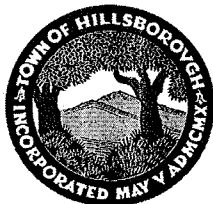


TOWN OF HILLSBOROUGH

San Mateo County

Christine M. Krolik, Mayor
Thomas M. Kasten, Vice Mayor
John J. Fannon
D. Paul Regan
Jess E. Benton

1600 Floribunda Avenue
Hillsborough, CA 94010



A G E N D A

MONDAY, JUNE 14, 2010

5:30 pm CLOSED SESSION

6:00 pm CITY COUNCIL MEETING

Hillsborough Town Hall

CLOSED SESSION (5:30 pm)

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One potential case

REGULAR CITY COUNCIL MEETING (6:00 pm)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. MINUTES: May 10, 2010

IV. PRESENTATIONS:

- Recognition of the Town's Centennial Co-Chairs Letty Callinan, Vicky Lowdon and Lilli Rey for memorable and successful events commemorating the Town's 100th Anniversary
- Certificate of Achievement for Excellence in Financial Reporting Award: Government Finance Officers Association. This is the eighth time the Town of Hillsborough has received this award.

V. 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: MAY 1 THROUGH MAY 31, 2010

2. RESOLUTION ESTABLISHING THE TOWN OF HILLSBOROUGH'S APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2010-2011
3. RESOLUTION CALLING THE GENERAL MUNICIPAL ELECTION OF THE TOWN OF HILLSBOROUGH AND DIRECTING THE CITY CLERK TO PERFORM ALL ACTIONS REQUIRED OF THE CITY ELECTIONS OFFICIAL OTHER THAN THOSE TO BE PERFORMED BY THE COUNTY
4. RESOLUTION REQUESTING THE CONSOLIDATION OF THE CITY ELECTION WITH THE STATEWIDE GENERAL ELECTION
5. RESOLUTION REQUESTING THE COUNTY TO CANVASS THE RETURNS OF THE TOWN OF HILLSBOROUGH GENERAL MUNICIPAL ELECTION AND AUTHORIZING THE EXECUTION OF THE NECESSARY SERVICE AGREEMENT WITH THE COUNTY
6. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RICHARDSON CONSULTING FOR CONTRACT PLANNING SERVICES
7. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RICHARD WOGISCH FOR PROFESSIONAL CONTRACT LANDSCAPE ARCHITECTURAL SERVICES
8. CONTINUE TO FUTURE MEETING: ORDINANCE AMENDING HILLSBOROUGH MUNICIPAL CODE CHAPTERS 17.56, 17.32, 2.12, 15.30, 17.20, 17.24 AND 17.08 REGARDING LANDSCAPE PERMITS, DEFINITION OF HARDSCAPE, TIE VOTES, ADRB EXTENSIONS, TIME EXTENSIONS FOR BONDS, PUBLIC NOTIFICATION OF APPEALS, ALTERATIONS TO NONCONFORMING ACCESSORY STRUCTURES, TREE REMOVAL, SOLAR ENERGY SYSTEMS, AND SECOND STORY SECOND UNITS AND ADRB REVIEW

VI. PUBLIC HEARING:

9. ORDINANCE AMENDING HILLSBOROUGH MUNICIPAL CODE CHAPTERS 17.16, 17.52 AND 17.60 REGARDING DENSITY BONUSES, SECOND DWELLING UNITS, TRANSITIONAL AND SUPPORTIVE HOUSING, AND EMERGENCY SHELTERS FOR PURPOSES OF IMPLEMENTING THE 2009 HILLSBOROUGH HOUSING ELEMENT - ADOPTION
10. ORDINANCE AMENDING HILLSBOROUGH MUNICIPAL CODE SECTION 13.16.030 AND ADDING SECTION 13.16.035 OF CHAPTER 13.04, ADDING CHAPTER 15.29 ESTABLISHING WATER CONSERVATION IN LANDSCAPE REQUIREMENTS AND AMENDING SECTION 17.56.040 - ADOPTION

VII. OLD BUSINESS:

11. WALNUT AVENUE PARKING LOT IMPROVEMENTS

VIII. 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.

IX. 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.

X. 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.

ATTACHMENTS:

Any items listed as "Attachments" to the agenda are available on the Town's website or at the City Clerk's office.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda, except as exempt from public disclosure under applicable law, will be made available for public inspection in the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010, during normal business hours.

