

TOWN OF HILLSBOROUGH

San Mateo County

Thomas M. Kasten, Mayor
Catherine U. Mullooly, Vice Mayor
D. Paul Regan
John J. Fannon
Christine M. Krolik

1600 Floribunda Avenue
Hillsborough, CA 94010



A G E N D A

MONDAY, November 14, 2005

4:30 p.m. CLOSED SESSION

6:00 p.m. CITY COUNCIL MEETING

Hillsborough Town Hall

CLOSED SESSION (4:30 p.m.)

A. CONFERENCE WITH LABOR NEGOTIATOR Section 54957.6

Agency Negotiator: Kathy Leroux, Assistant City Manager

Employee Organization: Police Officers Association – Teamsters Local 856

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Section 54957

Title: City Manager

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES:

1. Revised amended September 12, 2005 Minutes
2. October 10, 2005

IV. PROCLAMATIONS:

1. Declaring November 15, 2005 America Recycles Day
2. Declaring November 2005 as Be Sewer Smart – Backup Prevention Month

V. PRESENTATIONS:

1. The Central County Fire Department will present winners of the Fire Department's Second Annual Fire Safety Poster Contest.
2. The Town of Hillsborough and Finance Director Edna Masbad have been recognized by the Government Finance Officers Association (GFOA) of the United States and Canada for receiving the GFOA's Distinguished Budget Presentation Award.

VI. CONSENT CALENDAR:

The Consent Calendar includes routine items, which do not require discussion. A Councilmember may remove an item for discussion, and any member of the audience may request a Councilmember to remove an item for discussion. The items are approved in one motion.

1. MONTHLY CLAIMS: OCTOBER 1 THROUGH OCTOBER 31, 2005
2. RESOLUTION APPROVING THE SALARY AND RESPONSIBILITIES OF THE NEWLY CREATED HUMAN RESOURCES SPECIALIST POSITION
3. RESOLUTION APPROVING \$7,000 FOR THE RESTORATION OF THE NEW PLACE ROAD GATES
4. RESOLUTION AUTHORIZING THE PURCHASE OF A FORKLIFT
5. RESOLUTION APPROVING THE CONTRACT WITH FARALLON COMPANY FOR THE CONSTRUCTION OF A SECOND HEADWALL AT 610 EL CERRITO AVENUE AND ALLOCATING UP TO \$10,000 FOR THE EMERGENCY REPAIR

VII. PUBLIC HEARINGS:

6. ORDINANCE AMENDING CHAPTERS 12.04, 12.12, AND 15.16 OF THE HILLSBOROUGH MUNICIPAL CODE AND UPDATING REFERENCES
7. ACCEPTANCE OF THE DRAFT URBAN WATER MANAGEMENT PLAN

VIII. NEW BUSINESS:

8. ORDINANCE AMENDING SECTIONS 13.20.030 AND 13.20.040 OF THE HILLSBOROUGH MUNICIPAL CODE TO INCREASE WATER CONNECTION CHARGES AND SERVICE RATES EFFECTIVE FOR BILLINGS AFTER JANUARY 1, 2006, INTRODUCTION
9. ORDINANCE AMENDING TITLE 6 OF THE HILLSBOROUGH MUNICIPAL CODE TO CONFORM TO THE DANGEROUS ANIMAL ORDINANCE REVISIONS ADOPTED BY THE COUNTY OF SAN MATEO, INTRODUCTION
10. ORDINANCE AMENDING CHAPTER 8.32 (NOISE REGULATIONS) OF THE HILLSBOROUGH MUNICIPAL CODE FOR CLARITY AND SIMPLIFICATION, INTRODUCTION

11. RESOLUTION AUTHORIZING \$19,729 FOR THE PURCHASE OF TWO ZAP XEBRA ELECTRIC VEHICLES, AND ACCEPTING THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT'S \$2,000 REIMBURSEMENT
12. RESOLUTION REGARDING THE DISPOSITION OF THE BOWHILL RESERVOIR SITE (115 RESERVOIR ROAD)
13. REQUEST FOR TREE REMOVAL, NORTH SIDE OF RALSTON AVENUE, HILLSBOROUGH CITY SCHOOL DISTRICT; CONSIDERATION OF A DRAFT COMMENT LETTER TO THE MITIGATED NEGATIVE DECLARATION
14. UPDATE ON T-MOBILE FACILITIES: CONSIDERATION OF "TREE POLE" AT VISTA PARK

