



## Item No. 5 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CITY MANAGER’S REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**DATE: JUNE 16, 2021**

**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.

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### **ADMINISTRATION/CITY CLERK/FINANCE**

#### **Friends of the Library Sculpture Donation**

The President of the Friends of Atherton Community Library, Sandy Crittenden reached out to discuss the FACL Board's recent decision; electing to make a donation to the new Atherton Library and to propose this donation to the Town Council in short order. The FACL will cover 100% of the purchase price, including inspection, shipping, insurance, and installation expenses associated with this donation.

The concept for a commissioned bronze sculpture was agreed upon by all board members of the FACL who created a sub-committee to consider it further before bringing back concepts for the review and subsequent approval. The sub-committee initially focused on selecting a bronze sculptor of the highest quality and recommended American bronze sculptor and board unanimously selected artist, Matt Glenn, of Big Bronze, Utah, as the artist from whom they would commission this piece. From concept through development to design the goal for the piece was to create a sculpture that would welcome and encourage the library’s youngest readers, ages 1-10, along with visitors of all ages, into the wonderful and joyful world of literature. The sub-committee carefully considered copyright related issues and chose to create a character of their own.

The proposed location of this sculpture will be somewhere along the deck of the main entrance of the new library. The piece will be life-size standing 5-6’ tall making it easy to move to the best location for library staff and visitor’s enjoyment. It would be placed so that children of all ages will be able to easily sit next to it creating a natural photo opportunity.

The project timing will be set once the City Council has approved of this donation to the library and will then be ordered with an estimated time of arrival in 9-12 months, upon receipt of FACL's firm order. At the time of order the FACL will agree to invest 50% of the purchase price of (\$10,000.00 dollars), up front, per the conditions. The balance would be due upon inspection and approval of the FACL sub-committee upon completion. Sub-committee members met with Anne-Marie Despain, who represents the San Mateo County Library System, to present this project and discuss timing of the eventual arrival of the commissioned piece. The timing could be closer to the one-year anniversary, if all goes well. Anne-Marie accepted the concept and agreed to the estimated timing as well.

I will move this forward to the next available Council agenda (anticipated July 21).

### **RFP for Donor Wall Design, Construction & Installation**

The RFP for the Donor Wall was released on May 20 with a deadline of June 25 @ 2 pm. We have received inquiry from 2 design firms with a few questions regarding the Town's expectations. Staff has responded to the inquiries.

As these are public bid submittals, we do not anticipate submittals prior to the June 25 deadline.

### **State Auditor – Fiscal Health of California Cities**

The State has an online dashboard of Fiscal Health of California Cities noting factors such as Overall Risk, General Fund Reserves, Debt Burden, Pension, Revenue Trends, etc. The online Dashboard can be found - [https://www.auditor.ca.gov/local\\_high\\_risk/dashboard-csa](https://www.auditor.ca.gov/local_high_risk/dashboard-csa). Atherton ranks LOW in Overall Risk with 87.26 points out of a possible 100. Our statewide rank out of the 453 cities is 365, with 1 being the worst - we are in the top 20%. Cities in San Mateo ranked higher than Atherton are San Carlos, Portola Valley, Woodside, and East Palo Alto. The key difference between Atherton and San Carlos, Portola Valley and Woodside in relation to the report is pension obligations. These agencies contract for Police Services and those pension obligations rest with the County instead of the respective agencies. I am looking further into the key differences for East Palo Alto which is ranked higher than all of the other agencies noted.

### **Financial Projections and Projects Spreadsheet**

I am working with the Finance Director to create a Financial Projections and Projects Spreadsheet that can summarize the Town's General Fund Revenues and Expenditures, provide a 5-Year Projection and then allocate the projected revenue surplus into distinct buckets for future projects or purposes. As we work on the spreadsheet, the current Out Year Buckets are:

- Bike/Ped Master Plan
- Drainage Master Plan
- Park Master Plan
- Road Improvement Plan
- Green Infrastructure Plan
- COP/Debt Service
- Long Term Liability – OPEB/CalPERS
- Facility Replacement

Once we finalize the spreadsheet we'll schedule it for discussion at an upcoming Study Session and begin strategizing for long-term projects and priorities.

## **BUILDING/PLANNING**

### **Monthly Report**

See attached Monthly Report.

## **PUBLIC SAFETY**

### **National Night Out – August 3**

Staff is working toward hosting National Night Out at the Park on Tuesday, August 3.

### **Monthly Report**

See attached Monthly Report.

## **PUBLIC WORKS**

### **Monthly Report**

See attached Monthly Report.

### **Tree Removals - West Coast Arborists (WCA) Work**

West Coast Arborists (WCA) started tree removals last week beginning with the Mt. Vernon tree and then moving to the tree on Tuscaloosa. Following these tree removals, WCA moved to other Town tree projects. Notices were provided to surrounding property owners regarding the pending removals. Staff had contact in response to the notices from residents on both streets.

The Mt. Vernon neighbors engaged with staff and are now working toward identification and selection of replacement options. All of the options will come to the Council for consideration given potential cost. The neighbors also wished to save portions of the tree for potential use as benches or other uses. Staff facilitated the request.

The neighbors on Tuscaloosa took an alternative approach toward engagement and when staff/WCA began removal of the tree, staff encountered physical resistance to the tree's removal on Tuscaloosa. After removal of about 50% of the tree's canopy and contact from the Mayor, I directed staff to ensure that the tree was in a "safe" condition and abandon further work until Thursday, June 10. WCA moved to complete their other tree work directed by staff. The tree was left in a "safe" condition pending work to complete its removal.

In the intervening time, staff (and the Mayor) connected with the residents to work through some of their concerns. Staff will reach out to the neighbors to setup a meeting to discuss options for replacement of the tree that will, like the Mt. Vernon tree, be considered by the Council.

For any future removals of Town-owned trees, in addition to any neighborhood meetings and formal written notifications, staff will also "post" a physical notice on the tree itself advising of the issue and time and date of removal or work. Hopefully, this physical notice will spur opportunity for further engagement in advance of tree work.

It was noted by staff and WCA that with the removal of some of the larger branches of the Tuscaloosa tree that the branches were hollow and significantly decayed. The tree's overall physical condition is worse than originally determined.

