

MINUTES
REGULAR CITY COUNCIL MEETING
MONDAY, JANUARY 12, 2004

Mayor Regan called the regular meeting to order at 6:00 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough California.

ROLL CALL: Present: Mullooly, Fannon, Adams, Kasten, Regan

MINUTES: The minutes of the December 8, 2003 City Council meeting were approved as submitted.

PRESENTATIONS:

Resolution of Appreciation was presented to Superintendent Thomas Mohr.

Police Chief Matthew O'Connor and Captain Nicholas Gottuso introduced Sergeant Michael Favreau of the 870th Military Police Battalion who presented two American flags to Mayor Regan, which were flown over the US Army Base in Baghdad on September 11, 2003. Sergeant Favreau wanted to thank the Town for its support, and to express appreciation for the way in which the Town serves the public.

CONSENT CALENDAR:

On motion of Councilmember Fannon and seconded by Councilmember Adams, unanimous on voice vote, Consent Calendar items 1 – 4 were approved.

1. MONTHLY CLAIMS DECEMBER 1 THROUGH DECEMBER 31, 2003

The monthly claims for the month of December 2003 in the amount of \$2,587,997.94 were approved.

2. QUARTERLY TREASURER'S REPORT

The Treasurer's Report for the Quarter ending December 31, 2003 was approved.

3. RESOLUTION ACCEPTING AS COMPLETE THE MACADAMIA SLOPE REPAIR PROJECT

The resolution accepting the Macadamia Slope Repair Project as complete and authorizing staff to file a notice of completion for the project was adopted.

4. RESOLUTION ACCEPTING AS COMPLETE THE 2003 WATER MAIN REPLACEMENT PHASE 1 PROJECT, WHICH INCLUDES CAPITAL IMPROVEMENT PROJECTS W – 105, 121, 133, 134, & 135

The resolution accepting the 2003 Water Main Replacement Phase 1 Project as complete and authorizing staff to file a notice of completion for the project was adopted.

OLD BUSINESS:

5. SHORT-TERM TECHNOLOGY IMPLEMENTATION PLAN

Director of Information Technology Doug Hollis from the City of South San Francisco reported that RoLo Consulting Company prepared an information technology report in June of 2003. The City of South San Francisco's Information Technology Department developed an implementation plan and decided what was most important to the Town. Mr. Hollis explained that staff recommends City Council approval to move forward with this plan.

Vice Mayor Kasten indicated that the plan was well done, but asked if the maintenance cost was ongoing. Mr. Hollis affirmed that it was.

Mayor Regan asked what the estimated time of completion was. Mr. Hollis believes that it depends on the staff. There is no definite time frame, but he estimates within one year.

Councilmember Mullooly asked if the Town website was complete. Mr. Hollis explained that Town staff has met with SSF and the website is in the works.

On motion of Councilmember Kasten, and seconded by Councilmember Adams, unanimous on voice vote, the City Council approved \$70,295 to implement the short-term technology plan and consider a long-term study in conjunction with the next 3-year budget.

PUBLIC HEARING:

6. RESOLUTION AUTHORIZING THE INSTALLATION OF OUTDOOR FIXTURES (REDWOOD FENCE) TO BE INSTALLED AT 580 HAYNE ROAD

City Engineer Cyrus Kianpour specified to the City Council that typically outdoor fixtures are not to be reconstructed. In this specific case, the property owners requested to rebuild their existing fence in the same location. This request will be subject to administrative review from the Planning Department prior to issuing the encroachment permit.

Mayor Regan asked if there were any neighbor concerns. Mr. Kianpour indicated there were none.

Vice Mayor Kasten inquired about moving the fence back on the property. Mr. Kianpour explained that there was a significant slope and vegetation including several oak trees.

Mayor Regan opened the public hearing. There being no comment, the public hearing was closed.

On motion of Councilmember Mullooly, seconded by Councilmember Fannon, unanimous on voice vote, the resolution authorizing the installation of the outdoor fixture (redwood fence) at 850 Hayne Road and directing staff to complete the recordation of a Revocable Encroachment Permit agreement was adopted.

DISCUSSION ITEM:

7. SECOND UNITS AS ACCESSORY STRUCTURES, DISCUSSION OF INTERPRETATION

City Planner Maureen Morton explained that the City Council adopted an ordinance, which provides regulations and procedures, consistent with provisions of state law, for the construction of second units. Ms. Morton indicated that four such second units have been approved to date and there have been discussions with applicants for several more.

Ms. Morton explained that an issue has arisen about the way in which the ordinance, specifically regarding accessory structures, should be interpreted. The Code has historically limited accessory structures to 1,000 sq. ft. This limitation is intended to keep the accessory structures truly "accessory" in nature, so that a lot does not end up appearing like a multifamily housing development.

Ms. Morton reported that the State law provides that detached second units can be up to 1,200 sq. ft in size, so that is the size limitation specified for detached second units in the Town's ordinance. To ensure consistency, the Town's ordinance regarding accessory structures was amended to clarify that, although accessory structures in general are limited to 1,000 sq. ft. in size, detached second units may be as large as 1,200 sq. ft.

The City Council provided input and guidance concerning the maximum size of second units and accessory structures and stated that the City Council was comfortable with an accessory structure/second unit combination that was as large as 1,000 sq. ft. plus 1,200 sq. ft. if certain conditions stated by the City Council were met. The City Council directed staff to prepare a code amendment, if necessary, to provide the necessary clarification.

8. PRESENTATION ON CHLORAMINE CONVERSION

The Public Works Director made a presentation on the chloramines conversion in Town, and the outreach efforts to educate residents about chloramines, and its effects on the Public Works operations both in the short and long term.

9. PRESENTATION ON TRAFFIC ACCIDENT SURVEY – FLORIBUNDA / EL CAMINO REAL

The Police Chief made a presentation including PowerPoint and video clips about the high accident rate at Floribunda and El Camino Real.

PUBLIC COMMENT:

Captain Mark O'Connor summarized for the City Council that a special alarm-monitoring handout was being prepared for Town residents. Additional information will be added to the HTV and the Town newsletter.

CITY COUNCIL ITEMS:

Councilmember Mullooly announced that Mark Church was sworn in as the President for the Board of Supervisors.

ADJOURN:

Mayor Regan adjourned the meeting at 8:00 p.m. in Memory of Benjamin N. Follett, Hillsborough Mayor from 1976 – 1980