IX. DISCUSSION:

15. ORDINANCE REGARDING THE APPROVAL AND PLACEMENT OF WIRELESS FACILITIES WITHIN THE TOWN OF HILLSBOROUGH
16. GREEN BUILDING METHODS
17. REPORT ON DISPOSITION OF GATE HOUSE

X. PUBLIC COMMENT:

Under Government Code 54954.3, members of the public have the right to address the City Council on any matter within the Council's jurisdiction. However, the Council may not take action on any non-agenda item (except in emergency circumstances). Before addressing the Council, speakers are requested to complete a yellow speaker's card and submit it to the City Clerk. Please come to the podium, state your name and address, limit remarks to 3 minutes, and do not repeat comments by other speakers.

XI. CITY COUNCIL ITEMS:

This section of the agenda provides the City Council an opportunity to ask questions on any project of interest. No action can be taken on any item not on the agenda.

XII. ADJOURN

SPECIAL ACCOMMODATIONS:

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the City Council meeting, or if you need an agenda in an alternate form, please contact the City Clerk's Office at 375-7412 at least 24 hours before the scheduled City Council meeting.

MINUTES:

A copy of the unapproved minutes will be made available the Friday before the next regularly scheduled City Council meeting. Once minutes are approved by the City Council they will be made available the following day. City Council Agendas and approved minutes are available at the Town's website, www.hillsborough.net.



AGENDA – REPORTS

HILLSBOROUGH CITY COUNCIL

Monday, November 14, 2005
6:00 p.m.
Hillsborough Town Hall
1600 Floribunda Avenue, Hillsborough

CONSENT CALENDAR:

1. MONTHLY CLAIMS: OCTOBER 1 THROUGH OCTOBER 31, 2005 (Finance Director)

Summary: The monthly claims for the month of October 2005 in the amount of \$2,236,166.73 are submitted for approval.

Recommendation: Approve the monthly claims for October 2005 as submitted.

2. RESOLUTION APPROVING THE SALARY AND RESPONSIBILITIES OF THE NEWLY CREATED HUMAN RESOURCES SPECIALIST POSITION (Assistant City Manager)

Summary: The City Council at its September 12, 2005 meeting approved funding for the budgeted position of Human Resources Specialist in the City Manager's Department. After research of comparable positions and study the organizational level of this position has been determined to be best filled at the Division Head level. Included in the Council agenda packet is a draft of the duties and responsibilities of this position. The salary is recommended to be set in the customary five step manner with the top step being set at \$90,000 annually. The position title may change to Human Resources Manager if it assists in the recruitment process.

Recommendation: Adopt the resolution approving the salary and organizational level of the newly created Human Resources Specialist position.

3. RESOLUTION APPROVING \$7,000 FOR THE RESTORATION OF THE NEW PLACE ROAD GATES (Public Works Director)

Summary: The Hillsborough Beautification Foundation (HBF) is considering a \$21,000 project to restore the New Place Road gates and pillars, which are located within the Town's right-of-way. The pillars are constructed of unreinforced bricks covered with plaster. Severe cracking in the pillars suggests that the structures may be seismically unsound. The weight of the iron gates is pulling on the pillars, further stressing the structures. The project would install metal bands around the pillars to reinforce them, replaster the pillars, remount the gates to reduce stress, and paint the gates. The HBF has successfully completed similar projects including the recently restored Manor Drive gates.

The HBF is proposing that the HBF, the Town, and the Burlingame Country Club all contribute one-third (\$7,000) of the cost for the restoration of the gates at New Place Road.

Since the Town owns the gates, and has been maintaining them for a number of years, staff is recommending that Council approve up to \$7,000 from the General Fund for the repair in order to enhance the safety and aesthetically improve the gates.

Recommendation: Adopt the resolution allocating \$7,000 from the General Fund for the restoration of the New Place Road Gates.

