



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
Wednesday, July 20, 2016 – 7:00 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028**

7:00 PM – REGULAR AGENDA

1. Call to Order:
 2. Roll Call: Commissioners McKitterick, Targ, Von Feldt, Vice-Chair Gilbert, Chair Hasko
 3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
 4. Old Business:
 - a. *Public Hearing: Review of a Conditional Use Permit, Variance and related General Plan and Zoning Map Amendments for the Windmill School and Family Education Center Master Plan, File #32-2015, X7D-177, 900 Portola Road, Windmill School (Staff: C. Richardson)*
 5. New Business:
 - a. *Review of Final Parcel Map for consistency with the Tentative Parcel Map, File's #22-2015, X6D-210 and PUD X7D-171, 1260 Westridge, Carano (Staff: C. Richardson)*
 - b. *Preliminary Review of Proposed Two Lot Subdivision, File #03-2016 and X6D-218, 40 Firethorn, Goodrich (Staff: C. Richardson)*
 6. Commission, Staff, Committee Reports and Recommendations:
 7. Approval of Minutes: *June 15, 2016*
 8. Adjournment:
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ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

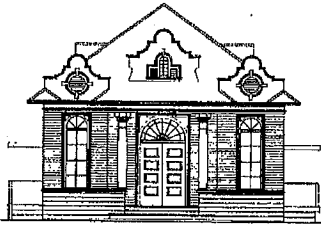
PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: July 15, 2016

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Cynthia Richardson, Planner

DATE: July 20, 2016

RE: Review of a Conditional Use Permit, Variance and related General Plan and Zoning Map Amendments, for the Windmill School and Family Education Center Master Plan. File #32-2015, X7D-177, Windmill School, 900 Portola Road

RECOMMENDATION

Staff recommends that the Planning Commission consider the information in the staff report and the information presented at the public hearing and determine whether to approve the resolution in Attachment 1 recommending that Town Council:

1. Adopt the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring Plan in Attachment #2.
2. Approve the General Plan map amendment.
3. Approve the Zoning Ordinance map amendment.
4. Approve the Conditional Use Permit Master Plan subject to the conditions contained in Attachment 3 and the findings in Attachment #4.
5. Approve the Variance request subject to the attached variance findings in Attachment 5.

BACKGROUND

The Windmill School is requesting a new CUP for the new and expanded operation at the 900 Portola Road site. Windmill School is a non-profit, play based school dedicated to the enrichment of children. A Summary of Proposed Activities and Facilities Use for Windmill School Education Center dated April 11, 2016 was submitted as an explanation of the proposed use of the property (Attachment 6).

The property is accessed directly off of Portola Road and is located between the Catholic Church and Wyndham Drive residential neighborhood to the north, the Douglas property that contains a commercial structure and a single-family home to the southeast and the Village Square Shopping Center to the east. The property is located within the Town Center Area Plan that is a sub-area plan within the General Plan. The property is approximately 1.67 acres and contains the sales office for Al's Nursery that will be utilized by the school for a family lounge and a single family home that will be demolished. The single family home is being demolished regardless of this project and it is proceeding separately as a ministerial permit. The property was impacted by contaminants associated with the former Al's Nursery that had operated on this site. A remediation plan was submitted by the property owner to the County for review and approval. The remediation work

was carried out and according to the County Environmental Health Department letter dated July 1, 2014, no further work is required for the on-site portion of the areas impacted. A septic system is located in the middle of the property and will be abandoned when the property is connected to the sanitary sewer system.

The applicant is proposing a maximum enrollment of 132 students with no more than 66 students in 3 classes at any one time. In addition to the student population there will be between 10 to 12 teachers, staff and administrators on campus. The Family Hall and Family Lounge will be used by parents for a gathering place before, during, and after preschool and enrichment classes. An afterschool enrichment program for K-8th graders will also be offered. The school requests the maximum number of enrichment students to be 300 with no more than 15 students in 3 classes (or 45 total) at any one time. Windmill is proposing to allow the Family Hall and Lounge to be used by other community groups such as the Boy/Girl Scouts in support of community needs for additional meetings and gathering spaces when not in use by the school, see condition #11.

On May 4, 2016 the Planning Commission held a preliminary meeting to discuss the project. The minutes are attached for additional information (Attachment 7). The Planning Commission was supportive of the project, but wanted clarification of the traffic report and to change the ornamental garden structure to a variance request. Vice Chair Gilbert was concerned about characterizing the sound wall as an ornamental garden structure and did not want to set a precedent with resident's building tall solid walls along their fence lines. She suggested that the request be a variance.

Chair Hasko was interested in setting up a process for future reviews. Condition #2 has been included such that the school would be required to return to the Planning Commission one year after occupancy to review the CUP. In addition, condition #4 requires the school to provide the Planning Commission with an annual report that would address enrollment limits and a review of the activities for the year. The Town has the authority to call up the use permit for review upon discovery of violations of the use permit conditions.

Commissioner Von Feldt requested information regarding the percentages of usage by residents of Portola Valley and the sphere of influence, because the Planning Commission wants to avoid encouraging more traffic coming into Town. The ASCC reviewed condition #5 and upon request of the applicant recommended to modify the requirement that 85% of the students come from Portola Valley. Staff reviewed the language of a similar condition in the Priority use permit and in consultation with the Town Attorney have revised the condition to read as follows: "During the course of its 60 years of operations in Portola Valley, the School's students have come primarily from Portola Valley, its sphere of influence, and the portions of Woodside that are within the Portola Valley School District. The School shall implement reasonable measures to continue to serve preschool students from this local community."

Commissioner Targ had concerns with the number of afternoon enrichment students and that they may add impacts to traffic that should be addressed. Hexagon Transportation Consultants have revised their traffic report (see Exhibit I contained within the Initial Study in Attachment 2).

On July 11, 2016 the ASCC held a public hearing to review the Architectural Review and Site Development Permit. At that meeting the ASCC approved the project and the Site Development conditions of approval with the request that a comprehensive landscape plan return to the ASCC for final review. In addition they provided input to the Planning Commission on issues as follows:

- The ASCC supports the General Plan, Zoning Ordinance Amendment, CUP and Variance requests.
- Supports tandem parking for staff and teachers.

- Some concerns regarding parking and traffic backing up on Portola Road during busy commute times.

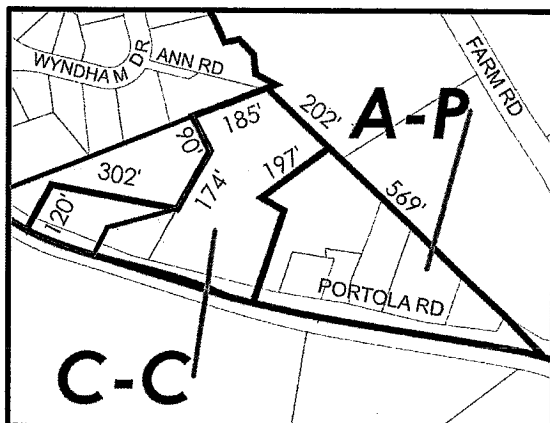
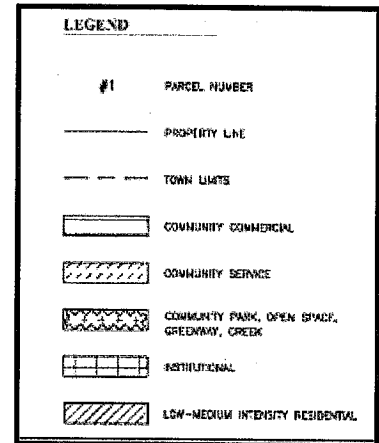
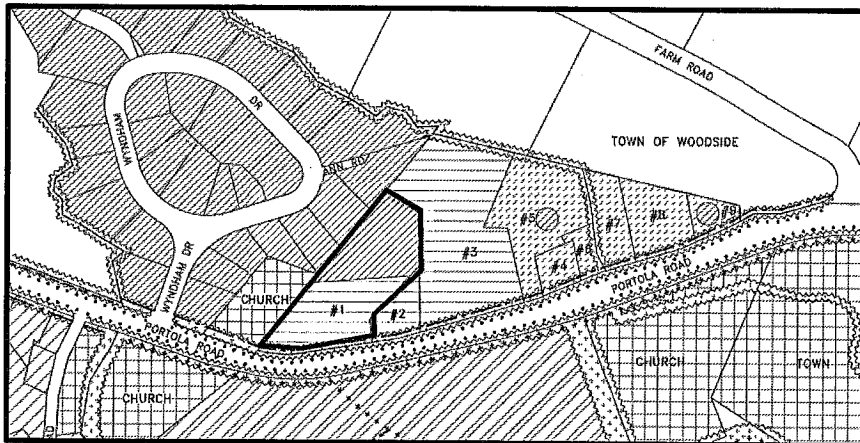
The conditions of approval have been updated based on ASCC's recommendation and minor cleanup of the text by staff. These changes are shown in red and strikethrough. (Attachment 3)

DISCUSSION

The applicant is requesting approval for a General Plan and Zoning Ordinance Map Amendment, Conditional Use Permit and Variance for the Windmill School and Family Education Center Master Plan to be located at 900 Portola Road.

General Plan and Zoning Map Amendment

The Town of Portola Valley General Plan Town Center Area Plan governs the designation for this property. Currently the front half of the property is designated as Community Commercial while the back half has a General Plan designation of Low – Medium Intensity Residential. Staff believes that the rear half of the property obtained this designation due to the existence of the residence on this property and its proximity to the adjacent Wyndham Drive neighborhood. Staff believes that the change from Lot-Medium Intensity Residential to Community Commercial is what the entire property would have been designated if the owner of Al's Nursery did not have his home on the property. Historically the entire property has been used for storage of materials for the Al's Nursery commercial use.



The current Zoning Designation is also split however in a different configuration as the General Plan Designation. A portion of the front of the property is zoned C-C (Community Commercial) while the portion closest to the adjacent Wyndham Drive neighborhood is zoned R-1/20M. This application would clean up this inconsistency and include the entire property into the C-C Zoning District.

By changing the General Plan and the Zoning Designation of this property the new Windmill School use would be consistent with what is allowed in the General Plan and Zoning Ordinance. Pursuant to

Section 18.20.030.e of the Portola Valley Municipal Code a nursery school is permitted as a conditional use within the C-C district. The C-C District is intended to provide space for local retail

and consumer services necessary to serve primarily the town and its spheres of influence. The student enrollment at the school is primarily made up of Portola Valley residents. Provisions under the C-C (Community Commercial) District regulations allows for educational, cultural, institutional and recreational uses such as churches, nursery schools, private clubs or recreation facilities under a conditional use permit. Windmill School has provided written justification in their letter of April 11, 2016 for both the General Plan and Zoning Ordinance Amendment (see Exhibit G contained within the Initial Study in Attachment 2).

Conditional Use Permit

Activities - The applicant is proposing a maximum enrollment of 132 preschool students with no more than 66 students in 3 classes at any one time. In addition to the preschool student population there will be between 10 to 12 teachers, staff and administrators on campus and the Family Hall and Family Lounge will be used by parents for a gathering place before, after and during preschool classes and afternoon enrichment classes. The school expects there will be 15 to 20 adults/children visiting the lounge between 8:30 to 7:15 pm daily. In addition, Windmill will be offering after school enrichment classes to children through 8th grade. Windmill requests that the maximum number of enrichment students be 300 (2 to 3 sessions per day, 15 students per class, 5 days per week). Enrichment classes will be held between 3:15 and 7:00 pm. Condition #8 of the CUP limits the maximum number of preschool students to 66 at any one time and enrichment students to 45 at any one time. The overall maximum number of persons (including students, teachers, parents, etc.) at any one time shall not exceed 120, except for special events.

Windmill is proposing to allow the Family Hall and Lounge to be used by other community groups such as the Boy/Girl Scouts in support of community needs for additional meetings and gathering spaces when not in use by the school.

Finally, Windmill is proposing a farm with 12 chickens (no roosters), up to 12 bunnies and up to 2 goats.

Hours of Operation. Hours of operation are described in the Summary of Proposed Activities (Exhibit A of the CUP Conditions) and Facilities Use for Windmill Family Education Center dated April 11, 2016 and amended July 5, 2016. A specific condition has been included in the CUP conditions #9 to address hours of operation as follows:

- a. Monday to Friday 7:00 am to 7:15 pm
- b. Monday to Friday 7:15 pm to 10:00 pm (indoor gatherings and outdoor use of areas west of the classrooms and family hall only.)
- c. Saturday 8:00 am to 10:00 pm
- d. Thursday to Saturday, 7:00 pm to 10:00 pm five (5) times per year, (3 of which could be used by non-Windmill groups) special program/events with amplified sound for up to 200 people.
- e. Sunday 9:00 am to 7:00 pm (shall not include use of play yard space).

Windmill's proposed hours include operation 7 days per week for anywhere from 10 to 15 hours per day. The Planning Commission should discuss whether the proposed intensity of the use is appropriate and whether additional limitations should be considered.

Events. Windmill School has requested that special events be allowed for both Windmill events and community events. A specific condition has been included in the use permit as condition #11 to address events and how often certain size events can take place on campus. The number of events, the number of persons and occurrences per calendar year are proposed as follows:

- a. Under 50 persons – Unlimited
- b. 51 to 75 persons – Twelve (12) times a year
- c. 76 to 200 persons – Five (5) times a year, special program/events involving outdoor amplified music and/or entertainment, shall occur only between Thursdays through Saturdays and end no later than 10:00 pm.

Pursuant to Section 18.72.130 of the zoning ordinance, the Planning Commission must determine that the following findings can be made in order to grant the Conditional Use Permit:

1. The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.
2. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.
3. The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.
4. The proposed use will not adversely affect the abutting property or the permitted use thereof.
5. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.
6. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.

The Planning Commission should discuss whether the proposed intensity of the use of the facility, including for events, is appropriate and whether additional limitations should be considered. It should also be noted that applicant has requested the use of amplified sound for a limited number of events per year. The Town Municipal Code does not provide that a CUP may allow a use to exceed the limits in the Code and the conditions have been drafted accordingly. Recommended findings of approval for the use permit have been prepared and included in Attachment #4.

Architectural Review

The ASCC reviewed the aesthetics, lighting, building bulk, mass and layout and approved the site development conditions (Attachment 8). In addition they had some concerns regarding parking and traffic backing up on Portola Road during busy commute times. One element of the project that they supported is the request for a variance for the sound wall to exceed 6 feet.

Variance Request

In response to the Planning Commission's comments, the applicant has requested a variance to the fencing regulations contained in the Zoning Ordinance to allow construction of an 8 foot tall acoustic fence to run along the northern property line as delineated on the submitted plans. The fence would run approximately 105 feet long. The fencing will serve as mitigation to reduce the noise at the property line to an acceptable level. Municipal Code Section 18.42.040 allows fences to be six feet tall in any required rear or interior side yard. The request will increase the height to 8 feet. The increased fence height is necessary to reduce the sound levels for the neighbors. Conditions #16 to 19 have been included in the use permit conditions to help regulate noise from this new use. Variance findings are included (Attachment 5) for your review.

Modified Parking Design

The applicant has revised their parking plan to include 41 parking spaces and a turn-around at the northern end of the lot that will be delineated as no parking. Within the parking lot there will be four pole lights located within parking planter islands. Use permit condition #24 has been included to ensure the lights are turned off when the parking lot is not in use. Two of the parking spaces are tandem spaces to be used by teachers and staff. The ASCC was in support of the tandem spaces because of the small staff and the ability to locate the owner of the car if/when it needs to be moved.

Grading and Drainage

The project site is level (less than 10% slope) and minimal grading is proposed. Storm water runoff associated with new impervious surface and roofed areas will be mitigated by an onsite storm drain detention system located at the rear of the property. Condition #19 of the Site Development Permit requires a hydrology study to be submitted with the final grading and drainage plan to demonstrate that the storm drainage system would mitigate for the increase in runoff associated with the proposed construction. (Attachment #8)

Revised Traffic Letter

The applicant's traffic consultant has submitted a revised letter dated June 28, 2016 and is included in the Initial Study (see Exhibit I contained within the Initial Study in Attachment 2). Hexagon conducted traffic volume and speed counts on Portola Road in February 2016 and found that the capacity of the two-lane road is operating substantially below the roads capacity. Based on data provided to the consultant, he concluded that there will be an estimated 592 new daily trips based on an enrollment of 132 students. The traffic study, however, does not directly address the potential impact, if any, of the events. The report also concluded that sight distances on Portola Road at the entrance to the project site are adequate for the speed of the traffic. The report preparer suggests that no parking signs be posted so that cars cannot park near the driveway and comprise the sight distance.

Hexagon's letter addresses in detail the school day drop off and pick up traffic patterns (see table #3). The consultant has reviewed the parking layout and has indicated that there is enough parking to support the use of the school as outlined. The report also reviews the traffic speed on Portola Road. The report suggests that slower speeds would be desirable, but not mandatory because most cars are observing the speed limit. After conversations with the Public Works Director, staff does not want to require speed feedback signs because they do not fit into the rural character of the Town. The report also calls for no parking signs along Portola Road frontage to increase sight distance at the driveway. The Public Works Director indicated that with the new trail and planting along the frontage there would not be room for parking and tickets would be given for cars parked on the trail therefore no parking signs would also not be required.

The Planning Commission should consider whether the traffic analysis has been adequately revised to address all the uses proposed by the project, including preschool students, enrichment students and events.

Noise Study

Charles Salter Associates prepared an Environmental Noise Study dated March 1, 2016 and a revised report dated April 5, 2016 (see Exhibit H contained within the Initial Study in Attachment 2). The consultant performed measurements at the existing school to characterize the average and maximum noise levels as a result of daily operations on-site. They also reviewed the architectural plans for the project and calculated noise exposures at the nearest property lines to the north. It was determined that noise from the playground areas within 80 feet of the adjacent

residential properties would exceed the Town's noise ordinance without mitigation. The applicant worked with the consultant to design a sound protection wall along the north property line that would shield and absorb the sound in such a way that it would reduce it to acceptable levels, provided that busier active play areas were kept at a distance of at least 25 feet. As a result the Farm-to-Table garden zone was created. The report also addresses staff's concern of noise emission from the Family Hall if the doors and windows are open. The consultant suggested mitigation to have the rear doors and north-facing windows kept closed after 7:00 pm. This would limit noise levels at the adjacent property line during evening events. Condition #17 has been included to address this concern.

NEIGHBOR COMMENTS AND COMMUNITY OUTREACH

Windmill School has conducted extensive community outreach over the past five years with adjacent and nearby neighbors and with the broader community. Letters of support and one letter of concern are included with this report (Attachment 9). The letter of concern was received from an adjacent neighbor located at 303 Wyndham Drive calls for a change in the outdoor hours of operation as outlined in use permit condition #9. Specifically they would like to limit the event hours of operation and event size and frequency as follows:

Outdoor Hours of Operation

Weekdays	8:45am to 7:15 pm
Saturdays	8:45 am to 1:30 pm. Only in Family Terrace, Redwood Grove and Courtyard
Sundays	Closed

Outdoor Events

Under 75 persons	Twelve (12) times a year
76 to 200 persons	Three (3) times a year, only for preschool affiliated events, not for community events.

CEQA REVIEW

This project is subject to CEQA review and an Initial Study and Mitigated Negative Declaration have been prepared (Attachment 2). The draft report was circulated on June 29, 2016 and remains open for comment until July 20, 2016. Staff found that there were significant issues with biology, cultural resources and noise that if mitigated would reduce the significance to a less than significant level. The Planning Commission should consider the adequacy of the environmental review and its compliance with the California Environmental Quality Act.

CONCLUSION

Along with consideration of the Initial Study and Mitigated Negative Declaration, the Planning Commission should review the General Plan and Zoning Map Amendment, Conditional Use Permit and Variance applications and make recommendations to the Town Council.

ATTACHMENTS

1. Resolution
2. Initial Study/Mitigated Negative Declaration
3. Conditional Use Permit Conditions of Approval.
4. Use Permit Findings

5. Variance Findings
6. Summary of Proposed Activities and Facilities Use for Windmill School Education Center dated April 11, 2016
7. Planning Commission Minutes, May 4, 2016
8. Site Development Conditions of Approval
9. Neighbor comment letters
10. Plans

Report approved by: Debbie Pedro, Planning Director

RESOLUTION NO. 2016-

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY RECOMMENDING APPROVAL OF THE
USE PERMIT AND VARIANCE FOR THE WINDMILL SCHOOL AND FAMILY
EDUCATION CENTER WITH RELATED GENERAL PLAN AND ZONING MAP
AMENDMENTS AND A NEGATIVE DECLARATION FOR THE PROJECT**

WHEREAS, the Planning Commission held a preliminary meeting on May 4, 2016 to discuss Windmill School's request for a new CUP for the new and expanded operation at the 900 Portola Road site;

WHEREAS, the Planning Commission held a duly noticed public hearing on July 20, 2016 to consider the Initial Study, Negative Declaration, Use Permit, Variance, and related General Plan and Zoning Map amendments on the subject application made by the Windmill School and Family Education Center and all public comment thereon; and

WHEREAS, the Planning Commission considered and made the required findings pursuant to Section 18.72.130 of the Portola Valley Municipal Code to approve the Conditional Use Permit as set forth in Attachment 4 to the staff report; and

WHEREAS, the Planning Commission considered and made the required findings pursuant to Section 18.68.070 of the Portola Valley Municipal Code to approve the fence height variance as set forth in Attachment 5 to the staff report; and

WHEREAS, the Initial Study, based on substantial evidence, found no significant environmental impacts that could not be mitigated to a less than significant level, a Mitigated Negative Declaration was prepared; and

WHEREAS, public notice was provided in accordance with the requirements of Section 15072 of the CEQA Guidelines, and

WHEREAS, the comment period on the Initial Study and Mitigated Negative Declaration extended from June 29, 2016 through July 20, 2016, and the Planning Commission has reviewed all comments received; and

WHEREAS, the Planning Commission has considered and reviewed all of the information contained in the Initial Study and Mitigated Negative Declaration, and all comments received in writing and at the public hearing, and finds that the environmental review is complete and adequate pursuant to the California Environmental Quality Act.

NOW, THEREFORE, be it resolved that the Planning Commission recommends that the Town Council of the Town of Portola Valley approve the Mitigated Negative Declaration for the project, the Use Permit, Variance, and related General Plan and Zoning Map amendments.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on July 20, 2016.

For:

Against:

Absent:

By: _____
Judith Hasko, Chairperson

Attest: _____
Debbie Pedro, Planning Director

INITIAL STUDY

DRAFT

Initial Study/Mitigated Negative Declaration

**Windmill School and Family
Education Center
General Plan Amendment,
Zoning Ordinance Amendment and
Conditional Use Permit
Project #32-2015**

Town of Portola Valley-Planning Department
765 Portola Road, Portola Valley, CA 94028

In accordance with the policies regarding implementation of the California Environmental Quality Act of 1970, this document, combined with the attached supporting data, constitutes the initial study on the subject project. This initial study provides the basis for the determination of whether the project may have a significant effect on the environment. If it is determined that the project may have a significant effect on the environment, an environmental impact report will be prepared which focuses on the area of concern identified by this initial study. If it is determined that the project would not have a significant effect on the environment, it is eligible for a Negative Declaration. If it is determined that the proposed project could have a significant effect on the environment, however, the significant effects of the project have been reduced to a less-than-significant level because revisions in the project have been made by or agreed to be the project applicant, then the project would be eligible for a Mitigated Negative Declaration.

Public Review: In accordance with CEQA and the State CEQA Guidelines, a 20-day public review period for this IS commenced on June 29, 2016, and will conclude on July 20, 2016. The Draft IS has been distributed to interested or involved public agencies, organizations, and individuals for review.

During the public review period, the public will have an opportunity to provide written comments on the information contained within this Draft IS. The public comments on the Draft IS and responses to public comments will be incorporated into the Final IS. The Town's Planning Commission and City Council will use the Final IS for all environmental decisions related to this proposed project.

In reviewing the Draft IS, affected public agencies and interested members of the public should focus on the sufficiency of the document in identifying and analyzing potential project impacts on the environment, and ways in which the significant effects of the project are proposed to be avoided or mitigated. Comments on the Draft IS should be submitted in writing prior to the end of the 20-day public review period and must be postmarked by July 20, 2016. Please submit written comments to:

Cynthia Richardson, Planner
Town of Portola Valley, Planning Department
765 Portola Road
Portola Valley, CA 94028
Phone: 650 851-1700
Email: crichardson@portolavalley.net

Environmental Checklist Form

1. **Project Title:** Windmill School and Family Education Center, General Plan Amendment, Variance, Zoning Ordinance Amendment and Conditional Use Permit Amendment.
2. **Lead Agency Name and Address:** Town of Portola Valley, 765 Portola Valley, Portola Valley, California 94028.
3. **Contact Person and Phone Number:** Debbie Pedro, AICP, Planning Director (650) 851-1700.
4. **Initial Study prepared by:** Town of Portola Valley, Planning Department (650) 851-1700.
5. **Project Location:** 900 Portola Road, Portola Valley, CA 94028
APN 076-261-010
6. **Project Sponsor's Name and Address:** Windmill School, 4141 Alpine Road, Portola Valley, CA 94028.
7. **General Plan Designation:** Community Commercial and Low-Medium Intensity Residential
8. **Zoning:** C-C (Community Commercial) and R-1/20M
9. **Introduction:** The Windmill School has been in existence for more than 60 years and was originally located at 380 Portola Road on a residentially zoned property. The nursery school use was considered non-conforming on that property. The school gained approval to move to the Alpine Hills Tennis and Swimming Club in the late 1970's. The school occupies the historic structure that was once the original Town Hall. The building had been the Portola Valley Town Hall beginning just after the Town's incorporation during the years 1964-1967. At the time Windmill School moved to the Alpine Hills Tennis and Swimming Club, a full evaluation was performed to make sure the nursery school use and associated activities were appropriate for the site. Resolution 1977-171 amended the original Alpine Hills Tennis and Swimming Club conditional use permit to add a private, non-profit recreational activity (nursery school) to the permitted uses for the site. The Windmill School has continued to operate under the Alpine Hills Tennis and Swimming Club conditional use permit until now.

The Club notified Windmill School that their lease of the historic building would be terminated as of August 2017. The Club intends to modify the clubhouse and associated structures in the near future and will not be able to provide space for the school. The Windmill School subsequently purchased the 1.67 acre property located at 900 Portola Road that was formerly Al's Nursery. The school intends to construct a new 3-classroom preschool and family education center on the property.

Windmill School and Family Education Center is a non-profit (501c3), parent-operated organization that operates an independent preschool (nursery school) for the enrichment of preschool age children in a play-based environment. The preschool enrollment is proposed to be up to 132 students and predominantly comprised of future Portola Valley School District students. The school's new location provides a property that can accommodate their long-term

goal of flexibility to add additional preschool classes and to offer a new after school enrichment program for enrollment of up to 300 K-8 children.

10. **Surrounding Land Uses and Setting:** The property is accessed directly off of Portola Road and is located between the Catholic Church and Wyndham Drive residential neighborhood to the north, the Douglas property that contains a commercial structure and a single-family home to the southeast and the Village Square Shopping Center to the east. The property is located within the Town Center Area Plan that is a sub-area plan within the General Plan. The property is approximately 1.67 acres and contains the sales office for Al's Nursery that will be remodeled and utilized by the school for a family lounge and a single family home that will be demolished. (Note the demolition of the single family home on this property is being demolished regardless of this project and it is proceeding separately as a ministerial permit.)
11. **Project Description:** The proposed project includes amending the Town of Portola Valley's General Plan Map and the Town of Portola Valley's Zoning Map, a Site Development Permit, Variance for a sound wall and a Conditional Use Permit to allow construction of a new pre-school and family education center.
12. **Other public agencies whose approval is required:** Woodside Fire Protection District, West Bay Sanitary District, San Mateo County Environmental Health Department.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The following section includes the Environmental Evaluation checklist from the CEQA guidelines. The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- | | | |
|--|--|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agriculture Resources | <input type="checkbox"/> Air Quality |
| <input checked="" type="checkbox"/> Biological Resources | <input checked="" type="checkbox"/> Cultural Resources | <input checked="" type="checkbox"/> Geology /Soils |
| <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Hydrology / Water Quality |
| <input type="checkbox"/> Land Use / Planning | <input type="checkbox"/> Mineral Resources | <input checked="" type="checkbox"/> Noise |
| <input type="checkbox"/> Population / Housing | <input type="checkbox"/> Public Services | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transportation/Traffic | <input type="checkbox"/> Utilities / Service Systems | <input type="checkbox"/> Mandatory Findings of Significance |

This Initial study has been prepared in accordance with the California Environmental Quality Act. Information and conclusions in the Initial Study are based upon staff research and the Town's General Plan and Municipal Code.

DETERMINATION

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or

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NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature: _____
Debbie Pedro, AICP, Planning Director

Date: _____

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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I. AESTHETICS -- Would the project:

- | | | | | |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| a) Have a substantial adverse effect on a scenic vista? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Substantially degrade the existing visual character or quality of the site and its surroundings? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| d) Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

DISCUSSION:

a-d) The existing visual and aesthetic character of the Town of Portola Valley is of a rural low-density residential area. Much of the Town is dominated by hillsides, heavy native vegetation and rolling hills. This property is located along the Portola Road Corridor Plan which was established to protect or reestablish open views within and from the corridor, especially to the western hillsides. The project has been evaluated against the principles listed in the Portola Road Corridor Plan and will be incorporated into conditions of approval of the site development permit. Such conditions include the undergrounding of utilities, removal of non-native invasive plants and the creation of a trail along the frontage of the property.

Design Guidelines are in place to retain the rural atmosphere of the Town. The Design Guidelines call for a minimal approach to be taken to outside illumination which could affect off-site views. The project plans indicate recessed ceiling lights to be used at the doors, hallways and entryways of the buildings. Decorative Barn lights are placed in a few locations of the buildings. Within the parking lot four pole lights with a barn type fixture are proposed along with a few ground path lights adjacent to the parking lot. In addition the project site is not located within a state scenic highway and no scenic resources will be negatively affected

With the Design Guidelines and the Portola Road Corridor Plan in place the proposed project would have *less than significant or no impact* on scenic resources.

MITIGATION: None

Sources: 1,2,3,5,6

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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II. AGRICULTURE RESOURCES—

Would the project:

a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

a-c) According to the 2016 Farmland Mapping and Monitoring Program (FMMP) from the State Department of Conservation, the project site is in an area that is designated as Other, Other land is land not included in any other mapping category. Other Land is not considered farmland; therefore, the proposed project would have *no impact* on farmlands.

MITIGATION: None

Source: 8

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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III. AIR QUALITY -- Would the project:

a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

a-e) The project is located in the San Francisco Bay Area Air Basin (SFBAAB), an area of non-attainment for national and state ozone, state particulate matter (PM10) and national and state fine particulate matter PM2.5) air quality standards (U.S. EPA 2010 AND BAAQMD 2010A).

Minimal grading work is expected for the construction of the new school. Construction activities and debris removal trucks are expected. None of these short term construction activities could potentially effect air quality or create objectionable odors. Therefore, the proposed project would have *no impact* on air quality.

MITIGATION: None

Source: 9

DISCUSSION:

This section summarizes the potential biologic impacts related to the proposed project based on the HT Harvey & Associates Biological Resources Report (Exhibit A) and the Econo Tree Service, Tree Protection and Preservation Report (Exhibit B).

a-f) The biologic impact report finds that based on an analysis of documented habitat requirements and occurrence records associated with Special-status Plants and Animal Species, the project site lacks suitable habitat or evidence that special species exist on site with the exception of two species. The California red-legged frog and the Western Pond Turtle are known protected species and have some potential to occur on or close to the site.

The Biologist found that there is a low probability that the project would result in impacts on individual red-legged frogs due to the low quality of the habitat and the limited number of individuals that could possibly occur on the site. Thus, the project would not substantially impact any red-legged frog population.

Impacts on the Western Pond Turtle were also found to be low due to the proximity of the project to the surrounding creeks and the impediments to western pond turtle dispersal, including commercial and residential development.

The project may result in the removal of three trees during demolition of the residence on the project site; a magnolia, yucca, and coast redwood. The Town of Portola Valley's tree removal ordinance (PVMC 15.12.070.A) has several stipulations regarding significant trees, requiring permits for their removal. None of the trees to be removed meet the criteria for protection.

Construction disturbance during the breeding season (February 1 through August 31, for most species) could result in the incidental loss of eggs or nestlings, either directly through the destruction or disturbance of active nests or indirectly by causing the abandonment of nests. This type of impact would not be significant. However, construction disturbance would be considered a violation of the Migratory Bird Treaty Act (MBTA) and California Fish and Game Code. This impact is potentially significant, but would be reduced to a *less-than-significant* level by implementing the following mitigation measures.

MITIGATION:

MM – Biologic Resources – 1) To the extent feasible, construction activities should be scheduled to avoid the nesting season. If construction activities are scheduled to take place outside the nesting season, all impacts to nesting birds protected under the MBTA and California Fish and Game Code will be avoided. The nesting season for most birds in San Mateo County extends from February 1 through August 31.

MM – Biologic Resources – 2) If it is not possible to schedule construction activities between September 1 and January 31, then pre-construction surveys for nesting birds should be conducted by a qualified ornithologist to ensure that no nests will be disturbed during Project implementation. We recommend that these surveys be conducted no more than seven days prior to the initiation of construction activities. During this survey, the ornithologist will inspect all trees and other potential nesting habitats (e.g., trees, shrubs, ruderal grasslands, buildings) in and immediately adjacent to the impact areas for nests. If an active nest is found sufficiently close to work areas to be disturbed by

these activities, the ornithologist will determine the extent of a construction-free buffer zone to be established around the nest (typically 300 ft for raptors and 100 ft for other species), to ensure that no nests of species protected by the MBTA and California Fish and Game Code will be disturbed during Project implementation.

MM – Biologic Resources – 3) If construction activities will not be initiated until after the start of the nesting season, we recommend that all potential nesting substrates (e.g., bushes, trees, grasses, and other vegetation) that are scheduled to be removed by the Project be removed prior to the start of the nesting season (e.g., prior to February 1). This will preclude the initiation of nests in this vegetation, and prevent the potential delay of the Project due to the presence of active nests in these substrates.

Sources: 1,5,6,10,17,18

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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V. CULTURAL RESOURCES –

Would the project:

a) Cause a substantial adverse change in the significance of a historical resource as defined in ' 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to ' 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DISCUSSION:

This section summarizes the potential cultural impacts related to the proposed project based on the Historic Resources Evaluation prepared by Architectural Resources Group (Exhibit C) and the Town Historian memo (Exhibit D).

a-c) The proposed project would not conflict with any cultural resources identified in the General Plan. Architectural Resources Group prepared a Historic Resources Evaluation dated February 2016 for the project site. The purpose of the evaluation was to determine if the property qualifies as an individual historic resource per eligibility criteria of the California Register of Historical Resources (California Register) for purposes of the California Environmental Quality Act (CEQA). The report found that the property had no association with a significant event, no association with a significant person and no architectural significance. Therefore, the proposed project would have *no impact* on cultural resources.

d) No human remains are known to be buried in the vicinity of the project site. Therefore, there is a low likelihood that human remains would be encountered. Nonetheless, the potential exists for previously undiscovered human remains to be encountered during ground-disturbing activities. Buried deposits may be eligible for listing in the CRHR. This impact is potentially significant, but would be reduced to a *less-than-significant* level by implementing the following mitigation measures.

MITIGATION:

MM – Cultural Resources – 1) The applicant shall ensure the construction specifications include a stop work order if human remains are discovered during construction activities. There shall be no further excavation or disturbance of the site within a 50 foot radius of the location of such discovery, or any nearby area reasonably suspected to overlie adjacent remains. The San Mateo County Coroner shall be notified and will make a determination as to whether the remains are Native American. If the Coroner determines that the remains are not subject to his authority, s/he shall notify the Native American Heritage Commission, which will attempt to identify descendants of the deceased Native American. If no satisfactory agreement can be reached as to the disposition of the remains pursuant to this state law, then the landowner shall reinter the human remains and items associated with Native American burials on the property in a location not subject to further subsurface disturbance.

Sources: 3,5,15,16

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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VI. GEOLOGY AND SOILS -- Would the project:

a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

This section summarizes the potential geology and soils impacts related to the proposed project based on the Geotechnical Investigation prepared by Ting & Associates (Exhibit E) and the Town Geologist memo dated June 28, 2016 (Exhibit F).

a-e) The proposed project would not have a geologic impact because the project site is located outside of any Geotechnical and Seismic Hazard Zones as shown on the Cotton, Shires & Associates Geotechnical and Seismic Hazard Zone Map dated 2-22-2010. Ting & Associates completed a site geotechnical investigation including two exploratory borings and a Cone Penetration Test (CPT) extending to a maximum depth of 50 feet. Liquefaction analysis utilized a peak ground acceleration of 0.83g. The Consultant calculated a total liquefaction induced settlement of 1.2 inches and a differential settlement of 0.6 inch. Highly expansive clay materials were identified at the site and pier and grade beam foundations have been recommended for proposed buildings. The Town Geologist has reviewed the Ting & Associates report and agrees that the project is geotechnically feasible however due to the expansive soils on the property the Town Geologist requires that only non-expansive import or non-expansive site earth materials be utilized for the construction of engineered fill. This impact is potentially significant, but would be reduced to a *less-than-significant* level by implementing the following mitigation measures.

MITIGATION:

MM - Geology and Soils - 1) Beneath all hardscape and structures, only non-expansive import or non-expansive site earth materials may be utilized for the construction of engineered fill. Site expansive earth materials are not approved for placement beneath pavement areas or site structures.

Sources: 11,20,21

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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VII. GREENHOUSE GAS EMISSIONS -- Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION:

a-b) Construction of the proposed project would generate short-term emissions. Emissions would primarily originate from mobile and stationary construction equipment exhaust, as well as employee and haul truck vehicle exhaust. Minimal grading work is expected for the construction of the new improvements. Delivery trucks and debris removal trucks are expected; because construction emission sources would cease once construction is complete, they are considered short-term.

