



Atherton Round Table Bulletin

October / November
2021

**Building &
Planning
Departments**

**Public Works &
Town Arborist**

**Code Enforcement
& Police
Department**



Welcome to the Atherton Round Table Bulletin. This bulletin is put together to provide you the builders, developers and architects information and keep you updated on construction topics, issues and concerns. You will also find information from the Building, Planning, Public Works Departments also from the Town Arborist, PD, Code Enforcement and Menlo Park Fire District. Also included is department staff contact information, ePlan-Submittal and Atherton Municipal Ordinance Links to connect too.

BUILDING DEPARTMENT

<http://www.ci.atherton.ca.us/147/Building>

Building Department Staff:

Mike Greenlee – Building Official	mgreenlee@ci.atherton.ca.us	(650)752-0518
Joe Cyr – Plans Examiner	jcyr@ci.atherton.ca.us	(650)752-0537
Adam Sanders – Building Inspector	asanders@ci.atherton.ca.us	(650)752-0523
Joseph Zigabarra – Building Inspector	jzigabarra@ci.atherton.ca.us	(650)752-0560
Daniel Johnston – Permit Administrative Technician	djohnston@ci.atherton.ca.us	(650)752-0560
Building ePlan Submittal Link	https://www.ci.atherton.ca.us/543/Building-ePlan-Submittal	
Atherton Municipal Ordinance	https://www.codepublishing.com/CA/Atherton/	

Construction Parking: only park in front of the jobsite or inside the property. Contact staff to discuss special needs and/or Alternate Parking Plans.

Construction “yellow” signs need to be installed and remain at the entrance(s) of the project for the duration of construction.

Reach Codes [Electrification] and Wildfire Home Hardening – these two items go in front of City Council on October 20, 2021 to receive direction on the next steps on how to proceed. I will keep you updated throughout the process. Below are (2) links related to Reach Codes.

<https://www.bayrencodes.org/reachcodes/> - <https://peninsulareachcodes.org/>

The Town has hired a part-time Sustainability Coordinator Consultant. This position will be providing staffing support to the Town’s Environmental Programs Committee (EPC) and all other sustainability efforts in Town including working with residents, governmental agencies and/or private organizations to build a more sustainable future for Atherton.



PLANNING DEPARTMENT

<http://www.ci.atherton.ca.us/199/Planning>

Planning Department Staff:

Stephanie Bertollo-Davis - Principal Planner

Sbertollo-davis@ci.atherton.ca.us

(650)752-0544

Ralph Robinson - Associate Planner

rrobinson@ci.atherton.ca.us

650)752-0544

Planning ePlan Submittal Link -

<https://www.ci.atherton.ca.us/544/6397/Planning-ePlan-Submittal>

At the January 2021 study session, the Council directed staff to evaluate possible amendments to the Town's Municipal Code regulations relative to landscape screening for detached accessory buildings and structures on hillside lots or other solutions to mitigate the visual impacts of such buildings to lower elevation neighbors. Staff will begin evaluating the topic with the Planning Commission as a study session item (no formal decision) at the March or April Planning Commission meeting.



PUBLIC WORKS DEPARTMENT & TOWN ARBORIST

<http://www.ci.atherton.ca.us/236/Public-Works>

<https://www.ci.atherton.ca.us/155/Arborist-Services-Tree-Protection>

TOWN ARBORIST:

Sally Bentz -Town Arborist / Park Manager
(650)752-0526

sbentz@ci.atherton.ca.us

Construction Private Arborist Responsibilities

It is important to remember that the hired site private arborist is there to prevent heritage trees from being damaged during construction. Please work with your private arborist throughout the construction of the site. It is best to have good communication with the person you hire.

Construction site private arborist responsibilities are not limited to the below and should include:

- As required the site private arborist creates a tree inventory of the site, a tree protection plan, and an arborist review letter after reviewing the grading and drainage plans.
- They will need to create arborist reports for tree removals and any damage to trees as needed.
- As required the site private arborist conducts a monthly visit of the site making sure the tree fencing is installed correctly, documents and mitigates root damage, makes sure trees are mulched and are getting supplemental water as needed, etc. Then they are required to submit the report of the visit by the 15th of each month.
- The site private arborist should and or notified when excavating or roots need to be cut. They should be called out if large roots are cut or damaged has occurred to heritage trees. If the plans call for hand digging, they should be on call and confirming hand work is occurring.

To find a list of arborists that work in town you can visit the Town's webpage <https://www.ci.atherton.ca.us/155/Arborist-Services-Tree-Protection> and look for List of Tree Care providers. If you have any questions please contact the Town Arborist, Sally Bentz-Dalton at sbentz@ci.atherton.ca.us.

“Do Not Remove Tree Protection Without Town Arborist Approval.”



PUBLIC WORKS DEPARTMENT

Robert Ovadia – Public Works Director / City Engineer
(650)752-0541

rovadia@ci.atherton.ca.us

David Huynh – Senior Engineer/Maintenance Manager
(650)752-0555

dhuynh@ci.atherton.ca.us

Helen Luo - Office Specialist
(650)752-0570

hluo@ci.atherton.ca.us

Public Works ePlan Submittal Link -

<https://www.ci.atherton.ca.us/545/6398/Public-Works-ePlan-Submittal>

Reminder: A permit is required for all work that is to be done in the Public Right of Way with minor exceptions. Must comply with the Town of Atherton Ordinance, Title 12 Section 12.06.050.