4. RESOLUTION AUTHORIZING THE PURCHASE OF A FORKLIFT (Public Works Director)

Summary: The approved 2005/2006 Water Department Budget includes \$22,000 for the purchase of a new forklift. A forklift was requested as a means of reducing trips from the Municipal Service Center by the backhoe and loader. Currently, when heavy equipment such as water meters or hydrants must be loaded off a truck in the Municipal Service Center, the backhoe or loader must be recalled from the field and a forklift attachment is used to move the equipment to its staging area. If approved, the new forklift will be used exclusively in the Municipal Service Center.

The comparison of quotes is below:

<u>Company</u>	<u>Bid Amount</u>
Crown Lift Trucks	\$21,645.00
Pape Material Handling	\$24,162.52
Yale Pacific, Inc.	\$24,789.25
Budget Estimate	\$22,000.00

Recommendation: Adopt the resolution allocating funds from the Water Fund and authorize the purchase of one powered forklift from Crown Lift Trucks in the amount of \$21,645.

5. RESOLUTION APPROVING THE CONTRACT WITH FARALLON COMPANY FOR THE CONSTRUCTION OF A SECOND HEADWALL AT 610 EL CERRITO AVENUE AND ALLOCATING UP TO \$10,000 FOR THE EMERGENCY REPAIR (City Engineer)

Summary: On September 12, 2005 the City Council approved a project to replace an existing headwall that was failing at 610 El Cerrito Avenue for an amount of \$20,296. As the wall was being constructed, inspectors observed that the wall on the opposite side of the street is now failing, which is damaging the public street. Since Farallon Company is already mobilized at the site, and the street damage represents an immediate danger, staff has authorized the repair of the second headwall, and has prepared a resolution that makes findings associated with an emergency repair. The cost of the second headwall is estimated to be under \$10,000. The project will be funded from the 2003 Water and Sewer Bond.

Recommendation: Adopt the resolution approving the contract with Farallon Company for the construction of a second headwall at 610 El Cerrito Avenue and allocate up to \$10,000 for the emergency repair from the 2003 Water and Sewer Bond.

PUBLIC HEARINGS:

6. **ORDINANCE AMENDING CHAPTERS 12.04, 12.12, AND 15.16 OF THE HILLSBOROUGH MUNICIPAL CODE AND UPDATING REFERENCES** (City Planner)

Summary: This ordinance, which represents the latest "clean-up" amendment and includes several changes to the Code to reflect current practice, was introduced at the October 10, 2005 City Council meeting.

The first change is to Chapter 12.04, entitled "Improvements, Excavations and Obstacles", to allow retaining walls 18 inches or shorter to be installed in the public right-of-way, subject to the approval of the City Engineer and with an encroachment permit, to allow for the development of parking strips, etc. Such insignificant features should not require approval by the City Council, which is what the current Code requires. This change reflects current procedures.

The second proposed change is to Chapter 12.12 which regulates "outdoor fixtures", which are walls, fences, columns, light posts and other things which do not qualify as buildings or structures. The change is to add a new category, called "utility boxes" (it should be noted that personal wireless service facilities are not included in this definition), and provide a process for their location and screening. The placement of transformers and large service panels has become somewhat of an issue in recent years, especially with larger houses. The design and location of these features is not determined until well into the construction process, so they are not part of the design review process. Applicants must work with the utility companies and the Building Department to locate them so that they are convenient for service, yet not too intrusive to neighbors. The proposed amendment codifies the current process, where the staff, on a case-by-case basis, works with the applicant to ensure that there is as little visual impact as possible.

The third change is to Chapter 15.16 which adopts the Uniform Plumbing Code and the Uniform Swimming Pool, Spa and Hot Tub Code and amendments thereto. The change eliminates an unnecessary requirement and corrects a minor inconsistency in permit penalty language.

The final update includes changing all references from Hillsborough Fire Department to Central County Fire Department.

Recommendation:

1. Open the public hearing and accept comments;
2. Close the public hearing and adopt the ordinance amending Chapters 12.04, 12.12, and 15.16 of the Municipal Code and updating references.

