief know that the chipper program is very popular and essential and that we would be willing to look at a larger financial contribution if it will keep a viable program in place. Additionally, I asked the Chief to provide me with some numbers for expanding the program in Woodside, perhaps to a twice annual cycle, rather than just in the summer. We also discussed systems which would allow us to communicate with our residents in case of an emergency. The Chief is going to set up a meeting with County Emergency Services so that we can lean about the options available to us. I will address this in the upcoming proposed budget, once I have the facts and costs figures in hand. Finally, we talked about Woodside's participation on the Citizens Emergency Response and Preparedness Program (CERPP) Board of Directors. I was on the founding Board of Directors and stayed active as Treasurer for many years. I resigned in May of 2005 for several reasons, one of which was time constraints and competing priorities. I now have a capable assistant who has freed up some of my time and allowed me to take on new matters. I think I am ready to redevote myself to CERPP, an organization that I believe is a vital part of the community. The CERPP By-laws call for a representative of each of the local governments served by CERPP. The chief has agreed to submit my name to the Board for approval at its next meeting in May.

Hosting the Council of Cities Dinner

The Mayor has volunteered the Town to host the April 24th meeting of the Council of Cities. I have arranged for the Executive Director of the Association of Bay Area Governments (ABAG) or one of his top staff people to speak that evening about the Bay Area Focused Growth

Program and about ABAG's economic projections for the area. It should be an interesting evening. We'll send out a reminder as we get closer.

Other Activities

Besides our usual activities, we've taken on a few extracurricular things recently. Kevin spoke to the Woodside Hills Homeowners' Association last month and to the Portola Valley-Woodside Rotary Club last week. I am set to speak to the Woodside Heights Homeowners; Association on March 11th. Lastly, our Town Clerk, Janet Koelsch, recently received her designation as a Certified Municipal Clerk from the International Institute of Municipal Clerks, a distinction she has been determinedly working to achieve. Her certification demonstrates her commitment to her own continuing education and her dedication to her profession. Congratulations, Janet!

Upcoming Council Items

The Town Council's March 24th meeting has been canceled. We had been holding the date for the Council's hearing of a request from Steve Jobs that his demolition permit for the Jackling House be reconsidered. We did not schedule anything else for the 24th because of the anticipated interest there would be in this item. It now appears that the matter will not be heard until late April. We don't have anything of substance ready for the Town Council for the meeting of March 24th, thus the cancellation decision. Staff will arrange for site visits of the Jobs property at some point in late March to early April. The Third Quarterly Budget and Work Plan Review will be calendared for April 12th and staff is working to bring the definition of "new building" back to Council at about that same time, along with the Fire Code and the Woodside Fire Protection District Memorandum of Understanding. Kevin and I are just about to launch our energies into the preparation of the 2009-11 Proposed Budget. This will be a two-year budget and Kevin's first experience with putting a Town budget from the ground up. It will be ready for the Council by late May to early June.

That's it for now. As always, please call or e-mail me if you have questions or would like more information on any of these items during the upcoming meeting.

Susan George, Town Manager

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 5
March 10, 2009

**SUBJECT: CONSIDERATION OF AN APPLICATION FOR AN ENCROACHMENT PERMIT TO
CONDUCT A PUBLIC EVENT
(RAVENSWOOD FAMILY HEALTH CENTER CHARITY BICYCLE RIDE)**

RECOMMENDATION

It is recommended that the Town Council review and consider approval of the attached application for a bicycle ride to pass through the Town of Woodside.

BACKGROUND

Chapter 95 of the Municipal Code requires issuance of an Encroachment Permit by the Town for Special Events in which more than 50 people participate on a public road under the jurisdiction of the Town. Additionally, it is required that the Council review all completed applications within 45 working days and approve, conditionally approve or disapprove the application. If an application is disapproved, the Council shall state the reasons for disapproval. When an applicant has been approved by the Town Council and applies in the next year (or years) for a permit for substantially the same event, the Town Manager reviews and approves the application.

DISCUSSION

The Ravenswood Family Health Center Charity Bicycle Ride is planned for Saturday, May 16, 2009. According to the applicant, Julie Brody, the ride will involve between 50 and 100 participants. The application and route listing are attached. This is the first time an application has been received by the Town for this event.

The route is proposed to use Sand Hill and Portola Roads.

The Bicycle Committee will review this application at its meeting on March 19th and may recommend conditions of approval at that time.

CONCLUSION

Staff recommends that the Council approve the Ravenswood Family Health Center Charity Bicycle Ride application, subject to the typical conditions of the Bicycle Committee (e.g., removal of road markings, road monitors, etc.) and to any additional conditions recommended by the Bicycle Committee at its March 19th meeting.

Attachments

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 6

Prepared by: Kevin Bryant, Assistant Town Manager

March 10, 2009

Approved by: Susan George, Town Manager

SUBJECT: RESOLUTION AUTHORIZING THE HISTORY COMMITTEE TO AUTHOR A PHOTO HISTORY OF WOODSIDE AND AUTHORIZING THE TOWN MANAGER TO EXECUTE A MEMORANDUM OF AGREEMENT WITH ARCADIA PUBLISHING FOR PUBLICATION

RECOMMENDATION

It is recommended that the Town Council authorize the Woodside History Committee to author a photo history of Woodside for publication by Arcadia Publishing, and authorize the Town Manager to execute a Memorandum of Agreement for publication.

BACKGROUND AND DISCUSSION

The Woodside History Committee has been in contact with Arcadia Publishing about authoring a book about Woodside for the publisher's "Images of America" series. Arcadia Publishing has published over 5,000 photo-essay books which primarily use photographs (between 180 and 240 per book) and captions to tell the story of a local community. Communities that have been the subject of an Arcadia publication include La Honda and Kings Mountain, which were authored by Bob Dougherty and Stacy Trevenon, respectively, as well as Redwood City and San Carlos. Books in the series, which are published in paperback, typically cost \$19.99.

The Woodside History Committee proposes to utilize the resources of the Community Museum, including its own volunteer hours, to assemble the photographs and write the captions and chapter introductions that would make up the book. The only Town resources proposed to be used for this project besides the volunteer hours of the History Committee would be staff review of the draft prior to publication.

Once a book proposal has been accepted by Arcadia Publishing, the Town will need to enter into a Memorandum of Agreement with the publisher. Arcadia would publish the book at its expense, and the Town would receive a royalty of eight percent of the net amounts received by the publisher from sales of the book.

CONCLUSION

The Woodside History Committee believes that authoring an "Images of America" book about Woodside would complement the efforts of the Committee to collect and display historic materials about the Town.

RESOLUTION NO. 2009 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AUTHORIZING THE WOODSIDE HISTORY COMMITTEE TO AUTHOR A PHOTO HISTORY
OF WOODSIDE AND AUTHORIZING THE TOWN MANAGER TO EXECUTE A MEMORANDUM
OF AGREEMENT WITH ARCADIA PUBLISHING FOR PUBLICATION

RESOLVED, by the Council of the Town of Woodside, that:

WHEREAS, Town Council Resolution 1996-5077 established as an objective of the Woodside History Committee "to encourage and support the collection, maintenance, and display of historic materials"; and

WHEREAS, Arcadia Publishing publishes an "Images of America" series, which are photo essays of communities across the United States; and

WHEREAS, the Woodside History Committee has been in contact with Arcadia Publishing about authoring a book about Woodside in support of efforts to collect and display historic materials about the Town.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOODSIDE that:

1. The Woodside History Committee is authorized to submit a proposal to Arcadia Publishing and author a photo essay history book about Woodside.
2. The Town Manager is authorized to execute a Memorandum of Agreement between the Town of Woodside and Arcadia Publishing.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 10th day of March 2009, 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

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 7

Prepared By: Kevin Bryant, Assistant to the Town Manager

March 10, 2009

Approved By: Susan George, Town Manager

SUBJECT: ADOPTION OF AN ORDINANCE MODIFYING THE WOODSIDE MUNICIPAL CODE, CHAPTER 150 - BUILDING REGULATIONS - TO INCLUDE ADDITIONAL REGULATIONS REQUIRING THE USE OF FIRE RESISTANT MATERIALS AND CONSTRUCTION METHODS AND AMENDING THE TABLE OF SPECIAL ORDINANCES OF THE WOODSIDE MUNICIPAL CODE, TABLE I: ZONING MAP CHANGES

RECOMMENDATION

It is recommended that the Town Council, after conducting a public hearing on the proposed attached ordinance, adopt the ordinance, which modifies Woodside Municipal Code Chapter 150, Building Regulations.

BACKGROUND

On February 24, 2009, the Town Council introduced the attached draft ordinance. The staff report that transmitted the draft ordinance that evening is included as **Attachment A** (without attachments). The purpose of the ordinance is to:

- Apply the provisions of Chapter 7A of the California Building Standards Code to all new buildings within the incorporated Town.
- Require that roof coverings or roof assemblies be Class A fire retardant.
- Require that exterior glazing be fire resistant.
- Require that decks be fire resistant.

CONCLUSION

It is recommended that the Town Council accept public testimony on the draft and adopt the ordinance by title.

Attachments

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 3

Prepared By: Kevin Bryant, Assistant Town Manager

February 24, 2009

Approved By: Susan George, Town Manager

SUBJECT: INTRODUCTION OF AN ORDINANCE MODIFYING THE WOODSIDE MUNICIPAL CODE, CHAPTER 150 - BUILDING REGULATIONS - TO INCLUDE ADDITIONAL REGULATIONS REQUIRING THE USE OF FIRE RESISTANT MATERIALS AND CONSTRUCTION METHODS AND AMENDING THE TABLE OF SPECIAL ORDINANCES OF THE WOODSIDE MUNICIPAL CODE, TABLE I: ZONING MAP CHANGES

RECOMMENDATION

It is recommended that the Town Council introduce the attached draft ordinance after taking public input on its contents.

BACKGROUND

On December 11, 2007, the Town Council passed Ordinance 2007-539, which amended Chapter 150 of the Woodside Municipal Code (Building Regulations) by adopting the 2007 California Building Standards Code. Chapter 7A of the Buildings Standards Code includes regulations that apply to new buildings in designated "Very High Fire Hazard Severity Zones".

On June 24, 2008, the Town Council adopted Ordinance 2008-542, which designated certain areas within the Town of Woodside as Very High Fire Hazard Severity Zones. The areas designated were based on a map developed by the California Department of Forestry and Fire Protection (CAL FIRE) in conjunction with the Woodside Fire Protection District.

The Town Council considered an ordinance in September which would have added an additional five areas to those that are designated Very High Fire Hazard Severity Zones, and would have subjected those areas to Chapter 7A of the Building Code. Following testimony from people who lived in the proposed VHFHSZs, the Council decided to look for options to designating additional areas as Very High Fire Hazard Severity Zones and directed staff to investigate alternatives before proceeding with further legislative action.

