

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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

September 11, 2019

To: LAFCo Commissioners

From: Martha Poyatos, Executive Officer *M. Poyatos*

Subject: LAFCo File 19-09– Proposed Annexation of 20 Navajo Place, Portola Valley (APN 077-300-070) to West Bay Sanitary District and Subsequent Annexation to the On-site Wastewater Disposal Zone (1.5 acres)

Summary

This proposal, submitted by landowner petition, requests annexation to the West Bay Sanitary District and connection to the District's sewer main as the septic system is not adequate for future development on the property. 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 20 Navajo Place near Meadowood Drive. Commission approval is recommended.

Departmental Reports

County Assessor: The net assessed land valuation shown in the records of the County Assessor is \$2,653,020. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

County Clerk: The territory has two registered voters. If the annexation is approved, the property will need to be assigned to a prescient that includes West Bay Sanitary District.

County Public Works: The map and legal description has not yet been submitted for review of the requirements set by the State Board of Equalization.

Town of Portola Valley: The Town's General Plan designation is low-intensity residential and zoning is residential estate, single-family (one to two acres per dwelling unit). It will be necessary for any work to be reviewed by Town Planning and Public Works and an encroachment permit is required. The Town also reserves the right to review landscaping requirements for any above ground infrastructure that is part of this project.

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 pay an

COMMISSIONERS: ANN DRAPER, CHAIR, PUBLIC ▪ JOSHUA COSGROVE, VICE CHAIR, SPECIAL DISTRICT ▪ RICH GARBARINO, CITY ▪ DON HORSLEY, COUNTY ▪ MIKE O'NEILL, CITY ▪ WARREN SLOCUM, COUNTY ▪ RIC LOHMAN, SPECIAL DISTRICT

ALTERNATES: KATI MARTIN, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ JAMES O'NEILL, PUBLIC ▪ DAVE PINE, COUNTY

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ ROB BARTOLI, MANAGEMENT ANALYST

application fee to Environmental Health prior to connecting to West Bay Sanitary District and must obtain a permit for septic tank abandonment, which shall be inspected and approved by Environmental Health.

West Bay Sanitary District: Annexation to the On-site Wastewater Disposal Zone (OWDZ) will be required and the proponent will be required to construct a Grinder pump system or Septic Tank Effluent Pump (STEP) System on the property to be served and connect to the existing force main on Meadowood Drive. A STEP System is preferred for the connection. A fee of \$545 for annexation and \$545 for the annexation into the OWDZ with a \$2,200 publication deposit.

Also, a District Class 3 permit for the main extension (\$545 application fee and \$2,000 deposit for plan checking and inspections), a District Class 1 permit for connection of the house to the District's facilities (\$270 application fee), connection fee of \$8,501.00 per residential unit, plus additional fees if there are connections to assessor dwelling units, and annual sewer service charges will be required. There are Reimbursement Agreements associated with the gravity mains and the estimate is subject to change based on current construction costs per the agreement. All fees are to be paid at the time applications for the Class 3 and Class 1 permits are made.

Executive Officer's Report

This proposal has been submitted by landowner petition in order to connect a new single-family residence to public sewer. The territory proposed for annexation is located in the Town of Portola Valley at 20 Navajo Place near Meadowood Drive.

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.

Annexation to the On-Site Wastewater Disposal Zone

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.

California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) exempt under State CEQA Guidelines Section 15319(a) & (b) (Annexations of Existing Facilities and Lots for Exempt Facilities)

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

Recommended Commission Action by Resolution

Approve LAFCo File 19-09—Proposed Annexation of 20 Navajo Place, Portola Valley (APN 077-300-070) to West Bay Sanitary District, subsequent annexation to the On-site Wastewater Disposal Zone and Waiver of Conducting Authority Proceedings.

Attachments

- A. Annexation Application for 20 Navajo Place, Portola Valley (APN 077-300-070)
- B. Vicinity Map

cc: Phil Scott, General Manager, West Bay Sanitary District
Karen Zak, Applicant

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

A. GENERAL INFORMATION

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

To annex the property at 20 Navajo Place, Portola Valley APN #077-300-070 to the West Bay Sanitary District.

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?

Abandon septic system and connect to sewer to accommodate new dwelling unit.

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

- Yes
- No

5. Estimated acreage: 1.5 acres

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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

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	WBSD	Proponent	Fees

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.

20 Navajo Place, Portola Valley, west of 280, in the area bounded by Portola Road and Alpine Road.

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

Single family residential

3. How are adjacent lands used?

North: Single family residential

South: Single family residential

East: Single family residential

West: Single family residential

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

No. Demolition of existing 3432 s.f. house and 868 s.f. garage, construction of new 2520 s.f. house and 526 s.f. garage.

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

Residential Estates – single family residential.

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

RE / 1A/ SD-1A

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

None

8. What additional approvals will be required to proceed?

West Bay Sanitary annexation approval, Architectural Control, Site Development, Planning and Building Permits

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?

No.

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?