7. ACCEPTANCE OF THE DRAFT URBAN WATER MANAGEMENT PLAN

(Public Works Director)

Summary: State law requires that all urban water providers serving more than 3,000 customers submit a plan for management of water within their system to the Department of Water Resources. Hillsborough's first Urban Water Management Plan (UWMP) was prepared in 2001. The UWMP is a long-range planning document that provides data to regional water planning agencies, outlines the availability of water resources, projects water usage and describes conservation programs. UWMP's must be updated in years that end with "0" or "5". Hillsborough's UWMP has been updated in cooperation with the San Francisco Public Utilities Commission (SFPUC) and the Bay Area Water Supply and Conservation Agency (BAWSCA). The public hearing has been noticed in accordance with State law, and the document has been available for review by the public. A second hearing is proposed for the December 2005 Council meeting where the plan will be adopted.

Recommendation:

1. Open the public hearing and accept comments;
2. Close the public hearing and accept the draft Urban Water Management Plan; and
3. Schedule a public hearing for adoption of the plan in December 2005.

NEW BUSINESS:

8. ORDINANCE AMENDING SECTIONS 13.20.030 AND 13.20.040 OF THE HILLSBOROUGH MUNICIPAL CODE TO INCREASE WATER CONNECTION CHARGES AND SERVICE RATES EFFECTIVE FOR BILLINGS AFTER JANUARY 1, 2006, INTRODUCTION

(Finance Director)

Summary: The Town's water rates have not changed since July 2004 due to the previous periods' healthy operations and the decrease in wholesale water rates starting April 2005. However, the consumption level has changed drastically during the last 15 months. Usage has gone down 14% during fiscal year 2004-2005 and the trend continues to the first quarter of fiscal year 2005-2006.

The Town's enterprise operations include fixed debt service costs to pay the debt issued to finance their extensive capital improvement program approved in 2001. Additionally, staff is seeking approval to issue additional debt in early 2006 to continue the program. Covenants covering these debts required a certain level of revenues to cover operating expenses and the debt service. In order to meet these legal requirements and to ensure that the Town maintains its credit ratings, it is necessary to request a water rate change to raise enough revenues as required.

A 10% rate increase for water connection charges and service rates is recommended to meet these legal obligations. Residents that use 50 units of water per billing period will see a \$16 increase in their bi-monthly bill that translates to about \$8 per month. Billings for those using

150 units of water will increase by \$57 or \$28.50 per month. September 2005 billings for half of the Town residents –normally the highest usage for the year – show that 20% used less than 50 units and 75% used 150 units or less.

The proposed water rate increase and the additional debt will be presented to the Financial Advisory Committee at its November 9, 2005 meeting. Staff will be presenting the Committee's recommendation at the Council meeting.

Changes to the water connection charges and service rates require a modification of the Hillsborough Municipal Code. The new rates, if approved, go into effect for billings after January 1, 2006. A water insert discussing the rate change and a short discussion of the capital improvement program and its financing requirement will be included in the November 2005 and December 2005 water billings.

Recommendation:

1. Introduce and waive first reading of the ordinance; and
 2. Set December 12, 2005 as public hearing date to consider adoption of the ordinance.
9. ORDINANCE AMENDING TITLE 6 OF THE HILLSBOROUGH MUNICIPAL CODE TO CONFORM TO THE DANGEROUS ANIMAL ORDINANCE REVISIONS ADOPTED BY THE COUNTY OF SAN MATEO, INTRODUCTION (Police Chief)

Summary: San Mateo County and its contract agents provide animal control services to the Town. The Town's dangerous animal ordinance is therefore required to conform substantially to the County's ordinance and when the County amends its ordinance, the Town must do likewise. The County recently (September 20, 2005) revised its animal control ordinance. The proposed Town ordinance amends the Hillsborough Municipal Code accordingly. A redlined copy of the Town's existing provisions is included in the packet to indicate the proposed changes.