On January 27, 2009, the Town Council considered a number of possible amendments to the municipal code that would improve fire safety within the community. The Council voiced a preference for adopting provisions which would do the following:

- Apply the provisions of Chapter 7A of the Building Standards Code to all new buildings within the incorporated Town.
- Require that roof coverings or roof assemblies be Class A fire retardant.
- Require that exterior glazing be fire resistant
- Require that decks be fire resistant.

DISCUSSION

Based on Town Council direction, staff has prepared an ordinance which would modify Chapter 150 (Building Regulations) of the Woodside Municipal Code. Following is a brief description of the changes proposed to the Municipal Code. The draft ordinance is

Attachment A.

Section 150.01(D) would be added to specify those areas that have been designated as Local Agency Very High Fire Hazard Severity Zones for purposes of applying Chapter 7A of the California Building Code. The Town Council designated these areas with Ordinance 2008-542 on June 24, 2008. Ordinance 2008-542 was erroneously codified in the Municipal Code as a Zoning Map Change. The proposed ordinance would correct this error. Chapter 7A of the California Building Code is included as **Attachment B**.

Section 150.01(E) would be added to apply the provisions of Chapter 7A of the California Building Code relating to structures to the entire Town, by adopting the language from the California Building Code into the Municipal Code. This section would apply to all new buildings or structures which require a building permit, and would be effective May 1, 2009. Below is an overview of the provisions that would be incorporated into the Municipal Code:

- ☑ **Roofing:** Class A roofing will be required. Additionally, the space between a roof covering and roof decking must be designed to prevent the intrusion of flames and embers. There are specifications for flashing, and requirements that roof gutters are "provided with a means to prevent the accumulation of leaves and debris in the gutter."
- ☑ **Attic ventilation:** Attic vents shall resist the intrusion of flame and embers into the attic area of the structure, or shall be protected by corrosion-resistant, noncombustible wire mesh with ¼ inch openings. Also, eaves and soffits shall be protected by ignition-resistant materials or noncombustible construction on the exposed underside.
- ☑ **Exterior walls:** Exterior walls are required to be noncombustible or ignition-resistant material, heavy timber, or log wall construction, and must provide protection from the intrusion of flames and embers. Exterior wall vents must resist the intrusion of flame and embers into the structure or vents shall be screened with a corrosion-resistant, noncombustible wire mesh with ¼ inch openings. Exterior windows, window walls, glazed doors, and glazed opening within exterior doors shall be insulating-glass units with a minimum of one tempered pane, or glass block units, or have a fire-resistance rating of not less than 20 minutes. Exterior doors are also required to utilize a noncombustible construction, or solid core wood with other design parameters.
- ☑ **Decking:** Decking within ten feet of the primary structure must be constructed of an ignition-resistant material, or of heavy timber, exterior fire-retardant treated wood, or approved noncombustible materials.
- ☑ **Underfloors:** The underside of cantilevered and overhanging portions of the building must maintain the ignition-resistant integrity of the exterior walls. Buildings shall also have all underfloor areas enclosed to grade with exterior walls.

The proposed Section 150.01(E) does not include any new vegetation clearance requirements. Chapter 7A does require that prior to building permit final approval the property shall be in compliance with the vegetation clearance requirement prescribed in California Public Resources Code 4291 and Government Code Section 51182, which are provided in **Attachment C** for reference. As required by these codes, the California Department of Forestry and Fire Protection has published *General Guidelines for Creating Defensible Space*, which is included as **Attachment D**.

Section 150.01(D), Roofing Requirements, would be renumbered 150.01(F) and amended to remove "Class B" from acceptable roof coverings or roof assembly for all structures. This amendment would require that all roof coverings or roof assemblies be Class A fire retardant.

Section 150.01(E), Automatic Fire-Extinguisher Systems would be renumbered 150.01(G). No

other changes to this section would be made.

Woodside Municipal Code § 150.01(H) would be added to amend Section 2403 of the California Building Code to require that "exterior windows, window walls, glazed doors, and glazed openings within exterior doors shall be insulating-glass units with a minimum of one tempered pane, or glass block units, or have a fire resistance rating of not less than 20 minutes." This section would apply to all new and replacement glass, pursuant to the California Building Code Section 2401 which states that "the installation of replacement glass shall be as required for new installations."

Woodside Municipal Code § 150.01(I) would be added to require that decking, stairs, and landings within ten feet of a primary structure be constructed with ignition-resistant or non-combustible materials or methods. This section would apply to all new and replacement decking, stairs and landing, pursuant to Appendix 1 of the California Building Code, which has been adopted by the Town. Section 101.2 of Appendix 1 states that the provisions of the California Building Code apply to the "construction, alteration, movement, enlargement, replacement, repair...of every building or structure or any appurtenances connected or attached to such buildings or structures."

CONCLUSION

The draft ordinance would add new requirements for the use of fire ignition-resistant building materials and construction methods in the Town. It is recommended that the Town Council accept public testimony on the draft, introduce the ordinance by title, and pass it to a second reading and adoption on March 10, 2009.

ATTACHMENT

- A. Draft Ordinance
- B. California Building Code Chapter 7A
- C. California Public Resources Code 4291 and Government Code 51182
- D. General Guidelines for Creating Defensible Space

ORDINANCE NO. 2009 -

ORDINANCE OF THE TOWN OF WOODSIDE AMENDING
CHAPTER 150 OF THE WOODSIDE MUNICIPAL CODE, BUILDING REGULATIONS, TO INCLUDE
ADDITIONAL REGULATIONS REQUIRING THE USE OF FIRE RESISTANT MATERIALS AND
CONSTRUCTION METHODS AND AMENDING THE TABLE OF SPECIAL ORDINANCES OF THE
WOODSIDE MUNICIPAL CODE, TABLE I: ZONING MAP CHANGES.

IT IS HEREBY ORDAINED by the Town Council of the Town of Woodside to amend the Woodside Municipal Code as follows:

SECTION ONE: FINDINGS

Pursuant to Sections 17958.5 and 17958.7(a) of the State of California Health and Safety Code, the Town Council of the Town of Woodside has determined and finds that modifications to the California Building Code are reasonably necessary because of the local climatic, geographic, and topographic conditions.

Local conditions have an adverse effect on the prevention of major fire loss and the potential for life and property loss, making necessary changes or modifications in the 2007 California Building Code, in order to provide a reasonable degree of property security and fire and life safety in the community.

Following are listed adverse local climatic, geographic, and topographic conditions:

1. Climatic Conditions

- a. Precipitation. Precipitation in Woodside ranges from less than 10 inches in drought years to over 40 inches in hillside areas in wet years, with an average of 23 inches or 24 inches per year. Over 90% of the rainfall typically falls from November through April.
- b. Relative Humidity. Humidity generally ranges from fifty percent (50%) during daytime to seventy percent (70%) at night, but occasionally drops to below 50% during the summer months.
- c. Temperature. Average summer high temperatures are in the mid-seventies (70's) to nineties (90's), and occasionally may reach 100° or more.
- d. Winds. Prevailing winds are from the West to Northwest. However, winds originate from virtually every direction at one time or another. Velocities are generally in the five (5) to fifteen (15) miles per hour range, gusting to thirty (30) miles per hour, particularly during the summer months. Extreme winds, up to sixty (60) mph have occurred in the

past.

- e. Summary. These local climatic conditions affect the acceleration, intensity and size of fire in the community. Times of little or no rainfall, or low humidity and high temperatures create extremely hazardous conditions, particularly as they relate to wood shake and shingle roof fires and conflagrations. The winds experienced in the area can have a tremendous impact upon structure fires of buildings in close proximity to one another or to flammable vegetation commonly found in the area. During wood shake and shingle roof fires, winds can carry sparks and burning brands to other structures, thus spreading the fire and causing conflagrations. In building fires, winds can force fires back into the structure and can create a blow torch effect, in addition to preventing "natural" ventilation and cross-ventilation effects.

2. Geographic and Topographic Conditions

- a. Geographic Location. Woodside is located in the southern portion of San Mateo County.
- b. Seismic Location. The relatively young geological processes that have created the San Francisco Bay Area are still active today. Seismically, the Town of Woodside is bisected by active traces of the San Andreas Fault.
- c. Fire Service. The Town of Woodside's planning area is served by the Woodside Fire Protection District (from fire stations in Woodside and Portola Valley), the California State Division of Forestry (fire stations on Skyline Blvd. and the Emerald Lake Area), and by Stanford University, with a fire station at the Stanford Linear Accelerator Center. The eastern portion of the Town's planning area is served by the Menlo Park Fire Protection District and the Redwood City Fire Department. The Kings Mountain Fire Brigade, a volunteer fire company with a station on Skyline Boulevard, also provides fire protection in the Skyline area.
- d. Roads and Streets. Many streets in the Town are narrow and/or steep. The impact of additional development and traffic flow will continue to have an adverse effect on the delivery of emergency services to many areas of the Town.
- e. Geology and Topography. The Town of Woodside contains significant areas of steep slopes, particularly in the western hills of the Santa Cruz Mountains. Landslide potential is also significant in many areas of the Town, especially as may be induced by seismic activities. The steep topography and geologic constraints further limit

access for emergency vehicles and may enhance the potential for conflagration.

- f. Buildings and Vegetation. Many houses with wood roofs and siding are located close together or are located close to highly flammable dense vegetation, so that fire will readily spread from one to another.
- g. Other Variables. Other variables that may tend to intensify fire spreading or inhibit emergency response include:
 - 1. The extent of damage to water systems;
 - 2. The extent of debris blocking roadways or driveways;
 - 3. Time of day relative to traffic levels; and
 - 4. The large portion of dwellings with wood roof coverings.

3. Conclusion

Local climatic, geographic, and topographic conditions are likely to adversely affect fire prevention efforts and the frequency, spread, acceleration, intensity, and size of fire involving buildings in the Woodside area. Further, they may contribute to potential damage to structures from earthquake and fire. Therefore, it is found to be reasonably necessary that the 2007 Building Codes contained in this Ordinance be changed or modified to mitigate the effects of the above conditions, and that the findings stated previously apply to all such modifications.

SECTION TWO: Chapter 150.01 of the Woodside Municipal Code is amended as follows:

Section 150.01. BUILDING CODE; AMENDMENTS.

A. Adoption of 2007 California Building Code: The Code of rules, regulations and standards, published by the International Code Conference under the title, "2007 edition of the California Building Standards Code, incorporating the 2006 International Building Code, Volumes 1 and 2," and including the following appendices Appendix Chapter 1 Administration (excluding Section 101.4.6, Section 103, Section 105.1.1, Section 105.1.2, Section 110.2), Appendix C Agricultural Buildings (Group -U), Appendix I Patio Covers; and Appendix J Grading, , hereinafter collectively called "California Building Code," regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area and maintenance of all buildings and structures in the Town of Woodside, is hereby adopted, and by reference incorporated herein as if fully set forth, except as hereinafter otherwise provided, as the Building Code of the Town of Woodside. The mandatory requirements of the appendix to the Building Code shall be enforceable to the same extent as if contained in the

body of the Building Code. Any amendments and supplements of this Code shall be enforceable to the same extent as if contained in the body of the California Building Code.