Increased vehicle trips to the project site, due to the new school would cause negligible level of increased emissions. Therefore, the proposed project would have *no impact* on greenhouse gas emissions.

MITIGATION: None

Sources: 9

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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VIII. HAZARDS AND HAZARDOUS MATERIALS--

Would the project:

a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

a-h) The proposed project does not produce a hazard or hazardous waste and will have no foreseeable impact related to Hazards and Hazardous Materials. The site is not located in an identified location according to CA Government Code 65962.5. Therefore, the proposed project would have *no impact* on hazards and hazardous materials.

MITIGATION: None

Sources: 12

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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IX. HYDROLOGY AND WATER QUALITY--

Would the project:

a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

a-j) A grading and drainage plan will be implemented at the time of construction of the new school. Drainage on the property is proposed to be contained in an onsite 6 foot by 80 foot storm drain detention and infiltration basin at the rear of the property. Since the proposed project would have a slight increase in the amount of impervious area that could increase the amount of water runoff, the detention basin will hold the water and release it slowly so that there would be no effect on hydrology and water quality. Therefore, the proposed project would have *no impact* on hydrology and water quality.

MITIGATION: None

Sources: 13,18

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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X. LAND USE AND PLANNING--
Would the project:

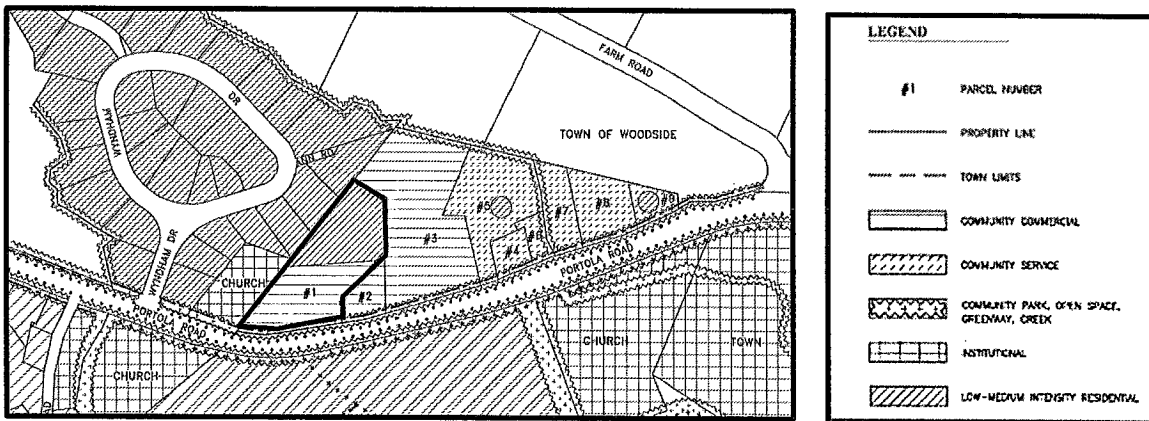
- | | | | | |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| a) Physically divide an established community? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c) Conflict with any applicable habitat conservation plan or natural community conservation plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION:

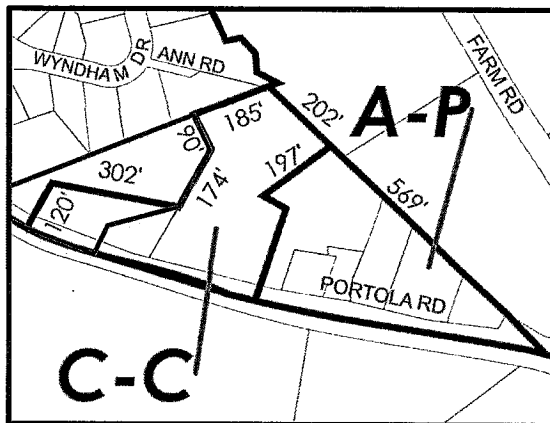
a & c) The proposed project would not divide an established community as it would occur within an area that has historically been used as a commercial use. The project site is not located within any applicable habitat conservation plan or natural community conservation plan. The property is not part of an adopted habitat conservation plan or natural community conservation plan.

b) This section summarizes potential impacts to Land Use and Planning related to the proposed project based on the letter in support of the project prepared by Windmill School (Exhibit G).

The Town of Portola Valley General Plan Town Center Area Plan governs the designation for this property. Currently the front half of the property is designated as Community Commercial while the back half has a General Plan designation of Low – Medium Intensity Residential. It is believed that



the rear half of the property obtained this designation due to the existence of the residence on this property and its proximity to the adjacent Wyndham Drive neighborhood. Staff believes that the change from Low - Medium Intensity Residential to Community Commercial is what the entire property would have been designated if the owner of Al's Nursery did not have his home on the property. Historically the entire property has been used for storage of materials for the Al's Nursery commercial use.



The current Zoning Designation is also split however in a different configuration as the General Plan Designation. A portion of the front of the property is zoned C-C (Community Commercial) while the portion closest to the adjacent Wyndham Drive neighborhood is zoned R-1/20M. This application would clean up this inconsistency and include the entire property into the C-C Zoning District.

By changing the General Plan and the Zoning Designation of this property the new Windmill School use would be consistent with what is allowed in the General Plan and Zoning Ordinance. The C-C District

is intended to provide space for local retail and consumer services necessary to serve primarily the town and its spheres of influence. Pursuant to Section 18.20.030.e of the PVMC A nursery school is permitted as a condition use within the CC district. The student enrollment at the school is primarily made up of Portola Valley residents. Provisions under the C-C (Community Commercial) District regulations allows for educational, cultural, institutional and recreational uses such as churches, nursery schools, private clubs or recreation facilities under a conditional use permit.

If the General Plan and Zoning map amendment is approved, then the proposed project would be consistent with the Zoning Code resulting in a *less-than-significant impact*.

MITIGATION: None

Sources: 4,5,6

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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XI. MINERAL RESOURCES --

Would the project:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION:

a-b) The proposed project will not result in the loss of mineral resources. The project is not located in an area known for valued minerals. Therefore, the proposed project would have *no impact* on mineral resources.

MITIGATION: None

Sources: 5,6

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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XII. NOISE--Would the project result in:

a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

This section summarizes the potential noise impacts related to the proposed project based on the Environmental Noise Study and Supplemental letter prepared by Charles M. Salter (Exhibit H).

a-d) The Town of Portola Valley Noise Ordinance stipulates that non-transportation generated noise levels are to be held to 50 Leq and 65 Lmax at an exterior residential receiver during daytime hours of 7:00 am to 10:00 pm. A review of the architectural plans for the project and calculated noise exposures at the nearest property lines to the north were performed by Charles Salter Associates. It was determined that noise from the playground areas within 80 feet of the adjacent residential properties would exceed the Town's noise ordinance without mitigation. The applicant worked with the consultant to design a sound protection wall along the north property line that would shield and absorb the sound in such a way that it would reduce it to acceptable levels, provided that busier active play areas were kept at a distance of at least 25 feet. The report also addresses noise emission from the Family Hall if the doors and windows are open. This impact is potentially significant, but would

be reduced to a *less-than-significant* level by implementing the following mitigation measures.

e-f) The project site is not located within an airport land use plan or within two miles of a public airport or public use airport or within the vicinity of a private airstrip. Therefore, there would be *no impact* associated with the aircraft noise.

MITIGATION:

MM – Noise – 1) An 8 foot tall approximately 105 foot long acoustic sound wall shall be constructed along the northern end of the property as depicted on the approved site plan.

MM – Noise – 2) In order to keep noise levels less than 50 dBA. Highly active play areas shall be kept at a distance of at least 25 feet from the nearest residential property line to the north.

MM – Noise – 3) For events after 7:00 pm within the buildings, the rear (eastern) doors and north-facing windows of the Family Hall shall be kept closed after 7:00 pm. For special program/events after 7:00 pm, noise shall be controlled so not to exceed 50 dBA beyond the property lines adjacent to residential neighborhood.

MM – Noise – 4) The quiet zone garden area within 25 feet of the sound wall shall be reserved for teacher supervised listening and observing activities while using low voices. The quiet zone garden area shall not be used between the hours of 7:00 pm and 8:00 am.

Sources: 5,6,24

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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XIII. POPULATION AND HOUSING--

Would the project:

a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

a-c) The proposed project will not have a significant impact on population or housing. There is one vacant residence on the property that will be removed. Changing the General Plan and Zoning designation of a portion of the property from R-1/20M to Community Commercial District will not increase the necessity for housing. Therefore the proposed project would have *no impact* on population and housing.

MITIGATION: None

Sources: 3, 5

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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XIV. PUBLIC SERVICES-- Would the project:

a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

a) The proposed project will not have a foreseeable impact on any public service or facility. Therefore, the proposed project would have *no impact* on public services.

MITIGATION: None

Sources: 3

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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XV. RECREATION -- Would the project:

a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?

b) Does the project include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?

DISCUSSION:

a-b) The new pre-school will not increase the need for additional recreational facilities because the majority of the children who will attend the school are already residents of the Town. The proposed project would not include new or expanded Town or County park facilities. Therefore, the proposed project would have *no impact* on recreation.

MITIGATION: None

Sources: 5,6

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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**XVI. TRANSPORTATION/TRAFFIC –
 Would the project:**

a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?

b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?

c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?

d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?

e) Result in inadequate emergency access?

f) Result in inadequate parking capacity?

g) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?

DISCUSSION:

This section uses information from the Transportation Study prepared for the proposed project by Hexagon Transportation Consultants, Inc. (Exhibit I).

a)The Portola Valley General Plan Circulation Element does not contain any policies establishing measures of effectiveness for the performance of the circulation system. The Town Center Area Plan discusses

circulation and within the project area and calls for safe pedestrian and bicycle access to and inter-connections among non-residential developments. The project includes a 4 foot wide paved pedestrian path that is separated from the road with landscaping. As such, there would be a *less-than-significant impact*.

b) Hexagon conducted traffic volume and speed counts on Portola Road in February 2016 and found that the capacity of the two-lane road is operating substantially below the roads capacity. Based on data provided to the consultant, he concluded that there will be an estimated 592 new daily trips on the expected enrollment of the preschool and the after school enrichment program. Based on this analysis, all of the roadway segments would remain within the typical volume levels. As such, there would be a *less-than-significant impact*.

c) No components of the proposed project have the potential to impact air traffic patterns. As such, the proposed project would not lead to an increase in air traffic and would have *no impact* on this mode of travel.

d) The Traffic Report concluded that sight distances on Portola Road at the entrance to the project site are adequate for the speed of the traffic. As such, the proposed project would not increase hazards due to a design feature and would have *no impact*.

e) The proposed project would not modify the surrounding roadway network nor would it significantly increase traffic, the proposed project would have *no impact* on emergency access.

f) Hexagon reviewed the parking plan layout and has stated that parking demand is based on conservative assumptions and the provided parking is adequate. The site plan includes spaces that are designated for teacher parking due to the difficulty of maneuvering during busy drop off and pick up times. During special events the school will have to arrange for off-site parking to accommodate the demand. There are a few potential lots adjacent to the project site that could serve the excess demand during special events therefore parking would have *no impact*.

g) The proposed project would not conflict with adopted policies, plans or programs regarding public transit and therefore would have *no impact* to public transportation.

MITIGATION: None

Sources: 1,3,5,25

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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XVII. UTILITIES AND SERVICE SYSTEMS—

Would the project:

a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION:

Water demand and wastewater discharge generated by the proposed project would be accommodated through the Town's existing water supply, sanitary sewer, and wastewater treatment infrastructure. The project will connect to the existing sewer main located in Portola Road and the existing onsite wastewater treatment system (OWTS) septic tank will be abandoned. As such, the proposed project would not require the expansion of existing facilities. Therefore; the proposed project would have *no impact* on utilities and service systems

MITIGATION: None

Sources: 1,3,14

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
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XVIII. MANDATORY FINDINGS OF SIGNIFICANCE -- Would the project:

a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?

b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?

c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

DISCUSSION:

a-c) The proposed project would result in short term impacts on biologic resources, cultural resources, geology and soils and noise. However, in each case, mitigation measures have been identified that would reduce all potentially significant impacts to a *less-than-significant* level. Additionally, the proposed project will not result in a negative impact to the environment, wildlife, plant or historical resource. The project does not have any foreseeable cumulative or unmitigated impacts as defined in this Initial Study.

MITIGATION: None

Sources: 1-25

SOURCE LIST:

1. Field Inspection
2. Project Plans
3. Planner's Knowledge of the Area
4. Portola Valley Land Use and Zoning Map
5. Portola Valley General Plan
6. Portola Valley Municipal Code
7. Assessor's Maps, Office of County Assessor, San Mateo County
8. State Department of Conservation, Farmland Mapping and Monitoring Program 2016.
9. BAAQMD CEQA Guidelines: Assessing the Air Quality Impacts of Projects and Plans.
10. State Department Fish and Game CNDDDB Map
11. Geotechnical and Seismic Hazard Zones Map of Town of Portola Valley, Cotton Shires and Associates, 2010
12. DTSC Hazardous Waste and Substance Sites List, California Environmental Protection Agency
13. Federal Emergency Management Agency, Flood Insurance Rate Map, October 16, 2012.
14. Sanitary Sewer Map, West Bay Sanitary Sewer District
15. California Health and Safety Code Section 7050.5
16. CEQA Guidelines, 2016
17. Google Earth
18. H.T. Harvey & Associates, Biological Resources Report, dated May 11, 2016
19. Econo Tree Service, Tree Protection and Preservation Report prepared by Henry Kramer dated March 26, 2012
20. Ting & Associates, Inc., Geotechnical Investigation, dated April 10, 2016, May 17, 2016 and June 8, 2016.
21. Cotton, Shires Associates, Geotechnical Peer Review dated June 28 2016.
22. Architectural Resources Group, Historic Resource Evaluation, dated February 2016.
23. Town Historian, Nancy Lund, Comments on Historic Resources Evaluation for 900 Portola Road, dated March 11, 2016.
24. Charles M. Salter Noise Report dated April 5, 2016.
25. Hexagon Transportation Consultants, Inc., Traffic Study, dated June 28 2016.

EXHIBIT LIST:

- A. H.T. Harvey & Associates, Biological Resources Report, dated May 11, 2016.
- B. Econo Tree Service, Tree Protection and Preservation Report, dated March 26, 2012.
- C. Architectural Resources Group, Historic Resource Evaluation, dated February 2016.
- D. Town Historian, Nancy Lund, Comments on Historic Resources Evaluation for 900 Portola Road, dated March 11, 2016.
- E. Ting & Associates, Inc., Geotechnical Investigation, dated April 10, 2016, May 17, 2016 and June 8 2016.
- F. Cotton, Shires Associates, Geotechnical Peer Review dated June 28, 2016
- G. Windmill School letter dated April 11, 2016.
- H. Charles M. Salter, Peer review, dated March 1, 2016 and April 5, 2016.
- I. Hexagon Transportation Consultants, Inc., Traffic Study, dated June 28, 2016.

Mitigation Measures

MM – Biologic Resources – 1) To the extent feasible, construction activities should be scheduled to avoid the nesting season. If construction activities are scheduled to take place outside the nesting season, all impacts to nesting birds protected under the MBTA and California Fish and Game Code will be avoided. The nesting season for most birds in San Mateo County extends from February 1 through August 31.

MM – Biologic Resources – 2) If it is not possible to schedule construction activities between September 1 and January 31, then pre-construction surveys for nesting birds should be conducted by a qualified ornithologist to ensure that no nests will be disturbed during Project implementation. We recommend that these surveys be conducted no more than seven days prior to the initiation of construction activities. During this survey, the ornithologist will inspect all trees and other potential nesting habitats (e.g., trees, shrubs, ruderal grasslands, buildings) in and immediately adjacent to the impact areas for nests. If an active nest is found sufficiently close to work areas to be disturbed by these activities, the ornithologist will determine the extent of a construction-free buffer zone to be established around the nest (typically 300 ft for raptors and 100 ft for other species), to ensure that no nests of species protected by the MBTA and California Fish and Game Code will be disturbed during Project implementation.

MM – Biologic Resources – 3) If construction activities will not be initiated until after the start of the nesting season, we recommend that all potential nesting substrates (e.g., bushes, trees, grasses, and other vegetation) that are scheduled to be removed by the Project be removed prior to the start of the nesting season (e.g., prior to February 1). This will preclude the initiation of nests in this vegetation, and prevent the potential delay of the Project due to the presence of active nests in these substrates.

MM – Cultural Resources – 1) The applicant shall ensure the construction specifications include a stop work order if human remains are discovered during construction activities. There shall be no further excavation or disturbance of the site within a 50 foot radius of the location of such discovery, or any nearby area reasonably suspected to overlie adjacent remains. The San Mateo County Coroner shall be notified and will make a determination as to whether the remains are Native American. If the Coroner determines that the remains are not subject to his authority, s/he shall notify the Native American Heritage Commission, which will attempt to identify descendants of the deceased Native American. If no satisfactory agreement can be reached as to the disposition of the remains pursuant to this state law, then the landowner shall reinter the human remains and items associated with Native American burials on the property in a location not subject to further subsurface disturbance.

MM - Geology and Soils - 1) Beneath all hardscape and structures, only non-expansive import or non-expansive site earth materials may be utilized for the construction of engineered fill. Site expansive earth materials are not approved for placement beneath pavement areas or site structures.

MM – Noise – 1) An 8 foot tall approximately 105 foot long acoustic sound wall shall be constructed along the northern end of the property as depicted on the approved site plan.

MM – Noise – 2) In order to keep noise levels less than 50 dBA. Highly active play areas shall be kept at a distance of at least 25 feet from the nearest residential property line to the north.

MM – Noise – 3) For events after 7:00 pm within the buildings, the rear (eastern) doors and north-facing windows of the Family Hall shall be kept closed after 7:00 pm. For special program/events

after 7:00 pm, noise shall be controlled so not to exceed 50 dBA beyond the property lines adjacent to residential neighborhood.

MM – Noise – 4) The quiet zone garden area within 25 feet of the sound wall shall be reserved for teacher supervised listening and observing activities while using low voices. The quiet zone garden area shall not be used between the hours of 7:00 pm and 8:00 am.

Mitigation Monitoring Program
Windmill School and Family Education Center

	Mitigation Measure	Responsible Department	Must Be Completed By	Done
1	MM – Biologic Resources – 1) To the extent feasible, construction activities should be scheduled to avoid the nesting season. If construction activities are scheduled to take place outside the nesting season, all impacts to nesting birds protected under the MBTA and California Fish and Game Code will be avoided. The nesting season for most birds in San Mateo County extends from February 1 through August 31.	Planning Department	Prior to start of construction	
2	MM – Biologic Resources – 2) If it is not possible to schedule construction activities between September 1 and January 31, then pre-construction surveys for nesting birds should be conducted by a qualified ornithologist to ensure that no nests will be disturbed during Project implementation. We recommend that these surveys be conducted no more than seven days prior to the initiation of construction activities. During this survey, the ornithologist will inspect all trees and other potential nesting habitats (e.g., trees, shrubs, ruderal grasslands, buildings) in and immediately adjacent to the impact areas for nests. If an active nest is found sufficiently close to work areas to be disturbed by these activities, the ornithologist will determine the extent of a construction-free buffer zone to be established around the nest (typically 300 ft for raptors and 100 ft for other species), to ensure that no nests of species protected by the MBTA and California Fish and Game Code will be disturbed during Project implementation.	Planning Department	During construction	
3	MM – Biologic Resources – 3) If construction activities will not be initiated until after the start of the nesting season, we recommend that all potential nesting substrates (e.g., bushes, trees, grasses, and other vegetation) that are scheduled to be removed by the Project be removed prior to the start of the nesting season (e.g., prior to February 1). This will preclude the initiation	Planning Department	Prior to start of construction	

	of nests in this vegetation, and prevent the potential delay of the Project due to the presence of active nests in these substrates.			
4	MM – Cultural Resources – 1) The applicant shall ensure the construction specifications include a stop work order if human remains are discovered during construction activities. There shall be no further excavation or disturbance of the site within a 50 foot radius of the location of such discovery, or any nearby area reasonably suspected to overlie adjacent remains. The San Mateo County Coroner shall be notified and will make a determination as to whether the remains are Native American. If the Coroner determines that the remains are not subject to his authority, s/he shall notify the Native American Heritage Commission, which will attempt to identify descendants of the deceased Native American. If no satisfactory agreement can be reached as to the disposition of the remains pursuant to this state law, then the landowner shall re-inter the human remains and items associated with Native American burials on the property in a location not subject to further subsurface disturbance.	Planning Department	Prior to completion of Project	
5	MM - Geology and Soils - 1) Beneath all hardscape and structures, only non-expansive import or non-expansive site earth materials may be utilized for the construction of engineered fill. Site expansive earth materials are not approved for placement beneath pavement areas or site structures.	Building Department	At time of submission of building permit	
6	MM – Noise – 1) An 8 foot tall approximately 105 foot long acoustic sound wall shall be constructed along the northern end of the property as depicted on the approved site plan.	Planning Department	Prior to occupancy	
7	MM – Noise – 2) In order to keep noise levels less than 50 dBA. Highly active play areas shall be kept at a distance of at least 25 feet from the nearest residential property line to the north.	Planning Department	At all times	
8	MM – Noise – 3) For events after 7:00 pm within the buildings, the rear (eastern) doors and north-facing windows of the Family Hall shall be kept closed after 7:00 pm. For	Planning Department	At all times	

	special program/events after 7:00 pm, noise shall be controlled so not to exceed 50 dBA beyond the property lines adjacent to residential neighborhood.			
9	MM – Noise – 4) The quiet zone garden area within 25 feet of the sound wall shall be reserved for teacher supervised listening and observing activities while using low voices. The quiet zone garden area shall not be used between the hours of 7:00 pm and 8:00 am.	Planning Department	At all times	



May 11, 2016

Karen Tate
Windmill School
4141 Alpine Road
Portola Valley, CA 94028

Subject: Windmill School Biological Resources Report - Revised (HTH # 3837-01)

Dear Ms. Tate:

Per your request, this biological resources report provides H. T. Harvey & Associates' assessment of existing biological conditions on the Windmill School site in Portola Valley, California and the potential for impacts on sensitive biological resources as a result of proposed development at the site.

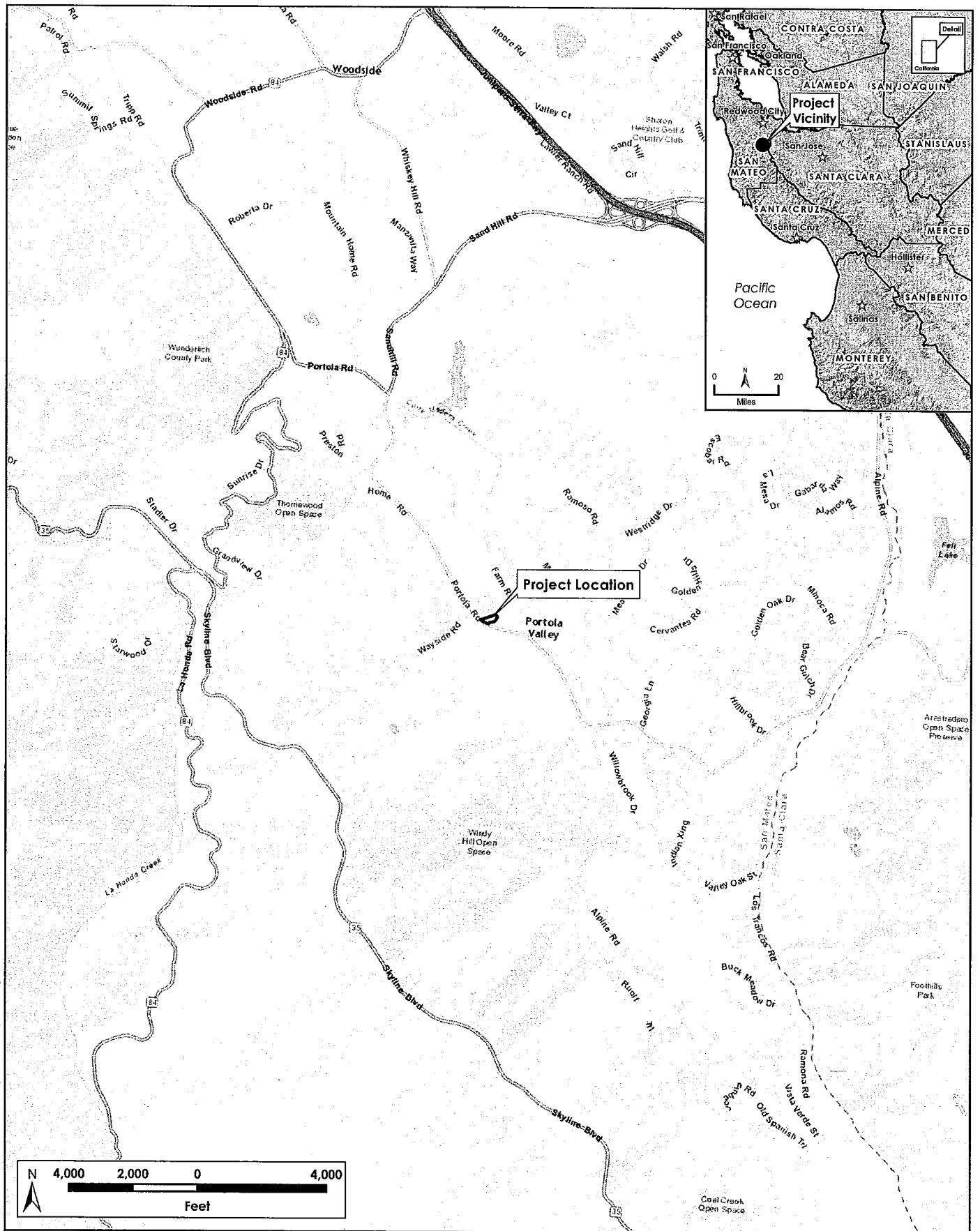
Project Description and Location

The 1.7-acre (ac) Project site is located at 900 Portola Road in Portola Valley, California (Figure 1). The Project site is bounded by residential development to the north, Portola Road and residential development to the south and west, and commercial development to the east. The proposed Project entails the demolition of an existing single-story residence and construction of new school facilities, including classrooms, and parking on the site.

Methods

H. T. Harvey & Associates ecologist Bridget Sousa, Ph.D., characterized the existing biological conditions on the Project site, including the presence and distribution of biotic habitats, potentially regulated habitats, and special-status species. This assessment involved a review of relevant background information combined with a reconnaissance-level survey conducted on February 10, 2016. Focused surveys for evidence of previous raptor nesting activity (i.e., large stick nests), bat roosting habitat, and nests of the San Francisco dusky-footed woodrat (*Neotoma fuscipes annectens*), a California species of special concern, were also conducted on this date. Information concerning threatened, endangered, or other special-status species that could occur in the Project region was reviewed, including information from the following sources:

- California Natural Diversity Database (CNDDB) and its associated species accounts (CNDDB 2016)
- Species list information for the vicinity from the website of the U.S. Fish and Wildlife Service (USFWS) (<https://ecos.fws.gov/ipac/>)



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H. T. HARVEY & ASSOCIATES
Ecological Consultants

Figure 1. Vicinity Map

Windmill School Biological Resources Report
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- California Native Plant Society (CNPS) Inventory of Rare and Endangered Plants of California (CNPS 2016)
- Relevant scientific literature, technical databases, and resource agency reports

A search of CNDDDB Rarefind published accounts (CNDDDB 2016) was conducted for special-status plant and wildlife species occurring in the *Palo Alto, California* U.S. Geological Survey (USGS) 7.5-minute topographic quadrangle within which the site is located, as well as the eight surrounding quadrangles (*Mountain View, Newark, Redwood Point, San Mateo, Woodside, La Honda, Mindogo Hill, and Cupertino*). In addition, for plants we reviewed the Online Inventory of Rare Plants (CNPS 2016) for information regarding the distribution and habitats of vascular plants designated as California Rare Plant Rank (CRPR) 1A, 1B, 2A, 2B, or 3 that occur in any of the nine USGS quadrangles listed above. We also considered the CNPS plant list for San Mateo County, as the CNPS does not maintain quadrangle-level records for CRPR 4 species.

Existing Biological Conditions

General Habitat Conditions and Wildlife Use

Vegetation. The reconnaissance-level field survey identified two biotic habitat types, landscaped/developed and California annual grassland/redwood grove, on the Project site (Figure 2). The landscaped/developed habitat includes two single-story buildings, a school and a residence, located in the center of the property. A driveway extends along the southeastern border of the buildings and connects to a U-shaped driveway allowing access to and from Portola Road. The area immediately surrounding the buildings is occupied by ornamental plantings, including a magnolia tree (*Magnolia* sp.), English ivy (*Hedera helix*), bamboo (subfamily *Bambusoideae*), yucca (*Yucca* sp.), and a variety of non-native perennial flowers.



Photo 1: Hardscape driveway and school house

The California annual grassland/redwood grove occupies the remainder of the Project site. A mature redwood (*Sequoia sempervirens*) grove occurs along the northwestern fenceline of the Project site. Most of the redwoods in this grove, that appear to have been planted, are mature trees, with a diameter at breast height of 2 to 5.5 feet (ft). Two mature oaks (*Quercus agrifolia*) occur in the northern portion of the Project site near Portola Road. The Project site contains relatively little native vegetation. The eastern portion of the property was previously used as a nursery, and a greenhouse and several fruit trees were removed after the nursery closed. The former nursery area, as well as lawns along Portola Road, have reverted to ruderal grassland dominated by non-native

grasses and native and non-native weeds, including pioneer violet (*Viola glabella*), bur medic (*Medicago polymorpha*), bull thistle (*Cirsium vulgare*), and common dandelion (*Taraxacum officinale*) (Photo 2).



Photo 2: Ruderal grasslands in eastern portion of Project site

California towhee (*Melospiza crissalis*), dark-eyed junco (*Junco hyemalis*) and Bewick's wren (*Thryomanes bewickii*) were observed foraging on the Project site. In addition, the eaves, gutters, and interiors of the two buildings on the Project site may be attractive to other nesting and/or roosting bird species in the area, such as the black phoebe (*Sayornis nigricans*) and house finch (*Haemorhous mexicanus*). Evidence of previous nesting attempts by these species were observed on both buildings. Numerous crevices and entry points for bats were also observed on the two buildings. These areas could attract small numbers of individual bats, but do not provide habitat for large roosting or maternity colonies. In addition, an examination of the interior and exterior of the buildings failed to detect any evidence of bat activity (i.e., guano or urine staining), indicating that large bat colonies are absent from the buildings.

The redwood grove and native oaks on the Project site provide food and nesting opportunities for a variety of native and non-native species, including the fox squirrel (*Sciurus niger*), chestnut-backed chickadee (*Poecile rufescens*), western scrub jay (*Aphelocoma californica*), and American crow (*Corvus brachyrhynchos*). In addition the mature trees provide potential nesting habitat for raptors such as the Cooper's hawk (*Accipiter cooperi*). However, no old nests of raptors were observed on the site during the reconnaissance survey. Further, an examination of the trees on the site failed to find any large cavities that might provide suitable habitat for a large roosting or maternity colony of bats.

Special-status Plant and Animal Species

As described in Methods above, information concerning threatened, endangered, or other special-status species that could occur on the Project site was collected from several sources and reviewed by H. T. Harvey & Associates biologists. The specific habitat requirements and the locations of known occurrences of each special-

Wildlife. The wildlife most often associated with developed/landscaped and ruderal grassland areas are those that are tolerant of periodic human disturbances, including introduced species such as the European starling (*Sturnus vulgaris*), rock pigeon (*Columba livia*), eastern gray squirrel (*Sciurus carolinensis*), house mouse (*Mus musculus*), and Norway rat (*Rattus norvegicus*). Numerous common, native species are also able to utilize these habitats, especially the buildings and landscaped areas, including the western fence lizard (*Sceloporus occidentalis*), striped skunk (*Mephitis mephitis*) and a variety of birds. Birds such as the Anna's hummingbird (*Calypte anna*),

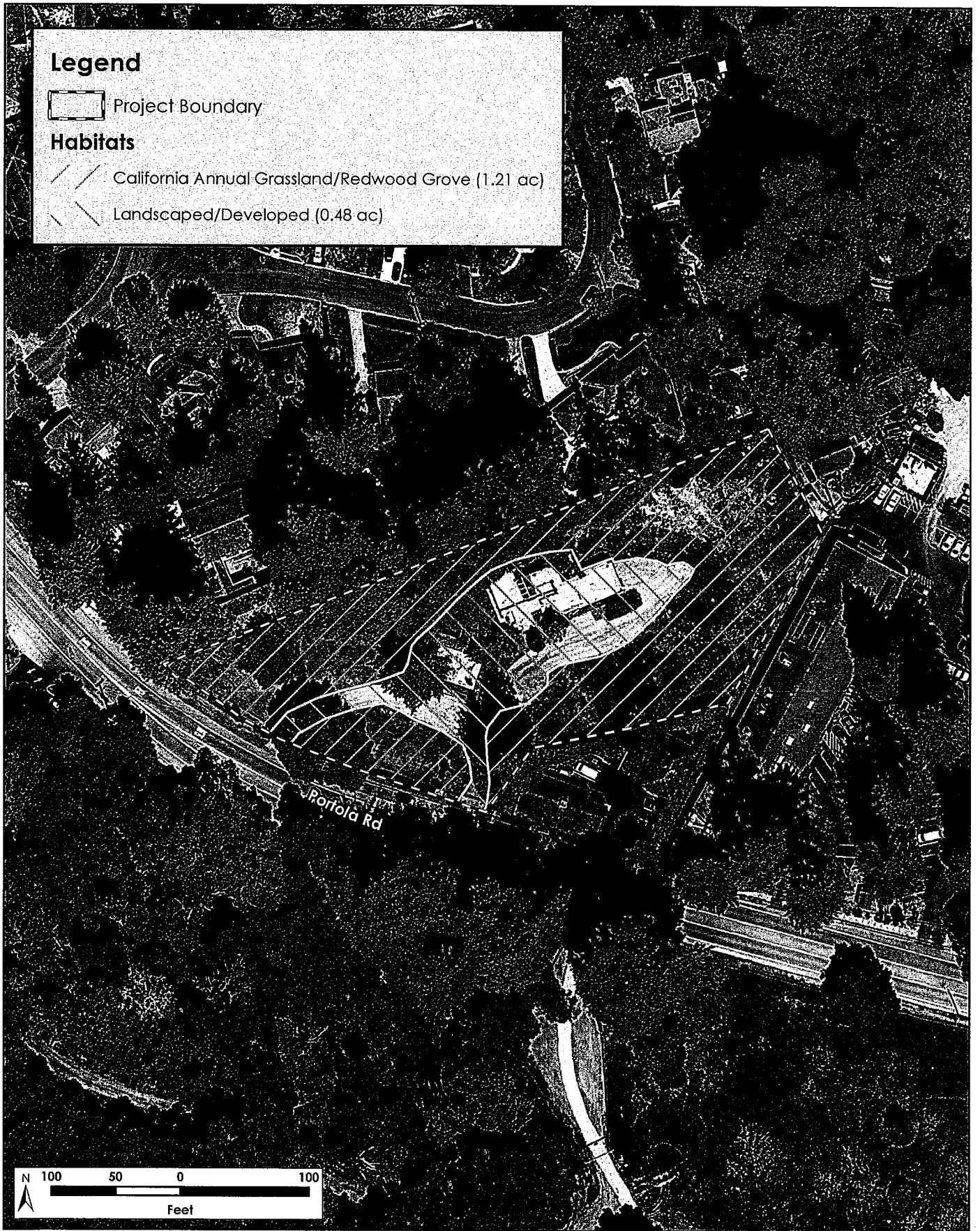
Legend

 Project Boundary

Habitats

 California Annual Grassland/Redwood Grove (1.21 ac)

 Landscaped/Developed (0.48 ac)



\\10.1.0.59\gis\Projects\38003837-01\Reports\Fig 2 Habitat Map.mxd



H. T. HARVEY & ASSOCIATES

Ecological Consultants

Figure 2: Habitat Map

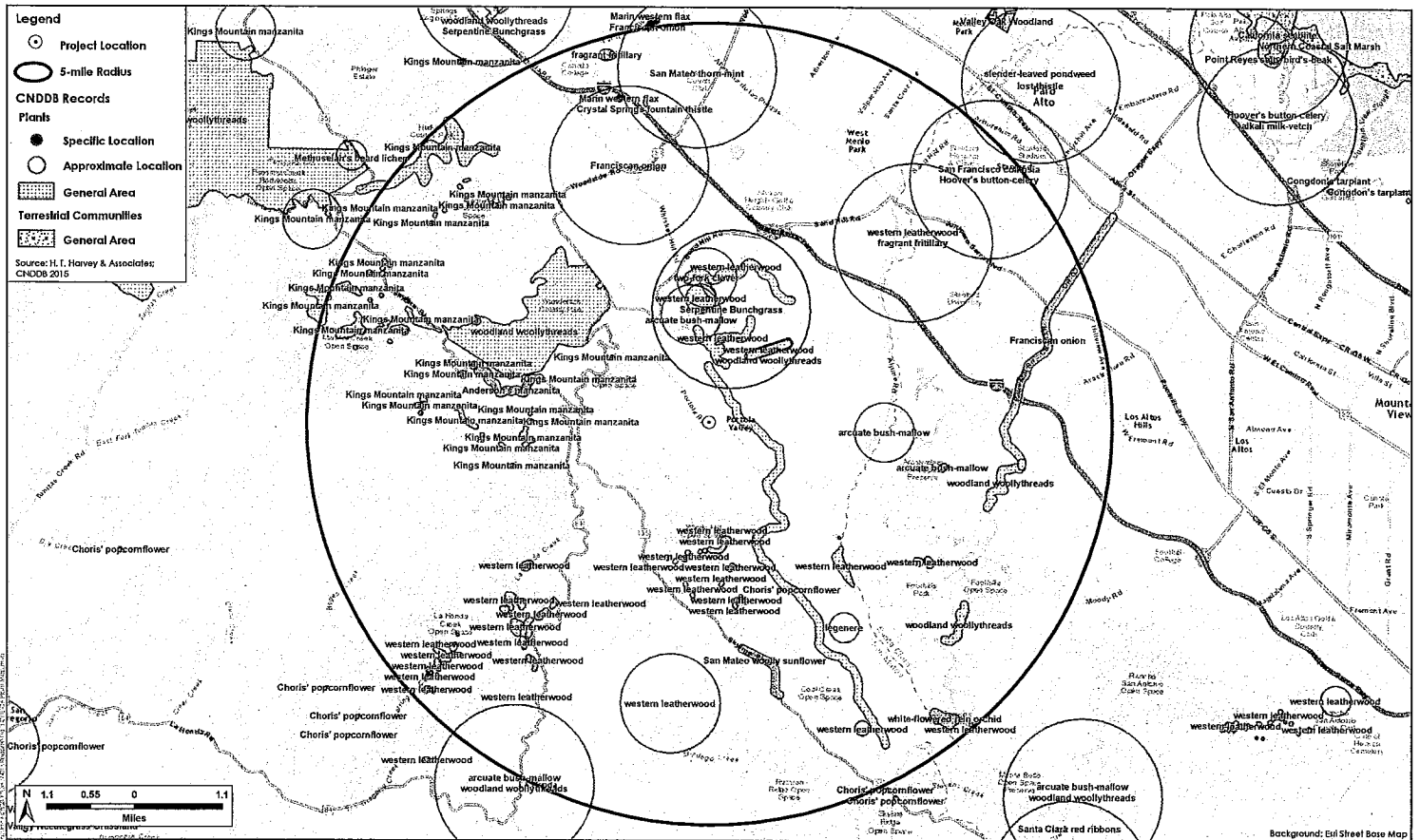
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status species were the principal criteria used for inclusion in the list of species potentially occurring on the site. Figures 3 and 4 are maps of the CNDDDB's special-status plant and animal species records in the general vicinity of the Project site, defined for the purposes of this report as the area within a 5-mile (mi) radius. These generalized maps are valuable on a historic basis, but do not necessarily represent current conditions. While these records are not definitive, they show areas where special-status species occur or have occurred previously.

