

TOWN OF WOODSIDE

TOWN COUNCIL MEETING AGENDA

September 22, 2009

Independence Hall, 2955 Woodside Road, Woodside

7:00 p.m.

CALL TO ORDER

ROLL CALL

7:00 CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation [Government Code Section 54956.9(b)]: One Potential Case

7:30 P.M. REGULAR SESSION

PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSIONCOMMUNICATIONS

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

CONSENT CALENDAR

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and will be approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.

1. Approval of Minutes: Regular Meeting of June 23, 2009.
2. Acceptance of 2008-09 Audited Basic Financial Statements, Proposition 111 Appropriations Limit Review, Measure A Special Revenue Fund Report, Bicycle/Pedestrian Projects Report, Memorandum on Internal Control and Required Communications, and Town Manager's Report on the Town's 2008-09 Financial Self Assessment.
3. Resolution Authorizing Acterra to Apply for Energy Efficiency and Conservation Block Grant Program Funding Allocated to the Town of Woodside and to Implement the High Energy Home Assessment Program. Resolution No. 2009 - _____
4. Resolution Reducing the Fine for Violation of Section 153.173 of the Woodside Municipal Code and Imposing Certain Other Conditions (Weiss - 3910 Sand Hill Road). Resolution No. 2009 - _____ **(This item is being continued to the October 13, 2009 Town Council Meeting.)**
5. Consideration of an Application for an Encroachment Permit to Conduct a Public Event: San Francisco AIDS Foundation Fundraising Cycling Event on October 17, 2009.
6. Update on the Woodside Landscape Committee Proposal to Commission an Equine Statue for Installation on Village Hill.

NEW BUSINESS

7. Resolution: (1) Requesting Caltrans to Prohibit Stopping and Parking along Woodside Road from Cañada Road to West of Woodside Elementary School with Exceptions; (2) Providing a "No Stopping and Parking Anytime" Zone along Albion Avenue from Woodside Road to Prospect Street

and Authorizing the Town Engineer to Install Signs; (3) Directing the Town Engineer to Request Permission from Caltrans to Post "No Stopping and Parking Anytime" and "Tow Away Zone" Signs along Woodside Road; and (4) Authorizing the Town Manager to Provide Exceptions to the "No Stopping and Parking" along Woodside Road to Accommodate Special Events. Resolution No. 2009 - _____

8. Resolution Approving a Covenant to Retain Portion of Town Property as Open Space and Authorizing the Mayor to Execute the Covenant on Behalf of the Town (Woodhill Drive, APN 068-322-390). Resolution No. 2009 - _____

REPORTS

9. Mayor and Councilmember Communications.

COMMUNICATIONS

ADJOURNMENT

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

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

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 1

From: Janet Koelsch, Town Clerk

September 22, 2009

SUBJECT: MINUTES FOR APPROVAL

The minutes of the Town Council Meeting of June 23, 2009, are attached for review and approval.

Attachment

TOWN OF WOODSIDE

TOWN COUNCIL MEETING MINUTES

June 23, 2009

Independence Hall, 2955 Woodside Road, Woodside

CALL TO ORDER

Mayor Mason called the Meeting to order at 7:33 P.M.

ROLL CALL

Present: Councilmember Boynton, Burow, Gordon, Hodges, Romines, Tanner,
Mayor Mason
Absent: None

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, Building Official
Matt Francois, Consulting Attorney
Anna Shimko, Consulting Attorney
Janet Koelsch, Town Clerk

PLEDGE OF ALLEGIANCE

Anne Kasten, Eleanor Drive, led the Pledge of Allegiance.

COMMUNICATIONS

There were no Communications.

CONSENT CALENDAR

1. Resolution Authorizing the Town Manager to Execute Agreements for Services Required for the Implementation of the 2009-10 Budget. Resolution 2009 - 6750
2. Approval of August Legislative Recess.
3. Resolution Approving Second Amendment to the Agreement with the County of San Mateo for Police Protection Services for Fiscal Years 2010-12 and Authorizing the Town Manager to Execute it on Behalf of the Town. Resolution No. 2009 - 6751
4. Resolution Approving a Program Proposal for the Citizens' Option for Public Safety (COPS) Program for 2009-10 Resolution No. 2009 - 6752
5. Resolution Approving Agreement for Town Attorney Services with Aaronson, Dickerson, Cohn & Lanzone and Authorizing the Mayor to Execute the Agreement on Behalf of the Town. Resolution No. 2009 - 6753
6. Approval of Minutes: Regular Meeting of June 9, 2009.

Councilmember Gordon moved approval of the Consent Calendar as presented.

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

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

NEW BUSINESS

7. Consideration of an Application for an Encroachment Permit to Conduct a Public Event: 2009 Summer National Senior Games Cycling Events on August 6 and 7, 2009.

Ms. George provided background information on the proposed bicycle racing events to be held on August 6th and 7th, necessitating closure of the southbound lane of Cañada Road from the entrance to Cañada College to the Town's northern boundary. She noted that the organizers will provide event monitors to insure that nearby residents can utilize the one lane and that advanced notice of the pending road closure will be provided by the event organizers. She confirmed that the County of San Mateo had already approved the closure of Cañada Road north of the Town limits to Highway 92.

Anne Cribbs, President and CEO, 2009 Senior Games Local Organizing Committee, described the breadth of the event in San Mateo and Santa Clara counties.

Jürgen Padberg, Managing Director, 2009 Senior Games Local Organizing Committee, explained why opening the course to through traffic on Cañada Road would be a safety concern. He stated that Jefferson Avenue would be open to in-and-out traffic. Mr. Padberg confirmed that emergency vehicles would have access and noted that all competitors and spectators will park at Cañada College.

Captain Mark Hanlon, San Mateo County Sheriff's Office, explained the safety precautions being taken by the Sheriff's Office in support of the event.

Steve Lubin, Palm Circle, requested clarification of the location of the finish line.

Jürgen Padberg confirmed that the race will begin and end at Cañada College.

The Council discussed parking for spectators, the need to assure that the horse trail along Cañada Road would remain open, that the event was not precedent setting since events are considered on a case by case basis, and that safety issues will be covered by the San Mateo County Sheriff's Department. The Council expressed support of the challenge for seniors.

Councilmember Gordon moved approval of an Application for an Encroachment Permit to Conduct a Public Event: 2009 Summer National Senior Games Cycling Events on August 6 and 7, 2009.

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

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

8. (a) Resolution of the Town Council of the Town of Woodside Adopting an Addendum to the Jackling Estate Final Environmental Impact Report (State Clearinghouse No. 2004012124) certified by the Town Council on December 14, 2004 by Resolution No. 2004-6487 (CEQA Guidelines Section 15090); and (b) Resolution of the Town Council of the Town of Woodside Approving a Demolition Permit, Subject to Conditions, for the Demolition of the Jackling Estate; Approving the Jackling Estate Demolition Mitigation Monitoring and Reporting Program; and Adopting an Associated Statement of Findings Under CEQA and Statement of Overriding Considerations. Resolutions No. 2009- 6754 and No. 2009 - 6755

Ms. George stated that she had been advised of a possible conflict of interest for Cassidy and Shimko due to the firm's relationship with Pixar. She confirmed that, upon initial contact with Cassidy and Shimko, the firm advised the Town Attorney of its relationship with Pixar and noted that an ethics expert from Murphy, Pearson Bradley and Feeny had been consulted to determine

whether prior work on behalf of Pixar created a conflict of interest. Ms. George stated that Cassidy and Shimko were assured that no conflict existed. Ms. George explained that Anna Shimko and Matt Francois were hired as CEQA experts to prepare the addendum to the Jackling Estate demolition integrated Final Environmental Impact Report (FEIR) and pointed out that with the Jackling Estate FEIR acted in an advisory only capacity to the Town Council. Ms. George concluded that Ms. Shimko, Mr. Francois and the staff have not advocated either for or against the application and the Town Attorney and she are in full agreement that there is no conflict of interest.

Ms. George continued that the two resolutions had been prepared based on directions given to staff at the May 12, 2009, Council Meeting. She explained that one resolution adopts the Addendum to the FEIR and the other approves the Demolition Permit, Conditions of Approval, and Mitigation Monitoring and Reporting Program and adopts a Statement of Findings under CEQA and a Statement of Overriding Considerations.

Howard Ellman, attorney representing Mr. Jobs, explained how the contract with Gordon Smythe for demolition of the Jacking Estate residence entailed careful identification, removal and storage of components that give the residence historic significance. He continued that, if Mr. Smythe is not successful at locating a restoration site, the components will be offered to a series of public entities, including the Town. He confirmed that Mr. Jobs would pay for the salvage demolition at a cost of \$604,000.

Gordon Smythe, Palo Alto, noted that the dismantling and storage procedures tie into the mitigation issues. He described his time spent scouring the area for the proper site to reconstruct the residence with a vision to restore it for his family's use.

Howard Ellman stated that an overture would be made to Uphold Our Heritage requesting acceptance of Mr. Smythe's commitment as a basis for settling the case on the grounds that there is no other viable way to accomplish restoration of the house. He pointed out that Mr. Smythe has no obligation in the event of litigation and reiterated that Mr. Jobs would prefer to have the case settled on terms acceptable to preservationists.

Steve Lubin, Palm Circle, inquired about the condition of approval requiring merger of the adjoining lots and the limitation on the amount of building allowed on the merged parcels noting that the condition would seem to require demolition of the Kimbel-Carlson house.

Ms. George explained that the condition requests the applicant to make a good faith effort to merge the two parcels within 24 months of the issuance of the demolition permit and that there is also a condition of approval which specifies the Assessor Parcel Number involved in the 10,000 square foot floor area limitation.

Mr. Lubin proposed elimination of the condition because of the confusion that arises between the zoning ordinance restrictions and the restrictions of the condition.

Ms. George explained that the ultimate zoning of the merged parcel and the total floor area allowable on it would be subject to discussion at the time of the merger hearing. She pointed out that a restrictive covenant will already have been recorded on the six acre lot that limits the floor area to 10,000 square feet.

The Public Hearing was closed.

Councilmember Romines suggested amending Attachment B, Conditions of Approval, to include a condition requiring that the Agreement with Respect to Demolition of Historic Residence be executed prior to issuance of the demolition permit.

Additionally the Council proposed changes to Attachment A, Statement of Findings Under CEQA and Statement of Overriding Consideration including:

B. Alternate 2: Historic Rehabilitation of the Jackling House, 3.
Findings:

Paragraph 1: Alternative 2 would fail to meet most of the basic Project objectives of replacing the Residence with a smaller single-family home that comports with the Town Code. The Project would replace the Residence - a sprawling 14,540 square foot mansion - with a 4,910 square foot home with a modern floor plan and amenities consistent with current standards and expectations. Renovation of the Residence pursuant to this alternative would not meet the Project objective of constructing a single-family home with a modern floor plan. Instead, the current floor plan, with its bifurcated living quarters (i.e., bifurcated between the main house and the upstairs bedrooms located in the northwestern part of the home) would be maintained. While this floor plan likely served the Jackling family well by allowing their guests separate entry to bedrooms on the second floor, it is not practical for a modern family to have a home that is not fully accessible from the inside especially when some of the bedrooms ~~are likely to~~ may be occupied by children. Also, the home was originally designed and built as a summer home and is not suitable for year-round single-family living given the need to access the upper floor bedrooms from the exterior of the Residence. In addition, this alternative would not result in a home that contains amenities consistent with current standards and expectations. For instance, the Final EIR explains that this alternative would mainly include upgrades only to the kitchen and bathrooms. The Cost Comparison Data likewise assume that there would be some upgrades to the Residence's mechanical and electrical systems, but not to a high-end residential level (~~e.g., no air conditioning or lighting controls would be installed~~). Further, this alternative would not reduce the overall building bulk and height on the Project site and would fail to comply with Town Code due to the bulk and height and further would pose a risk to the occupants because the Residence ~~since it would not meet current seismic standards (only minimal foundation and seismic upgrades are included)~~.

Paragraph 3: This alternative would cost \$3.18 million more than the cost of the Project (i.e., approximately 40% more than the cost of the Project). These increased costs are so great that a reasonably prudent person would not proceed with this alternative (especially in light of the fact that it would fail to lead to a functional floor plan and would not contain amenities expected by a contemporary home owner in that only the kitchen and bathrooms would be updates), and this alternative is rejected as economically infeasible.

The Council discussed that the floor plan proposed for Alternative 2 was not appropriate for a contemporary owner; that there was a major gap between the floor plans for Alternatives 2 and 2A; avoiding the chance that the residence would be demolished without the contract being signed; distribution of the salvage features in the event that there is no off-site restoration project; and the effectiveness of the contract in the event of a continuing lawsuit.

Councilmember Romines moved adoption of a Resolution Adopting an Addendum to the Jackling Estate Final Environmental Impact Report (State Clearinghouse No. 2004012124) and a Resolution Approving a Demolition Permit, Subject to Conditions as Amended for the Demolition of the Jackling Estate; Approving the Jackling Estate Demolition Mitigation Monitoring and Reporting Program; and Adopting an Associated Statement of Findings Under CEQA and Statement of Overriding Considerations as Amended.

Motion seconded by Councilmember Gordon.

Mayor Mason requested that the motion for approval of the resolutions be divided into two parts.

The motion by Councilmember Romines, seconded by Councilmember Gordon, to adopt a Resolution Adopting an Addendum to the Jackling Estate Final Environmental Impact Report (State Clearinghouse No. 2004012124) was approved by the following vote:

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

In response to Councilmember Romines' inquiry, Mr. Ellman confirmed that it was Mr. Jobs' intent to sign the proposed agreement.

Councilmember Romines moved approval of a Resolution Approving a Demolition Permit, subject to the following amendments:

Attachment B, Conditions of Approval, to include a condition requiring that the Agreement with Respect to Demolition of Historic Residence be executed by Jobs, Smythe and the Town of Woodside prior to issuance of the demolition permit.

Attachment A, Statement of Findings Under CEQA and Statement of Overriding Consideration:

B. Alternate 2: Historic Rehabilitation of the Jackling House, 3. Findings:

While this floor plan likely served the Jackling family well by allowing their guests separate entry to bedrooms on the second floor, it is not practical for a modern family to have a home that is not fully accessible from the inside especially when some of the bedrooms ~~are likely to be~~ **may be** occupied by children."

Further, this alternative would not reduce the overall building bulk and height on the Project site and would fail to comply with Town Code ~~since it would not meet current seismic standards) only minimal foundation and seismic upgrades are included)~~ due to the bulk and height and further would pose a risk to the occupants because the Residence would not meet current seismic standards.