Recommendation:

1. Introduce and waive first reading of the ordinance; and
 2. Set December 12, 2005, as the public hearing date to consider adoption of the ordinance.
10. ORDINANCE AMENDING CHAPTER 8.32 (NOISE REGULATIONS) OF THE HILLSBOROUGH MUNICIPAL CODE FOR CLARITY AND SIMPLIFICATION, INTRODUCTION (Assistant City Attorney)

Summary: Chapter 8.32 sets forth the noise regulations of the Town. The ordinance was originally drafted and adopted in 1987 and patterned after the ordinance then in effect in the City of Palo Alto. Minor amendments to Chapter 8.32 were made in 1994, 1997, and 1998. At a recent meeting of the City Council, it became clear that there was some confusion about the

specifics of the Town's noise regulations. Staff reviewed the current language of Chapter 8.32 and concluded that the existing provisions could be written more simply to make them easier to understand and enforce without changing the substance of the regulations. The ordinance does that and also incorporates a few additional administrative and general plan clarifications.

Recommendation:

1. Waive reading and introduce the ordinance; and
 2. Set December 12, 2005 as the public hearing date to consider adoption of the ordinance.
11. RESOLUTION AUTHORIZING \$19,729 FOR THE PURCHASE OF TWO ZAP XEBRA ELECTRIC VEHICLES, AND ACCEPTING THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT'S \$2,000 REIMBURSEMENT (Public Works Director)

Summary: Staff proposed in the 2005/06 budget the acquisition of two electric vehicles for \$15,000 in the Public Works Administration budget to serve as pool cars. Electric vehicles were considered as an option in order to reduce noise generated by vehicles traveling in and out of the Municipal Service Center and minimize operation costs. Employees using the vehicles will include clerical staff, inspectors and others who will limit their travels within the Town's jurisdiction.

Several vehicles and manufacturers were considered before soliciting a proposal. The class of vehicle studied is called Neighborhood Electric Vehicles or NEV's, which is typically used for short commutes in residential areas. Most NEV's are mechanically regulated to a limited speed of 25 mph. Because of Hillsborough's topography, the power of the vehicles to climb steeper grades was closely evaluated. The vehicle that most closely matches the Town's budget and needs was the ZAP Xebra, which is a 3-wheeled, 4-passenger vehicle. The vehicle is manufactured in Santa Rosa, and will be serviced from that location. Average cost of operation per year is estimated at \$300. A full discussion of the vehicles evaluated is in the attached letter from William Boenig of CSG who researched the acquisition of the vehicles. ZAP has also committed to allowing the return of the vehicles if they do not perform adequately when placed into service in Hillsborough.

The Xebra is sold exclusively by the manufacturer ZAP Inc. of Santa Rosa. Because there are no other distributors of the vehicles, no other proposals were solicited. The bid price for the two ZAP Xebbras is \$19,729 including tax, license and delivery fees. Staff applied for and received grant vouchers from the Bay Area Air Quality Management District to reimburse the Town \$1,000 per NEV (\$2,000 total), which would reduce the Town's total cost to \$17,729.

Recommendation: Staff recommends adoption of the resolution authorizing \$19,729 for the purchase of two ZAP Xebra electric vehicles, and accepting the Bay Area Air Quality Management District's \$2,000 reimbursement vouchers.

12. RESOLUTION REGARDING THE DISPOSITION OF THE BOWHILL RESERVOIR SITE
(115 RESERVOIR ROAD) (Public Works Director)

Summary: The Town owns a one acre parcel at 115 Reservoir Road. Approximately thirty years ago the Town abandoned an in-ground concrete water reservoir at the site. The parcel was purchased through a 1938 bond issue that was repaid by general tax revenues. Thus proceeds from the sale would be allocated to the General Fund, according to the City Attorney's office. In 2003 the property appraised for \$1,950,000.

Staff has arranged for a study to establish the thickness of the walls and bottom of the century old reservoir structure. Because of the reservoir size, a substantial amount of demolition and grading must be performed before the site is suitable for building a structure. Staff has been advised that the cost to demolish and backfill the reservoir with dirt may be greater than the value added by creating a level lot. Specifically a potential buyer will need to be assured that the soil compaction is adequate to support a building structure. The task of filling the reservoir can be performed more efficiently when the footprint of the proposed structure is known.

As explained in the proposed resolution, the law provides a simple process that the Town may use to sell the property and that process would be appropriate in this case.