Special-status Plants. A list of special-status plants with some potential for occurrence in the Portola Valley vicinity was compiled using CNPS lists (CNPS 2016) and CNDDDB records (CNDDDB 2016) and reviewed for their potential to occur on the Project site. Based on an analysis of the documented habitat requirements and occurrence records associated with these species, all of these species were determined to be absent from the Project site. These species were considered absent from the Project site due to its entirely developed or landscaped condition, which does not support any natural habitat types.

Special-status Animals. Based on our review of current CNDDDB (2016) records (Figure 4) and other data sources, as well as our extensive experience with other projects in the Palo Alto area, several special-status animal species are known to occur in the Project region. However, all of these species except the California red-legged frog (*Rana draytonii*) and the western pond turtle (*Actinemys marmorata*) were determined to be absent from the Project site due to a lack of suitable habitat or evidence that the species does not occur in the Project vicinity. Species considered for occurrence but rejected, as well as the reasons for their rejection, include the following (among others):

- The Bay checkerspot butterfly (*Euphydryas editha bayensis*), federally listed as threatened, requires serpentine grasslands with sufficient populations of its larval host plant, the dwarf plantain (*Plantago erecta*). Neither serpentine soils nor dwarf plantain are present on the Project site. In addition, the species has been extirpated from the only known habitat within the Project vicinity (Jasper Ridge). Thus, this species is determined to be absent.
- The Project site lacks suitable aquatic breeding habitat for the California tiger salamander (*Ambystoma californiense*), federally and state listed as threatened. Further, the Project site is outside the current range of the California tiger salamander. Thus, this species is not expected to occur on the Project site.
- The Project site lies within the zone of intergradation between the federally listed San Francisco garter snake (*Thamnophis sirtalis tetrataenia*) and the red-sided garter snake (*Thamnophis sirtalis infernalis*) (Barry 1994). Thus, garter snakes in the Project area are not the listed subspecies. Further, no suitable aquatic habitat for garter snakes is present on the Project site. Thus, the federally listed subspecies is not expected to occur on the Project site.
- The Project site and vicinity lack suitable marsh or Bay shoreline habitat for species associated with San Francisco Bay. These species include the federal and/or state listed California Ridgway's rail (*Rallus obsoletus obsoletus*), California black rail (*Laterallus jamaicensis coturniculus*), California least tern (*Sterna antillarum browni*), and western snowy plover (*Charadrius alexandrinus nivosus*); as well as the San Francisco common yellowthroat (*Geothlypis trichas sinuosa*) and Alameda song sparrow (*Melospiza melodia pusillula*),



H. T. HARVEY & ASSOCIATES
Ecological Consultants

Figure 3. CNDB Plant Records
Windmill School Biological Resources Report
(3837-01) February 2016

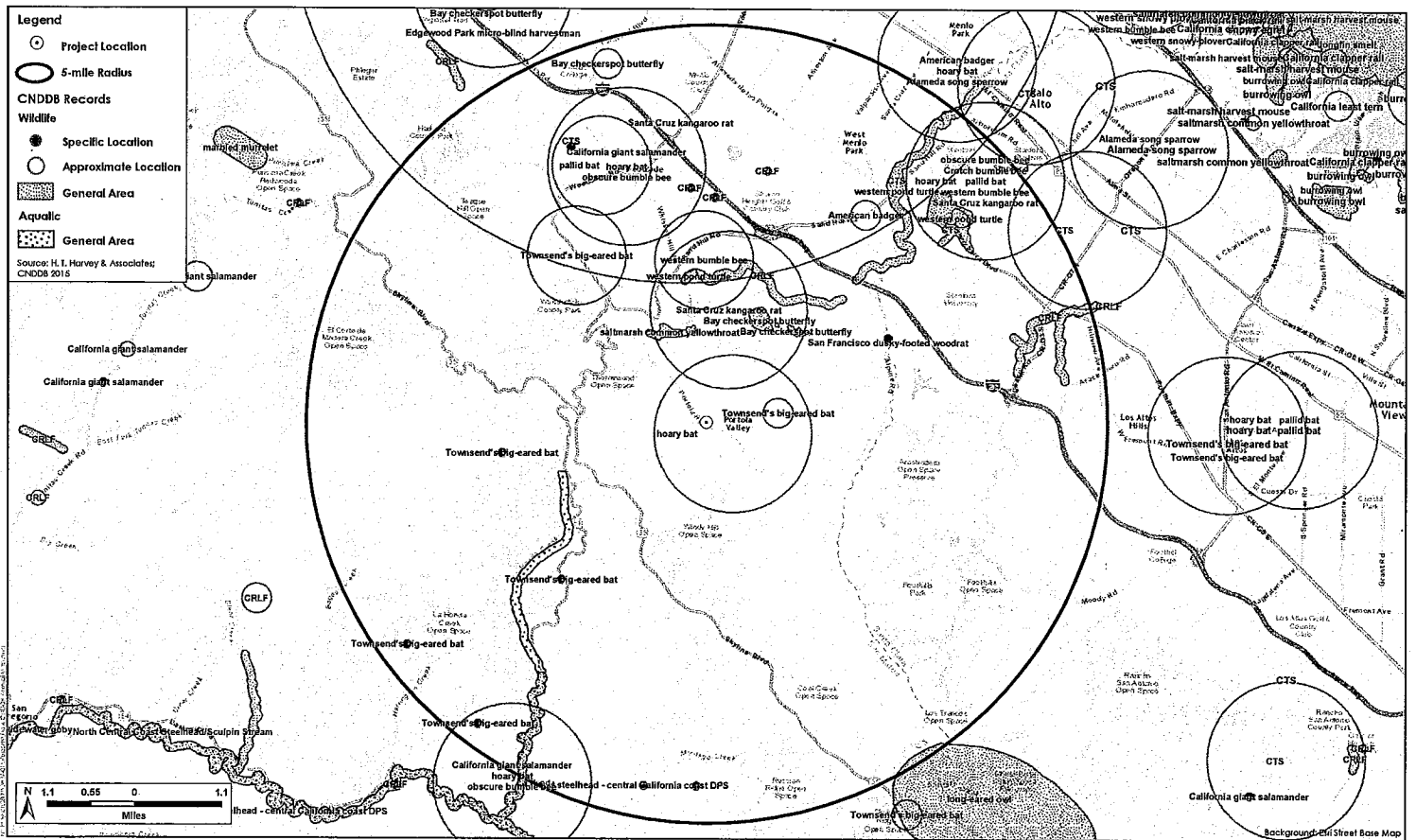


Figure 4. CNDB Animal Records
Windmill School Biological Resources Report
(3837-01) February 2016

both California species of special concern. Therefore, these species are not expected to occur on the Project site or close enough to the site to be affected by Project activities.

- The pallid bat (*Antrozous pallidus*), a California species of special concern, historically occurred in the Project region. However, pallid bat populations were essentially extirpated from developed areas throughout the Project region by the 1990s. In addition, a focused search for bat roosting habitat located no suitable habitat for large pallid bat maternity roosts or day roosts in trees or buildings within the Project site, and no evidence of roosting bats (i.e., guano or urine staining) was detected. Therefore, this species is not expected to occur on the Project site.
- The Townsend's big-eared bat (*Corynorhinus townsendii*), a State candidate for listing, historically occurred in the Project region. Unlike other bat species which seek refuge in crevices, the Townsend's big-eared bat normally roosts in open, cavernous spaces, hanging in the top of a natural cavity, or in the top corner of ceilings and walls of an undisturbed room (this species is easily disturbed while roosting in buildings). Due to the amount of recent disturbance in the buildings on the Project site, as well as commercial and residential activities on the adjacent properties, the buildings on the site are not expected to provide suitable roosting habitat for the Townsend's big-eared bat. In addition, a focused survey for suitable bat habitat on the Project site did not detect any evidence of roosting bats (i.e., guano or urine staining). Therefore, this species is not expected to occur on the Project site.
- The Project site lacks appropriate open habitat that could be used by nesting loggerhead shrike (*Lanius ludovicianus*), or by foraging, nesting, or wintering burrowing owls (*Athene cunicularia*), both California species of special concern. In addition, no burrows were present on the Project site. Thus, these species are not expected to occur on the Project site.
- The Project site and surrounding area lacks suitable habitat for the San Francisco dusky-footed woodrat, a California species of special concern, and no nests of this species were observed during a focused survey of the Project site. Therefore, this species is determined to be absent from the Project site.

Two species, the California red-legged frog (*Rana draytonii*), federally listed as threatened and a California species of concern, and the western pond turtle (*Actinemys marmorata*), a California species of special concern, have some potential (albeit low) to occur on or close to the Project site. These species are described in more detail below.

- **California Red-Legged Frog (*Rana draytonii*).** **Federal status: Threatened; State Status: Species of Special Concern.** The California red-legged frog breeds in deep pools and may be found near streams and ponds and in upland grassland habitat in the non-breeding season. The nearest extant record of the California red-legged frog occurs in San Francisquito Creek, approximately 1.8 mi north of the Project site (CNDDDB 2016). The Project site lacks suitable aquatic breeding habitat for this species. Thus, for California red-legged frogs to be present on the site, potential breeding ponds or pools in nearby upland areas must be close enough for individuals to disperse between these waterbodies and the Project site (i.e., within 1-2 mi). The nearest aquatic habitats are located at Sausal

Creek, approximately 230 ft east, and at Bull Run Creek, approximately 325 ft northwest of the Project site. In addition, a number of ponds occur within 1.0 mi of the Project site.

The shallow water and lack of pools within both Bull Run Creek and Sausal Creek in the Project area make it unlikely that red-legged frogs would breed in the reaches of these creeks near the Project site. Although it is possible that a small number of red-legged frogs could use the creeks as dispersal habitat, the steep banks of both creeks near the Project site decrease the likelihood of red-legged frogs dispersing away from the creeks and across the Project site. Further, the Project site is separated from Bull Run Creek by several impediments to red-legged frog dispersal, including Portola Road, residential development, a church, parking lots, and associated fencing. Similarly, to the northeast Sausal Creek is separated from the Project site by three rows of solid wood fencing associated with a residence, and to the east, commercial development, a parking lot, storage for an adjacent feed store, and chain-link fencing serve as impediments to red-legged frog dispersal across the site. This development, combined with the creeks' steep banks, constitute significant impediments to dispersal for California red-legged frogs. Thus, based on the lack of aquatic habitat on the Project site, the distance to the nearest known or potential red-legged frog breeding habitat, and the number of impediments to red-legged frog dispersal across the Project site, the likelihood of occurrence of California red-legged frogs on the site is expected to very low.

- **Western Pond Turtle (*Actinemys marmorata*).** **Federal status: None; State status: Species of Special Concern.** The western pond turtle occurs in ponds, streams, and other wetland habitats. The nearest extant record of the western pond turtle occurs 1.8 mi north of the Project site at along San Francisquito Creek near Searsville Lake (CNDDDB 2016). However, the Project site lacks suitable aquatic habitat for this species. The nearest aquatic habitats are located at Sausal and Bull Run Creeks. Although several features of these creeks reduce their quality as breeding habitat for pond turtles, including the creeks' steep banks, mature riparian growth, lack of suitable basking sites, and proximity to residential and commercial development, a small number of individual western pond turtles may use the creeks as dispersal habitat. However, the Project site is separated from Bull Run Creek and Sausal Creek by development, including fences, as described for the California red-legged frog above. This development, combined with the creeks' steep banks, constitute a significant barrier to movement for pond turtles. Therefore, there is a low probability of occurrence of this species on the Project site, and this species is not expected to nest or occur regularly on the Project site.

Sensitive and Regulated Habitats

The California Department of Fish and Wildlife (CDFW) ranks certain rare or threatened plant communities, such as wetlands, meadows, and riparian forest and scrub, as 'threatened' or 'very threatened'. These communities are tracked in the CNDDDB. Impacts on CDFW sensitive plant communities, or any such community identified in local or regional plans, policies, and regulations, must be considered and evaluated under the California Environmental Quality Act (CEQA) (California Code of Regulations: Title 14, Div. 6, Chap. 3, Appendix G). Furthermore, aquatic, wetland and riparian habitats are also afforded protection under

applicable federal, state, or local regulations, and are generally subject to regulation, protection, or consideration by the U.S. Army Corps of Engineers, Regional Water Quality Control Board, CDFW, and/or the USFWS.

Waters of the U.S./State. No habitat observed on the Project site possesses the field characteristics used by the federal and state resource/regulatory agencies in defining their jurisdiction (i.e., waters of the U.S., under the Clean Water Act, or waters of the State, under the Porter-Cologne Water Quality Control Act). Therefore, no jurisdictional or regulated waters, or aquatic habitats were found to occur on the Project site.

CDFW Sensitive Habitats. To identify other potentially occurring natural communities of special concern, a CNDDDB (2016) search within the nine USGS 7.5-minute quadrangles that contain or surround the Project site was performed. The CNDDDB identified three sensitive habitats as occurring within this nine-quadrangle area: northern coastal salt marsh, serpentine bunchgrass, and valley oak woodland. However, based upon historical imagery the entire Project site has been developed with attendant landscaping since at least 1991 (Google Earth 2016). Thus, none of the sensitive habitat tracked by CNDDDB occur on the Project site.

CDFW maintains a list of vegetation alliances and associations within the state of California (California Department of Fish and Game 2010). This list includes global (G) and state (S) rarity ranks for associations and alliances. Alliances and associations currently ranked as S1-S3 are considered highly imperiled. Within the Project site, all habitats are altered and consist entirely of landscaped lawn, trees, and shrubs or developed areas with pavement or buildings. Therefore, no sensitive alliances or associations as defined by the CDFW are present.

Biotic Impacts and Mitigation

Overview

The CEQA and the State CEQA Guidelines provide guidance in evaluating impacts of projects on biological resources and determining which impacts will be significant. The Act defines “significant effect on the environment” as “a substantial adverse change in the physical conditions which exist in the area affected by the proposed project.” Under State CEQA Guidelines section 15065, a project's effects on biotic resources are deemed significant where the project would:

- A. “substantially reduce the habitat of a fish or wildlife species”
- B. “cause a fish or wildlife population to drop below self-sustaining levels”
- C. “threaten to eliminate a plant or animal community”
- D. “reduce the number or restrict the range of a rare or endangered plant or animal”

In addition to the section 15065 criteria that trigger mandatory findings of significance, Appendix G of State CEQA Guidelines provides a checklist of other potential impacts to consider when analyzing the significance of project effects. The impacts listed in Appendix G may or may not be significant, depending on the level of the impact. For biological resources, these impacts include whether the project would:

- E. “have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service”
- F. “have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service”
- G. “have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act”
- H. “interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites”
- I. “conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance”
- J. “conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan”

Following is a brief summary of potential Project impacts on biological resources.

No Impact

Impacts on Special-status Plants. As described above, suitable habitat is not present on the Project site for any special-status plant species. Therefore, there would be no impact on special-status plants due to the proposed Project.

Impacts on Significant Trees. The Project may result in the removal of three trees during demolition of the residence on the Project site: a magnolia, yucca, and coast redwood. The City of Portola Valley’s Tree Removal Ordinance has several stipulations regarding significant trees, requiring permits for their removal (Portola Valley Municipal Code Section 15.12.070.A). The only species subject to regulation that is scheduled to be removed is the coast redwood. The yucca and magnolia are not listed as species considered significant under the Tree Removal Ordinance. Removal of a coast redwood with at least a 17.2-inch trunk diameter or more at 54 inches above the natural grade requires an Application for Site Development Permit for Removal of Significant Tree(s), payment of at \$70.00 application fee, a site inspection, and approval of the Conservation Committee. However, the coast redwood to be removed measures only 12 inches in diameter at 54 inches above the natural grade. Thus it does not meet the criteria of a “significant tree”, and no permit is required for its removal.

Less-than-significant Impacts

Impacts on Landscaped/Developed Habitat and Associated Common Plant and Animal Communities. The proposed Project would impact up to 0.48 ac of landscaped/developed habitat. As described above, this habitat type is dominated by non-native plants, and the wildlife species that occur on the site are common, urban-adapted species. Landscaped/developed habitats and associated plant and wildlife

species are common and widespread in the San Francisco Bay area. Because the site supports only a very small proportion of the regional populations of common plant and wildlife species, the proposed Project would have very limited impacts on the regional abundance of these species. Furthermore, landscaping associated with the Project would include vegetation and other habitat characteristics that would continue to support many of the animals currently using the site. As a result, Project impacts on landscaped/developed plant and animal communities do not meet the CEQA standard of having a substantial adverse effect, and would be considered less than significant under CEQA.

Impacts on California Annual Grassland/Redwood Grove and Associated Common Plant and Animal Communities. The currently proposed Project would impact up to 1.21 ac California annual grassland/redwood grove habitat. However, only a single, small redwood tree may be removed during demolition of the residence. In addition, this redwood is not part of the grove in the northwest, but is associated with the residence's landscaping. As described above, the California annual grassland habitat is dominated by non-native plants, and the wildlife species that occur on the site are common, urban-adapted species. This habitat type and associated plant and wildlife species are common and widespread in the San Francisco Bay area. Because the site supports only a very small proportion of the regional populations of common plant and wildlife species, the proposed Project would have very limited impacts on the regional abundance of these species. Furthermore, the redwood grove will be retained in its current form, and landscaping associated with the Project would include vegetation and other habitat characteristics that would continue to support many of the animals currently using the site. As a result, Project impacts on California annual grassland/redwood grove habitat plant and animal communities do not meet the CEQA standard of having a substantial adverse effect, and would be considered less than significant under CEQA.

Impacts on the California Red-legged Frog. The Project site lacks aquatic habitat for resident or breeding California red-legged frogs. Although a small number of individual red-legged frogs may utilize the nearby Bull Run and Sausal Creeks for dispersal, these creeks do not represent important dispersal corridors for the species and the reaches of these creeks near the Project site do not provide suitable breeding habitat. In addition, the Project site is separated from Bull Run and Sausal Creeks by numerous impediments to dispersal, including commercial and residential development, as discussed above. Thus, there is a very low likelihood for dispersing California red-legged frogs to occur on the Project site. In the unlikely event that dispersing red-legged frogs are present during Project activities, individuals could be at risk for injury or mortality due to equipment, vehicle traffic, and foot traffic. However, the habitats on the Project site are of low quality as there is no breeding habitat present within or immediately adjacent to the Project and there are impediments to dispersal between the Project site and the nearest aquatic habitats, as described above. Thus, the habitats on the Project site are not particularly important for red-legged frog populations in the region.

There is a low probability that the Project would result in impacts on individual red-legged frogs due to the low quality of the habitat and the limited number of individuals that could possibly occur on the site, if the species is present at all. Project implementation will likely not affect this species at all, and at most, it would have a very limited effect on the species. Thus, the Project would not substantially impact any red-legged frog population.

Further, the habitats on the Project site do not provide high-quality movement or refugial habitat. Therefore, Project impacts on California red-legged frogs do not meet the CEQA standard of having a *substantial* adverse effect and would be considered less than significant under CEQA.

Impacts on the Western Pond Turtle. Aquatic habitat and suitable breeding habitat for western pond turtles does not occur on the Project site. Although a small number of individual western pond turtles may utilize the nearby Bull Run and Sausal Creeks for dispersal, these creeks do not represent important dispersal corridors for the species and the reaches of these creeks near the Project site do not provide suitable breeding habitat for western pond turtles. In addition, the Project site is separated from Bull Run and Sausal Creeks by numerous impediments to western pond turtle dispersal, including commercial and residential development, as discussed above. Thus, there is a very low likelihood for dispersing western pond turtles to occur on the Project site. In the unlikely event that dispersing western pond turtles are present during Project activities, individuals could be at risk for injury or mortality due to equipment, vehicle traffic, and foot traffic. In addition, construction activities related to the proposed Project would result in the temporary disturbance and permanent loss of a small amount of non-breeding habitat that could potentially be used by any western pond turtle that might disperse onto the site. However, Project construction will not affect a large enough number of individuals to have a substantial effect on the regional population, and the amount and quality of habitat for western pond turtles being impacted is very low compared with the available habitat in the vicinity. Thus, Project impacts do not meet the CEQA standard of having a *substantial* adverse effect on this species and would be considered less than significant under CEQA.

Compliance with Additional Laws and Regulations Applicable to Biotic Resources of the Project Site

Regulatory Overview for Nesting Birds

Construction disturbance during the breeding season (February 1 through August 31, for most species) could result in the incidental loss of eggs or nestlings, either directly through the destruction or disturbance of active nests or indirectly by causing the abandonment of nests. This type of impact would not be significant under CEQA for the species that could potentially nest on the Project site due to the local and regional abundances of these species and/or the low magnitude of the potential impact of the Project on these species. However, such an impact would be considered a violation of the Migratory Bird Treaty Act (MBTA) and California Fish and Game Code. Implementation of the following measures will ensure that Project activities do not violate the MBTA and California Fish and Game Code:

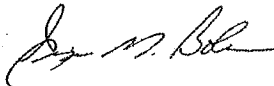
Measure 1. Avoidance. To the extent feasible, construction activities should be scheduled to avoid the nesting season. If construction activities are scheduled to take place outside the nesting season, all impacts to nesting birds protected under the MBTA and California Fish and Game Code will be avoided. The nesting season for most birds in San Mateo County extends from February 1 through August 31.

Measure 2. Pre-construction/Pre-disturbance Surveys. If it is not possible to schedule construction activities between September 1 and January 31, then pre-construction surveys for nesting birds should be conducted by a qualified ornithologist to ensure that no nests will be disturbed during Project implementation. We recommend that these surveys be conducted no more than seven days prior to the initiation of construction activities. During this survey, the ornithologist will inspect all trees and other potential nesting habitats (e.g., trees, shrubs, ruderal grasslands, buildings) in and immediately adjacent to the impact areas for nests. If an active nest is found sufficiently close to work areas to be disturbed by these activities, the ornithologist will determine the extent of a construction-free buffer zone to be established around the nest (typically 300 ft for raptors and 100 ft for other species), to ensure that no nests of species protected by the MBTA and California Fish and Game Code will be disturbed during Project implementation.

Measure 3. Inhibition of Nesting. If construction activities will not be initiated until after the start of the nesting season, we recommend that all potential nesting substrates (e.g., bushes, trees, grasses, and other vegetation) that are scheduled to be removed by the Project be removed prior to the start of the nesting season (e.g., prior to February 1). This will preclude the initiation of nests in this vegetation, and prevent the potential delay of the Project due to the presence of active nests in these substrates.

Please contact me by email at gbolen@harveyecology.com or by phone at (408) 458-3246 if you have any questions regarding this report. Thank you for contacting H. T. Harvey & Associates regarding this Project.

Sincerely,



Ginger Bolen, Ph.D.

Project Manager / Associate Wildlife Ecologist

Literature Cited

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Tree Protection and Preservation Report

900 Portola Road, Portola Valley, CA.

Prepared by:
Henry Kramer
ISA Certified Arborist WE-1559-A

Tree Preservation Report Contents

900 Portola Road, Portola Valley, CA.

Preservation Letter
(2 pages)

Preservation Chronology and Steps
(Attachment A)

Guidelines During Construction
(Attachment B)

Standard Protection Definitions and Specifications
(Attachment C)

Inspection Schedule - Include in plans
(Attachment D)

Tree Preservation Check List
(Attachment E)

ARBORISTS



CONTRACTORS

1914 Spring St. Redwood City, CA 94063

650 367-4900

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fax 650 367-4901

Preservation Letter

March 26, 2012

Henry Pietropaoli
Project Manager
Stellar Environmental Solutions, Inc.
2198 Sixth Street, #201
Berkeley, CA 94710

Proposed Demolition and Waste Soil Removal

900 Portola Road, Portola Valley

This proposal defines the specifics for protecting the trees on site. Included are standard protection steps and measures, many of which do apply and some that will not. Follow the specified steps below as near to as possible under an arborist guidance.

Work Description:

There is a two step process for the location. Step one is the demolition of existing structures, however the house and the store structures will stay. The second step is shallow excavation or scraping of the top six inches of soil. Both will require tree protection measures. Step two mandates surface root removal in order to remove the six inches of soil. Roots over two inches in diameter are to be protected. Assign a site arborist to monitor tree protection.

Step One, Demolition:

- Entering and exiting of all trucks and equipment must be on paved surface areas.
- Drip lines (designated Tree Protection Zone, TPZ) of all trees must be clearly marked by site arborist with florescent paint. Heavy equipment is not to enter the marked TPZ.
- TPZs need to be fenced if designated by site arborist.
- Approach all trees from outside the TPZ, working inward towards the trunk.
- Demolition in the TPZ is to be done by hand unless otherwise specified or permitted by site arborist.
- The compost bins and several of the green houses are in TPZs. Hand demolition is mandated within six feet.
- The two wells require machine excavation. This is to be done from outside the TPZ reaching inward to protect trunks and root protrusion.
- The pond demolition will require a snow-fence aisle for entry of machinery to the pond.

Step Two, Soil Removal:

- Entering and exiting of all trucks and equipment must be on paved surface areas. Any movement of equipment must be outside of TPZ.
- Approach all trees from the outside the TPZ, working inward towards the trunk.
- Soil removal within six feet of tree trunks must be done by hand.
- Do not remove any roots over two inch diameter in the TPZ unless specified by arborist. Any torn roots must be pruned properly with a sharp tool then covered and protected.
- Cover large root cuts with organic mulch or petroleum jelly. (See attachment C)
- Tree trunks in this area are to be protected by hay bailing or boarding.
- Replaced soils inside the TPZ is not to be compacted.

Econo Tree Service may be contacted for this project.

Sincerely,

Henry Kramer
Certified Arborist
WE1559A
henryk@econotree.com

Attachment A
PRESERVATION CHRONOLOGY and STEPS

Planning Phase

The most important part of the preservation is to start early and plan ahead. The key to good protection is implementing the preservation steps before construction begins.

I. Start Planning

1. Select a Certified Arborist for your project and have them recommend a full service tree company to perform the recommended work.
2. Schedule a cooperative meeting with the Arborist, the owner and the Architect to establish preservation measures.

II. Items to be Included in the Plans

The following must be included in the plans:

1. Accurate tree and drip line locations
2. Critical root areas to be protected (Tree Protection Zone)
3. Protective fencing to be installed and area to be mulched
4. Trenching for utilities and foundations, with distances from protected areas
5. The inspection schedule
6. Tree specific preservation procedures
7. Aeration systems and pier foundations designed to avoid compromising root zone
8. Drainage and downspouts directed away from any trees into French drains or storm drainage systems.
9. Designated construction zone where tools and materials are to be stored. This area should be as far away as possible from trees to be protected.
10. Fair working distance between fencing and construction activities to accommodate both. The area can be expanded and contracted as needed.

11. Arborist inspection guide initialed by both Contractor and Arborist.

III. Final Pre-Building Procedures

1. Set a time table for installation of fencing, mulching and irrigation. Arrange for pruning and fertilization if required.
2. During the preparation have the Arborist supervise these procedures and review the plans. The Arborist should sign off on the inspection schedule as each procedure is performed.
3. Arrange a meeting between Arborist and Contractor to walk the site and identify how and where protection measures are to be placed. The Arborist will coach the Contractor on specific protection measures.
4. Fencing, mulching, pruning, hydration and fertilization should be completed and signed off by the supervising Arborist well before any equipment or materials arrive and any construction activity begins.

IV. Installation of Tree Protection

1. Hydrate the existing root area(s) two weeks prior to any construction activity as part of an ongoing hydration schedule.
2. Mulch and fertilize root zones as specified.
3. Mark grading and trenching cuts prior to the arrival of any heavy equipment.
4. Install non removable fencing. Fencing must be 5 foot tall cyclone fencing, with posts placed on 8 foot centers, sunk 18 inches below grade.
5. Fencing must not be open to foot or vehicle traffic.
6. Post warning signs stating "Tree Protection Zone, Do Not Enter or Remove" on all sides of the protective fencing.
7. Prune trees as directed by project Arborist. Special attention should be given to dead or diseased branches and clearance for equipment and proposed structures.
8. Cordon off traffic and storage zones to protect landscape outside of formal protection zone.
9. Ensure that construction drainage does not flow toward trees.
10. Review plans again to ensure all protection measures have been followed and to identify construction activities that require the Arborist be present.

11. Arborist and Contractor initial plans and correct any deviations before construction begins.

Attachment B
GUIDELINES DURING CONSTRUCTION

I. During Excavation

1. All trenching and excavation in protection zone to be done by hand.
2. Any roots over one inch in diameter to be cleanly cut at a proper root crotch.
3. Exposed roots to be covered with moistened burlap or otherwise prevented from drying until backfilling.
4. Follow Arborist recommendations when large roots interfere with construction goals.

II. During Construction

1. Maintain proper drainage and aeration during any grade changes.
2. Notify project Arborist of any changes in schedule for activities affecting the protected trees, such as grading, excavation, equipment use, etc.
3. Treat any damaged trees immediately according to Arborist's recommendations.
4. Maintain fencing around protected trees. Continue to monitor protected areas and guard against encroachment.
5. Allocate time after trenching and excavation for root damage appraisal and repair.
6. Continue to follow hydration schedule
7. Contractor and Arborist to continue to cooperate in regards to tree protection.

III. Final Grading

1. All work in the protection zone to be done by hand. No equipment of any kind to enter the area.
2. Area to remain fenced until landscaping is complete.
3. Grade area to direct drainage away from trees.
4. Grade changes in the protection zone to be supervised by project Arborist. Aeration system

may be required.

5. Final landscape is to be low impact and not conflict with tree species.

6. Hydration, aeration and fertilization to be continued for up to three years to insure restoration of roots and re-establish vigor.

POST CONSTRUCTION GUIDELINES

After construction is complete it is important to properly care for and maintain the trees that have been so meticulously preserved.

1. Continue to provide proper water management and fertilization.

2. Continue to mulch critical root zone areas.

3. Establish a low impact landscape.

4. Properly prune to thin and protect trees from breakage and reduce hazards.

5. Schedule regular visits by the project Arborist to identify any changes to the tree that may require attention.

6. Notify the project Arborist immediately of any signs of pests, disease or unusual changes in trees stature.

Any other questions or concerns should be brought to the attention of the project Arborist as soon as possible.

Attachment C
STANDARD PROTECTION DEFINITIONS and SPECIFICATIONS

Pruning

The removal of dead or living plant parts to benefit entire organism. Improves structure and health of tree and helps reduce hazards.

Specification:

Trees should be pruned to ANSI standards to reduce hazards and provide clearance for construction. All pruning will be done by qualified personnel under the direction of the project Arborist.

Root Pruning

The removal of underground plant parts over one inch in diameter, mainly performed to eliminate interference with underground structures such as utilities and building foundations. Root pruning can be extremely damaging to both the trees health and stability. Alternative methods of construction such as boring should be explored before root pruning is considered an option.

Specification:

Root pruning shall be done with sharp tools, preferably at the site of attachment to the parent root. Roots exposed during trenching and excavation shall be kept moist with wetted burlap, petroleum jelly or moist organic mulch.

Fertilization

Organic or inorganic substance added to the soil or foliage to correct or avoid nutrient deficiencies. Trees in construction sites have often been neglected and may require fertilization to improve and maintain vigor and health.

Specification:

Soil application of nutrient solution at a rate and composition to be determined by the project Arborist. Foliar fertilization is an option when growing area prohibits application of the required amount of solution.

Mulch

Coarse organic or inorganic material such as wood chips, straw or bark applied to the growing area of the tree. Helps prevent soil compaction by providing cushioning to the root zone. Improves tilth of the soil and aids in Oxygen exchange. Assists in maintaining consistent soil moisture levels.

Specification:

Mulching material should be installed in a 3-5 inch layer around the entire growing area of the tree. This layer shall be maintained for the duration of the project. Mulch should be kept 1-2 inches away from the root collar of the tree.

Hydrate

Irrigation and watering maintains optimal soil moisture levels.

Specification:

Tree species have different water requirements according to the season and prior watering history. The project Arborist can determine these requirements and make recommendations. In some cases irrigation lines may need to be installed to provide proper soil moisture levels.

Protective Fencing

Fencing installed around the area to be protected includes signage. No entry or activity is permitted in this area without the permission of the project Arborist.

Specification:

Protective Fencing shall be constructed of cyclone fencing material at least 5 feet high. Fence posts shall be installed on 6-8 foot centers and sunk 18-24 inches below grade. Permanent signing of at least 8.5x11 inches, stating "Tree Protection Zone, Do Not Enter" shall be placed on the fence at 20-foot intervals.

Protective Wrap and Hay Bailing

If a tree trunk is in jeopardy of direct contact with equipment due to close quarters a protective wrap or hay bailing will need to be employed.

Specifications:

Trunks shall be wrapped with 2-inches of orange plastic fencing as padding from the ground to the first branch with 2-inch thick wooden slats bound securely on the outside. Caution shall be used during installation to avoid damage to bark or branches.

Hay bails maybe employed in a similar fashion from the ground up and secured to the tree without damage during installation.

Aeration

Tree roots require oxygen in order to keep the tree alive. Grade changes, especially those that raise the soil level over the roots, may require alternative means of providing the needed oxygen.

Specification:

Any grade change shall be approved by the project Arborist and should have been noted on the plans. Aeration systems consisting of flexible perforated tubing, with access to the atmosphere, may be warranted. In less extreme cases, holes drilled into the soil at regular intervals and filled with a porous material, (vertical mulching), may be all that is required.

INSPECTION SCHEDULE
(Include in Plans)
Attachment D

A. Inspection of Protective Tree Fencing

The project Arborist shall prepare a written statement verifying that he has conducted a field evaluation of the trees and that all required protection measures are in place. This statement shall be forwarded to the permitting agency prior to the issuance of any demolition, grading or building permit.

B. Pre-Construction Meeting

A pre-construction meeting shall be held involving the Architect, Contractor, Project Arborist, Equipment Operators, interested Public Officials and any Sub-Contractors.

C. Inspection of Rough Grading

The project Arborist shall perform an inspection during the course of rough grading adjacent to the Tree Protection Zone to insure trees will not be injured by compaction, cut or fill, drainage and trenching. If required the Arborist will inspect aeration systems, tree wells, drains and special paving. The Contractor shall provide the project Arborist at least 48 hours advance notice of such activity.

D. Monthly Inspections

The project Arborist shall perform monthly inspections to monitor changing conditions and tree health and prepare an inspection summary. The inspection summary shall be forwarded to the compliance officer in the projects jurisdiction, i.e.. City Arborist, Planning Dept. official, etc.

E. Activity within Tree Protection Zone

Any work done in the Tree Protection Zone shall be directly supervised by the project Arborist.

F. Landscape Architect Inspection.

For discretionary development projects, prior to temporary or final occupancy, the applicant or contractor shall call for the Landscape Architect to perform an on site inspection of all plant stock, quality of materials and plantings and that the irrigation and drainage systems are functioning consistent with the approved plans. Written verification of compliance shall be forwarded to the permitting agency before scheduling final inspection of the project.

Attachment E
TREE PRESERVATION CHECKLIST

Use this document as a verification guide on the job site. Each items needs to be initialed by both Contractor and Arborist.

Phase I		
	Date	Initials
Trees Shown on Plans	_____	_____
Protection Measure Shown on Plans	_____	_____
Arborist Selected	_____	_____
Excavation Boundaries on Plans	_____	_____
Utility Trenching on Plans	_____	_____
Tree Company Selected	_____	_____
2-Week Preliminary Start Date Set	_____	_____

Phase II		
	Date	Initials
Standard Procedures	_____	_____
Pruning	_____	_____
Mulching	_____	_____
Fertilize/Hydrate	_____	_____
Fencing Installed	_____	_____
Excavation & Demo Dates	_____	_____
Root Pruning	_____	_____
Hydration Schedule	_____	_____

Phase III		
	Date	Initials
Minimal Impact Landscape	_____	_____
Post Construction Assessment	_____	_____
Further Maintenance	_____	_____



Architectural
Resources Group



900 Portola Road, Portola Valley Historic Resource Evaluation

Prepared for
Windmill School, Inc.