~~(e.g., no air conditioning or lighting controls would be installed).~~

This alternative would cost \$3.18 million more than the cost of the project (i.e., approximately 40% more than the cost of the Project). These increased costs are so great that a reasonably prudent person would not proceed with this alternative, **(especially in light of the fact that it would fail to lead to a functional floor plan and would not contain amenities expected by a contemporary home owner in that only the kitchen and bathrooms would be updated)** and this alternative is rejected as economically infeasible.

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

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

Councilmember Burow clarified that his vote on the resolution was in opposition to the amendment to the Conditions of Approval.

9. Continued Discussion of Proposed Definition of "New Building" for Purposes of Implementing Building and Related Codes and Provision of Direction to Staff for Drafting Ordinance for Future Consideration.

Mr. Nagengast presented a summary of "new building" definitions from other jurisdictions. He reviewed a matrix of possible building permit scenarios, including requirements triggered by possible permit applications. Mr. Nagengast continued that, since septic permits are issued by the County of San Mateo, extensive residence improvements are of concern to the County due to the possibility of a future failure of the septic system.

Ms. George added that the County saw residence improvements as a window of opportunity to bring involved septic systems completely up to code, but noted that the County has an array of exceptions that the Health Officer can approve on a case by case basis. Ms. George suggested that staff could prepare a definition of "new building" for fire code regulations only since a major review of the County's septic code is pending.

The Council discussed the impact of improvements in technology with regard to septic regulations, and proposed that staff become familiar with the County's process to grant exceptions.

Mr. Clark clarified that replacing a ceiling finish or re-flooring a residence would not typically be considered a significant trigger. He stated that staff should define what would be considered a significant change; that a variety of variations could occur as far as replacement and reconstruction.

The Council discussed that the matrix concept was a better formula than using valuation; that there needs to be some clarification regarding interior remodeling or work that radically affects the exterior skin of the building.

Rick Rizolli, Hillside Drive, discussed parking compliance requirements. He suggested the addition of another category, replacement or repair of a building which is not associated with fire or a natural disaster.

Ms. Young clarified that the "Parking Compliance Required" column from the matrix addresses a conforming parking situation. She suggested that Category 4 on the Compliance Matrix could include reroofing and not be subject to the "new building" definition.

Mr. Nagengast questioned whether staff should require compliance with the fire code provisions for revisions to currently approved permits that increase the scope of work.

The Council advised that staff should encourage upgrading to Chapter 7A requirements.

Staff confirmed that there was enough guidance to continue work on the "new building" definition.

PUBLIC HEARING

- 10. Resolutions: (1) Adopting the Town Budget for Fiscal Year 2008-09 and Approving the Town Budget for Fiscal Year 2010-11; (2) Determining the Appropriation Limit for Fiscal Year 2009-10; and (3) Approving the Town Salary and Classification Plan for 2009-10. Resolutions No. 2009 - 6756, No. 2009 - 6757, and No. 2009 - 6758**

Ms. George explained that adoption of the three resolutions would set into place the 2009-10 Budget, Appropriation Limit and Salary Schedule. She noted that the State budget was still very fluid and that it looked as though the Governor would have a difficult time getting a two-thirds vote in the legislature for Proposition 1A borrowing.

There was no Public Comment.

Councilmember Gordon moved adoption of Resolutions: (1) Adopting the Town Budget for Fiscal Year 2008-09 and Approving the Town Budget for Fiscal Year

2010-11; (2) Determining the Appropriation Limit for Fiscal Year 2009-10; and
(3) Approving the Town Salary and Classification Plan for 2009-10.

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

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

REPORTS

11. Mayor and Councilmember Communications.

Mayor Mason stated that Councilmember Burow, Portola Valley Vice-Mayor, Steve Tobin, and he had met with the Woodside Fire Protection District (WFPD) to discuss joint fire preparation between the Town and the Town of Portola Valley.

He proposed appointing a subcommittee to work with the WFPD to review fire safety issues and requested that the subcommittee appointment be agendized for the next meeting.

Councilmember Hodges reported a large oak tree being destroyed and requested that the Town confirm that the proposed tree removal is appropriate.

Mr. Nagengast explained that the tree was being removed as part of PG&E's tree removal/trimming program. He continued that the Town's franchise agreement with PG&E requires PG&E to maintain the trees in the right-of-way. Mr. Nagengast stated that regulations are in place to confirm the need to remove the tree.

COMMUNICATIONS

ADJOURNMENT

The Meeting was adjourned at 10:47 P.M.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 2

From: Susan George, Town Manager

September 22, 2009

SUBJECT: ACCEPTANCE OF 2008-09 AUDITED BASIC FINANCIAL STATEMENTS, PROPOSITION 111 APPROPRIATIONS LIMIT REVIEW, MEASURE A SPECIAL REVENUE FUND REPORT, BICYCLE/PEDESTRIAN PROJECTS REPORT, MEMORANDUM ON INTERNAL CONTROL AND REQUIRED COMMUNICATIONS, AND TOWN MANAGER'S REPORT ON THE TOWN'S 2008-09 FINANCIAL SELF ASSESSMENT

RECOMMENDATION

It is recommended that the Town Council accept into the public record the 2008-09 Basic Financial Statements, Proposition 111 Appropriations Limit Review, and the Town Manager's Report on the Town's Financial Self Assessment for 2008-09.

DISCUSSION

The annual audit was conducted during the course of a two-week period during July and August of this year. The Town's independent audit firm, Maze & Associates, transmitted the various reports for the 2008-09 fiscal year to the Town in early September of 2009. This is the sixth year that the Town's financial statements have been issued in accordance with Governmental Accounting Standards Board Statement No. 34 (GASB 34). Note 2B to the Basic Financial Statements describes the impact of GASB 34 on the presentation of financial information. Besides the impact upon this presentation, GASB 34 also requires the financial manager of the governmental agency to provide Management's Discussion and Analysis (MD&A). The MD&A can be found beginning at page 3 in the attached financial statements. This twenty-nine page narrative overview of the results of the Town's fiscal operations was co-authored this year by the Town Manager and Assistant Town Manager. It explains critical financial events and attempts to address questions that may arise during the casual reader's examination of the Basic Financial Statements. The key points of emphasis for 2008-09 include:

- The Town's total net assets, which are defined as total assets, net of debt, decreased by about \$77,000 during 2008-09.
- Cash fund balances for the Town's governmental funds were \$6.3 million as of June 30, 2009.
- The General Fund reserve was just under \$3.1 million as of June 30, 2009, well in excess of the level mandated by the Town Council's Financial Management Policies.

Included as **Attachment A** is the Town Manager's Report on the Town's Financial Self Assessment, which was completed in compliance with the Town Council's seventeenth Financial Management Policy, which states:

"The Town's compliance with these Financial Management Policies will be assessed on an annual basis as part of the annual audit and presentation of the audited General Purpose Financial Statements and Management Letter."

The Town's Audit Committee will receive copies of the same materials currently being transmitted to the Town Council. The Committee has not provided a report to the Town Council since July of 2004, when it reported on the 2002-03 audited financial statements. The MD&A included with the published Basic Financial Statements is in effect a more comprehensive version of prior years' Audit Committee Reports.

CONCLUSION

It is appropriate for the Town Council to accept these various reports at this time so that they become a part of the formal public record, available for public review.

Attachments

**TOWN OF WOODSIDE
TOWN COUNCIL FINANCIAL MANAGEMENT POLICIES
2008-09 ANNUAL COMPLIANCE ASSESSMENT**

1. The annual budget must be balanced.

The 2008-09 Adopted Budget, approved by the Town Council on June 24, 2008, was balanced and remained balanced with all subsequent adjustments during the fiscal year.

2. Adequate reserves must be developed and maintained, including a minimum reserve of fifteen percent of estimated operating revenues for the Town's General Fund.

General Fund reserves were just under \$3.1 million as of June 30, 2009, a level equal to just under fifty-three percent (53%) of operating revenues, well in excess of the mandated fifteen percent target. The target was exceeded throughout the fiscal year.

3. One-time revenues and resources should not be used to support ongoing operations.

One-time revenues and resources were not used to support any ongoing operations during 2008-09.

4. The following areas should be self-supporting, including appropriate overhead costs:

- ⇒ Development services activities
- ⇒ Recreation
- ⇒ Maintenance and assessment districts
- ⇒ Enterprise funds

With the exception of Development Services, all of these programs and activities were self-supporting during 2008-09. Development services activities include the functions of the Planning and Building Department and the Public Works Department that support the processing of building permits, site development, and other permits and the approval of permits and applications by the Planning Commission and the Architectural and Site Review Board. The current fee schedule is out-of-date, as it has not been adjusted since 1995. A study of the Town's fee schedule was commissioned and is due to be presented to the Town Council in the fall of 2009. The issue of cost recovery for Development Services will be addressed in the context of the fee schedule study and update.

5. Operating and capital budget items should be clearly distinguished and preferably reported separately.

Operating and capital items were clearly distinguished and reported during 2008-09.

6. Assessment districts must be reported separately by fund.

The Town's two assessment districts (Town Center Sewer and Woodside Road-Whiskey Hill Road Parking Assessment Districts) were reported separately by fund.

7. Overhead costs should be allocated to all functions on a fair basis.

The Town developed and implemented an overhead allocation process during 1992-93

that has been fairly applied in each ensuing fiscal year, including 2008-09.

8. **Interfund transfers and loans, regardless of duration, should be explicitly authorized by formal Council action and incorporated into the budget approval process.**

All interfund transfers and loans were formally authorized by Town Council action during 2008-09.

9. **Annual debt service should be provided for on a priority basis.**

The General Fund's debt was fully paid off during 2006-07. The special assessment district debt service payments were budgeted at the full level required and were paid pursuant to the appropriate debt service schedules.

10. **Debt should be issued only to support capital costs and not operating expenses of the Town.**

No debt was issued during the fiscal year.

11. **Revenues and expenditures should be estimated on the basis of reasonable and conservative assumptions.**

This policy was applied to all revenue and expenditure assumptions used to develop and update the 2008-09 budget, for all funds.

12. **The Town Council should conduct a comprehensive review of the fiscal status of the Town on a quarterly basis.**

The Town Council conducted the 2008-09 First Quarterly Budget Review on October 28, 2008, the 2008-09 Mid-Year Budget Review on January 27, 2009 and the 2008-09 Third Quarterly Budget Review on April 14, 2009.

13. **Modifications to the Town Budget should be made only by resolution of the Town Council and should only be considered within the context of a formal monthly or quarterly review of the Town's budget status.**

The 2008-09 budget was modified four times during the year, via formal resolution on the Town Council's agenda, in tandem with either a formal monthly or quarterly review of the Town's budget status.

14. **The Town will incorporate a five-year financial planning model into all of its fiscal and programmatic decisions.**

The Town developed a Five-year General Fund Forecast Model as the 1993-94 Proposed Budget was developed. It has been incorporated into the financial planning and management processes of the Town. Additionally, a similar five-year model has been developed for the five funds that comprise the Town's road program. Both models are updated two to three times a year, as revised forecast data is developed. The models are used to determine the long-range impact of current financial decisions.

15. **The five-year model will be updated and reviewed by the Town Council on at least a semi-annual basis and whenever a significant proposal that will impact Town finances is considered.**

The five-year model was updated and reviewed by the Town Council on three occasions during 2008-09. The first update was during the Mid-Year Budget Review in January of 2009, the second was during the Third Quarterly Budget Review in April of 2009, and the third was in tandem with review of the 2009-11 Proposed Budget in June of 2009.

16. A detailed financing plan will be adopted by the Town Council prior to the final approval of any capital project.

A complete financing plan was developed and approved in conjunction with the approval of each of the Town's capital projects.

17. The Town's compliance with these financial management policies will be assessed on an annual basis as part of the annual audit and presentation of the audited General Purpose Financial Statements and Management Letter.

This report represents the Town's assessment of its compliance with the financial management policies during 2008-09.

18. No phase of a capital project should be initiated until all the resources required for its completion are available to the Town.

The Town undertook road rehabilitation projects during 2008-09. The Town Council approved specific budgets for these projects, incorporating all necessary phases and identifying the supporting funding prior to the initiation of any individual phase, in keeping with this policy.

19. A Request for Proposal (RFP) shall be issued whenever the Town desires to obtain outside services of significant scope, unless specifically waived by the Town Council, in order to ensure that the Town can obtain the highest quality service at the most competitive cost level. The Town Manager will ensure that decisions regarding the issuance of an RFP are brought to the Town Council in a timely manner.

The Town did not need to obtain any outside services during 2008-09 that required the issuance of an RFP.

20. The annual budget must include an appropriation for the interest expense on all short-term debt and must be amended, as required, at the time of debt issuance to provide for this cost.

All short-term debt was retired as of June 30, 1997 and no new short-term debt was assumed during 2008-09.

Dated: September 8, 2009

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 3

From: Kevin Bryant, Assistant Town Manager

September 22, 2009

SUBJECT: RESOLUTION AUTHORIZING ACTERRA TO APPLY FOR ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM FUNDING ALLOCATED TO THE TOWN OF WOODSIDE AND TO IMPLEMENT THE HIGH ENERGY HOME ASSESSMENT PROGRAM

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, authorizing Acterra to apply for the Energy Efficiency and Conservation Block Grant Program funds allocated to the Town of Woodside and to implement the High Energy Home Assessment Program.

BACKGROUND

The Energy Efficiency and Conservation Block Grant Program (EECBG) was created by the Energy Independence and Security Act of 2007 and funded by the American Recovery and Reinvestment Act of 2009 (ARRA). These funds have flowed through the U.S. Department of Energy to the California Energy Commission (CEC), which is required to provide funding for small cities and counties.

DISCUSSION

Under the EECBG guidelines being reviewed by the California Energy Commission, all small cities and counties in California are eligible to receive funding based on a formula that incorporates population and unemployment rate. The Town of Woodside is eligible to receive \$30,073 in funding based on this formula.

One of the eligibility requirements is that any project supported by EECBG funds be "cost-effective". The Energy Commission defines cost-effectiveness as achieving a minimum savings of 10 million British Thermal Units (BTUs) per year for each \$1,000 of EECBG funds spent. This translates into 1 kilowatt hour per year (kWh/yr) per \$1 spent and 1 therm per year (therm/yr) per \$10 spent. To utilize the full \$30,073 the Town is eligible to receive, a project would need to save over 30,000 kWh/yr and/or 3,000 therms/yr. Another EECBG limitation is that each eligible applicant may submit only one application.