### **Park Events in 2021**

Events are ramping up for reservations in Calendar Year 2021. Staff is currently reviewing reservation requests for:

- 6/11/21 - Friday - Carriage/North Meadow - Graduation Event - 225 people
- 6/12/21 - Saturday - Jennings Pavilion - Wedding - 175 people
- 6/12/21 - Saturday - Carriage House/North Meadow - Picnic - 100 people
- 6/12/21 - Saturday - Carriage House/North Meadow - Baptism - 80 people
- 6/19/21 - Saturday - Main House - Graduation Celebration - 120 people
- 6/24/21 - Thursday - Carriage House/North Meadow - Graduation Celebration - 100 people
- 6/26/21 - Saturday - Jennings Pavilion - Quinceanera - 85 people
- 7/11/21 - Sunday - Jennings Pavilion - Memorial - 100 people
- 7/17/21 - Saturday - Carriage House/Carriage House - Company Picnic - 50 people
- 7/18/21 - Sunday - Carriage House/North Meadow - Graduation Celebration - 100 people
- 7/25/21 - Sunday - Carriage House/North Meadow - Birthday - 80 people
- 7/31/21 - Saturday - Jennings Pavilion - Wedding - 75 people
- 8/7/21 - Saturday - Carriage House/North Meadow - Wedding - 150 people
- 8/8/21 - Sunday - Jennings Pavilion - Company Picnic - 150 people
- 8/14/21 - Saturday - Carriage House/North Meadow - Corporate Event - 140 people
- 8/20/21 - Friday - Carriage House/North Meadow - Corporate Picnic - 170 people
- 8/21/21 - Saturday - Carriage House/North Meadow - Birthday Party - 80 people
- 8/27/21 - Friday - Carriage House/North Meadow - High School Reunion - 100 people
- 8/28/21 - Saturday - Jennings Pavilion - Bar Mitzvah - 150 people
- 9/18/21 - Saturday - Jennings Pavilion - Wedding - 150 people
- 9/23/21 - Thursday - Carriage House/North Meadow - Corporate Event - 75 people
- 9/25/21 - Saturday - Main House - Wedding - 80 people
- 10/2/21 - Saturday - Jennings Pavilion - Wedding - 100 people
- 10/8/21 - Friday - Main House/Water Tower Lawn - Wedding - 100 people
- 10/9/21 - Saturday - Jennings Pavilion - Corporate Event - 100 people
- 10/16/21 - Saturday - Jennings Pavilion - Bar Mitzvah - 100 people
- 11/18/21 - Thursday - Main House - Social Gathering - 50 people

Renters will be advised about situational changes resultant from any continuing COVID-19 Restrictions - this includes limitations on gatherings and party size.

### **AD HOC SUBCOMMITTEE UPDATES**

City Manager's Written Report

June 16, 2021

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None.

**ATTACHMENTS**

Police Department Report

Public Works Department Report

Community Services Department Report

**POLICE DEPARTMENT**

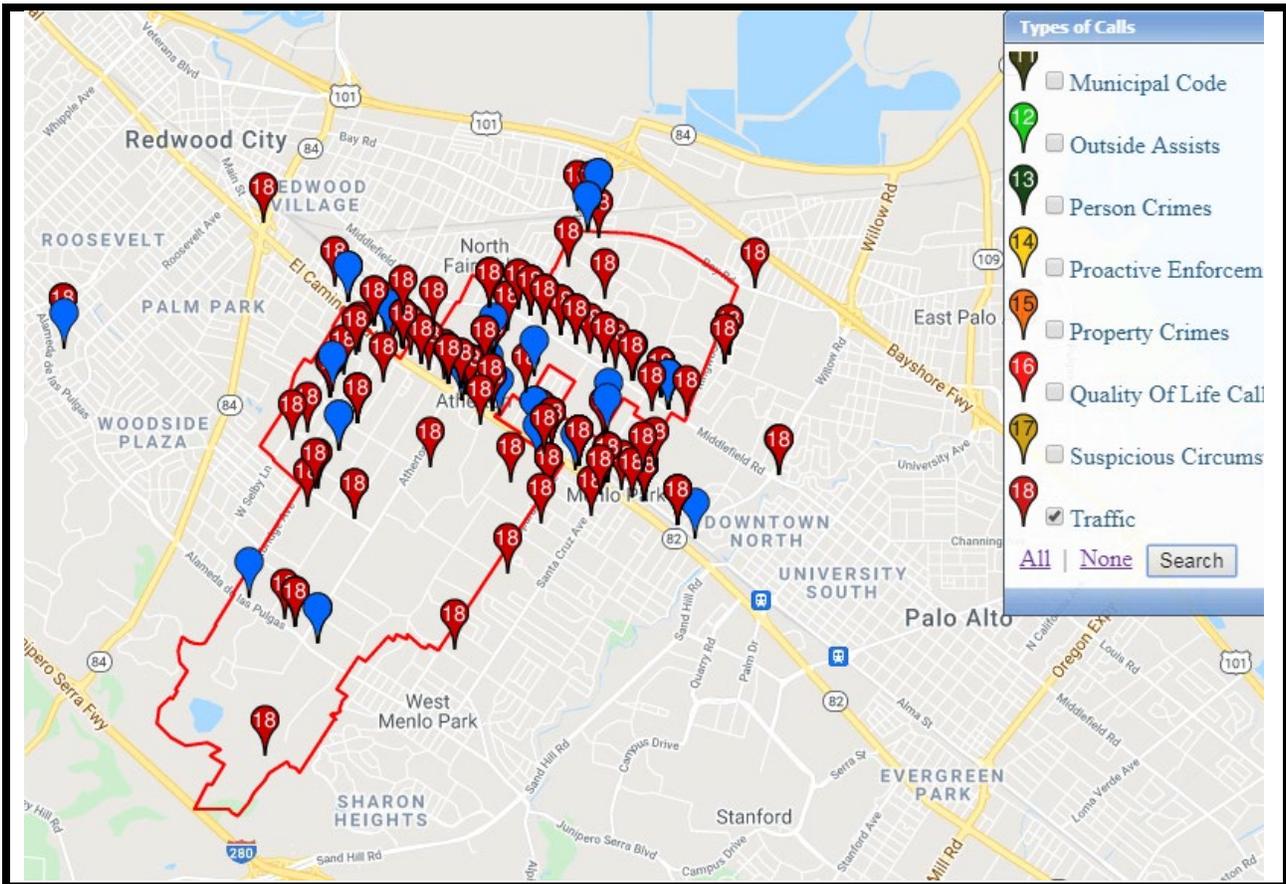
**Police Activity**

There were 59 investigations for the month of May. 29 offenders were cited, arrested, referred to the San Mateo County District Attorney’s Office for prosecution, or referred to the San Mateo County Juvenile District Attorney’s Office for prosecution. Those offenses included possession of a dangerous weapon, felon in possession of a weapon, possession of stolen property, DUI, driving with a suspended driver’s license, warrant violations, resist/delaying an officer, forgery, false vehicle registration, indecent exposure, contempt of court, assault with a deadly weapon, and attempted murder.

