



# LOCAL AGENCY FORMATION COMMISSION

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

September 12, 2000

TO: Members, Formation Commission

FROM: Executive Officer

SUBJECT: LAFCo File No. 00-07--Proposed Annexation of the Lands of Rayfield to the West Bay Sanitary District and annexation to the On-Site Wastewater Disposal Zone (0.45 acre)

## Summary

This proposal, submitted by resolution of application by West Bay Sanitary District, requests annexation of .45 acre to the District, annexation to the District's On-Site Waste Water Disposal Zone, and waiver of conducting authority proceedings. The proposal has 100% landowner consent and the annexing territory is within the boundaries of the Town of Portola Valley on Portola Road, near Wayside Road. Annexation is requested so that the property owners can abandon the existing septic system and receive sewer service for an existing single family residence. Commission approval is recommended.

## Departmental Reports

County Assessor: The net assessed valuation shown in the records of the County Assessor is \$611,573. 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.

Public Works: The territory proposed for annexation consists of .451 acre. The map and legal description submitted with the proposal satisfy the requirements of the State Board of Equalization. The proposal would not necessitate removal from any other special districts. Natural boundaries, drainage basins or other topographical features would not affect and would not be affected by this proposal.

Commissioners: Council Member Malcolm H. Dudley • Special District Member Iris Gallagher • Supervisor Rich Gordon, Vice Chair  
• Supervisor Jerry Hill • Public Member Howard Jones • Special District Member (vacant) • Council Member Steven W. Waldo, Chairman

Alternates: Supervisor Rose Jacobs Gibson • Special District Member Marguerite Kaufman • Council Member Naomi Patridge  
• Public Member Joseph Zucca

Officers: John L. Malbie, Executive Officer • Carol L. Woodward, Legal Counsel • Martha Poyatos, Management Analyst

Environmental Health: The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area. The proposal has no adverse environmental health significance. The applicant shall be required to obtain a permit to abandon the existing septic tank to the satisfaction of the Environmental Health.

Recommendation: Approval

Staff Report from Town of Portola Valley: The town's general plan designation is low intensity residential and zoning is residential, 15,000 square foot minimum lot size.

Recommendation: Approval

Staff Report from West Bay Sanitary District: The property will be served by an existing force sewer main extended from on Portola Road. The applicants will need to construct an extension of that forcemain to front their parcel, construct a septic tank effluent pump (STEP) system which the district will maintain and provide the district with an easement for maintenance. Annexation will also require annexation to the On-site Wastewater Disposal Zone. The annexing territory would be subject to standard district connection fees (\$2,436), permit fee (\$100), annual sewer service charges, currently \$446 for a residential "Zone" connection and reimbursement fees estimated to be \$14,000.

Recommendation: Approval

**Report and Recommendation:**

This proposal has been submitted by resolution of the West Bay Sanitary District and requests annexation of one acre to the West Bay Sanitary District. The territory proposed for annexation is located in the Town of Portola Valley at 985 Portola Road near Wayside Road. The applicant seeks the annexation to provide sewer service for an existing single family residence allowing for abandonment of the existing septic system.

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

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 (area containing one single family residence developed to the density allowed by current zoning).

Waiver of Conducting Authority Proceedings

Paragraph [c] of §56837 specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100% landowner consent provided there is written consent from all gaining agencies. The purpose of the conducting authority proceeding is to measure landowner or voter protest within the affected territory. Paragraph [c] was added to Section 56837 to streamline annexation proceedings in which landowners have already given consent to uninhabited annexation proceedings. At the request of the landowners, the West Bay Sanitary District has requested that the Commission waive the conducting authority proceedings if the proposal is approved.

Recommended Commission Action, by Resolution: Approve LAFCo File No.00-07--Proposed Annexation of the Lands of Rayfield to West Bay Sanitary District, subsequent annexation of the parcel to the On-site Wastewater Disposal Zone and waive conducting authority proceedings.

Respectfully submitted,

Martha Poyatos  
Management Analyst

/mmp

Attachments

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

**A. GENERAL INFORMATION**

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

Annexation to West Bay Sanitary District and the District's On-Site Wastewater Disposal Zone to connect an existing single-family residence to sewer.

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?

Property Owners desire to obtain sewer service and abandon an on-site septic tank system at 985 Portola Road, Portola Valley.

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

5.  Yes  No

5. Estimated acreage: .451 MOL

**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.

<u>SERVICE</u>	<u>PRESENT</u>	<u>PROPOSED</u>	<u>FUNDING SOURCE</u>	
	<u>SOURCE</u>	<u>SOURCE</u>	<u>CONSTRUCTION</u>	<u>OPERATING</u>
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.

