



## AGENDA ACTIONS

### Town of Atherton CITY COUNCIL/ATHERTON CHANNEL DRAINAGE DISTRICT

May 16, 2007

**7:00 p.m.**

#### TOWN COUNCIL CHAMBERS

94 Ashfield Road  
Atherton, California

#### REGULAR MEETING

**Mayor Alan Carlson called the meeting to order at 6:58 p.m.**

- 7:00 P.M. 1. **PLEDGE OF ALLEGIANCE**
- 7:03 P.M. 2. **ROLL CALL** Janz, J. Carlson, Marsala, A. Carlson, McKeithen
- 7:05 P.M. 3. **PRESENTATIONS**
- A. Certificate of Appreciation to Sherman Hall from REACT
  - B. Recognition of Outgoing Planning Commission Members
  - C. Certificates for Young Artists' Environmental Art Contest
- 7:20 P.M. 4. **PUBLIC COMMENTS** (only for items which are not on the agenda – limit of three minutes per person)
- 7:35 P.M. 5. **STAFF REPORTS**
- 7:45 P.M. 6. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT** (Directed by Resolution No. 99-6)
- Lindenwood Homes Association
- 7: 55 P.M. **CONSENT CALENDAR** (Items 7– 14)
- ACTION:** Approved the Consent Calendar as presented with the exception that Item No. 12 which was amended to allow the City Manager to enter into a Professional Services Agreement (PSA) with PMC with the City Attorney's approval as to form.
7. **APPROVAL OF MINUTES OF THE SPECIAL CITY COUNCIL CLOSSES SESSION AND SPECIAL MEETINGS OF APRIL 9, 2007;**

**SPECIAL CITY COUNCIL CLOSED SESSION AND REGULAR MEETINGS OF APRIL 18, 2007**

- 8. APPROVAL OF BILLS AND CLAIMS FOR APRIL 2007 IN THE AMOUNT OF \$ 1,127,031**
- 9. ACCEPTANCE OF MONTHLY FINANCIAL REPORT FOR APRIL 2007**
- 10. ACCEPTANCE OF THE QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDED MARCH 31, 2007**
- 11. AUTHORIZATION FOR THE POLICE CHIEF TO ACCEPT A CITIZEN DONATION TO THE POLICE DEPARTMENT**

**Recommendation:** The Council authorizes the Police Chief to accept the donation of \$1,200 from a citizen and to use the funds to sponsor an event that benefits the police department as a whole.

- 12. ACCEPTANCE OF A PROPOSAL FROM PMC FOR THE TOWN OF ATHERTON ZONING ORDINANCE UPDATE**

**Recommendation:** The City Council to accept a proposal from PMC to complete a focused update of the Town of Atherton Zoning Ordinance and direct the City Manager to prepare a Professional Services Agreement to be returned to the City Council for approval.

- 13. REVIEW AND APPROVAL OF A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION IN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AND APPROVAL OF THE JOINT POWERS AGREEMENT**

**Recommendation:** Review and approve a Resolution authorizing continued participation in the City/County Association of Governments of San Mateo County (C/CAG) and approval of the Joint Powers Agreement in accordance with the staff recommendations.

- 14. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH KIKUCHI & ASSOCIATES FOR LANDSCAPE DESIGN SERVICES FOR THE HOLBROOK-PALMER PARK MAIN HOUSE LAWN, PLAYGROUND RESTROOMS AND TENNIS COURT BUFFER LANDSCAPE PROJECT, IN AN AMOUNT NOT TO EXCEED \$15,500 PLUS A TEN PERCENT CONTINGENCY, FOR A TOTAL AUTHORIZATION OF \$17,050.**

**Recommendation:** Accept the proposal and authorize the Mayor to sign a Professional Services Agreement with Kikuchi & Associates to provide landscape design services for the Holbrook-Palmer Park Main House

Lawn, Playground Restrooms and Tennis Court Buffer Landscape Project in an amount not exceed \$15,500, plus a 10% contingency, for a total authorization of \$17,050.

**PUBLIC HEARINGS** (Items 15-18)

8:00 P.M. 15. APPEAL REGARDING 94 TALLWOOD (Continued from April 18, 2007)

**ACTION:** Mayor Alan Carlson stated the appeal was continued to the City Council meeting of June 20, 2007.

**Recommendation:** To be continued to the City Council meeting of June 20, 2007

8:01 P.M. 16. APPEAL REGARDING 55 BELBROOK WAY (Continued from April 18, 2007)

**ACTION:** Mayor Alan Carlson stated the appeal was continued to the City Council meeting of June 20, 2007.

**Recommendation:** To be continued to the City Council meeting of June 20, 2007

8:07 P.M. 17. APPEAL REGARDING 70 BARRY LANE (Continued from April 18, 2007)

**ACTION:** Mayor Alan Carlson stated the appeal was continued to the City Council meeting of June 20, 2007.

**Recommendation:** To be continued to the City Council meeting of June 20, 2007

8:03 P.M. 18. INTRODUCTION OF AN ORDINANCE AMENDMENT CHAPTER 17 OF THE ATHERTON MUNICIPAL CODE REGULATING BASEMENTS

**ACTION:** The City Council continued the item to the City Council meeting of June 20, 2007, to allow for the completion of the Town's drainage study; Further, direction to staff was given to prepare additional language to Section C1 regarding landscape screening for light wells exceeding a certain size, to suggest standards regarding Conditional Use Permits, and to possibly include a requirement for sprinklers in basement remodels in the sprinkler ordinance.