Of the 2,485 total police incidents for the month of May, 1,555 were officer-initiated incidents, which resulted in 498 citations being issued for vehicle code and other violations. Officers initiated 1,096 other types of incidents that included investigating 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.

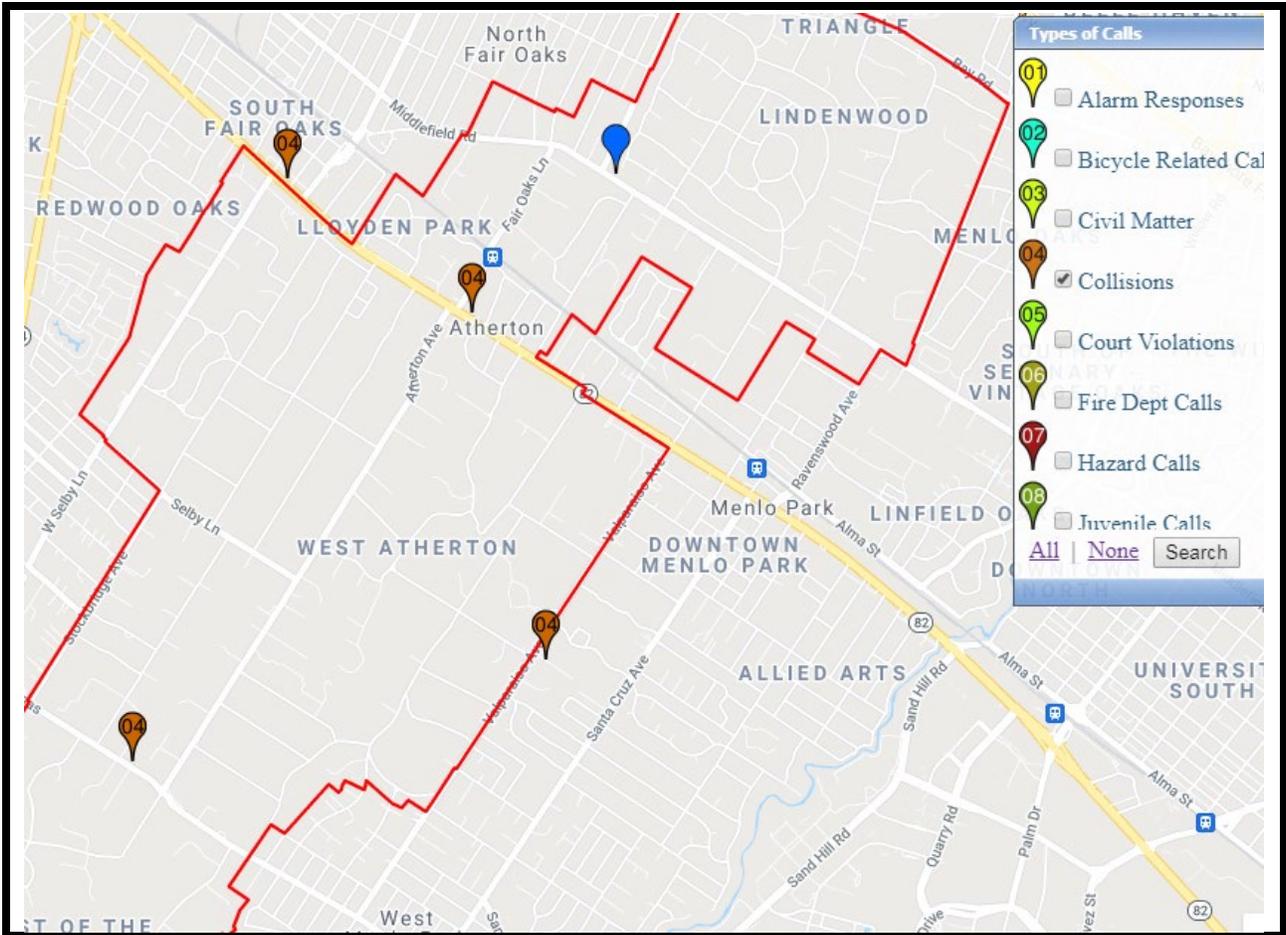
**Traffic Incidents**

Overall, there were 211 traffic incident locations, some with multiple stops, for May. The map below indicates the locations of the incidents for the reporting period.



Traffic Collisions

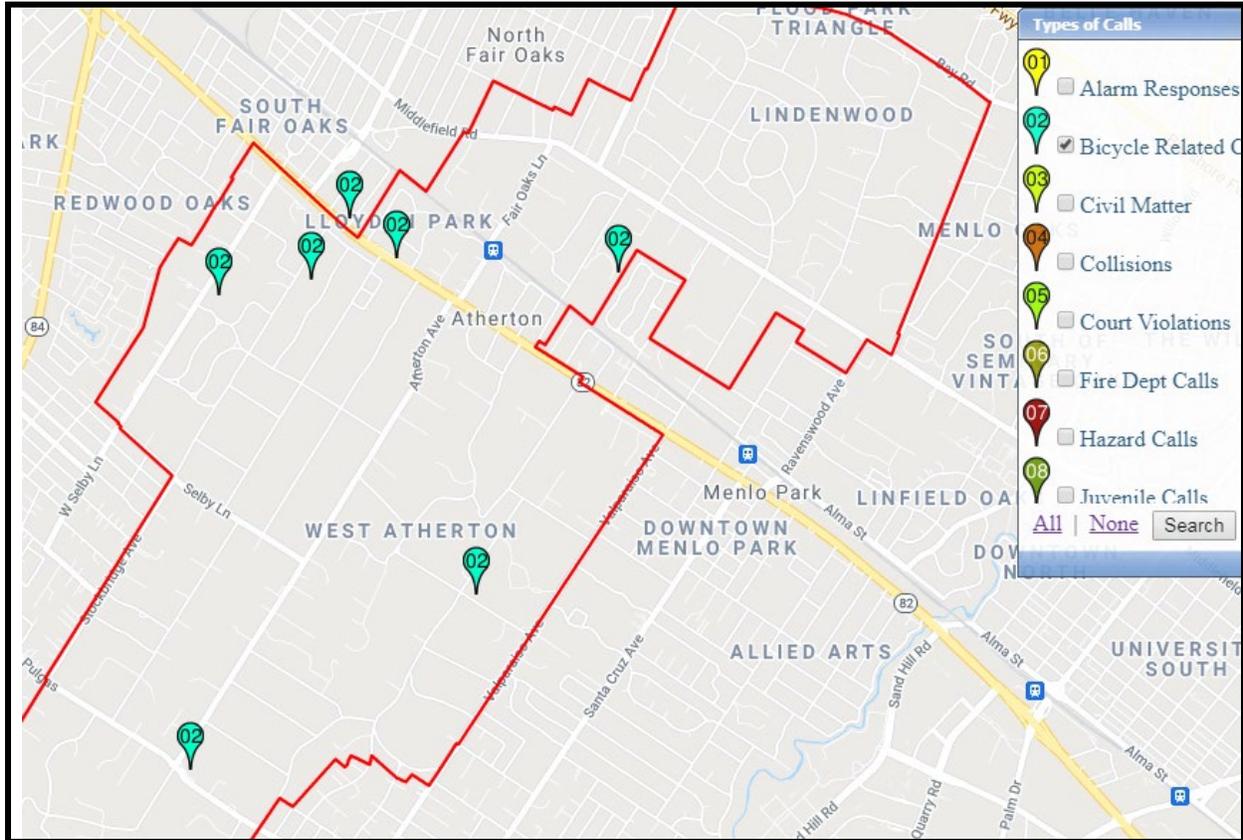
There were 5 collision locations in May. The map below indicates the locations of the incidents for the reporting period.



