

**LOCAL AGENCY FORMATION COMMISSION**

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

May 12, 2003

TO: Members, Formation Commission

FROM: Martha Poyatos *Martha Poyatos*  
Executive Officer

SUBJECT: LAFCo File No. 03-03--Proposed Annexation of Glen Oaks Equestrian Center to the West Bay Sanitary District and waiver of conducting authority proceedings (0.99 acre)

**Summary**

This proposal, submitted by landowner petition by Stanford University on behalf property lessee, requests annexation of 0.99 acres leased by Glen Oaks Equestrian Center to the District and waiver of conducting authority proceedings. The proposal has 100% landowner consent. The annexing territory is within the boundaries of the Town of Portola Valley at 3639 Alpine Road. Annexation is requested as a condition of approval by the Town of Portola Valley of the applicant's proposal to construct a new barn and stable. Annexation will allow the Equestrian Center operator to complete improvements approved by the Town and connect the improved portion of the property to the gravity flow sewer system operated by the District. Commission approval is recommended.

**Departmental Reports**

County Assessor: The net assessed valuation shown in the records of the County Assessor is \$114,762. The boundaries of the annexation as proposed do not conform to lines of assessment and ownership.

County Clerk: The territory has no registered voters. Annexation would not conflict with any political subdivision boundaries.

Public Works: The territory proposed for annexation consists of 0.99 acre. The map and legal description submitted with the proposal satisfy the requirements of the State Board of Equalization and require modification. 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.

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.

Recommendation: Approval

Staff Report from Town of Portola Valley: The town's general plan designation is parkway/greenway, and zoning is O-A open area district (two acre minimum). Under this zoning, an equestrian center is permitted with a conditional use permit. The proposal is compatible with Town general and specific plans. An encroachment permit will be necessary to be reviewed and issued by the Town Public Works Director.

Recommendation: Approval

Staff Report from West Bay Sanitary District: The project proponent will bear the cost of all construction including a lateral connecting to an existing sewer main in front of the parcel along Alpine Road at Golden Oak. Proponent may also be required to install a privately owned and maintained ejector pump to lift effluent from the proposed barn to the lateral and property line clean out. The annexing territory is subject to: \$500 District annexation fee; a Class 2 sewer permit fee of \$100.00, minimum non-residential connection fee of \$13.43 per gallon per day plus an infiltration/inflow fee of \$402.90. Proponents are responsible for all permitting, installation and construction costs.

Recommendation: Approval

**Report and Recommendation:**

This proposal has been submitted by landowner petition by Stanford University on behalf of the lessee, Glen Oaks Equestrian Center. In order to meet a condition of a building permit that the facility be connected to sewer, the application requests annexation to West Bay Sanitary District of the portion of the property that is proposed for improvements consisting of a new barn and stables. The territory proposed for annexation is located in the Town of Portola Valley on Alpine Road. The territory proposed for annexation is a portion of a parcel owned by Stanford University leased to the operator of Glen Oaks Equestrian Center. This portion of the parcel is adjacent to Los Trancos Creek. Proximity to the creek is not compatible with use of a 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.

California Environmental Quality Act (CEQA)

In January of 2000, the Town of Portola Valley as lead agency prepared the "Glen Oaks Stable" initial study and adopted a negative declaration pursuant to CEQA. The initial study and negative declaration cover improvements to the subject property as well as annexation to the District. The initial study identifies less than significant impacts related to the project and incorporates mitigation measures, which include connection to a sanitary sewer. The property would be served by connecting to the existing sewer main in Alpine Road.

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

As responsible agency, certify that the Local Agency Formation Commission has considered the contents of the negative declaration prepared by the Town of Portola Valley in making its determination on this project.

Recommended Commission Action, by Resolution: Approve LAFCo File No.03-03--Proposed Annexation of the Glen Oaks Equestrian Center to West Bay Sanitary District and waive conducting authority proceedings.



# LOCAL AGENCY FORMATION COMMISSION

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## 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.

