

## Woodside Priory – CUP Amendment

**Comment responses:** Note: Much of the comments provided herein ask for items that will be provided when any of the items shown are proposed to be built, and submitted for permit. We request that engineering items requested be made conditions of approval. Likewise, items that require ASCC approval (i.e. site lighting) carry a time limit with that approval. If the work is not started in that time frame, those items would need to go back for ASCC approval a second time. We request that these ASCC items be made conditions of approval as well.

### Conservation Committee:

Priory screening Planting  
April 15, 2021

Screening is proposed for buildings north of new track originally permitted as temporary. Proposed is a linear row of *Laurus nobilis*, the European relative to our native California Bay. This tree can grow to reach 40 feet which is a height much greater than needed for this screening European bay provides no advantage over locally native shrubs that would provide valuable habitat as well as screening. Our native bay should not be substituted because of SOD. Both might get too much sun with this SW exposure.

Toyon would be the most well suited for this area, but other good choices are:

- Sugar Bush (*Rhus ovata*) to 15'-18'
- Lemon Berry Bush (*Rhus integrifolia*) can reach 18'.
- Hollyleaf Cherry (*Prunus ilicifolia*) to 18'
- Catalina Cherry (*Prunus lyonii*) to 25'-30'.

We strongly recommend not planting these new screening plants like soldiers in a row. The Town prefers a more naturalistic staggered design to complement our semi-rural surroundings. Adjacent are some badly butchered Douglas Firs, mutilated over many years to keep them from encroaching on the power lines. It is unfortunate that this line was not undergrounded as was done nearby in construction for the new faculty housing. Since the line remains, it would be a great improvement to remove these trees and replace them with something more suitable in height. This would save the cost of ongoing topping.

**Response:** Sheet LS-1 has been created revising the proposed landscaping in the area around the modular buildings. The recommendations of the conservation committee have been accepted and are reflected on LS-1.

### Woodside Fire:

The Fire Marshall has concerns over the 2 new spaces towards the back side of the Library. "South of the existing science building. For some reason this paved cult da sac is not being shown on the drawings? Keeping this open would allow for emergency access to the rear Library area. Can we find a new location for these 2 spaces?"

**Response:** The plans have been revised to maintain the fire lane access, and re-locating the two new parking spaces.

Paul Krupka (Traffic Engineer Consultant) will need to redo his trip generation based on the revisions in school attendance to meet the threshold for a CEQA Categorical Exemption. There will be a revision to his contract needed of a few hours, which City staff will follow up on.

Response: Pending receipt of comments.

## Public Works:

### **A.**

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>.

Response: When building or other construction plans are developed, all required documents will be submitted to the Town for review. No engineering has been completed for the future projects indicated on the revised master plan.

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>

Response: When building or other construction plans are developed, all required documents will be submitted to the Town for review. No engineering has been completed for the future projects indicated on the revised master plan.

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.

Response: No current site development permit exists for the property. Applications for site development permits will be submitted for specific projects when construction is proposed, and all Town requirements will be followed.

4. The applicant shall address all plan review comments and subsequent review comments from NV5 to the Town’s satisfaction.

Response: This submittal is for a conditional use amendment, and not for a site development permit nor a building permit. When future projects are submitted for construction permits, all comments will be addressed.

5. Show and label all existing and proposed utilities within the project vicinity on the plans.

Response: There are no proposed utilities at the current time. All existing utilities have been shown on previous plans for the various projects on campus. Utility plans will be included in future submittals for construction permits.

### **B.**

1. Hydrology/Hydraulics (no calculations were submitted; submit calculations).

Response: This submittal is for planning department approval on an amendment to an existing Conditional Use Permit. The request is for additional parking spaces and to allow two existing portable

buildings to remain as permanent. No engineering has been completed at this time. If approved, the Priory will submit any and all required documentation for the portable buildings.