### Bicycle Traffic Stops

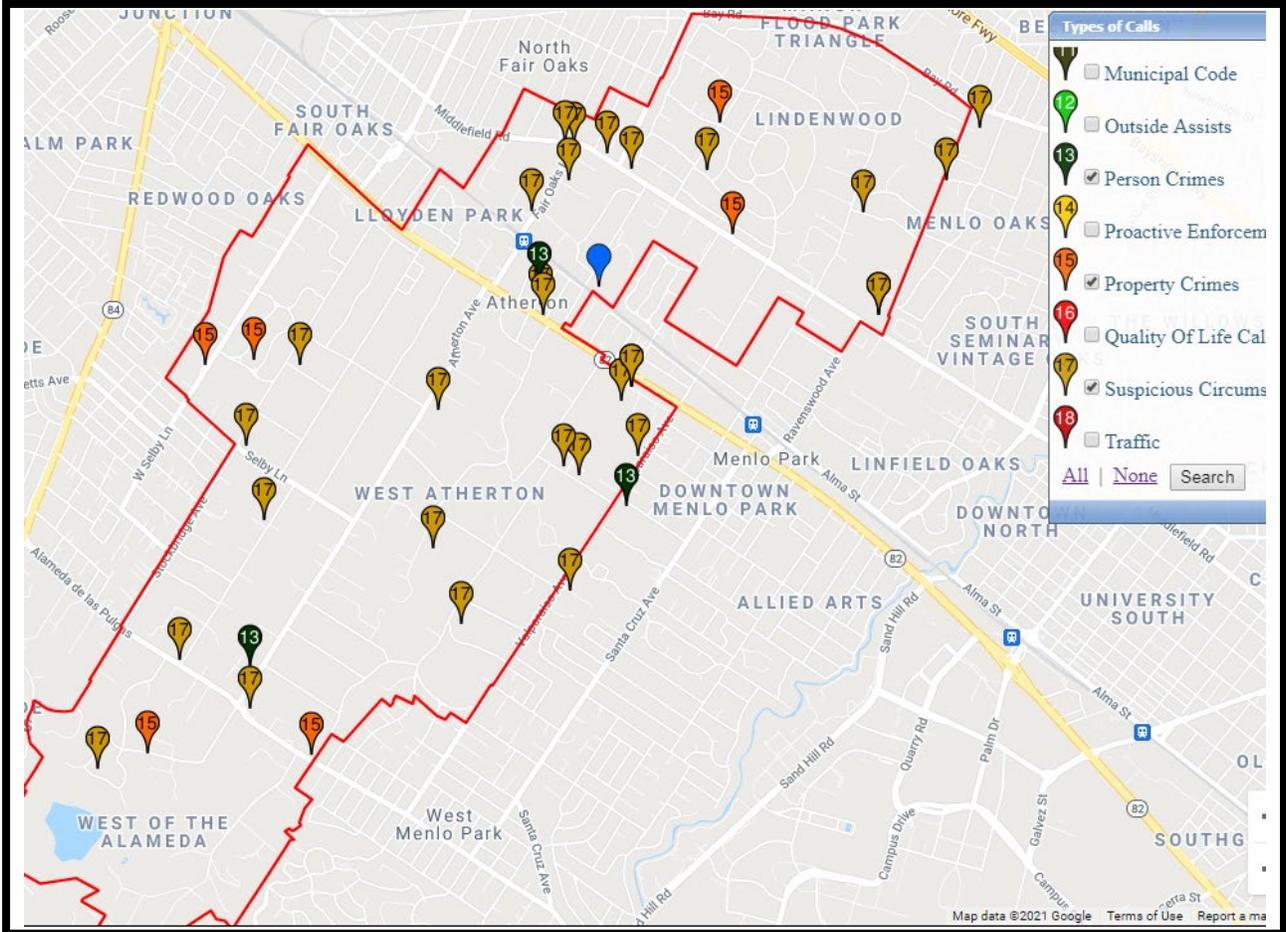
There were 7 bicycle stop incidents initiated for improper lighting (3), stop sign, red light, riding on the wrong side of the roadway, and a suspicious subject check.

These stops resulted in 4 verbal warnings and 2 citations.



