



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: JUNE 17, 2020
SUBJECT: CITY MANAGER REPORT

The City Manager’s Report includes written reports from the Town’s various Departments. Staff is present to answer any questions the Council may have on the various issues noted in the written in the Reports.

CITY COUNCIL NOTES (updated from June 5, 2020)

COVID-19

Operational Activities

- No significant changes that are applicable locally.
- I will be updating the Town’s website/Blog with any new information this afternoon based on the County’s movement between phases.
- Town Offices are open to accommodate permitting and licensing activities. This includes postal services as incidental to the visit. Most activities are appointment only at this time. Next week, we’ll begin formal notification to the public of Town operational hours.

ARTICLES OF NOTE

- [Almanac - During Pandemic, New Group Takes Lead in Organizing Menlo Park’s Volunteer Emergency Response](https://www.almanacnews.com/news/2020/06/04/during-pandemic-new-group-takes-lead-in-organizing-menlo-parks-volunteer-emergency-responses)
 - (<https://www.almanacnews.com/news/2020/06/04/during-pandemic-new-group-takes-lead-in-organizing-menlo-parks-volunteer-emergency-responses>)
- [ABC7 News - Phase 3 Reopening California: These 7 Counties Aren’t Allowed to Reopen Shopping Malls, Hair Salons, Dine-in Restaurants, Schools](https://abc7news.com/health/these-7-ca-counties-still-arent-allowed-to-join-phase-3-of-reopening/6210597/)
 - (<https://abc7news.com/health/these-7-ca-counties-still-arent-allowed-to-join-phase-3-of-reopening/6210597/>)
- [KMTG - Judicial Council Enacts Emergency Rule Amending CEQA Statute of Limitations](https://kmtg.com/news/legal-alerts/judicial-council-enacts-emergency-rule-amending-ceqa-statute-of-limitations/)
 - (<https://kmtg.com/news/legal-alerts/judicial-council-enacts-emergency-rule-amending-ceqa-statute-of-limitations/>)

- [New York Times - Where Police Reform Has Worked](#)
 - (<https://www.nytimes.com/2020/06/05/briefing/george-floyd-buffalo-coronavirus-your-friday-briefing.html>)
- [LA Times - LAPD Shootings Hit 30-Year Low in 2019; less-lethal force has increased](#)
 - (https://www.latimes.com/california/story/2020-05-12/lapd-use-of-force-report?campaign_id=9&emc=edit_nn_20200605&instance_id=19111&nl=the-morning®i_id=76636591&segment_id=30155&te=1&user_id=bb4140a1076f90027f7b03e65176cfa0)
- [Marin IJ - Mill Valley Mayor roasted for dodge on racial justice](#)
 - (https://www.marinij.com/2020/06/03/mill-valley-mayor-under-fire-for-dismissive-remark-on-black-lives-matter/?campaign=goodmorningmarin&utm_email=24C8742FF44D74C54391F3689F&utm_source=listrak&utm_medium=email&utm_term=https://www.marinij.com/2020/06/03/mill-valley-mayor-under-fire-for-dismissive-remark-on-black-lives-matter/&utm_campaign=marin-good-morning)

I include the article from Mill Valley as an example of how a comment regarding Council policy on responding to public comment can be received. During the meeting, the Mill Valley City Council received a comment during Public Comment regarding the civil unrest and what the City planned to do about it with respect to the City's Police Department. There have been no identified, systemic issues with the City's Police Department. The Mayor's response was meant to advise that the Council does not respond to comments during Public Comment pursuant to California law (the Brown Act) and that in general, the City has a policy to focus on local issues not national ones. Since that meeting, there have been calls for the Mayor's resignation, a petition for her recall, and demonstrations outside of her private residence.

CITY COUNCIL NOTES

1. Civic Center Project (No updates)

- [Web Links](#) — [Main Webpage](#), [Activity Blog](#), [Naming Opportunities](#), [Video Gallery](#), [Photo Gallery](#), [Live Feed Webcam\(s\)](#)
- [Donations and Naming Requests](#)
- [Construction Project Payment Requests and Change Orders](#)
 - See Attached Spreadsheet (PDF)
- [Work Variance Authorization\(s\)](#)
 - Request 001 - Saturday, February 29 - Structural Steel Installation for City Hall Building
 - Request 002 - Saturday, March 6 - Structural Steel Installation/Delivery for City Hall Building
 - Request 003 - Saturday work (denied)
 - Request 004 - Thursday, May 7 - Concrete Pour
 - Request 005 - Tuesday, May 12 - Concrete Pour
 - Request 006 - Thursday, May 14 - Concrete Pour
 - Request 007 - Saturday, May 30 - Rammed Earth Wall
 - Request 008 - Saturday, June 6 - Rammed Earth Wall

ADMINISTRATION/FINANCE/HR/LEGAL/IT

2. Bay Area Air Quality Management District Report

Linked here is the [2019 Bay Area Air Quality Management District 2019 Report](http://annualreport.baaqmd.gov/2019/). (<http://annualreport.baaqmd.gov/2019/>) A hardcopy was mailed as well.

FINANCE

3. Certificates of Participation

All documents for issuance of the COPs have been executed and we anticipate funding next week.

PUBLIC WORKS

4. Regional Waterboard Municipal Regional Permit Review

Robert Ovadia provided the following update from the Regional Waterboard.

Waterboard staff will be providing an update to the Board regarding MRP renewal including discussion of some proposed revisions, and anticipated timelines. Attached is the staff report with a few highlighted areas including the following:

- Acknowledgement of some COVID impacts
- Trash Load Reductions:
 - Extension of the 100% trash load reduction timeline (partially COVID related) from July 1, 2022 to end of permit term (2025).
 - Addition of intermediate benchmark - 90% load reduction by July1, 2022
 - Reduction or elimination of trash load reduction source control credits
- Expanded PCB control measures and potential trackable metrics
- Expanding Green Infrastructure requirements including number and types of regulated projects:
 - Reducing the impervious surface threshold to 5,000 sf
 - Incorporating more specific requirements for single-family homes
 - Identification of street and roadway projects that would require GI retrofits
 - minimum expectations for implementation

Release of the tentative order to reissue the MRP for public review and comment by the end of 2020 or early 2021 with reissuance by June 2021.

BUILDING/PLANNING

None.

PUBLIC SAFETY

5. Police Transparency

The Atherton Police Department provides exceptional service to this community. The Department's leadership and personnel are dedicated to keeping this community safe, responding to resident concerns, and doing so in the most professional manner possible. That said, there are always areas where the opportunity for improvement can be found. Transparency, oversight and compliance audit is a key component of any successful implementation of quality policing services.