B. Powers and Duties of the Building Official: Section 103 Appendix Chapter 1 Administration of the 2007 California Building Code is hereby amended with the addition of the following language:

Right to Disconnect Utility Service. The Building Official or his authorized representative shall have the authority to disconnect or order discontinuance of any utility service or energy supply to buildings, structures, or equipment therein regulated by this Code and the construction codes in cases of emergency or where necessary for safety to life or property. Such utility service shall be discontinued until the emergency is abated or it is determined that the threat to life or property has been corrected.

C. Fees: Fees shall be assessed according to the current Town of Woodside fee schedule adopted by Town Council resolution.

D. Fire Hazard Severity Zones designated on a map titled "Very High Fire Hazard Severity Zones in LRA - Woodside", dated May 2, 2008, and retained on file at Woodside Town Hall, 2955 Woodside Road, Woodside, CA 94062, are Local Agency Very High Fire Hazard Severity Zones for the purpose of applying Chapter 7A, Materials and Construction Methods for Exterior Wildfire Exposure, of the California Building Code.

E. Materials and Construction Methods for Exterior Wildfire Exposure.

(1) For the purposes of this section, the following definitions shall apply:

IGNITION-RESISTANT MATERIAL. Any product which, when tested in accordance with ASTM E84 for a period of 30 minutes, shall have a flame spread of not over 25 and show no evidence of progressive combustion. In addition, the flame front shall not progress more than 10 ½ feet (3200 mm) beyond the centerline of the burner at any time during the test.

Materials shall pass the accelerated weathering test and be identified as Exterior type, in accordance with ASTM D2898 and ASTM D3201. All materials shall bear identification showing the fire performance rating thereof. That identification shall be issued by ICC-ES/ICBO ES or a testing facility recognized by the State Fire Marshal having a service for inspection of materials at the factory.

Fire-Retardant-Treated Wood or noncombustible materials as defined in section 202 of the California Building Code shall satisfy the intent of this section.

- (2) Standards of Quality. The State Fire Marshal standards listed below and as referenced in this section are located in the California Referenced Standards Code, Part 12 and Chapter 35 of the California Building Code.

SFM 12-7A-1, Exterior Wall Siding and Sheathing

SFM 12-7A-2, Exterior Window

SFM 12-7A-3, Under Eave

SFM 12-7A-4, Decking

- (3) The following requirements shall apply to all new buildings or structures which require a building permit from the Town of Woodside for which a complete building permit application is submitted after May 1, 2009:

(a) Roofing.

1. General. Roofs shall comply with the requirements of Chapter 7A and Chapter 15 of the California Building Code. Roofs shall have a roofing assembly installed in accordance with its listing and the manufacturer's installation instructions.
2. Roof coverings. Where the roof profile allows a space between the roof covering and roof decking, the spaces shall be constructed to prevent the intrusion of flames and embers, be firestopped with approved materials or have one layer of No. 72 ASTM cap sheet installed over the combustible decking.
3. Roof valleys. When provided, valley flashings shall not be less than 0.019-inch (0.48 mm) (No. 26 galvanized sheet gage) corrosion-resistant metal installed over a minimum 36 inches (914 mm) wide underlayment consisting of one layer of No. 72 ASTM cap sheet running the full length of the valley.
4. Roof gutters. Roof gutters shall be provided with the means to prevent the accumulation of leaves and debris in the gutter.

(b) Attic ventilation.

1. General. When required by Chapter 15 of the California Building Code, roof and attic vents shall resist the intrusion of flame and embers into the attic area of the structure, or shall be protected by corrosion resistant, non-combustible wire mesh with ¼ inch (6 mm) openings or its equivalent.
2. Eave or cornice vents. Vents shall not be installed in eaves and cornices. Exception: Eave and cornice vents may be used provided they resist the intrusion of flame and burning embers into the attic area of the structure.
3. Eave protection. Eaves and soffits shall meet the

requirements of SFM 12-7A-3 or shall be protected by ignition-resistant materials or noncombustible construction on the exposed underside.

(c) Exterior walls.

1. General. Exterior walls shall be approved non-combustible or ignition resistant material, heavy timber, or log wall construction or provide protection from the intrusion of flames and embers in accordance with standard SFM 12-7A-1.
2. Exterior wall coverings. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2 inch (50.8 mm) nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves, terminate at the enclosure.
3. Exterior wall openings. Exterior wall openings shall be in accordance with this section.
 - i. Exterior wall vents. Unless otherwise prohibited by other provisions of the California Building Code, vent openings in exterior walls shall resist the intrusion of flame and embers into the structure or vents shall be screened with a corrosion-resistant, non-combustible wire mesh with ¼ inch (6 mm) openings or its equivalent.
 - ii. Exterior glazing and window walls. Exterior windows, window walls, glazed doors, and glazed openings within exterior doors shall be insulating-glass units with a minimum of one tempered pane, or glass block units, or have a fire resistance rating of not less than 20 minutes, when tested according to ASTM E 2010, or conform to the performance requirements of SFM 12-7A-2.
 - iii. Exterior door assemblies. Exterior door assemblies shall conform to the performance requirements of standard 12-7A-1 or shall be of approved noncombustible construction, or solid core wood having stiles and rails not less than 1 3/8 inches thick with interior field panel thickness no less than 1 1/4 inches thick, or shall have a fire resistance rating of not less than 20 minutes when tested according to ASTM E 2074.
Exception: Noncombustible or exterior fire retardant treated wood vehicle access doors are not required to comply with this chapter.

(d) Decking.

1. Decking surfaces. Decking, surfaces, stair treads, risers, and landings of decks, porches, and balconies where any portion of such surface is within 10 feet (3048 mm) of the primary structure

shall comply with one of the following methods:

- i. Shall be constructed of Ignition-Resistant Materials and pass the performance requirements of 12-7A-4, Parts A and B.
- ii. Shall be constructed with heavy timber, exterior fire retardant treated wood or approved non-combustible materials.
- iii. Shall pass the performance requirements of SFM 12-7A-4, Part A, 12-7A-4.7.5.1 only with a net peak heat release rate of 25kW/sq-ft for a 40 minute observation period and:
 - (a) Decking surface material shall pass the accelerated weathering test and be identified as Exterior type, in accordance with ASTM D2898 and ASTM D3201 and;
 - (b) The exterior wall covering to which the deck is attached and within 10 feet (3048 mm) of the deck shall be constructed of approved noncombustible or ignition resistant material.

Exception: Walls are not required to comply with this sub-section if the decking surface material conforms to ASTM E-84 Class B flame spread.

The use of paints, coating, stains, or other surface treatments are not an approved method of protection as required in this section.

(e) Underfloor and appendages protection.

1. Underside of appendages and floor projections. The underside of cantilevered and overhanging appendages and floor projections shall maintain the ignition-resistant integrity of exterior walls, or the projection shall be enclosed to the grade.
2. Unenclosed underfloor protection. Buildings shall have all underfloor areas enclosed to the grade with exterior walls in accordance with section F(1)(c).

Exception: The complete enclosure of under floor areas may be omitted where the underside of all exposed floors, exposed structural columns, beams and supporting walls are protected as required with exterior ignition-resistant material construction or be heavy timber.

D.F. Roofing Requirements: Section 1505 of the California Building Code is hereby amended with the addition of the following language:

The roof covering or roof assembly for all structures shall be Class A ~~or Class B~~ fire retardant. The roof covering on any structure regulated by this Code shall be as specified in Table No. 1505.1 and

as classified in Section 1505. The roof-covering assembly includes the roof deck, underlayment, insulation and covering which is assigned a roof-covering classification. Detached patio covers, spa covers, gazebos, sheds with 120 square feet or less of roof area and awning covers are exempt. Roof covering repairs of less than three hundred (300) square feet in a 12-month period are exempt from the provisions of this paragraph. These standards shall apply when there is conflict with less stringent standards of the California Building Code.

~~E.~~G. Automatic Fire-Extinguisher Systems: Section 903.2 of the California Building Code is hereby amended with the addition of the following language:

- (1) The following requirements shall apply to all new buildings or structures which require a building permit from the Town of Woodside for which a complete building permit application is submitted after May 1, 2000:
 - (a) Except as otherwise provided by this section, or as provided under section 903.2 of the California Building Code, automatic fire sprinkler systems shall be installed and maintained in every new building or structure of any type, use, occupancy or size which requires a building permit issued by the Town of Woodside.
 - (b) The term "automatic sprinkler system" as used in this section means an integrated system of underground and overhead piping, including a water supply such as a gravity tank, fire pump, reservoir, pressure tank, or connection by underground piping to a fire main, which system complies in all respects with the requirements for such systems contained in standards issued by the National Fire Protection Association based upon occupancy classification.
 - (c) As referenced in National Fire Protection Association (NFPA) standards, Section 13D, Chapter 2, Section 2-1 - General Provisions: Every automatic sprinkler system shall have at least one (1) automatic water supply. Where stored water is used as the sole source of supply, the minimum quantity of water shall equal the water demand rate (as specified in Chapter 4 of Section 13D of the NFPA standards) times ten (10) minutes. Exception: Dwelling units that are one (1) story in height and less than 2,000 square feet in floor area shall have a water supply of at least seven (7) minutes for the two (2) sprinkler demand that is typically required as specified in Chapter 4 of Section 13D of the NFPA standards).
 - (d) As referenced in National Fire Protection Association (NFPA) standards, Section 13D, Chapter 2, Section 2-2 - Water Supply Sources: The following water supply sources shall be considered to be acceptable by this standard:

1. A connection to a reliable waterworks system with or without an automatically operated pump.
2. An elevated tank.
3. A pressure tank designed to ASME standards for a pressure vessel with a reliable pressure source.
4. A stored water source with an automatically operated pump (which could also be used to supply the residence's domestic water supply).

(2) The following structures are exempt from the requirements of this Section:

- (a) Agricultural buildings, as defined in Section 202 of the 2007 California Building Code (including but not limited to greenhouses), which are located at least 60 feet from any residential structure and barns unless otherwise specified in this code.
- (b) Not used.
- (c) "Manufactured housing," as defined by California Health and Safety Code Section 18007.
- (d) Structures not exceeding 1,000 square feet in area.
- (e) Mausoleums of Type I construction, as defined by the 1997 Uniform Building Code, which do not contain offices, chapels or other places where the public assembles on a regular basis.
- (f) Open-air parking garages of Type I construction as defined by the 1997 Uniform Building Code, which do not contain offices, stores or other places of public occupancy for purposes other than parking of vehicles.
- (g) Roofed structures with no walls or doors.

(3) The requirements of this Section are intended to present minimum standards for new construction. Nothing in this Section shall prevent any fire authority having jurisdiction from adopting and enforcing any regulations which impose more stringent requirements. Further, any requirement of the 2007 California Building Code, the Uniform Fire Code or the State Building Standards Code, which is more restrictive, specifies higher standards or mandates specific locations within a structure for automatic sprinkler systems, shall be applicable.