CEC staff has been clear that solar projects would not meet the cost-effectiveness standard due to their cost and because they are energy-generating projects instead of energy-saving projects. Consequently, staff worked with PG&E to conduct an analysis of replacing the Town's heating, ventilation, and air conditioning system with high efficiency units to determine if it would meet the cost-effectiveness standard. Unfortunately, the estimated savings of 5,421 kWh/yr and 1,361 therms/yr is well below the necessary levels to meet the standard.

In June, the Town's Conservation and Environmental Health Committee (CEHC) recommended the Town's participation in Acterra's proposed High Energy Home Assessment Program. This

program is specifically designed for towns like Woodside with many high energy use homes, which have unique characteristics that can't be addressed by traditional home audits that examine heating and cooling systems and doors and windows. The program is designed to educate residents about areas of wasted energy and water in their homes, identifying true "low hanging fruit" associated with luxury goods. The estimated cost-effectiveness of the High Energy Home Assessment Program would be 70 million BTUs saved per \$1,000 spent, well in excess of the standard set by the CEC. **Attachment A** provides an overview of the program.

Towns that choose to participate in Acterra's High Energy Home Assessment Program will be asked to promote the program and coordinate resident participation with Acterra. Staff suggests that the Town's CEHC play a role in the promotion and coordination of the program.

The EECBG guidelines allow jurisdictions to pool their funding allocations and submit a joint grant application. In addition to the Town of Woodside, Acterra is currently working with Towns of Portola Valley, Atherton, and Los Altos Hills, and the City of Monte Sereno to use their EECBG allocation to fund the High Energy Home Assessment Program. As of the drafting of this report, the Monte Sereno and Atherton town councils are scheduled, on September 15 and 16, respectively, to consider authorizing Acterra to apply for their EECBG funds. Portola Valley and Los Altos Hills have tentatively scheduled the item for the week of September 21. The CEC anticipates accepting applications for EECBG funding starting October 1st.

CONCLUSION

Authorizing Acterra to apply for the Town's EECBG funds ensures that money that has been designated for use by the Town will be spent on behalf of Town residents, and also will shift the burden of all reporting and documentation requirements to Acterra. Adoption of the draft resolution is recommended

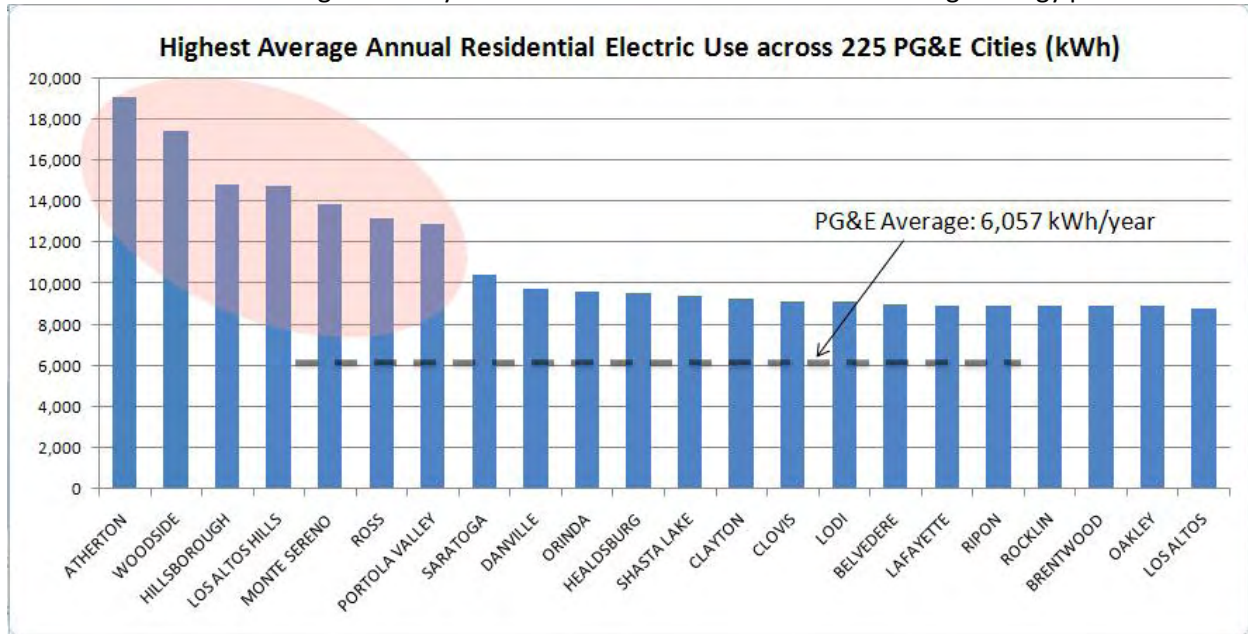
ATTACHMENTS

Executive Summary:

An energy conservation program focused on “comfortable conservation” of residential energy, specifically designed for towns with many “high energy” homes (e.g. Atherton, Woodside, Los Altos Hills, Portola Valley, Monte Sereno). This program will educate residents about specific areas of wasted energy & water in their homes, allowing them to take recommended actions to reduce their energy use, water use, and greenhouse gas emissions.

Background:

A number of towns in the greater Bay Area consume 2 to 3 times PG&E's average energy per household.



Based on research in Los Altos Hills, these High Energy Homes have unique characteristics and are not well served by existing home audit services. This program builds on the results of the Los Altos Hills effort to create a specialized home assessment process – in most cases not even requiring a home visit – to help homeowners identify areas of waste and provide recommendations for reducing energy and water use. Many of these recommendations will have no cost to the homeowner and no impact on their lifestyles (i.e. comfortable conservation). The program is expected to provide extremely cost-effective reductions in energy use and GHG emissions so government funding will be leveraged for initial development and deployment, resulting in free assessments to the initial participating residents.

Homeowner Quotes from Initial Audits:

“In the first 10 minutes of the audit we discovered a way to save 850 kWh per year with zero cost.”

“Three months after the audit my electric bill was the lowest in 9 years.”

“I had tens of thousands of dollars in water and electric bills, but no idea where to find further cost-savings. This audit dramatically lowered my usage and costs.”

“A quick visit and analysis of my home uncovered a number of hidden costs. Thankfully, they were easy to adjust and had no effect on my quality of life.”

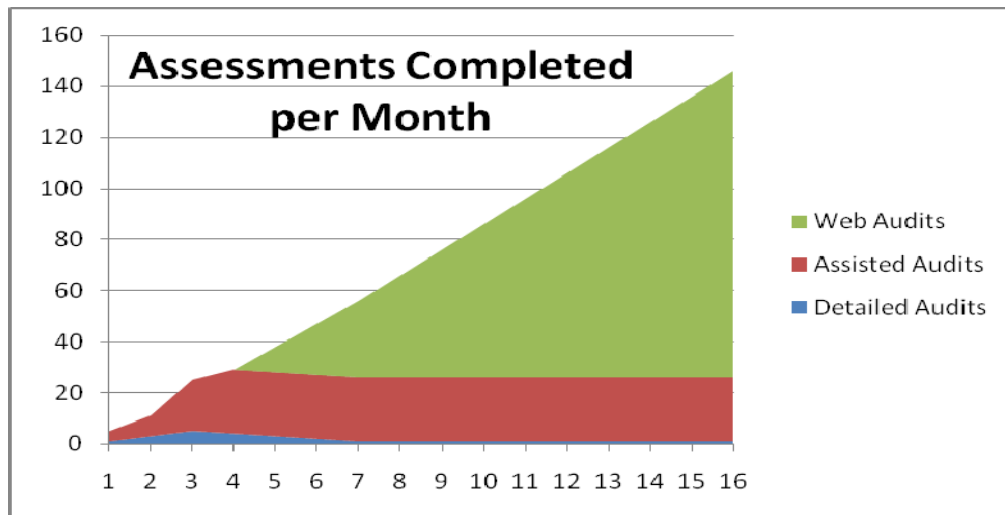
“In the past three months I have watched my PG&E bill drop by 62%. Thank you!”

Expected Number of Assessments

Utilizing identified funds, over 1,100 assessments will be performed free of charge for participating residents. These assessments will be split across member towns as follows:

Total	LAH	Atherton	Woodside	Portola Valley	Monte Sereno
1,149	322	275	207	172	172

Three types of assessments will be utilized: Detailed Audits (for testing and for outliers), Assisted Audits (utilizing phone based interviews), and Web-based Audits. As the program matures the web-based option will be the primary method used, reverting to the other methods only as needed.

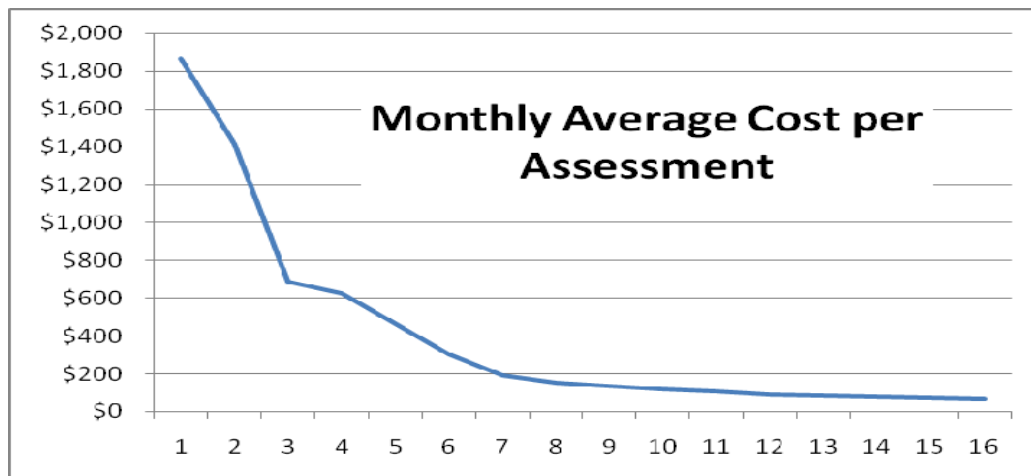


Cost and Cost Effectiveness

EECBG Minimum Cost Effectiveness: **10** Million BTUs per year per \$1000 spent

Acterra High Energy Program: **70** Million BTUs per year per \$1000 spent

The cost of Assessments will decline rapidly as the tools & processes mature. While initially much higher, at the end of the program Assessments will cost approximately \$70 per residence.



Benefits to Towns:

1. **EECBG Funding** Opportunity with Local Partner taking the lead, doing the work.
 - a. Cost effectiveness based on results of research (now under review by CEC).
 - b. Job Creation: 1 new full time employee at Acterra plus part-time consultant (SS) plus part time independent software developer(s).
2. Cost effective **GHG Reductions** (AB32) for the Town
3. Cost effective **Water Reductions** (AB1881) for the Town
4. Happy (due to cost reductions) and Informed Residents

FAQs:

Q: What is the cost to the town? To our residents?

A: No charge for either. The program has been designed to be fully funded by grants.

Q: What towns are considering this program?

A: Los Altos Hills, Atherton, Monte Sereno, Woodside and Portola Valley

Q: Will it take a lot of staff time?

A: Towns can take part as much as desired, but we designed the program to have minimal impact on the town staff. Towns will be responsible for promoting the program to residents and forwarding names of residents who want the free assessment.

Q: Will the town be liable for results?

A: No. Acterra will be the only party under contract with the CEC.

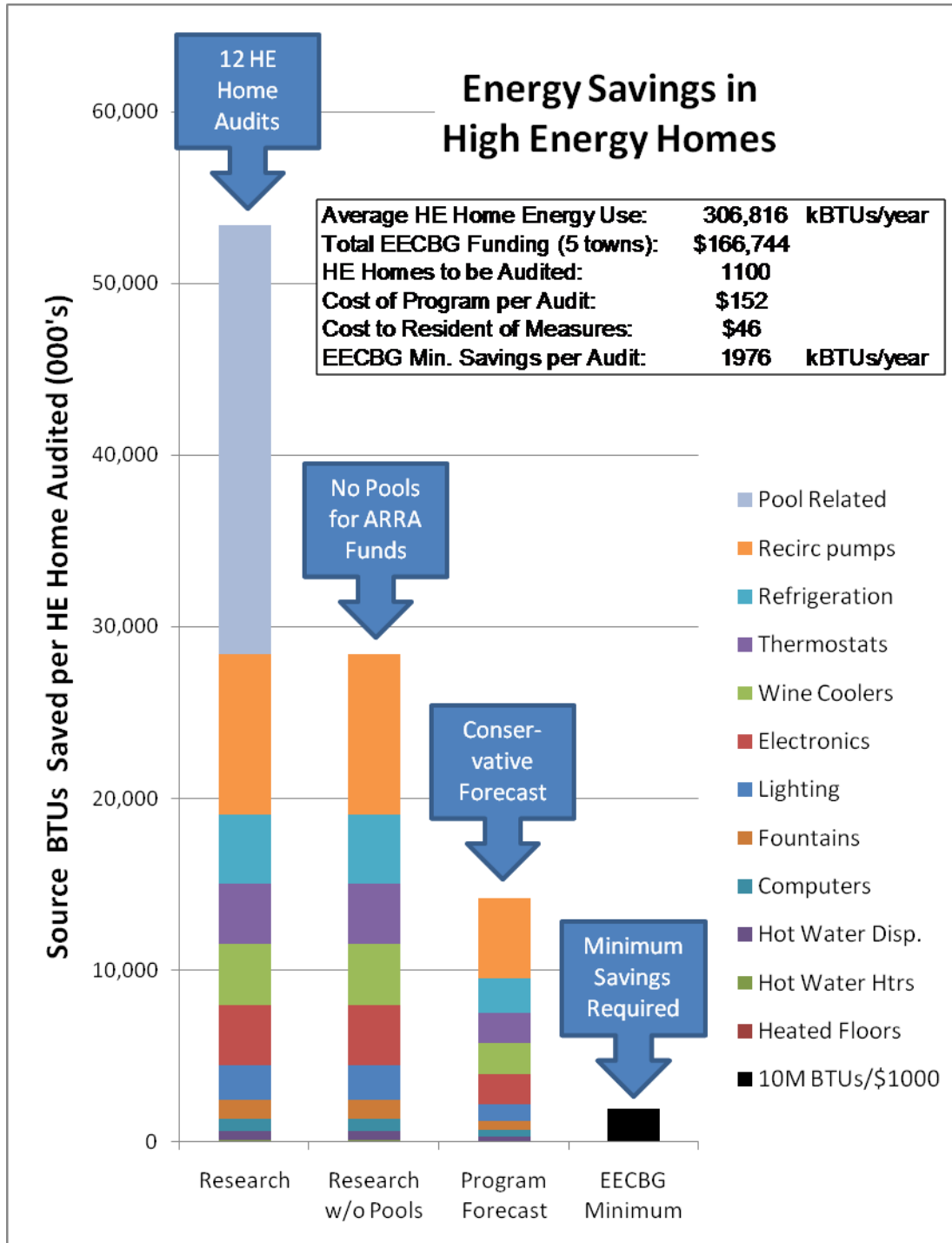
Q: What happens if it is under-subscribed by residents? Or over-subscribed?