The Council received a copy of the most recent Body Camera Audit. These audits, among others, are conducted regularly. Remedial training and/or counseling is administered when necessary.

The Police Department's website has a [Transparency](#) page that includes the Town's various policies, training programs, departmental policies via Lexipol, master training list, officer involved shooting information, and State laws applicable to public records.

(<https://www.ci.atherton.ca.us/525/Transparency>)

The Police Department also has its [CitizenRIMS](#) website that provides detailed crime data for the Town. The user can drill down on particular crime reports from the community as well as PD stops. For example, you can click on "Arrests" and see what arrests our officers have made since January 2020. Over the last 6 months, the PD have arrested 4 individuals.

(<https://apd.crimegraphics.com/2013/default.aspx>)

- March 2020 - Residential Burglary, 22-year old black male
- April 2020 - Concealed Firearm, Public Intoxication, 18-year old white male
- April 2020 - DUI, Reckless Driving, 39-year old asian male
- May 2020 - Trespass, drug paraphernalia, 53-year old white male

6. June 6 ADAPT Meeting

Senator Jerry Hill will be speaking at the [June 6 ADAPT Meeting to discuss "Lessons Learned in Leading District 13 through COVID-19"](#). The meeting is from 9 am to 10:15 am via Zoom. The Zoom link is the link above.

AD HOC SUBCOMMITTEE UPDATES

COVID-19 Restart - Widmer/Lempres (Rodericks)

The Subcommittee meets as needed to discuss various restart protocols. I will be including the re-opening of dog training at the Park with the next re-certification of local emergency.

Caltrain - DeGolia/Wiest (Rodericks/Ovadia)

The draft MOU (previously reviewed by staff, the Subcommittee, and Caltrain) was reviewed by the Subcommittee. Staff is meeting with Caltrain to finalize it before it moves forward to the various Boards for review/approval.

At the last Rail Committee meeting (June 2), there was discussion of closure of the Atherton Rail Station. There was discussion of the initiation of a referendum or initiative to run *counter to* the City Council direction in support of closure of the station. The Committee is seeking to request that the item be put up for discussion by the Rail Committee. The Committee previously advised the Council with respect to the Station and expressed support for keeping the station open. Staff will advise that the discussion of an initiative or referendum in opposition to the Council direction as a matter of business for the Rail Committee is not consistent with the Charter for the Committee.

I recommend that when the Council reviews and/or approves the MOU with Caltrain for closure of the Station that the Council also consider amending the Charter of the Rail Committee for consistency with that direction. The Charter presently supports the restoration of full service at the Station.

Bayfront Canal Project - DeGolia/Widmer (Rodericks/Ovadia)

We are reaching out to the County to get the status of a Construction MOU and a Funding Agreement for the Project. We hope to have these in hand for review/approval by July.

Refuse Services Procurement - Widmer/Wiest (Rodericks/Barron)

On Monday, the Subcommittee met with NHA/Hanin to discuss the cost projection for exit from the SBWMA. Following that discussion, the Subcommittee will circle back with R3 and GWR (end of June). Final findings will be reported out to the Council with a recommendation in July.

Housing Subcommittee - Lewis/Widmer (Rodericks/Costa-Sanders)

The Subcommittee attended a meeting sponsored by Senator Hill, Friday, June 5 at 1:30 pm.

City Manager Major Goods, Use or Service Agreements/Contract Awards as of June 5, 2020

As a reminder, the list below is provided as informational only. All items listed are authorized pursuant to the Town's purchasing policy requirements and within the Town's program budget(s).

— None

Special Event Permits as of June 5, 2020

This is a list of upcoming Special Event Permits approved or under review.

- None

ATTACHMENTS

Town Center Project Cost Summary

Police Department Report

Public Works Department Report

Community Services Department Report

POLICE DEPARTMENT

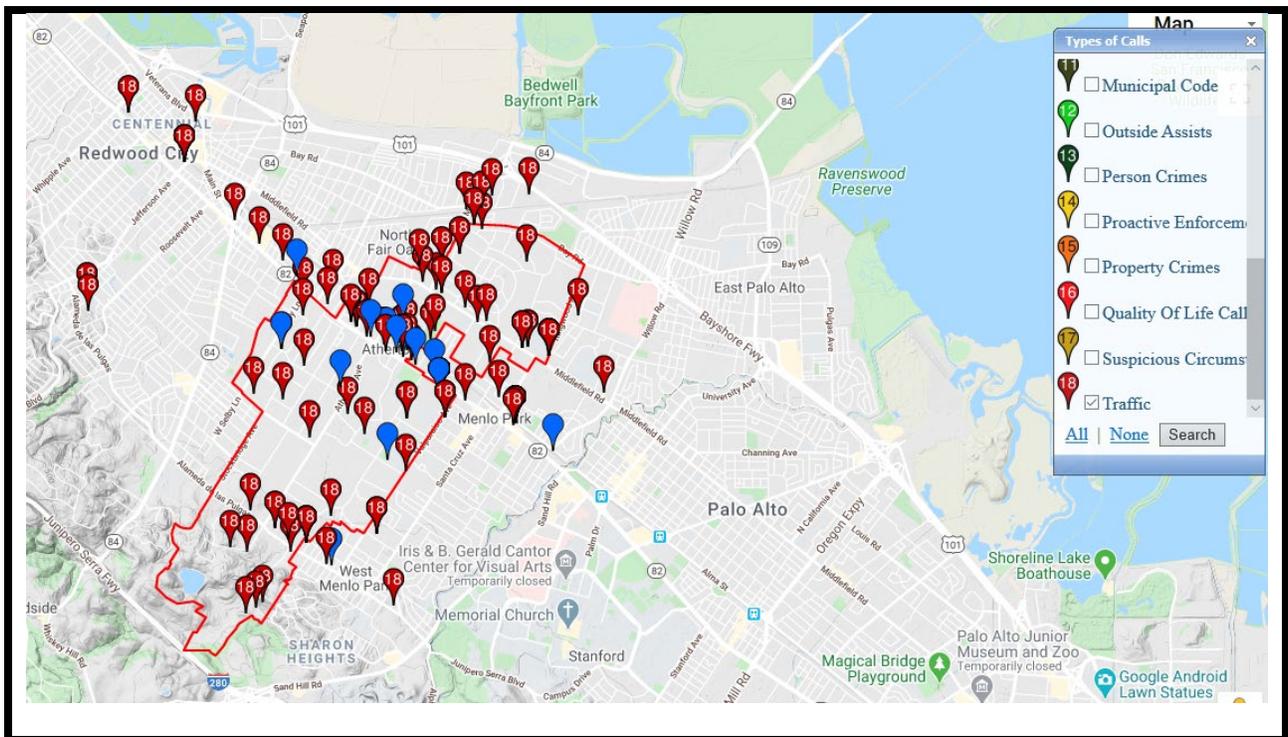
Police Activity

There were 38 investigations for the month of May. 8 offenders were cited, arrested, or referred to the San Mateo County District Attorney’s Office for prosecution. Those offenses included warrant arrests, trespassing, possession of drug paraphernalia, possession of a controlled substance, and driving with a suspended drivers license.