(4) Notwithstanding the other provisions of this section, no existing residential building or structure shall be required to conform to the requirements of this section, unless the addition, alterations or repairs to the existing building or structure within any 12-month period exceed 75% of the estimated value of such building or structure, as calculated by the Town Building Official or unless the provisions of Section 150.01(E)(2)(g) applied and the applicant is now seeking a permit to install any

doors or walls.

- (5) Residential structures with attached garages for which a complete building permit application is submitted after May 1, 2000 shall have automatic fire sprinkler heads installed in the garage in addition to those required in the 13D standards of the National Fire Protection Association. The number and location of such fire sprinkler heads shall be such that full coverage of the garage will be obtained.
- (6) When a stored water source with an automatically operated pump system is installed, the Woodside Fire Protection District will conduct an annual inspection of the system to insure reliability. Any deficiencies found to exist by the District as a result of such inspections shall be corrected by the property owner within thirty (30) days of receipt of written notice from the District requiring such deficiencies to be corrected.

H. Exterior glazing and window wall requirements. Section 2403 of the California Building Code is hereby amended with the addition of the following language:

Exterior windows, window walls, glazed doors, and glazed openings within exterior doors shall be insulating-glass units with a minimum of one tempered pane, or glass block units, or have a fire resistance rating of not less than 20 minutes, when tested according to ASTM E 2010, or conform to the performance requirements of State Fire Marshal standard 12-7A-2, located in the California Referenced Standards Code, Part 12 and Chapter 35 of the California Building Code.

I. Decking requirements. Section 2304.8.1 of the California Building Code is hereby amended with the addition of the following language:

Decking, surfaces, stair treads, risers, and landings of decks, porches, and balconies where any portion of such surface is within 10 feet (3048 mm) of the primary structure shall comply with one of the following methods:

- (1) Shall be constructed of Ignition-Resistant Materials and pass the performance requirements of State Fire Marshal standard 12-7A-4, Parts A and B, located in the California Referenced Standards Code, Part 12 and Chapter 35 of the California Building Code.
- (2) Shall be constructed with heavy timber, exterior fire retardant treated wood or approved non-combustible materials.
- (3) Shall pass the performance requirements of State Fire Marshal standard 12-7A-4, Part A, 12-7A-4.7.5.1, located in the California Referenced Standards Code, Part 12 and Chapter 35 of the California Building Code, only with a net peak heat release rate of 25kW/sq-ft for a 40 minute observation period and:
 - (a) Decking surface material shall pass the accelerated

weathering test and be identified as Exterior type, in accordance with ASTM D2898 and ASTM D3201 and;

(b) The exterior wall covering to which the deck is attached and within 10 feet (3048 mm) of the deck shall be constructed of approved noncombustible or ignition resistant material.

Exception: Walls are not required to comply with this sub-section if the decking surface material conforms to ASTM E-84 Class B flame spread.

The use of paints, coating, stains, or other surface treatments are not an approved method of protection as required in this section.

SECTION THREE: Reference to Ordinance 2008-542, passed July 24, 2008 is hereby deleted from the Table of Special Ordinances, Table I: Zoning Map Changes.

SECTION FOUR: In the event that any provision of this ordinance is in conflict with any other ordinances of the Town of Woodside or the Woodside Municipal Code, the provisions of this ordinance shall prevail.

SECTION FIVE: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of the Ordinance or any part thereof. The Town Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.

SECTION SIX: Pursuant to Section 36937 of the Government Code of the State of California, the Ordinance shall take effect and be in full force and effect thirty (30) days after its final passage.

SECTION SEVEN: The Town Clerk shall cause this Ordinance to be published in accordance with the requirements of Section 36933 of the Government Code of the State of California.

* * * * *

I, the undersigned, hereby certify that the foregoing Ordinance is a full, true and correct copy of Ordinance No. 2009 - of the Town of Woodside entitled as above; that it was introduced on the 24th of February, 2009, and was passed and adopted by the Town Council on the 10th of March, 2009 by the following vote:

AYES, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

Clerk of the Town of Woodside

APPROVED:

Mayor of the Town of Woodside

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 8

Prepared by: Jackie C. Young, Director of Planning and Building

March 10, 2009

Approved by: Susan George, Town Manager

SUBJECT: ADOPTION OF AN HISTORIC PRESERVATION ELEMENT OF THE GENERAL PLAN

RECOMMENDATION

It is recommended that the Town Council adopt an Historic Preservation Element of the General Plan (reference **Attachment A**, Town Council Resolution).

BACKGROUND

On January 13, 2009, the Town Council authorized staff to proceed with processing a proposed amendment to the General Plan: the addition of a Historic Preservation Element. The required next step was a public hearing before the Planning Commission.

DISCUSSION

On March 4, 2009, a public hearing was held before the Planning Commission (reference **Attachment B**, Planning Commission Staff Report and Resolution). Several members of the Woodside History Committee, one member of the Town Council and one member of the Architectural and Site Review Board attended.

The Planning Commission unanimously supported a recommendation of approval for adoption of the proposed Historic Preservation Element to the Town Council (6/0, with Yost absent). The Commission agreed that the Element is general in nature, is a "first step/soft touch" document, identifies historic preservation as a community value and establishes a framework for future, possible policies and programs. The Commission commented that adoption of this Element ahead of the General Plan Update is timely as it adds to the articulation of community values. In considering how this Element will ultimately be included in the General Plan Update, some Commissioners supported keeping the Historic Preservation Element as a separated Element, while others supported interweaving the Element into other parts of the General Plan (e.g., using the Town history as a General Plan preamble, or including the historic preservation goals/policies/programs in the Land Use Element, etc.).

Additionally, the Planning Commission had a lengthier discussion regarding the implementation of future historic preservation policies and programs, noting the following:

- Future processes for historic resource review should not create delays, or additional review layers;
- Costs to implement and enforce future policies and programs should be carefully analyzed;
- Future implementing regulations should be specific and minimize ambiguity;
- Incentives should be created for historic preservation (e.g. setback reductions, increases to lot coverage, etc.); and,
- Features other than buildings (i.e. open space) should be considered a part of Woodside's historic resources.

CONCLUSION

The proposed Historic Preservation Element represents an effort to make historic preservation an important goal of the community by providing the framework for building a voluntary program for preservation. The Planning Commission and staff support adoption of the proposed Historic Preservation Element into the General Plan. Also, the Town Council had asked staff at its meeting of January 13, 2009, to propose possible future implementing policies and programs. These are outlined on Page 4 of the Planning Commission staff report (reference Attachment B).

NEXT STEPS

If the Historic Preservation Element is adopted by Town Council, it will be immediately added as an Element to the Woodside General Plan. Additionally, this Element will be reviewed as a part of the General Plan Update (i.e., how this Element will ultimately be formatted and interwoven into the General Plan Update, possible further specificity of implementing policies and programs, etc.).

Attachments:

- A Town Council Resolution
- B Planning Commission Staff Report and Resolution, dated March 4, 2009.

RESOLUTION NO. 2009-

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF WOODSIDE
ADOPTING AN
HISTORIC PRESERVATION ELEMENT IN THE GENERAL PLAN**

WHEREAS, the adoption of the Historic Preservation Element has been reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), Public Resources Code 21000-21177); and

WHEREAS, the Historic Preservation Element is internally consistent with the Woodside General Plan; and

WHEREAS, the Historic Preservation Element is internally consistent with the Woodside Municipal Code; and

WHEREAS, the Planning Commission held a public hearing on the adoption of the Historic Preservation Element on March 4, 2009, and unanimously recommended approval; and

WHEREAS, the Historic Preservation Element articulates the Town’s goals and polices on historic preservation; serves as a source of information regarding the Town’s development; and is a guide for the identification, recognition and retention of historic and cultural resources; and

WHEREAS, the continued preservation of the historic environment is dependent upon the continued stewardship by its citizens; and that by understanding its history, the Town can preserve its unique sense of place and quality of life; and

WHEREAS, preservation celebrates the historic and cultural resources that define the community, and ensures historic Woodside will survive to enrich the lives of generations to come.

NOW, THEREFORE, IT IS HEREBY RECOMMENDED THAT THE TOWN COUNCIL:

1. Find that adoption of the Historic Preservation Element (Exhibit A) in the General Plan is categorically exempt from CEQA pursuant to Section 15331, Historic Resource Restoration/Rehabilitation.
2. Adopt the Historic Preservation Element (Exhibit A) in the General Plan.

Passed and adopted by the Planning Commission of the Town of Woodside, California, at meeting thereof held on the 10th day of March 2009, by the following vote of the members thereof:

AYES, and in favor thereof, Town Council Members:
 NOES, Town Council Members:
 ABSENT, Town Council Members:
 ABSTAIN, Town Council Members:

Mayor

ATTEST:

Town Clerk

**TOWN OF WOODSIDE
REPORT TO THE PLANNING COMMISSION**

Meeting Date: March 4, 2009

Agenda Item: 3

Prepared by: Jackie C. Young, Director of Planning and Building

Reviewed by: Susan George, Town Manager

**SUBJECT: REVIEW AND DISCUSSION OF A DRAFT HISTORIC PRESERVATION ELEMENT
AND RECOMMENDATION TO THE TOWN COUNCIL**

RECOMMENDATION

It is recommended that the Planning Commission review this report and the attached Draft Historic Preservation Element, accept public comment and provide a recommendation to the Town Council regarding adoption of a Historic Preservation Element in the General Plan (reference Attachment 1, Resolution recommending adoption).

ENVIRONMENTAL DETERMINATION

The Town of Woodside has determined, pursuant to the requirements of the California Environmental Quality Act (CEQA, Public Resources Code 21000-21177), that the adoption of a Historic Preservation Element is exempt under Section 15331, Historical Resource Restoration/Rehabilitation. Upon approval of the project, Town Staff will file a Notice of Exemption for the project.

BACKGROUND

The Woodside General Plan, adopted April 6, 1988, includes in the Open Space Element Section 2269, "Areas of Historical and Cultural Significance" which specifies 15 sites that have open space values. The Plan also includes two actions for preservation:

- Cooperate with the County Historical Association, County, and State agencies to "identify, mark, record and preserve these sites"; and
- "Consider amending the zoning ordinance to require Architectural and Site Review of each development project proposed on or adjacent to officially recorded historical sites."

Additionally, Land Use, Community Design and Aesthetics Policy P25 of the General Plan states that "structures of historic or architectural significance shall be identified and documented, and efforts shall be made to preserve them."

A Historic Preservation Element for the General Plan has been on the Town's Work Plan for many years. In 2004, the Town Council appropriated funds to contract with the firm of Page & Turnbull to prepare a draft Historic Preservation Element. The Woodside History Committee has been working on finalizing a recommended Historic Preservation Element since receiving a draft from Page & Turnbull in March 2007. The Committee did a considerable amount of work to tailor the draft element to the Town. On November 6, 2008, the Committee unanimously recommended the attached version to the Town Council for review.

DISCUSSION

The Draft Historic Preservation Element provides a historical overview of the Town, defines the purpose of the Preservation Element, provides a description of State and Federal regulations and programs, and identifies historic resources within the Planning Area.