985 Portola Road, Portola Valley, near the intersection of Portola Road and Wayside 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: Portola Road  
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.

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

Low density residential.

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

R-E 1A

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

EIR for District's On-site Wastewater Disposal Zone

8. What additional approvals will be required to proceed?

LAFCo approval of annexation to the District (& On-Site Wastewater Disposal Zone). Building/Encroachment permits from Town of Portola Valley. Septic Tank Abandonment Permit from County of San Mateo. Also parcel will need to be annexed into the District's On-Site Wastewater Disposal Zone which will require approval of the District, LAFCo, Regional Water Quality Control Board and County Health. District Sewer Permits III and IA.

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?

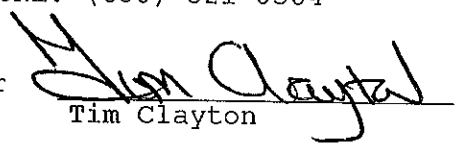
No.

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: West Bay Sanitary District  
ADDRESS: 500 Laurel Street  
Menlo Park, CA 94025

PHONE: (650) 321-0384

ATTN: Tim Clayton, Acting District Manager

  
Tim Clayton

D. AFFECTED PUBLIC AGENCIES

Please complete this section if this application is submitted by resolution of one or more affected public agencies. Certified copies of resolutions listed below must accompany this application.

1. The names and resolutions of agencies applying for the change of organization or reorganization described above are as follows:

Affected Agency	Resolution No.	Date Adopted
West Bay Sanitary District		

2. Does this application have 100% consent of landowners in the affected area?  
 Yes  No (If yes, include proof of consent.)

PLAN FOR PROVIDING SERVICES

1. Enumerate and describe the services to be extended to the affected territory.

Sanitary Sewer Service

2. Describe the level and range of those services.

Collection and treatment of sewage.

3. Indicate when those services can feasibly be extended to the affected territory.

After annexation of the parcel to the District and the District's On-Site Wastewater Disposal Zone, the property owners will need to construct a forcemain extension from either the existing forcemain that currently terminates at Valley Presbyterian Church on Portola Road or from a forcemain extension that the property owners of 1009 Portola Road are proposing to construct (Lands of Mees) and install a septic tank effluent pump (STEP) system, which the District will maintain, to serve their residence. When the District accepts these facilities, sewer service can be provided.

4. Indicate any improvements or upgrading of structures, roads, sewer or water facilities, or other conditions to be imposed or required within the affected territory.

As stated above, an extension of forcemain and a STEP wastewater discharge system will need to be constructed.

5. Describe financial arrangements for construction and operation of services extended to the affected territory. Will the territory be subject to any special taxes, charges or fees? (If so, please specify.)

The property owners bear all costs for construction, permit and reimbursement fees. The installation of a forcemain would require a Class 3 Sewer Permit with an application fee of \$200 and deposit of \$2,000 for administrative review and construction inspection. After completion of the Class 3, a Class 1 Sewer Permit is required with an application fee of \$100, connection fee which is currently \$2,436.36, and reimbursement fees which are currently estimated to be \$14,000 but which do not take into account future reimbursement fees should the

owners of 1009 Portola Road execute a reimbursement agreement for their proposed sewer extension. Annual sewer service charges for a residential Zone system are currently \$446 and appear as an assessment to the District on the County property tax bill.

6. In as much detail as required to give a clear explanation, explain why this proposal is necessary at this time.

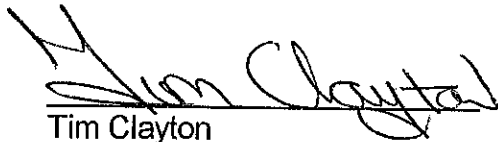
The property owners wish to replace an onsite septic system with sewer service.

This section completed by: Brenda Bennett

Sr. Administrative Aide



I hereby certify the attached to be a true and correct copy of Resolution 1399 (2000),  
"A Resolution of Application by the West Bay Sanitary District Requesting the Local Agency  
Formation Commission to Take Proceedings for the Annexation of Lands of Rayfield to the  
West Bay Sanitary District," adopted by the West Bay Sanitary District Board at a regular  
meeting thereof held on the 14th day of August 2000.

A handwritten signature in black ink, appearing to read "Tim Clayton". The signature is written in a cursive style with a large initial "T" and "C".