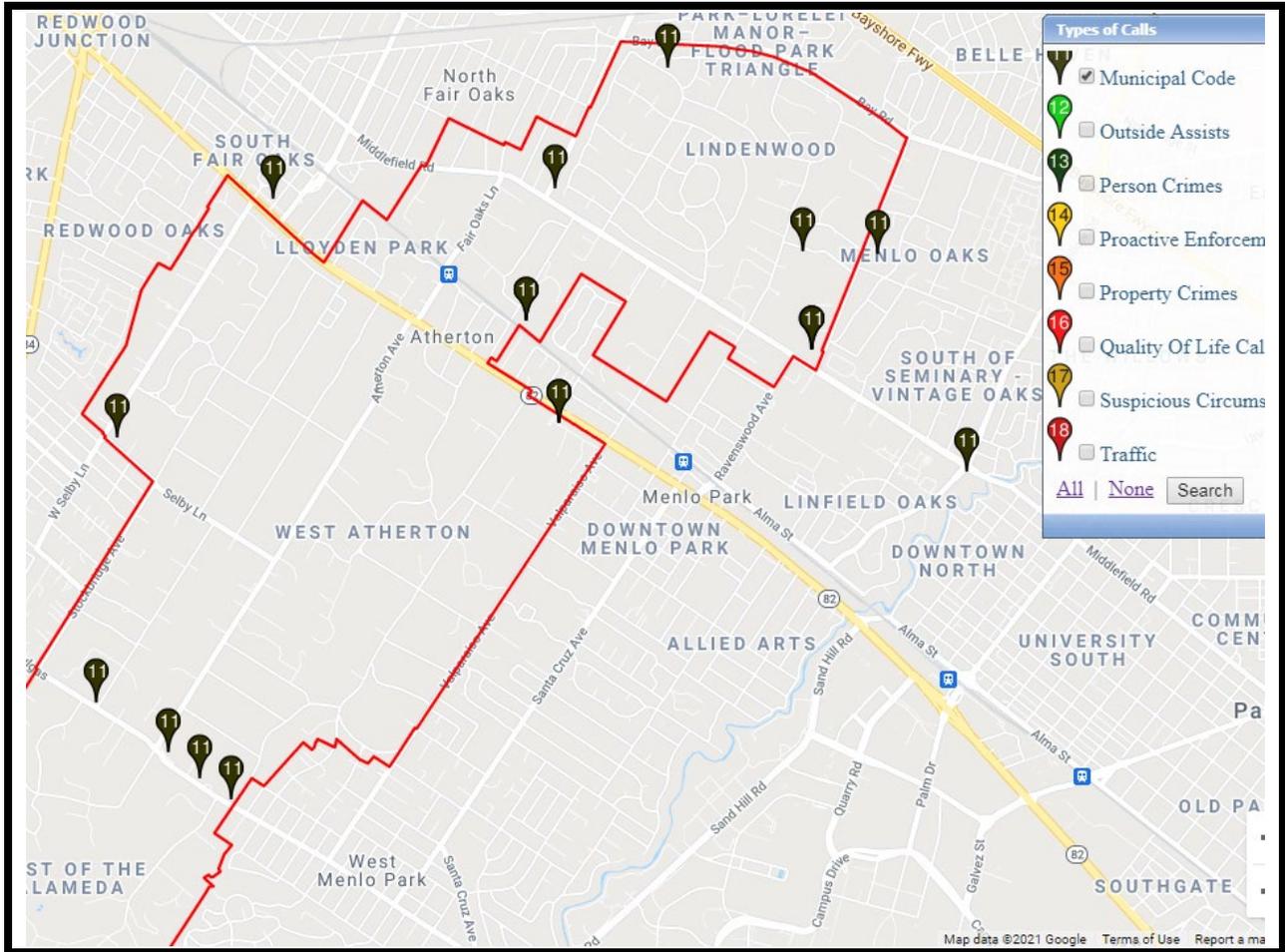
**Criminal Activity and Suspicious Circumstances**

The Department responded to 40 locations (some locations multiple times) for property crimes (7), person crimes (3), and incidents of suspicious circumstances (30).



**Municipal Code Violations**

The Department responded to 64 locations (some locations multiple times) for municipal code/health order violations. The municipal code violations were for illegal solicitors, construction parking, after hours construction, various noise disturbances, right of way issues, and fireworks.



**Holbrook Palmer Park**

Holbrook Palmer Park had 79 incidents this reporting period, 44 of which were security checks and foot patrols by officers. The other incidents were for suspicious vehicles, fireworks, family disturbance, suspicious subjects, noise disturbances, traffic stops, a welfare check, and ordinance violations.

**Premise Watch**

Officers completed 642 House/Vacation checks during the month of May.

# ATTACHMENT 1

## School Incidents

Officers responded to **259** school incidents during this reporting period. These incidents were almost exclusively officer-initiated security checks, as the schools were at limited capacity. An incident of note occurred on 05/30/21 at Menlo College. The incident consisted of a student attacking another student unprovoked. During the attack, the suspect student placed the victim student into a choke hold and attempted to strangle the victim student. The suspect student was arrested and booked into the San Mateo County Jail for attempted murder and assault with a deadly weapon.

School	Type	J	F	M	A	M	J	J	A	S	O	N	D	Total
<i>Encinal</i>	Other	4	1	2	5	3	2	-	4	3	4	1	3	32
	Security	32	31	44	33	33	40	32	40	37	36	26	44	428
	Traffic	1	1	1	-	-	-	1	1	-	1	6	2	14
<i>Knox School</i>	Other	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
	Traffic	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Las Lomas</i>	Other		2	6	-	-	6	10	6	5	13	7	2	57
	Security	39	39	39	35	35	35	61	50	48	61	47	37	526
	Traffic		-	2	-	1	-	-	-	-	-	4	-	7
<i>Laurel</i>	Other	2	1	2	7	-	2	6	3	5	-	1	4	33
	Security	27	20	39	32	32	34	19	33	24	22	25	26	333
	Traffic	1	-	-	-	-	-	-	-	-	4	-	-	5
<i>M-A HS</i>	Other	5	1	9	22	14	11	3	11	12	12	3	8	111
	Security	57	51	47	41	36	49	60	69	56	65	60	51	642
	Traffic		-	-	1	-	1	1	-	-	-	-	3	6
<i>Menlo College</i>	Other	2	3	6	4	5	3	3	5	3	13	2	-	49
	Security	45	35	33	36	25	42	35	42	47	56	60	51	507
	Traffic	6	5	9	3	2	1	-	3	8	4	5	2	48
<i>Menlo School</i>	Other		-	1	2	9	3	2	2	3	2	2	1	27
	Security	7	8	9	9	14	12	11	10	17	5	4	9	115
	Traffic	-	-	1	1	-	-	-	-	-	-	-	1	3
<i>Sacred Heart</i>	Other	6	3	7	8	6	5	3	4	4	4	2	2	54
	Security	8	5	5	7	4	11	7	7	4	3	3	3	67
	Traffic	-	1	-	1	-	-	-	-	-	-	-	-	2
<i>Adelante Selby</i>	Other	1	2	-	-	1	5	2	1	-	7	-	-	19
	Security	43	38	42	49	35	38	34	37	41	45	42	38	482
	Traffic	-	-	1	4	4	1	1	2	-	-	1	1	15
<b>Total</b>		<b>286</b>	<b>247</b>	<b>305</b>	<b>300</b>	<b>259</b>	<b>301</b>	<b>133</b>	<b>330</b>	<b>317</b>	<b>357</b>	<b>301</b>	<b>288</b>	<b>3,424</b>

# ATTACHMENT 1

## 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, 26 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:

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

MONTH	YEAR	RESPONSE TIME
April	2021	4:57
March	2021	4:39
February	2021	3:51
January	2021	4:02
December	2020	4:02
November	2020	4:36