A: If a town is unable to enlist enough residents within the time limit those slots will go to other towns. If there are too many volunteers, residents will have to wait for a follow-on offering.

Schedule and Next Steps:

1. September 17th: Solicitation Package available from the CEC.
2. Prior to September 30th: Each Town must pass a resolution assigning funds to Acterra.
3. October 1st: CEC Starts accepting applications.
Due to predicted delays at the CEC we would like to be among the first to submit an application. The applications will be reviewed on a first-come first-served basis.
4. November 15th: CEC to start issuing Grants.

Addendum: Example of Energy Saving Measures



END OF DOCUMENT

RESOLUTION NO. 2009 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AUTHORIZING ACTERRA TO APPLY FOR ENERGY EFFICIENCY AND CONSERVATION
BLOCK GRANT PROGRAM FUNDING ALLOCATED TO THE TOWN OF WOODSIDE AND TO
IMPLEMENT THE HIGH ENERGY HOME ASSESSMENT PROGRAM

WHEREAS, the Town of Woodside recognizes that it is in the interest of the regional, state, and national economy to stimulate the economy; create and retain jobs; reduce fossil fuel emissions; and reduce total energy usage and improve energy efficiency within our jurisdiction; and

WHEREAS, Energy Efficiency and Conservation Block Grant (EECBG) funds are available through the California Energy Commission for grants to eligible local governments for cost-effective energy efficiency projects; and

WHEREAS, the Town of Woodside is an eligible EECBG grant recipient and is eligible to receive up to \$30,073 of EECBG funds for cost-effective energy efficiency projects; and

WHEREAS, it is in the best interest of the Town of Woodside to participate in the EECBG program through a lead collaborative applicant; and

WHEREAS, Acterra is willing and eligible to apply to the EECBG program on behalf of eligible cities/counties.

NOW, THEREFORE BE IT RESOLVED THAT, the Town Council of the Town of Woodside does hereby authorize Acterra to apply for the EECBG funding allocated to the Town of Woodside and implement the EECBG projects approved by the Energy Commission.

* * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 22nd of September 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 5

From: Kevin Bryant, Assistant Town Manager

September 22, 2009

SUBJECT: CONSIDERATION OF AN APPLICATION FOR AN ENCROACHMENT PERMIT TO CONDUCT A PUBLIC EVENT: SAN FRANCISCO AIDS FOUNDATION FUNDRAISING CYCLING EVENT ON OCTOBER 17, 2009

The Bicycle Committee will review this application at its September 17th meeting. A report to the Town Council will follow.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 6

From: Kevin Bryant, Assistant Town Manager

September 22, 2009

SUBJECT: UPDATE ON THE WOODSIDE LANDSCAPE COMMITTEE PROPOSAL TO COMMISSION AN EQUINE STATUE FOR INSTALLATION ON VILLAGE HILL

BACKGROUND AND DISCUSSION

On September 23, 2008, the Town Council approved the Woodside Landscape Committee's proposal to commission and install a horse statue on Village Hill. The Council referred the proposed statue to the Architectural and Site Review Board (ASRB) for input on the siting of the sculpture on Village Hill.

Following the Council's approval of the concept, the Landscape Committee introduced the selected image of a mare and foal at the 2008 Day of the Horse and began fundraising for the project. To date, the Committee has raised \$80,000 of the \$100,000 they believe is needed for the project.

Review of the location of the statue on Village Hill is scheduled for the October 5th ASRB meeting. In lieu of story poles, a life-size photo of the horse statue has been prepared and will be placed on Village Hill in the location that the Committee recommends.

As the owner of Village Hill, the Town is acting as the applicant for the ASRB application and will act as the applicant for the required building permits, engineering studies and inspections. Consequently, no permit fees have been charged to the Landscape Committee.

Preliminary review of the site indicates that the statue will need to be secured to the hill using foundation piers, which will add to the cost of the project.

CONCLUSION

This report is provided as information. Council action is not required at this time.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 7

From: Paul T. Nagengast, Town Engineer

September 22, 2009

Approved By: Susan George, Town Manager

SUBJECT: RESOLUTION: (1) REQUESTING CALTRANS TO PROHIBIT STOPPING AND PARKING ALONG WOODSIDE ROAD FROM CAÑADA ROAD TO WEST OF WOODSIDE ELEMENTARY SCHOOL WITH EXCEPTIONS; (2) PROHIBITING PARKING ON ALBION AVENUE; AND (3) DIRECTING THE TOWN ENGINEER TO REQUEST CALTRANS' PERMISSION TO POST "NO STOPPING AND PARKING ANYTIME" AND "TOW AWAY ZONE" SIGNS

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which provides:

1. "No Stopping and Parking Anytime", along the north side of Woodside Road (westbound) from Cañada Road to Miramontes Road; and
2. "No Stopping and Parking Anytime", along the south side of Woodside Road (eastbound) from the western boundary of Roberts Market parking lot west of Cañada Road to Fox Hollow Road except during the hours 8-9:30 am and 2-4 pm, M-F; and
3. "No Stopping and Parking Anytime", along the north side of Woodside Road from Martin Lane to Kings Mountain Road; and
4. "No Stopping and Parking Anytime", along Albion Avenue from Woodside Road to Prospect Street fronting the drainage ditch on the east side and the west side to 139 Albion Avenue; and
5. Authorization for the Town Engineer to request permission from Caltrans to install needed enforcement signage; and
6. Authorization for the Town Manager to provide exceptions to the "No Stopping and Parking Anytime" on Woodside Road to accommodate special events.

DISCUSSION

On July 14 and 28, 2009, staff presented the "Parking Issues Study" for Woodside Road near Woodside Elementary School that identified various parking, pedestrian, bicycle, equestrian and school related issues. The Town Council accepted input from the public and directed staff to prepare a resolution that would allow the Town Council to implement proposed stopping and parking restrictions on Woodside Road and Albion Avenue.

The July 28, 2009, meeting had several school children parents' comment about the proposed parking restrictions. The Town Council had

indicated that the Town was concerned with safety and that the item as presented on July 28 would be continued to September 22 in order for

Woodside Elementary School to provide the school's proposed traffic management plan. In addition, Council indicated that staff should meet with school officials in order to discuss the proposed parking restrictions to promote safety.

Staff has met with Diana Abbati, Superintendent/Principal and Tim Hanretty, Assistant Superintendent in August to discuss measures to be implemented by the school regarding the parking restrictions and school safety. Ms. Abbati and Mr. Hanretty were very supportive of the Town measures to promote school safety. Attached to this report is a letter and summer newsletter sent by Woodside Elementary School District (WESD) to the school community indicating WESD's support of the proposed parking restrictions for promoting safety. The school has provided 30 additional visitor parking spaces in the front of the school and has held several meetings with parents regarding the proposed parking restrictions.

Staff has randomly visited the Woodside Road during the morning drop off (peak time 8am - 9am) and pick up (3pm - 4pm) times to observe potential parking impacts to the school if the proposed parking restrictions are implemented. The observations indicated that the parking restrictions together with the additional visitor parking at the school and north side lots available at the church, nursery school and library would accommodate the drop off and pick up of students. There would also be a safe roadway shoulder area on the north side without parked cars for the use of cross walks to walk to school from home or the north side lots.

The attached resolution has been prepared pursuant to the direction from Town Council from the July 14 and 28 meetings. Approval of the resolution authorizes the Town Engineer to request Caltrans to prohibit the stopping and parking along Woodside Road as recommended. The resolution also authorizes the designation of a "No Parking or Stopping" zone on both sides of Albion Avenue, as delineated in point 4 of the recommended actions. Staff would provide the necessary signage adjacent to driveways, fire hydrants and school cross walks in accordance with state law and standards.

Attached to this report are the July 14 and 28, 2009, Town Council agenda reports discussing the Study and aforementioned issues.

Town Council direction at both meetings included the need for staff to continue to monitor the Woodside Road parking situation and maintain dialogue with the various stakeholders along the roadway in order to provide additional recommendations for the Town Council's consideration, as warranted.

In addition, Town Council directed staff to explore the feasibility of providing public parking on the land at the back of the Cañada Corners Shopping Center and report back to the Council in the near future.

CONCLUSION

Adoption of the attached resolution will initiate the process to address the parking and associated problems along and in the vicinity of Woodside Road from Cañada Road to west of Woodside Elementary School.

ATTACHMENTS

- 1) Resolution to Establish a 'No Stopping and Parking' Zone
- 2) Map of 'No Stopping and Parking' Zone
- 3) July 14 and 28, 2009 Town Council Agenda Reports
- 4) Woodside Elementary School District Newsletter, Summer 2009
- 5) August 4, 2009, Letter to School Community from WESD

RESOLUTION NO. 2009 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE:

(1) REQUESTING CALTRANS TO PROHIBIT STOPPING AND PARKING ALONG WOODSIDE ROAD FROM CAÑADA ROAD TO WEST OF WOODSIDE ELEMENTARY SCHOOL WITH EXCEPTIONS; (2) PROVIDING A "NO STOPPING AND PARKING ANYTIME" ZONE ALONG ALBION AVENUE FROM WOODSIDE ROAD TO PROSPECT STREET AND AUTHORIZING THE TOWN ENGINEER TO INSTALL SIGNS; (3) DIRECTING THE TOWN ENGINEER TO REQUEST PERMISSION FROM CALTRANS TO POST "NO STOPPING AND PARKING ANYTIME" AND "TOW AWAY ZONE" SIGNS ALONG WOODSIDE ROAD; AND (4) AUTHORIZING THE TOWN MANAGER TO PROVIDE EXCEPTIONS TO THE "NO STOPPING AND PARKING" ALONG WOODSIDE ROAD TO ACCOMMODATE SPECIAL EVENTS

WHEREAS, in response to concerns about the impact upon safety of traffic and parking along and in the vicinity of Woodside Road, from Cañada Road to west of Woodside Elementary School, the Town commissioned a study by CSG Consultants, Inc., a firm qualified to perform traffic engineering assessments; and

WHEREAS, CSG Consultants, Inc. prepared the "Parking Issues Study" for the impacted Woodside Road area and delivered its report to the Town in May of 2009; and

WHEREAS, the Town Engineer, after reviewing the "Study" and consulting with the many stakeholders involved with the safety and impact of traffic and parking along this stretch of Woodside Road, developed a series of recommendations for public consideration at the July 14 and 28, 2009 Town Council meetings; and

WHEREAS, the line of sight is limited for traffic that egresses onto Woodside Road from Kings Mountain Road due to existing above grade utility cabinets and the stopping and parking of vehicles along Woodside Road from Martin Lane to Kings Mountain Road; and

WHEREAS, the Town Council has accepted public input on the recommendations presented by the Town Engineer and finds that parking restrictions along Woodside Road and Albion Avenue are warranted to improve the safety of all roadway users; and

WHEREAS, from time-to-time designated special events may require additional parking on Woodside Road to accommodate all attendees and participants; and

WHEREAS, occasional relaxation of the "No Stopping and Parking" restrictions will not pose a significant hardship upon Woodside Road area residents; and

WHEREAS, Woodside Road is a State highway under the jurisdiction of CALTRANS; and

WHEREAS, permission from CALTRANS will be required prior to installing any signs within its right-of-way on Woodside Road; and

WHEREAS, the Town Engineer has indicated that placement of "No Stopping and Parking Anytime" and "Tow Away Zone" signs can be accomplished by the Public Works Department.

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

1. Requests permission from CALTRANS to prohibit stopping and parking: (a) along the north side of Woodside Road (westbound) from Cañada Road to Miramontes Road, and from Martin Lane to Kings Mountain Road and (b) along the south side of Woodside Road (eastbound) from the western boundary of Roberts Market parking lot west of Cañada Road to Fox Hollow Road except during the hours 8-9:30 am and 2-4 pm Monday through Friday;
2. Designates a "No Stopping and Parking Anytime" Zone along Albion Avenue from Woodside Road to Prospect Avenue fronting the drainage ditch on the east side and the west side to 139 Albion Avenue and to authorize the Town Engineer to install the signs;
3. Directs the Town Engineer to request permission from CALTRANS to post "No Stopping and Parking Anytime" and "Tow Away Zone" signs along Woodside Road; and
4. Authorizes the Town Manager to provide exceptions to the "No Stopping and Parking Anytime" on Woodside Road to accommodate special events.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 22nd day of September 2009, by the following vote of the members thereof:

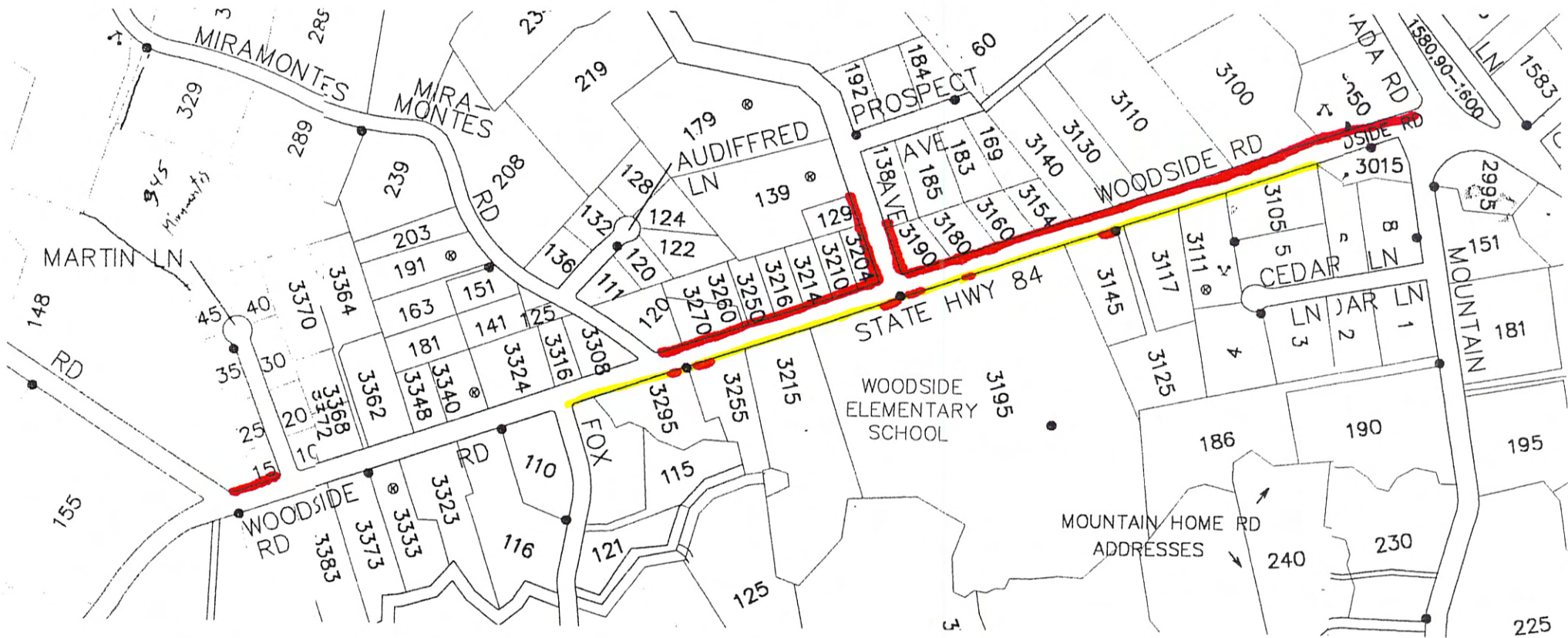
AYES, and in favor thereof, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

Mayor of the Town of Woodside

ATTEST:

Clerk of the Town of Woodside

Proposed No Stopping and Parking Zone 7-22-09
Woodside Road, Albion Ave.