* * * * *

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:

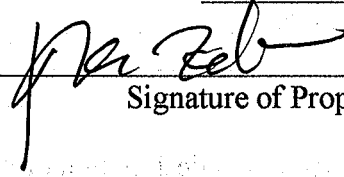
NAME: Karen Zak

EMAIL: karen@zakjohnson.com

ADDRESS: 900 College Ave Menlo Park CA 94025

TELEPHONE: 6503299767

ATTN: Karen



Signature of Proponent

Applica_blk.doc
(10/6/2000)

) 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
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: **abandon septic system and connect to sewer to accommodate new dwelling unit.**
7. The proposed Annexation is requested to be made subject to the following terms and conditions: None
8. The persons signing this petition have signed as:
 2 registered voters or X Owners of land (check one) within the subject territory.

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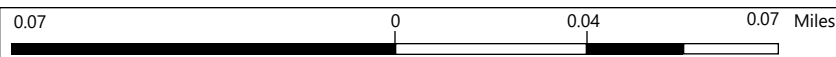
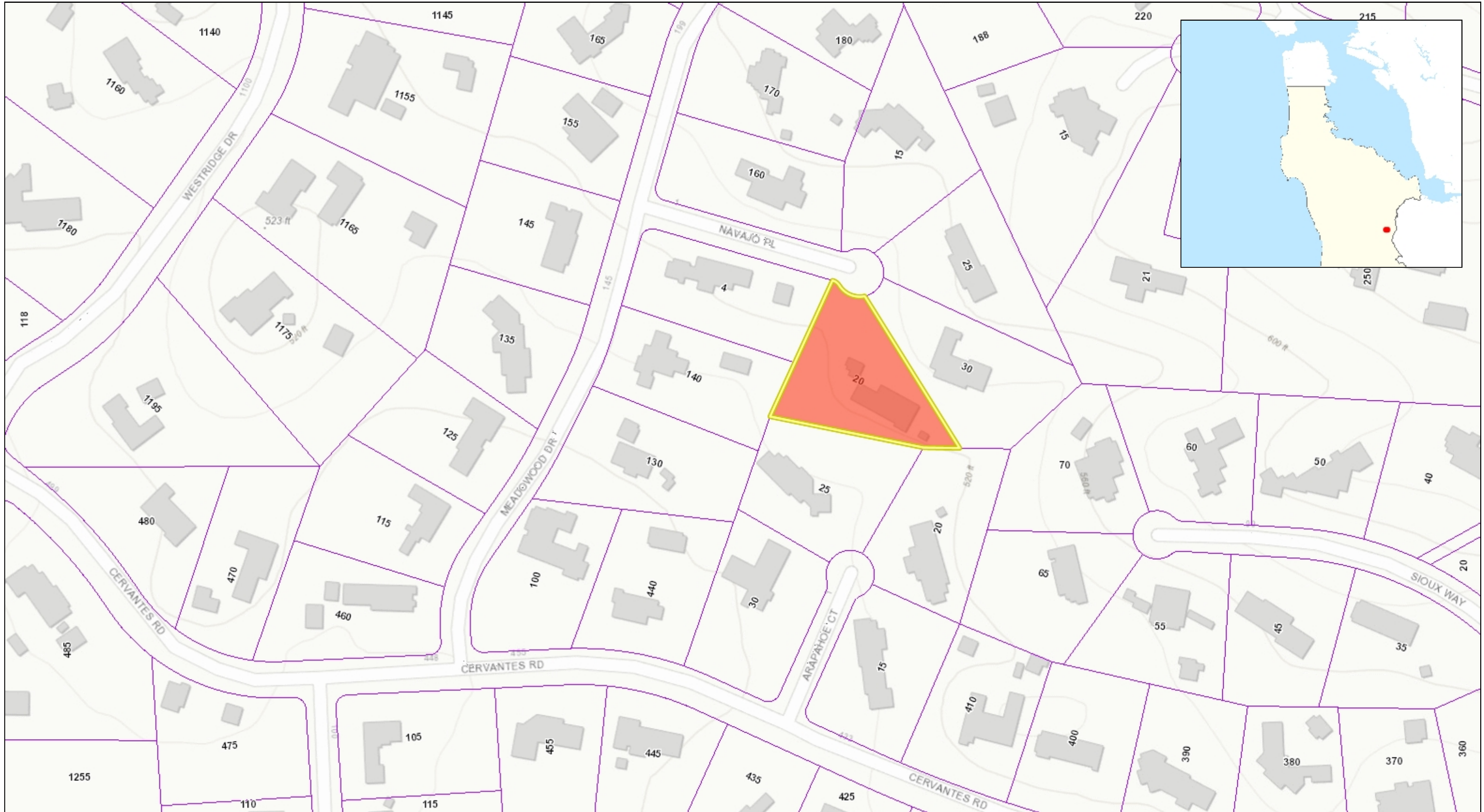
Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

Date:	Printed Name:	Signature/Residence address	APN*
<u>8/14</u>	<u>Robert Sun</u>	<u>[Signature]</u>	077-300-070
<u>8/14</u>	<u>KAREN SICK</u>	<u>[Signature]</u>	077-300-070

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

077-300-070
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1: 2,257



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