

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**July 11, 2018**

**To:** LAFCo Commissioners  
**From:** Martha Poyatos, Executive Officer  
**Subject:** LAFCo File No. 18-07—Proposed Annexation of 15 Kiowa Court, Portola Valley (APN 077-242-100) to West Bay Sanitary District and Subsequent Annexation to the On-Site Wastewater Disposal Zone (1.33 acres)

## **Summary**

This proposal, submitted by landowner petition, requests annexation to connect an existing single-family home to the West Bay Sanitary District sewer main and abandon the existing septic system accommodate an addition. The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. The annexing territory is located in the Town of Portola Valley at 15 Kiowa Court near Cervantes Road. Commission approval is recommended.

## **Departmental Reports**

*County Assessor:* The net assessed land valuation shown in the records of the County Assessor is \$2,407,200. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

*County Clerk:* The territory has two registered voters. Annexation would not conflict with any political subdivision boundaries.

*County Public Works:* The map and legal description required by the State Board of Equalization have not yet been submitted.

*Town of Portola Valley:* The Town's general plan designation is low-intensity residential (1-2 acres per dwelling unit) and zoning is residential estate, single family. An encroachment permit will be necessary to be reviewed and issued by the Town Engineer. Any grinder pump or telemetry panel will be subject to review by Town Planning and Public Works.

*County Environmental Health:* The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area. The applicant must obtain a permit for septic tank abandonment, which shall be inspected and approved by Environmental Health.

**COMMISSIONERS:** MIKE O'NEILL, CHAIR, City ▪ ANN DRAPER, VICE CHAIR, Public ▪ JOSHUA COSGROVE, Special District ▪ RICH GARBARINO, City  
 DON HORSLEY, County ▪ JOE SHERIDAN, Special District ▪ WARREN SLOCUM, County

**ALTERNATES:** KATI MARTIN, Special District ▪ HARVEY RARBACK, City ▪ SEPI RICHARDSON, Public ▪ DAVE PINE, County

**STAFF:** MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL

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*West Bay Sanitary District:* Annexation to the zone will be required and the proponent will be required to construct a grinder pump system or Septic Tank Effluent Pump System on the property to be served and connect to the corresponding force main. All costs will be paid by proponent. A fee of \$545 for annexation to the District and \$545 for annexation to the On-site Waste Water Disposal Zone. Also, a District Class 3 permit (\$545 application fee and \$2,000 deposit for plan checking and inspections) and Class 1 permits (\$270 application fee and connection fees of \$8,501.00 per residential unit currently; annual sewer service charges will apply) are required. Currently there is no Reimbursement Agreement for the existing force main extension.

#### Executive Officer's Recommendation

This proposal has been submitted by landowner petition in order to connect a single-family residence to public sewer. The territory proposed for annexation is located in the Town of Portola Valley at 15 Kiowa Court near Cervantes Road.

Sections 6960.3 and 6974 of the Health and Safety Code governing sanitary districts require LAFCo approval for formation of, or annexation to, an on-site wastewater disposal zone (Zone) in counties in which LAFCo has added special district members to the Commission and adopted Rules and Regulations Affecting the Functions and Services of Independent Special Districts. West Bay Sanitary District operates an on-site wastewater disposal zone within its jurisdiction to maintain pumping systems where gravity flow to the sewer main is not possible. Annexation of this property to the Zone is necessary in order for the District to maintain the pumping system that will be constructed as part of the sewer connection. Staff recommends approval of annexation to the Zone.

The annexation area is within the sphere of influence of West Bay Sanitary District adopted by the Commission in 1984 and is consistent with the District's plans for extending service. Approval of the annexation is recommended.

#### California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) because it consists of an annexation for an exempt facility (up to three single-family residences).

#### Waiver of Conducting Authority Proceedings

Section 56663(c) of the Cortese-Knox-Herzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceeding is to measure landowner or voter protest within the affected territory. Paragraph (c) was added to Section 56663 to streamline proceedings in which landowners have already given consent to uninhabited

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annexation. The landowners have requested and staff recommends waiver of conducting authority proceedings.