NTS

— No Stopping and Parking Anytime

— No Stopping and Parking Anytime Except
8-9:30 am and 2-4 pm, M-F

— No exceptions for fire hydrant and
school crosswalk (approximate)

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 7

From: Paul T. Nagengast, Town Engineer

July 14, 2009

Approved by: Susan George, Town Manager

SUBJECT: DISCUSSION OF PARKING ON WOODSIDE ROAD BETWEEN CAÑADA ROAD AND WESTERLY OF WOODSIDE ELEMENTARY SCHOOL AND APPROVAL OF RECOMMENDATIONS FOR NO PARKING WITH EXCEPTIONS AND CONTINUED MONITORING FOR ADDITIONAL IMPROVEMENTS

RECOMMENDATION

It is recommended that the Town Council accept input from the public regarding the Parking Issues Study for Woodside Road from west of Woodside Elementary School to Cañada Road and:

1. Authorize "No Parking Anytime" along the north side of Woodside Road (westbound) from Miramontes Road to Cañada Road;
2. Authorize "No Parking Anytime" for the south side of Woodside Road fronting Woodside Elementary School (eastbound) from Fox Hollow to Cañada Road, excepting 8a.m.-9:30a.m. and 2p.m.-4p.m. on Mondays through Fridays for school drop off and pick up;
3. Incorporate authorization for the Town Engineer to except special events, such as the Village Church's Rummage Sale, from the "No Parking" restrictions on a case-by-case basis;
4. Authorize "No Parking Anytime" along the east side of Albion Avenue in order to stop potentially dangerous parking along the existing drainage swale;
5. Direct the staff to continue to monitor the Woodside Road parking situation and to provide additional recommendations for the Town Council's consideration as warranted; and
6. Direct the staff to explore the feasibility of providing public parking on the land at the back of the Cañada Corners Shopping Center and return with a report to the Council in the near future.

BACKGROUND

Caltrans submitted a letter, dated September 8, 2008, to the Town of Woodside proposing to install "No Parking" signs along westbound and eastbound Woodside Road between Cañada Road and Martin Lane as a result of complaints that agency received from bicyclists who cannot use the shoulder area of the road as a bike lane because of the intrusion of parked vehicles. Staff replied to Caltrans on September 15, 2008, requesting that action be delayed in order to allow the Town to complete an analysis, with input from the public, to determine the best solution available for the parking-related problems on Woodside Road.

On September 23, 2008, Town Council directed staff to complete a comprehensive parking analysis of Woodside Road from Cañada Road to west of the elementary school. The analysis involved all pertinent parties in order to complete a regional approach to the parking problem in lieu of individual parking restriction requests.

DISCUSSION

Staff engaged the services of a qualified traffic/civil engineering firm to observe and gather information regarding the various traffic patterns on Woodside Road for Woodside Elementary School, Woodside Library, Village Church, Woodside Nursery School, Woodside Fire District and the commercial interests at the intersection of Woodside Road and Cañada Road. Interviews were conducted by the firm and Town staff with the aforementioned properties along Woodside Road in order to determine what special events are held in the area that need to be considered and the whether possible sharing of available on-site parking resources can be implemented. In addition, the Woodside Bicycle Committee was consulted about previously prepared studies, Parking Issues Study outcomes, and possible staff recommendations regarding parking restrictions.

The major safety issue that occurs nearly every school day concerns the drop-off and pick-up of students at the school and the related increased on-street parking and traffic congestion. Other issues such as blocking the bike lane, lack of proper pedestrian access to school and lack of adequate off-street parking were observed and noted by others during the Study.

The Study indentified five issues through the interviews, field observations, and review of the Woodside Elementary School Safe Access Project (September 2006) as follows:

1. There is a high demand for on-street parking at Woodside Elementary School, with a current unmet demand of 50 to 60 spaces.
2. Parking occurs in the Bike Lane at the corner of Woodside Road and Cañada Road in front of Robert's Market.
3. There is no safe pedestrian route to school from Cañada Road.
4. People are parking on the west bound side of Woodside Road just after Buck's Restaurant (near Woody the fish), blocking the bike path and forcing bikes into traffic.
5. The Woodside Road/Cañada Road Intersection is difficult for pedestrians/bicyclists to navigate.

The Study provided possible solutions and improvements to the aforementioned issues. While these solutions and improvements may ultimately be necessary and completed, staff believes an achievable multi-year approach to these issues should be implemented.

IMMEDIATE AND LONG TERM RECOMMENDATIONS

In order to increase pedestrian/bicyclist safety it is necessary to restrict parking on Woodside Road. The approach proposed by Caltrans

to restrict parking at all times is infeasible because of the number of vehicles that are driven to the various entities on Woodside Road. However, staff believes that by sharing parking resources, limiting the hours for school pick-up and drop-off and providing a corridor for pedestrians and bicyclists, the demand for on-street parking may be reduced.

Furthermore, staff believes that the resolution of the parking problem is an ongoing activity that should be continually monitored to determine the need for the construction of improvements to provide on-street parking as indicated in the Study. The improvements identified in the Study include:

- Widening Woodside Road in front of the Nursery School at the Village Church (\$30,000);
- Piping the ditch along the east side of Albion Avenue to create a parking shoulder (\$90,000); and
- Further improve the existing trail along eastbound Woodside Road (\$70,000).

These should be submitted as possible projects for Safe Route to Schools and/or TDA Article 3 grants through the Bicycle Pedestrian Advisory Committee (BPAC) when such funds become available.

The Study identifies available parking spaces at the elementary school, library, church, nursery school, Roberts Market, shopping center and Albion Avenue. The sharing of parking resources during non-operational hours by each entity is encouraged in order to reduce the potential for on-street parking of vehicles.

The elementary school has advised the Town that 27 current staff parking spaces currently located in the front of the school and not available for parents will be designated for visitor/school drop-off and pick-up, with staff parking moved to another location on the campus. The library and church have agreed to share available parking spaces when there are no conflicts for patrons of the facilities.

Staff recommends that the Town Council take the following actions at this time, deferring consideration of the three improvement projects listed above, to a later date:

1. Authorize "No Parking Anytime" along the north side of Woodside Road (westbound), forcing the utilization of available parking in parking lots on the north side of Woodside Road and providing an area for pedestrians/bicyclists to walk and ride bikes to cross the road within the two crosswalks to Woodside Elementary School. Parents would be able to walk with their children to cross at the crosswalks in lieu of the current practice of jaywalking or having to walk within the traveled roadway.
2. Authorize "No Parking Anytime" for the south side of Woodside Road fronting Woodside Elementary School (eastbound) except 8a.m.-9:30a.m. and 2p.m.-4p.m. on Mondays through Fridays for school drop off and pick up.

3. Incorporate authorization for the Town Engineer to except special events, such as the Village Church's Rummage Sale, from the "No Parking" restrictions on a case-by-case basis.
4. Authorize "No Parking Anytime" along the east side of Albion Avenue in order to stop potentially dangerous parking along the existing drainage swale.
5. Direct the staff to continue to monitor the Woodside Road parking situation and to provide additional recommendations for the Town Council's consideration as warranted.

The Study includes a brief discussion of the potential for adding parking spaces at the Cañada Corners Shopping Center, noting that the parcel that could be used is currently zoned for open space. The 2.2 acre residentially-designated parcel is actually the subject of a conservation easement and was also impacted by a voter referendum involving the Town Center in the late 1980's. The parcel has not been reviewed by the staff as a part of this undertaking, but such a review may be warranted. Nothing could be done with this parcel without the approval of the Town Council, the Town's electorate, and the property owner. It would be diligent for the Town to understand the history of this parcel and what steps would be needed should additional public parking in the area ever be desirable and/or necessary. Therefore, staff proposes a sixth recommended step:

6. Direct the staff to explore the feasibility of providing public parking on the land at the back of the Cañada Corners Shopping Center and return with a report to the Council in the near future.

Staff has discussed these proposed parking restrictions and exceptions with the Sheriff's Office regarding enforceability and has been advised that the deputies can enforce the proposed parking restrictions with the proposed exceptions.

CONCLUSION

Resolution of the parking problems along the Woodside Road corridor from Cañada Road to past the elementary school involves both immediate and long-term solutions. Staff feels that the approval of the six actions outlined in this report are a solid first step towards a full solution. If the Town Council agrees, staff will prepare the needed implementing documents and agendize them for the July 28th meeting, so that the new restrictions are in place before the new school year begins.

ATTACHMENTS

- 1) Letter dated September 8, 2008 from Caltrans
- 2) Letter dated September 15, 2008 from Woodside to Caltrans
- 3) Woodside Elementary School Safe Access Project (September 2006)
- 4) Parking Issues Study, CSG Consultants, Inc., May 2009

DEPARTMENT OF TRANSPORTATION

111 GRAND AVENUE
P. O. BOX 23360
OAKLAND, CA 94612
PHONE (510) 286-4560
FAX (510) 286-4561
TTY (800) 735-2929



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RECEIVED

SEP 12 2008

WOODSIDE TOWN HALL

September 8, 2008

Mr. Paul Nagengast
Town Engineer/Director of Public Works
P.O. Box 620005
2955 Woodside Rd.
Woodside, CA 94062

Dear Mr. Nagengast:

Caltrans received a citizen complaint that motorists are parking on the bike lane on Route 84 between Canada Road and Kings Mountain Road in the Town of Woodside.

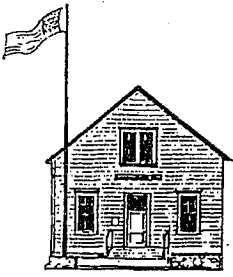
We conducted a field review and found that for this portion of Route 84, the shoulder width on both side varies from 3 to 8 feet which is not sufficient to serve as a bike lane and allow parking. Therefore, we are proposing to install "No Parking" signs along this bike lane to remind drivers of this prohibition. Please provide us with the Town's comment or concurrence on this proposal.

If you have any questions, please contact Katie Yim, Senior Transportation Engineer, at 510-286-4578 or myself at 510-286-4560.

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Au-Yeung".

ROLAND AU-YEUNG
Chief, Office of Traffic



The Town of
Woodside

September 15, 2008

Roland Au-Young, Chief, Office of Traffic
State of California, Department of Transportation
111 Grand Avenue
PO Box 23360
Oakland, CA 94612

Subject: No Parking on Woodside Road
Speed Limit and Street Name Signage on Woodside Road

Dear Mr. Au-Young:

The Town of Woodside has received your letter dated September 8, 2008, regarding the parking of vehicles on Woodside Road between Canada Road and Kings Mountain Road. Your letter indicated that Caltrans is considering the installation of "No Parking" signs along the aforementioned section of Woodside Road due to the narrow shoulders and bicycle traffic on the roadway, and would like the Town's comment or concurrence.

The Town of Woodside has recently requested an engineering firm to perform a traffic/parking analysis of Woodside Road between Canada Road and Miramontes Road due to the elementary school vehicle pick-ups and drop-offs and pedestrian travel. The Town could extend its analysis to Kings Mountain Road and forward the report with recommendations to your office. The Town believes before any posting of "No Parking" signs, there should be a detailed report completed along with a public process to indicate the consequences, if any, to the proposed action. There may be parking location alternatives or limited parking hours that may be a part of the solution to the parking concerns on Woodside Road. In the interim, the Town may request Caltrans for location specific "No Parking" along Woodside Road until a more detailed analysis along with recommendations has been completed.

Our office has additional requests to the local Caltrans maintenance office on Farm Hill Road regarding the placement of a speed limit sign reduction on Woodside Road east of Highway 280, (as a result of a speed survey completed by Caltrans) and a street name sign (High Road) to be replaced in the median of Woodside Road east of Highway 280. Any additional information regarding when these signs will be installed would be appreciated by the Town of Woodside.

Any questions please contact me at (650) 851-6790.

Sincerely,

A handwritten signature in black ink that reads "Paul T. Nagengast". The signature is written in a cursive style with a large, stylized "P" and "N".

Paul T. Nagengast
Director of Public Works/Town Engineer

P.O. Box 620005
2955 Woodside Road
Woodside, CA 94062

650-851-6790

Fax: 650-851-2195

townhall@woodsidetown.org

Attachment 1**Project Charter:**

Reduce the risk of accidents during drop-off (7:30-9:00 AM) and pick-up (2-4 PM) at Woodside Elementary School (“WES”).

Project Focus:

Improvements to address the collision risks faced by Woodside Road motorists and the students, parents, and siblings who walk and/or use strollers, scooters, roller blades, horses and bicycles to get to and from WES. Improvements do not address the collision risks faced by recreational cyclists.

Benefits:

Woodside Road (Hwy 84) motorists, WES parents and WES students avoid the life changing physical, emotional, and financial trauma associated with accidents.