Tim Clayton  
Acting Deputy Secretary of the  
West Bay Sanitary District

**Resolution No. 1399 (2000)**

IN THE DISTRICT BOARD OF THE WEST BAY SANITARY DISTRICT  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\*\*\*\*\*

**A Resolution of Application by the West Bay Sanitary District Requesting the  
Local Agency Formation Commission to Take Proceedings for the Annexation of  
*Lands of Rayfield* to the West Bay Sanitary District**

**BE IT RESOLVED**, by the Board of the West Bay Sanitary District of the County  
of San Mateo, State of California, that

**WHEREAS**, the West Bay Sanitary District desires to initiate proceedings  
pursuant to the Cortese-Knox Local Government Reorganization Act of 1985,  
commencing with Section 5600 of the California Government Code, for the Proposed  
Annexation of *Lands of Rayfield* to the West Bay Sanitary District; and

**WHEREAS**, notice of intent to adopt this Resolution of Application has not been  
given to each interested and each subject agency; and

**WHEREAS**, the territory proposed to be annexed is uninhabited, and a  
description of the boundaries of the territory is set forth in Exhibit "A" attached hereto  
and by this reference incorporated herein; and

**WHEREAS**, the proposal is consistent with the sphere of influence of the West  
Bay Sanitary District; and

**WHEREAS**, the reasons for the proposed reorganization are as follows: to place  
the property known as *Lands of Rayfield* within District boundaries to provide sanitary  
sewer service; and

**WHEREAS**, this Board certifies that this proposal is exempt from the provisions  
of the California Environmental Quality Act under Section 15319 of the State CEQA  
Guidelines.

**NOW, THEREFORE**, this Resolution of Application is hereby adopted and  
approved by the Board of the West Bay Sanitary District of the County of San Mateo,  
and the Local Agency Formation Commission of San Mateo County is hereby  
requested to take proceedings for the annexation of *Lands of Rayfield* as described in  
Exhibit "A" to the West Bay Sanitary District according to the terms and conditions

stated above and in the manner provided by the Cortese-Knox Local Government Reorganization Act of 1985.

\*\*\*\*\*

Passed and adopted by the District Board of the West Bay Sanitary District at a regular meeting thereof held on the 14th day of August 2000, by the following vote:

Ayes: KNIGHT, LOMAX, SHEPHERD AND WALKER

Noes: NONE

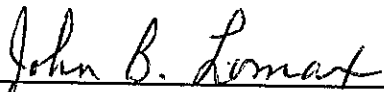
Abstain: NONE

Absent: CARCIONE



\_\_\_\_\_  
President Pro Tem of the District Board  
of the West Bay Sanitary District of San  
Mateo County, State of California

Attest:



\_\_\_\_\_  
Secretary Pro Tem of the District Board  
of the West Bay Sanitary District of San  
Mateo County, State of California

N:\reso\annex.rayfield

**DESCRIPTION OF A 0.451 ACRE +/- PARCEL  
PROPOSED TO BE ANNEXED TO THE  
WEST BAY SANITARY DISTRICT**

That real property located in the Town of Portola Valley, County of San Mateo, State of California as shown in Volume 30 of Parcel Maps at page 25, recorded January 28, 1976 and entitled "Parcel Map - Being a Resubdivision of a Portion of the Corte Madera Rancho and Being That Property Described in Those Deeds filed in Volume 6001 of Official Records at Page 115 and Volume 6648 of Official Records at Page 269" said map as amended by 7068 O.R. 109, and being more particularly described as follows:

BEGINNING at the easterly-most corner of Parcel A, as shown on said Parcel Map and continuing counterclockwise around the perimeter of said Parcel A the following courses and distances: leaving said point through a course North 41°07'00" West a distance of 162.62 feet; thence South 49°54'00" West a distance of 98.44 feet; thence South 42°40'00" East a distance of 50.12 feet; thence South 53°05'00" West a distance of 21.00 feet; thence South 28°47'12" East a distance of 46.45 feet; thence through a tangent curve to the right having a central angle of 27°47'12", a radius of 40.00 feet, and an arc length of 19.40 feet; thence South 01°00'00" East a distance of 8.00 feet; thence through a tangent curve to the left having a central angle of 99°37'15", a radius of 25.00 feet, and an arc length of 43.47 feet; thence North 79°22'45" East a distance of 35.03 feet; thence North 07°26'21" West a distance of 20.50 feet; thence North 54°11'00" East a distance of 94.00 feet to the POINT OF BEGINNING.