Prepared by
Architectural Resources Group

February 2016

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Architectural
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Historic Resource Evaluation
900 Portola Road
Portola Valley, CA

22 February 2016

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Appendices

- Appendix A: Existing Conditions Photographs
- Appendix B: Construction Permits



1. INTRODUCTION

1.1 Project Background

At the request of Windmill School and the Town of Portola Valley, Architectural Resources Group (ARG) has completed this Historic Resource Evaluation (HRE) for the property at 900 Portola Road in Portola Valley, California. The purpose of this evaluation is to determine if the property qualifies as an individual historic resource per eligibility criteria of the California Register of Historical Resources (California Register) for purposes of the California Environmental Quality Act (CEQA).

1.2 Previous Evaluations

To date, the subject property has not been formally evaluated for its eligibility as a historic resource.

1.3 Scope and Methodology

Since the Town of Portola Valley issued a demolition permit for the residence at 900 Portola Road, ARG was engaged to complete a HRE for the sales office located on the subject property. To complete this HRE, ARG:

- Conducted a site visit to examine and photograph the project area and its surroundings on February 12, 2016;
- Corresponded with Nancy Lund, Town Historian of Portola Valley, regarding the subject property. According to Ms. Lund, the town archives contain no historic photographs of the subject property and any information they have is available online;
- Reviewed historical aerial photographs of the vicinity from the U.S. Geological Survey;
- Searched local newspapers, including the *San Mateo Times* and the Almanac Online.

1.4 Summary

The sales office building at 900 Portola Road was built in 1959 by Al Bertschinger and it served as the office for his nursery business, Al's Nursery. The building does not appear to be eligible for the California Register of Historical Resources under any criteria.

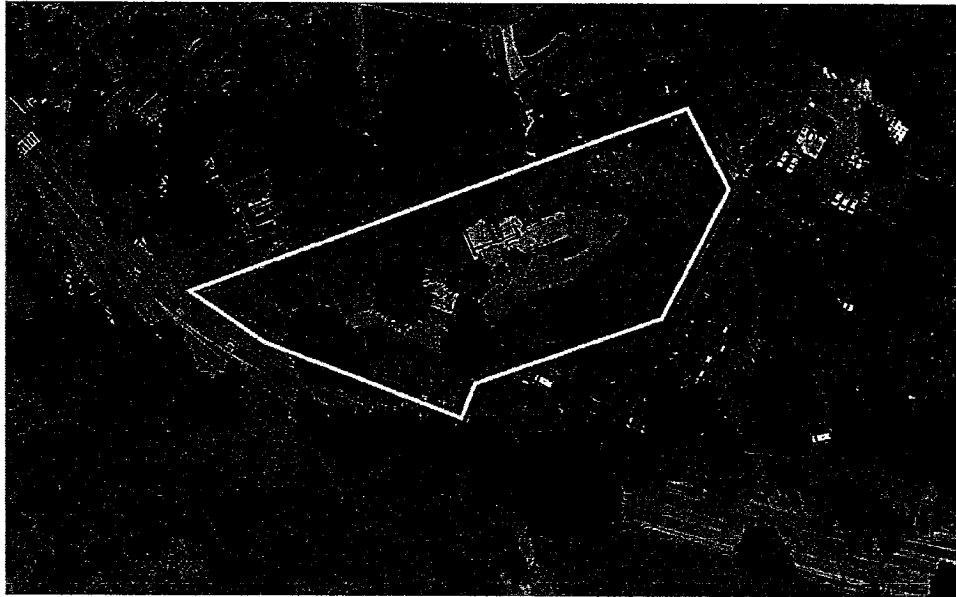
2. PROPERTY & BUILDING DESCRIPTIONS

2.1 Neighborhood Description

The subject property is surrounded by a small residential subdivision to the north and some commercial properties that line Portola Road, many of which were developed in the post-World War II years. Immediately adjacent to the north of the subject property is Our Lady of the Wayside, a Catholic church constructed in 1912 and designed by renowned architect Timothy Pflueger. The church is listed on the National Register of Historic Places and is a California Historical Landmark.

2.2 Property Description – 900 Portola Road

The subject property encompasses approximately 1.68 acres and is located on the east side of Portola Road, south of Wyndam Drive. The lot is relatively flat and planted with a number of large, mature trees, primarily around the perimeter. The residence – not under evaluation in this report – is located east of the sales office building. The residence was completed in the early 1960s and is Midcentury Modern in style. Both the residence and sales office building are in poor condition.



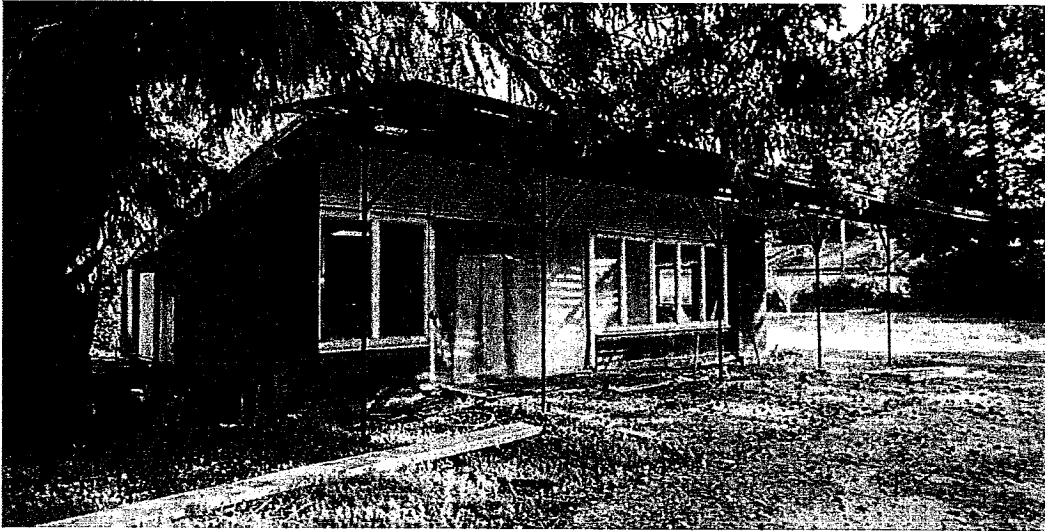
Aerial image of 900 Portola Road and immediate vicinity; outline indicates approximate boundary of property (Google Earth, amended by author)



Aerial image of 900 Portola Road (Google Earth, amended by author)

2.3 Sales Office Building

The concrete block sales office building is generally square in plan with two wood frame shed extensions at the rear (north) façade. One of the rear sheds is clad in plywood, and the other in sheet plastic. The main building does not feature any distinctive architectural elements and is utilitarian in style and function. Fenestration on the front (south) façade includes fixed wooden windows. The main entry door has been removed and is currently covered with a plastic tarp. A three-lite metal casement window is located on the east façade and a secondary entrance is located on the east elevation. The building features a corrugated metal shed roof with a projecting wood canopy at the south and east façades.



Primary (south) façade
(Architectural Resources Group, February 2016)

3. SITE HISTORY & DEVELOPMENT

3.1 Occupant Chronology

Prior to ownership by Al Bertschinger, the property was part of lands owned by Robert Charles Bowden, a relative of the owners of the local rancho, and was occupied by a fruit orchard.¹ The Bertschinger family owned the property from 1959 until its recent sale to Windmill School.

3.2 Construction Chronology

ARG did not review building permits for the property to compile a detailed construction chronology. Based on a site inspection, however, the sales office building does not appear to have undergone significant alterations. A makeshift shed and storage area were added to the rear of the building sometime after the building's original construction in 1959.²

¹ Marjorie Mader, "Al's Nursery is all in the family: Growing a business from the ground up," Almanac Online, accessed February 8, 2016, http://www.almanacnews.com/morgue/2000/2000_05_24.als.html.

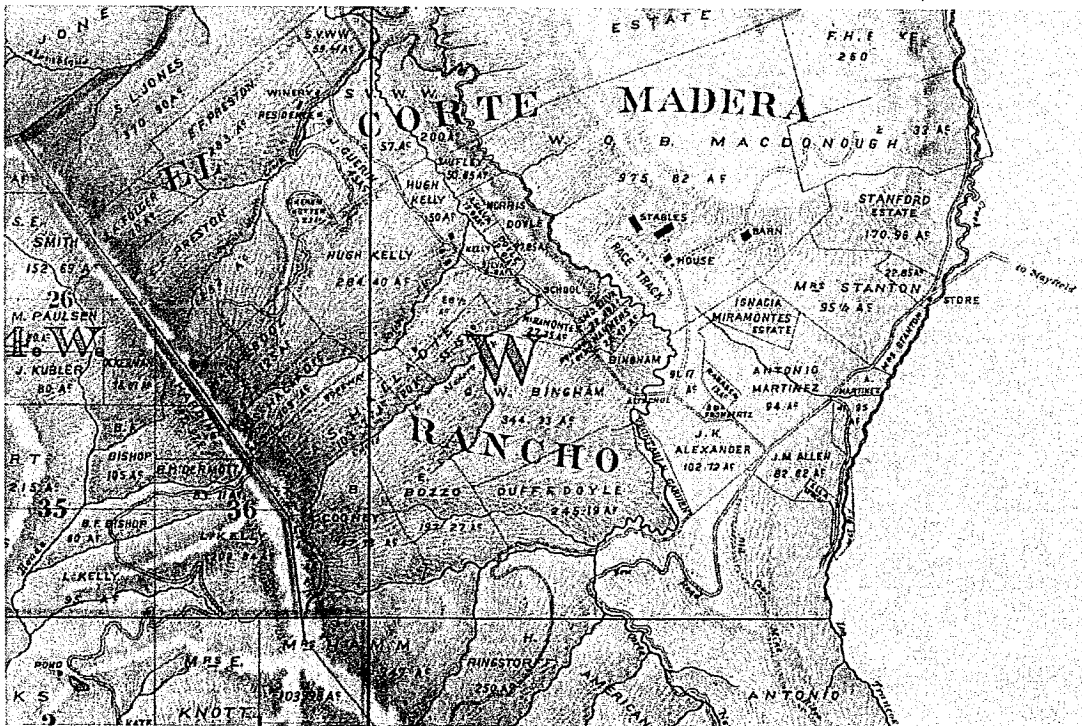
² This construction date is based on a Rural Sewage Disposal System Permit filed by Al Bertschinger with the County of San Mateo on January 22, 1959. See Appendix B for copies.

4. HISTORIC CONTEXTS

4.1 Portola Valley

The area in which present-day Portola Valley is located was originally inhabited by the Ohlone, a loosely related group of independent tribelets, each with its own territory, customs, and language. Spanish explorers collectively referred to the natives as *Costaños*, although each tribelet was distinct.³ The group that inhabited the lower San Francisquito Creek encompassing present-day Portola Valley has been named the Puichon Ohlone.⁴ Different tribelets often traded with each other, and even intermarried. The Ohlone relied on hunting and gathering, subsisting on a variety of wild plants and animals.⁵

In 1834, the valley became part of the 13,316-acre Rancho el Corte de Madera granted to Maximo Martinez by the Mexican government. The rancho extended south to present-day Skyline Boulevard and north to parts of Woodside, including the entirety of Portola Valley. During the rancho era, the land was used for cattle grazing. In 1863 when Martinez died, his descendants began selling off the land and the rancho was subdivided among numerous individuals.



Official Map of San Mateo County, California, compiled and drawn by Davenport Bromfield, County Surveyor, 1894, detail showing a portion of the Rancho el Corte de Madera (Library of Congress)

³ Malcolm Margolin, *The Ohlone Way: Indian Life in the San Francisco-Monterey Bay Area* (Berkeley: Heyday Books, 1978), Kindle edition.

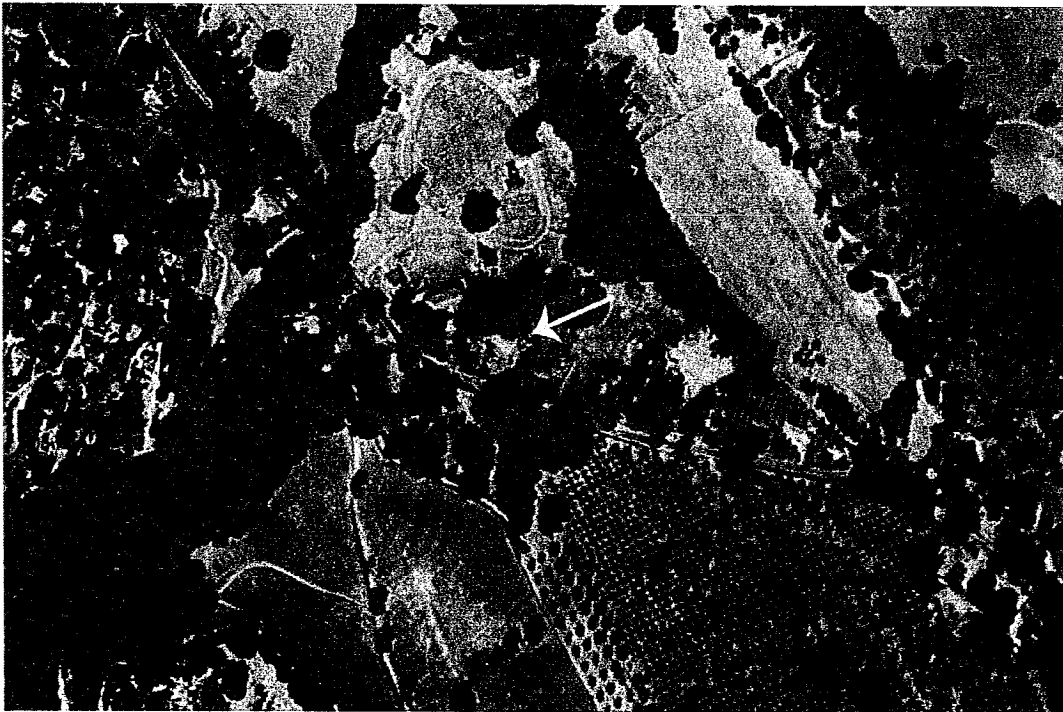
⁴ Nancy Lund and Pamela Gullard, *Life on the San Andreas Fault: A History of Portola Valley*, 16.

⁵ Malcolm Margolin, *The Ohlone Way: Indian Life in the San Francisco-Monterey Bay Area*.

Modern-day Portola Valley's roots began with the small town of Searsville, which stood along Sand Hill Road from the 1850s until the early 1890s. The town provided services to loggers who worked in the nearby redwood forests. By the beginning of the twentieth century, however, the redwoods were largely depleted and Searsville had been abandoned.

During the late nineteenth century, Andrew Hallidie, the inventor of San Francisco's cable cars, lived on an estate that extended from present-day Portola Road to Skyline Boulevard. The Hallidie family donated a portion of their land as a school site to replace the one at Searsville that closed in 1894. The new school was located near the existing historic schoolhouse and library, just south of the subject property.⁶ The town of Portola developed around this site, including a store, post office, blacksmith shop, and hotel. The town, however, was short lived. One provision the Hallidie family insisted upon was that no liquor was to be served in the town of Portola. Once liquor began to be served, Andrew Hallidie's widow, Martha, repurchased the land they had donated. Within a short time, all the businesses were closed and the buildings removed.⁷

The area then became occupied primarily by small farms and large estates; extensive residential development did not occur in the area until after World War II. By the mid-1950s, many residents became concerned about the increasing pressures for housing and business expansion. Nearly a decade later, in 1964, the residents voted to incorporate in order to have local control over development and government. Since then, the town has grown, but has largely maintained its bucolic character.



Aerial of Portola Valley in vicinity of subject property, 1948; arrow indicates approximate location of subject property (U.S. Geological Survey, amended by author)

⁶ The existing school house is not the one constructed in 1894, but rather a later one built in 1909.

⁷ Town of Portola Valley, "Portola Valley History," accessed February 17, 2016, <http://www.portolavalley.net/about-portola-valley/history-of-portola-valley>.



Aerial of Portola Valley in vicinity of subject property, 1968; arrow indicates location of subject property
(U.S. Geological Survey, amended by author)

4.2 Alvin Bertschinger (1927-2008)

Al Bertschinger, the owner of longtime business Al's Nursery, was born in Switzerland in 1927.⁸ He began his career in the nursery business early in life, growing up on a farm in Switzerland and later operated a seedling business and display garden in his early teens. He apprenticed at a nursery in Denmark before immigrating to the United States in 1952. He first arrived in New York, but quickly ventured out West, initially settling in Daly City. Mr. Bertschinger worked at Pacific Nursery in Colma before opening Al's Nursery in Millbrae.⁹

Mr. Bertschinger and his family, as well as the nursery business, moved to the Portola Valley location at 900 Portola Road in 1959. When he purchased the property, the lot was a fruit orchard. The family initially lived in the sales office which was constructed first in 1959 and then moved into the residence upon completion the following year.

An active member in the community, Mr. Bertschinger served as a park commissioner and supervised work on Portola Valley's first soccer field, as well as donated his time and knowledge to help beautify the town. According to Mr. Bertschinger's obituary, he hybridized the coast redwood tree and named the subspecies *Sequoia sempervirens* 'portola'; one is located in front of the historic school house.¹⁰ Al Bertschinger and his wife Eleonore had two daughters, Karin and Yvonne. Karin and her husband, John Wu, operated the nursery from 1992 until it closed in 2011. Mr. Bertschinger died in 2008.¹¹

⁸ Ancestry.com. *U.S. Public Records Index, 1950-1993, Volume 1* [database on-line]. Provo, UT, USA: Ancestry.com Operations, Inc., 2010.

⁹ Marjorie Mader, "Remembering Al Bertschinger," Almanac Online, accessed February 8, 2016, <http://www.almanacnews.com/print/story/2008/08/06/remembering-al-bertschinger>.

¹⁰ Ibid.

¹¹ Ibid.

5. EVALUATIVE FRAMEWORK

5.1 California Register of Historical Resources

The California Register of Historical Resources (California Register) is the authoritative guide to the State's significant historical and archeological resources. It serves to identify, evaluate, register, and protect California's historical resources. The California Register program encourages public recognition and protection of resources of architectural, historical, archeological and cultural significance, identifies historical resources for state and local planning purposes, determines eligibility for historic preservation grant funding and affords certain protections under the California Environmental Quality Act. All resources listed on or formally determined eligible for the National Register of Historic Places (National Register) are automatically listed on the California Register. In addition, properties designated under municipal or county ordinances are eligible for listing in the California Register.

Significance Criteria

The California Register criteria are modeled on the National Register criteria discussed above. An historical resource must be significant at the local, state, or national level under one or more of the following criteria:

1. It is associated with events or patterns of events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States.
2. It is associated with the lives of persons important to local, California, or national history.
3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values.
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, state or the nation.

Like the National Register, evaluation for eligibility to the California Register requires an establishment of historic significance before integrity is considered. California's integrity threshold is slightly lower than the federal level. As a result, some resources that are historically significant but do not meet National Register integrity standards may be eligible for listing on the California Register.

Integrity

Second, for a property to qualify under the National Register's Criteria for Evaluation, it must also retain "historic integrity of those features necessary to convey its significance."¹² While a property's significance relates to its role within a specific historic context, its integrity refers to "a property's physical features and how they relate to its significance."¹³ Since integrity is based on a property's significance within a specific historic context, an evaluation of a property's integrity can only occur after historic significance has been established. To determine if a property retains the physical characteristics corresponding to its historic context, the National Register has identified seven aspects of integrity:

Location is the place where the historic property was constructed or the place where the historic event occurred.

¹² National Park Service, *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*, accessed February 17, 2016, http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_3.htm.

¹³ National Park Service, *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*, accessed February 17, 2016, http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_8.htm.

Setting is the physical environment of a historic property.

Design is the combination of elements that create the form, plan, space, structure, and style of a property.

Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

Feeling is a property's expression of the aesthetic or historic sense of a particular period of time.

Association is the direct link between an important historic event or person and a historic property.

6. EVALUATION

6.1 California Register of Historical Resources

Below is an evaluation of the subject property for individual significance under each California Register criterion:

California Register Criterion 1 [Association with Significant Events]

To be considered eligible for listing under Criterion 1, a property must be associated with one or more events important in a defined historic context. This criterion recognizes properties associated with single events, a pattern of events, repeated activities, or historic trends. The event or trends, however, must clearly be important within the associated context. Further, mere association of the property with historic events or trends is not enough, in and of itself, to qualify under this criterion: the specific association must be considered important as well.¹⁴

The property at 900 Portola Road is not directly associated with any particular phase in the development of Portola Valley. The existing buildings, including the sales office, were constructed after the town's initial development in the early 1900s, and significantly after the post-World War II development that occurred in the mid- to late-1940s and early 1950s. Further, the subject property does not appear to have played a significant role in any notable horticultural innovations or developments in landscape design or technique.

For the reasons discussed above, the sales office building at 900 Portola Road does not appear to be individually eligible for the California Register under this criterion.

California Register Criterion 2 [Association with Significant Persons]

This criterion "applies to properties associated with individuals whose specific contributions to history can be identified and documented." It identifies properties associated with individuals "whose activities are demonstrably important within a local, State, or national historic context," and is typically limited to those properties that have the ability to illustrate a person's important achievements.¹⁵

Records indicate that Al Bertschinger was a well-respected and active member in the local community. A local newspaper article states that Mr. Bertschinger hybridized a redwood tree that is a sub-species of the coast redwood. ARG has not been able to confirm this information. Aside from this unconfirmed assertion, Mr. Bertschinger does not appear to have made significant contributions to the field of horticulture or landscape design

¹⁴ National Park Service, *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*, accessed February 17, 2016, http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_6.htm.

¹⁵ Ibid.

that would qualify the sales office for listing as a historic resource.

For the reasons discussed above, the property does not appear individually eligible for the California Register under Criterion 2.

California Register Criterion 3 [Architectural Significance]

This criterion applies to properties that “embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.”¹⁶ “Distinctive characteristics” are the physical and design features that commonly recur in individual types, periods, or methods of construction. To be eligible, a property must clearly contain enough of those characteristics to be considered a true representative of a particular style.¹⁷ A master “is a figure of generally recognized greatness in a field, a known craftsman of consummate skill, or an anonymous craftsman whose work is distinguishable from others by its characteristic style and quality.”¹⁸

The building at 900 Portola Road is utilitarian in style and function, and was not designed within the vocabulary of a specific architectural style. Further, no evidence was found that the building was designed by a noted architect.

For the reasons discussed above, the subject property does not appear eligible for the California Register under this criterion.

California Register Criterion 4 [Potential to Yield Information]

Criterion 4 is generally applied to archaeological resources and evaluation of the subject property for eligibility under this criterion was beyond the scope of this report.

6.2 Conclusion

The sales office building at 900 Portola Road does not appear to be eligible for the California Register of Historical Resources under any of the established criteria. Therefore, the property does not qualify as a historic resource per CEQA.

¹⁶ National Park Service, National Register Bulletin: How to Apply the National Register Criteria for Evaluation, 3, accessed January 16, 2015, <http://www.nps.gov/nr/publications/bulletins/pdfs/nrb15.pdf>.

¹⁷ Ibid.

¹⁸ Ibid.

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Historic Resource Evaluation
900 Portola Road • Portola Valley, California

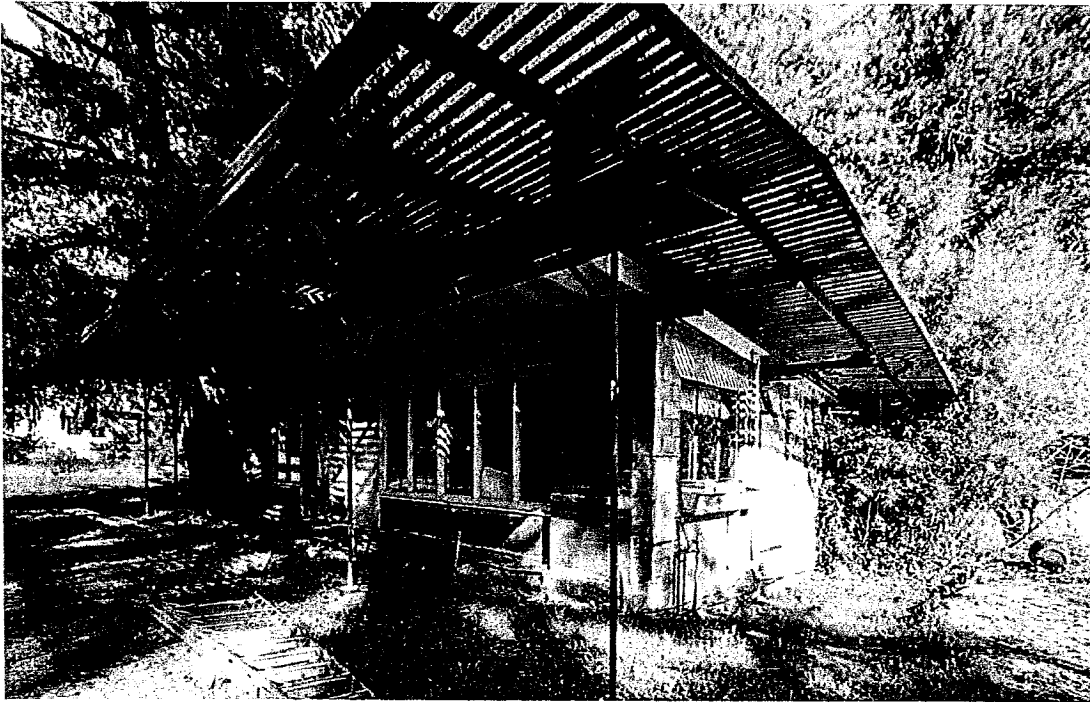
Appendix A
Existing Conditions Photographs



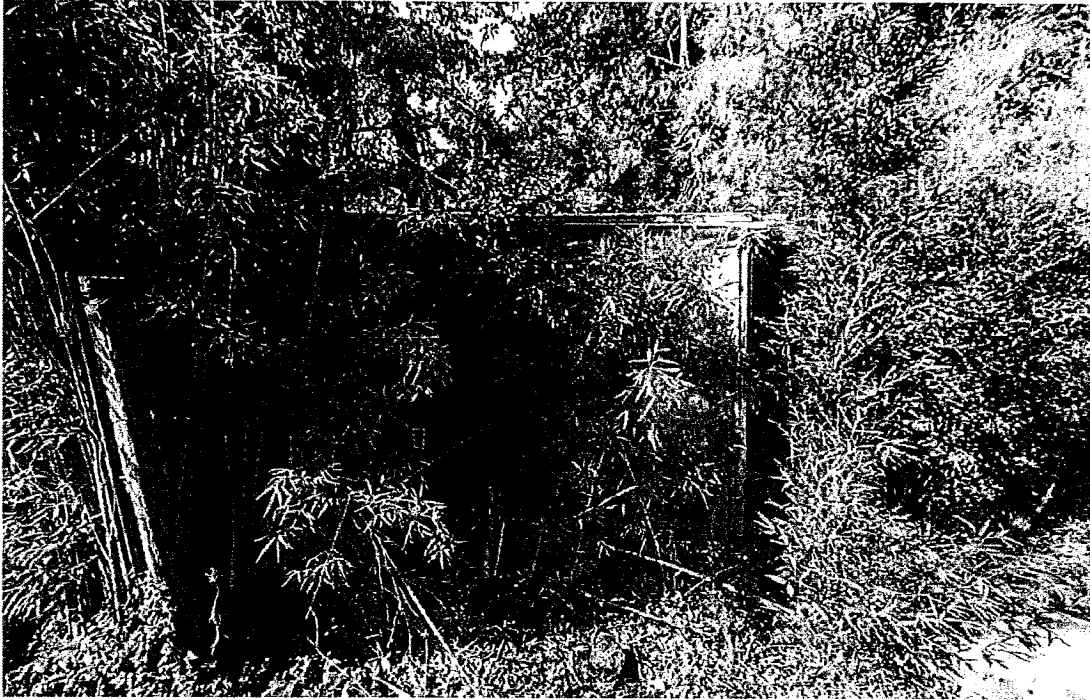
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Sales office building, northwest and southwest facades
(Architectural Resources Group, February 2016)



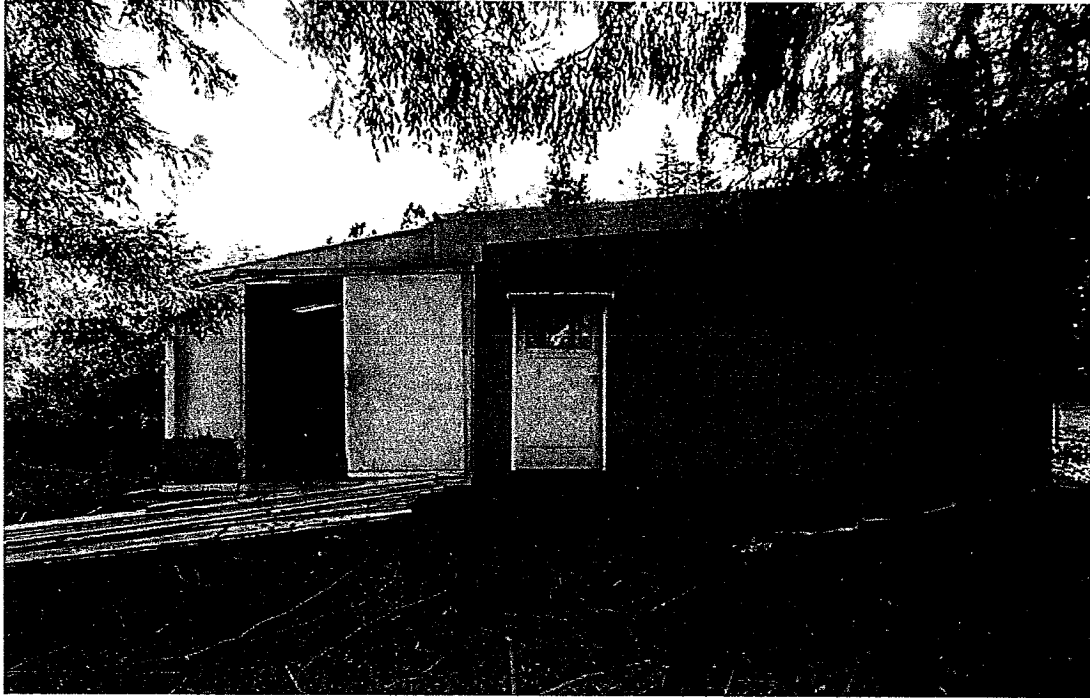
Sales office building, southwest and southeast facades
(Architectural Resources Group, February 2016)



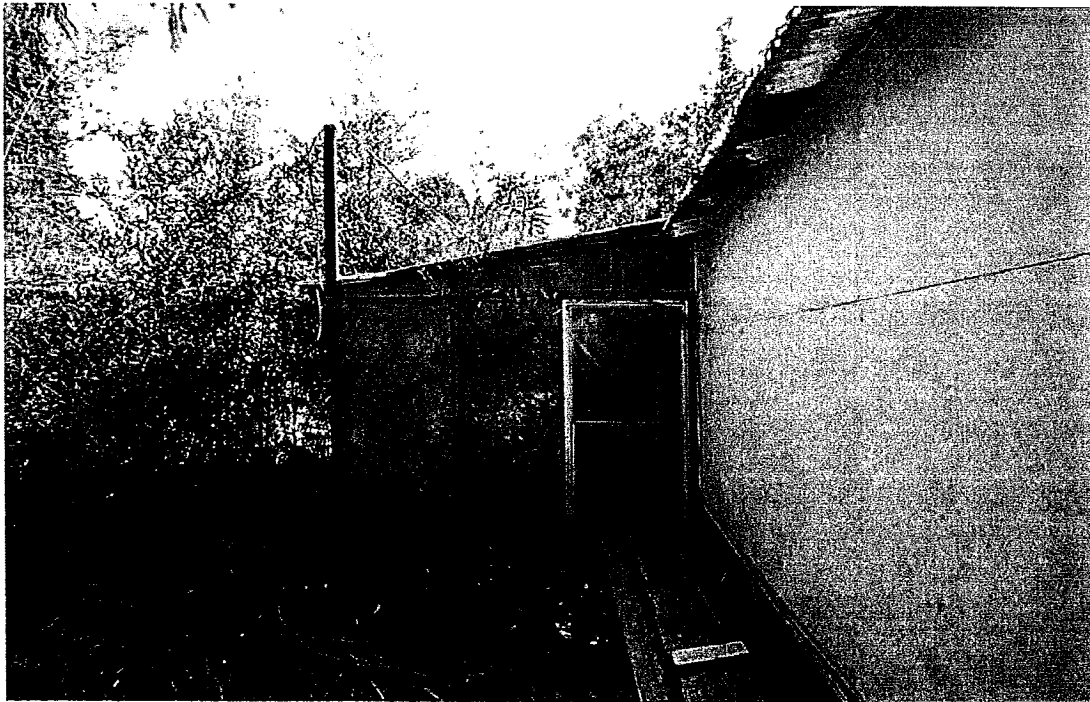
Greenhouse shed at northeast corner of sales office building, view looking northwest
(Architectural Resources Group, February 2016)



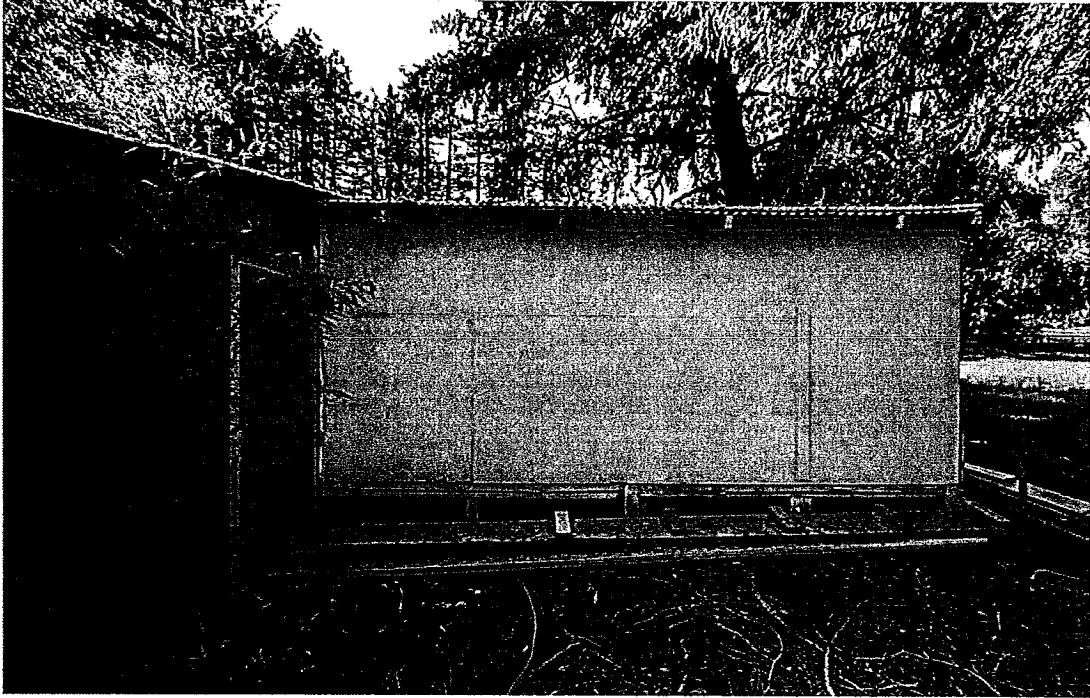
Sales office building, northwest facade, view looking east
(Architectural Resources Group, January 2016)



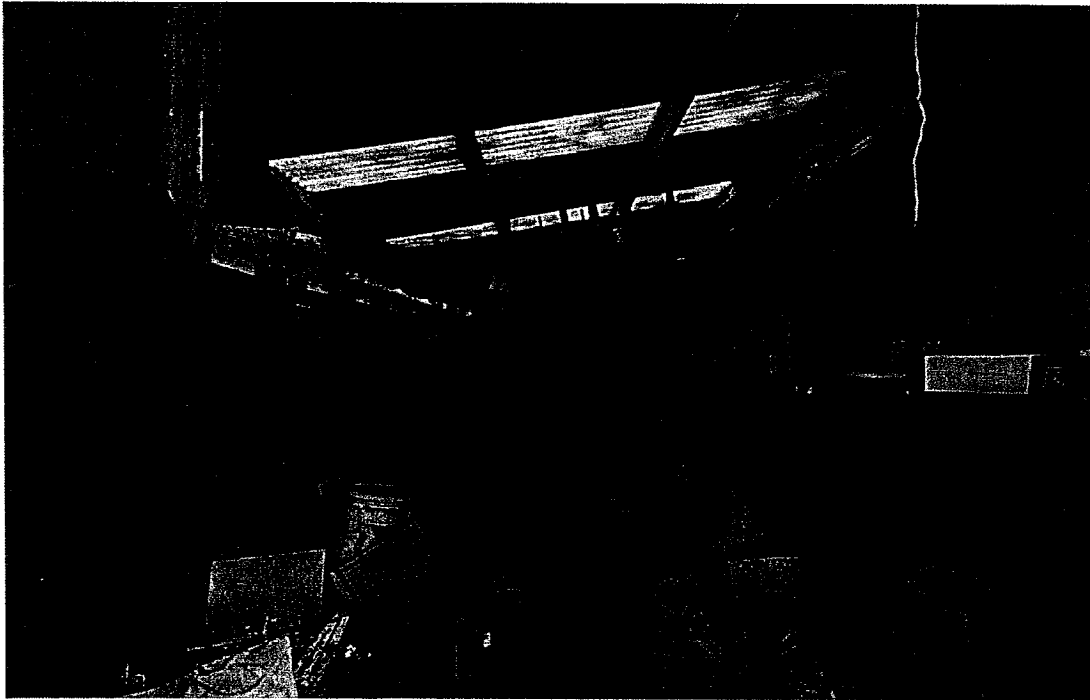
Sales office, northwest facade
(Architectural Resources Group, February 2016)