Project Objectives:

1. Identify and rank order the greatest safety issues
2. Propose mitigation strategies to address the top 5 safety issues
3. Build broad community support for the mitigation strategies:
 - a. Woodside Bicycle Committee endorsement
 - b. Trails Committee endorsement
 - c. School Board endorsement
 - d. PTA endorsement
 - e. Town Administration endorsement
 - f. Local Business owner endorsement
 - g. Sheriff endorsement
4. Town Council to approve proposal

Identified Safety Issues (number of votes received):

1. **(25) Cars exceed the 25 mph speed limit on 84**
2. (3) Thru traffic Westbound cars accelerate across the crosswalks after being held back by cars turning left into the auditorium parking lot
3. **(16) Roberts’ Corner (Hwy 84/Canada Rd) intersection is unsafe**
4. **(11) No pedestrian path on Eastbound 84 from WES to Robert’s Corner**
5. (8) No pedestrian path on Eastbound 84 from WES to Kings Mt Rd
6. (4) No pedestrian path on Mt Home from Manzanita Rd to Roberts Corner
7. (2) Path (Horse Trail) behind Roberts from Canada Rd to 84 is steep and ungroomed
8. **(12) No cross walk across 84 by “Woody” (Fish at west end of Buck’s)**

9. (4) No cross walk across 84 at Miramonte Rd
10. (2) No cross walk across MtHome to Roberts Market
11. (4) Cars don't slow down for or honor the two existing WES cross walks
12. (4) Peds/bikes passing slower pedestrians in the bike lanes on 84 veer out into traffic
- 13. (15) Cars parking on westbound 84 just after Buck's block ped/bike lane and force peds/bikes into traffic**
14. (2) Cars parking on eastbound 84 just before Buck's block ped/bike lane and force peds/bikes into traffic
15. (6) Cars pull into the bike lanes to pass on the right
16. (3) The crosswalk across Canada Rd at Romero is poorly marked
17. (2) No safe crossing of 84 directly to the library
18. (4) No safe pedestrian egress or access to the Glenns – windy narrow road
19. (0) Parking lot entrances/exits around Robert's Corner are unsafe

Recommended Solutions for the top 5 safety issues {1,3,4,8,13}:

- 1. (25) Cars exceed the 25 mph speed limit on 84**
 - a. Town Council to direct Sheriff to enforce traffic code with special emphasis on M-F 7:30-9 AM and 2-4 PM.
 - b. Extend "School Zone" signs east and west of WES on Hwy 84 (up to 500ft)
 - c. Add "fines doubled in school zone" signs
 - d. Place the "your speed is XX" trailer along Hwy 84
 - e. Place "No parking" signs 20 feet from both crosswalks on both sides of road
 - f. Write up in Almanac informing Town of speed crackdown
- 3. (16) Roberts' Corner (Hwy 84/Canada Rd) intersection is unsafe**
 - a. Restripe to reduce confusion of Bikes going west on Hwy 84.
 - b. Paint red "no parking" curb by Robert's Market corner – (20 feet on Hwy 84, 6 ft on Mt Home)
- 4. (11) No pedestrian path on Eastbound 84 from WES to Robert's Corner**
 - a. Build compacted gravel path on existing horse trail.
 - b. School to inform kids to use the new path
 - c. PTA to emphasize that parents inform kids to use the new path
- 8. (12) No cross walk across 84 by "Woody" (Fish at west end of Buck's)**
 - a. Hwy 84 is designated a "congestion corridor" and as such a crosswalk is not feasible so no action
- 13. (15) Cars parking on westbound 84 just after Buck's block ped/bike lane and force peds/bikes into traffic**
 - a. Place "No Parking M-F 7:30-9 AM, 2-4 PM" on westbound 84 from Dry Creek Bridge to Library. Town Council to direct Sheriff to enforce.

Additional requests from the WES Logistics Committee – comprised of Administration, School Board, and Parents with the goal to minimize the impact of WES construction on traffic and parking. (7.18.06 email from E. Ablow to S. George “School Construction and Traffic”)

1. No parking on Woodside Road west bound between fish and library from 7-8:30
2. No parking on Woodside Road east bound between school dumpsters and Robert’s parking lot from 2:30-3:30
3. Slow Pedestrian signs at the top and bottom of Glenwood Hill
4. Grade the horse trail behind Robert’s HW as it rises to Canada Road (added during 7.18.06 Logistics Meeting)
5. Article in Woodsider announcing beginning of construction and advising folks of the more congested times.

PARKING ISSUES STUDY

For
Woodside Road from Woodside Elementary School
To
Woodside /Canada Road intersection



Town of Woodside, CA

2955 Woodside Road
P.O. Box 620005
Woodside, CA 94062

Prepared by:

CSG Consultants Inc.

MAY 2009





1. Introduction:

CSG Consultants was retained by the Town of Woodside to conduct a study of safety and parking issues along Woodside Road generally between Canada Road and Woodside Elementary School with particular attention to the apparent problem areas, identified as Woodside Elementary School, Robert's Market, Buck's Restaurant and the bike lane between the intersection of Canada Road / Woodside Road and Woodside Elementary School. To better understand the location and the situation we have visited the site, reviewed existing documents, spoken with Town staff and concerned citizens, and taken pictures.

2. Existing Conditions:

Woodside Road is the Town's major east-west artery connecting with I-280 to the east and with Skyline Boulevard (Highway 35) to the west. Woodside Road is designated as California State Route 84 and as such the maintenance and operations are the responsibility of Caltrans. Woodside Road in this area has a paved cross section of approximately 36 feet with one twelve-foot traffic lane in each direction and approximately 4' to 6' wide striped bike lanes on each side. The bike lane in some sections of Woodside Road is less than 4' wide. The road is straight and relatively flat in this area.

Robert's Market and Buck's Restaurant are located west of Canada Road on the south and north side of Woodside Road respectively. Woodside Elementary School is located 1700' west of Canada Road on the south side of Woodside Road. Sellman Auditorium is located east of Woodside Elementary School. Opposite Sellman Auditorium is the Village Church on the north side of Woodside Road. A Nursery School and the Woodside Public Library are next to each other on the east side of Village Church. Nine hundred feet east of Woodside Elementary School is the fire station located on the south side. Albion Avenue is located opposite the School on the north side of Woodside Road.

There is a horse trail located between the eastbound bike lane and properties located on the south side of Woodside Road all the way from the school to Robert's Market. The width of the horse trail varies from 3' to 7' along the south side of Woodside Road. The trail from Robert's Market parking lot west to the fire station is generally 4' wide. The next section from the fire station to Sellman Auditorium is between 5' to 6' wide. The trail in front of the school is close to 7' wide. There are several locations along the horse trail where the width is reduced to 2' as a result of existing trees.

The major safety issue that occurs nearly every school day concerns the school drop-off and pick up and the increased on-street parking and traffic congestion. Some other

issues such as blocking the bike lane, lack of proper pedestrian access to school and lack of adequate off-street parking were also observed during the study.

According to our interviews with residents, parents, and school staff we were made aware that there are some special events at the church, school and fire station that also exceed the available off-street parking and force people to park on the street, usually blocking the bike lane. There is a Rummage Sale 2 or 3 times a year at the church that brings many people to this location. Also there is a barbeque event at school once a year that brings approximately 1,000 people to the school. Fire department meetings two or three times a month also increase demands on parking in the area.

Other activities that tend to overwhelm the existing off-street parking include sports activities at the school such as Little League or soccer games and the Library's afternoon kids program. The Library has a popular toddler's story time in the afternoon which, combined with other library activities, contributes to on street parking demand.

Concurrent with the high use of on street parking during mornings and afternoons there is also a noticeable back up of traffic along Woodside Road. While the school drop-off and pickup activity contributes to this backup, it has been noted by several observers that the traffic backup occurs nearly every weekday, whether school is in session or not.

A. Woodside Elementary School

There is a parking lot in front of the pre-school buildings with 48 regular and 2 accessible parking spaces. The school has allocated 27 of these spaces to their staff and 21 spaces are available to the parents (visitors). The other parking lot, which is located north of Sellman Auditorium has 82 regular and 2 accessible spaces. The school assigned 45 regular and 1 accessible space to staff and parents have access to 38 spaces (37 regular and 1 accessible) in this lot.

School drop off periods are between (8:00 to 9:00 AM) and pick- ups are at (12:00 to 1:00 PM) and (2:00 to 4:00 PM).

According to our observations on Monday (10-06-08) and Tuesday (10-07-08), we noticed that:

- The pre-school parking lot is completely full during the morning and afternoon pick up and drop off periods. Since parents are required to walk their children to the teacher, they cannot just drop off their younger children at the curb. Therefore, some of the parents park on Albion Avenue, others use on-street available parking spaces on Woodside Road. The remainder of the parents park in the bike lane on both the east and west bound direction of Woodside Road during the morning and afternoon period. During morning drop off times between 8:00 to 9:00 AM, approximately 17 cars were parked in the east bound bike lane of Woodside Road from approximately the tennis court on the west side of the school to Sellman Auditorium while approximately 10 cars were parked on the west bound side in front of the properties between 3204 to 3215 Woodside Road.

During the noon pick up period on-street parking problems were considerably less. Only 1 car parked in the west bound bike lane and 5 cars in the east bound. There are nearly enough on-street parking spaces available to meet the noon pick up demand.

In the afternoon there were many cars parked in the bike lane. Between 3:00 to 4:00 PM, 12 people parked their car in the bike lane or in locations where there is a "No Parking" sign on the westbound side of Woodside Road and more than 30 vehicles used the east bound bike lane as an on-street parking place.

Although the parking lot of Sellman Auditorium is full in the morning, many of the parents use the curb drop off and they do not park on Woodside Road in front of the Auditorium. However, in the afternoon some people are parking in front of Sellman Auditorium in the east bound bike lane to pick up their kids. This is probably attributable to the increased dwell time of each car since there is a certain amount of waiting time attributable to most cars while waiting for their students.

It has been reported by several residents that the school drop-off has evolved into a de-facto town social center. Many parents, in the act of walking their children onto campus, take advantage of the opportunity to meet other parents and socialize. This activity tends to increase the dwell time (time parked at the school) of the vehicles which further increases the demand for total parking spaces in peak periods. In addition, some parents also use the school as a meeting point for other morning adult activities such as getting breakfast or coming together to perform exercise such as walking, jogging, or biking.

We were informed that during the previous year's construction activity at the school, which resulted in the reduction of the available parking spaces in the parking lot, the school instituted bus service from Canada Road to reduce the impact of the parking shortage. The bus was picking up the students from 5 stations on Canada Road and then turning right on CA-84 to the school. Approximately fifty students maximum were using the school bus during that period. The school reportedly looked into the interest level of parents to continue the bus program. During construction activities the bus service was funded as part of the construction project. When informed that continuing bus service would require a user's fee, reportedly interest in continuing the bus service declined sharply.

- Albion Avenue which is located on the north side of Woodside Road and the school is the place that many parents are using during the morning drop-off and afternoon pick up to park their cars. There are 6 parking spaces on the west side of Albion Ave. that are currently being used. Parking is prevented on the east side of Albion because there is an existing drainage swale on that side. The swale in question is collecting waters from upstream of Albion Avenue and is connected to a drainage inlet which is located at the Northeast corner of the intersection of Woodside Road and Albion Ave.

- As is mentioned above most of the cars, especially in the afternoon, are parking on the eastbound Woodside Road bike lane which forces the bicyclists into traffic. The horse trail on the south side of the bike lane along Woodside Road is separated by timbers from the bike lane; therefore people cannot pull over their car completely off the bike lane thus creating a potential safety hazard for bicyclists.
- There are some parking spaces at the church, Nursery School, and Public Library that could be used during drop-off and pick up. Total parking spaces at the church are 5, the Nursery School has 10, while the Public Library has 22 parking stalls. In spite of the fact that parents are using some of the Public Library parking lot, a shortage of parking spaces still remains.
- There are two pedestrian crosswalks crossing Woodside Road which are enhanced with push-button activated flashing lights. One crosswalk is located at Albion Avenue and the other is approximately 250 feet east near the Sellman Auditorium driveway. The crosswalks include in-pavement flashing lights and post mounted pedestrian crossing signs with two amber lights that, when activated, alternately flash to bring attention to the crosswalk. It was observed that several of the in-pavement lights were obscured from traffic striping that was applied over the lights.



Figure 1. In-pavement lights covered by striping.

B. Woodside/Canada Road Intersection

- There are 35 parking spaces (34 regular and 1 accessible) in the Robert's Market parking lot. Our observation shows that in spite of the fact that the parking lot is not full; many people are parking their car in front of Robert's Market. There are currently approximately four spaces in front of the Market. It may be perceived as easier for people to park in front of Robert's Market instead of the parking lot. The available through width is reduced in this area due to the lane striping which includes turn lanes for vehicles turning onto Canada Road. Bike lane striping in

the section in front of the Market Is non-existent and there is not sufficient room to allow parking, a bike lane, and the turn lane striping.

- There are 157 available parking spaces in the Buck's Restaurant shopping center. Some parking spaces appear to be occupied by employees of stores which are at the end of the parking lot. On Saturday 10-04-08 at 10:30 am and 12:30 pm (123) and (149) spaces were occupied respectively.
- Per our interviews with citizens, we were informed that there is a feeling among many that there is not a safe route for children that walk or ride bikes to school from the Canada Road area. The feeling is that the Canada / Woodside intersection is too "crazy" for many parents to feel safe directing their children to navigate as a pedestrian or bicyclist. They tend to use an unpaved path passing behind Buck's Restaurant and Robert's Hardware store parking lot, to move between Canada and Woodside roads reaching the exit driveway at Woodside Road near "Woody" (the wooden fish sculpture).

3. Issues:

Several issues have been identified during the course of our observations, review of the report prepared by the Town's Bicycle Committee, interviews with parents, residents, school staff, Town staff and concerned citizens. Those interviewed include: Tim Hanretty, Assistant Superintendent of Woodside School District, Ellen Ablow, member of the school board, and Mr. Millo Fenzi and Mr. Bob Page, members of the Town's Bicycle Committee. Some of their comments are consolidated as follows:

1-There is a high demand for on-street parking during the morning drop-off period and the afternoon pick-up at Woodside Elementary School. Also we noticed that during some after-hours or weekend activities and events at the school or fire station overflow parking spills onto Woodside Road and adjacent streets. This creates a hazard for bicyclists using the bike path in east and west bound directions.

2-The other concern that was addressed in the Bicycle Committee report is about parking on the bike lane at the corner of Woodside and Canada in front of Robert's Market.

3-There is no safe pedestrian route to school from Canada Road. Parents are reluctant to send their children through the Canada / Woodside intersection.

4-People are parking on the west bound side of Woodside Road just after Buck's Restaurant, blocking the bike path and forcing bikes into the traffic lanes.

5-Traffic backs up on Woodside Road regularly in the mornings and afternoons and during some distant special events, i.e. Half Moon Bay Pumpkin Festival. It is reported that during special events often a deputy sheriff is stationed at the Woodside / Canada intersection and is very effective at reducing the traffic back up.

4. Possible Solutions:

Issue No.1: High demand for on-street parking at Woodside Elementary School

According to our estimation there is unmet demand for up to 50-60 on-street parking places at Woodside Elementary on Woodside Road and adjacent streets.