AUDIO / VISUAL ADVISORY:

Those persons who wish to use PowerPoint, CDs, DVDs, VHS tapes or other mediums when presenting to the City Council, will be required to submit media items to the City Clerk by 12:00 p.m. on the day of City Council meetings. Media items can be emailed to myokoyama@hillsborough.net or brought in on disc or flash drives to the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

1

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: MAY 1 THROUGH MAY 31, 2010

SUMMARY: The monthly claims for the month of May 2010, in the amount of \$2,640,106.58 are submitted for approval.

FISCAL IMPACT: Claims have been expended pursuant to the approved budget.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this item.

ATTACHMENTS: Monthly Claims Listing

PREPARED BY: Marie Bernardo, Assistant Finance Director

RECOMMENDATION: Approve the monthly claims for May 2010, as submitted.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

2

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION ESTABLISHING THE TOWN OF HILLSBOROUGH'S APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2010-2011

SUMMARY: The Town is required to annually adopt an appropriations limit pursuant to Article XIII B of the California Constitution based on its adopted budget. Proposition 111, which changed the method for calculating the appropriations limit, provides options to determine growth, but requires an annual election and recorded vote for the growth factors to be used in the calculation.

Included in the agenda packet is the supporting document calculating the appropriations limit for fiscal year 2010-2011 based on the percentage changes in per capita personal income and the Town's population growth.

The appropriations limit for fiscal year 2010-2011 is \$12,259,517, which is down from \$12,418,473 in the previous year due to a negative growth in per capita personal income. The portion of the general fund budget subject to limitation is \$10,449,757, and the remaining excess appropriations limit is \$1,809,760.

FISCAL IMPACT: There is no fiscal impact associated with this action.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this item.

ATTACHMENTS: Resolution, Exhibit "A" - Appropriations Limit Calculation

PREPARED BY: Edna Masbad, Finance Director

RECOMMENDATION: Adopt with a roll call vote the resolution establishing the appropriations limit for fiscal year 2010-2011.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

3

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION CALLING THE GENERAL MUNICIPAL ELECTION OF THE TOWN OF HILLSBOROUGH AND DIRECTING THE CITY CLERK TO PERFORM ALL ACTIONS REQUIRED OF THE CITY ELECTIONS OFFICIAL OTHER THAN THOSE TO BE PERFORMED BY THE COUNTY

SUMMARY: This resolution officially calls the general municipal election on Tuesday, November 2, 2010, for the election of two members of the City Council of the Town of Hillsborough. Included in the agenda packet is the San Mateo County Elections Office's Gubernatorial General Election Calendar.

FISCAL IMPACT: The estimated cost of consolidated election services is approximately \$15,000. Funds are included in the fiscal year 2010-2011 budget.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this item.

ATTACHMENTS: Election Calendar and Resolution

PREPARED BY: Miyuki Yokoyama, City Clerk

RECOMMENDATION: Adopt the resolution calling the general municipal election of the Town of Hillsborough and directing the City Clerk to perform all actions required of the City Elections Official other than those to be performed by the County.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

4

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION REQUESTING THE CONSOLIDATION OF THE CITY ELECTION WITH THE STATEWIDE GENERAL ELECTION

SUMMARY: This resolution requests the consolidation of the Town's City Council election with the statewide election to be held on November 2, 2010. Two seats on the City Council are to be filled. Consolidating the Town's election with the statewide general election will reduce the cost to the Town of conducting a separate election. Upon adoption, a certified copy of this resolution will be filed with the San Mateo County Board of Supervisors.

FISCAL IMPACT: The estimated cost of consolidated election services is approximately \$15,000. Funds are included in the fiscal year 2010-2011 budget.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this item.

ATTACHMENTS: Resolution

PREPARED BY: Miyuki Yokoyama, City Clerk

RECOMMENDATION: Adopt the resolution requesting the consolidation of the City election with the statewide election.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

5

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION REQUESTING THE COUNTY TO CANVASS THE RETURNS OF THE TOWN OF HILLSBOROUGH GENERAL MUNICIPAL ELECTION AND AUTHORIZING THE EXECUTION OF THE NECESSARY SERVICE AGREEMENT WITH THE COUNTY

SUMMARY: This resolution requests the Board of Supervisors of San Mateo County to permit the county elections official to render election services to the Town of Hillsborough.

FISCAL IMPACT: The estimated cost of consolidated election services is approximately \$15,000. Funds are included in the fiscal year 2010-2011 budget.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this item.

