



# LOCAL AGENCY FORMATION COMMISSION

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

January 9, 2014

TO: Members, Formation Commission

FROM: Martha Poyatos  
Executive Officer

SUBJECT: LAFCo File No. 13-13--Proposed Annexation of 3 Grove Court (APN 079-030-170) to the West Bay Sanitary District, waiver of conducting authority proceedings and subsequent annexation to the On-Site Waste Water Disposal Zone (1.25 acre)

## Summary

This proposal, submitted by landowner petition, requests annexation in order to connect a single-family home to the West Bay Sanitary District sewer main and abandon the existing septic system. The proposal has 100% landowner consent and waiver of conducting authority proceedings is also requested. The annexing territory is within the boundaries of the Town of Portola Valley at 3 Grove Court. Commission approval is recommended conditioned upon submittal of State Board of Equalization fees of \$300.

## Departmental Reports

County Assessor: The net assessed valuation shown in the records of the County Assessor is \$2,142,000. 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.

Public Works: The territory proposed for annexation consists of 1.25 acre as shown in Assessor's records.

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.

Town of Portola Valley: The Town's general plan designation is low intensity residential and zoning is residential estate (2.5 acres per dwelling unit). An encroachment permit will be necessary to be reviewed and issued by the Town Engineer.

West Bay Sanitary District: A District Class 3 permit (\$200 application fee and \$2,000 deposit for plan checking and inspections) and Class 1 permits (\$100 applications fee and connection fees of \$7,336.20 per residential unit currently, and annual sewer service charges will be required. Annexation to the On-Site Wastewater Disposal Zone will be required and the proponent will be required to construct a Grinder Pump System on the property and a grinder pump force main extension from Grove Drive to the property. All costs will be paid by proponent.

**Report and Recommendation:**

This proposal has been submitted by landowner petition in order to connect the existing residence to public sewer as part of a major home remodeling project and to replace an inadequate septic system. The territory proposed for annexation is located in the Town of Portola Valley on Grove Court near Grove Drive, off Portola Road.

The annexation 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. Approval of the annexation is recommended.

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).

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. The 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 the Zone.

Waiver of Conducting Authority Proceedings

Paragraph [c] of Section 56663 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 56663 to streamline annexation proceedings in which landowners have sent to uninhabited annexation proceedings.

**Recommended Commission Action, by Resolution:**

Approve LAFCo File No. 13-13--Proposed Annexation of 3 Grove Court (APN 079-030-170) to the West Bay Sanitary District, waiver of conducting authority proceedings and subsequent annexation to the On-Site Waste Water Disposal Zone, conditioned upon submittal of payment of State Board filing fees.

cc: Phil Scott, General Manager, West Bay Sanitary District  
John and Crystal Ciancutti, Property Owners/Applican

APPLICATION FOR A CHANGE OF ORGANIZATION OR REORGANIZATION TO THE SAN MATEO 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 (3 Grove Court)

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?

Major renovation - failed septic system

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

- Yes No

5. Estimated acreage: 1.25

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. Example is given on the first two lines of the space provided for your response.

| SERVICE                     | PRESENT SOURCE     | PROPOSED SOURCE          | FUNDING SOURCE   |              |
|-----------------------------|--------------------|--------------------------|------------------|--------------|
|                             |                    |                          | CONSTRUCTION     | OPERATING    |
| <i>Police<br/>(example)</i> | <i>Co. Sheriff</i> | <i>City Police</i>       | <i>N/A</i>       | <i>Taxes</i> |
| <i>Sewer<br/>(example)</i>  | <i>None</i>        | <i>City of . . .</i>     | <i>Proponent</i> | <i>Fees</i>  |
| <i>Sewer</i>                | <i>None</i>        | <i>West Bay Sanitary</i> | <i>Owners</i>    | <i>Fees</i>  |
|                             |                    |                          |                  |              |
|                             |                    |                          |                  |              |

**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.

*3 Grove Court, Portola Valley - top of property accessed via Grove Court bottom accessed by Grove Drive (circa 351/361 Grove Dr)*

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

*Residential property.*

3. How are adjacent lands used?

North: *Residential*  
 South: *✓*  
 East: *✓*  
 West: *✓*

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

*No. existing house is being renovated.*

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

Residential - historic property to be preserved

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

R-E/1

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

Town of Portola Valley - Planning Commission & Architectural & Site Control Commission approvals (11/6/13 & 10/30/13)

8. What additional approvals will be required to proceed?

Building permits

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?

n/a

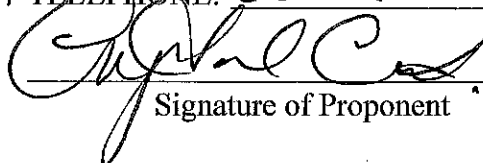
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LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: Crystal Ciancubti

ADDRESS: 3 Grove Ct. Portola Valley, CA TELEPHONE: 650-963-4963

ATTN:

  
Signature of Proponent

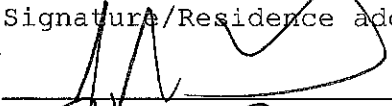
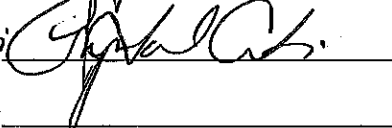
PETITION  
FOR PROCEEDINGS PURSUANT TO  
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF  
2000

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-Hertzberg Local Government Reorganization Act of 2000
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are:  
*annexation*
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:  
*Major house renovation & failed septic system*
7. The proposed *annexation* is requested to be made subject to the following terms and conditions:
8. The persons signing this petition have signed as:  
\_\_\_ registered voters **or**  Owners of land (check one) within the subject territory.

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*                      |
|---------|-------------------|--|---------------------------|
| 11/9/13 | John Ciancutti    |  | 3 Grove Court 079-030-170 |
| 11/7/13 | Crystal Ciancutti |  | 3 Grove Court 079-030-170 |

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



ANNEXATION TO WEST BAY SANITARY DISTRICT

Being Lot 26 and a portion of Lot 27 as designated on the map entitled "TRACT NO. 608 STONEGATE SUBDIVISION OF A PORTION OF CORTE MADERA RANCHO SAN MATEO COUNTY, CALIFORNIA," which map was filed in the Office of the Recorder of the County of San Mateo, State of California on September 29, 1948 in Book 20 of Maps at Pages 31, 32, and 33. Said property lies within the Rancho Corte De Madera.

Beginning at a point in the northeasterly line of lands annexed to West Bay Sanitary District by Resolution No. 1137 (LAFCO File No. 09-11), said point also being on the line of Grove Court and lying North 24°43'42" East, 40.00 feet from the center of the cul-de-sac

Thence (1) North 25°33'00" East, 119.12 feet;

Thence (2) North 2°00'00" West, 54.13 feet;

Thence (3) North 41°29'00" East, 192.15 feet;

Thence (4) South 41°07'00" East, 108.89 feet;

Thence (5) South 4°48'00" East, 130.91 feet;

Thence (6) South 12°02'00" East, 33.11 feet;

Thence (7) South 54°39'47" West, 138.54 feet;

Thence (8) South 88°19'12" West, 132.17 feet to the easterly line of Grove Court;

Thence (9) northwesterly along a curve, concave to the southwest, the center of which bears South 88°19'12" West, having a radius of 40.00 feet, a central angle of 46°21'00", and length of 32.36 feet to the Point of Beginning.

Containing 1.24 acres, more or less.

For assessment purposes only. 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 of the land described.

*Wayne Haas*

12-4-13