Of the 2,220 total police incidents for the month of May, 1,480 were officer-initiated incidents, which resulted in 94 citations being issued for vehicle code and other violations. Officers initiated 1,233 other types of incidents that included investigating shelter in place violations, suspicious vehicles, traffic collisions, citizen flag downs, home checks, code enforcement and construction checks, follow-up investigations, pedestrian stops, traffic enforcement details, medical calls, and welfare checks.

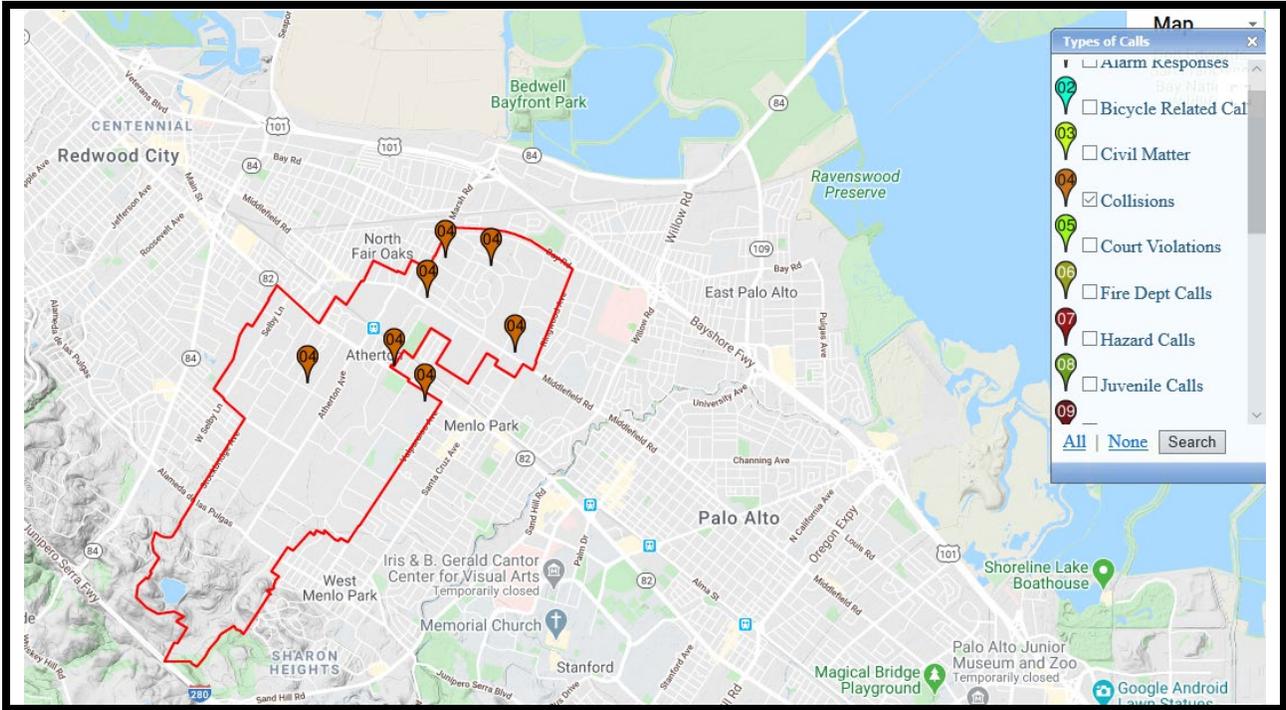
Traffic Incidents

Overall, there were 216 traffic incident locations, some with multiple stops, for May. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

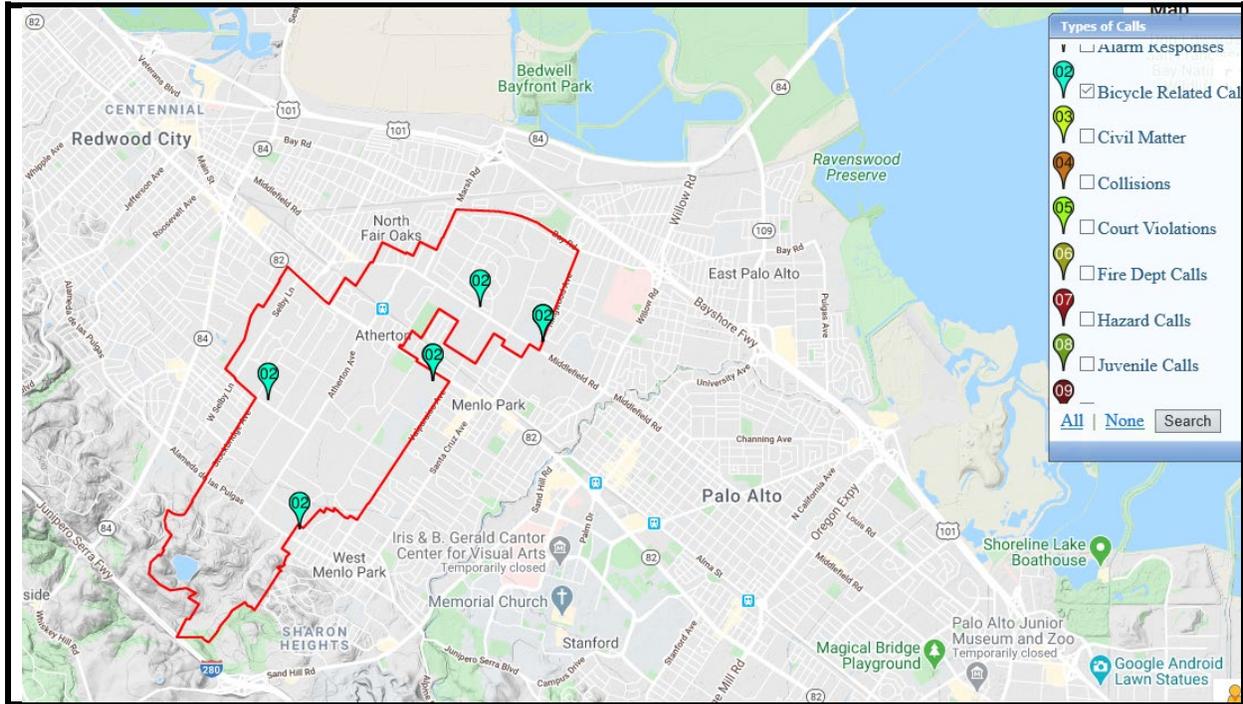
There were 7 collision locations in May. The map below indicates the locations of the incidents for the reporting period.