ATTACHMENTS: Resolution and Service Agreement

PREPARED BY: Miyuki Yokoyama, City Clerk

RECOMMENDATION: Adopt the resolution requesting the County to canvass the returns of the Town of Hillsborough general municipal election and authorizing the execution of the necessary service agreement with the County.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

6

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RICHARDSON CONSULTING FOR CONTRACT PLANNING SERVICES

SUMMARY: Cynthia Richardson of Richardson Consulting has been providing professional planning services to the Town of Hillsborough over the last three years. These planning services have included supplementing the administrative residential development process, supporting Housing Element efforts and subdivision consultation. Staff is proposing to continue using the services of Richardson Consulting for a total amount not-to-exceed \$35,000 for the 2010-2011 fiscal year. This amount is the same amount as approved last year. No budget increase is associated with this request.

FISCAL IMPACT: The proposed contract amount has been included in the approved fiscal year 2010-2011 budget.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with adoption of the proposed resolution.

ATTACHMENTS: Resolution, Richardson Consulting Statement of Qualifications and Draft Contract

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION: Adopt the resolution authorizing the City Manager to enter into an agreement with Richardson Consulting in an amount not to exceed \$35,000.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

7

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH RICHARD WOGISCH FOR PROFESSIONAL CONTRACT LANDSCAPE ARCHITECTURAL SERVICES

SUMMARY: Richard Wogisch has been providing professional landscape architectural services and serving as the Town's Consulting Landscape Architect (TCLA) for approximately ten years. His responsibilities have included providing landscape architectural recommendations on administrative and Architecture and Design Review Board (ADRB) applications, which are incorporated into conditions of approval. Mr. Wogisch has extensive landscape architectural experience both with the Town of Hillsborough and throughout California. Staff is recommending that the Town continue utilizing his services and memorialize the relationship through a contract in an amount not-to-exceed \$25,000 for the 2010-2011 fiscal year.

FISCAL IMPACT: This amount has been included in the approved 2010-2011 budget and is recovered through the adopted fee schedule. No budget increase is associated with this request.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with execution of the proposed contract.

ATTACHMENTS: Resolution and Contract

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION: Adopt the resolution authorizing the City Manager to enter into an agreement with Richard Wogisch for professional contract landscape architectural services in an amount not to exceed \$25,000.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

8

CONSENT CALENDAR
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: CONTINUE TO FUTURE MEETING: ORDINANCE AMENDING HILLSBOROUGH MUNICIPAL CODE CHAPTERS 17.56, 17.32, 2.12, 15.30, 17.20, 17.24 AND 17.08 REGARDING LANDSCAPE PERMITS, DEFINITION OF HARDSCAPE, TIE VOTES, ADRB EXTENSIONS, TIME EXTENSIONS FOR BONDS, PUBLIC NOTIFICATION OF APPEALS, ALTERATIONS TO NONCONFORMING ACCESSORY STRUCTURES, TREE REMOVAL, SOLAR ENERGY SYSTEMS, AND SECOND STORY SECOND UNITS AND ADRB REVIEW

SUMMARY: The proposed ordinance was introduced at the May 10, 2010 City Council meeting. The goal of the proposed ordinance is to increase internal code consistency and code and practice consistency, update the tree removal threshold, and streamline Building and Planning Department processes.

Staff would like to take the opportunity to further explore and outreach proposed ordinance sections relating to tree removal thresholds and homes over 8,000 square feet in size, prior to adoption, in light of renewed interest in these topics. The projected time period for the City Council reconsideration of this item is Fall 2010.

FISCAL IMPACT: There is no fiscal impact associated with the proposed ordinance.

ENVIRONMENTAL ISSUES: The proposed ordinance is exempt from the California Environmental Quality Act.

ATTACHMENTS: Ordinance

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION: Continue consideration of this item at a future City Council meeting.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

9

PUBLIC HEARING
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: ORDINANCE AMENDING HILLSBOROUGH MUNICIPAL CODE CHAPTERS 17.16, 17.52 AND 17.60 REGARDING DENSITY BONUSES, SECOND DWELLING UNITS, TRANSITIONAL AND SUPPORTIVE HOUSING, AND EMERGENCY SHELTERS FOR PURPOSES OF IMPLEMENTING THE 2009 HILLSBOROUGH HOUSING ELEMENT - ADOPTION

SUMMARY: This proposed ordinance was introduced at the May 10, 2010 City Council meeting. Adoption of the ordinance will facilitate the implementation of Hillsborough's 2009 Certified Housing Element.