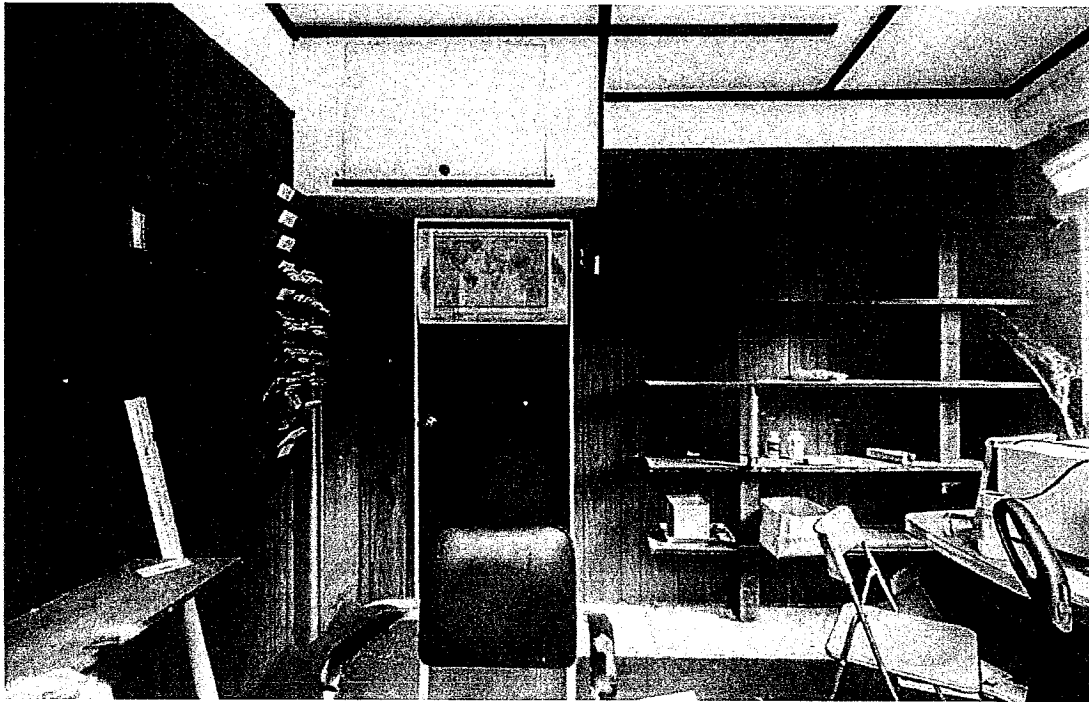
Sales office, greenhouse shed, northwest facade, view looking southeast
(Architectural Resources Group, February 2016)



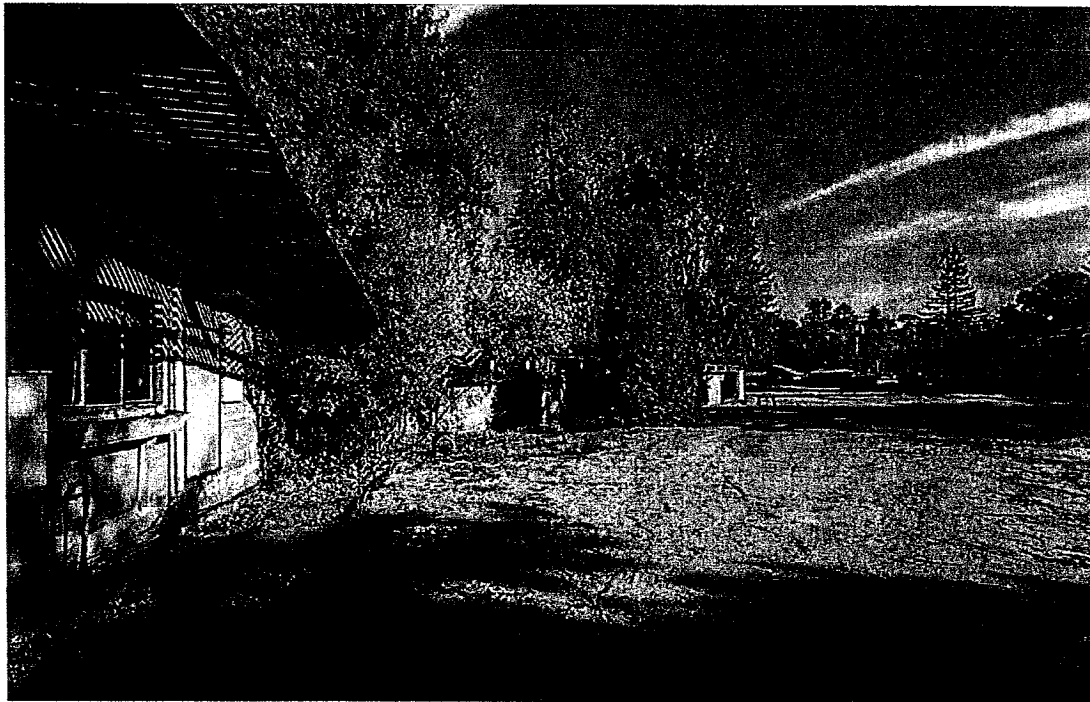
Sales office, northeast facade, view looking southwest
(Architectural Resources Group, February 2016)



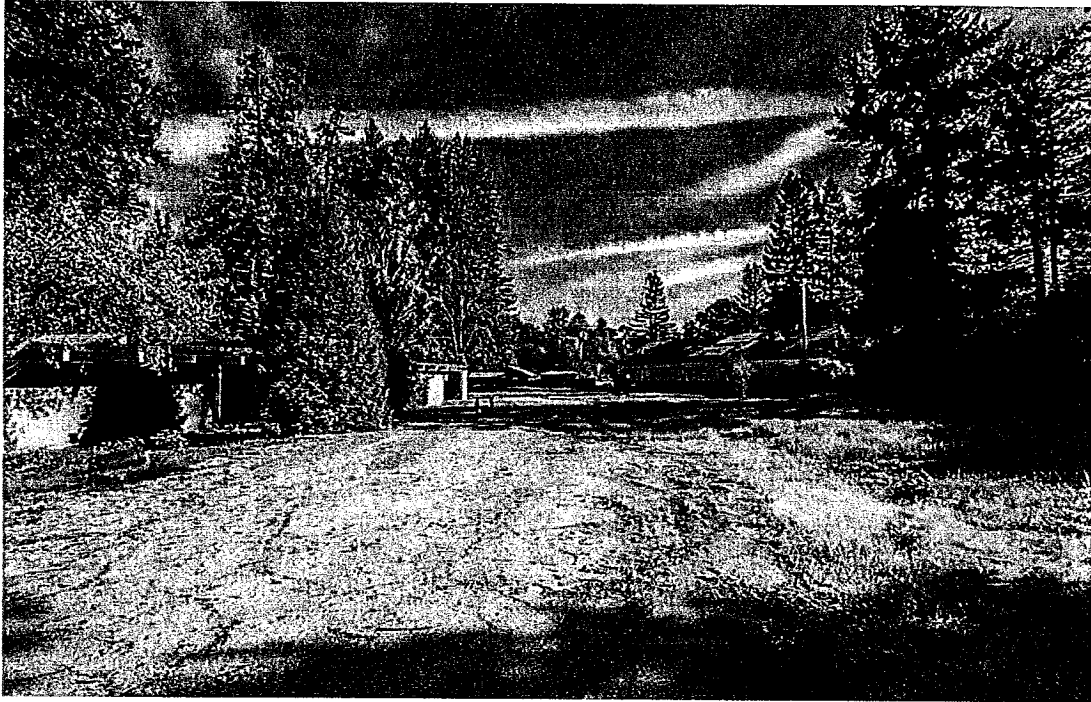
Sales office, storage area interior
(Architectural Resources Group, February 2016)



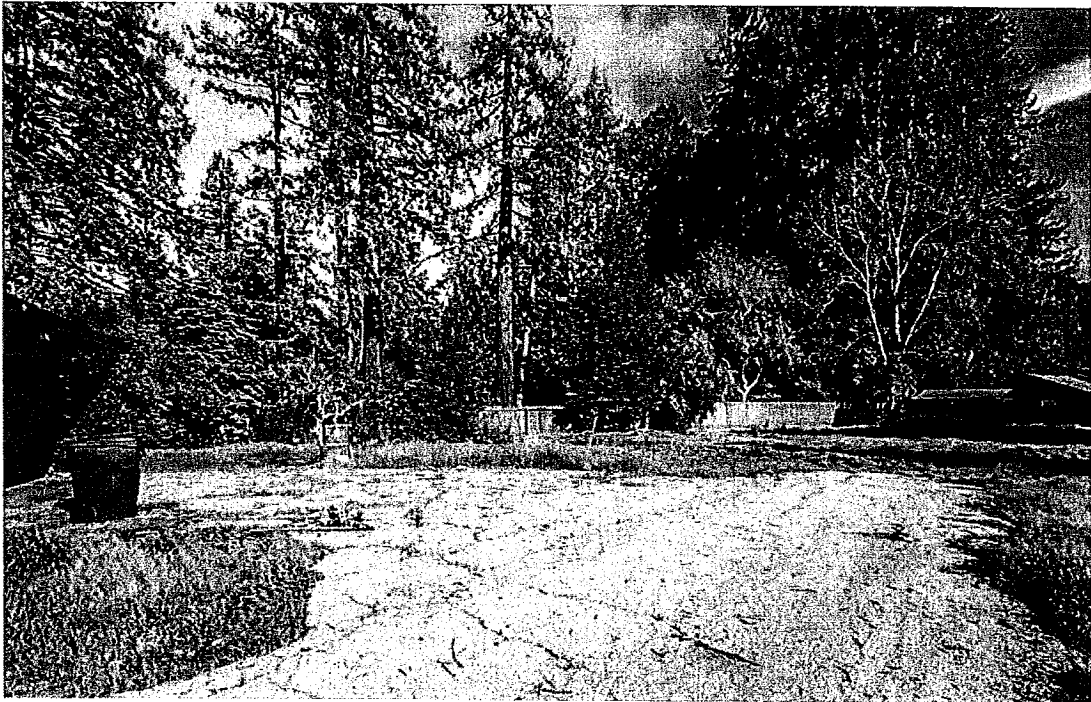
Sales office building, interior
(Architectural Resources Group, February 2016)



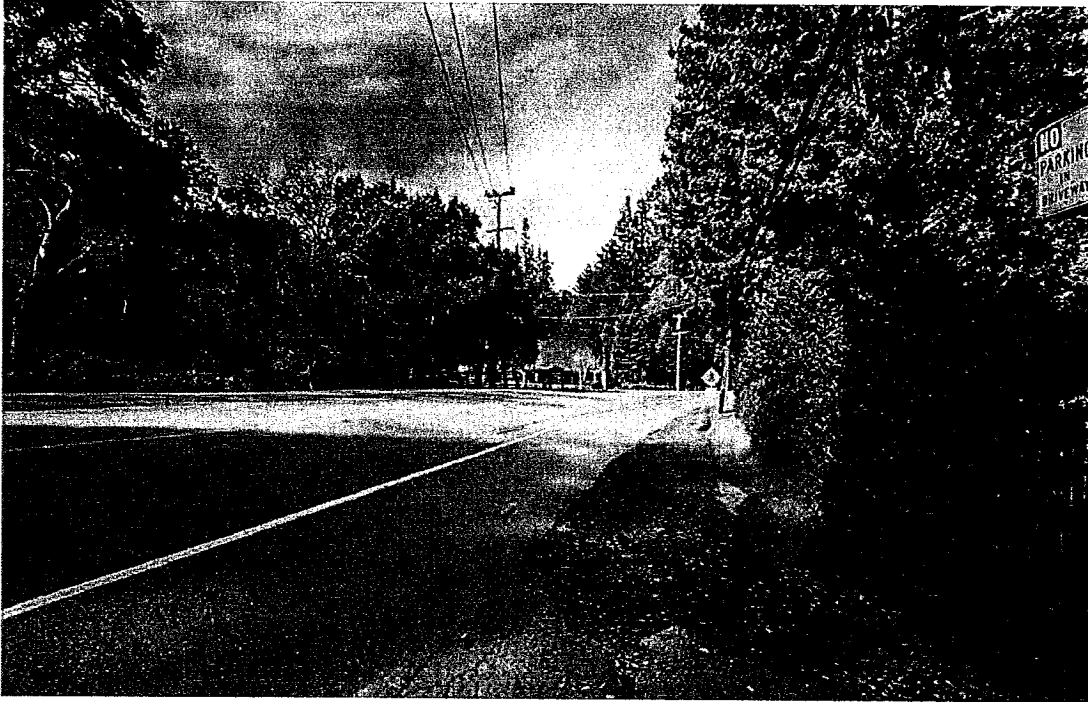
Sales office (right) and residence (center), view looking east
(Architectural Resources Group, February 2016)



Residence (left), looking toward east end of property
(Architectural Resources Group, February 2016)



Northeastern portion of subject property, view looking north
(Architectural Resources Group, February 2016)



View looking north along Portola Road in front of subject property
(Architectural Resources Group, February 2016)



View looking south along Portola Road in front of subject property
(Architectural Resources Group, February 2016)

Historic Resource Evaluation
900 Portola Road • Portola Valley, California

Appendix B
Building Permits



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WR

ES 10 297 * \$0005.0011

SAN MATEO COUNTY

DEPARTMENT OF PUBLIC HEALTH AND WELFARE

Fee Paid 5.00
Date 1/27/59

Sanitation Section
225 - 37th Avenue
San Mateo, California

File 8-6-59

Date 1/27/59 19

RURAL SEWAGE DISPOSAL SYSTEM

Owner Clavin Bertchinger Contractor 076-261-010
Address 25 Essex Ave Address Amellbra
Phone No. Area 7-370.6 Phone No. _____

Location of proposed home: Portola Redwoods
Subdivision Portola Valley School District Block No. _____ Lot No. _____
Street #900 Portola Road
General Location of Lot Adjacent to Our Lady of Marys
Catholic Church
Size of Lot 1.68 acre No. of Bedrooms 3
General description of lot Level

Source of water supply Cal Water Service

Inspection information:

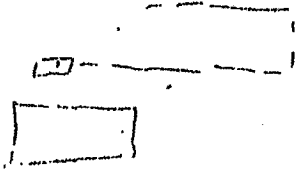
Date of first inspection 1/27/59 By Hodge
Recommendations 1500 gal septic tank + 900' x 3'
leaching trench

Permit Number 238 Date Issued 2-11-59

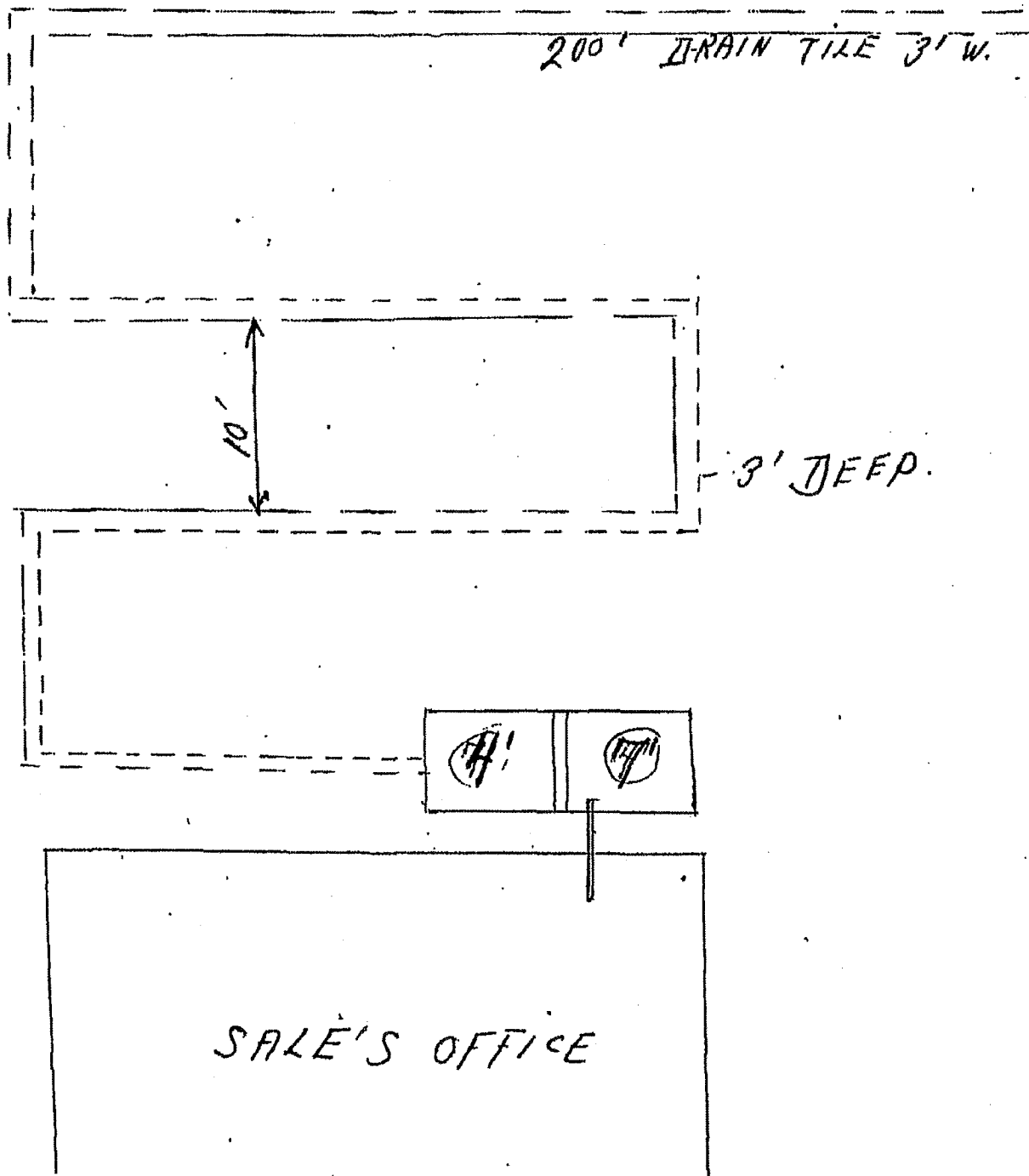
Date of Final Inspection _____ By _____

Remarks Spoke To Owner - Job Completed In
MARCH. DRAIN FIELD SIZE 50' X 6'
OTT 8-5-59

Sketch of lot, house arrangement on lot and actual measurements indicating location of septic tank, drainage field and well, if one is used, relative to foundation and property lines. Indicate direction of slope and approximate degree of slope. Indicate kind of material used in septic tank construction.



AL'S LANDSCAPING
900 PORTOLA RD.
PORTOLA VALLEY



Al's Landscaping

NURSERYMAN

25 ELDER AVENUE, MILLBRAE, CALIF.

Telephone OXford 7-3706

☆

SAN MATEO COUNTY
DEPARTMENT OF PUBLIC HEALTH AND WELFARE
225 - 37th Avenue
San Mateo, California

PERMIT NO. 238

Date 2-11-59

SEWAGE DISPOSAL PERMIT

This certifies that approval has been granted

Alvin Bartachinger

to construct a 1500 gallon septic tank plus 200 ft. by 2 ft. leaching trench
25 Elder Avenue, Millbrae

at Portola Valley School District - Portola Redwoodwoods

Block No. _____ Lot No. _____

_____, San Mateo County, Calif.

\$5.00 fee paid

Fee Not Applicable

For the Director
Department of Public Health and Welfare

Public Health Engineer

SAN MATEO COUNTY

897

ORDINANCE NO.

THIS PERMIT IS NON-TRANSFERABLE AND SHALL BE VOID IF CONSTRUCTION IS NOT STARTED WITHIN 90 DAYS OF DATE OF PERMIT.

SAN MATEO COUNTY
HEALTH DIVISION

\$ 05.00 A

10 297 *\$ 05.00 A

225 37TH AVENUE
SAN MATEO, CALIF.

To: Cynthia Richardson, Planning Department
From: Nancy Lund, Town Historian
Subject: Comments on Historic Resources Evaluation for 900 Portola Road
Date: March 11, 2016

Al Bertschinger and his nursery were fixtures in Portola Valley for decades. However, I agree with the findings of Melissa Guertin of the Architectural Resources Group in her Historic Resources Evaluation. The office from which Mr. Bertschinger and later his daughter and son-in-law, Karen and John Wu, conducted business lacks the requirements for any historic designation on the California Register or in the Historic Element of the Portola Valley General Plan.

Project No. 3597

24 June 2016

WAYNE TING & ASSOCIATES, INC.

GEOTECHNICAL CONSULTANTS

42329 Osgood Road, Unit A, Fremont, CA 94539

Phone (510) 623-7768 Email: tingwayne@yahoo.com

Mr. Carter Warr
CJW Architecture
130 Portola Road, Suite A
Portola Valley, CA 94028

Subject: **SUPPLEMENTAL LETTER AND RESPONSE TO
PEER REVIEW LETTER**
Proposed Windmill Preschool
900 Portola Road
Portola Valley, California

- References:
1. Geotechnical Investigation
By Wayne Ting & Associates, Inc.,
Dated 17 May 2016
 2. Supplemental Letter and Response to Peer review Letter
By Wayne Ting And Associates, Inc.
Date 8 June 2016
 2. Supplemental Geotechnical Peer Review
By Cotton, Shire And Associates, Inc.
Dated 23 June 2016

Dear Mr. Warr:

At your request, **Wayne Ting & Associates, Inc. (WTAI)** has reviewed the above referenced materials pertaining to the subject project to respond the concerns of Town of Portola Valley (Reference 3.)

Responding to the Concern of "Compaction Requirement" in reference 3:

1. The highly expansive soil is **native soil on site** and in order to reduce the swelling pressure, WTAI recommended the **native** soil to be compacted to 85 percent compaction with 5 percent water over the optimum moisture. **Expansive import soil will not** be used as structural fill.

Should select import material be used to establish the proper grading for the proposed development, the subsurface native expansive soil will be compact to 90 percent compaction with 2 percent water over the optimum moisture and the import material should (a) be free of organic material; (b) have a Plasticity Index between four (4) and twelve (12); (c) be no more than 15% passing the No. 200 Sieve; (d) not contain rocks or lumps over 6 inches in greatest dimension; and (e) not more than 15%

Project No. 3597
24 June 2016

passing the No. 200 sieve. The import fill should be approved by WTAI before it is transported to the site. This fill should be placed in lifts not exceeding 8 inches in uncompacted thickness and should be compacted to a minimum relative compaction of 90 percent, at 2% above optimum moisture content. Each layer shall be spread evenly and thoroughly and shall be blade mixed to provide uniformity of the soil in each layer. Compaction of each layer shall be continuous over the entire fill area and continued until the required density is obtained.


Responding to the Concern of "Foundation Pier Design" in reference 2:

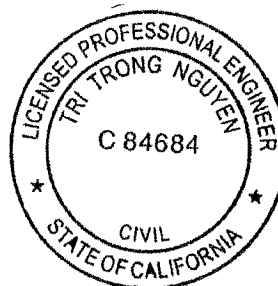
2. The understanding of Cotton, Shires and Associates, Inc. is accurate. The upper 5 feet of soil should be neglected for skin friction. The vertical loading should be supported by pier based on skin friction from the depth of 5 to 16 feet.

Should you have any questions relating to the contents of this letter, please contact our office at your convenience.

Very truly yours,

WAYNE TING & ASSOCIATES, INC.


Tri T. Nguyen, C.E.
Project Engineer



Copy: 1 to Mr. Warr.

Project No. 3597
8 June 2016

WAYNE TING & ASSOCIATES, INC.

GEOTECHNICAL CONSULTANTS
42329 Osgood Road, Unit A, Fremont, CA 94539
Phone (510) 623-7768 Email: tingwayne@yahoo.com

Mr. Carter Warr
CJW Architecture
130 Portola Road, Suite A
Portola Valley, CA 94028

Subject: **SUPPLEMENTAL LETTER AND RESPONSE TO
PEER REVIEW LETTER**
Proposed Windmill Preschool
900 Portola Road
Portola Valley, California

- References:
1. Geotechnical Investigation
By Wayne Ting & Associates, Inc.,
Dated 17 May 2016
 2. Geotechnical Peer Review
By Cotton, Shire And Associates, Inc.
Dated 25 May 2016

Dear Mr. Warr:

At your request, **Wayne Ting & Associates, Inc. (WTAI)** has reviewed the above referenced materials pertaining to the subject project to respond the concerns of Town of Portola Valley (Reference 2.)

Responding to the Concern of "Peak Ground Acceleration" in reference 2:

1. WTAI will use USGS/ASCE 7-10 PGAm of 1.166 in the calculation of settlement due to liquefaction where soil with $FS > 1$ are not liquefiable. Attached Figure 1 is the new CPT output file. It is noted that new calculated settlement is 1.21 inches, which is only 0.01 inch more than the original analysis, and will not affect the original recommendation in reference 1.

Responding to the Concern of "Highly Expansive Soil Compaction" in reference 2:

2. The highly expansive soil is native and is not a structure fill. Furthermore, in order to reduce the swelling potential of the native soil, WTAI wants to over saturate the soil at a 5.0 percent above the optimum moisture amount and compact to a relative compaction of 85 percent of the maximum dry density.

Should select import material be used to establish the proper grading for the proposed development, the import material should (a) be free of organic material; (b) have a Plasticity Index between four

Project No. 3597
8 June 2016

(4) and twelve (12); (c) be no more than 15 % passing the No. 200 Sieve; (d) not contain rocks or lumps over 6 inches in greatest dimension; and (e) not more than 15% passing the No. 200 sieve. The import fill should be approved by WTAI before it is transported to the site. This fill should be placed in lifts not exceeding 8 inches in uncompacted thickness and should be compacted to a minimum relative compaction of 90 percent, at 2% above optimum moisture content. Each layer shall be spread evenly and thoroughly and shall be blade mixed to provide uniformity of the soil in each layer. Compaction of each layer shall be continuous over the entire fill area and continued until the required density is obtained.

Responding to the Concern of "Site Location Map" in reference 2:

3. Attached Figure 2 is a site location map in relation to local street.

Responding to the Concern of "Foundation Pier Design" in reference 2:

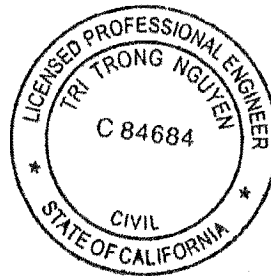
4. The depth of the pier from 5 feet to 16 feet will be for resisting uplift. In addition, the 5 feet to 16 feet will also be used for supporting the structural loads. The uplift pressure and downward loads will not occur at the same time during the calculations of pier foundation.

Should you have any questions relating to the contents of this letter, please contact our office at your convenience.

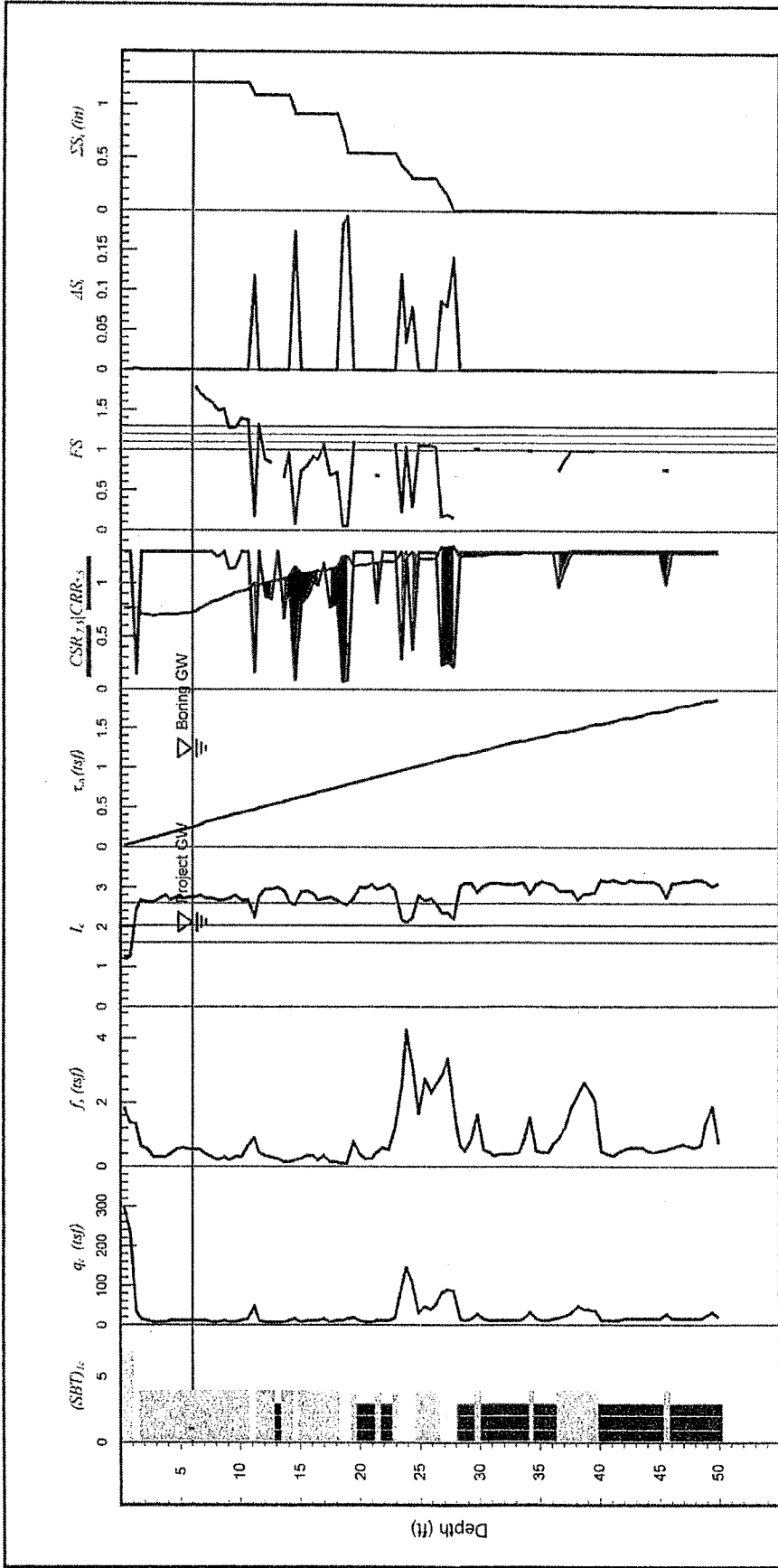
Very truly yours,

WAYNE TING & ASSOCIATES, INC.

Tri T. Nguyen
Tri T. Nguyen, C.E.
Project Engineer



Copy: 1 to Mr. Warr.



Earthquake & Groundwater Information:
 Magnitude = 7.9
 Max. Acceleration = 1.166 g
 Project GW = 6 ft
 Maximum Settlement = 1.21 in
 Settlement at Bottom of Footing = 1.21 in
 Liquefaction: Idriss & Boulanger (2008)
 Selli: [dny] Y; (2010); [sati] Idriss & Boulanger (2008)
 Lateral spreading: Idriss & Boulanger (2008)
 M correction: [Sand; Clay] Boulanger & Idriss (2004)
 cv correction: Idriss & Boulanger (2008)
 Stress reduction: Idriss & Boulanger (2008)

Very stiff fine grained *
 * Overconsolidated or cemented

Sandy silt to silty sand
 Silty sand to clean sand
 Dense sand to gravelly sand
 Clayey sand to very stiff sand

Sensitive fine grained
 Organic soils - peats
 Clay to silty clay
 Silty clay to clayey silt

Liquefaction Potential - CPT Data

Project:	900 portola road
Location:	portola valley
Job Number:	3597
CPT No.:	1
Enclosure:	0







Project No. 3597
17 May 2016

Mr. Carter Warr
CJW Architecture
130 Portola Road, Suite A
Portola Valley, CA 94028

Subject: **GEOTECHNICAL INVESTIGATION**
900 Portola Road
Portola Valley, California

- References:
1. Guidelines for Evaluating and Mitigating Seismic Hazards in California Special Publication 117A, Division of Mines and Geology, 2008
 2. Recommendation Procedures for Implementation of DMG Special Publication 117, Guidelines for Analyzing and Mitigating Liquefaction in California
By ASCE Los Angeles Section Geotechnical Group
Dated 1999
 3. Seismic Hazard Zone Report 111 for the Palo Alto 7.5 Minute Quadrangle, San Mateo and Santa Clara Counties, California, 2006

Dear Mr. Warr:

In accordance with your authorization, **Wayne Ting & Associates, Inc. (WTAI)** has completed a geotechnical investigation for the proposed preschool structure development at the subject site. The purpose of this study was to investigate the site conditions and to obtain geotechnical data for use in the design and construction of the proposed development. The scope of this investigation included the following:

- a. Site and area reconnaissance by the Project Engineer.
- b. Drilled one boring to a depth of 50 feet and one boring to 13.5 feet to obtain samples for laboratory tests. In addition, one 50-foot deep Cone Penetration Test was performed by Middle Earth Geo Testing Inc.
- c. Laboratory testing of selected soil samples.
- d. Analysis of soil samples and information obtained.
- e. Preparation and writing of this report which presents our findings, conclusions, and recommendations.

Our findings indicate that the proposed development is feasible from a geotechnical engineering standpoint provided the recommendations in this report are carefully followed.

SITE LOCATION AND DESCRIPTION

The subject lot is relatively flat and located at 900 Portola Road, Portola Valley, California. It is bounded to the southwest by Portola Road, to the east by commercial buildings, to the northwest by a church, and to the north by residential structures. During our site visit, two buildings are present at the site. The front building near Portola Road may be retained. The back building will be demolished.

PLANNED DEVELOPMENT

We anticipate that the proposed preschool structure will be one-story and utilize wood frame construction with raised wood floors. Light to moderate building loads are typically associated with this type of construction.

FIELD INVESTIGATION

WTAI conducted the field investigation on 30 March and 28 April, 2016. The field investigation consisted of a site reconnaissance by the Project Engineer and an excavation of two exploratory borings. One boring was drilled to 50 feet below the existing ground surface. One boring was drilled to 13.5 feet. These borings were excavated using a truck mounted drill-rig with a 4.5-inch solid stem auger. In addition, one 50-foot deep Cone Penetration Test was also performed. The soundings of CPTs and out put data are presented graphically on Figure 4 of Appendix A. The locations of the drilled borings and CPT are shown on Appendix A, Figure 1, Site Plan.

Soils encountered during the excavation operations were continuously logged in the field. Relatively undisturbed samples were obtained by dynamically driving 18 inches using a 3.0-inch outside diameter Modified California Sampler with a 140-pound hammer free falling 30 inches. Blow counts were recorded for every 6-inch penetration interval, and reported corresponding to the last 12 inches of penetration. The blow counts provided in boring logs have been converted from raw data of using Modified California Sampler to standard penetration blow counts. These samples were then sealed and returned to the laboratory for testing. The classifications, descriptions, natural moisture contents, dry densities and depths from which the samples were obtained, are shown in the Boring Logs, Figures 2 and 3 of Appendix A.

LABORATORY TESTING

CLASSIFICATION

The field classifications of the samples were visually verified in the laboratory in accordance with the Unified Soil Classification System. These classifications are presented in the Boring Logs, Figures 2 and 3.

MOISTURE-DENSITY

The natural moisture contents and/or dry weights were determined for selected samples obtained during our field investigation. These data are presented in the aforementioned Boring Logs.

UNCONFINED COMPRESSION

Unconfined Compression Tests were performed on three relatively undisturbed samples to evaluate the ultimate compressive strength of the soils. The test results are presented in the Boring Logs.

ATTERBERG LIMITS

The Atterberg Limits Test was determined for the selected soil sample to classify, as well as to obtain an indication of the expansion and shrinkage potential with respect to moisture content variations. The test results are summarized as follows:

<i>Sample</i>	<i>Depth</i>	<i>Classification</i>	<i>Liquid Limit</i>	<i>Plasticity Index</i>
B1-1	2 feet	Dark gray silty clay (CH)	61.0%	36

The Atterberg Limits tests indicate that a representative sample of the soil is of high plasticity. The expansion potential for these soils is thus high.

SUBSURFACE SOIL CONDITIONS

The following soil descriptions were derived from our site reconnaissance and the information obtained from our exploratory borings samples. Detailed description of the materials encountered in the exploratory borings and the results of laboratory testing are presented in the Boring Logs and the CPTs' figures.

Boring 1, consisted of, firm to stiff, very moist, dark gray, medium brown, to grayish blue silty clay, to the maximum depth explored of 50.0 feet. Two thin layers of silty sand were encountered at between 18.5 and 19.0 feet and 27.0 and 27.5 feet below the existing ground surface.

Boring 2, consisted of dark gray to gray silty clay, firm to stiff and very moist, to the maximum depth explored of 13.5 feet

Based on our CPT 1 sounding, silty clay to clayey silt and clay to silty clay deposits (soil behavior types) were encountered to the maximum depth explored of 50.0 feet with intermittent layers of

sandy silt to silty sand of 6.0 inches to 2.0 feet. The layers are at 11.0, 14.0, 17.0, 23.0, and 27.0 feet below the existing ground surfaces.

Groundwater was encountered at 7.0 and 8.5 feet below the ground surfaces in borings 1 and 2. Ground water was encountered at 6.0 feet in CPT at the time of the field study. Liquefaction analysis will be based on groundwater at 6.0 feet.

QUANTITATIVE LIQUEFACTION ANALYSIS USING CPT

Soil liquefaction is a phenomenon in which saturated (submerged) cohesionless soils can be subjected to a temporary loss of strength due to the buildup pore water pressures, especially as a result of cyclic loadings such as induced by earthquakes. In the process, the soil acquires a mobility sufficient to permit both horizontal and vertical deformations, if not confined. Soils that are most susceptible to liquefaction are clean, loose, saturated, uniformly graded, fine sands.