**Recommendation:** Conduct the public hearing and introduce the attached Ordinance based on the following finding for the reasons outlined in this

staff report: The proposed amendment is required to achieve the objectives of the Zoning Plan and the General Plan.

**REGULAR AGENDA** (Items 19-26)

- 8:20 P.M. 19. CONSIDERATION OF ADOPTION OF A RESOLUTION MAKING FINDINGS ON APPEAL OF THE PROPERTY OWNERS AT 84 WALNUT AVENUE FROM A DETERMINATION BY THE BUILDING OFFICIAL CHAPTER 17.44 OF THE ATHERTON MUNICIPAL CODE)

**ACTION:** Adopted Resolution No. 07-14, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON UPHOLDING APPEAL OF BUILDING OFFICIAL DETERMINATION FOR 84 WALNUT AVENUE, ATHERTON," with minor changes.

**Recommendation:** Consider the resolution making findings and, if appropriate, adopt the resolution by majority vote.

- 8:30 P.M. 20. CONSIDERATION OF ADOPTION OF A RESOLUTION MAKING FINDINGS ON APPEAL OF THE PROPERTY OWNERS AT 370 ATHERTON AVENUE FROM A DETERMINATION BY THE BUILDING OFFICIAL RELATED TO 384 ATHERTON AVENUE (CHAPTER 17.64 OF THE ATHERTON MUNICIPAL CODE)

**ACTION:** The City Council moved to split the Resolution making findings in order to consider the part to uphold the appeal and the part to deny the appeal separately.

**ACTION:** Adopted Resolution No. 07-15, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON UPHOLDING APPEAL, IN PART, OF BUILDING OFFICIAL DETERMINATIONS FOR 384 ATHERTON AVENUE, ATHERTON."

**ACTION:** Adopted Resolution No. 07-16, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON DENYING APPEAL, IN PART, OF BUILDING OFFICIAL DETERMINATIONS FOR 384 ATHERTON AVENUE, ATHERTON."

**Recommendation:** Consider the resolution making findings and, if appropriate, adopt the resolution by majority vote.

- 8:40 P.M. 21. CONSIDERATION AND POSSIBLE APPROVAL OF EXTENSION OF PLANNING SERVICES PROVIDED BY NEAL MARTIN ASSOCIATES

**ACTION:** Approved.

**Recommendation:** Authorize the expansion of services provided by Neal Martin and Associates to provide the services of a part- time Planner in the Building Department to assist in the review of building permit plans.

- 8:55 P.M. 22. **REQUEST TO REFER THE REVIEW OF BUILDING HEIGHT LIMITS WITH SOLAR PROJECTS TO THE GENERAL PLAN COMMITTEE**

**ACTION:** Direction to staff to request the consultant to review and address solar issues as a part of the Zoning Code update.

**Recommendation:** Staff recommends the City Council review the request and provide direction to staff as appropriate. The Council could refer the item to the General Plan Committee for further study or could direct staff to request the consultant include appropriate language as a part of the Zoning Code update.

- 9:15 P.M. 23. **CONSIDERATION OF A MASTER RESOLUTION FOR COMMITTEES**

**ACTION:** Direction to staff to include the Emergency Preparedness Committee; circulate draft Resolution to each committee/commission for input and return to the City Council for further review.

**Recommendation:** Review the draft resolution which is designed to provide one master document governing all Town committees with the exception of the Planning Commission and provide direction to staff regarding the powers and duties of respective committees.

- 9:35 P.M. 24. **DISCUSSION AND FINALIZATION OF GOALS AND OBJECTIVES**

**Recommendation:** The City Council consider the finalization of a list of previously established and new goals with the expectation that the goals would be circulated and ranked by the City Council to be returned to the June 20, 2007, City Council meeting with the results.

**ACTION:** Continued to the Special City Council meeting to be scheduled to discuss the Fiscal Year 2007-08 Budget.

- 10:00 P.M. 25. **DISCUSSION AND CONSIDERATION TO SCHEDULE A SPECIAL MEETING TO DISCUSS THE FISCAL YEAR 2007/2008 BUDGET**

**ACTION:** Continued to the Special Joint City Council/Menlo Park Fire Protection District Board meeting scheduled for May 21, 2007.

**Recommendation:** The City Council to select a date for a Special Meeting to consider the Draft FY 2007-2008 Operating and Capital Budget.

10:05 P.M. 26. **DISCUSSION AND POSSIBLE ACTION REGARDING A RECRUITMENT PROCESS FOR A CITY MANAGER**

**ACTION: Direction to the City Manager to develop a Request for Proposals to solicit search firms for the recruitment of a new City Manager; Council will review responding firms and indicate which ones will make a presentation before the full City Council.**

**Recommendation: The City Council to consider the process for recruitment and selection of a City Manager to fill the vacancy created by the retirement of the current City Manager.**

10:25 P.M. 27. **COUNCIL REPORTS**

10:45 P.M. 28. **PUBLIC COMMENTS**

10:55 P.M. 29. **ADJOURNMENT**

**Mayor Alan Carlson adjourned the meeting at 10:38 p.m.**

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*☞ Please contact the City Clerk's Office at 650.752.0500 with any questions*

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