FISCAL IMPACT: There is no fiscal impact associated with the proposed ordinance.

ENVIRONMENTAL ISSUES: The proposed ordinance is exempt from the California Environmental Quality Act.

ATTACHMENTS: Ordinance and Public Comment

PREPARED BY: Elizabeth Cullinan, Director of Building and Planning

RECOMMENDATION:

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the ordinance amending Hillsborough Municipal Code Chapters 17.16, 17.52 and 17.60 regarding density bonuses, second dwelling units, transitional and supportive housing, and emergency shelters for purposes of implementing the 2009 Hillsborough Housing Element.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

10

PUBLIC HEARING
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: ORDINANCE AMENDING HILLSBOROUGH MUNICIPAL CODE SECTION 13.16.030 AND ADDING SECTION 13.16.035 OF CHAPTER 13.04, ADDING CHAPTER 15.29 ESTABLISHING WATER CONSERVATION IN LANDSCAPE REQUIREMENTS AND AMENDING SECTION 17.56.040 - ADOPTION

SUMMARY: The proposed ordinance was introduced at the May 10, 2010 City Council meeting. Adoption of this ordinance will assist the Town with planning, designing, installing, maintaining and managing water efficient landscapes in applicable new construction and rehabilitated projects and in complying with California State Assembly Bill 1881, Section 65597, "The Water Conservation in Landscaping Act".

FISCAL IMPACT: There is no fiscal impact associated with the proposed ordinance.

ENVIRONMENTAL ISSUES: The proposed ordinance is exempt from the California Environmental Quality Act.

ATTACHMENTS: Ordinance

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION:

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the ordinance establishing water conservation in landscape requirements.



TOWN OF HILLSBOROUGH

San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

11

OLD BUSINESS
CITY COUNCIL MEETING
JUNE 14, 2010

AGENDA STAFF REPORT

ITEM SUBJECT: WALNUT AVENUE PARKING LOT IMPROVEMENTS

SUMMARY: The budget for fiscal year 2010-2011 currently includes \$150,000 for improvements to the Walnut Avenue parking lot. The funding is for construction of the project, including grading, asphalt paving and light bollards. The \$150,000 would not include landscaping.

In February 2009, the City Council provided direction to staff to arrange for the installation of lighting at an approximately cost of \$10,000. Public Works staff began evaluating commercially available solar lighting options and was unable to find a system that was affordable and provided adequate light. Thus, preparation of a PG&E application for electrical service was started. The cost of installing an electrical service is about \$3,000. Staff has identified a light standard that can illuminate most of the parking structure and uses an underground electrical service. Neighbors immediately adjoining the property have been advised of the proposed light installation and have not raised any objections.

The parking lot is used by visitors to Town Hall. In the recent year, public use of the facility has increased during the daytime. Typically, there are three meetings per month (City Council, Architecture and Design Review Board, and Hillsborough Beautification Foundation) that occur in the evening hours. The Walnut Avenue lot is not illuminated at night and visibility can be a problem for pedestrians walking to their vehicles. Occasionally, there are special events in the evening hours, such as the Council of Cities Dinner/Meeting.

Following the City Council discussion of the need for the Walnut Avenue project at a recent Study Session, staff is requesting direction from the City Council to implement one of the following options:

Option 1: Move forward with asphalt pavement improvements at the Walnut Avenue parking lot in the amount \$150,000. This project would be bid as a stand alone project, since no pavement projects are anticipated in fiscal year 2010-2011.

Option 2: Delay the improvements and install one light pole for approximately \$10,000. The cost would be to install one light pole at the Walnut Avenue parking lot with electrical supply provided by PG&E. PG&E will need several months to complete its processing of the application for underground service.

Option 3: Defer any improvements to the parking lot.

Should the City Council select Option 1 or 2, a separate agenda request will be prepared for the July 12, 2010, or August 9, 2010 City Council meeting.

FISCAL IMPACT: The improvements to the Walnut Avenue parking lot are currently budgeted for \$150,000 for fiscal year 2010-2011.

ENVIRONMENTAL ISSUES: There are no environmental issues associated with this item.

ATTACHMENTS: Option 1 - Schematic for asphalt parking lot and Option 2 - Diagram of light standard location and description of light

PREPARED BY: Cyrus Kianpour, City Engineer

RECOMMENDATION: Reaffirm direction to staff and select Option #2 to install lighting only in fiscal year 2010-2011.