Our liquefaction analysis followed the methods presented by the 1998 NCEER Workshops (Youd et al., 2001) in accordance with guidelines set forth in the CGS Special Publication 117A (2008). The NCEER methods for CPT analysis update simplified procedures presented by Seed and Idriss (1971). These methods are used to calculate a factor of safety against liquefaction triggering by comparing the resistance of the soil to cyclic shaking to the seismic demand that can be caused during seismic events.

The resistance to cyclic shaking is quantified by the Cyclic Resistance Ratio (CRR), which is a function of soil density, layer depth, ground water depth, earthquake magnitude, and soil behavior. Our CPT tip pressures were corrected for the overburden and fine content. The CPT method utilizes the soil behavior type index (I_c) and the exponential factor, n , applied to the Normalized Cone Resistance, Q , to evaluate how plastic the soil behaves. The Cyclic Stress Ratio (CSR) is used to quantify the stresses that are anticipated to develop during cyclic shaking. The formula for CSR is shown below:

$$CSR = 0.65 (a_{max}/g)(s_{vo}/s_{vo})r_d$$

Where a_{max} is the peak horizontal acceleration at the ground surface generated by an earthquake, g , is the acceleration of gravity, s_{vo} and s_{vo} are total and effective overburden stresses, respectively, and r_d is a stress reduction coefficient. We evaluated the liquefaction potential of the sand strata encountered below the assumed ground water depths. In addition, a peak ground acceleration of 0.83g (PSHA, 2% exceedance in 50 years) and magnitudes of 7.9 were obtained from Reference 3 for analysis.

The factor of safety (FS) against liquefaction can be expressed as the ratio of the CRR to CSR. $FS = CRR/CSR$. If the FS for a soil layer is less than 1.3, the soil layer is considered liquefiable during a moderate to a large seismic event. Therefore, we apply 1.3 as the FS, which produces a peak

ground acceleration of 1.079g according to a_{max} ($1.3 \times 0.83g = 1.079g$) for CSR calculation. If $CRR/0.65 (1.3a_{max}/g)(s_{vo}/s_{vo})r_d$ is 1.0 or larger, the soil layer can be considered to be non-liquefiable.

We analyze the site liquefaction potential utilizing a computer program call GeoSuite by GeoAdvanced; this program is based on the most recent publications of NCEER Workshop and procedure outline in SP117A Implementation.

Based on our analysis using Idriss & Boulanger (2008) and the factor of safety 1.3, the settlement results of the liquefaction analysis are presented in following Table 1 and in Appendix A.

TABLE 1

<i>CPT Boring No.</i>	<i>Ground Water Depth</i>	<i>Dry Settlement (inches)</i>	<i>Saturated Settlement (inches)</i>	<i>Total Settlement (inches)</i>	<i>Differential Settlement (inches)</i>
1	6.0 feet	0.0	1.2	1.2	0.6

Total Settlement: Saturated settlement plus dry settlement

Estimates of volumetric change for dry settlement were made by Yi (2010). Estimates of volumetric change for saturated settlement were made by Idriss & Boulanger (2008). As discussed in the Southern California Earthquake Center report (SCEC, 1999), differential movement for level ground, deep soil sites, will be on the order of half the total estimated settlement.

CALIFORNIA BUILDING CODE SITE CHARACTERIZATION

According to the published maps by International Conference of Building Officials (I.C.B.O.), in February 1998, the nearest active fault to the subject site is the Monte Vista-Shannon Fault which is located approximately 0.2 kilometers northeast. The San Andreas Fault is located approximately 0.4 kilometers northeast. Therefore, the potential for surface fault trace rupture is considered to be negligible. We anticipate that the proposed structure will subject to strong ground shaking during the lifetime of the building structure.

CALIFORNIA BUILDING CODE SITE CHARACTERIZATION

The following design values are base on the geologic information, longitude and latitude of the site, and the USGS computer program. Furthermore, in according with Chapter 16 of the 2013 California Building Code (CBC), the site seismic design values are provided as follow:

<u>CBC Category/Coefficient 2010 ASCE 7 (with July 2013 errata)</u>	<u>Design Value</u>
Short-Period MCE at 0.2s, S_s	2.971
1.0s Period MCE, S_1	1.238
Soil Profile Type, Site Class	Sd
Site Coefficient, F_a	1.0
Site Coefficient, F_v	1.5
$S_{MS} = F_a \times S_s$ Spectral Response Accelerations	2.971
$S_{MI} = F_v \times S_1$ Spectral Response Accelerations	1.857
$S_{DS} = 2/3 \times S_{MS}$ Design Spectral Response Accelerations	1.981
$S_{DI} = 2/3 \times S_{MI}$ Design Spectral Response Accelerations	1.238
** Latitude: 37.38352 Longitude: -122.23379	

DISCUSSIONS, CONCLUSIONS AND RECOMMENDATIONS

1. Based on the results of our investigation, WTAI concludes that the subject site is geotechnically suitable for the proposed preschool development. The proposed building can be constructed provided the recommendations presented in this report are incorporated into the project plans and specifications.
2. It is recommended that WTAI should review the grading and foundation plans and specifications so that comments can be made regarding the interpretation and implementation of our geotechnical recommendations in the design and specifications.
3. It is further recommended that WTAI be retained for testing and observation during grading and foundation construction phases to help determine that the design requirements are fulfilled. Our firm should be notified at least two working days prior to grading and/or foundation operations on the property. Any work related to the grading and/or foundation operations performed without the direct observation of WTAI will invalidate the recommendations of this report.
4. The recommendations given in this report are applicable only for the design of the previously described preschool and only at the location indicated on the site plan. They should not be used for any other purpose.

SITE PREPARATION AND GRADING

5. Prior to grading, the proposed structure area should be cleared of all obstructions and deleterious materials. The existing footing and pipes should be completely removed
6. After clearing and removing, the proposed structure and driveway areas should be stripped of all organic topsoil. It is estimated that stripping depths of 4 to 6 inches may be necessary. The predominantly organic material from the stripping may be stockpiled for landscaping use.

7. After completion of the stripping, the top 10 inches of exposed native ground should be scarified. After scarifying, it should be disced or bladed until it is uniform and free of large clods. The exposed native subgrade soils will be watered or aerated as necessary to bring the soils to a moisture content 5.0 percent above the optimum moisture amount. The subgrade should then be uniformly recompacted to a minimum degree of relative compaction of 85 percent of the maximum dry density as determined by ASTM D1557 latest version Laboratory Test Procedure.

FOUNDATION RECOMMENDATIONS

8. Due to the on-site highly expansive clay, the proposed structures can be satisfactorily supported on a pier and grade beam foundation with raised wood floors. The drilled piers should have a minimum diameter of 18 inches and a minimum embedment of 16 feet below the lowest adjacent pad grade. The piers should be designed for an allowable skin friction value of 350 pounds per square foot for dead plus live loads. This value can be increased by one-third for total loads which include wind or seismic forces. This value is only applicable after a minimum penetration of 5 feet below the lowest adjacent pad grade has been achieved. The validity of this value is based on a minimum pier spacing of 3 piers diameter measured center-to-center. It is noted that the load on each pier should be maximized by spacing the pier as much as possible while maintaining a reasonable size grade beam. By doing this, the downward load on each pier will be larger and will thus help to offset the potential uplift force of the expansive clay. All piers should be tied together with grade beams to act as a unit. Steel reinforcing should be extended for the full length of piers and should be tied to the top bar of the grade beam as specified by the project Structural Engineer.

9. Due to the expansive surface material, swelling and soil movement may result in uplift pressures applied to the bottom of the grade beam and the upper 5.0 feet of the pier. Therefore, grade beams should be kept to the minimum width that is structurally practical to avoid high uplift force due to the expansive soils. In addition, a minimum 4-inch void or state-of-the-art equivalent should be provided between the bottom of the grade beam and the active clay soils. This void may be accomplished by using a collapsible cardboard form or equivalent product that would provide temporary support of the concrete beam prior to setting. The grade beams should be designed in such a way to span unsupported between piers. The ultimate pressure exerted along the circumference of the piers would be equivalent to the adhesion of the soil. An adhesion value of 350 pounds per square foot in the upper 5 feet of the pier should be used for design. The skin friction value of 350 pounds per square foot can be used to provide uplift resistance. Steel reinforcing capable of resisting this force should extend for the full length of the pier and should be tied to the top bar of the grade beam.

10. Resistance to lateral force may be provided by passive earth pressure mobilized along the pier length below the depth of 5.0 feet. Passive earth pressure may be computed as an equivalent fluid weighing of 250 pounds per cubic foot.

11. Movements under the anticipated building loads are expected to be within tolerable limits for the proposed structure. We estimate that the total movement will be less than 2.0-inch, and post-construction differential movements across the building should not exceed approximately 1.0-inch during the life of the building following construction.
12. Care should be exercised during concrete placement to prevent concrete from spilling around pier shafts. If excess spillage occurs, the fresh concrete should be removed.
13. Depressions at the top of the piers resulting from drilling operations or from any other cause should be backfilled to prevent ponding of water.
14. Groundwater will be encountered during the pier drilling operation, water must immediately be poured after each pier was drilled. Water should be displaced by pouring the concrete from the bottom to the top of the pier using a tremie pipe.

CONCRETE SLABS ON GRADE

15. To reduce the potential cracking of the concrete slabs, the following recommendations are made:
 - a. Due to on-site highly expansive clay, concrete slab-on-grade should not be utilized in the interior areas.
 - b. Exterior concrete slab-on-grade should be underlain by at least 18 inches of Class II baserock should be constructed and compacted to at least 95%. It is noted that the subgrade should be prepared as previously stated. The exterior slabs should not be tied into foundation.

GENERAL CONSTRUCTION REQUIREMENTS

16. To minimize the water seepage underneath the foundation, a foundation drain should be provided along the perimeter grade beams. The foundation drain should be constructed at a lateral distance of 6 inches from the foundation and extend a minimum depth of 18 inches below the bottom of the grade beam. The recommended foundation drain detail is presented in Figure 5. The perforated pipe shown in Figure 5 will pass into a solid line pipe at the end drain then be directed to a sump pump or suitable discharge area. Cleanout risers should be provided at the upgradient end of the perforated pipe, at sharp bends, and at 100 foot maximum intervals.
17. To minimize foundation movement, all finish grading must be adjusted to provide positive drainage away from the structure to prevent ponding of water in the building.
18. Roof drainage should be collected by a system of gutters and downspouts and discharged by adequate piping to carry storm water away from the building structure.

19. Flowerbeds and planting are not recommended along the foundation perimeter. If they are constructed, it is recommended that drought resistant foliage requiring minimal irrigation be installed.

20. Backfill of utility trenches under the building areas should be compacted to at least 90 percent compaction to ensure against water migration underneath the building structure
Should you have any questions relating to the contents of this report, please contact our office at your convenience.

LIMITATIONS AND UNIFORMITY OF CONDITIONS

21. Our professional services, findings, and recommendations were prepared in accordance with generally accepted engineering principles and practices. No other warranty, expressed or implied, is made.

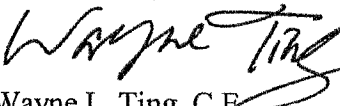
22. The conclusions and recommendations contained in this report will not be considered valid after a period of two (2) years, unless the changes are reviewed and conclusions of this report modified or verified in writing.

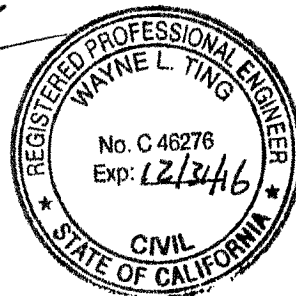
23. This report is issued with the understanding that it is the responsibility of the owner, or his representative, to ensure that the information and recommendations contained herein are brought to the attention of the Architect, Engineer, and Contractor for the project and incorporated into the plans and that the necessary steps are taken to see that the contractor and subcontractors carry out such recommendations in the field.

Should you have any questions relating to the contents of this report, please contact our office at your convenience.

Very truly yours,

WAYNE TING & ASSOCIATES, INC.


Wayne L. Ting, C.E.
Principal Engineer



Copy: 1 to Mr. Warr

APPENDIX A

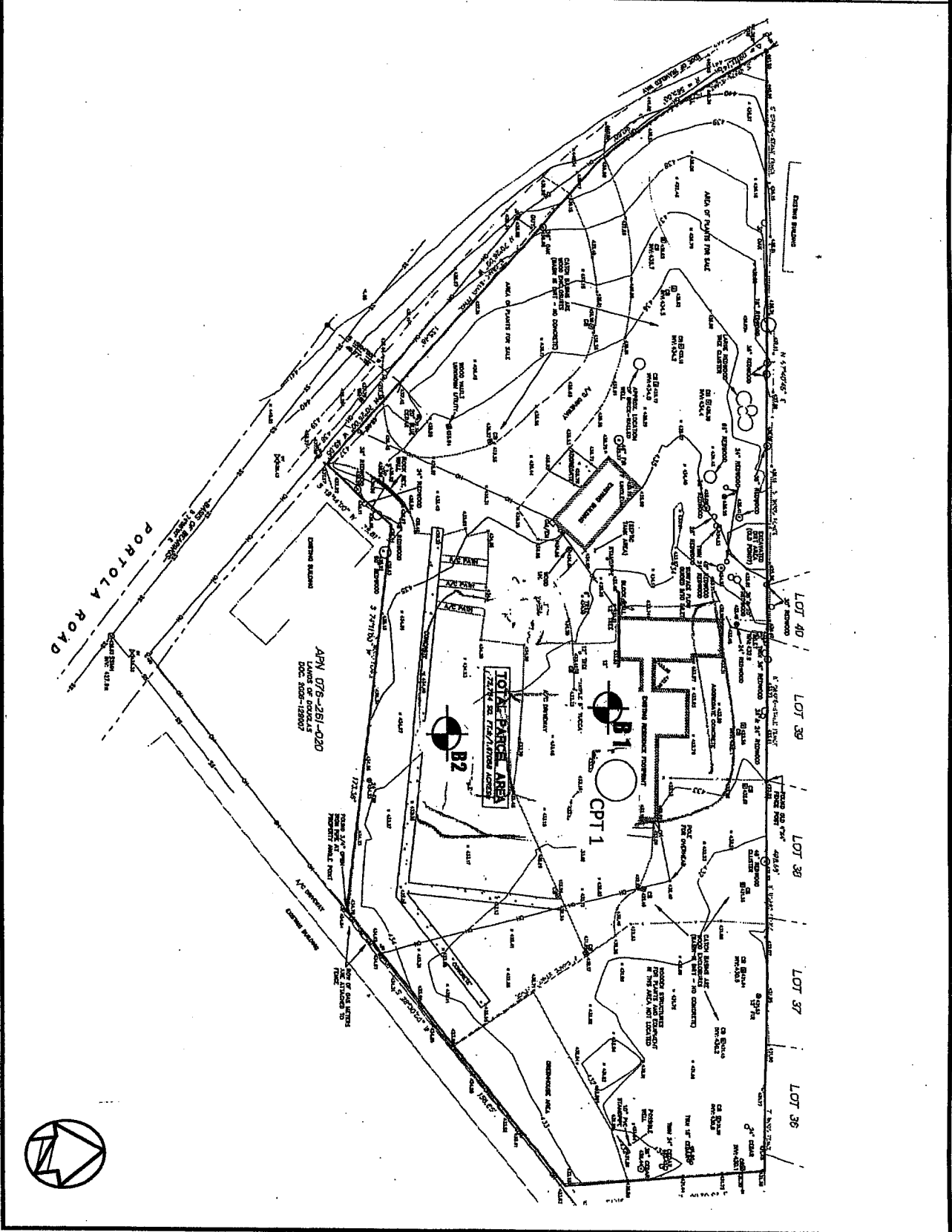
Site Plan, Figure 1

Borings 1 and 2, Figures 3 and 4

CPT Output File

Foundation Drain, Figure 5

Page No. 11	Scale: 1"=60'	WAYNE TING & ASSOCIATES, INC. GEOTECHNICAL CONSULTANTS
Figure No. 1	Site Plan	



Depth (Feet)	Description	Sample No.	Unified Soil Classification	Blows/Foot (350 Ft.-Lbs)	Dry Density (P.C.F)	moisture (% Dry Density)	Pocket Penet. (T.S.F)	Dark
1	Dark gray silty clay, firm and very moist		CH					LL=61% PI=36 Qu=1,000 p.s.f.
2								
3		1-1		8	82.3	34.1	1.0	
4								
5								
6								
7	(water at 7.0 feet)							
8	Gray silty clay, firm and very moist	1-2	CL	8	92.6	27.2	1.0	
9								
10								
11								
12								
13	firm and very moist	1-3		8	95.1	27.5		
14								
15								
16								
17								
18	becomes medium brown, stiff and very moist	1-4		11	88.2	32.4		
19	a thin layer of silty sand							
20								
21								
22								
23		1-5		13				
24								
25								

WAYNE TING & ASSOCIATES, INC.	BORING LOG NO. 1	<i>Figure No. 2</i>
GEOTECHNICAL CONSULTANTS	<i>Date Drilled: 30 March 2016</i> <i>By: T.B.</i>	<i>Page No. 12</i>

Depth (Feet)	Description	Sample No.	Unified Soil Classification	Blows/Foot (350 Ft.-Lbs)	Dry Density (P.C.F)	Moisture (% Dry Density)	Pocket Penet. (T.S.F)	Remarks	
26	continue		CL						
27	a thin layer of silty sand becomes grayish blue silty clay with sand, stiff and very moist	1-6		14	97.5	25.3			
28									
29									
30									
31									
32									
33		1-7		23					
34									
35									
36	very stiff								
37									
38		1-8		25	97.6	26			
39									
40									
41									
42									
43		1-9		30					
44									
45									
46									
47									
48									
49		1-10		32	101.9	22.0			
50	Groundwater encountered at 7.0 feet. Boring terminated at 50.0 feet.								
WAYNE TING & ASSOCIATES, INC.		BORING LOG NO. 1 (cont')					<i>Figure No. 2</i>		
GEOTECHNICAL CONSULTANTS		<i>Date Drilled: 30 March 2016</i>		<i>By: T.B.</i>		<i>Page No. 13</i>			

Depth (Feet)	Description	Sample No.	Unified Soil Classification	Blows/Foot (350 Ft.-Lbs)	Dry Density (P.C.F)	Moisture (% Dry Density)	Pocket Penet. (T.S.F)	Remarks
1	Dark gray silty clay, firm and very moist grayish brown silty clay, firm and very moist ↑ (water at 8.5 feet)		CH					
2								
3		2-1	CH	8	83.5	31.2	1.0	
4								
5								
6								
7								
8		2-2	CL	9	93.6	25.9	1.0	
9								
10								
11								
12								
13		2-3	CL	7	95.1	27.5		
14		Boring terminated at 13.5 feet. Groundwater encountered at 8.5 feet.						
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

WAYNE TING & ASSOCIATES, INC.

BORING LOG NO. 2

Figure No. 3

GEOTECHNICAL CONSULTANTS

Date Drilled: 30 March 2016

By: T.B.

Page No. 14



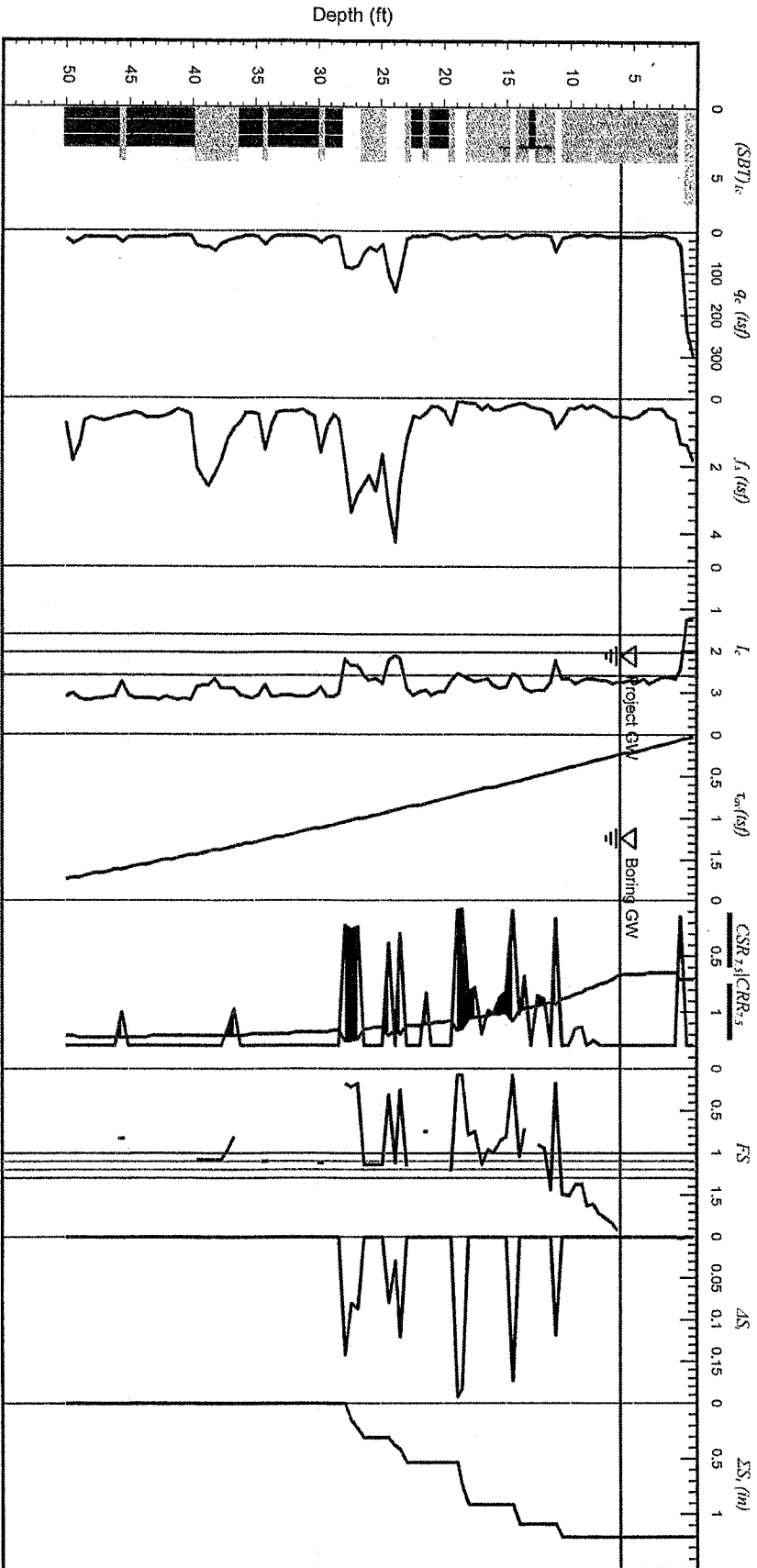
- Sensitive fine grained
- Organic soils - peats
- Clay to silty clay
- Silty clay to clayey silt

- Sandy silt to silty sand
- Silty sand to clean sand
- Dense sand to gravelly sand
- Clayey sand to very stiff sand

- Very stiff fine grained *
- Overconsolidated or cemented

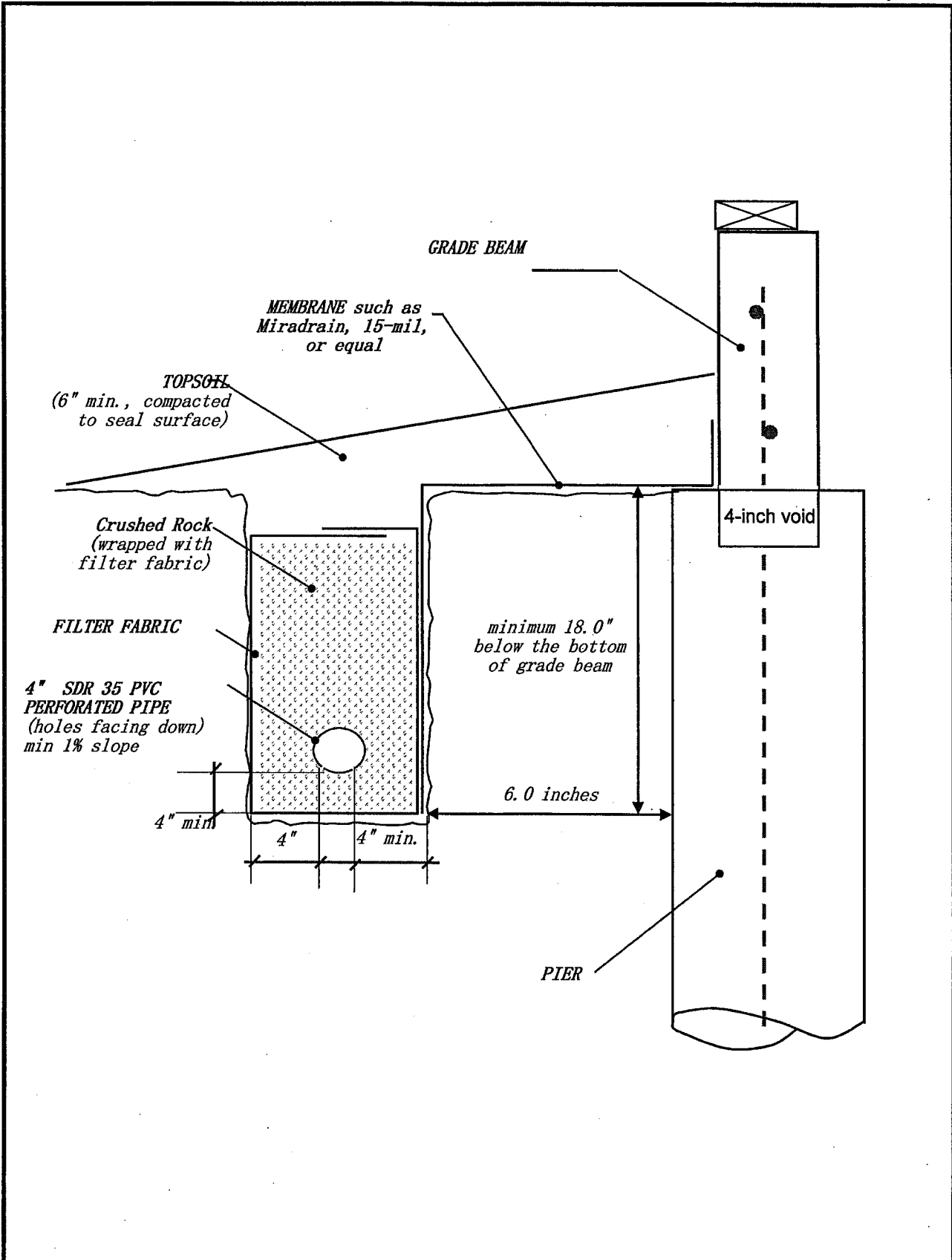
Earthquake & Groundwater Information:
 Magnitude = 7.9
 Max. Acceleration = 1.079 g
 Project GW = 6 ft
 Maximum Settlement = 1.20 in
 Settlement at Bottom of Footing = 1.20 in

Liquefaction: Idriss & Boulanger (2008)
 Settlement: Idriss & Boulanger (2008)
 Lateral spreading: Idriss & Boulanger (2008)
 M correction: [Sand; Clay] Boulanger & Idriss(2004)
 cv correction: Idriss & Boulanger (2008)
 Stress reduction: Idriss & Boulanger (2008)

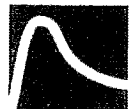


Liquefaction Potential - CPT Data

Project:	900 portola road
Location:	portola valley
Job Number:	3597
CPT No.:	1
Enclosure:	-1



<p>WAYNE TING & ASSOCIATES, INC.</p>	<p>FOUNDATION DRAIN</p>	<p><i>Figure No. 4</i></p>
<p>GEOTECHNICAL CONSULTANTS</p>	<p>Scale: N/A</p>	<p><i>Page No. 15</i></p>



COTTON, SHIRES AND ASSOCIATES, INC.
CONSULTING ENGINEERS AND GEOLOGISTS

June 28, 2016
V5092D

TO: Cynthia Richardson
Planner
TOWN OF PORTOLA VALLEY
765 Portola Road
Portola Valley, California 94028

SUBJECT: Supplemental Geotechnical Peer Review
RE: Windmill Preschool
Project No. 32-2015
900 Portola Road

At your request, we have completed a supplemental geotechnical peer review of the Conditional Use Permit Application using:

- Supplemental Letter and Response to Peer Review (letter) prepared by Wayne Ting & Associates, Inc., dated June 24, 2016;
- Response to Peer Review (letter) prepared by Wayne Ting & Associates, Inc., dated June 8, 2016;
- Geotechnical Investigation (report) prepared by Wayne Ting & Associates, Inc., dated May 17, 2016;
- Architectural, Grading, Drainage and Elevation Plans (Sheets A-1.2, A-1.3, A-1.6, and A-3.1) prepared by CJW Architecture, latest revision dated June 22, 2016; and
- Feasibility Geotechnical Investigation (report) prepared by Wayne Ting & Associates, Inc., dated April 10, 2016.

In addition, we have reviewed pertinent technical documents from our office files.

DISCUSSION

The applicant proposes to develop the subject property for a preschool facility including constructing 3 single-story classrooms, family hall and lounge, reception office, discovery garden/playground, parking, and entrance driveway. In our previous geotechnical peer review (dated June 23, 2016), we recommended that the Project Geotechnical Consultant address/clarify geotechnical design criteria related to moderately to highly expansive native soils and pier design parameters.

CONCLUSIONS AND RECOMMENDED ACTION

Proposed site development is constrained by violent seismic ground shaking, soils with a high expansion potential, and liquefiable soils beneath the site. The Project Geotechnical Consultant has adequately addressed our request for clarification of foundation pier design criteria. We recommend geotechnical approval of the Conditional Use Permit and Site Development Permit with the following condition:

- Fill Placement – Based on our review of the Project Grading Plan, we understand that an estimated 161 cubic yards of fill will be placed for project construction. Beneath all hardscape and structures, only non-expansive import or non-expansive site earth materials may be utilized for the construction of engineered fill. Site expansive earth materials are not approved for placement beneath pavement areas or site structures.

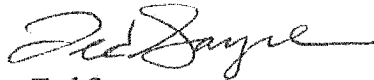
LIMITATIONS

This supplemental geotechnical peer review has been performed to provide technical advice to assist the Town with its discretionary permit decisions. Our services have been limited to review of the documents previously identified, and a visual review of the property. Our opinions and conclusions are made in accordance with generally

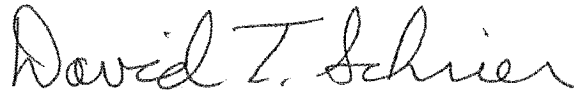
accepted principles and practices of the geotechnical profession. This warranty is in lieu of all other warranties, either expressed or implied.

Respectfully submitted,

COTTON, SHIRES AND ASSOCIATES, INC.
TOWN GEOTECHNICAL CONSULTANT

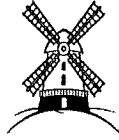


Ted Sayre
Principal Engineering Geologist
CEG 1795



David T. Schrier
Principal Geotechnical Engineer
GE 2334

TS:DTS:kc



**Windmill School
A Family Education Center**

Attn: Debbie Pedro and Cynthia Richardson
Town Planning Department
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

April 11, 2016

Re: Windmill School – Application for a Conditional Use Permit, Zoning Ordinance Amendment and General Plan Amendment, 900 Portola Road

With this letter, Windmill School outlines for the Town the need for the General Plan amendment being requested in Windmill's application referenced above, and why this General Plan amendment meets the findings required in the Town's zoning ordinance, Section 18.74.090.

Under Section 18.74.090 of the Town's zoning ordinance, if the Planning Commission "finds that the proposed amendment is in general conformance with the general plan and that public necessity, convenience and general welfare require the proposed amendment or any part thereof, the planning commission shall recommend such change."

Windmill's proposed amendment is in general conformance with the general plan and indeed, as the below information shows, "public necessity, convenience and general welfare" require the proposed amendment.

Amendment is in Conformance with Portola Valley General Plan

Windmill School's proposed use of 900 Portola Road as a preschool and family education center is in general conformance with the Town's General Plan as shown in numerous elements within the Town's General Plan.

Introduction and Community Goals

The introduction to the Town's General Plan lists the "Major Community Goals" (Section 1010), which specifically state that the Town's planning shall assist to:

#3: "...maintain the town as an attractive, tranquil and family-oriented residential community for all generations..."

>> *Preschool services are a critical part of any town's education system. Nearly all children in Portola Valley and its spheres of influence attend preschool; however, preschool is not provided by our local public school system. A community that is "family-friendly" will thus need a private preschool institution to provide preschool services, children's enrichment classes/activities, and hence it will need the facilities that support these essential educational experiences.*

#8 "...provide civic and recreation facilities and activities that are supported by the local citizenry and that encourage the interaction of residents in the pursuit of common interests and result in a strong sense of community identity."

>> *For 60 years Windmill has served as a key institution in Town that has helped provide facilities and activities that are supported by the local citizenry and that encourage the interaction of residents in the pursuit of common interests and result in a strong sense of community identity. The School is governed by a Board of Directors composed of parent volunteers and the School's administrator. The School's parents and children engage in a strong ethic of volunteerism and community that begins at Windmill and often carries through our public schools and other Town volunteer roles. The School's Capital Campaign team, including the Advisory Council, is comprised of community volunteers from myriad backgrounds, ages, and interests. A strong sense of community persists not only while families are at Windmill, but also long after they graduate.*

#11 "... provide for those commercial and institutional uses which are needed by the residents of Portola Valley and its spheres of influence on a frequently recurring basis and which are scaled to meeting primarily the needs of such residents. Commercial and institutional uses that meet the frequently recurring needs range from those that most residents of the town and its spheres of influence could be expected to use frequently, typically daily or weekly..."

>> *Windmill is an institutional use that residents of Portola Valley and its spheres of influence use on a frequently recurring basis. Over 90% of Windmill students are from Portola Valley and its spheres of influence. Further, preschool is certainly a service used by such residents on a "frequently recurring basis:" indeed students attend between 2 and 4 days a week at present, and families with more than one child in attendance often attend all five weekdays every week. Further, Windmill's future operations will be "scaled to meeting primarily the needs of residents of Portola Valley and its spheres of influence" because not only has the School always predominantly served families of Portola Valley and its spheres of influence, but it also has been unable to accommodate all Portola Valley and sphere of influence families who have wanted to attend Windmill. Specifically, (a) the new site will allow the School to*

offer admission to significantly more families within Portola Valley and its spheres of influence who children currently are turned away from entry to the 2/3s program and the 3/4s program due to the School's space constraints of only one classroom (each year the School turns away approximately 20 such children from each of these programs), (b) the School will be able to offer a young 2s program (a standard preschool offering), (c) the School will finally be able to offer local families a PreK class in the morning, something Portola Valley families and those in the sphere of influence have desired for decades and which the new site will allow for. Significantly, those children who are unable to obtain these preschool services at Windmill today, frequently drive outside of Portola Valley and its spheres of influence to attend preschool since Windmill is the only non-church based preschool and moreover, the church-based preschool services to not have capacity to meet all of the demand. (Note also that once a family starts at another preschool, they often stay there for all of preschool because of the tendency of children and families to attach to their first school).

Land Use Element

General Principles

The General Plan's Land Use Element (Section 2103) specifically contemplates that:

#4 "... those public and private facilities such as schools, parks, churches, public buildings, stores and offices which serve all or a major portion of the planning area should be grouped in readily accessible centers to the greatest extent permitted by site location and requirements of the individual facilities."

>> Windmill is a 60 year old preschool that serves all of the planning area with preschool services and by locating at 900 PR will be grouped in a readily accessible center.

Institutions – Objectives

The Town's General Plan (Section 2146) specifically includes the following objectives for Town planning relating to institutions:

#1 "provide for those institutions that are for the use of local residents and in harmony with the residential character of the Valley."

>> As further discussed above, Windmill is a 60 year old preschool that has predominately been and will continue to be "for the use of local residents." It will be in harmony with the residential character of the Valley because it is aimed at serving the residents of the Valley, thus also assisting the Town with its major community goal of maintaining "a family-oriented residential community for all generations."

#3 "to provide an appropriate area for the grouping of major community-serving institutional facilities."

>>By locating at 900 PR, Windmill will be grouped near other major community-serving institutional facilities; namely, the Lady of the Wayside Church, Valley Presbyterian Church, Christ Church, the Village Square Shopper, and The Town Center.

Institutions – Principles

The Town's General Plan (Section 2147) specifically includes the following principles for Town planning relating to institutions:

#1 "All institutional uses should be served directly by major collector roads..."

>>Windmill's location at 900 PR will be served directly by Portola Road, a main arterial in Town.

#3 "Space should be provided for all local institutional uses that may be necessary such as elementary and intermediate schools, churches, libraries and local government buildings."

>>Windmill School - the community's 60 year old preschool - is a critical local institution for which "space should continue to be provided."

#4 "Major community facilities should be located where convenient to the entire planning area."

>>Windmill School's new location on a main arterial near the Town Center will be conveniently located to the entire planning area.

#5 "Schools should make recreation areas and facilities available for use during non-school hours."

>>Windmill School plans to make its facilities available for use during non-school hours. Indeed this is part of how the School plans to provide critical services for families and children in Portola Valley and the spheres of influence. The School also hopes to involve many generations of Portola Valley residents in volunteer work at the school (e.g. reading with children or tending the organic garden).

Recreation Element

Institutions

The General Plan's Recreation Element (Section 2321) specifically contemplates with respect to institutions that:

“The elementary and intermediate schools in the town have important recreation facilities and should be fully utilized in recreation programs. ... If additional elementary or intermediate schools are needed to serve town, they should be developed to serve community recreation needs and might include some features that could be jointly financed by the town and the school district.”