The Areas of Historic & Cultural Significance are the fifteen sites currently identified in Section 2269 of the Open Space Element of the General Plan, with the following recommended additions:

- The Folger Estate Stable Historic District and Green Gables (Fleishhacker Estate), which are both listed on the National Register of Historic Places;
- The Woodside Community Museum;
- Three private properties: the Jenkins House, the MacArthur/Velliquette House, and the Little Store, all at the request of the owners; and,
- The site of the settlement of West Union.

The properties listed on the National Register of Historic Places should be identified in the Town's General Plan. The Community Museum, in addition to being the restored Mathisen farmhouse, is the home to the Town's historic resources. The owners of the Jenkins House, MacArthur/Velliquette House, and the Little Store, are interested in having their properties preserved as historic resources. The settlement of West Union is now commemorated by a plaque along Canada Road. Additionally, there has been recent contact with the owners of two historic vineyard properties regarding potential inclusion for local listing.

The Goals and Implementing Policies and Programs that are recommended by the Woodside History Committee emphasize a voluntary approach to preserving historic resources. As part of the implementation of the Preservation Element, the Town Council will be asked to consider establishing a Historic Landmarks program and a Mills Act program, both of which would be voluntary. Other implementing programs would be:

- To maintain and make available information about the history of the Town;
- To cooperate with federal, state, and other local agencies to identify and record the Town's historic resources; and
- To consider amending the Woodside History Committee's charter to include the review of applications for demolition or significant exterior alterations to historic and potentially historic structures.

Relationship with General Plan Review

The Town will be conducting a review of the entire General Plan beginning in 2009. At this time, staff would recommend proceeding with the review and adoption of the draft Historic Preservation Element. If action is taken to adopt the Preservation Element relatively quickly (i.e., before the General Plan review is deep into the review of individual elements), the adopted element can be blended with the review process and incorporated into the new General Plan draft. If it appears that significant work is necessary, review of the draft Historic Preservation Element can be incorporated into the process laid out for the entire General Plan review.

REVIEW AND ADOPTION PROCEDURES

To be formally adopted and become part of the General Plan, the Draft Historic Preservation Element requires formal public hearings before the Planning Commission and the Town Council.

Before beginning that process, the Woodside History Committee and staff presented the draft document to the Town Council on January 13, 2009 (reference Attachment 2, Town Council Minutes) for general direction. The Town Council opined the following:

- The goals of the draft Historic Preservation Element are broad and the policies are a starting point for implementation measures to be considered in the future;
- The majority of the list of Areas of Historic and Cultural Significance are already contained in the General Plan;
- The draft Historic Preservation Element sets forth the right goals to create community interest;
- The policies should be supported by the Town's ordinances;
- The Woodside History Committee should be set up to review projects on a more consistent basis to provide help to the planning staff;
- The Planning Commission and Architectural and Site Review Board should consider the historic aspects of development projects;
- Staff should consider implementing measures to provide incentives for preservation (e.g., adoption of a Mills Act program, reduction of fees and provisions for exceptions); and,
- The draft Historic Preservation Element should be moved forward rapidly, separate from, and ahead of, the General Plan Update process.

The Town Council voted unanimously to refer the draft Historic Preservation Element to the Planning Commission for a public hearing.

CONCLUSION

The Draft Historic Preservation Element represents an effort to make historic preservation an important goal of the community by providing the framework for building a voluntary program for preservation. Staff recommends that the Draft Preservation Element, including any comments from the Planning Commission, be forwarded to the Town Council for formal adoption into the General Plan.

NEXT STEPS

If the Historic Preservation Element is adopted by the Town Council, next steps could include: further consideration of how this Element will ultimately be formatted and interwoven into the General Plan Update; and possibly, also within the context of the General Plan Update process, further specificity of the implementing policies and programs of the Element.

The goals set forth in the Historic Preservation Element (G1-G4) can be summarized as focusing on: education, physical preservation, promotion and incentives. The implementing policies and programs are currently general in nature, seeking primarily to: maintain and share information, consider review procedures, identify historic resources, establish voluntary listing programs and consider economic incentives (i.e., Mills Act contracts).

This Historic Preservation Element establishes a basic and sound triad relational structure of goals, where each point informs the other, with the cornerstones being education/information, policy/planning and practice/physical expression (i.e., education informs policy and practice; policy mandates education and practice; and, practice is the result of education and policy).

Possible future implementing policies and programs could include:

- Education/Information: Promote National Historic Preservation Month (May) by: proclamation of the Town Council, publication of history articles in local publications, Town museum exhibits and Town preservation awards. Supply information packets to real estate agents for use in the marketing/sale of historic properties to attract buyers specifically interested in historic preservation. Compile a historic resource inventory (archaeology, architecture, structures, public works, sites, districts, landscapes, heritage trees, trails, roads, etc.).
- Policy/Planning: Adopt a historic preservation ordinance in the Municipal Code, historic design guidelines, etc. Provide incentives (e.g., adaptive reuse, Mills Act, development standard exceptions, fee reductions, expedited processing, application of Historic Building Code, etc.).
- Practice/Physical Expression: Establish a historic plaque program. Set an example by preserving public historic resources.

Planning Commission comment and input on potential implementing policies and programs will be forwarded to the Town Council.

Attachments:

1. Resolution recommending adoption of the Historic Preservation Element, with Exhibit A, Historic Preservation Element
2. Town Council Minutes of January 13, 2009

RESOLUTION NO. 2009-001

**A RESOLUTION OF THE PLANNING COMMISSION
OF THE TOWN OF WOODSIDE
RECOMMENDING THAT THE TOWN COUNCIL ADOPT A
HISTORIC PRESERVATION ELEMENT IN THE GENERAL PLAN**

WHEREAS, the adoption of the Historic Preservation Element has been reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), Public Resources Code 21000-21177); and

WHEREAS, the Historic Preservation Element is internally consistent with the Woodside General Plan; and

WHEREAS, the Historic Preservation Element is internally consistent with the Woodside Municipal Code; and

WHEREAS, the Historic Preservation Element articulates the Town's goals and polices on historic preservation; serves as a source of information regarding the Town's development; and is a guide for the identification, recognition and retention of historic and cultural resources; and

WHEREAS, the continued preservation of the historic environment is dependent upon the continued stewardship by its citizens; and that by understanding its history, the Town can preserve its unique sense of place and quality of life; and

WHEREAS, preservation celebrates the historic and cultural resources that define the community, and ensures historic Woodside will survive to enrich the lives of generations to come.

NOW, THEREFORE, IT IS HEREBY RECOMMENDED THAT THE TOWN COUNCIL:

1. Find that adoption of the Historic Preservation Element (Exhibit A) in the General Plan is categorically exempt from CEQA pursuant to Section 15331, Historic Resource Restoration/Rehabilitation.
2. Adopt the Historic Preservation Element (Exhibit A) in the General Plan.

Passed and adopted by the Planning Commission of the Town of Woodside, California, at meeting thereof held on the 4th day of March 2009, by the following vote of the members thereof:

AYES, and in favor thereof, Commissioners: Chair Thompson, Commissioners Brasher, Elder, Hobson, McDevitt and Voelke

NOES, Commissioners: None

ABSENT, Commissioners: Commissioner Yost

ABSTAIN, Commissioners: None

Chair of the Planning Commission

ATTEST:

Secretary of the Planning Commission

**DRAFT HISTORIC PRESERVATION ELEMENT
NOVEMBER, 2008**

I. INTRODUCTION

A. HISTORICAL OVERVIEW

1. ORIGINAL INHABITANTS, SPANISH & MEXICAN PERIODS

The story of Woodside begins with the local Ohlone/Costanoan Indian people, who made their home in this area for thousands of years before Spanish explorers arrived. These native people were attracted to the mild climate, plentiful good water and abundant food supply. The Lamchin band of Ohlone made their living by hunting, fishing and gathering in this Valley's lush terrain of grassy meadows and forested hillsides. Their presence is evidenced by the frequent discovery of burials and artifacts near creeks and other watercourses.

In 1769, a group of explorers led by Gaspar de Portola set out from Mexico in search of a great bay that had been noted during earlier sailings up the coast. That expedition camped near present day Woodside and marked the first time that the appearance of Europeans was documented in this area. As exploration and settlement increased, many of the Ohlone were moved to Mission Santa Clara to work in the vineyards, orchards and in the raising of cattle.

Mexico won independence from Spain in 1821, after almost 300 years of colonial rule. With independence, California came under Mexican rule until it was acquired by the United States in 1848. The Mexican government, never committed to the mission system, secularized the rich lands and holdings and transferred them from the padres over to new settlers and colonists, many of whom were veterans of the Mexican War.

Following the secularization decree of 1833, Mexican authorities granted to friends and loyalists some 18 ranchos in present day San Mateo County. One of those, Rancho Canada de Raymundo, was a large piece in the middle of the Peninsula. The boundaries of the ranch encompassed virtually all of present day Woodside. John Copinger, a lieutenant in the British Navy, deserted his ship in San Francisco and hid out in this valley. He was awarded the rancho after assisting Mexican government official Juan Bautista Alvarado in a dispute with Mexican authorities.

2. ANGLO-AMERICAN SETTLERS & THE LOGGING INDUSTRY

In the 1830s the Woodside area became home to some of the first English-speaking settlers on the San Francisco Peninsula. Their appearance would signal the start of the lumbering economy. Many of those seeking their fortunes in the redwoods were deserters and drifters, but occasionally among them would emerge community builders and leaders.

John Copinger married Maria Luisa Soto, the daughter of another rancho owner whose property included modern day downtown Palo Alto. In 1840 the couple built an adobe home at the corner of Kings Mountain Road and Woodside Road which was destroyed in the 1906 Earthquake. Copinger was a respected and industrious man who made many improvements to his land

including a dam and a grist mill on Bear Gulch Creek. He also raised cattle and planted many crops. He died in 1847 at the age of 37.

Charles Brown purchased one major portion of the Copinger land grant. In 1846 he received a deed for 2,880 acres of timbered slopes that he called "Mountain Home Ranch". He was credited with having built one of the first sawmills on the Peninsula as well as an 1839 adobe house that still stands along Portola Road.

Another early resident of note was Dennis Martin who came in the first wagon party over the Truckee Pass in 1845. He bought land from John Copinger, built sawmills, a house, planted orchards and built St. Denis Chapel as a place of worship near Searsville. That area was named for John Sears who bought land from Dennis Martin in 1854 and built a hotel and other businesses there. Searsville was the largest village in this area until 1890, when the Spring Valley Water Company displaced the community and built a dam creating the reservoir called Searsville Lake.

Dentist Robert Orville Tripp left his native Massachusetts, came west in 1849 to recuperate from an illness and stayed, establishing a business and home. He joined Matthias A. Parkhurst and Charles Ellis to establish a sawmill and, along with partners from San Francisco, opened a direct road from the redwood forests to the head of the tidewater in Redwood Creek – now the heart of Redwood City. Oxen and mules dragged the lumber down this road to the Bay to be floated to San Francisco on ebb tides.