**Recommended Commission Action by Resolution**

Approve LAFCo File No. 18-07—Proposed Annexation of 15 Kiowa Court, Portola Valley (APN 077-242-110) to West Bay Sanitary District, subsequent annexation to the On-site Wastewater Disposal Zone and Waive Conducting Authority Proceedings (1.33 acres).

cc: Phil Scott, General Manager, West Bay Sanitary District  
Amitabh Sharma, Property Owner

**APPLICATION FOR A CHANGE OF ORGANIZATION OR REORGANIZATION  
TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION**

**RECEIVED**

JUN - 7 2018

**LAFCO**

**A. GENERAL INFORMATION**

1. Briefly describe the nature of the proposed change of organization or reorganization.

Property owner's living at 15 Kiowa Court, Portola Valley, want their property annexed into the West Bay Sanitary District.

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2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

Landowners or registered voters, by petition  
 An affected public agency, by resolution

**(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)**

3. What are the reasons for the proposal?

Home addition(s), laundry and living room. Annexation requested in order to abandon septic system and connect public sewer to accommodate addition.

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4. Does this application have 100% consent of landowners in the affected area?

Yes  No

5. Estimated acreage: 1.33

**B. SERVICES**

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

West Bay Sanitary District

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2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none")

if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Police (example)</i>	<i>Co. Sheriff</i>	<i>City Police</i>	<i>N/A</i>	<i>Taxes</i>
<i>Sewer (example)</i>	<i>None</i>	<i>City of . . .</i>	<i>Proponent</i>	<i>Fees</i>
Sewer	None	West Bay Sanitary District		

**C. PROJECT PROPOSAL INFORMATION**

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

15 Kiowa Court - Residential  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Describe the present land use(s) in the subject territory.

Residential homes  
 \_\_\_\_\_  
 \_\_\_\_\_

3. How are adjacent lands used?

North: Residential  
 \_\_\_\_\_

South: Residential  
 \_\_\_\_\_

East: Residential  
 \_\_\_\_\_

West: Residential  
 \_\_\_\_\_

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

No. Accommodate addition to the house only.  
 \_\_\_\_\_  
 \_\_\_\_\_

5. What is the general plan designation of the subject territory?

Low intensity residential estate for zoning.

6. What is the existing zoning designation of the subject territory?

Residential estate.

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

In progress.

8. What additional approvals will be required to proceed?

Road encroachment permit.

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

N/A

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

N/A

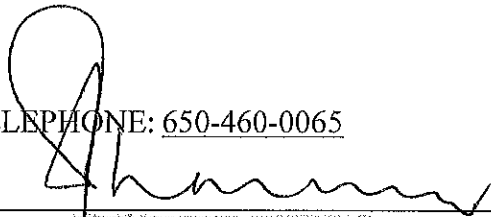
\* \* \* \* \*

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: Amitabh Sharma

ADDRESS: 15 Kiowa Court, Portola Valley, CA 94028 TELEPHONE: 650-460-0065

ATTN: \_\_\_\_\_



Signature of Proponent

RECEIVED

JUN - 7 2018

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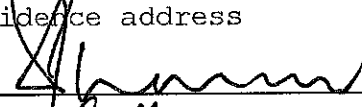
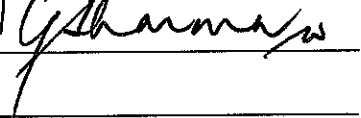
PETITION  
FOR PROCEEDINGS PURSUANT TO  
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF  
2000

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are:  
**Annexation of 15 Kiowa Court, Portola Valley to the West Bay Sanitary District**
3. The boundaries of the territory (ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.
4. The territory (ies) included in the proposal is/are:  
\_\_\_ Inhabited (12 or more registered voters) X Uninhabited
5. This proposal is X is not \_\_\_ consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed **Annexation** (annexation, detachment, reorganization, etc.) is/are:  
**To abandon septic system and to connect public sewer to accommodate addition.**
7. The proposed annexation is requested to be made subject to the following terms and conditions:
8. The persons signing this petition have signed as:  
\_\_\_ Registered voters or X Owners of land (check one) within the subject territory.

Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

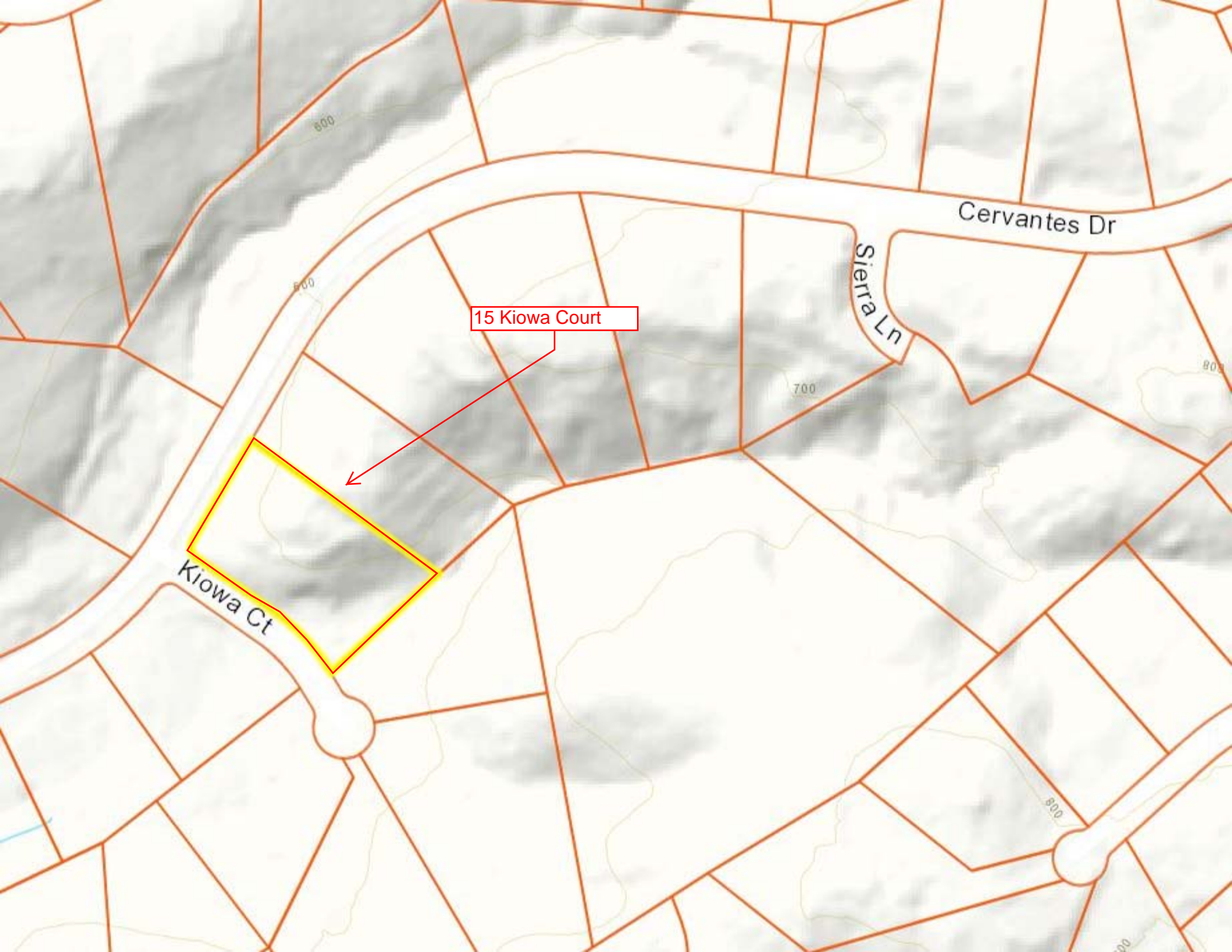
Date:	Printed Name:	Signature/Residence address	APN*
6/6/18	ANUPAM SHARMA		
6/6/18	GEETANJALI T SHARMA		
_____	_____	_____	

\*Assessor's Parcel Number of parcel(s) proposed for annexation.

**APN: 077-242-100**







Cervantes Dr

Sierra Ln

15 Kiowa Court

Kiowa Ct

500

600

700

800