>>Windmill will be pleased to abide by the Town's directive to make its facilities available for community recreation needs as appropriate.

Historic Element

The Town's Historic Element (Section 2504) sets for the following purpose:

“The historic element identifies principal historic resources and sets objectives for their preservation, enhancement and maintenance. It guides Portola Valley and other city and county agencies in decisions which might directly or indirectly affect these resources. The historic element is a strong policy statement for the continued preservation of the town's historic environment.”

Windmill School has served this community since before the Town came into existence. Indeed, the School began providing preschool classes to local children in 1956, nearly a decade before the Town was founded in 1964. It has served a unique and valuable asset, instilling a joy for learning in our youngest residents and a sense of community and civic pride since in residents since before the Town was incorporated. More and more families attending Windmill are the second generation of Windmill students within one family.

The Town's Historic Element (Section 2517) designates as a historic resource each of the two sites that Windmill has operated in since its founding 60 years ago: the Fitzhugh “Windmill” site - the School's namesake - is where the School was founded and operated until 1974 (located at 380 Portola Road), and the Mangini Roadhouse, the masonry building where the Town was incorporated, which is where the School has operated since 1974 (located at 4139 Alpine Road). While Windmill has not owned these properties, it has enjoyed operating a historic use in the context of a historic resource.

Given its critical role in bringing local families together since before the Town was founded and its exclusive operation in two Town historic resources, Windmill can be seen as a historic institution in the Town. As such, it is all the more important to preserve this institution in our Town.

Town Center Area Plan

Principles

The Town Center Area Plan (Section 6305) specifically contemplates that:

“In order to serve as an integrated community serving area, the TCA shall provide space for:”

“c. Institutional uses such as churches and town civic facilities.”

>>For 60 years, longer than the existence of the Town of Portola Valley, Windmill School has been an institutional use: providing preschool services for the families of Portola Valley and the spheres of influence. The TCA is meant to provide space for just such community institutions.

“d. Those facilities which tend to bring people together informally such as parks, outdoor cafe and sitting areas.”

>> Windmill School has a long tradition of bringing children and parents together informally. Examples include, potlucks, fundraisers, parenting classes, informal coffees, social gatherings, significant volunteer opportunities (fixing the school, serving on the board, volunteering for fundraisers, volunteering for the vegetable garden, gathering for coffee/meals with younger/older children while siblings are in class, etc). This is a strong and important tradition for the community and one which the School is looking forward to being able to continue to provide and expand at its new site. As described above, the School hopes to involve many generations of Portola Valley residents in volunteer work at the school (e.g. reading with children or tending the vegetable garden etc).

Community Commercial and Community Service Areas

The Town Center Area Plan (Section 6310) specifically contemplates that:

“The existing community commercial and community service areas [in the TCA] are largely developed but can accommodate some additional growth.”

>> Windmill's new site (at 900 PR) is within the TCA, specifically within the area in which institutional and community services are meant to be located. Windmill locating at this site will move an existing institutional use from another part of Portola Valley (4139 Alpine Road) to the TCA. Some additional growth will likely occur in providing this use for more children within the Town and its spheres of influence. The demand for preschool hours per child are much higher today than in decades past. Similarly, the demand for after-school enrichment programs are also much higher today than in decades past. Since the TCA can accommodate some additional growth in the TCA, it would seem that locating such an all-important community-serving institutional use in the TCA is the ideal location in Town. Furthermore, as described above in the

discussion about Major Community Goals, Windmill's space constraints (i.e., having only one classroom) at its current site results in the School turning away a significant number of residents of Portola Valley and its spheres of influence from its entry level 2/3s grade and from its 3/4s grade, as well as not accommodating Pre-K students who want a morning program or being able to admit students who are Young 2's. Thus, the growth that would take place at the new site would primarily be growth that accommodates residents of Portola Valley and its spheres of influence. While this may be "growth", it also will result in fewer residents needing to drive outside of Portola Valley and its spheres of influence to attend preschool or participate in accompanying enrichment experiences.

The Town Center Area Plan (Section 6311) identifies parcels within the TCA, including 900 Portola Road:

"Parcel 1 [900 Portola Road], designated as community commercial, is developed as a nursery on the front with the residence of the owner in the rear. This distribution of uses is appropriate since it concentrates customers on the front of the property near non - residential uses and limits the use of the rear portion of the property to residential use which is compatible with the adjoining residential uses which front on Wyndham Drive."

>> The nursery for plants is no longer in operation and its former owners, the Wus, long-standing members of the community, moved out of state. The Wus were enthusiastic about Windmill School purchasing the property; their vision was that "a nursery for plants would become a nursery for children." (Karen Wu) The School's operations will also use the front portion of the property to service all of the cars/parking/traffic and the rear portion of the property for the children's outdoor gardens, which is compatible with, and provides an ideal transition to, the residential uses on Wyndham Drive.

It should be noted that this description in the TCA of 900 Portola Road in fact refers to the site as "designated as community commercial" and then merely makes reference to how it had been "developed as a nursery on the front with the residence of the owner in the rear." Yet Town maps indicate that there is in fact split zoning on the parcel, with community commercial in the front and R1-20 in the rear. To the extent that the maps are correct, and the parcel has two different zoning varieties on the same parcel, this parcel is the only parcel in Town that Windmill could locate that is affected by "split-zoning." The School was informed by the Town's long-serving Town Planner, Tom Vlasic, that split zoning was not desirable as a matter of planning practices.

Institutional

The Town Center Area Plan (Section 6321) also specifically highlights “all important community-serving facilities” that exist within the TCA.

“To the south of Portola Road, there are two churches and the town center. These are all important community - serving facilities.”

>> Windmill is another “all important community-serving facility.” This critical community institution has served the residents of Portola Valley and its spheres of influence for 60 years, longer than the Town of Portola Valley has existed. Indeed, Windmill is a historic institutional use in our community and has a long history of operating in historic structures (see “Historic Element” section). Having secured a property for Windmill in the TCA across the road from and/or adjacent to other all important community serving facilities (the churches and nearby the Town center) allows this historic institution to be located in an ideal grouping of all important community-serving facilities in Town.

The Public Necessity, Convenience and General Welfare Require the Proposed Amendment

In accordance with Section 18.74.090 of the Town’s zoning ordinance, the “public necessity, convenience and general welfare” of the Town require the proposed amendment because:

- Continuing Windmill School’s 60 year history of providing preschool services in the Town is essential to maintaining the Town as a family-oriented residential community for all generations.
- Windmill School is a critical institutional use needed by and used predominately by residents of Portola Valley and its spheres of influence on a frequently recurring basis.
- The location of Windmill School’s new site at 900 PR is
 - o readily accessible to residents,
 - o on a main arterial,
 - o located where the General Plan and Town Center Area Plan specifically contemplate institutional uses such as Windmill to be located,
 - o grouped with other major community-serving, all-important institutional facilities.
- Windmill is an all important community-serving institution that has served Portola Valley and the spheres of influence since before the Town of Portola Valley was founded. Indeed Windmill is a historic institution in our community and has always operated in sites listed in our Historic Element. Unless it can operate at the 900 PR site, the School will cease to be able to operate as such an all-important community-serving institution for our community when its lease from Alpine Hills Swim Club ends in August of 2017.

Respectfully submitted by: Windmill School, Inc.

Jodi Cocconi, Director Windmill School, Inc.
Renata Dionello, Co-President, Windmill School, Inc.
Lyndsay Lyle, Co-President, Windmill School, Inc.

Date: April 11, 2016

Charles M. **Salter**

ASSOCIATES INC.

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Acoustics
 Audiovisual
 Telecommunications
 Security

5 April 2016

Karen Tate
Windmill School
 4141 Alpine Road
 Portola Valley, CA 94028
 Email: karentate@sbcglobal.net

Subject: **Windmill School, Revised Supplemental Letter –**
 Salter Project Number: 16-0077

Dear Karen:

As requested, we have composed this Supplemental Letter to address three additional concerns regarding noise from the proposed Windmill School Project in the Town of Portola Valley (The Town).

Family Hall Doors and Windows

The Town has requested the report be updated to suggest mitigation for noise when the windows are open during use of the Hall. A suggested mitigation is to have the rear doors and north-facing windows be kept closed after 7:00pm. This would limit noise levels at the adjacent property line during evening hours and would be in compliance with the Town's noise ordinance.

Height of Sound Walls

In response to Town and neighbor concerns regarding the height of proposed sound walls (or ornamental structures), these walls can be limited to 8-feet in height. Double-board wood fences would continue to provide shielding and absorption that would reduce noise levels at the northern property line by 10 dBA. Provided that busier or highly active play areas are kept at a distance of at least 25 feet from nearest residential property lines to the north, noise levels from children playing should meet Portola Valley's noise standards.

Douglas Property

The Town has requested that we consider outdoor noise levels at a neighboring property to the south. While the building on site is a single-family home, the site is zoned as commercial. There are no outdoor noise limits for commercial land-uses, however, a new 6-foot wood "privacy" fence should be considered since a proposed play yard is located adjacent to the property line shared with Lands of Douglas.

Sincerely,

CHARLES M. SALTER ASSOCIATES, INC.

Charles M. Salter, PE
 President

Jordan L. Roberts
 Consultant

Charles M. Salter, PE
 David R. Schwind, FASA
 Eric (Broadhurst) Mori, PE
 Philip N. Sanders, LEED AP
 Thomas A. Schindler, PE
 Durand R. Bogaert, PhD, FAES
 Ken Graven, PE, RCDD, CTS-D
 Anthony P. Nash, PE
 Cristina L. Miyor
 Jason R. Duty, PE
 Lloyd B. Ranola
 Thomas J. Corbett, CTS
 Eric A. Yee
 Joshua M. Roper, PE, LEED AP
 Peter K. Holt, PE, LEED AP
 Ethan C. Salter, PE, LEED AP
 Craig L. Gilman, RCDD
 Alexander K. Salter, PE
 Jeremy L. Decker, PE
 Rob Hammond, PSP, NICET III
 Andrew J. McKee
 Steven A. Woods
 Josh J. Harrison
 Vinay C. Patel
 Valerie C. Smith, PE
 Benjamin D. Piper
 Elisabeth S. Kelson
 Ryan G. Raskop, AIA, NCARB
 Brian C. Wourms
 Diego Hernandez
 Ryan A. Schofield
 Alex T. Schiefer
 Abner E. Morales
 Adrian L. Lu
 Greg R. Eronstein
 Philip J. Perry, PMP
 Steve L. Leiby
 Kenneth W. Lim
 Felipe Tavera
 Blake M. Wells, LEED GA
 Katherine M. Moore
 Jordan L. Roberts
 Sybille M. Roth
 Bryce M. Graven
 Heather A. Salter
 Dee E. Garcia
 Catherine F. Spurlock

Charles M. **Salter**
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Acoustics
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1 March 2016

Karen Tate
Windmill School
4141 Alpine Road
Portola Valley, CA 94028
Email: karentate@sbcglobal.net

Subject: **Windmill School, Environmental Noise Study –**
Salter Project Number: 16-0077

Dear Karen:

As requested, we have conducted an environmental noise study for the project. The purpose of the study is to determine the noise environment at the proposed site, to compare the measured data with applicable standards, and to provide mitigation measures as necessary. This report summarizes results and presents our findings.

SUMMARY

Our acoustical analysis concludes that with the recommended shielding included in the site design, noise levels from the construction and operation of the project would comply with Portola Valley's noise ordinance standards.

PROJECT CRITERIA

Portola Valley Noise Ordinance

9.10.030 Noise Standards

It is unlawful for any person in any location in the town from the elective date of this ordinance to create or cause to be created any noise that exposes properties in the vicinity to noise levels that exceed the levels indicated in Table 9.10-1 (summarized below), provided that, if the noise is generated by a structure or integral part of a structure, such compliance is required within twelve months after the effective date of the ordinance, August 21, 2009. Noises permitted by Sections 9.10.040 and 9.10.070 are not subject to Table 9.10-1.

Table 9.10-1 limits Non-Transportation Generated Noise levels to 50 Leq and 65 Lmax at an exterior residential receiver during daytime hours of 7:00am-10:00pm.

9.10.040 Permitted Sources of Noise

No person shall do, cause or suffer or permit to be done on any premises owned, occupied or controlled by such a person, any of the following acts except as provided below. All vehicles, equipment and machines associated with the enumerated activities shall incorporate design features in good operating order that meet current industry standards for noise mulling and

Charles M. Salter, PE
David R. Schwind, FASA
Eric (Broadhurst) Mori, PE
Philip N. Sanders, LEED AP
Thomas A. Schindler, PE
Durand R. Beggall, PhD, FAES
Ken Graven, PE, RCDD, CTS-D
Anthony P. Nash, PE
Cristina L. Myer
Jason R. Duty, PE
Lloyd B. Ranola
Thomas J. Corbelli, CTS
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Joshua M. Roper, PE, LEED AP
Peter K. Hohl, PE, LEED AP
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Bryce M. Graven
Heather A. Salter
Dee E. Garcia
Catherine F. Spurlock

noise reduction. Permitted sources of noise described in this section shall be subject to applicable conditional use permit conditions, construction program agreements, town noise reduction guidelines, and other forms of regulation.

NOISE ENVIRONMENT

The future project site is located at 900 Portola Road, adjacent to single family houses along Wyndham Drive to the north. Commercial uses are located southeast of the project site. The daytime noise environment at the future project site is predominantly controlled by vehicular traffic along Portola Road with commercial activities and mechanical equipment as secondary noise sources.

Measurements

To quantify the existing noise environment, we conducted a series of daytime noise measurements on 10 and 11 February 2016 near the project property line at the future project site, as well as inside and outside the existing Windmill School location. The monitor was at a height of 5 feet above grade, unless otherwise specified. See Figures 1 and 2 for the measurement locations and measured noise levels.

Future Project Site

Measurement location ML-1 was selected to characterize daytime noise levels at residential property lines to the north of the future project site. This location is currently, and would be in the future, shielded from traffic noise along Portola Road by building structures. 1-hour Leq levels were 44 to 48 dBA and Lmax levels were 54 to 70 dBA.

Measurement location ML-2 was selected to characterize daytime noise levels at a closer distance from Portola road, near where future building set-backs are located and an outdoor use area is proposed. This location would not be shielded from traffic noise along Portola Road. The rear of a church is located approximately 50 feet north of this measurement location. 1-hour Leq levels were 55 to 57 dBA and Lmax levels were 68 to 74 dBA.

Existing Windmill School

Measurements at the existing school were made to characterize average (Leq) and maximum (Lmax) noise levels as a result of daily operations on-site.

Measurement M1 was located in the outdoor playground area during play time, approximately 25 feet from the nearest significant noise-generating activities (children playing, voices). Traffic along Alpine Road was a secondary noise source during the measurement. M1 resulted in 15-minute leq noise level of 68 dBA and Lmax levels reached 82 dBA. Noise Measurement M2 was made inside the school building near the center of the main activity areas, at a height of seven feet. The 15-minute Leq noise level was 71 dBA and the Lmax noise level was 85 dBA. Measurement M3 was located outside in a southwest portion of the playground area while all students and faculty were inside the school building with doors closed. Noise levels at this measurement location were predominantly controlled by traffic along Alpine Road. M3 resulted in a 15-minute Leq of 57 dBA and the Lmax level was 67 dBA. Measurement M4 was located outside near an open window of the school building adjacent to a

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parking lot. Noise levels were primarily the result of parking lot automobile trips and delivery truck activities (parking, idling, and accelerating). The 15-minute Leq was 59 dBA and the Lmax level was 71 dBA.

FINDINGS

Exterior Noise at Residential Outdoor-Use Spaces

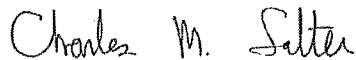
We have reviewed architectural drawings received 29 February 2016 (see below) and calculated noise exposures at the nearest property lines to the north. Noise from playground areas that would occur within 80 feet of residential property lines to the north were calculated to exceed noise ordinance guidelines of 50 Leq and 65 Lmax without any mitigation such as intervening structures. However, the proposed ornamental structures (8' to 10' tall double-board wood fences) would provide shielding and absorption that would reduce noise levels at the northern property line by 10 to 15 dBA. Provided that busier or highly active play areas are kept at a distance of at least 20 feet from nearest residential property lines to the north, noise levels from children playing would meet Portola Valley's noise standards.

As stipulated by the Portola Noise Ordinance, commercial (educational building) construction activities may take place between 8:00am and 5:30pm. No radios or other amplified sound devices shall be audible beyond the property line of the construction site. Construction activities occurring within these guidelines would meet project criteria.

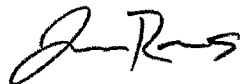
This concludes our environmental noise study for the Windmill School project. Should you have any questions, please give us a call.

Sincerely,

CHARLES M. SALTER ASSOCIATES, INC.



Charles M. Salter, PE
President

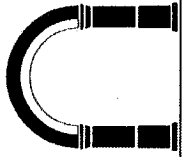


Jordan L. Roberts
Consultant

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 Potomac, VA, CA 94028



PROJECT

SHEET TITLE

Site Plan - Proposed

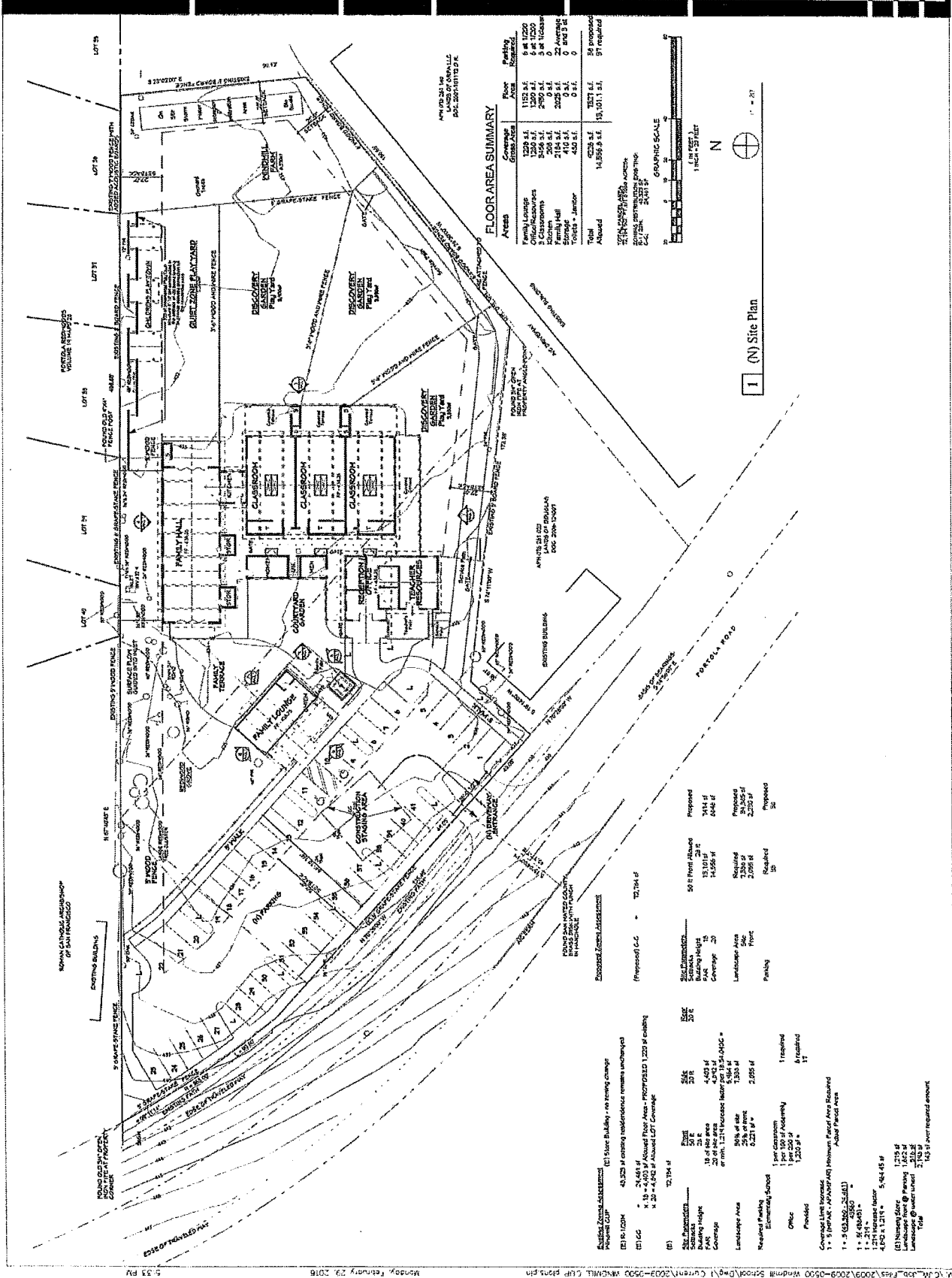
REVISIONS

No.	Date	Notes

JOB: 2009.0500

DATE: 2/18/16

SHEET: A-1.2



FLOOR AREA SUMMARY

Area	Area	Area	Area	Area
	Existing	Proposed	Total	Required
Family Lounge	1229 S.F.	0 S.F.	1229 S.F.	0 S.F.
Office/Reception	1200 S.F.	0 S.F.	1200 S.F.	0 S.F.
Classrooms	2900 S.F.	0 S.F.	2900 S.F.	0 S.F.
Family Hall	2184 S.F.	0 S.F.	2184 S.F.	0 S.F.
Storage	110 S.F.	0 S.F.	110 S.F.	0 S.F.
Unlabeled	400 S.F.	0 S.F.	400 S.F.	0 S.F.
Total	6229 S.F.	0 S.F.	6229 S.F.	0 S.F.

275,000 S.F. (3000) 1/2000
 275,000 S.F. (3000) 1/2000
 275,000 S.F. (3000) 1/2000

GRAPHIC SCALE
 1" = 20'
 1" IN PLAN = 20'

1 (N) Site Plan

Building Zoning Schedule: (U) Single-Building - no zoning change
 Proposed ZUP: 43,320 sq. ft. existing independent remains unchanged
 (U) GC: 4.15 - 2,600 sq. ft. Allowed Floor Area - PROPOSED 1,200 sq. ft. existing
 4.20 - 4,800 sq. ft. Allowed LOT Coverage
 (U) 70,704 sq. ft. Total
 Submitter: 5/16
 Building Height: 33 ft.
 Coverage: 18% of site area
 20% of site area
 or min. 1.21% increase in area 5,184 sq. ft.
 Landscape Area: 50% of site
 2,295 sq. ft.
 Required Parking: 1 per classroom
 1 per 100 sq. ft. assembly
 1,200 sq. ft.
 Office: 1 required
 Provided: 8 required
 Coverage Level Increase: 1 + 5 (63,480) = 68.48
 1 + 5 (63,480) = 68.48
 1 + 5 (63,480) = 68.48
 4,800 sq. ft. = 5,944.45 sq. ft.
 (U) Nursery Area: 1,215 sq. ft.
 Landscape Area @ Parking: 1,622 sq. ft.
 Total: 2,737 sq. ft.
 145 sq. ft. over required amount.



HEXAGON TRANSPORTATION CONSULTANTS, INC.

Memorandum

Date: June 28, 2016

To: Ms. Jodi Cocconi, Windmill School, Inc.
Ms. Monika Cheney

From: Gary Black
Lance Knox

Subject: Traffic Study for the 900 Portola Road Preschool Project

Hexagon Transportation Consultants, Inc. has completed a traffic study for a proposed preschool project in Portola Valley, California. The site is located on the east side of Portola Road, between Wyndham Drive and Farm Road (See Figure 1). The site is currently vacant. The project would involve redeveloping a former nursery into a preschool with 3 classrooms and enrollment of up to 132 preschool children with 10-12 staff members. The school would have separate morning and afternoon sessions with a maximum number of 66 students on-site at any one time. Although the site currently has two driveways, the school proposes to use only the driveway located near the southwest corner of the property. The project would provide 41 parking spaces. Figure 2 presents the proposed project's site plan.

Project Description

Windmill School, Inc. proposes to redevelop a vacant nursery into a preschool at 900 Portola Road in Portola Valley, California. The project would relocate the existing Windmill Preschool located on Alpine Road, south of the intersection of Alpine Road and Golden Oak Drive. Along with the relocation, the project also plans to expand enrollment from 69 students to a maximum of 132 students. The increase in enrollment, as well as effective classroom and multi-purpose space, seeks to reduce the number of families commuting outside of Portola Valley to attend preschool. The school would have separate morning and afternoon sessions for preschool and elementary aged children, with a maximum number of 66 students on-site at any one time. The project also proposes to utilize only the southern existing access driveway and remove the other driveway.

Existing Roadway Network

Portola Road is an arterial road that serves as the main road through Portola Valley. Portola Road generally has two-lanes but widens near the project site to include a two-way left-turn lane to serve nearby and adjacent establishments along both sides of the road, including the Portola Valley Library and Town Hall. Portola Road ultimately connects to Sand Hill Road to the north and Alpine Road to the south.

Hexagon conducted traffic volume and speed counts on Portola Road for one week in February 2016. The average weekday traffic was found to be approximately 2,400 vehicles per day northbound and 2,500 vehicles per day southbound. The total average daily traffic (ADT) of 4,900 vehicles along Portola Road can be compared to the typical capacity of a two-lane road of 15,000 ADT. Thus, the road is operating substantially below the capacity.

Speed data also were included in the traffic counts. Traffic engineers typically look at the 85th percentile speed. Only 15% of vehicles are going faster than the 85th percentile speed, and 85% of vehicles are traveling at or below the 85th percentile speed. The 85th percentile speed is typically considered the maximum safe speed that a prudent driver will adhere to. Northbound traffic recorded an 85th percentile speed of 35 mph, while southbound traffic recorded an 85th percentile speed of 33 mph. The posted speed limit in the area is 35 mph.

There are no speed limit signs near the project site. The closest speed limit sign to the north is about ½ mile away slightly north of Santa Maria Avenue. The closest sign to the south is at Westridge Drive, also about ½

mile from the project site. Sometimes speed limits are marked on the pavement in addition to the signage. Neither nearby speed limit sign has pavement markings.

Project Trip Generation

Trips generated by the proposed project were estimated using the school's expected class schedule and the maximum students per class session. The class schedule is expected to stagger student drop-off and pick-up time periods during the morning (AM) and evening (PM). The school proposes different classes for Monday, Wednesday, Friday versus Tuesday, Thursday. On Monday, Wednesday, and Friday, 3 and 4-year old students will use two of the classrooms. On Tuesday and Thursday, the classrooms will be used by 2 and 3 year old students. The third classroom will be used by pre-K students every day. The pre-K will have a morning session and a separate afternoon session. The other students will just have morning sessions plus optional enrichment sessions in the afternoon. There also will be an optional lunch period. The school is also proposing two sessions of after school enrichment programs for all ages (K-8th grade) that would start around 3:30 pm and extend as late as 6:30 PM. Project trip rates assume no absences and no carpooling, even though both are likely to occur. Hexagon also assumed a staff of 12 and that for each session 4 parents would stay parked on-site after dropping-off their child.

Project trip generation estimates are presented in Table 3. Based on a total enrollment of 132 students, the proposed project is estimated to generate a maximum of 592 daily trips (296 in and out) under both class schedules. This number would be reduced to the extent that some students are carpooled, with siblings or friends, and some students are absent. Also, the enrichment classes will not occur every day. The morning (7-9 AM) peak hour trips vary between class schedules with 132 AM trips (78 in and 54 out) on Monday, Wednesday, and Friday, and 94 AM trips (57 in and 37 out) on Tuesday and Thursday. Evening (4-6 PM) peak hour trips are expected to remain consistent between schedules with 90 PM trips (45 in and out).

**Table 3
Trip Generation and Maximum On-Site Parking Demand**

Monday/Wednesday/Friday Schedule		Parking			
		In	Out	Stayed On-Site ¹	Max Parked
Time	Activity				
8:00 AM	Staff arrives (12 staff)	12	0	12	12
8:30 AM	Pre-K arrive, 24 children	24	20	16	36
8:45 AM	Older 3/4 arrive, 21 children	21	17	20	37
9:00 AM	Younger 3/4 arrive, 21 children	21	17	24	41
11:30 AM	4 Pre-K leave, 11 Older 3/4 leave	7	15	16	31
11:45 AM	21 Young 3/4 leave	17	21	12	33
12:15 PM	10 leave (all ages)	10	10	12	22
12:30 PM	Pre-K arrive, 24 children	24	20	16	36
2:45 PM	Enrichment leaves, 20 children	20	20	16	36
3:00 PM	Enrichment arrives, 15 children	15	15	16	31
3:15 PM	Enrichment arrives, 15 children	15	15	16	31
3:30 PM	Pre-K leaves, 24 children	20	24	12	36
3:45 PM	Enrichment arrives, 15 children	15	15	12	27
4:00 PM	Enrichment arrives, 15 children	15	15	12	27
4:30 PM	Enrichment leaves, 15 children	15	15	12	27
4:45 PM	Enrichment leaves, 15 children	15	15	12	27
6:15 PM	Enrichment leaves, 15 children	15	15	12	27
6:30 PM	Enrichment leaves, 15 children, staff leaves	15	27	0	27
Total		296	296		

¹ Parking assumes at least 4 parents stay after dropping-off their child for each session.

Table 4 continued.

Tuesday/Thursday Schedule		Parking			
		In	Out	Stayed On-Site ¹	Max Parked
Time	Activity				
8:00 AM	Staff arrives (12 staff)	12	0	12	12
8:30 AM	Pre-K arrive, 24 children	24	20	16	36
9:00 AM	Younger 2/3 arrive, 21 children	21	17	20	37
9:15 AM	Older 2/3 arrive, 21 children	21	17	24	41
11:15 AM	21 Young, 3/4 leave	17	21	20	41
11:30 AM	4 Pre-K leave	0	4	16	20
11:45 AM	21 Older 2/3 leave	17	21	12	33
12:30 PM	Pre-K arrive, 24 children	24	20	16	36
2:45 PM	Enrichment leaves, 20 children	20	20	16	36
3:00 PM	Enrichment arrives, 15 children	15	15	16	31
3:15 PM	Enrichment arrives, 15 children	15	15	16	31
3:30 PM	Pre-K leaves, 24 children	20	24	12	36
3:45 PM	Enrichment arrives, 15 children	15	15	12	27
4:00 PM	Enrichment arrives, 15 children	15	15	12	27
4:30 PM	Enrichment leaves, 15 children	15	15	12	27
4:45 PM	Enrichment leaves, 15 children	15	15	12	27
6:15 PM	Enrichment leaves, 15 children	15	15	12	27
6:30 PM	Enrichment leaves, 15 children, staff leaves	15	27	0	27
Total		296	296		

¹ Parking assumes at least 4 parents stay after dropping-off their child for each session.



LEGEND


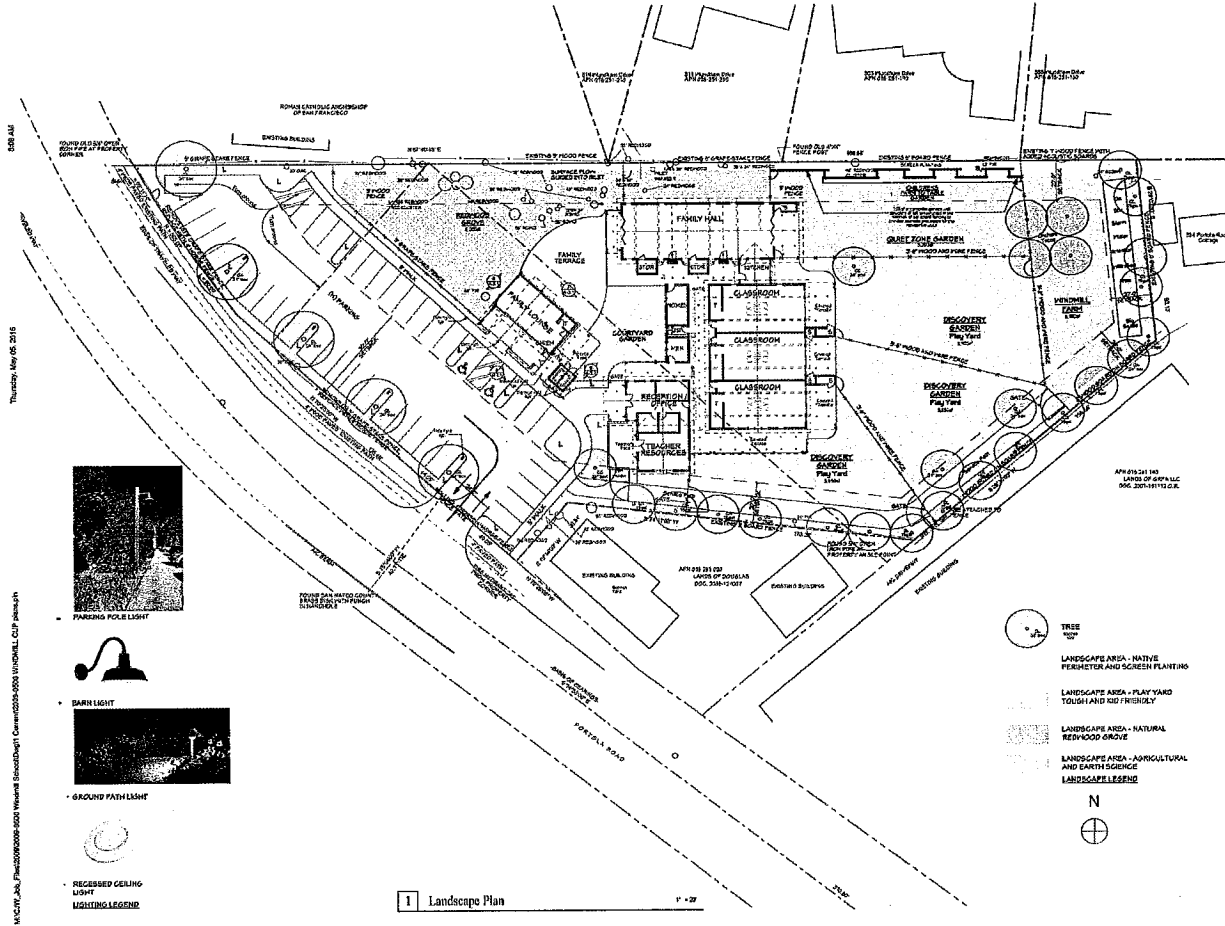
 = Project Site Location



Figure 1
Site Location



900 Portola Preschool Traffic Operations Study



C.J.W. ARCHITECTURE
 130 Portola Road, Suite A
 Portola Valley, CA 94028
 (650) 851-9335 / (415) 851-3337

These plans are prepared and issued for the project and site described herein. They are not to be used for any other project or site without the written consent of C.J.W. Architecture. The user of these plans is responsible for obtaining all necessary permits and for compliance with all applicable laws, codes, and regulations. C.J.W. Architecture is not responsible for any errors or omissions in these plans, nor for any consequences arising from their use.



PROJECT

Windmill School
 900 Portola Road
 Portola Valley CA 94028

SHEET TITLE

Landscape Plan

REVISIONS

No.	Date	Revised By	Checked By

JOB: 2007.0501

DATE: 2/18/16

SHEET: A-1.6

Thursday, May 05, 2016

M:\CJW_Arch\20070501 Windmill School\2016\20160505 Windmill_CJW.dwg



Figure 2
 Site Plan

Impact to Portola Road

The existing daily volume on Portola Road is about 4,900 vehicles near the project site. The project would add up to 592 daily trips to Portola Road in the vicinity. The road would continue to operate substantially below capacity.

It should be noted that the Windmill School already exists in Portola Valley. Also, some Portola Valley parents that would use the new school may be taking their children to other schools now. Therefore, many of the trips will not be new within Portola Valley, although they will be new at this particular location.

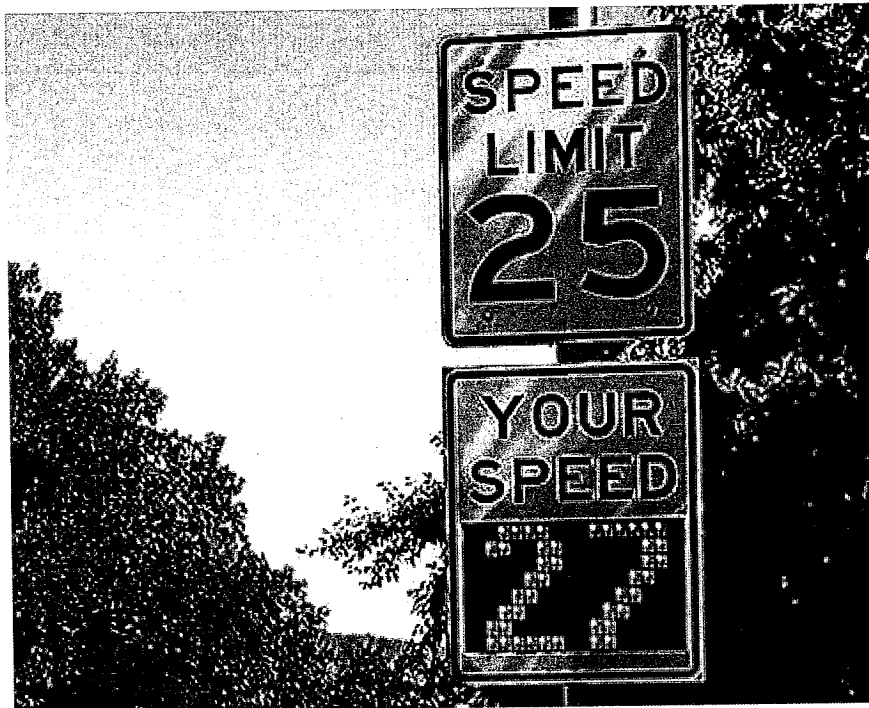
Speed on Portola Road

As discussed above, speed data were collected in addition to traffic counts on Portola Road. The data show that most of the vehicles are driving within the posted speed limit of 35 mph. The 85th percentile speeds were found to be 33 mph for southbound vehicles and 35 mph for northbound vehicles.