Bicycle Traffic Stops

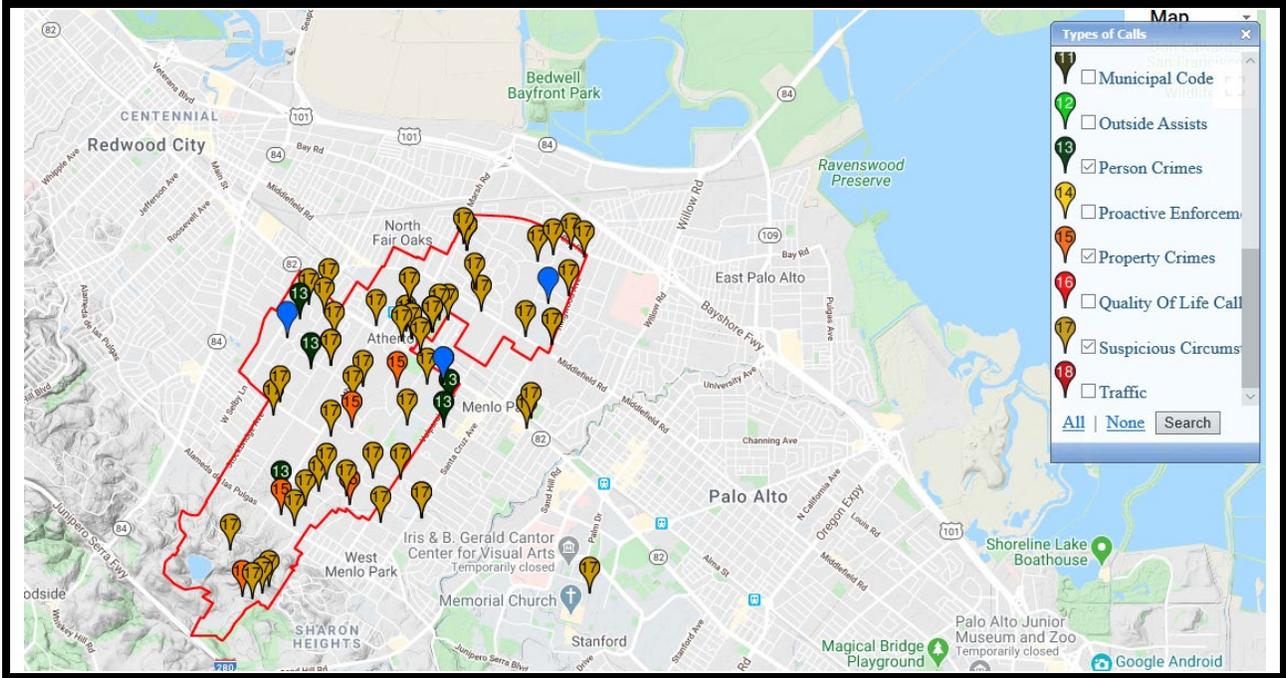
There were 5 bicycle stop incidents initiated for improper lighting equipment (1), riding on the wrong side of the road (2), and stop sign violations (2).

These stops resulted in 5 verbal warnings. The number of warnings exceed the number of incidents because in one incident there were multiple cyclists stopped all at one time.



Criminal Activity and Suspicious Circumstances

The Department responded to 71 locations (some locations multiple times) for property crimes (8), person crimes (7), and incidents of suspicious circumstances (58).



Municipal Code Violations

The Department responded to 80 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for off leash dogs, right of way issues, noise disturbances, after-hours construction, and shelter in place (Covid) violations.



Holbrook Palmer Park

Holbrook Palmer Park had 89 incidents this reporting period, 73 of which were security checks and foot patrols by officers. The other incidents were for suspicious people, suspicious vehicles, off-leash dogs, social distancing violations, and the report of a lost wallet.

Premise Watch

Officers completed 652 House/Vacation checks during the month of May.

ATTACHMENT 2

School Incidents

Officers responded to **255** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks, as the schools were out for the entire month.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	8	3	4	1	4	5	5	5	6	9	3	11	64
	Security	20	14	55	58	29	22	21	18	6	13	9	20	285
	Traffic	-	-	-	-	1	2	-	1	5	3	1	3	16
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	1	-	1
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomitas</i>	Other	6	4	4	1	7	2	5	2	3	9	4	4	51
	Security	23	16	38	51	25	14	7	9	5	-	10	16	214
	Traffic	5	-	-	-	-	-	-	4	3	9	-	-	21
<i>Laurel</i>	Other	3	-	5	2	5	2	2	3	1	6	2	3	34
	Security	12	14	34	45	16	14	12	10	7	8	6	15	193
	Traffic	-	-	-	-	-	3	-	3	2	1	-	-	9
<i>M-A HS</i>	Other	42	35	32	3	6	24	18	44	41	56	43	25	369
	Security	29	22	64	91	57	28	24	27	18	25	26	24	435
	Traffic	1	2	-	-	-	3	1	23	2	5	2	3	42
<i>Menlo College</i>	Other	5	2	3	2	4	4	7	9	6	5	16	6	69
	Security	28	6	41	64	37	35	18	15	12	4	25	18	303
	Traffic	2	1	-	-	1	5	1	4	1	-	1	1	17
<i>Menlo School</i>	Other	2	2	5	-	1	3	1	2	3	13	5	4	41
	Security	9	10	16	17	5	10	11	11	1	18	10	14	132
	Traffic	-	-	-	-	-	2	-	2	-	1	-	-	5
<i>Sacred Heart</i>	Other	6	10	8	2	3	5	3	7	5	17	3	5	74
	Security	-	6	6	16	8	5	4	2	-	9	3	3	62
	Traffic	-	-	1	-	-	2	1	4	4	-	4	4	20
<i>Selby Lane</i>	Other	-	1	1	3	7	4	4	4	1	7	-	-	32
	Security	38	25	66	57	37	31	29	22	26	28	27	36	422
	Traffic	-	1	-	1	2	2	-	10	4	1	1	2	24
Total		239	174	383	414	255	227	133	241	162	247	202	217	2,894

Response Times

The average response time for Priority 1 calls during this time period (calls are prioritized from 1 to 3 with Priority 1 being the highest priority) was **4 minutes, 40 seconds**, which met our goal of having an average response time of less than 8 minutes. Priority 1 calls take precedence over all other calls for service and require an immediate police response. The most common priority 1 calls are burglary, robbery, sexual assault, active physical altercations and residential burglary alarm activations, with the latter being the most frequent in Atherton. Response times are calculated from the time the call is dispatched until the time the officer arrives on the scene.