**For calls for service that required a code 3 response, the average response time was 2 minute and 24 seconds.**

## Total Training Hours for May 2021 – 156 HOURS

NAME	TRAINING/HOURS	DATES
Romero	Basic Traffic Coll. Course/40 Hours	May 3-7
Pronske	Leadership Perspectives/1.5 Hours	May 4
Allen	Criminal Law for Records Personnel/6 Hours	May 5
Metzger	Crisis Intervention/40 Hours	May 10-13
Gutierrez	Time Management/7 Hours	May 10
Dutta	Courageous Heart, Session 2 of 3/8 Hours	May 14
Koehler	Sovereign Citizen/8 Hours	May 15
Pronske	Impacts on Effective Leadership Roles/2 Hours	May 15
Larsen	Mgmt. Course, Session 2 of 3/40 Hours	May 24-27
Tartour	DMV Training/3.5 Hours	May 27

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

<b>MONTH</b>	<b>OFFICER INITIATED ACTIVITY</b>	<b>CITATIONS</b>
May	1,555	498
April	1,634	591
March	1,660	582
February	1,488	334
January	1,625	279
December	1,703	70

## Code Enforcement Activity Report

May 1 – May 31, 2021

Summary:

- 1) After Hours Construction Complaints
  - a. Two (2) total
  - b. One (1) citation issued for \$100
  - c. One (1) verbal warning issued
  
- 2) Trash Can Complaint
  - a. Trash cans brought in by officer to solve situation
  
- 3) House Rental Complaints
  - a. Two (2) total
  - b. One (1) warning letter issued
  - c. One (1) was deemed “no merit” after consultation with Town Employees
  
- 4) Monthly Construction Tree Report
  - a. One (1) citation issued for \$100 per Arborist

This was the first full month with a vacant Code Enforcement Officer position. In addition to the above activity, conversations took place between the PD and Town Officials on matters relating to code enforcement violations and how to deal with different types of violations during the absence of a Code Enforcement Officer.

Candidates will be interviewing for the vacant Code Enforcement Officer position on 06/10/21.

**Traffic Complaints**

The Atherton Police Department did not receive any traffic complaints during the month of May.

**Covid-19 Incidents**

During the month of May, Atherton Police Officers responded to zero calls for service that were related to social distancing.

### Public works update –May 2021

- Sweep contracted monthly streets:  
May                    30 Miles                    6.0 cu. Yards                    1.0 ton
  
- May Service requests –
  - Oversee construction work in secured parking lot.
  - Removed fallen branch in roadway on Isabella Avenue /Britton Avenue
  - Pruned shrubs for sight visibility on El Camino Real at Almendral Avenue
  - Pruned shrubs for sight visibility on Oak Grove Avenue at Middlefield Road
  - Removed broken asphalt in concrete valley gutter in front of 2 Sutherland Drive
  - Pruned trees and shrubs blocking Flock camera on westbound Valparaiso Avenue at El Camino Real
  - Tree Removal at Civic Center
  - Picked up illegally dumped trash on Middlefield Road at Heritage Court
  - Picked up illegally dumped dishwasher on Middlefield Road at Heritage Court
  - Pruned trees blocking sign at the intersection of Macbain Avenue at Emilie Avenue
  - Filled pothole on Stockbridge Avenue at Melanie Lane
  
- Weekly litter removal on ECR, schools (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda de las Pulgas.
- Pruned shrub blocking stop sign on Burns Avenue at Watkins Avenue
- Picked up illegally dump trash in front of 216 Valparaiso Avenue
- Picked up illegal dumping near Oakwood Boulevard and Selby Lane
- Removed weeds from Middlefield Road
- Weed removal from El Camino Real
- Generator inspection at PD
- 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.

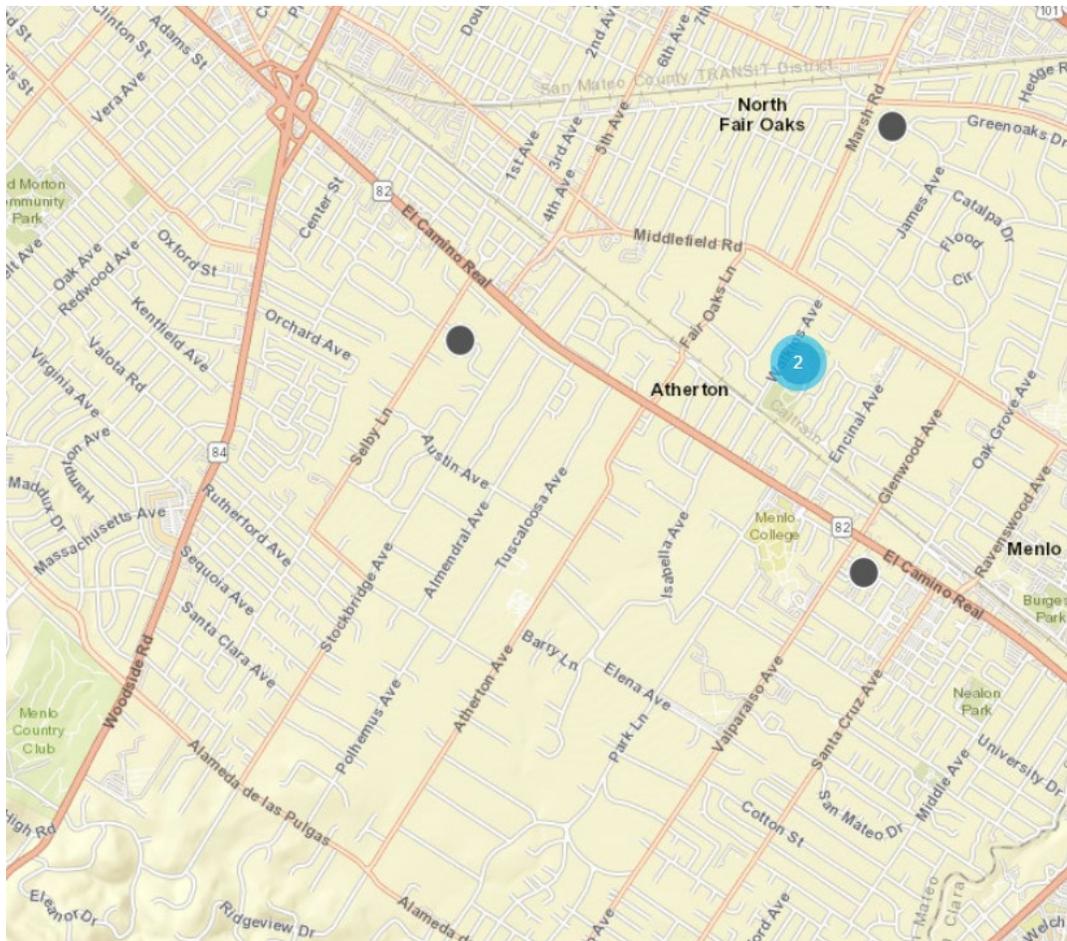
**SeeClickFix Requests**

Showing Results from 5/1/2021 to 6/1/2021

DTA: Days to Acknowledge    DTC: Days to Close    O&O: Open and Overdue

Category	Created	Ack	Closed
Parks and Playgrounds	1	1	1
Private Property Issue	1	1	1
Public Right-of-Way Concern	1	0	1
Street Sign	1	0	1
Trees	1	0	1
<b>Totals</b>	<b>5</b>	<b>2</b>	<b>5</b>

