

## MEMORANDUM

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To:	Howard Young, Kavitha Kumar & Sam Herzberg, Town of Portola Valley	Date:	April 8, 2021
From:	Jay Radke & Nona Espinosa, NV5 Inc.	Project:	SJ00717-349 302 Portola - The Priory Use Permit Amendment #PLN_USE 01-2019
Subject:	Review comments for planning permit application <ol style="list-style-type: none"> <li>1. Priory CUP Amendment Project Description Letter (5-20-2020) dated 4/24/20</li> <li>2. C J W Architecture – Priory Parking Plan dated 5/8/20</li> <li>3. C J W Architecture – Priory Revised Master Plan dated 5/8/20</li> <li>4. Aaronson Dickerson Cohn &amp; Lanzone – Average Daily Attendance - Priory dated 3/3/21</li> </ol>		

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NV5 has reviewed the Site Development Application for the subject property and we have the following comments:

### **A. General.**

1. Applicant shall review and comply with all conditions listed in the most current “Public Works & Engineering Department Site Development Standard Guidelines and Checklist”. The project architect or engineer shall submit a completed and signed checklist with the building plans. The checklist is available on the Town website at <https://www.portolavalley.net/building-planning/stormwater>.
2. Applicant shall review and understand all items listed in the most current “Public Works & Engineering Department Pre-Construction Meeting for Site Development.” This document is also available on the Town website <https://www.portolavalley.net/home/showdocument?id=3317>
3. The applicant shall resubmit any revisions to the Site Development permit plan set to the Town for review. The applicant must highlight the revised items on the plans, and submit a letter noting each revised item.
4. The applicant shall address all plan review comments and subsequent review comments from NV5 to the Town’s satisfaction.
5. Show and label all existing and proposed utilities within the project vicinity on the plans.

**B. Specific (for consideration during building plan submittal).**

1. Hydrology/Hydraulics (no calculations were submitted; submit calculations).
2. Refer to the current San Mateo County stormwater quality control requirements and demonstrate how the project complies with these requirements.
3. The Town's Site Development Standard Guidelines include a requirement for mitigation of stormwater runoff if there is an overall increase in impervious surface area and for the installation of stormwater detention for projects that create or replace greater than 10,000 square feet of impervious surface. Provide documentation and a summary table showing the total overall impervious surface area for both the existing pre-construction site condition and the post-construction site condition, and provide mitigation measures, if required under these guidelines.
4. If required, provide documentation as to how you determined the size of the detention system and its components. Provide a sediment capture inlet upstream of the detention basin connection.
5. Provide documentation showing the existing condition and estimated post-development peak runoff. Post-development peak runoff must be less than or equal to the existing pre-development condition or you must provide mitigation. For the runoff calculation for existing and post-construction conditions, please provide the watershed delineation, time of concentration for peak flow and the runoff coefficient used for the project site.
6. Provide an evaluation to determine if the project increases peak flows into adjacent creeks and the Town's storm drainage system; and if so, you must provide mitigation.
7. Add the San Mateo County Water Pollution Program's construction BMP plan sheet to project plans and update the C3 checklist.
8. Provide calculations showing the flow velocity for sizing the proposed storm drainage pipes, and provide information for the sizing of any proposed rock slope protection.