Recommendation: Adopt the resolution directing that the 115 Reservoir Road property be appraised, at an appraisal fee not to exceed \$15,000, and that, if the City Manager and Mayor are satisfied with the appraisal, the Town proceeds with selling the property.

13. REQUEST FOR TREE REMOVAL, NORTH SIDE OF RALSTON AVENUE, HILLSBOROUGH CITY SCHOOL DISTRICT; CONSIDERATION OF A DRAFT COMMENT LETTER TO THE MITIGATED NEGATIVE DECLARATION (Public Works Director)

Summary: At the October 10, 2005 City Council Meeting representatives of the Hillsborough City School District (HCSD) reviewed the steps they plan to undertake to implement their Master Plan. A part of that plan includes proposed traffic modifications at the entrance to Crocker School. To implement the traffic improvement measures, HCSD plans to remove the approximately 40 Eucalyptus trees along the north side of Ralston Avenue between Hillsborough Blvd. and Chateau Drive. Some of the trees are entirely within the Town's right-of-way, some are entirely on HCSD property, and others straddle the property line.

The removal of trees from the public right-of-way requires an encroachment permit. A public hearing has been scheduled for the City Council's December 12, 2005 meeting to consider the issuance of the encroachment permit. Other future work planned within the public right-of-way will also require encroachment permits.

Town Meeting and Public Notice: A Town Meeting to review with the public the HCSD's plans for Ralston Avenue has been scheduled for November 29, 2005 at Town Hall. A postcard was mailed to every resident to announce the meeting and the December 12, 2005 City Council public hearing.

Environmental Assessment: The California Environmental Quality Act (CEQA) specifies that the agency which has the principal responsibility for carrying out the project is the “lead agency”. An agency which has permitting authority or approval power over some aspect of the project is a “responsible agency”. For HCSD’s Master Plan, HCSD is the lead agency and the Town is a responsible agency.

The lead agency must prepare and approve the environmental assessment, which must be sufficiently comprehensive so as to be of use to the responsible agencies. The Town must rely on HCSD’s assessment but must issue its own findings regarding the feasibility of mitigation measures that can substantially lessen or avoid significant environmental effects.

HCSD has prepared and circulated a Draft Negative Declaration, with the close of the comment period on November 19, 2005. The Town, which must rely on the Negative Declaration for its permitting activity, should review the draft and provide comments. In its comments the Town must address only those activities that are required to be carried out or approved by the Town, so the Town’s comments should be limited to those relating to the Town’s permit processes, regulations and public facilities and the possible related environmental effects. A draft comment letter is included in the City Council’s agenda packet for the City Council’s review and comment. Any changes recommended by the City Council will be incorporated before the letter is delivered to HCSD. As required by CEQA, HCSD will respond to each comment in the Final Negative Declaration.

Tree Removal Process: HCSD has been speaking with tree removal contractors and has some new information, including alternatives to the process that was first discussed. The District would like to update the City Council.

Recommendation:

1. Hear HCSD’s update on the tree removal; and
2. Provide comments on the draft comment letter.

14. UPDATE ON T-MOBILE FACILITIES: CONSIDERATION OF A “TREE POLE” AT VISTA PARK (Public Works Director)

Summary: At the September 12, 2005 meeting, the City Council requested that T-Mobile work with staff to determine if alternative locations could be found for the Longview microcell installation. T-Mobile has diligently evaluated several sites and believes it can install a “tree pole” at Vista Park as an alternative to installing several smaller microcell sites in Town.

T-Mobile is proposing that the tree pole be installed at the eastern edge of the field. Tree poles have the appearance of a tree from a distance. Photos of similar facilities will be available at the Council meeting. The Vista Park location will further separate the antennae from residential structures, and have the added benefit of generating lease income for the Town. A tree pole also presents the opportunity to require other wireless companies to collocate antennae on the same pole, which may reduce applications for microcell sites.

T-Mobile is willing to begin the design of a new facility if the Town is likely to approve such an installation. This would require that the Town consider a pole that is up to 10 feet taller than the existing trees, which would be taller than the standard 32 foot limitation. A lease agreement would also need to be negotiated. If the tree pole is installed, T-Mobile will remove the Longview microcell site.