3. EARLY COMMERCIAL & SOCIAL DEVELOPMENT

By 1852 there was regular stagecoach service from Woodside to San Francisco and more people were attracted to the area. Recognizing the need to service the increased traffic and workers, Tripp and Parkhurst opened a general food and supply market called the Woodside Store. In 1854, Andre Neuman established a nursery and grocery store on Woodside Road where it crosses Bear Gulch. Soon after Tripp and Parkhurst re-located their store to its present location on the corner of Kings Mountain and Tripp Roads. That building is now preserved as a San Mateo County Museum. Dr. Tripp also established the first post office and, in 1858, a circulating library. The men named their area Woodside.

John Greer, an Irish sea captain who arrived in San Francisco in 1850, explored the creeks and sloughs of the Bay at what is now Redwood City. He became acquainted with John Copinger's widow, Maria Luisa, they married and resided in the Copinger adobe in Woodside. The Greers became community leaders, and in 1851, donated land for the first schoolhouse in the area. It was called Greersburg Elementary School because the name Woodside was claimed by Dr. Tripp and his partners. Other schools serving the area included West Union School and Searsville School.

The Woodside area consisted of several small clusters of businesses and residences that developed at important intersections. Like Searsville, Whiskey Hill grew in importance because it was located between the sawmills and Redwood City. As the more accessible redwoods were depleted the mills moved up the steep hills and over the ridge making it a two-day journey to the Bay. The teamsters would typically spend the night at hotels at Whiskey Hill and partake of the

beverage from which the name derives. Cornelius Dalve built the Pioneer Hotel at that location in 1882.

Along the road known as the Redwood City-Pescadero Road, today's Woodside Road, other important additions were added to this young community. Independence Hall, built in 1884, was originally located next to the Woodside Elementary School. Following several moves, it was placed at its present site next to Town Hall in 1991, and rehabilitated for use as a community meeting space. The Woodside Village Church Chapel dates from 1893 and has continuously served the community along with the newer, larger sanctuary added in 1961.

By the 1870s and 1880s, the formerly luxuriant stands of redwoods in this Valley had been clear cut. The soil and climate were both good and entrepreneurs began to seek other uses for the rich bottomlands and hillsides. One of these entrepreneurs was a San Francisco lawyer named Emmett H. Rixford, who purchased land near the corner of Canada and Woodside Roads and in 1884 established La Questa Vineyards. The popularity of his cabernet sauvignon inspired others to begin planting grapes. John A. Hooper, a San Francisco banker, bought the old Charles Brown estate and in 1894 began planting a thirty acre vineyard, marking the beginning of an interest in viticulture that actively continues.

4. EARLY ESTATES

The absence of the redwoods resulted in tremendous vistas of the valley and from higher elevations, the Bay. This factor, combined with the largely fog-free climate and ease of access to San Francisco, lured many successful City families to seek country estates in the Woodside area. Large tracts of land became available as the original pioneer families passed on and their landholdings were subdivided, beginning an era of estate building.

Among the first San Franciscans to locate in Woodside was John A. Hooper with the purchase of the Mountain Home Ranch. Coffee magnate James Folger II followed with the purchase of 1,500 acres in 1902, to create Hazelwood Hills. About the same time, Charles Josselyn, owner of a ship chandlery business in San Francisco began building his Vinegrove Estate. San Francisco banker Mortimer Fleishhacker started building Green Gables in 1911. Just outside the Town's limits is one of Woodside's largest and most intact estates, Filoli, built between 1915 and 1917. Later examples of notable estates include the Selah Chamberlain residence, built in 1912, and the Daniel Jackling house and stable built in 1925.

An enduring feature of Woodside's history has been the presence of horses. Originally, they were a necessity for work and transportation and later for pleasure, leisure, and sport. In 1931 the horse trail system was documented throughout the area for the use of residents, friends and neighbors. Early equestrian activities included Los Altos Hunt, the Playpen on Fox Hollow Road and the Junior Riders program for children which continues to this day.

Two parks are adjacent to the Town: Huddart Park, 974 acres acquired by the County in 1944 from the James M. Huddart Estate, and Wunderlich Park, 942 acres donated to the County by Martin Wunderlich in 1972. These parks aid the tradition of the trails by connecting the community through access to public and private space. Horses continue to be a popular reminder of Woodside's frontier past and countrified present.

5. SUBDIVISIONS & GROWTH OF TOWN CENTER

The first subdivision of land in Woodside occurred in 1885 when John Greer's estate was split among the heirs. Within several years, many of the tracts were acquired by the Bear Gulch Water Company, later the Spring Valley Water Company. The property included much of the watershed land on the western side of Woodside. Meanwhile, the first known residential subdivision was laid out in 1888, a tract known as Woodside Villas. The larger lots were accessed from Albion Avenue and the smaller half-acre residential lots were located along Woodside Road and became known as village lots. One of the oldest surviving dwellings of Woodside Villas is the 1889 Jenkins House. The U.S. Post Office was located on this property from 1901-1915.

Woodside experienced a spurt of subdivision activity and commercial development during the 1920s. Many larger properties were divided into lots including Portola Woods, Lakeshore Hills, Portola Hill, Toyon Knolls, and Woodside Glens.

The area stretching along Woodside Road from Whiskey Hill to Mountain Home Road also experienced commercial growth during the 1920s. In addition to the businesses already serving community needs of food, beverages and shelter was George E. Shine's Blacksmith Shop and the Neuman Brothers General Merchandise store re-located to the corner of Woodside and Canada Roads. Built after the 1906 Earthquake, it was remodeled and a gas station added in the triangle now known as Alec Donald Park. Donald was Road Commissioner in the 1960s and involved in local politics. In 1928, Pacific Telephone and Telegraph Company built a telephone exchange north across from that same corner, initiating the first direct dial telephone service in Woodside. That structure remains in commercial use.

The Depression and War Years in the 1930s and 1940s did not so much alter life in Woodside, as it slowed development activity. It was not until 1950 that San Mateo County's real estate market fully recovered, unleashing a flood of development in neighboring communities. Several major tracts of nearby land were subdivided and developed, especially in areas adjacent to Redwood City. Some of these included East Greenwood Terrace, Woodside Heights, Woodside Oaks, Woodside Knolls, Greenways and Woodside Hills.

6. TOWN INCORPORATION TO THE PRESENT DAY

The steady encroachment of suburban style development alarmed many Woodside residents. Their concern for the effects that growth might have on their way of life caused residents to re-visit incorporating as a Town, an idea first considered in 1928. This time a group called "Woodsiders for Woodside" filed papers, collected signatures and established boundaries encompassing twelve square miles. Their stated goal was to preserve Woodside's rural atmosphere. By a close vote, on October 20, 1956, Woodside favored incorporation and elected its first Town Council. William L. Lowe was elected by the Council to serve as its first Mayor.

The government of the new Town was quickly pressed into action. Meeting at the Woodside School, the Council passed ordinances setting up building codes, zoning restrictions, established tax rates and contracted for fire and police protection. In 1958 the Town faced a controversial proposal by the California Department of Transportation for the routing of the Junipero Serra Freeway (I-280). The 1960s brought additional controversy with the attempt by Stanford

University and the Atomic Energy Commission to build high tension power lines through Woodside to the new Linear Accelerator. Instead, voters approved a property tax increase to bury utility wires underground.

On November 16, 2006 Woodside celebrated the 50th anniversary of incorporation. The ensuing years have seen unprecedented growth in surrounding communities due to the success of technology, research, investment and other industries in the area. Yet thanks to the diligence of Woodside's citizens and officials through the years, it maintains a rural charm with magnificent vistas, historic buildings and sites dating back to the early days of European settlement in San Mateo County. With cherished annual traditions like the May Day Parade dating since the early 1930s to newer ones like the Environment Fest and the annual "Day of the Horse", Town celebrations offer residents the opportunity to enjoy and reflect on the rich history of Woodside's enduring good fortune in both resources and residents.

B. PURPOSE

This Historic Preservation Element of the General Plan articulates Woodside's goals and policies on historic preservation. It serves as a source of information regarding Woodside's development, resources and character-defining features. It is also a guide for the identification, recognition, and retention of those historic and cultural resources. The continued preservation of the historic environment is dependent upon the continued stewardship by its citizens. By understanding its history, the Town of Woodside can preserve its unique sense of place and quality of life. Preservation celebrates the historic and cultural resources that define the community, and ensures historic Woodside will survive to enrich lives for generations to come.

C. HISTORIC RESOURCES

1. Definition: Man-made or natural physical features which are of value because they document the history of the Town and represent an architectural, cultural, archaeological, community or aesthetic value and possess one or more of the following attributes:

- Yield or be likely to yield information that is important in pre-history or history.
- Be associated with events that have made a significant contribution to the patterns of life in the Town.
- Be associated with lives and cultures significant with the Town's past.
- Embody the distinctive characteristics of the time, period or method of construction, especially if it is one of the last remaining such structures, represents the work of a master, and/or possesses high artistic value.
- Possess integrity of location, design, setting, materials, workmanship and feeling of its original nature.

2. AREAS OF HISTORIC & CULTURAL SIGNIFICANCE

Sites designated with “**” are listed on the National Register of Historic Places. Sites designated with “*” are California Historical Landmarks.

H1	**Independence Hall	In Town Center, on Woodside Road
H2	**/*Woodside Store (Tripp Store)	Tripp Road at Kings Mountain Road
H3	**Folger Estate Stable Historic District	Wunderlich Park, Woodside Road
H4	**Green Gables (Fleishhacker Estate)	Albion Avenue
H5	*Site of the Town of Searsville	At Searsville Lake; historic marker at Sand Hill Road & Portola Road intersection
H6	Charles Brown Adobe	East of Woodside Road, near La Honda Road
H7	Tripp Winery & Home	In vicinity of Tripp Road and Kings Mountain Road
H8	Jenkins House	Woodside Road and Albion Avenue
H9	MacArthur/Velliquette House	Woodside Road, west of Woodside School
H10	Woodside Community Museum	In Town Center, behind commercial buildings
H11	Original School House	South of Woodside Road near Albion Road, on Woodside School grounds
H12	Woodside Church Chapel	North of Woodside Road; across from school
H13	Albert Shine House	East of Canada Road, south of Laning Drive
H14	Little Store	North of Woodside Road near Miramontes
H15	Octagon Barn, Why Worry Farm	South of Woodside Road, east of Tripp Road
H16	Spreckles Barn	Runnymede Road, west of Canada Road
H17	Portola Expedition Site	In vicinity of the junction of Woodside Road & Portola Road
H18	Copinger Adobe Site	In vicinity of Woodside Road at its crossing of West Union Creek, at Kings Mountain Road

H19	Site of the settlement of West Union	East of Canada Road south of Edgewood Road
H20	Site of San Mateo County’s First Sawmill	On Alambique Creek, east of Portola Road, near Junction of La Honda Road
	Site of other early sawmills	At various locations in the Woodside Planning Area
H21	Portola Vineyard	Near junction of Portola Road with Old La Honda Road
H22	Early Concrete Bridges	On Mountain Home Road, about 1/8 mile south of Woodside Road, and on Portola Road at crossing of Alambique Creek

3. In future designation of historic resources, the following examples will be considered: Historic Sites, Pioneer Dwellings, Crossroad Settlements, Estates, Stables and Corrals, Vineyards, Barns and Tankhouses, Early Subdivisions, Summer Cottages, Stone Walls, Fences, Gates, and Bridges.