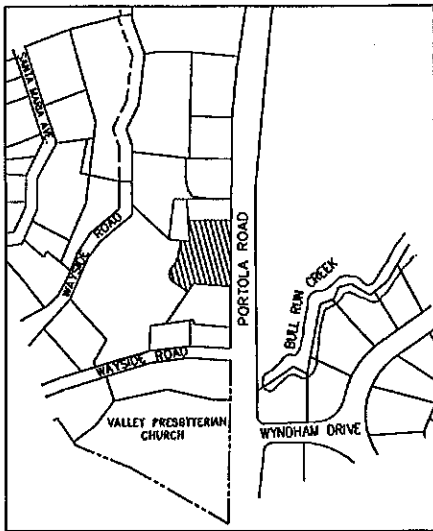
Containing 0.451 acres more or less.

This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale or for the sale of the lands described herein.

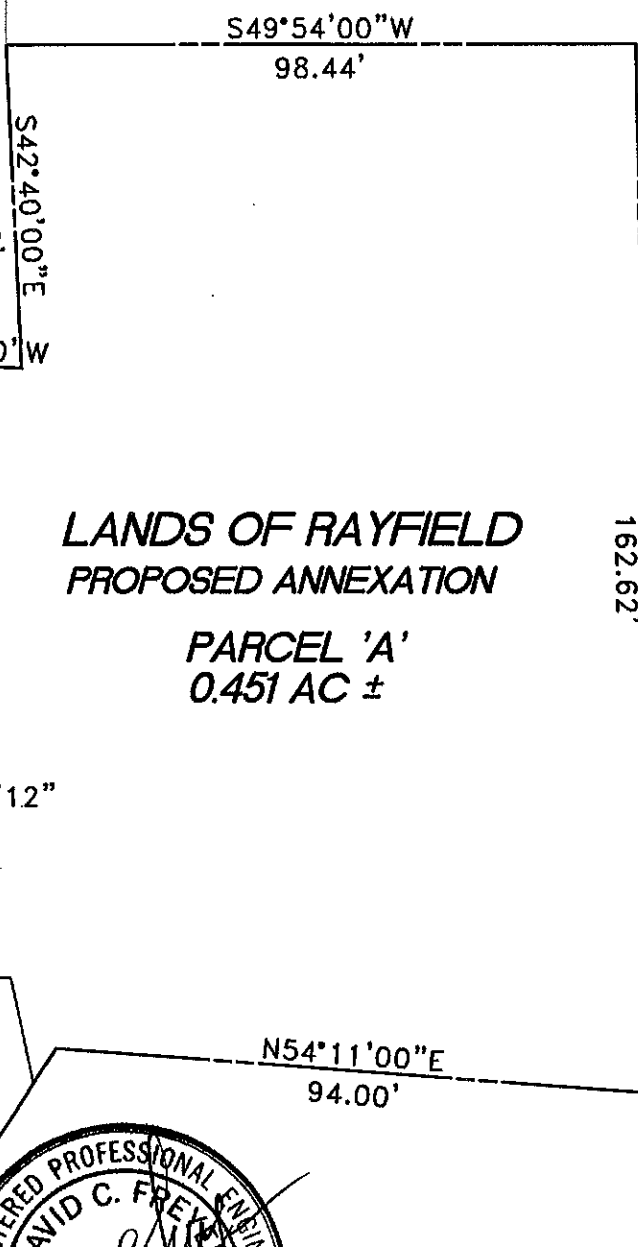


August 8, 2000

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**VICINITY MAP**  
NOT TO SCALE



**LANDS OF RAYFIELD  
PROPOSED ANNEXATION**

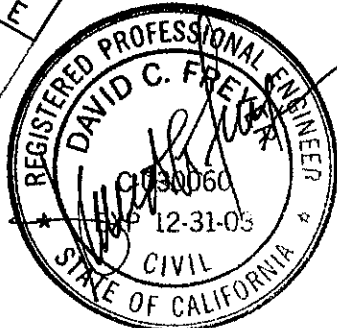
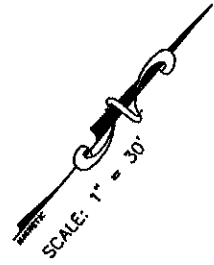
**PARCEL 'A'**  
**0.451 AC ±**

PORTOLA ROAD  
N41°07'00\"/>

POINT OF BEGINNING

L=43.47'  
R=25.00'  
Δ=99°37'15"

L=19.40'  
R=40.00'  
Δ=27°47'12"



**PLAT TO ACCOMPANY LEGAL DESCRIPTION**

Prepared by:

*David C. Freyer* 8/8/00  
David C. Freyer, R.C.E. 30060 Date