We identified some sections on Woodside Road and Albion Avenue that could be used as on-street parking spaces, but some improvements would need to be done to make it available for public use and to minimize bike lane impacts.

- The following picture (Figure 2) shows the frontage of the Village Church parking lot. The white line depicted is the edge of the westbound travel way on Woodside Road. The existing concrete curb in this location is 10' to 11' off the edge of travel way. According to the Manual on Uniform Traffic Control Devices (MUTCD), the minimum width of a bike lane shall be 4'. In order to use this section as a parking space effectively, we are recommending to stripe another 4" solid White line 4 feet off the existing edge of travel way stripe to encourage all the people that intend to use this spot, to park off the bike lane and not block the bike path. The cost impact of this improvement is negligible and legitimizes 2 parking spaces along the north side of Woodside Road.



Figure 2. Westbound Woodside Road in front of Church parking Lot

- The other section which is identified for possible improvement is in front of the Nursery School on the north side of Woodside Road as shown in the following picture (Figure 3).



Figure 3. Westbound Woodside Road in front of the Nursery School

The white line depicted in this picture is the edge of the travel way. Distance to the curb from the edge of the travel way is 10' to 11'. Since there is an apparent drainage problem in this area, many people tend to park in the bike lane to stay away from the standing water. This section could be improved by removing the existing pavement of the inclined section from the edge of the curb, and re-grade and repave the section. The above mentioned improvement not only increases available parking spaces but also rectifies drainage issues at this location. There is a drainage inlet next to the Nursery driveway which was clogged at the time of our visit. After repaving the section the Town could restripe the bike lane in that section to separate the bike path from on-street parking spaces. Cost of the improvements would be approximately \$20,000 to \$30,000 and provide another 3 parking spaces.

- The east side of Albion just north side of Woodside Road (Figure 4) has the potential of providing additional parking spaces. This area is approximately 200' long and almost 10 feet wide. The existing swale is draining water from the northern portion of Albion to the inlet near Woodside Road. By placing a concrete culvert in this section and grading the area, the Town could create at least 10 extra parking spaces on this street. This improvement is highly recommended because it is located in front of the school and parents can easily use the cross walk at the intersection of Albion to cross Woodside Road. The described area is shown on the right in Figure 4. The cost of installing RCP pipes and inlets, backfilling and asphalt paving would be approximately \$80,000 to \$90,000.



Figure 4. Looking North at Albion Avenue from Woodside Road

- Posting all of Woodside Road as a “No Parking” zone, except those specific areas, such as those suggested above, that have been improved into compliant parking spaces. The “No Parking” restriction on the south side of the road in the immediate vicinity of Woodside School would have specific times when the restriction is suspended, such as 8-9 AM and 2-4 PM. On the north side of the road posting the entire side with “No Parking” with exceptions being granted as “Except by Permit”. The permit exceptions would be granted by the Town to specific events whether they are recurring events or special exceptions. The Town could inform the Sheriff’s Department and CHP of such events and request that the enforcement of the “No Parking” be suspended for the duration of the event. For other special events the Town may want to plan on “bagging” or otherwise covering the signs so that it is clear that the restriction is not in effect. This would help eliminate confusion about when the restriction is or is not in effect.

It was noted by Mr. Hanretty that during Summer 2009, the school plans on changing the designations of the existing parking spaces at the school, so that most of the spaces located in front of the school are designated for visitor use, moving staff spaces elsewhere on the property (east of the Auditorium) to increase the availability and accessibility of visitor parking in front.

- The existing pedestrian crossings at the school are supplemented with user-activated flashing light systems. The in-pavement lights require some maintenance to remove striping that obscures some of the lights. The technology of the in pavement light systems is constantly being upgraded. The Town may wish to consider if newer light systems provide better visibility and increased safety for the children and parents that cross there every school day.



**Figure 5. Looking at eastbound Woodside Road
During afternoon drop-off**

Issue No.2: parking in the bike lane at the corner of Woodside and Canada in front of Robert's Market.

The following picture (Figure 6) shows the east bound bike lane at the corner of Woodside/Canada Road. Due to the presence of parked cars, the nature of the construction of the porch area with its attendant support posts, and the presence of a USPS mailbox, visibility of pedestrians is limited in the current configuration. A possible solution to improve safety at the corner of Woodside and Canada Road in front of Robert's Market would be eliminating one or more of the parking spaces immediately adjacent to the corner to improve visibility between motorists and pedestrians. This would also reduce the "choke point" effect of having vehicles, bicycles and parked cars vying for the same space at the intersection.



Figure 6 . Robert's corner on Woodside Road

Issue No.3: There is no safe pedestrian route to school from Canada Road.

The available route in question is the existing horse trail which is located between Robert's Market parking lot and Woodside Elementary School on the south side of Woodside Road. Pedestrians tend not to use this trail because it is not paved, especially in the winter season when it is often muddy. Since riders and pedestrians are user groups that generally are compatible on single-trails, the Town could improve the trail to be more user-friendly for both pedestrians and equestrians. It should be noted that while improvements to the trail could alleviate some concerns, such as muddy pathway, the trail is primarily a horse trail. As a horse trail there are certain elements such as low steps and narrow points between trees that would preclude this from becoming a completely compliant pedestrian path that meets the current accessibility requirements without serious modifications costing several times the budget amount estimated below.

In the event that the Town wants to improve the existing equestrian trail to make it more pedestrian friendly, improvements could include excavation of existing surface, and replacing with suitable aggregate surfacing material and minor grading to address localized drainage issues. The trail between the parking lot and school is almost 1400' long. The anticipated cost of improvement to this area is approximately \$70,000.



Figure 7 .Horse trail on the south side of Woodside Road

Issue No.4: People are parking on the west bound side of Woodside Road just after Buck's Restaurant, blocking the bike path and forcing bikes into traffic.

This segment of the bike lane in the westbound direction is located after Buck's Restaurant where the creek runs under CA-84. A short but steep road profile in this immediate section makes it difficult for younger and less powerful bicyclists to quickly pass vehicles obstructing the bike lane, which creates a safety hazard for riders sharing the road with cars. We also noticed that some cars seem to be parked in this area for long periods of time. We surmise some employees of stores located in the shopping center are using this location to park their vehicles.

There are 157 available parking spaces in Buck's Restaurant shopping center. Some parking spaces are definitely occupied by employees of stores which are at the end of the parking lot. On Saturday 10-04-08 at 10:30 am and 12:30 pm (123) and (149) spaces were occupied respectively. Shortage of parking spaces is one of the problems that encourage people to park in the bike lane. It is possible that employees are being encouraged by management to park on the street to maximize available parking in the lot, but this is speculative.

Placing "No Parking" signs in the west and east bound directions and coordination with the sheriff to enforce the law could reduce hazards that endanger bicyclists.



Figure 8. Looking at west bound bike lane after Buck's Restaurant

However, this could intensify the shortage of parking in the shopping center. Based on our interviews with residents of Woodside, we were informed that there is a parcel behind the Buck's Restaurant parking lot. It has been reported that the shopping center may be willing to create additional parking spaces but the parcel is currently zoned for open space. To construct additional parking would require a revision to the Town's zoning ordinance. Expanding the available off-street parking would mitigate elimination of on-street parking in the bike lane through enforcement of the suggested "No Parking" zones in both directions of Woodside Road.

Issue No. 5: The Woodside / Canada intersection is difficult for pedestrians/bicyclists to navigate.

The high volumes of traffic at key times during the day and the spread out layout of the intersection make this intersection challenging for vehicle operators and pedestrians alike. The element of uncertainty tends to add delay before each driver feels that they are ready to proceed. The cumulative effect of the delay probably adds to traffic backups and the existence of the backup tends to add to anxiety on the part of the drivers to get through the intersection. Subsequently, driver anxiety makes a pedestrian crossing more dangerous.

In order to improve sight lines between vehicles and pedestrians it is recommended that one or more of the street parking spaces nearest the intersection in front of Roberts Market be eliminated. The increased inter-visibility will give both user groups an improved sense of awareness.

5. Summary of Possible Improvements:

- Striping a 4" solid white line 4 feet off the edge of travel way in front of Village Church parking lot legitimizes 2 parking spaces along the north side of Woodside Road. The cost impact of this improvement is negligible.
- Removing the existing pavement of the inclined section from edge of the curb, re-grade and repave and restripe bike path in front of Nursery School. The cost of the improvement would be approximately \$20,000 to \$30,000 and provide another 3 parking spaces.
- Placing a concrete culvert on the east side of Albion Avenue and grading the area, could create at least 10 extra parking spaces on Albion Avenue. The cost of placing RCP pipes, backfilling and asphalt paving would be approximately \$80,000 to \$90,000.
- To create a safer pedestrian route from Robert's Market to the school, improvements to make the existing horse trail more of a year-round dual-use element would include excavation of the existing surface, replacing it with suitable aggregate surfacing material, and minor grading. The anticipated cost of these improvements is approximately \$70,000.
- Placing "No Parking" signs in both directions of west and east bound Woodside Road west of Bucks Restaurant, to eliminate encroachment on the bike lanes.
- Eliminating one or more of the street parking spaces in front of Roberts Market. Eliminating the space(s) nearest the intersection will increase pedestrian / vehicle visibility and will also minimize the "choke point" when bicycles and vehicles are sharing the same lane approaching the Stop sign.

Our observations show that there is demand for approximately 50-60 on-street parking spaces near the school during daily operations. If the improvements were implemented as outlined in this study, up to 15 additional spaces could be created.

An alternative to creating additional spaces is to utilize existing spaces to better advantage. There are existing off-street parking spaces at the library, church, and nursery school. An agreement to allow Woodside Elementary to publicize and encourage the use of these parking resources during peak periods would provide some additional relief to the parking crunch. Any agreement should be structured so that the overflow use by the school would not create a negative impact on operations of that facility. As an example, the Library is not open during the morning drop off period so use of those spaces will not affect library operations. However, the library is open during the afternoon pick-up and the library lot is needed for its patrons at that time.

Expanding the parking lot of the shopping center at the intersection of Woodside and Canada Road would alleviate parking issues in both directions of Woodside Road and reduce congestion at the intersection of Woodside/Canada Road.

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 8

From: Paul T. Nagengast, Town Engineer

July 28, 2009

Approved By: Susan George, Town Manager

SUBJECT: RESOLUTION: (1) REQUESTING CALTRANS TO PROHIBIT STOPPING AND PARKING ALONG WOODSIDE ROAD FROM CAÑADA ROAD TO WEST OF WOODSIDE ELEMENTARY SCHOOL WITH EXCEPTIONS; (2) PROHIBITING PARKING ON ALBION AVENUE; AND (3) DIRECTING THE TOWN ENGINEER TO REQUEST CALTRANS' PERMISSION TO POST "NO STOPPING AND PARKING ANYTIME" AND "TOW AWAY ZONE" SIGNS

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution, which provides:

1. "No Stopping and Parking Anytime", along the north side of Woodside Road (westbound) from Cañada Road to Miramontes Road; and
2. "No Stopping and Parking Anytime", along the south side of Woodside Road (eastbound) from the western boundary of Roberts Market parking lot west of Cañada Road to Fox Hollow Road except during the hours 8-9:30 am and 2-4 pm, M-F; and
3. "No Stopping and Parking Anytime", along the north side of Woodside Road from Martin Lane to Kings Mountain Road; and
4. "No Stopping and Parking Anytime", along Albion Avenue from Woodside Road to Prospect Street fronting the drainage ditch on the east side and the west side to 139 Albion Avenue; and
5. Authorization for the Town Engineer to request permission from Caltrans to install needed enforcement signage; and
6. Authorization for the Town Manager to provide exceptions to the "No Stopping and Parking Anytime" on Woodside Road to accommodate special events.

DISCUSSION

On July 14, 2009, staff presented the "Parking Issues Study" for Woodside Road near Woodside Elementary School that identified various parking, pedestrian, bicycle, equestrian and school related issues. The Town Council accepted input from the public and directed staff to prepare a resolution that would allow the Town Council to implement proposed stopping and parking restrictions on Woodside Road and Albion Avenue.

The attached resolution has been prepared pursuant to that direction. Approval of the resolution authorizes the Town Engineer to request Caltrans to prohibit the stopping and parking along Woodside Road as recommended. The resolution also authorizes the designation of a "No Parking or Stopping" zone on both sides of Albion Avenue, as

delineated in point 4 of the recommended actions. Staff would provide the necessary signage adjacent to driveways, fire hydrants and school cross walks in accordance with state law and standards.

Attached to this report is the July 14, 2009, Town Council agenda report discussing the Study and aforementioned issues.

Town Council direction at the meeting included the need for staff to continue to monitor the Woodside Road parking situation and maintain dialogue with the various stakeholders along the roadway in order to provide additional recommendations for the Town Council's consideration, as warranted.

In addition, Town Council directed staff to explore the feasibility of providing public parking on the land at the back of the Cañada Corners Shopping Center and report back to the Council in the near future.

CONCLUSION

Adoption of the attached resolution will initiate the process to address the parking and associated problems along and in the vicinity of Woodside Road from Cañada Road to west of Woodside Elementary School.

ATTACHMENTS

- 1) Resolution to Establish a 'No Stopping and Parking' Zone
- 2) Map of 'No Stopping and Parking' Zone

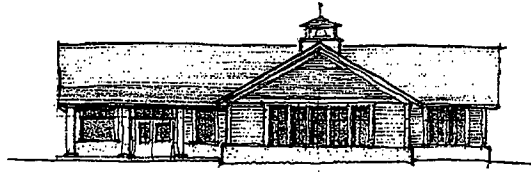
Woodside School Teaching Staff for 2009/2010

For your reference, here is an overview of the teaching staff by grade and department for the 2009-2010 school year.