The table below depicts APD's Priority 1 response times for the past six months:

MONTH	YEAR	RESPONSE TIME
April	2020	4:14
March	2020	5:52
February	2020	5:00
January	2020	5:05
December	2019	4:52
November	2019	5:22

Code 3 Emergency response time (when officers respond to an emergency call with lights and sirens): **3 minutes and 5 seconds.**

TOTAL TRAINING HOURS FOR MAY 2020- 80 HOURS

NAME	TRAINING/HOURS	DATES
Romero	Firearms Instructor Course / 80 hours	May 11-22

The below table depicts the amount of officer-initiated activity and the number of traffic citations issued for the past six months:

MONTH	OFFICER INITIATED ACTIVITY	CITATIONS
May	1,480	94
April	1,611	18
March	1,756	125
February	1,692	281
January	1,906	215
December	2,348	186
November	1,869	294
October	2,203	305

Code Enforcement Activity Report

May 1 – May 31, 2020

Summary:

	Activity	Total for Month	Year to Date (From 01/01/2020)
1.	Opened Cases	23	81
2.	Resolved/Closed Cases	23	76
3.	Cases Pending	181	N/A
4.	Written/Formal Notices Issued	11	51
5.	Citations Issued	48	123
6.	Amount in Citations	\$17,500	\$52,600

During the month of May, there were over 92 incidents related to code enforcement. Those incidents included but were not limited to: essential work request reviews, construction related parking, construction hours, work without building permits, right-of-way encroachments or obstructions, encroachment permit issues, dead and dangerous trees, heritage tree damage issues, zoning issues, trash cans being left out, accumulations of trash/debris, lack of maintenance,

solicitors, dumping of debris in the right-of-way, zoning, animal nuisances, unpermitted mobile vendors and Shelter-In-Place/COVID-19 related enforcement.

Code Enforcement staff also assisted with construction hours/noise exemption permits, provided translation assistance to Officers, assisted with police fleet issues as well as public education and enforcement of the Health/Shelter-In-Place Orders. Since the situation continued to be fluid, informing and reassuring the public has been of utmost importance.

TRAFFIC COMPLAINTS

The Atherton Police Department received three (3) traffic complaints during the month of May. The complaints were as follows:

- 1) A resident reported speeding vehicles from 8:00am to 10:00am on Walsh Road.

Results: 335 minutes spent in the area
0 Citations were issued

- 2) A resident reported speeding vehicles, and vehicles not stopping for pedestrians, at the pedestrian light at all times of the day on El Camino Real at Almendral Avenue.

Results: 123 minutes spent in the area.
0 Citations and 1 Warning Citation was issued.

- 3) A resident reported speeding vehicles throughout the day on Walsh Road at Meadow Lane.

Results: 0 minutes spent in the area.
No violations observed

COVID-19 INCIDENTS:

During the month of May, Atherton Police Officers responded to 5 Shelter in Place Order Violations. All 5 calls were related to social distancing. Four (4) of the incidents were unfounded, and in one incident, the officer advised a group of 15 plus people to keep 6 feet apart.

Public works update –May 2020

- Sweep contracted monthly streets:
May 50 Miles 8.5 cu. Yards 2.2 tons

- May Service requests –
 - Removed illegally dumped mattress and carpeting in front of 15 Oakwood Boulevard
 - Replaced lights at PD’s men restroom
 - Installed portable water heater in the Art Room at HP Park Main House
 - Removed weeds and vegetation around the Atherton Library temporary facility
 - Cleaned storm drain bubbler box in front of 377/385 Fletcher Drive
 - Replaced bent pole and signs in front of 85 Marsh Road
 - Removed illegally dump debris on Madrone Road
 - Removed illegally dumped debris at the intersection of Selby Lane/Selby Lane
 - Repaired rotted storm drain inlet cover across from 207 Stockbridge Avenue
 - Removed illegally dumped dresser at the 39 Placitas Avenue

- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours)
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas
- Removed weeds from Middlefield Road
- Fixed bent signs throughout Town
- Picked up organic debris from Alameda de las Pulgas/Walsh Road
- Trimmed branches blocking regulatory sign on El Camino Real
- Raised tree canopies along walkway along Middlefield Road at San Benito Avenue
- Weed removal from El Camino Real
- Refreshed stop bar and legend throughout Town
- Replaced signage throughout Town
- General duties – Garbage cans, town wide and ECR litter, ECR landscape, corp. yard clean-up, vehicle/tool maintenance.
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.