D. STATE AND FEDERAL REGULATIONS / PROGRAMS

Projects which have the potential to effect or impact Woodside’s significant cultural landscapes and historic resources are subject to regulations of the State of California and, in some cases, to regulations of the federal government.

1. California Environmental Quality Act (CEQA)

A project that may cause a substantial adverse change in the significance of a historic resource, or a project for which a fair argument has been presented that a substantial adverse change in the significance of a historic resource may occur, is subject to provisions of the California Environmental Quality Act (CEQA). A substantial adverse change in the significance of a historic resource means physical demolition, destruction, or alteration of the resource or its setting, such that the significance of the historic resource would be materially impaired. A historic resource is considered to be materially impaired when a project either demolishes or materially alters, adversely, those physical features or elements of a historic resource that convey its significance.

As defined in California’s Public Resources Code, a historic resource is a resource that is either listed, or determined to be eligible for listing, in the California Register of Historical Resources. In general, a resource may be considered historic once it is 50 years old.

In order to determine the significance of a historic resource, CEQA relies upon criteria of the California Register of Historical Resources. A resource is considered to be historically significant, and therefore eligible for listing in the California Register of Historical Resources, if it meets one or more of the following criteria:

- It is associated with events that have made a significant contribution to the broad patterns of California history and cultural heritage;
- It is associated with the lives of persons important in our past;
- It embodies the distinctive characteristics of a type, period, region or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
- It has yielded, or may be likely to yield, information important in prehistory or history.

Beyond meeting one or more of these criteria, a historic resource also must possess historic integrity in order to be found eligible for listing in the California Register of Historical Resources. Integrity is the ability of a resource to convey its significance.

2. The Mills Act

The State of California Mills Act provides the possibility of property tax relief for record owners of historic properties that are: 1) located within a local jurisdiction which has adopted a Mills Act program that is tailored to local conditions and includes certain Mills Act requirements; and 2) listed on an official register of historic properties.

3. Section 106 of the National Historic Preservation Act of 1966

A project, activity or program funded in whole or in part under the direct or indirect jurisdiction of a federal agency, and that has the potential to cause an effect on a historic resource, is subject to provisions of Section 106 of the National Historic Preservation Act of 1966. Within the purview of Section 106, projects, activities or programs, referred to in the 1966 Act as “undertakings”, include:

- Those carried out by or on behalf of the federal agency;
- Those carried out with federal financial assistance;
- Those requiring a federal permit, license, or approval; and
- Those subject to state or local regulation administered pursuant to a delegation or approval by a federal agency.

In practice, an “undertaking” essentially is anything a federal agency undertakes to do itself, has done for it, assists someone else in doing, permits anyone else to do, or delegates to or oversees a state or local regulatory body in doing.

Woodside’s cultural landscape and its character-defining features potentially are subject to effects caused by projects that involve federal funding and/or license. Power transmission lines, highway construction and creek restoration are but three examples of “undertakings” that may involve federal funding and/or license, and accordingly, trigger Section 106 review in order to determine the potential of such “undertaking” to cause an effect on Woodside’s historic resources.

Section 106 defines historic resource as a property, i.e., a building, structure, object or place, that is listed, or determined eligible for listing, in the National Register of Historic Places. Further, it defines an effect as being adverse when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National

Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling or association.

Section 106 projects involve consultation and review by the State Office of Historic Preservation, and a Section 106 project that causes adverse effect(s) requires execution of a memorandum of agreement. In some cases, a Section 106 project will involve participation and review by the federal Advisory Council on Historic Preservation.

II. GOALS

- G1 To promote awareness of local history and historic resources for the education, pleasure, and welfare of the community.
- G2 To preserve, protect and enhance the historical, archeological and aesthetic resources located within or related to Woodside.
- G3 To build civic pride in Woodside's unique qualities by fostering citizen efforts to preserve, maintain and enhance its historic resources.
- G4 To encourage adaptive reuse of structures and features so as to encourage the preservation of these historic resources.

III. IMPLEMENTING POLICIES AND PROGRAMS

The following policies and programs are intended to achieve and support the goals of the Historic Preservation Element.

1. The Town will maintain, and make available, information about the history of the community.
2. The Town Council may consider an amendment to the Woodside History Committee purpose, objectives, and activities to include notification and review of applications for demolition or significant exterior alteration of structures:
 - greater than 50 years old,
 - listed on or eligible for the National Register of Historic Places,
 - listed on or eligible for the California Register of Historic Places, or
 - listed as a Town Historic Landmark.
3. The Town will cooperate with appropriate federal, state, and local agencies to identify and record Woodside's Historic Resources (see Section I.C of this Element).
4. The Town Council may consider amending the Municipal Code to establish a voluntary Historic Landmarks program.
5. The Town Council may consider the development and adoption of a Mills Act program (see Section I.D.2 of this Element).

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 9
March 10, 2009

SUBJECT: STATUS REPORT ON THE GENERAL PLAN UPDATE AND REVIEW PROJECT AND APPOINTMENT OF MEMBERS TO THE GENERAL PLAN UPDATE TASK FORCE

RECOMMENDATION

It is recommended that the Town Council appoint the individuals listed in the body of this report as the at-large members of the Town's General Plan Update Task Force.

DISCUSSION

On February 27, 2009, the staff provided the Town Council with a packet containing the twenty-four applications received for appointment to the general Plan Update Task Force. Each Councilmember was asked to review the applications and to submit the names of his or her top fourteen candidates to staff by the close of business on March 6th. All seven Councilmembers have completed the selection process and staff has tabulated the results. The individual selections, when combined, clearly yielded fourteen top "vote" recipients. Based upon the tabulation, and in alphabetical order, the following are the fourteen Woodside residents that are before the Town Council for appointment to the Task Force:

- Chris Anderson
- Susan Crocker
- Elizabeth Dressel
- Lee Ann Gilbert
- Eldona Hamel
- Sten Mawson
- Suzanne Muller
- John Novitsky
- George Offen
- Marcia Pade
- Steve Patrick
- Adolph Rosekrans
- Perry Vartanian
- Martin Walker

Following the Town Council's appointment action, staff will notify all applicants of the Town Council's decision. The first meeting of the Task Force is scheduled for Wednesday, March 25th, from 3 to 5 p.m. Staff will provide the Town Council with an oral update on the status of the General Plan Update and Review process at the March 10, 2009 Town Council meeting.

CONCLUSION

With the Town Council's formal appointment of the fourteen at-large members of the General Plan Update Task Force, the Task Force will have its full complement of members and staff will make all arrangements necessary for the kick-off meeting on March 25th.

TOWN OF WOODSIDE

Report to Town Council
From: Susan George, Town Manager

Agenda Item 10
March 10, 2009

SUBJECT: 2009-11 ANNUAL ROADS PROGRAM AND PROJECT FUNDING PROPOSALS

RECOMMENDATION

It is recommended that the Town Council consider this report, receive public input on its contents, and preliminarily adopt the included recommendations for project funding for the Road Program project years 2009-10 and 2010-11.

BACKGROUND

The Town's Municipal Code includes requirements for annual reporting of the financial and project status of the Town's Road Program. The Code specifies that two annual reports on the Road Program must be transmitted to the Town Council. The first of these is to be prepared and presented in December of each fiscal year. It is to provide a status report on the progress of that year's road projects. The second report is to be available by early February and presented for consideration at a hearing to be held in March of each fiscal year. The second report should provide three elements:

- ⇒ An eighteen-month financial status report.
- ⇒ An updated five-year financial forecast.
- ⇒ A two-year project funding recommendation.

This is the second required report for 2008-09. It was prepared in accordance with the requirements of the Municipal Code and includes the necessary financial updates and project funding recommendations.

DISCUSSION

The Town is responsible for the maintenance of over forty-five miles of public roads and the provision of adequate funding to support this maintenance task has been a top priority for the Town Council since 1998. Over \$5 million in General Fund monies has been contributed to the Road Program during the last eleven fiscal years. The General Fund contribution now represents over thirty-five percent of available road fund revenues. The chart on the next page provides a five-year overview of the Town's Road Program, covering the period from July 1, 2004 to June 30, 2009. Several points about this five-year period can be gleaned from the chart:

- ⇒ About \$7.3 million will have been spent on the Town's roads by June 30, 2009, during this five-year period.
- ⇒ Of this total, about 54%, or \$3.9 million has been dedicated for major road rehabilitation projects.
- ⇒ The General Fund contribution amounted to \$2.5 million and is clearly the most stable source of funding for the Road Program, as all other sources fluctuate depending upon the

economy and/or development activity. The chart clearly depicts the fluctuating receipts patterns of those other sources, most notably Measure A funds and Road Impact Fees.

**FIVE-YEAR ROAD PROGRAM HISTORY
2004-05 to 2008-09**

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Adopted	TOTAL
Beginning Balance	\$ 1,186,592	\$ 1,674,013	\$ 1,259,271	\$ 1,282,267	\$ 1,288,389	\$ 1,186,592
Revenues by Source:						
Traffic Safety	\$ 29,538	\$ 20,871	\$ 32,218	\$ 33,117	\$ 30,000	\$ 145,744
Gas Taxes	110,804	109,591	109,266	82,262	111,700	523,623
Measure A	205,575	242,098	249,892	259,251	250,000	1,206,816
Road Impact Fees	298,099	247,624	405,990	465,068	400,000	1,816,781
General Fund	500,000	500,000	500,000	500,000	500,000	2,500,000
Grants/Other	31,736	129,495	122,400	39,202	477,000	799,833
Total Revenues	\$ 1,175,752	\$ 1,249,679	\$ 1,419,766	\$ 1,378,900	\$ 1,768,700	\$ 6,992,797
Expenditures by Category:						
In-House Services	\$ 438,100	\$ 759,802	\$ 621,278	\$ 816,775	\$ 760,060	\$ 3,396,015
Road Projects	250,231	904,619	775,492	556,003	1,435,000	3,921,345
Total Expenditures	\$ 688,331	\$ 1,664,421	\$ 1,396,770	\$ 1,372,778	\$ 2,195,060	\$ 7,317,360
Ending Balance	\$ 1,674,013	\$ 1,259,271	\$ 1,282,267	\$ 1,288,389	\$ 862,029	\$ 862,029

The Municipal Code requires that the financial status of the Road Program be reported for an eighteen-month period that encompasses the prior fiscal year and the first six months of the fiscal year in progress at the time of the Annual Report. The following chart summarizes this required information for the period July 1, 2007 to December 31, 2008.