Below is some very helpful information regarding MWELo in California and Municipal Regional Stormwater

Model Water Efficient Landscape Ordinance (MWELo) and the New Normal for California Landscaping

PG&E is hosting a free Model Water Efficiency Landscape Ordinance (MWELo) workshop on Friday October Friday October 22, 2021, 8:00am – 4:30pm. This full-day training will include an expansive look at the ordinance and will explore an array of design strategies that meet the standard. Presentation topics will include water budget calculations, irrigation best practices, the optimal use of compost and low-water plant selection. The training will also include perspectives from WELo code reviewers and an interactive design review activity where the participants will apply the concepts covered and get feedback on their findings.

[**Register to attend online**](#)

Municipal Regional Stormwater Permit Reissuance Update

On September 10, 2021, the California Regional Water Quality Control Board – San Francisco Bay Region released a [**NOTICE OF PUBLIC WORKSHOP HEARING AND PUBLIC COMMENT PERIOD FOR THE**](#)



TENTATIVE ORDER FOR THE SAN FRANCISCO BAY REGION MUNICIPAL REGIONAL STORMWATER NPDES PERMIT.

The Tentative Order, also referred to as the Municipal Regional Stormwater Permit or MRP, will replace the existing stormwater permit.

The Tentative Order, including Fact Sheet, is available and posted for a 60-day public review and comment period. **Written comments must be received no later than 5:00 p.m. on November 9, 2021**, and can be submitted to the following email address: RB2-MRP@waterboards.ca.gov. They may also be sent to: Derek Beauduy, San Francisco Bay Regional Water Board, 1515 Clay St., Suite 1400, Oakland, CA 94612.

The Water Board will hold a public workshop hearing on October 12 & 13, 2021, where it will consider and receive public comments on the Tentative Order. Please refer to the Public Notice document linked below for further information.

- [September 10, 2021, MRP Public Notice](#)
- [Municipal Regional Stormwater NPDES Permit Tentative Order – September 10, 2021](#)

Areas of interest include changes in the definition of “Regulated Projects” that reduce the threshold related to the creation or replacement of impervious surface for most development and redevelopment projects will be reduced from 10,000 square feet to 5,000 square feet, collectively over the entire site. As well as the regulation of “Large Single-Family Home Projects.”

- a) Where a single-family home project results in an alteration of 50 percent or more of the impervious surface of a previously existing project that was not subject to Provision C.3, the entire project, consisting of all existing, new, and/or replaced impervious surfaces, must be included in the treatment system design (i.e., stormwater treatment systems must be designed and sized to treat stormwater runoff from the entire project).
- b) Where a single-family home project results in an alteration of less than 50 percent of the impervious surface of a previously existing project that was not subject to Provision C.3, only the new and/or replaced impervious surface of the project must be included in the treatment system design (i.e., stormwater treatment systems must be designed and sized to treat stormwater runoff from the new and/or replaced impervious surface of the project).

The Tentative Order also includes regulations regarding Construction Site Controls, management of PCB-Containing Materials and Wastes During Building Demolition Activities and adds roadway reconstruction projects to its definition of regulated projects.

You are encouraged to review the Tentative Order, participate in the public workshop hearing on October 12 & 13, 2021, and submit written comments to the Board before the November 9, 2021, deadline.



***ATHERTON POLICE DEPARTMENT
& CODE ENFORCEMENT***

<http://www.ci.atherton.ca.us/489/Police>



ATHERTON POLICE DEPARTMENT:

Sargent Anthony Kockler

akockler@ci.atherton.ca.us

The Atherton Police Department would appreciate your cooperation and make sure you follow the following.

- Make sure construction sites are locked up at the end of the day and on weekends.
 - Provide PD with a contact number to reach a responsible party after-hours in case of an emergency – someone who will answer and has the authority to act.
 - Construction sites can provide us with a key or combination to their sites for use in an emergency.
 - Construction sites should install good-quality cameras, which record to the cloud, for video surveillance footage in case a crime occurs.
 - Make sure all tools and supplies are locked-up at the end of the day and on weekends to try and prevent theft.
 - Notify PD immediately should a crime occur or anything suspicious happen at their site.
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CODE ENFORCEMENT:

In the process of hiring a new Code Enforcement Officer.

Monica Diaz is no longer with the Town of Atherton. PD is in the Process of finding a replacement for her.

- Exemption Permit Requests:
 - Please come in with at least 72 hours to allow for notification of any adjacent or impacted neighbors. Emergency situations are exempt, of course.
 - Exemption Permits are limited to functions or activities which cannot be completed within regular work hours. Considerations are not given based on scheduling conflicts or any circumstance which cannot be justified to our residents.
 - There is a permit fee of \$74 (cash/check/money order only). If bringing cash, please have exact amount ready as we do not have the ability to give change. If a permit is needed, please come into the Police Department to make application.



<https://www.menlofire.org/fire-prevention>



*Jon Johnston – Fire Marshal
(650)688-8431*

jonj@menlofire.org

*Bob Blach – Deputy Fire Marshal
(650)688-8430*

bobb@menlofire.org

Menlo Fire ePlan Submittal Link

<https://www.menlofire.org/plan-submittal>

**MENLO PARK FIRE PROTECTION DISTRICT
GUIDELINE FOR VEGETATION MANAGEMENT AND HOME HARDENING
SCOPE.**

This guideline provides recommended resources necessary for vegetation management and home hardening for wildfire mitigation for “Communities at Risk”.

These recommendations may be modified to ensure adequate fire apparatus access and public safety and adhering to local Town or City Ordinances.

GENERAL REQUIREMENTS

Landscaping shall not interfere with the required fire apparatus access. Landscaping around roads shall provide limited fuel, no ladder fuels, and provide thinning of tree canopy.

Recommendations for landscaping and home hardening shall follow current San Mateo County Fire Safe Council “Living with Fire” page and Resources tab.

<https://firesafesamateo.org/resources/living-with-fire>

1. Defensible Space
 2. Hardening Your Home
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