Installed water heater in Art Room at HP Park Main House



Trimmed branches blocking speed limit sign on El Camino Real at Fair Oaks



Before



After

Repaired bent sign at Almendral Ave/Northgate



Before



After

Removed illegally dumped debris at the corner of Selby/Selby

ATTACHMENT 3

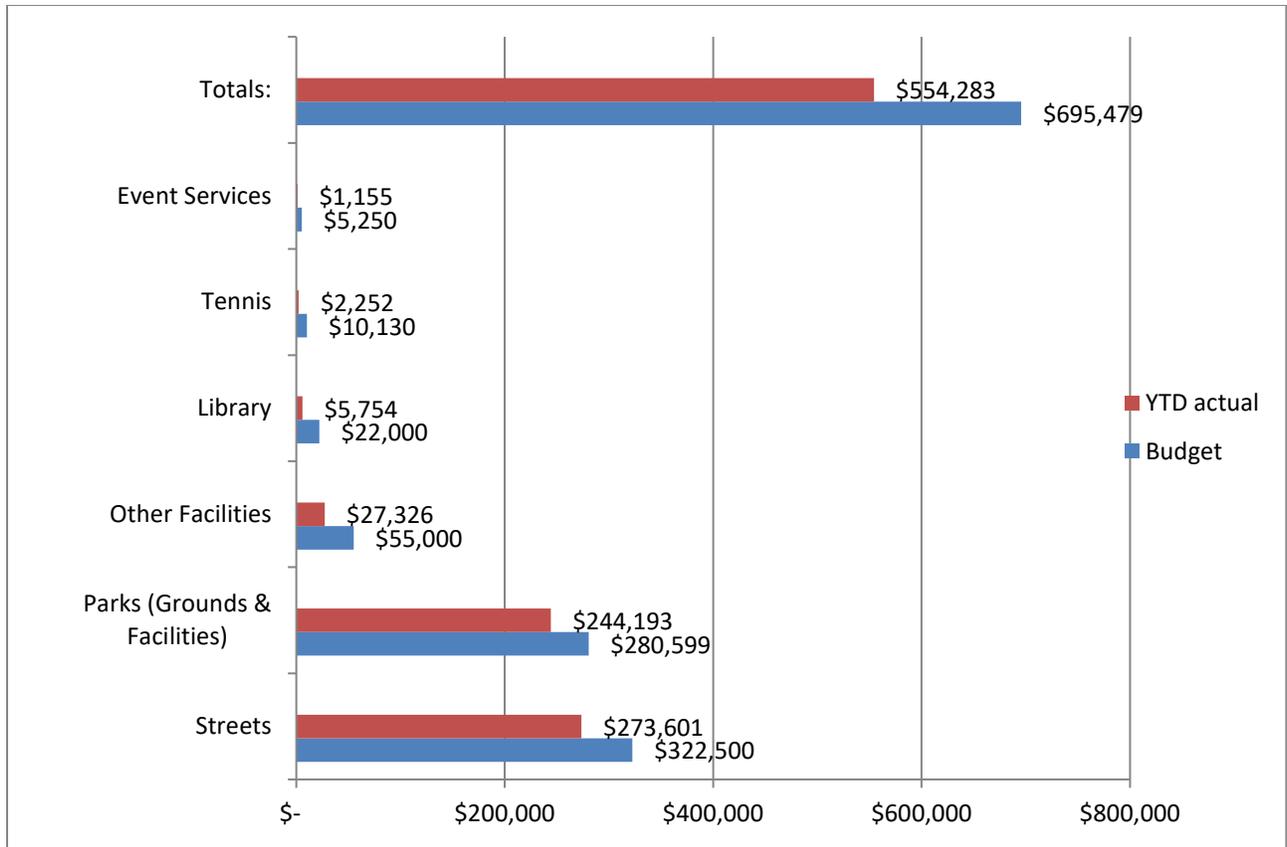


Town of Atherton
MCE Corporation/Public Works Maintenance
Rev. vs. Exp. Through May 2020

Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars	% used
A01	101-53-52031-053	Streets	\$ 322,500	\$ 273,601	84.84
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 280,599	\$ 244,193	87.03
A03	101-59-52031-059	Other Facilities	\$ 55,000	\$ 27,326	49.68
A04	213-30-52031-000	Library	\$ 22,000	\$ 5,754	26.16
A05	101-58-52031-000	Tennis	\$ 10,130	\$ 2,252	22.24
E06	101-58-52031-058	Event Services	\$ 5,250	\$ 1,155	22.00
Totals:			\$ 695,479	\$ 554,283	79.70

****Covid-19 related tasks \$597.61**

ATTACHMENT 3





PARK GOING'S ON Town of Atherton

PARK & RECREATION COMMITTEE STAFF REPORT

TO: PARK AND RECREATION COMMITTEE

FROM: SALLY BENTZ, PARK MANAGER

DATE: JUNE 1ST, 2020

SUBJECT: PARK GOINGS ON MAY 2020

REGULAR STAFF

For the month of MAY, broken down is as follows:

- **Performed regular maintenance tasks;**
 - Pick up litter/trash.
 - Remove trash bags.
 - Blow and pick up tree leaves and debris.
 - Inspect and maintain restrooms. – **Restrooms closed 4/1**
 - Inspect and maintain tennis courts. – **Opened 5/21**
 - Inspect and maintain playgrounds. – **Playgrounds closed 4/1**
 - Inspect and maintain Main House elevator.
 - Control undesirable weeds throughout property.
 - Cut back and remove tree brush and dead vegetation.
 - Apply seasonal fertilizers to turf and plants.
 - Inspect and maintain landscape irrigation.
 - Inspect and maintain landscape irrigation well and filter system.
 - Monitor potable water usage daily.
 - Water non-established trees throughout the park based on the schedule.
 - Blow tennis courts 2 times per week as required. -**Opened 5/21**

- Little League outfield fence removed
- Event Garden weeded
- Mulch delivered
- Prep work for trees to be planted
- Bee company installed contraption on the Olive tree to move the hive and bees out of the park
- Art room floors were cleaned and waxed
- Tennis reopened and signs installed

New and future planned projects:

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Paint Main House door
- Unclog or fix water fountain near tennis courts- still closed
- Repair Corp yard fence
- Plant trees around park
- Fix parts of the walking path

Tennis Numbers

Tennis opened May 21st.