Hide Empty Categories



**Picked illegal dumping near Oakwood at Selby**



**Pruned tree branches and shrubs blocking Flock Camera on westbound Valparaiso at El Camino Real**



**Before**



**After**

**Removed broken asphalt in concrete valley gutter in front of 2 Sutherland**



**Before**



**After**



## **PARK GOING'S ON Town of Atherton**

### **PARK & RECREATION COMMITTEE STAFF REPORT**

**TO: PARK AND RECREATION COMMITTEE**

**FROM: SALLY BENTZ, PARK MANAGER**

**DATE: JUNE 2ND, 2021**

**SUBJECT: PARK GOINGS ON MAY 2021**

#### **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.
  - Inspect and maintain tennis courts.
  - Inspect and maintain playgrounds.
  - 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.

- Posting day use permits and guidelines
- Report of spraying of weeds weekly
- Disinfecting playground and par course 1x week
- Bathrooms are being disinfected 2x per day by MCE
- Irrigation repairs and installation at the Gilmore House
- Pruning of shrubs at the Gilmore House
- Weeding the Event Garden
- Painted benches at Jennings Pavilion
- Fixed irrigation leak at the Little League field
- Added rock to path
- Started dead heading the roses

**New and future planned projects:**

- Convert Playground restrooms from well water to potable water to avoid shutdown during irrigation failures.
- Unclog or fix water fountain near tennis courts
- Repair Corp yard fence
- Repair the header boards at the Jennings Pavilion
- Fix Jennings Pavilion handle

**Tennis Numbers**

May Tennis Numbers:

Total Courts hours-339

Clinics: 0 due to COVID restrictions

Lessons: 311

Events: 0

Clay Court Bookings: 8 paid hours

Total # of students: 301

**Rock added to paths**



**Shrubs pruned at Gilmore House**



**Irrigation repairs at Little League Field and the Golmore House**



**Benches painted at Pavillion patio**



Event Garden weeded





## **Town of Atherton**

**Building Department  
150 Watkins Ave.  
Atherton, California 94027  
Phone: (650) 752-0560**

# **Community Services Monthly Report May 2021**

Submitted by:  
Interwest Consulting Group

**Town of Atherton  
Building Safety Inspections**

**ATTACHMENT 3**

Construction and Permit Summary  
May 1, 2021 to May 31, 2021

	<b>May-21</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2019-20</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$6,399,690	\$160,023,965	\$99,524,075

**REVENUE**

<b>Plan Check Fees Collected:</b>	\$30,911	\$349,687	\$309,739
<b>Permit Fees Collected:</b>	\$79,152	\$1,106,217	\$782,159
<b>Other Fees Collected:</b>	\$5,488	\$51,818	\$42,245
<b>TOTAL:</b>	<b>\$115,552</b>	<b>\$1,507,722</b>	<b>\$1,134,143</b>

**PLAN CHECK**

Applications Received:	77	756	591
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**PERMITS**

<b><u>Residential:</u></b>			
New Single Family Residential Permits Issued:	1	34	23
New Accessory Structures Issued:	14	226	250
Addition / Alteration Permits Issued:	8	110	146
Reroof / Water Well / Grading Permits Issued:	13	138	140
Plumbing/Mechanical/Electrical Permits Issued:	20	191	229
Demolition Permits Issued:	6	39	52
<b><u>Non-Residential:</u></b>			
New Permits Issued:	1	11	14
<b>TOTAL Permits Issued:</b>	<b>63</b>	<b>749</b>	<b>854</b>

<b>Total Open Permits as of 5/31/2021</b>	<b>1126</b>		<b>1113</b>
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**INSPECTIONS**

Inspections Performed:	749	10,267	8,587
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Footnotes:

<sup>1</sup>Valuation: For permitted projects during this period.

<sup>2</sup>Other.

**Town of Atherton  
Building Safety & Inspection**

**Planning Projects**

*May 1, 2021 to May 31 2021*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	21	231
Planning Commission Items	6	24

The Planning Commission took the following action at the May 26, 2021 Planning Commission Meeting

- a. Approved a Heritage Tree Removal Permit (HTR) and Tree Protection Zone Exception (TPZ) at 55 Melanie Lane to allow for the removal of two (2) heritage redwood trees and a TPZ exception associated with four (4) heritage trees to remain from a TPZ of 10 times (10x) the trees diameter to five to seven times (5x-7x).
- b. Approved a Tree Protection Zone Exception (TPZ) at 133 Burns Avenue associated with three (3) heritage trees to remain from a TPZ of 10 times (10x) the trees diameter to less than eight times (7.26x-7.56x) the trees diameter.
- c. Approved a Tree Protection Zone Exception (TPZ) at 70 Amador Avenue associated with one (1) heritage tree to remain from a TPZ of 10 times (10x) the trees diameter to six (6x) times the trees diameter.
- d. Accepted the report on the 2021 School Master Plan at 150 Valparaiso (Sacred Heart Schools).
- e. Approved the Conditional Use Permit (CUP) 150 Valparaiso (Sacred Heart Schools) to allow the construction of one, new 4,000 square foot modular classroom building.
- f. Found that that the 2021/2022 –2024/2025 Capital Improvement Program (CIP) is consistent with Town’s General Plan and recommends such finding to the City Council.

The next regularly scheduled Planning Commission meeting is June 23, 2021.