It is requested that the City Council authorize a public meeting and that a 500 foot notice to residents adjacent to the park and other interested parties such as the American Youth Soccer Organization (AYSO) be sent. The notice would advise residents of a public meeting to discuss a proposed installation of a tree pole at Vista Park. The comments expressed about such an installation would be reported to Council at the December 12, 2005 Council Meeting. The possible authorization for a tree pole would be evaluated at that meeting.

Recommendation: Authorize a public meeting to discuss the proposed installation of a tree pole and send a 500 foot notice to residents adjacent to Vista Park.

DISCUSSION:

15. ORDINANCE REGARDING THE APPROVAL AND PLACEMENT OF WIRELESS FACILITIES WITHIN THE TOWN OF HILLSBOROUGH (Public Works Director)

Summary: The Town of Hillsborough does not have an ordinance that specifically addresses the approval and placement of wireless facilities. Recent experience with the location of a microcell facility on Longview Drive demonstrated that the Town's informal procedure is not adequately addressing the aesthetic and safety concerns presented by the new wireless technologies.

Staff has reviewed several ordinances from cities such as Torrance, Walnut Creek, Woodside and Irvine to determine if alternative processes could benefit the Town. An ordinance tailored to the Town's staff structure is being presented to Council. Features of the new ordinance include:

1. Establishing a detailed review process that includes third party review of plans for FCC safety conformance both in the project design and installation phases;
2. Noticing requirements;
3. A stated hierarchy of preferred siting locations, including collocation requirements and the option to locate on private property; and
4. Establishment of permit and fee for wireless facilities.

Recommendation: No action required; for discussion only.

16. GREEN BUILDING METHODS (Chief Building Official)

Summary: A growing interest in “Green Building Methods” and sustainability has promoted exploration of ordinance changes that will create energy savings and be cost effective. The Town’s General Plan encourages Green Building and measures such as the “construction and waste management” program have been adopted and implemented successfully in Hillsborough. Green building and sustainability are terms used in conjunction with, but not limited to, energy efficiency, alternative energy, re-useable material, recycling, and interior and exterior air quality.

After researching various methods and several discussions with the State Energy Commission, staff has concluded that an amendment to the Hillsborough Municipal Code upgrading the minimum standards required by the state energy code to increase insulation and window values will significantly help increase energy efficiency. It is proposed that this requirement be considered for all new homes and additions.

Increasing the minimum insulation and fenestration (glazing) values in the walls and roof/ceiling assemblies will provide for a more energy efficient building envelope. Keeping in mind the building design, owner, contractor, cost of improvement, and the plan check/enforcement process, this amendment appears to be a viable way to contribute to a more energy efficient Town. An ordinance amendment regarding insulation standards will be introduced at a future City Council meeting.

Recommendation: No action required; for discussion only.

17. REPORT ON DISPOSITION OF GATE HOUSE (Public Works Director)

Summary: The Gate House is a small one bedroom residence constructed circa 1930 at the corner of Ralston and Eucalyptus. The Town of Hillsborough’s Historic Building Survey from July 1990 states that the “gates and gate house were constructed at the time of the first Carolands subdivision. Lang Real Estate office of San Francisco built the gatehouse and gate, as a ‘guarantee of seclusion for its owners,’ although local sources suggest the structure functioned as a sales office rather than gatekeeper’s cottage.” The Town used the Gate House as employee housing in the late 1950’s.

The interior of the building has substantially deteriorated over the past year. The flat roof over the garage area has collapsed and a section of the gabled roof in the center of the building is exposed and consequently rain and debris are damaging the interior of the structure. Due to the condition of the building, the Building Official has posted it as an unsafe building.

The Gate House borders the School District’s tree removal project and there are several eucalyptus trees that surround the structure. The Town does have the option of removing these trees at the Town’s cost as part of the School District’s project.

Staff will make a presentation regarding the condition of the building and outlining future options for the structure. A group of Hillsborough residents have expressed an interest in participating in the planning process for the building and site. Architect Robert Blunk of Blunk deMattei Associates has agreed to donate his services to evaluate the Gate House.

Recommendation: No action required; for discussion only.