Hours of court usage (# of crts x time) 125 hrs

Clinics: 0 due to COVID restrictions

Lessons: 98

Events: 1 weekly coaches meeting

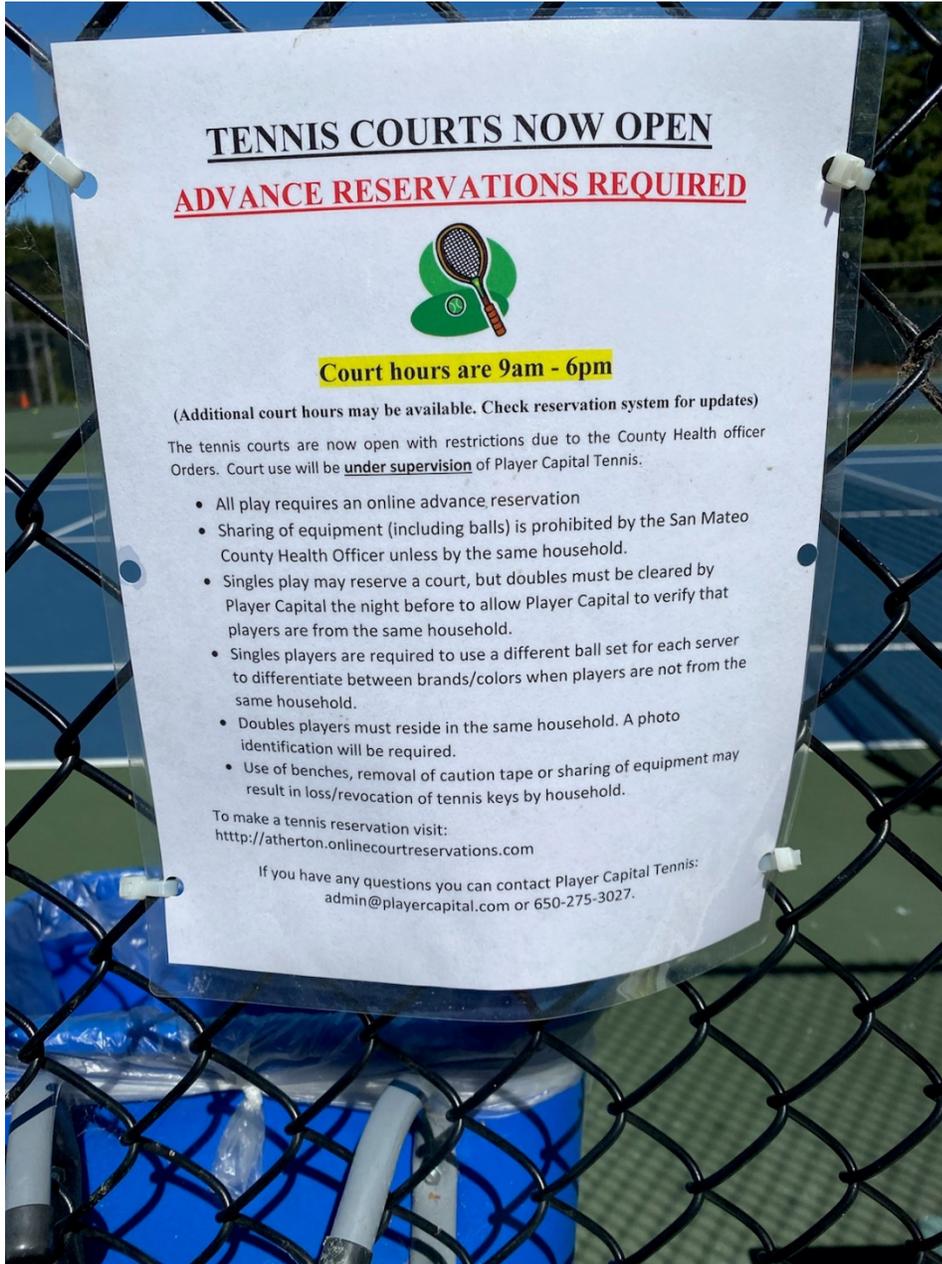
Clay Court Bookings: 0 paid hours

Total # of students: 98

Bees and hive to be removed from Park



Tennis reopened and the new rules signs were installed



Art room floor was cleaned and waxed

Before



After





Town of Atherton

**Building Department
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560**

Community Services Monthly Report May 2020

Submitted by:
Interwest Consulting Group

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
May 1, 2020 to May 31, 2020*

	May-20	Fiscal Year 2019-20
Total Construction Valuation¹:	\$9,680,102	\$99,524,075

REVENUE

Plan Check Fees Collected:	\$54,924	\$309,739
Permit Fees Collected:	\$86,087	\$782,159
Other Fees Collected:	\$2,109	\$42,245
TOTAL:	\$143,121	\$1,134,143

PLAN CHECK

Applications Received:	80	591
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	2	23
New Accessory Structures Issued:	16	250
Addition / Alteration Permits Issued:	7	146
Reroof / Water Well / Grading Permits Issued:	15	140
Plumbing/Mechanical/Electrical Permits Issued:	10	229
Demolition Permits Issued:	2	52
<u>Non-Residential:</u>		
New Permits Issued:	0	14
TOTAL Permits Issued:	52	854

Total Open Permits as of 5/31/2020	1113
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INSPECTIONS

Inspections Performed:	1217	8,587
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Planning Projects

May 1, 2020 to May 31, 2020

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	27	313
Planning Commission Items	3	26

The Planning Commission took the following action at the May 27, 2020 meeting:

- 147 Laurel Street - Special Structures Permit- Request for a Special Structures Permit to allow a habitable basement under an accessory building.

The Planning Commission continued this item to a future date uncertain.
- 1000 El Camino Real (Menlo College) - Request for a Conditional use Permit and Density bonus to allow for a new 3-story, 147 unit dormitory housing building and tree Protection Zone (TPZ) exception associated with two (2) heritage trees to remain.

The Planning Commission recommended that the City Council approve the Conditional Use Permit, Density Bonus, Tree Protection Zone (TPZ) Exception Certificate.
- General Plan Consistency for Capital Improvement Program for Fiscal Years 2020/2021 –2024/2025

The Planning Commission found that the Capital Improvement Program for Fiscal Years 2020/2021 – 2024/2025 and the projects included in that program are consistent with the Atherton General Plan.

The next regularly scheduled meeting is June 24, 2020.

Arborist Activity Summary

May 1, 2020 to May 31, 2020

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	12	35	0	37

**Town of Atherton
Building Inspection & Plan Check**

Summary of New Single Family Residential Permits Issued by Month

Month	2020	2019	2018	2017	2016	2015
January	1	4	0	2	2	2
February	1	1	2	1	1	1
March	0	1	3	2	0	3
April	0	1	2	0	2	2
May	2	1	5	4	2	1
June		1	2	3	0	3
July		1	5	1	5	8
August		5	4	2	3	4
September		3	1	3	4	4
October		1	4	2	6	3
November		1	0	4	0	0
December		1	1	3	1	0
Total New SFD Permits:	4	21	29	27	26	31