2. Refer to the current San Mateo County stormwater quality control requirements and demonstrate how the project complies with these requirements.

Response: Stormwater requirements will be completed and submitted for all future construction submittals.

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.

Response: The existing Conditional Use Permit and Master Plan allow for a maximum amount of impervious surface on the campus. The last project submitted for a building permit (a 6 unit housing project) listed the current existing IS and proposed IS for the housing project. This was accepted and approved by the Town. MP-1 reflects those numbers: the remaining allowable impervious surface after the housing project is complete is 14,369 sf. The proposed impervious surface for the new parking is 7,000 sf, well within the allowable amount.

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.

Response: If you are referring to the detention system at the track and field, please refer to the Drainage Master Plan update submitted in 2012 for the track and field. There is no retention or detention proposed with this submittal.

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 predevelopment 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.

Response: Stormwater runoff calculations will be provided at the building permit level as required. Note that the proposed square footage of the portables (1,776 sf) and impervious surface area of the additional parking (7,000 sf, ) are well within the remaining maximum square footage and impervious surface areas approved under the current CUP and Master Plan and therefore are adequately accommodated and mitigated by the existing storm drainage system. See 2005 Stormwater Drainage Master Plan and 2012 Drainage Report for Multipurpose Field Improvements.

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.

Response: See response to 5 above.

7. Add the San Mateo County Water Pollution Program's construction BMP plan sheet to project plans and update the C3 checklist.

Response: San Mateo County's construction BMP plan sheet is included in all submittals for a building permit, and will be included when we submit for a permit.

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.

Response: There are no proposed storm drainage pipes as no engineering has been completed for this submittal. Our current proposal is an amendment to the CUP modifying the Master Plan. Engineered calculations will be provided at the building permit level as required.

Additional comments from NV5:

A. Is this the remaining impervious area for future buildings, walks and parking spaces? Based on the Storm Drain Master Plan. There three future buildings that are to be constructed that was shown in the 2005 master plan.

Response: The number circled, 14,369 sf, refers to impervious surface only, and not buildings. This is the remaining allotment under the currently approved Master Plan. There are still three future buildings to be built under the current master plan, and there are 14,961 sf of allowable floor area left to be built.

Can this increase of impervious area be accommodated by the Storm Drain Master Plan? This additional impervious increases runoff. How is this going to be mitigated?

Response: The figure pointed to (1,776 sf) is not impervious surface, but floor area. This floor area is already existing in the form of portable buildings. See response to Comment 5 on page 3.

Comments from the planner:

1. Clearly mark the proposed changes on the plans or create a separate sheet showing the details of the area with the proposed changes.

Response: I have adjusted the plans to be more readable, and “circled” the temporary buildings that are proposed to become permanent. I also have a gray scale and a color option for both the master plan and the parking plan.

2. Indicate landscaping details, including existing and proposed landscaping per the Landscaping checklist. Any trees that may be removed or replaced shall be clearly marked for review.

<https://www.portolavalley.net/home/showpublisheddocument?id=6702>

Response: The comments from the conservation committee were attended to and a new sheet was created – LS-1. This shows the proposed new planting (all on the Town of Portola Valley recommended list) and recommends removal of the trees noted by the conservation committee. We propose that prior to any removals, a member from the conservation committee and ASCC visit the site with Priory, and mark the trees to be removed.

3. Clearly show existing and proposed utilities.

Response: No engineering of proposed utilities has been completed at this time. The fire sprinkler is the only utility that will need to be provided to the existing temporary buildings if the amendment is approved. We will provide all utility information for that work when we submit for construction permit for the fire sprinklers.

4. Provide a lighting plan that clearly shows existing and proposed lighting.

Response: All existing site lighting has been reviewed and approved by the Town when each building went through the ASCC process and was constructed. No new lighting is proposed at this time.

Respectfully submitted,

Kevin Schwarckopf, R.A.

Cc: Woodside Priory  
CJW Office file