TO ANNEX ON TO WEST BAY SANITATION 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?

TO ALLOW HOOKUP TO SEWER LINE TO WEST BAY SANITATION DISTRICT

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

Yes  No

5. Estimated acreage: 2.43470 sq. ft.

### 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 SANITATION 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 are given on the first two lines of the space

provided for your response.

SERVICE	PRESENT	PROPOSED	FUNDING SOURCE	
	SOURCE	SOURCE	CONSTRUCTION	OPERATING
Police	Co. Sheriff	City Police	N/A	Taxes
Sewer	None	City of ...	Proponent	Fees
<del>SEWER</del>	<del>NONE</del>	<del>WEST BAY SANITATION DISTRICT</del>	<del>PROONENT</del>	<del>FEES</del>

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.

ANNEXATION OF A 14 ACRE PARCEL LOCATED ON THE CORNER OF ATLASTA GLO RD., AND ALPINE RD., IN PORTOLA VALLEY CA.

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

HORSE BOARDING AND TRAINING FACILITY

3. How are adjacent lands used?

North: COMMUNITY PARK  
 South: ALPINE INN RESTAURANT, PARK  
 East: AGRICULTURAL.  
 West: "STANFORD WEDGE" CURRENTLY USED AS HORSE KEEPING OPEN SPACE

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?

PARKS, RECREATION AREA - OPEN SPACE (PARKWAY - GREENWAY)

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

O-A (R-E/2A) OPEN AREA (RESIDENTIAL-ESTATE/2 ACRE MIN. LOT SIZE)

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

PLANNING COMMISSION APPROVAL CUP #  
ASCC APPROVAL  
BUILDING PERMIT CURRENTLY LODGED

8. What additional approvals will be required to proceed?

BUILDING PERMIT

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

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. INCREASE

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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: GLENDARS EQUESTRIAN CENTER  
ADDRESS: 3639 ALPINE RD.  
PONTOLA VALLEY CA 94028

PHONE: 650 867 8201

ATTN: DAVID MURDOCH



Signature of Proponent

Note: Pursuant to Government Code Sections 56700.1 and 81000 et seq. Any person or combination of persons who directly or indirectly contribute \$1000 or more or expend \$1000 or more in support of or opposition to a change of organization or reorganization that has been submitted to the Commission and will require an election must comply with the reporting and disclosure requirements of the Political Reform Act of 1974.

PETITION  
FOR PROCEEDINGS PURSUANT TO  
THE CORTESEKNOX HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF  
2000

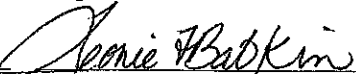
The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox Local Government Reorganization Act of 1985)
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc.) is/are:  
*ANNEXATION TO WEST BAY SANITATION DISTRICT*
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:  
     inhabited (12 or more registered voters)  Uninhabited
5. This proposal is  is not      consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed ANNEXATION (annexation, detachment, reorganization, etc.) is/are:  
*TO ALLOW HOOKUP TO SEWER LINE OF WEST BAY SANITATION DISTRICT*
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:  
     registered voters or  Owners of land (check one) within the subject territory.

Petition  
Page 2 of 2

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*
<del>1/29/03</del>	Leonie F. Batkin Director, Property Services	 Stanford Management Co. 2770 Sand Hill Road Menlo Park, CA 94025	077-282-010

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



**EXHIBIT "A"**  
**LEGAL DESCRIPTION FOR ANNEXATION**  
**OF A PORTION OF STANFORD LANDS**  
**GLEN OAKS EQUESTRIAN CENTER**  
**TO WEST BAY SANITARY DISTRICT**

SITUATE in unincorporated area of the County of San Mateo, State of California, and described as follows:

Being a portion of that parcel of land described in that certain Agricultural Lease (the "Lease") entered into as of July 11, 2002 by and between THE BOARD OF TRUSTEES OF THE LELAND STANFORD JUNIOR UNIVERSITY, a body having corporation powers under the laws of the State of California ("Landlord"), and GLENOAKS EQUESTRIAN CENTER, LLC, ("Tenant") being more particularly described as follows:

Beginning at a point described as Point "PV14" on attached Exhibit "B" and also shown on the TOWN OF PORTOLA VALLEY PUBLIC WORKS DEPARTMENT SURVEY MONUMENT CONTROL MAP, being a 3.5" Brass Disk in a Monument well, 24 feet ± southeast of a catch basin, 32 feet ± southeast of a sanitary sewer manhole, 30 feet ± northwest of a water valve, at the intersection of Golden Oak Drive and Alpine Road;

Thence North 39°03'34" East, 1277.89 feet to the True Point of Beginning;

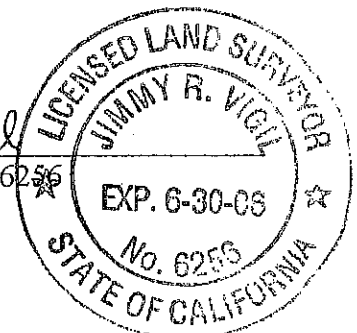
Thence along the exterior of said Annexation Parcel following four (4) courses and distances:

1. North 12°54'00" East, 270.00 feet;
2. South 77°06'00" East, 161.00 feet;
3. South 12°54'00" West, 270.00 feet;
4. North 77°06'00" West, 161.00 feet to the True Point of Beginning.

Legal Description prepared by Kier & Wright, Civil Engineers & Surveyors, Inc.

3-31-03  
Date

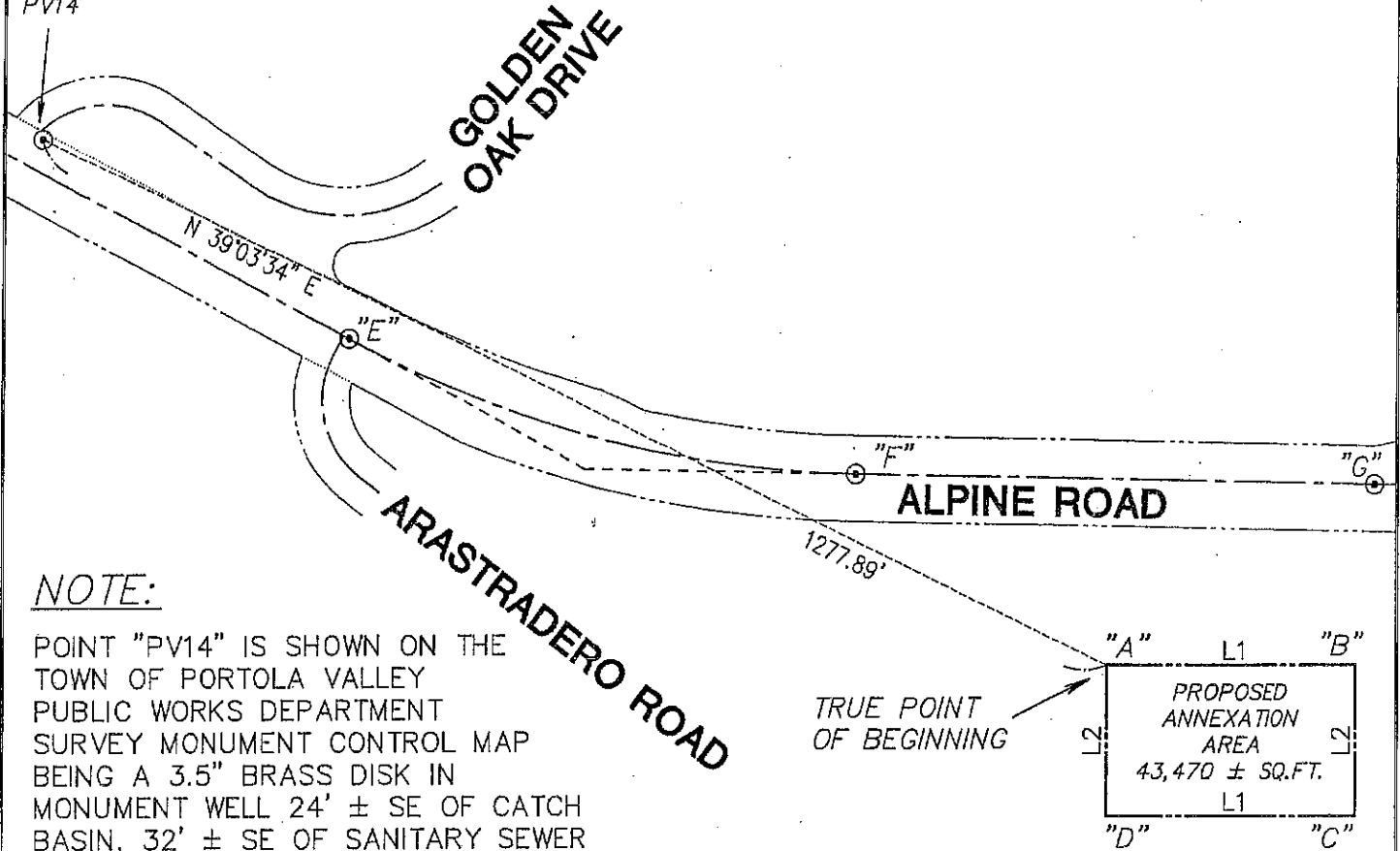
*J. R. Vigil*  
Jimmy R. Vigil L.S. 6256