Preschool	Kindergarten	1st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade
<u>2/3 Day</u> Lisa Dayeh	Candy Martin Stacy McNamara Sonja Virgallito	Pat Kimball Jennifer Lighty Hiroko Reams	Linette Griffith Brian Myrtetus Tracy Reilly	Ellen Bertine Harlin Hansen Katie Simkins	Chip Bell Bobbi Onia Carrie Zarcotas	Debbie Campbell Ginger Waters Maureen Wolf
<u>5 Day</u> Cheri vanderMolen	<u>Aide</u> Chris D'Ambrosio					
Preschool Classified Staff						
Jen Adolph, Edith Alvarado, Sandra Foley, MaryJane McLaughlin, Kem Smith						
Middle School						
6 th Grade		7 th Grade		8 th Grade		
Writing/Literature	• Lisa Brown or • Carol Tyson	• Carol Tyson or • Ellyn Rubin	• Ellyn Rubin	• Ellyn Rubin		
Social Studies	• Lisa Brown or • Stacy Sempson	• Stacy Sempson		• Stacy Sempson		
Mathematics	• Lisa White	• Michele Ryan		• Michelle Ryan or • Bill Dolyniuk		
Science	• Lisa White	• Bill Dolyniuk		• Bill Dolyniuk		
Physical Education	• Michael McCahon	• Michael McCahon		• Michael McCahon		
Art	• Bev Iverson	• Bev Iverson		• Bev Iverson		
Advisory	• Karen Arimoto-Peterson	• Karen Arimoto-Peterson		• Karen Arimoto-Peterson		
Study Skills	• Sharon LaCrosse					
Music	• Beth Dameron	• Beth Dameron		• Beth Dameron • Kara D'Ambrosio		
Spanish	• Kim Krozek or • Marilynn Welsh	• Marilynn Welsh		• Marilynn Welsh		
Other Certificated and Classified Staff						
Art Department	• Bev Iverson, K-8 Art Teacher					
Library	• Sharon LaCrosse, Librarian and Rhonda Rolla, Library Aide					
Literacy Department	• Jan Sollish, Literacy Specialist/Reading Recovery • Laura Symon, Literacy Specialist					
Music Department	• Kara D'Ambrosio, K-4 Music Teacher/Vocal • Beth Dameron, Instrumental Music					
Physical Health Department	• Kathy Jones, K-4 Physical Education Teacher • Michael McCahon, 5-8 Physical Education Teacher					
Support Services	• Diane Akers, Resource/Support Teacher (6-8) • Kim Brown, Assistive Technology Specialist • Julie Flynn, School Psychologist • Brian Inglesby, Counseling Program/Director of Educational Services • Jenn Mitchell, Speech & Language Pathologist • Joane Nelson, Resource/Support Teacher (K-6)					
Technology	• Lee Appelbaum, Educational Technology Coordinator					
Para-educators	• Erika Abbott, Tina Adolph, Helen Phelan, Elizabeth Rosas, Renee Taylor					

Other Important Information

- Class lists for Kindergarten through 5th grade will be posted on Friday, August 21st at 3:00 p.m. The lists will be posted on the front doors of the school office. Mrs. Abbati, Mr. Frank, Mr. Inglesby and Mr. Hanretty will greet students and parents stopping by at that time. Please join us for cookies and lemonade.
- Middle school class schedules will be mailed home the week of August 17. Other important information regarding zero period, lunchtime clubs, and Wednesday Enrichment classes offered to 6th, 7th and 8th grade students will also be included. Please keep an eye out for this important information.
- The first day of school is Monday, August 24th. While school dismissal is at 12:30 p.m., we invite parents and families to join us in Sellman at 12:00p.m for the first day of school PEP rally conducted by our Student Council and Administrative Team. Please remember to tell your children to wear school colors – RED and WHITE!
- In response to CalTran's plan to prohibit parking on Woodside Road between Canada and Kings Mountain roads, members of Woodside School have been working very closely with the Town to provide a safe path along the northern side of Woodside Road so that students on foot or bike can safely access the crosswalks near the school. Starting the first day of school, Woodside School has opened up 30 more parking spaces for parents and visitors towards the front of the school. Faculty and staff will have assigned numerical parking spaces located to the rear of the school. All other spaces will be designated as "Visitor."



Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
650-851-1571 – fax: 650-851-5577
www.woodside.k12.ca.us

August 4, 2009

Dear Woodside School Community:

Subject: Proposed parking restrictions near Woodside School

A recent article in the Almanac http://www.almanacnews.com/news/show_story.php?id=4557&e=y regarding proposed parking restrictions along Woodside Road, including the area in front of Woodside School has generated a level of interest, concern and confusion. To help the Woodside School Community better understand the proposal by the Town Engineer to the Town Council, we offer the following background information and details of the proposal itself.

Woodside Road (aka State Highway 84) is under the jurisdiction of Caltrans (State of California Transportation Authority) and not the Town of Woodside. In September 2008, Caltrans presented the Town with plans to install “No Parking” signs along both sides of Woodside Road between Canada Road and Martin Lane. Town staff requested that Caltrans delay action so the Town could complete an analysis of the parking issues, including input from the public and determine the best solution for the parking-related problems on Woodside Road. Caltrans agreed to this delay.

In the spirit of collaboration, the Town Engineer met with the District administration and a School Board member to review the Caltrans proposal. The District representatives shared the parking needs of the school and identified ways through which the school could reduce the need for parking on Woodside Road but also meet the needs of parents when dropping off and/or picking up their children or attending special events. The safety of our students and parents as they walk or bike along the north side of Woodside Road to the crosswalks that access the school campus was strongly emphasized.

After meetings last spring with the Town Engineer and the traffic consultant hired by the Town of Woodside, the District proposed the following internal changes, and modifications to the Caltrans proposal:

1. Staff parking in the parking lot closest to the tennis courts and in front of the school office will be relocated to the far eastern edge of the campus where parking spaces are under-utilized. The stalls that were previously marked “staff” in the “preschool and primary” parking lot will now be marked “visitor.” This will free up about 30 parking spaces on a daily basis. It is hoped that this will help to reduce the number of cars that are parked on the roadways in the vicinity of Woodside and Albion.

2. The “No Parking” signs on the south side of Woodside Road (the side right in front of the school) will be modified to allow parking in the morning from 8:00 to 9:30 a.m. and 2:00 to 4:00 p.m. on all school days. The afternoon times will be modified on early-release days. It is hoped that this will largely accommodate the overflow parking needs associated with morning drop-off and afternoon pick-up.

3. The “No Parking” signs on the south side of Woodside Road will be covered on days when school events require overflow parking on Woodside Road. The District will make this request to the Town and its staff will be responsible for covering the signs.

The District’s proposal was accepted by the Town Engineer and was incorporated into his presentation and proposal to the Town Council at their July 14th and 28th meetings. Detailed materials on this proposal may be found at the following link:

<http://www.woodside.k12.ca.us/Pages/links/Woodside%20Road%20Parking%20Proposal.pdf>

The District School Board and Administration are very appreciative of the Town staff’s willingness to understand the parking and safety needs of the school, its students and families, and for incorporating them into the Town’s proposal to Caltrans.

Please contact me directly at thanretty@woodside.k12.ca.us or 650-851-1571 ext. 286 if you would like additional information about this proposal or if you would like to share your thoughts on the matter.

Sincerely,

Tim Hanretty

Tim Hanretty
Assistant Superintendent
and Chief Business Officer

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 8

Prepared By: Susan George, Town Manager

September 22, 2009

SUBJECT: RESOLUTION APPROVING A COVENANT TO RETAIN PORTION OF TOWN PROPERTY AS OPEN SPACE AND AUTHORIZING THE MAYOR TO EXECUTE THE COVENANT ON BEHALF OF THE TOWN (WOODHILL DRIVE, APN 068-322-390)

RECOMMENDATION

It is recommended that the Town Council adopt the attached resolution which approves a covenant to retain the Town property adjacent to Barkley Fields & Park on Woodhill Drive as open space and authorizes the Mayor to execute the covenant.

BACKGROUND

On June 2, 2004, the Planning Commission approved a Conditional Use Permit to establish a community park at Farm Hill Boulevard and Woodhill Drive. Condition 23 of the Use Permit stated that "A deed restriction shall be placed upon the Town's current parcel on Woodhill Drive (APN 068-322-390) designating that the parcel shall be maintained as open space in perpetuity, with no improvements other than the walking path and utility line associated with the initial construction of the park." Attachment A shows the location of the subject parcel and existing trail.

The Open Space Element of the Town's General Plan identifies the subject property as one of the open space lands for the preservation of natural resources. The parcel is open space Area 7, a 1.7 acre parcel that "provides additional protection for the adjacent Serpentine Landscape Province (the adjacent State owned property) and serves as a staging area for visitors." The action for preservation included in the General Plan is that "the Town should plan for and develop a parking area and pathway for visitors."

The property is zoned OSN (Open Space for Preservation of Natural Resources) on the Town's Zoning Map. Permitted uses and structures in the OSN District are beekeeping, conservation easements, ecologic study, fences, planting of native vegetation, scenic easements, hiking and pedestrian trails, and uses of historical and cultural value. Conditional uses and structures allowed in the OSN District are animal keeping (only with a caretaker on the premises), public and private parking, ornamental garden structures, private stables, public and private parks, public utilities and service structures, reservoirs, noncommercial stables and barns, and small storage buildings.

DISCUSSION

On September 9, 2008, the Town Council considered a resolution that would have approved a proposed Covenant for the Woodhill Drive property. The Covenant would limit the Town's use of the subject parcel to open space purposes consistent with the General Plan Open Space and Conservation Elements. The draft Covenant indicated that "No improvements, structures, or appurtenances shall be placed, constructed or developed on the Remainder Property at any time with the exception of an existing dirt pathway and waterline on the south-easterly boundary of the property." The Town Council engaged in a discussion of the adequacy of the description of the "existing dirt pathway" relative to the existing dedicated trail easement the Town holds on neighboring Woodside Hills properties that provides a back entrance to

Barkley Fields and Park. Staff was directed to revisit this description and to engage in further discussion with the Woodhill Estates Home Owners' Association about the language of the Covenant.

Staff has researched the language included in the grant of the neighboring trail easement. This dedicated trail is for pedestrian, equestrian, and bicycle use. In light of this, the Covenant has been revised to make its language more consistent. The Covenant now reads: "No improvements, structures, or appurtenances shall be placed, constructed or developed on the Remainder Property at any time with the exception of an existing **pedestrian, equestrian, bicycle trail** and waterline on the south-easterly boundary of the property." The covenant has also been modified to strengthen the Town's ability to maintain the property. The previous draft Covenant provided that the Town could place landscaping on the property. This has been expanded to read: "Nothing in this covenant shall be construed to prevent Covenantor from **maintaining existing vegetation**, placing landscaping on the Remainder Property or from **maintaining the trail and water line in useable condition.**"

The Covenant would restrict some of the permitted and conditionally permitted uses and structures that are listed in the Zoning Ordinance. However, the Town has had no plans to do any improvements on the subject property, and leaving the property in an undeveloped state would be consistent with the Open Space Element of the General Plan.

CONCLUSION

The attached resolution would authorize the execution of the Covenant to retain the Town-owned parcel adjacent to Barkley Fields & Park as Open Space, consistent with the Town's General Plan and would satisfy Condition 23 of the Use Permit for Barkley Fields & Park.

ATTACHMENTS

RESOLUTION NO. 2009 -

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
APPROVING A COVENANT TO RETAIN PORTION OF TOWN PROPERTY AS OPEN SPACE
AND AUTHORIZING THE MAYOR TO EXECUTE THE COVENANT ON BEHALF OF THE TOWN
(WOODHILL DRIVE, APN 068-322-390)

WHEREAS, the Town of Woodside was granted a Conditional Use Permit on June 2, 2004, to establish a public park at Farm Hill Boulevard & Woodhill Drive; and

WHEREAS, Condition 23 of the Conditional Use Permit required that "a deed restriction shall be placed upon the Town's current parcel on Woodhill Drive (APN 068-322-390) designating that the parcel shall be maintained as open space in perpetuity, with no improvements other than the walking path and utility line associated with the initial construction of the park".

NOW, THEREFORE BE IT RESOLVED THAT, the Town Council of the Town of Woodside does hereby approve a Covenant to Retain Portion of Town Property as Open Space, attached as Exhibit "A", and authorizes the Mayor to execute the Covenant on behalf of the Town.

* * * * *

PASSED AND ADOPTED by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 22nd of September 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

DRAFT COVENANT TO RETAIN PORTION OF PROPERTY AS OPEN SPACE

THIS COVENANT, made on the date hereinafter set forth, by the Town of Woodside (hereinafter referred to as "Covenantor") is made with reference to the following facts:

A. Covenantor is the owner of certain property located in the Town of Woodside, County of San Mateo, State of California, more particularly referred to as Assessors Parcel No. 06832239 (hereinafter referred to as the "Property").

B. Covenantor has developed a portion of the Property to support the adjacent park and has agreed to maintain the remainder of the Property as open space.

C. Pursuant to the Town of Woodside's General Plan Open Space and Conservation Elements, the Town desires to retain certain areas in the Town as open space to assure the continued availability of land for the production of food and fiber, the enjoyment of scenic beauty, and the conservation of natural resources.

D. To eliminate detrimental impacts from the development of a park adjacent to the Woodhill Estates residential development, Covenantor voluntarily and willingly agrees by this document to restrict development of that portion of the Property, more particularly described in Exhibit "A" attached hereto and incorporated herein by reference, and to retain that portion of the Property as open space in conformance with the Town's General Plan ("Remainder Property").

NOW, THEREFORE, Covenantor hereby declares that the Remainder Property described above shall be held, sold, leased, mortgaged, encumbered, rented, used, occupied, improved and conveyed subject to the following limitations, restrictions, covenants, and conditions, which are imposed as covenants running with the land for the purpose of complying with the desire to provide and protect open space, and which shall run with the Property and be binding on Covenantor and its successors and assigns.

1. **USE OF THE PROPERTY.** Covenantor hereby voluntarily and willingly agrees to restrict development of the Remainder Property to open space purposes consistent with the Town's General Plan, Open Space Element and Conservation Element. No improvements, structures, or appurtenances shall be placed, constructed or developed on the Remainder Property at any time with the exception of an existing pedestrian, equestrian, bicycle trail and waterline on the south-easterly boundary of the property. Nothing in this covenant shall be construed to prevent Covenantor from maintaining existing vegetation, placing landscaping on the Remainder Property or from maintaining the trail and water line in useable condition.

2. **TERMS.** These covenants are to run with the land and shall be binding on Covenantor and its heirs, successors and assigns.

3. ENFORCEMENT. Enforcement of these covenants shall be by proceedings at law or in equity against any person or persons violating or attempting to violate covenant either to restrain a violation or to recover damages.

4. BREACH. Breach of any of the covenants or any re-entry by reason of such breach, shall not defeat or render invalid the lien of any mortgage or deed of trust made in good faith and for value as to the Property or any part thereof; but such covenants shall be binding and effective against any owner of the Property whose title thereto is acquired by foreclosure, trustee's sale or otherwise.

5. Time is of the essence hereof and any individual waiver of time in any instance shall not constitute any subsequent waiver of these provisions. IN WITNESS WHEREOF, the undersigned Covenantor has executed this declaration this _____ day of _____, 2009.

TOWN OF WOODSIDE

_____, Mayor

ACKNOWLEDGMENT REQUIRED