

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

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May 10, 2017

**To:** LAFCo Commissioners  
**From:** Martha Poyatos, Executive Officer *M. Poyatos*  
**Subject:** LAFCo File 17-05—Proposed Annexation of 160 Fawn Lane, Portola Valley (APN 077-223-050) to West Bay Sanitary District (1.04 acres)

## Summary

This proposal, submitted by landowner petition, requests annexation to connect a newly constructed single-family home to the West Bay Sanitary District sewer main. The proposal has 100 percent landowner consent and waiver of conducting authority proceedings is also requested. The annexing territory is located in the Town of Portola Valley at 160 Fawn Lane near Cervantes Road. Commission approval is recommended.

## Departmental Reports

*County Assessor:* The net assessed land valuation shown in the records of the County Assessor is \$2,750,000. The boundaries of the annexation as proposed conform to lines of assessment and ownership.

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

*County Public Works:* The map and legal description required by the State Board of Equalization have not yet been submitted.

*Town of Portola Valley:* The Town's general plan designation is low-intensity residential and zoning is residential estate, single-family (one to two acres per dwelling unit). An encroachment permit will be necessary to be reviewed and issued by the Town Engineer. Any grinder pump or telemetry panel will be necessary to be reviewed by Town Planning and Public Works.

*County Environmental Health:* The California Water Service Company and West Bay Sanitary District provide the available water and sewer service in the area. The applicant must obtain a permit for septic tank abandonment, which shall be inspected and approved by Environmental Health.

**COMMISSIONERS:** DON HORSLEY, CHAIR, County ▪ MIKE O'NEILL, VICE CHAIR, City ▪ JOSHUA COSGROVE, Special City ▪ ANN DRAPER, Public  
 RICH GARBARINO, City ▪ JOE SHERIDAN, Special District ▪ WARREN SLOCUM, County

**ALTERNATES:** VACANT, Special District ▪ VACANT, City ▪ SEPI RICHARDSON, Public ▪ DAVE PINE, County

**STAFF:** MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL ▪ JEAN BROOK, COMMISSION CLERK

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*West Bay Sanitary District:* Annexation to the On-Site Waste Water Disposal Zone will be required and the proponent will be required to construct a grinder Pump System on the property to be served, as well as a grinder ump force main extension from/near the intersection of Cervantes Road and Fawn Lane. All costs to be paid by proponent. A District Class 3 permit (\$500 application fee and \$2,000 deposit for plan checking and inspections). If actual costs exceed the deposit, the District will invoice the applicant for the difference. If the actual costs are less than the deposit, a credit will be made toward the required Class 1A permit which allows for the connection of a single-family residence to the District's main facilities (\$250 application fee and connection fees of \$8,501 per residential unit currently). Annual sewer service charges will apply. There is also a reimbursement agreement fee for the existing force main extension estimated at \$66,500. All fees are to be paid at the time application for the Class 3 permit is made.

#### Executive Officer's Recommendation

This proposal has been submitted by landowner petition in order to connect a newly constructed single-family residence to public sewer. The territory proposed for annexation is located in the Town of Portola Valley at 160 Fawn Lane near Cervantes Road.

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

#### Annexation to the On-Site Wastewater Disposal Zone

Sections 6960.3 and 6974 of the Health and Safety Code governing sanitary districts require LAFCo approval for formation of, or annexation to, an on-site wastewater disposal zone (Zone) in counties in which LAFCo has added special district members to the Commission and adopted Rules and Regulations Affecting the Functions and Services of Independent Special Districts. West Bay Sanitary District operates an on-site wastewater disposal zone within its jurisdiction to maintain pumping systems where gravity flow to the sewer main is not possible. Annexation of this property to the Zone is necessary in order for the District to maintain the pumping system that will be constructed as part of the sewer connection. Staff recommends approval of annexation to the Zone.

#### California Environmental Quality Act

The proposal is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) because it consists of an annexation for an exempt facility (up to three single-family residences).

#### Waiver of Conducting Authority Proceedings

Section 56663(c) of the Cortese-Knox-Herzberg (CKH) Act specifies that the Commission may waive conducting authority proceedings for annexations of uninhabited territory with 100 percent landowner consent provided that no objection is submitted by subject property owners or voters. The purpose of the conducting authority proceeding is to measure landowner or voter protest within the affected territory. Paragraph (c) was added to Section 56663 to

streamline proceedings in which landowners have already given consent to uninhabited annexation. The landowners have requested and staff recommends waiver of conducting authority proceedings.

**Recommended Commission Action by Resolution**

Approve LAFCo File No. 17-05—Proposed Annexation of 160 Fawn Lane, Portola Valley (APN 077-223-050) to West Bay Sanitary District, subsequent annexation to the On-site Waste Water Disposal Zone and Waive Conducting Authority Proceeding, conditioned upon submittal of the map and legal description required by the State Board of Equalization.

cc: Phil Scott, General Manager, West Bay Sanitary District  
James Toby, PE, Lea & Braze Engineering  
Jeannette Holliday, Applicant







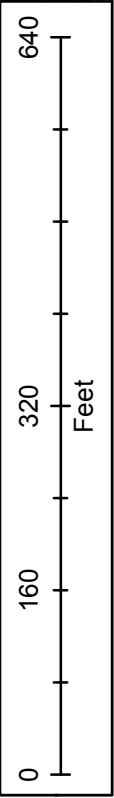








**160 Fawn Lane, Portola Valley  
(LAFCo File No. 17-05—Proposed  
Annexation of 160 Fawn Lane to  
West Bay Sanitary District)**



# VICINITY MAP