**EIGHTEEN-MONTH FINANCIAL SUMMARY
JULY 1, 2007 TO DECEMBER 31, 2008**

	Traffic Safety (204)	Gas Tax (206 and 207)	Measure A (210)	Road Impact Fee (242)	Total
Balance at 7/1/07	\$ 16,427	\$ 81,951	\$ 664,624	\$ 519,265	\$ 1,282,267
Total Revenues	47,455	168,493	1,288,677	762,065	2,266,690
Available Resources	\$ 63,882	\$ 250,444	\$ 1,953,301	\$ 1,281,330	\$ 3,548,957
Expenditures					
In-House Services	\$ 47,541	\$ 185,894	\$ 472,193	\$ 523,894	\$ 1,229,522
Road Projects	-	-	1,368,525	224,441	1,592,966
Total Expenditures	\$ 47,541	\$ 185,894	\$ 1,840,718	\$ 748,335	\$ 2,822,488
Balance at 12/31/08	\$ 16,341	\$ 64,550	\$ 112,583	\$ 532,995	\$ 726,469

This eighteen-month summary is not a very useful depiction of the Road Program's fiscal performance, as it offers no insight into projected activity for the balance of the current fiscal year. It is required by the Municipal Code to demonstrate that Road Program funds were not being idly held, but were actually spent as planned in the annual budget.

Project Funding Proposals for 2009-10 and 2010-11

A two-year Road Program project proposal has been developed for the Town Council's consideration, in compliance with the Municipal Code. It is based upon several factors:

- The Town Council's Financial Management Policies;
- Historic and current financial data;
- A proposed ongoing annual General Fund contribution of \$500,000;
- The updated Five-year Road Program Forecast (**Attachment A**);
- Available grant funding; and
- The Town Engineer's assessment of current road conditions and priorities.

A total of just under \$2.7 million in expenditure on the Roads Program is proposed for the upcoming two-year period. The following table allocates these funds by project category for each year.

Program Category	2009-10	2010-11	Total
Rehabilitation	\$ 290,000	\$ 478,400	\$ 768,400
Dig-outs	160,000	160,600	320,600
Drainage & Bridges	35,000	10,000	45,000
Other Projects:	-	-	
Bridge Rehab. & Analysis	40,000	20,000	60,000
Town-wide Crack Seal	50,000	15,000	65,000
Town-wide Striping Project	20,000	15,000	35,000
Proposition 1B Projects			-
In-house Maintenance	740,247	762,455	1,502,702
Total Program	\$ 1,335,247	\$ 1,461,455	\$ 2,796,702

Rehabilitation projects involve more intensive repair and maintenance work, including reconstruction of failed pavement with the installation of new pavement, varying from five to eight inches in depth. It can also include fabric overlays, where failed pavement is replaced by installing geotextile fabric and an inch and a half overlay to provide for a new structural surface. Chip sealing is also included in this category, calling for replacement of failed pavement by installing a coat of hot asphalt covered by a layer of chips approximately ¼ inch in size. Slurry sealing also falls into this category, with the installation of a layer of asphalt mixed with sand to provide a surface, which protects the pavement and base.

“**Dig-outs**” describes a category of project that includes the isolation of segments of roadways which may be subject to other treatments, but which may require more immediate or separate repair. Sections of road are removed and replaced independently of the final treatment of the balance of the road.

Crack sealing is a general maintenance category, calling for the sealing of cracks in asphalt pavement to stop further deterioration. The Town has been sealing its roads for thirteen years as a preventative measure, with a high degree of success. The areas to be crack sealed in the next two years will be developed by the Town Engineer in late spring of each of the two years under consideration in time for the projects to be undertaken during the summer months.

In addition to these projects, the Town annually undertakes drainage and bridge improvements, a pavement striping and marking project, and other projects that are identified by the Town Engineer.

The following charts summarize the Road Program recommendations for 2009-10 and 2010-11, with the Rehabilitation, Dig-out, and Drainage projects organized by Road Impact Fee area.

2009-10 Proposed Projects

Area	Rehabilitation	Dig-outs	Drainage & Bridges	Total
Kings Mountain Rd.	\$ 50,000	\$ 10,000	\$ -	\$ 60,000
Woodside Rd.	30,000	10,000	-	40,000
Cañada Rd.	30,000	30,000	-	60,000
Woodside Drive	20,000	15,000	-	35,000
The Glens	30,000	10,000	-	40,000
Manzanita Rd.	20,000	5,000	-	25,000
Jefferson Ave.	35,000	20,000	-	55,000
Mountain Home Rd.	35,000	20,000	-	55,000
Portola Rd.	-	-	-	-
Skyline Area	-	15,000	-	15,000
Woodside Heights	-	-	25,000	25,000
Old La Honda Rd.	40,000	20,000	10,000	70,000
Whiskey Hill Rd.	-	5,000	-	5,000
Subtotal	\$ 290,000	\$ 160,000	\$ 35,000	\$ 485,000
Other Projects:				
Bridge Rehabilitation				40,000
Town-wide Crack Seal				50,000
Town-wide Striping				20,000
In-House Maintenance				740,247
Total Program				\$ 1,335,247

The project funding proposed for 2009-10 does not differ from the levels and allocations included in the report submitted to the Town Council in the December, 2008 Roads Program Report. It is important to note that the impact of any potential federal economic stimulus funds that the Town may receive are not yet reflected in the Road Program budget in either the current or next two years. The Town does not yet know what financial benefit will accrue to the Town's road infrastructure from this source. It is anticipated that a dependable estimate of these funds will be available for inclusion in the 2009-11 Proposed Budget, which will be transmitted to the Town Council in June.

The following chart outlines the Road Program as proposed for 2010-11.

2010-11 Preliminary Proposed Projects

Area	Rehabilitation	Dig-outs	Drainage & Bridges	Total
Kings Mountain Rd.	\$ 136,300	\$ 28,200	\$ -	\$ 164,500
Woodside Rd.	21,600		-	21,600
Cañada Rd.	185,300	65,300	-	250,600
Woodside Drive	77,200	16,000	-	93,200
The Glens		8,800	-	8,800
Manzanita Rd.			-	-
Jefferson Ave.		11,000	-	11,000
Mountain Home Rd.	18,000		-	18,000
Portola Rd.			-	-
Skyline Area		7,200	-	7,200
Woodside Heights		4,100		4,100
Old La Honda Rd.	40,000	20,000	10,000	70,000
Whiskey Hill Rd.	-		-	-
Subtotal	\$ 478,400	\$ 160,600	\$ 10,000	\$ 649,000
Other Projects:				
Bridge Rehabilitation				20,000
Town-wide Crack Seal				15,000
Town-wide Striping				15,000
In-House Maintenance				762,455
Total Program				\$ 1,461,455

The funding and projects proposed for 2010-11 will be subjected to subsequent review when the 2009-11 Proposed Budget is developed and again with the two Road Program Reports for 2009-10. Recommended adjustments will be forwarded to the Town Council as circumstances warrant, based upon any new information available.

Five-year Forecast

As required by the Municipal Code, an updated five-year financial forecast for the Roads Program is included as **Attachment A**. It provides an overview of the resources available for allocation during the period from July 1, 2009 to June 30, 2014. It also provides a broad allocation of these funds between projects and in-house maintenance needs. The annual \$500,000 contribution from the Town's General Fund has been factored into all five years of the forecast, consistent with the current financial forecast for that fund. The forecast projects that a total of about \$7 million will be spent on the Road Program during the five years under examination.

CONCLUSION

The Town Council continues to make the Town's road system a top priority, devoting much of its discretionary funding to road projects and day-to-day maintenance. A proposal for the next two-year period is now before the Town Council for public review and input and for preliminary approval. The proposals provide for the expenditure of about \$2.8 million on the roads, with under \$1.3 million allocated to major road improvement projects and the balance

targeted for day-to-day maintenance needs. During the next two months, further refinement will be made to the program, as necessary, with final Town Council review and approval to be scheduled with the adoption of the 2009-11 budget in June of this year.

Attachment

**TOWN OF WOODSIDE
FIVE-YEAR ROAD PROGRAM
2009-10 to 2013-14**

ATTACHMENT A

	ACTUAL 2007-08	ADOPTED 2008-09	PROJECTED 2009-10	PROJECTED 2010-11	PROJECTED 2011-12	PROJECTED 2012-13	PROJECTED 2013-14	FIVE-YEAR TOTAL
BEGINNING BALANCES								
GENERAL	763,002	875,465	444,436	434,673	308,491	268,518	215,369	444,436
ROAD IMPACT FEE (RIF)	519,265	412,924	417,593	348,809	295,236	231,582	157,542	417,593
TOTAL	1,282,267	1,288,389	862,029	783,482	603,727	500,099	372,911	862,029
REVENUES								
204-TRAFFIC SAFETY	33,117	30,000	30,000	30,000	30,000	30,000	30,000	150,000
206-GAS TAX CONSTRT	21,555	29,100	29,100	29,100	29,100	29,100	29,100	145,500
207-GAS TAX MAINT.	60,707	82,600	82,600	82,600	82,600	82,600	82,600	413,000
210-MEASURE A	259,251	250,000	250,000	250,000	250,000	250,000	250,000	1,250,000
242-ROAD IMPACT FEE	465,068	400,000	350,000	375,000	375,000	375,000	375,000	1,850,000
GENERAL FUND CONTRIBUTION	500,000	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
INTEREST INCOME GENERAL	22,608	7,500	7,500	7,500	7,500	7,500	7,500	37,500
INTEREST INCOME (RIF)	15,034	7,500	7,500	7,500	7,500	7,500	7,500	37,500
GRANT FUNDS/OTHER	1,560	462,000	0	0	0	0	0	0
TOTAL	1,378,900	1,768,700	1,256,700	1,281,700	1,281,700	1,281,700	1,281,700	6,383,500
EXPENDITURES								
IN-HOUSE MAINTENANCE - GENERAL	446,966	482,229	413,963	426,382	439,173	452,349	465,919	2,197,786
IN-HOUSE MAINTENANCE RIF	369,809	277,831	326,284	336,073	346,155	356,539	367,236	1,732,286
GENERAL ROAD PROJECTS	339,369	1,135,000	495,000	599,000	500,000	500,000	500,000	2,594,000
ROAD IMPACT FEE PROJECTS	216,634	125,000	100,000	100,000	100,000	100,000	100,000	500,000
PORTOLA ROAD BICYCLE LANE PROJECT	0	175,000	0	0	0	0	0	0
TOTAL	1,372,778	2,195,060	1,335,247	1,461,455	1,385,328	1,408,888	1,433,155	7,024,072
ENDING BALANCES								
AVAILABLE:								
GENERAL	875,465	444,436	434,673	308,491	268,518	215,369	148,650	148,650
ROAD IMPACT FEE (RIF)	412,924	417,593	348,809	295,236	231,582	157,542	72,807	72,807
TOTAL	1,288,389	862,029	783,482	603,727	500,099	372,911	221,457	221,457