## STATE PLANE COORDINATES

POINT	NORTHING	EASTING	DESCRIPTION
"PV14"	1,966,089.09	6,069,354.25	BRASS DISK IN MON. WELL
"A"	1,967,081.36	6,070,159.49	ANNEXATION CORNER
"B"	1,967,344.55	6,070,219.76	ANNEXATION CORNER
"C"	1,967,308.60	6,070,376.70	ANNEXATION CORNER
"D"	1,967,045.42	6,070,316.42	ANNEXATION CORNER
"E"	1,966,362.72	6,069,637.61	FOUND MONUMENT
"F"	1,966,863.02	6,069,900.20	FOUND MONUMENT
"G"	1,967,408.62	6,070,037.00	FOUND MONUMENT

POINT OF BEGINNING  
"PV14"



**NOTE:**

POINT "PV14" IS SHOWN ON THE TOWN OF PORTOLA VALLEY PUBLIC WORKS DEPARTMENT SURVEY MONUMENT CONTROL MAP BEING A 3.5" BRASS DISK IN MONUMENT WELL 24' ± SE OF CATCH BASIN, 32' ± SE OF SANITARY SEWER MANHOLE, 30' ± NW OF WATER VALVE, AT THE INTERSECTION OF GOLDEN OAK DRIVE AND ALPINE ROAD

**LINE TABLE:**

LINE	BEARING	DISTANCE
L1	N 12°54'00" E	270.00'
L2	S 77°06'00" E	161.00'



Scale 1" = 200 ft



### PLAT TO ACCOMPANY DESCRIPTION FOR: ISOLA STABLES

DATE MARCH, 2002

SCALE 1" = 100'

DR. BY RMA

JOB A01172-1

SHEET NO.

2 OF 2

PORTOLA VALLEY

CALIFORNIA

EXHIBIT "B"



**KIER & WRIGHT**  
CIVIL ENGINEERS & SURVEYORS, INC.  
3350 Scott Boulevard, Building 22 (408)727-6685  
Santa Clara, California 95054 FAX (408)727-5641

810

B

C

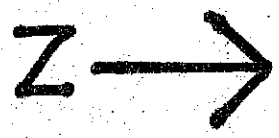
D

E

F

G

H



PORTIOLA VALLEY

ALPINE SITE

PALO ALTO