**Arborist Activity Summary**

*May 1, 2021 to May 31 2021*

	<b>Site Visits</b>			<b>Plan Review</b>
	<b>Tree Removal</b>	<b>Inspections</b>	<b>Info. / Consu.</b>	
<b>TOTAL</b>	16	29	10	75

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

**Summary of New Single Family Residential Permits Issued by Month**

Month	2021	2020	2019	2018	2017	2016
January	0	1	4	0	2	2
February	2	1	1	2	1	1
March	5	0	1	3	2	0
April	3	0	1	2	0	2
May	1	2	1	5	4	2
June		2	1	2	3	0
July		4	1	5	1	5
August		5	5	4	2	3
September		2	3	1	3	4
October		1	1	4	2	6
November		2	1	0	4	0
December		3	1	1	3	1
<b>Total New SFD Permits:</b>	<b>11</b>	<b>23</b>	<b>21</b>	<b>29</b>	<b>27</b>	<b>26</b>

**Plan Check Performance**

*May 1, 2021 to May 31 2021*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
<b>Major Plan Check</b>	1st Review	116	10	9	0
	Subsequent Rev.	116	5	4	0
<b>Minor Plan Check</b>	1st Review	6	3	3	0
	Subsequent Rev.	0	2	0	0
<b>Total Number of Plan Checks</b>		<b>238</b>			

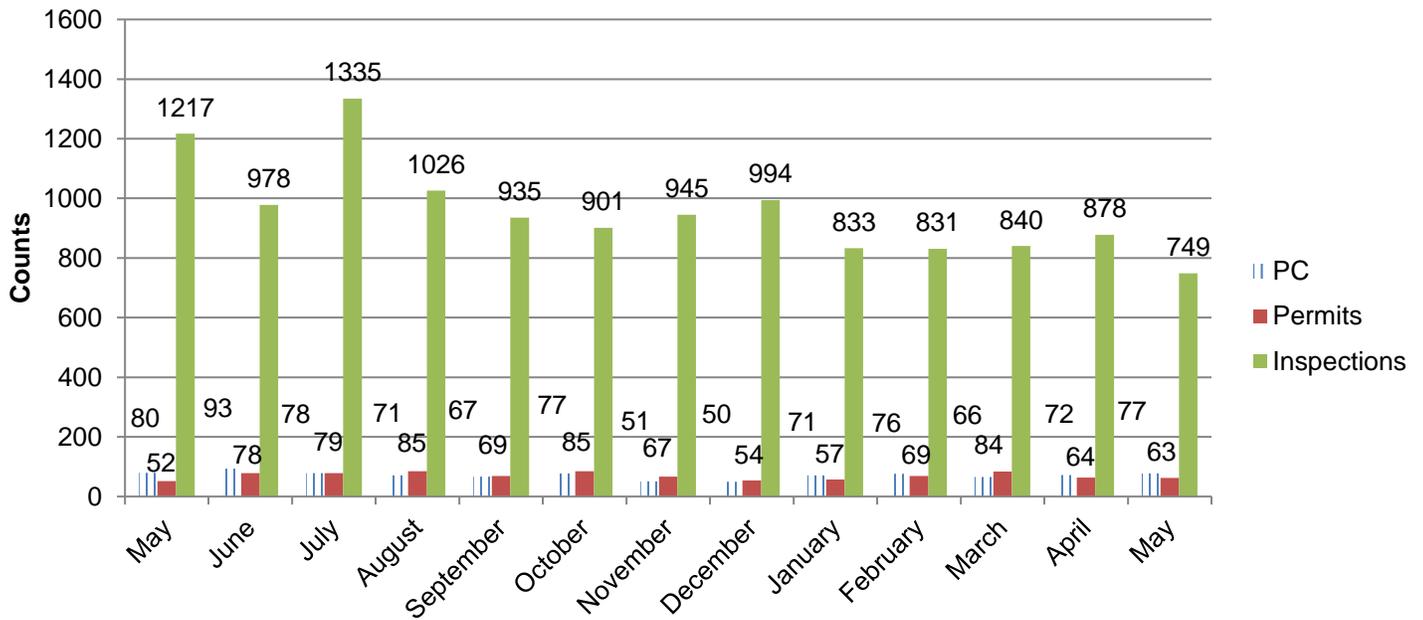
\*\* Target: in working days

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

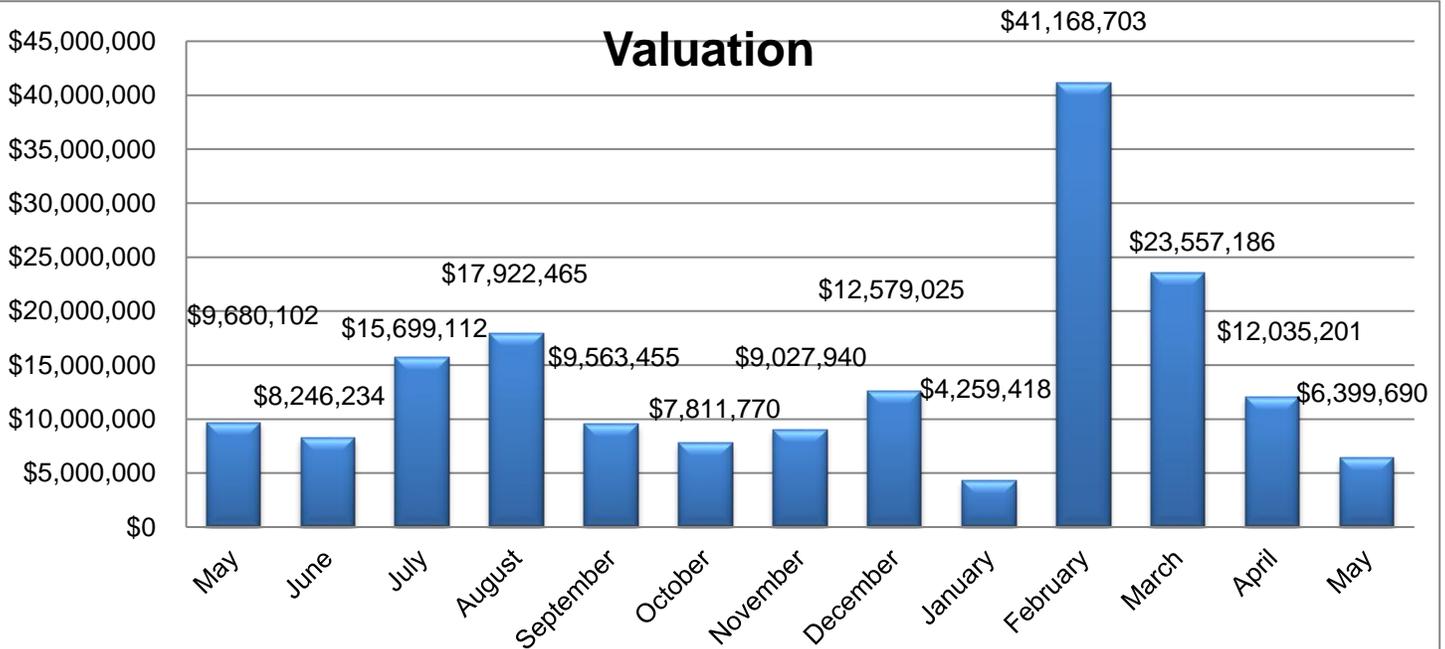
Minor Plan Check: Small additions, Reroof, Alterations, PV, Gates, Misc.

Summary Graphs

Plan Checks, Permits, Inspections



Valuation



Summary Graphs