Plan Check Performance

May 1, 2020 to May 31, 2020

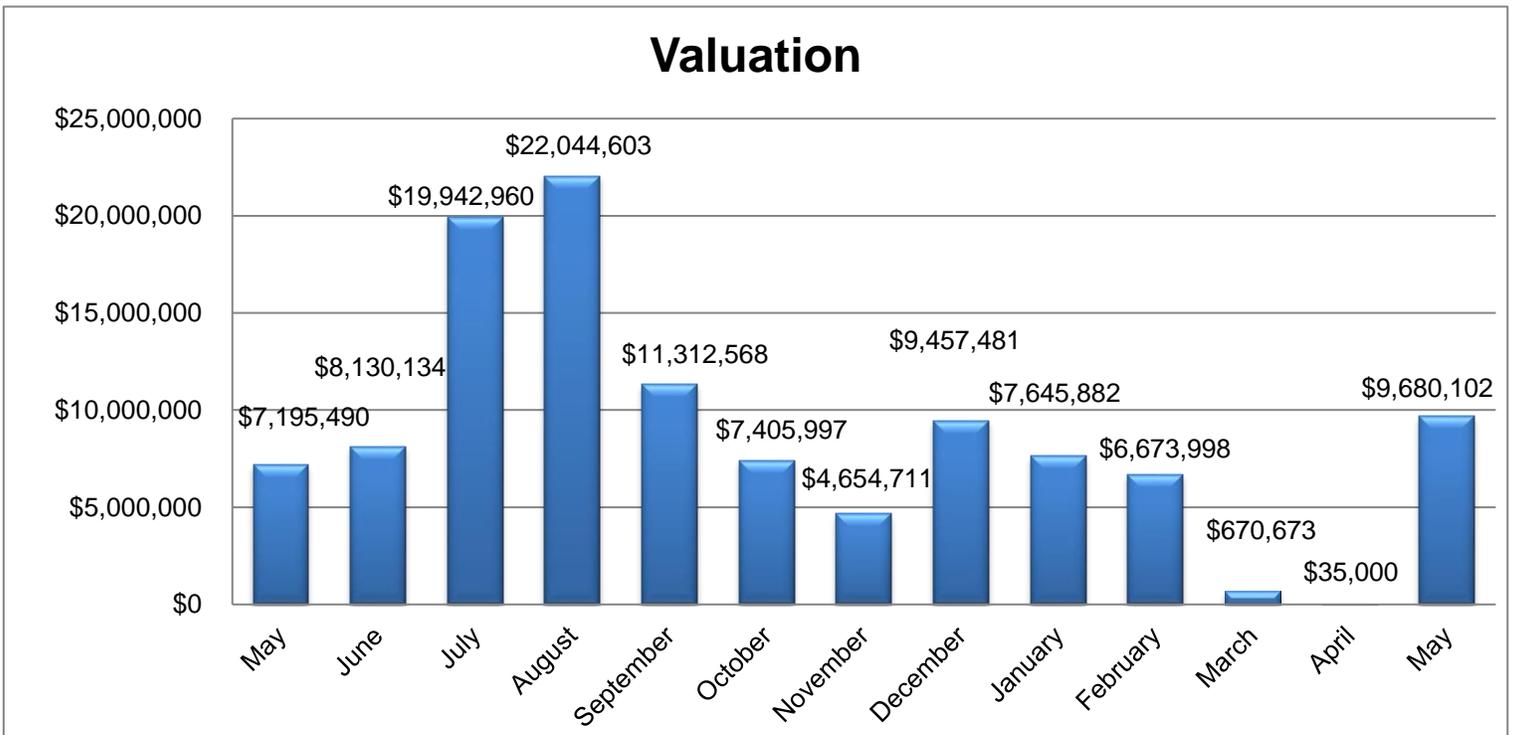
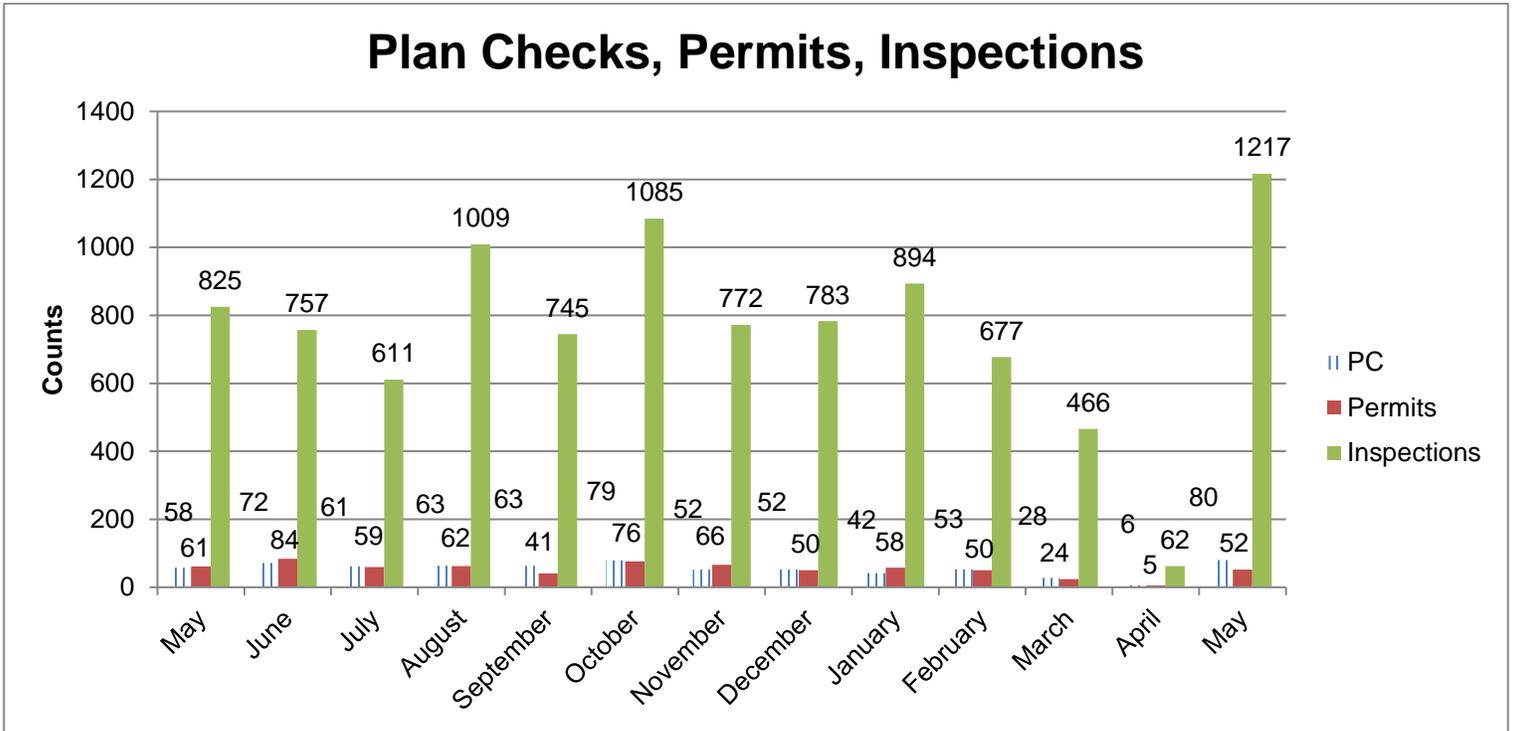
Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	74	10	10	0
	Subsequent Rev.	67	5	4	0
Minor Plan Check	1st Review	6	3	3	0
	Subsequent Rev.	0	2	0	0
Total Number of Plan Checks		147			

** Target: in working days

Major Plan Check: New Houses, New Accessory Structures, New non-Residential

Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs



Summary Graphs