While speeds were generally within the speed limit, some vehicles were found to be driving over the speed limit. Also, Hexagon is aware of complaints about speeding in the area. While speeds are unrelated to the proposed project, it would be desirable to slow traffic on Portola Road, if possible. (The project actually would reduce speeds somewhat by activating a driveway that is now closed.)

Slower speeds would be desirable in respect to the proposed project to assist exiting vehicles in finding gaps in traffic. Currently, speed signage exists approximately ½ mile in either direction from the project site. Therefore, the Town of Portola Valley should consider additional speed limit signs and pavement markings, and perhaps speed feedback signs in the area. Figure 3 shows a typical speed feedback sign.

Figure 3
Speed Feedback Sign



Source: Federal Highway Administration - Methods and Practices for Setting Speed Limits

Driveway Operations

The project generated trips that are estimated to occur at the project driveway are 78 inbound trips and 54 outbound trips during the AM peak hour, and 30 inbound and 42 outbound trips during the PM peak hour. Both inbound and outbound trips are expected to be split roughly evenly between right and left turns into and out of the project driveway during the AM and PM peak hour.

Vehicle queuing issues are not expected to occur at the project driveway based on the relatively low number of peak hour trips generated by the project, the modest traffic volume on Portola Road, and the presence of a two-way left-turn lane.

Sight Distance at the Driveway

Hexagon examined sight distance in both directions at the location of the proposed site driveway. With an 85th percentile speed of 33 mph for southbound traffic, in accordance with Caltrans' 2010 *Highway Design Manual (HDM)*, the recommended minimum stopping sight distance is 230 feet. The measured sight distance is about 370 feet, confirming southbound sight distance is acceptable by Caltrans standards. The northbound traffic along Portola Road recorded an 85th percentile speed of 35 mph. The Caltrans recommended minimum stopping sight distance for this speed is 250 feet. The measured sight distance is about 565 feet. Thus, there are no issues relating to sight distance for the northbound direction. It should be noted that the project frontage should be posted for no parking because parked cars would compromise the sight distance.

There have been concerns raised about the number of bicycles on Portola Road and the bicycle interface with the project driveway. It is true that Portola Road is a popular bicycle route, and the driveway would introduce a potential conflict point that doesn't exist today. The key to bicycle safety at the driveway is that adequate sight distance be provided. Vehicles entering and exiting the driveway need to be able to see bicycles in each direction. Bicycles travel more slowly than the 33-35 mph that was measured for motor vehicles. Therefore, since the sight distance at the driveway would be adequate for motor vehicles, it would be more than adequate for bicycles.

Parking

According to the Town of Portola Valley Code of Ordinances, the number of spaces required for a preschool is to be determined by the planning commission. Based on the expected class schedule and an enrollment of 132 students, the maximum parking demand is estimated to be 41 spaces. The parking estimates assume a 12-member staff and 4 parents staying parked after dropping-off their child for each session. The maximum parking demand is shown in Table 3.

According to the site plan provided, the project is proposing to provide a total of 41 on-site parking stalls, including 12 assigned stalls for staff and 29 unassigned stalls for families. Based on the estimated parking demand, the proposed number of parking spaces just meets the demand. However, Hexagon believes that the parking demand is based on conservative assumptions and the provided parking is adequate. The site plan includes spaces that are quite near the driveway. These spaces would be difficult to access during busy times. Therefore, parking stalls nearest the driveway should be designated for staff only.

The preschool is expected to host special events at least twice a year. During those special events, the proposed 41 parking spaces may not be enough. Therefore, the school will need to arrange for off-site parking to accommodate the demand. There are a few potential lots adjacent to and within a half-mile of the project site that could serve the excess demand. School staff will also need to direct traffic to the designated parking area once the on-site lot is filled.

Conclusions

Overall, the site plan shows adequate parking and driveway operations as currently proposed. Recommendations resulting from field observations and site plan review are summarized below.

Recommendations

- Provide additional speed signage and pavement markings in the vicinity of the project site.

- Consider the installation of speed feedback signs on Portola Road.
- Use the parking spaces nearest the driveway for staff parking.
- Arrange for off-site parking during special events to accommodate for potential overflow.

Draft Conditions

Conditional Use Permit File #32-2015

Windmill School and Family Education Center

900 Portola Road

July 20, 2016

1. **Property and Nature of the Use.** This Conditional Use Permit shall apply to the property owned by Windmill School, Inc. and operating as the Windmill School and Family Education Center (Windmill School) with a total land area of 1.67 acres, commonly known as 900 Portola Road, Assessor's Parcels: 076-261-010 (Property). The Windmill School is deemed the primary use of the Property and is a private non-profit 501(c)(3) school serving preschool and K-8 students in the community.
2. **Conditional Use Permit Review.** No later than one (1) year after the date of occupancy, Windmill School shall request and the Planning Commission shall then review the Conditional Use Permit at a noticed public hearing to determine that the use remains in compliance with the conditions of approval and to determine if any additional conditions are necessary to ensure harmony between the use and the community. This review will also provide for any requested amendments.
3. **Conformance to Plans and Use.** The development of the Property shall conform to the approved Conditional Use Permit plans entitled Windmill School dated _____ and to the Summary of Proposed Activities and Facilities Use for Windmill Family Education Center dated April 11, 2016 and updated July 5, 2016 (Exhibit A).
4. **Annual Report.** Windmill School shall report annually to the ~~planning commission~~ Planning Commission on the status of compliance with the terms of this permit. Specifically, by the end of June of each year, Windmill shall provide an annual status report to the ~~planning commission~~ Planning Commission as to compliance with the use permit conditions. Specifically, the report shall, include, but not be limited to:
 - a. Address enrollment limits including preschool program, after school enrichment program and staffing. The report shall indicate the percentage of students who reside in the Town of Portola Valley or sphere of influence. Further, the report shall provide projections for enrollment and staffing for the next school year.
 - b. Review of the activities for the year so they can be judged against all conditions of approval.
5. **Allowed Uses.** This Conditional Use Permit allows the construction of 10,593 square feet, contained within six (6) buildings for a pre-school and family education center, with a 41 stall parking lot. The buildings would all be one-story. A 34,385 square foot play area is included on the north side of the buildings. The pre-school would include three (3) classrooms for students between the ages of two (2) years to five (5) years old. An afterschool program would be open to children through 8th grade. ~~Eighty-five percent (85%) of the enrolled students shall be Portola Valley residents or shall reside in the surrounding sphere of influence.~~ During the course of its 60 years of operations in Portola Valley, the School's students have come primarily from Portola Valley, its sphere of influence, and the portions of Woodside that are within the Portola Valley School District. The School shall implement reasonable measures to continue to serve preschool students from this local community.

Windmill School
Conditional Use Permit Conditions
July 20, 2016

6. **Maximum Student Enrollment.** Maximum enrollment shall be 132 preschool students. After school enrichment programs for K-8 students, maximum enrollment ~~could serve up to 300~~ with no more than 45 students on campus at any given time. ~~additional enrichment students (30-45 students per hour, 2 to 3 sessions per day, (15 students per class) 5 days per week).~~
7. **Maximum Staff.** The maximum number of staff on campus at any given time, including but not limited to teachers and administrators, shall be 12 people. Windmill School does not have regular teaching aids or volunteers working in the classrooms. There may be volunteers helping to maintain the property from time to time after 3:00 pm.
8. **Maximum Number of Persons.** The maximum number of persons (i.e., 66-students, 12- staff and 24-parent/adults) on site at any one time shall not exceed 120 persons, except as provided for under events condition #11c. The maximum number of pre-school students on campus at any one time shall not exceed 66 students. The maximum number of enrichment students on campus at any one time shall not exceed 45 students.
9. **Hours of Operation.** Hours of operation are as specifically described in the attached Summary of Proposed Activities (Exhibit A) and Facilities Use for Windmill family Education Center dated April 11, 2016 and amended July 5, 2016 and follows:
 - a. Monday to Friday 7:00 am to 7:15 pm
 - b. Monday to ~~Thursday~~ Friday 7:15 pm to 10:00 pm (Indoor gatherings and outdoor use of areas west of the classrooms and family hall only.)
 - c. Saturday 8:00 am to 10:00 pm (no amplified sound)
 - d. Thursday to Saturday, 7:00 pm to 10:00 pm five (5) times per year, (3 of which could be used by non-Windmill groups) special program/events with amplified sound for up to 200 people.
 - e. Sunday 9:00 am to 7:00 pm (shall not include use of play yard space).
10. **Start Times.** Classes start and end times shall be staggered by approximately 15 minutes, so that only one class of students (consisting of a maximum of 24 students) will be arriving or departing at one time. There shall no more than three classes operating simultaneously.
11. **Events.** Windmill School shall ensure that all events held at the Property shall be in furtherance of the family and educational purposes of the school to support school age children and their families. The number of events, the number of persons and occurrences per calendar year shall be limited as follows:
 - a. Under 50 persons – Unlimited
 - b. 51 to 75 persons – Twelve (12) times a year
 - c. 76 to 200 persons – Five (5) times a year, special program/events involving outdoor amplified music and/or entertainment, shall occur only between Thursdays through Saturdays and end no later than 10:00 pm.
12. **On-site Parking.** There shall be 38 regular parking spaces and 2 handicapped spaces provided at all times. No parking shall be allowed within the turn-around provided at the north end of the parking lot.
13. **Handicap parking.** Handicap parking on the project site shall be provided pursuant to the standards set forth in the uniform building code to the satisfaction of the building official.

Windmill School
 Conditional Use Permit Conditions
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14. **Overflow Parking.** Windmill School shall organize and schedule its large events (as defined in 10.c. above) at times that do not conflict with events at Town Hall or the surrounding churches. Windmill School shall coordinate with Town Hall and surrounding churches for shared use of the parking lots during special events, if necessary, so as to help coordinate parking on existing parking spaces rather than on Portola Road. At least 30 days prior to any large events, Windmill School shall provide proof of a shared parking agreement to the Planning Department.
15. **Drop-off and Pick-up.** Curbside drop-offs and pick-ups are not allowed.
16. **Noise Control 7:00 am to 7:15 pm.** Noise levels shall not exceed 50 dBA. Highly active play areas shall be kept at a distance of at least 25 feet from the nearest residential property line to the north.
17. **Noise Control After 7:15 pm.** The rear (eastern) doors and north-facing windows of the Family Hall shall be kept closed after 7:00 pm. For special program/events noise shall be controlled so not to exceed 50 dBA beyond the property lines adjacent to residential neighborhood.
18. **Quiet Zone Garden Use** - The quiet zone garden area within 25 feet of the sound wall shall be reserved for teacher supervised listening and observing activities while using low voices. The quiet zone garden area shall not be used between the hours of 7:00 pm and 8:00 am.
19. **Outdoor Sound Amplification.** No outdoor sound amplification shall be allowed on the site, except as allowed under special program events, Condition #9 and subject to Condition #17.
20. **Maximum Coverage Limits.** The maximum and minimum coverage limitations are as follows and the proposed square footage must be within these limitations:

Site	Maximum Sq. Ft.	Proposed Sq. Ft.
Floor Area Ratio (0.18%)	13,101	10,593
Max Coverage Limit (20%) (floor area plus covered porches)	14,557	13,800
Site	Minimum Sq. Ft.	Proposed Sq. Ft.
Landscape Coverage (30%)	21,835	34,385
Landscape Front Setback (25%)	3,183	3,210
Impervious Surface Limit	None	20,000*

*Maximum impervious surface limits will be established by the hydrologic calculations contained in a hydrology study that will be prepared for the site drainage.

21. **Refuse.** All trash areas shall be effectively screened from view, covered, and maintained in an orderly state and trash shall be picked up regularly. Trash bins shall be located away from neighboring residences.
22. **Sign Approval.** This permit approves one wall-mounted sign located on the front façade of the windmill structure and one wall-mounted sign located on the front of the office building as shown on the approved plans not to exceed 24 square feet maximum for two signs.
23. **Street Number Visibility.** Street numbers of the building shall be easily visible from the street at all times, day and night.

24. **Landscaping.** Planting and irrigation shall be provided, as indicated, on the Approved Plan Set. Landscaped areas shall be maintained.
25. **Lighting.** Lighting shall be the minimal amount for safety only and lighting controls shall be in place to ensure all lights are off when the site is not in use.
26. **Windmill Farm.** This Conditional Use Permit allows for the construction and maintenance of a farm for small animals in the rear (eastern) end of the property; the School may have small animals including up to 12 chickens (no roosters), up to 12 bunnies and up to 2 goats. The School may have up to 600 square feet of structures in the Farm area, such as a storage shed for supplies. Such structures and animals shall be located outside the required setbacks. It is understood that the Farm will likely be developed after the School's initial opening.
27. **Compliance With Local and State Laws.** The use shall be conducted in full compliance with all local and state laws. The permit shall be subject to revocation if the use is not conducted in compliance with these conditions and all applicable laws.
28. **Compliance with Mitigation Measures.** Approval of this Conditional Use Permit is conditioned on compliance with all of the mitigation measures referenced in the adopted mitigated negative declaration.
29. **Revocation, Suspension, Modification.** This Conditional Use Permit may be revoked, suspended or modified by the Planning Commission, or by the Town Council on appeal, at any time, whenever, after a noticed hearing in accordance the Town of Portola Valley Municipal Code and when the Planning Commission finds:
 - a. A violation of any conditions of the Conditional Use Permit was not abated, corrected or rectified within the time specified on the notice of violation; or
 - b. A violation of any Town ordinance or State law was not abated, corrected or rectified within the time specified on the notice of violation.
30. **Covenants Run with the Land.** All of the conditions contained in this Conditional Use Permit shall run with the land and shall be binding upon, and shall inure to the benefit of Windmill School and its heirs, successors, assigns, devisees, administrators, representatives and lessees.
31. **Defend, Indemnify and Hold Harmless.** The Windmill School shall defend, indemnify and hold harmless the Town, and its elective and appointive boards, commissions, agents, officers and employees from any and all claims, causes of action or proceedings arising out of or in connection with, or caused on account of, the development and occupancy of Windmill School and the approval of this Conditional Use Permit or any related approvals.

Use Permit Findings

Windmill School and Family Education Center 900 Portola Road

File #X7D-177, July 20, 2016

1. ***The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.*** The property is accessed directly off of Portola Road and is located between the Lady of Wayside Church and Wyndham Drive residential neighborhood to the north, the Douglas property that contains a commercial structure and a single-family home to the southeast and the Village Square Shopping Center to the east. The property is located within the Town Center Area Plan that is a sub-area plan within the General Plan. The site was developed as a nursery on the front with the owner's residence in the rear. The applicant is requesting to rezone the entire site to a C-C (Community Commercial) district in which a preschool is a permitted use. A preschool within the Town Center area is a use that is well located close to the Town Center and other activities enjoyed by families of the Town.
2. ***The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.*** The project site was once a commercial nursery serving the community. The new Windmill Project will construct 9,226 square feet of classroom, teacher space and community meeting rooms. There will be 34,385 square feet of open landscape areas within the property to accommodate the day to day needs of the preschool. The school structures have been sited to keep the neighboring residences away from the noisy parts of the school. Adjacent to the residential neighborhood there will be a quiet zone garden to create a buffer between the two uses.
3. ***The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.*** The project is located on a major thoroughfare within the Town. A traffic report was prepared for the project and found the level of service to be an A rating both before and after project impacts. The applicant has analyzed the parking impacts and has provided a 41 stall parking lot that will serve the day to day needs of the school's operations.
4. ***The proposed use will not adversely affect the abutting property or the permitted use thereof.*** The project includes a noise mitigation wall along the north property line adjacent to the residential neighborhood. A noise study concluded that this mitigation along with a quiet zone garden will reduce any potential noise concerns for the neighbors. All other surrounding properties are commercial and will not be affected by the new use.

5. ***The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.*** The applicant has submitted a Feasibility Geotechnical Investigation prepared by Ting & Associates dated April 10, 2016. The proposed project would not have a geologic impact because the project site is located outside of any Geotechnical and Seismic Hazard Zones as shown on the Town's Geotechnical and Seismic Hazard Zone Map. The Town Geologist has reviewed the Ting & Associates report and agrees that the project is geotechnically feasible however due to the expansive soils on the property the Town Geologist requires that only non-expansive import or non-expansive site earth materials be utilized for the construction of engineered fill.

6. ***The proposed use will be in harmony with the general purpose and intent of this title and the general plan.*** By changing the General Plan and the Zoning Designation of this property the new Windmill School use would be consistent with what is allowed in the General Plan and Zoning Ordinance. The C-C District is intended to provide space for local retail and consumer services necessary to serve primarily the town and its spheres of influence. The student enrollment at the school is primarily made up of Portola Valley residents. Provisions under the C-C (Community Commercial) District regulations allows for educational, cultural, institutional and recreational uses such as churches, nursery schools, private clubs or recreation facilities under a conditional use permit.

Variance Findings

Windmill School and Family Education Center 900 Portola Road

File #X7D-177, July 20, 2016

Variance to construct an 8 foot tall sound wall where the maximum height is six feet.

- 1. There are special circumstances applicable to the property, including, but not limited to, size, shape, topography, location or surroundings that do not apply generally to other properties or uses in the district.**

This project is unique in that it is a commercially zoned property located adjacent to a residentially zoned neighborhood. The project noise study prepared by Charles Salter Associated dated March 1, 2016 recommends an 8 foot tall double-board wood fences (sound wall) to mitigate noise from the playground areas designed for the preschool that could otherwise exceed Portola Valley's noise standards. The sound wall will reduce the noise for adjacent residentially zoned homes.

- 2. That owing to such special circumstances the literal enforcement of the provisions of this title would deprive such property of privileges enjoyed by other property in the vicinity and under identical zoning.**

Noise generated from preschool children playing outside would limit the outdoor use of the adjacent properties. By constructing the 8 foot tall sound wall this noise would be mitigated for the adjacent properties.

- 3. The variance is subject to such conditions as are necessary to assure the adjustment authorized will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and zone in which such property is situated.**

The project would allow an 8 foot tall sound wall to be installed at the property line. Although located within the required side yard, the project has been designed in order to minimize noise impacts on other property owners, and particularly the property adjacent to the sound wall. In response to neighbor concerns regarding the height of the proposed sound walls, the walls were limited to 8 feet in height. The report states that the walls will not provide the intended mitigation if designed for less than 8 feet tall.

- 4. The variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity or in the district in which the property is located.**

Neighbors on the northern property line and located on Wyndham Drive are supportive of the fence and its 8 foot height.

- 5. A variance shall not be granted for a parcel of property which authorizes a use or activity which is not authorized by the zone regulation governing the parcel of property.**

Allowance for an 8 foot fence within the setback on the northern end of the property will not constitute a grant or special privilege that is inconsistent with the limitations on other properties as this fence is specifically being constructed to mitigate a concern about noise above Town regulations given the transitional use of the property as a preschool with outdoor play areas.

- 6. That the granting of such variance shall be consistent with this title and the general plan.**

The variance would allow the sound wall to mitigate noise impacts from the intended use of the property on residential neighbors and ensure adherence to the Town's noise standards.

EXHIBIT A: Summary of Proposed Activities and Facilities Use for Windmill Family Education Center *

April 11, 2016 (updated July 5, 2016)

General Description of Use:

1) Week Daytime in buildings and outdoor gathering spaces:

- Preschool and extended day operation during the week from 7am to 7:15pm with children present from ~8:30am to 5:30pm. Extended day includes "Lunch Bunch" and enrichment classes in early afternoon.

OVERVIEW OF PRESCHOOL CLASSES (See Table 1 for comparison to current class offerings at Alpine Hills)

Age Group	Max Students/Class*	# Classes/Week	Hours/day
Young 2/3s	21	2 (Tu/Th)	2-3
Older 2/3s	21	2 (Tu/Th)	3
Young 3/4s	21	3 (MWF)	3
Older 3/4s	21	3 (MWF)	3
PreK am	24	5 (M-F)	3-4
PreK pm	24	5 (M-F)	3-4

* Our operating model is aimed at class size of 21 for the younger age groups as this is optimal size for teaching and staffing purposes

Summary of Preschool Classes and Students

- At any one time, 3 classes and maximum of 66 students
- In total, 6 different classes with up to 132 students enrolled across all programs
- Class start and end times will be staggered by approximately 15 minutes, so that only one class of students will be arriving/departing at any given time. Parents/guardians must park and walk in students as drop-off is not permitted with licensing guidelines.
- Teachers and Staff: there will be between 10 and 12 teachers and administrators on campus at any given time during preschool hours. Windmill does not have regular teaching aids unless there is a special ADA need or the like. Windmill is not a co-op preschool and does not have parents regularly working in the classroom.
- Welcome Teas after drop-off (10 to 20 adults) in September
- Parent-Teacher conferences (2 to 3 sets of parents at a time) in Oct/Nov and March/April
- Class Potlucks (60+ adults/children) - 6 nights in Sept/Oct, 6 to 7:15 pm
- Children's musical/theatrical performances (quarterly)

- Enrichment classes for K-8 in the afternoons (e.g. children’s yoga, cooking, book club, gardening, science, enrichment reading) (30 children max at time across 2 classrooms) done by 7pm

OVERVIEW OF ENRICHMENT CLASSES

Enrichment Classes would:

- Take place Monday through Friday, outside preschool hours, starting after 3pm and ending by 7pm
- have staggered start and end times
- likely result in/encourage carpooling from Ormondale and CMS
- Result in no more than 30 enrichment students on campus at any given time
- Result in a maximum of 60 enrichment students per day
- Some enrichment classes will convene its students more than once a week, others will be once-a-week classes, but in either case, no more than 60 enrichment students will attend per day.

Class	Max Students	Hours/day
Enrichment Class 1	15	1.5 hrs
Enrichment Class 2	15	1.5 hrs
BREAK (above students depart)		
Enrichment Class 3	15	1.5 hrs
Enrichment Class 4	15	1.5 hrs
Max Enrichment Students/Day	60	

- Families visiting in the Lounge before, after and during preschool classes and enrichment classes (15 to 20+ adults/children) from 8:30am to 7pm. This may include a Parent & Me gathering for children under 2 years old meeting once per week for ~2 hours.
- Use of Family Hall and (and potentially Lounge) by other community groups, e.g., boy scouts/girls scouts. In support of the Town’s General Plan (Section 2147), Windmill would want to support community needs for additional meeting and gathering space. This would be evaluated over time.

2) Weekday Evenings:

- Board of Directors meeting every 4 to 6 weeks in evening with about 15 adult attendees
- Preschool evening events, primarily in classrooms and Family Hall

- Back to School Nights (20 to 30 adults) – 3 or 4 nights in Sept, 7 to 8pm
- Spring Parent Nights (20 - 30 adults per class – may combine two classes) 7 to 9pm
- Kindergarten Readiness Talks (20 adults), 7 to 8pm in Fall/Spring
- Parenting Education Classes (20 to 50+ adults) – quarterly, 7 to 9pm
- Staff team meetings (3x a week)/all staff meetings (2x a month) – 12 adults, mostly during the day, but possibly run past 6pm
- Parent Fundraising Event (up to 200 adults) - 7 to 10pm – between Nov and Feb, once a year

3) Weekend Events:

- Preschool weekend events primarily in classrooms/play-yards
 - Parent and Me Day (30 - 40 adults and children per class, may have 2 classes on same Saturday), 3 hours on Saturday mornings in May
 - Fix It Days, (15-40 adults/children) 2-3 hours on a Saturday morning per quarter
 - School Picnic (Fall or Spring), either per class or all classes, once a year (up to 200 adults and children)
 - “Harvest the Garden Day” (40 adults/children) -- 2-3 hours on a Saturday/Sunday morning in Fall and Spring
- Parent Education Events for PV Community primarily in Family Hall or Lounge
 - Education speaker (e.g. book author) (50+ adults) -- 7 to 9pm, quarterly
 - General Parenting Classes (~20 to 50+ adults) -- 7 to 9pm, could be monthly
- Children’s Cultural Events primarily in Family Hall and outdoor gathering spaces
 - Young local artist performance (50+ adults/children) – 6 to 8pm, quarterly
 - Children’s Art Exhibit (coincides with young local artist performances) – 6 to 8pm
- Families visiting in the Lounge during day on Saturday, approximately 8am to 7pm, and Sunday 9am to 7pm
- Use of Family Hall and (and potentially Lounge) by other community groups, e.g., boy scouts/girls scouts. In support of the Town’s General Plan, Windmill would want to support community needs for additional meeting and gathering space. This would be evaluated over time.
- Occasional maintenance of facility, and tending to garden and farm animals
- Activities and use may evolve based on community needs.

4) Specific Area Uses:

- The Family Terrace, Redwood Grove Area, and Courtyard will be used by families as they enter and depart school, and in some cases for parents or

siblings who choose to stay and engage with other parents/children. These areas will also be used by preschool students on occasion when engaged in exploration of nature, exploration of theater/dress up, or in outdoor art projects. There will be a few tables and benches in these areas to accommodate such activities, including some simple redwood logs lying horizontally, or an aggregation of 12 inch redwood stumps (e.g., arranged for children to sit in a circle) within the Redwood Grove Area.

- The Service Path on the south side of the site is planned as a decomposed granite path used for wheelbarrows and/or golf-cart type equipment to provide gardening and maintenance service for the play-yards and the rear farm and vegetable gardens. It would not serve automobiles.
- The Play Town Area, which was largely a designation of appearance rather than of use, has been eliminated and replaced by the "Farm-to Table Garden". This will be an organic vegetable garden used to grow food for Windmill's "farm to table" experience for children. Students will be supervised for occasional visits. The tops of the fence sections will all be consistent in look and feel with regular acoustic fencing (i.e., no play town facades).
- The Family Hall – for use see "General Description of Use" above. Note that School will install window coverings on the windows on the North side of the Family Hall to limit light emission in the direction of the northerly neighbors after dark. Also, the School will use best efforts to close the windows on the North side of the Family Hall and to close the doors on the East end of the Hall after 7pm.
- Individual outdoor Play Yards: there will be three outdoor play areas, one attached to each classroom. Windmill is a play-based preschool that believes children learn through play and through experiences with the five senses. As such, its philosophy strongly favors experiences in the out-of-doors. The three Play Yards will provide children with the opportunity for outdoor learning and will be open to exploration by the children during their preschool hours and occasional weekend gatherings associated with the preschool. We have attached an example of what might be designed for each play yard in Figure 1. We will wait to commission precise design once our use is confirmed and the general physical dimensions of the Play-Yards are determined. Please note that we do not intend to use "play structures" in the sense of traditional "jungle gyms". As with our current facility, we may have a picnic table or two in each Play Yard.

5) Deliveries and Services:

The School anticipates that it will need the following deliveries and services:

- Gardener (1 - 2 times weekly) during weekday afternoons
- Garbage pick up (1 time weekly) in the morning between 8am and 8:30am
- Janitorial (nightly)
- Office supplies/food deliveries/UPS (2 -3 times weekly)
- Postman (daily)

TABLE 1: OVERVIEW OF PRESCHOOL CLASSES AND STUDENTS

CURRENT PRESCHOOL CLASSES AT ALPINE HILLS

Age Group	Max Students/Class	# Classes/Week	Hours/day
2/3s	21	2 (Tu/Th)	2.75
3/4s	24	3 (MWF)	2.75
PreK pm	24	4 (M-Th)	3

Summary of Classes and Students

- At any one time, 1 class and 24 students
- In total, 3 different classes with up to 69 students enrolled across all programs

PROPOSED PRESCHOOL CLASSES AT 900 PORTOLA ROAD

Age Group	Max Students/Class*	# Classes/Week	Hours/day
Young 2/3s	21	2 (Tu/Th)	2-3
Older 2/3s	21	2 (Tu/Th)	3
Young 3/4s	21	3 (MWF)	3
Older 3/4s	21	3 (MWF)	3
PreK am	24	5 (M_F)	3-4
PreK pm	24	5 (M-F)	3-4

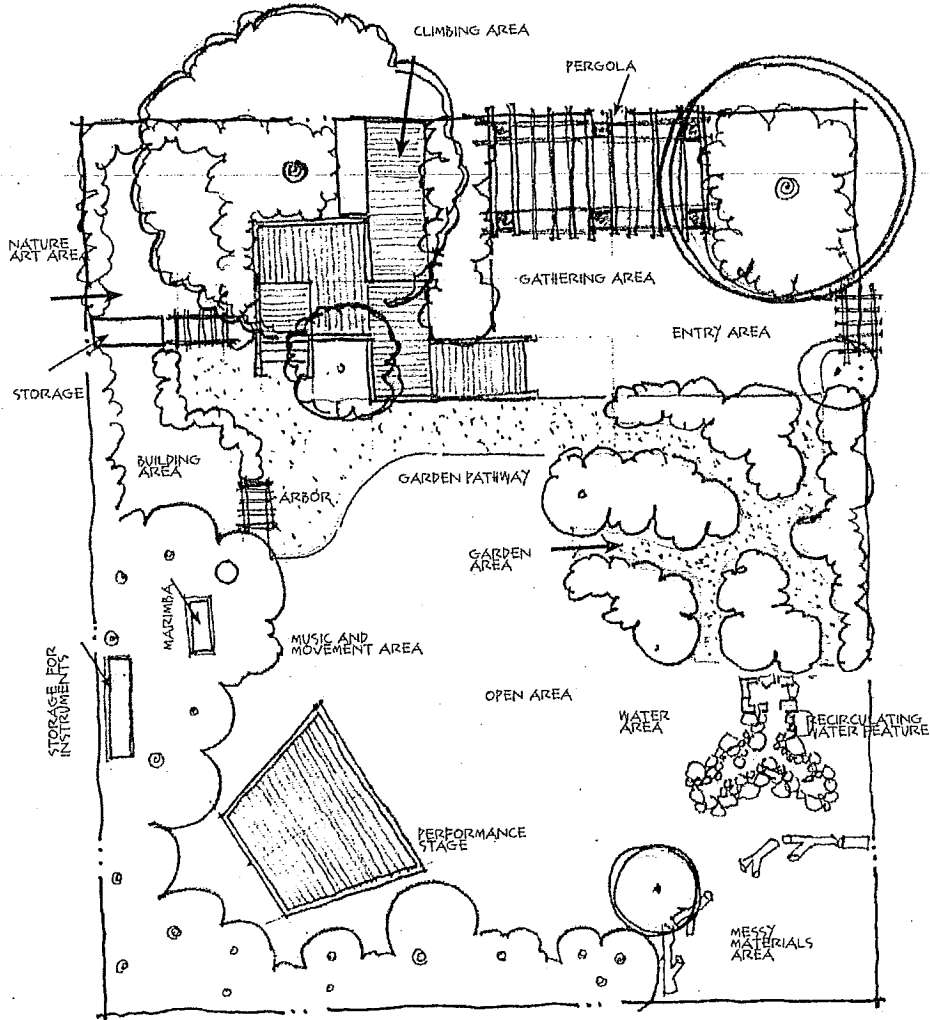
* Our operating model is aimed at class size of 21 as this is optimal size for teaching and staffing purposes

Summary of Classes and Students

- At any one time, 3 classes and maximum of 66 students
- In total, 6 different classes with up to 132 students enrolled across all programs

FIGURE 1: EXAMPLE DESIGN FOR PLAY YARDS

Sample Plan: 5,000 square feet



NEW BUSINESS

- (a) Public Hearing: Request for Modifications to the Town's Ground Movement Potential Map, File #20-2015, 50 Adair Lane, Feldman/Bravo Residence.

Planner Richardson presented the staff report regarding the proposed modifications to the Town's Ground Movement Potential Map for the property located at 50 Adair Lane. She said that the ASCC reviewed and approved a site development permit on April 11, 2016, for a new second unit and accessory structure, which includes an office and garage, contingent upon the approval of the geologic map modification. She said the applicant is requesting to change the Town's Geologic and Movement Potential Map designations that apply to the subject property from Pd to Ps. She said the Town Geologist reviewed the reports found the change acceptable.

Vice Chair Gilbert said the map showed changes to a parcel adjacent to the subject property and asked if the owner of that parcel was made aware of the changes. Planning Director Pedro said a public hearing notice describing the project was sent to that neighbor advising them of the map modification request. Vice Chair Gilbert asked if the neighbor was specifically aware that the change affects their property. Ms. Pedro said they have not heard from that neighbor.

Commissioner Von Feldt asked if the increased allowable floor area and impervious surface had already been included in the table. Planner Richardson said they were.

With no other questions, Chair Hasko called for questions or comments from the public. Hearing none, Chair Hasko brought it back to the Commission for discussion.

Commissioner McKitterick said that the initial report indicated only two borings were done and he noted that the Town Geologist requested four additional borings and further investigation. He said with the additional information, he was comfortable with supporting the proposed modification.

Commissioner Targ was supportive of the proposed modification. He requested that Town staff make efforts in the future to make direct contact with neighbors whose properties are affected by decisions made by the Planning Commission.

Chair Hasko was supportive of the proposed modification.

Commissioner McKitterick moved to approve the Modifications to the Town's Ground Movement Potential Map as set forth in the resolution as set forth in the staff report. Seconded by Commissioner Von Feldt; the motion carried 5-0.

- (b) Preliminary review for a General Plan and Zoning Ordinance Amendment, Conditional Use Permit, Architectural Review and Site Development Permit for the Windmill School and Family Education Center Master Plan. File #32-2015.

Planner Richardson presented the staff report regarding the proposed General Plan and Zoning Ordinance Amendment and Conditional Use Permit for the Windmill School project. She said that on April 25 the ASCC and Planning Commission held a joint field meeting at the school site. She described the history of the school and the proposed site as detailed in the staff report.

Chair Hasko said because their site visit was conducted prior to the story poles being erected, another site visit would be scheduled so the ASCC and Planning Commission could see the story poles in place.

Chair Hasko, in response to the applicant's request, called for comments from the younger attendees prior to the applicant's presentation.

A number of children who were former students of Windmill School spoke in support of the project.

With no further preliminary public comments, Chair Hasko called for the applicant's presentation.

Renata Dionello, Co-President, Windmill School, said they are excited about the project and have done a lot of collaboration with the community. She said they have been fortunate to have an amazing group of people involved in the project. She said the Windmill School experience has been a foundational piece of the children's experience in Portola Valley, as well for as the parents.

Lyndsay Lyle, Co-President, Windmill School, said the more she learned about the families that want to be part of Windmill that have to be turned away, the more grateful she became for this opportunity to be able to work on this project which will offer the Windmill experience to more Portola Valley children.

Ms. Dionello said they have been in their current space at Alpine Hills Tennis & Swimming Club for 40 years and have to move because Alpine Hills needs to use that space for their members. She said in 2015 they acquired 900 Portola Road, which she said is much larger space and provide a lot of opportunity for the children to be outside. She said the new space will provide the school the opportunity to better serve the community with multiple classes and schedules.

Ms. Lyle said the property is ideally located on a main road in the heart of Town, near Town Center and other community institutions. She said the 1.7-acre-property will allow them to have the classrooms and structures they need, as well as a lot of open space and room for children to explore in the play yards, the grove, and the mini-farm. She said the mini-farm would be very small animals such as bunnies and chickens.

Jodi Cocconi, Director, Windmill School, described what the new location will provide from an educational standpoint. She said Portola Valley has the reputation for providing exceptional education and she works very closely with Ormandale School to ensure they are on the same track educationally. She said Windmill's sole purpose as a non-profit organization is to serve children and families. She described the school's early childhood education philosophy, the staff's experience, and the plans for program improvements, including indoor/outdoor activities, enrichment classes, unstructured experiences, parent education, and working with small animals.

Karen Tate, Windmill School Capital Campaign Co-Chair, described the community outreach involved in their design plan. She said they have been talking to neighbors continuously for the past five years. She said they were welcomed to the neighborhood and the neighbors' input was helpful as the project team worked at optimizing their designs. She said they gathered more than 300 signatures in support of the project. She said the community expressed to them the desire for preschool classes with an extended day option, local options for afterschool enrichment for preschool and K-8, parent education classes, community gathering opportunities, and opportunities for children to engage with nature. She said they have purposely under-developed the property with all single-story structures and took care to be sensitive to any noise issues with the positioning of the parking lot and siting the quieter buildings on the side of the property adjacent to residences, and will be using no bells or loud speakers. She said the rear doors and sliding windows on the family hall will be closed after 7:00 p.m.

She said the Wyndham Drive neighbors were less concerned with the amount of traffic than the speed of traffic going around the turn. She said during the site visit concerns were voiced regarding parking, with no place for cars to turn around in the parking lot and the possibility of a full lot causing cars to be backed up onto Portola Road. She said the school's staggered start and end times will help and they

have reduced the total number of students at any one time from 72 to 66. She said they've made changes to the parking lot and have been able to maintain 41 spaces and include a turnaround area. She said they used a very conservative set of assumptions – every child attends every day with one driver, no carpooling, no walkers, and that four cars stay for the duration of each class session. She said another concern was parking lot safety. She said the design includes horse fencing along the frontage with wire, so it is still scenic but the children are stopped from running out onto Portola Road.

She said that because neighbors were concerned about people parking in the lot in the evenings and weekends when the staff was not present, they will have a locking gate. She said they will also be willing to help if neighboring businesses occasionally need extra parking. She said the project has a very low lighting design and there will be window coverings on the family hall windows. She said the traffic and noise consultants were present to answer any additional questions.

Carter Warr, project architect, said the Windmill project is a special opportunity for the community. He said the Windmill School is a lifelong experience that has brought multiple generations of families together with a more than 60-year history. He said the project team concurred with the Planners that the zoning of the property needs to be modified so it all has the same designation. He said the CC zoning would allow for 14,000 square feet of floor area and they are proposing 9,000. He said they are preserving at least 3/4 of an acre of the 1.67-acre-property as completely undeveloped. He said they have reduced the parking lot lighting by 20 percent. He said they also solidified the acoustic performance of the ornamental garden structure at the edge of the vegetable garden so the dBs are reduced by more than 10 dBs at the property line from the sounds the children make. He said they worked hard to ensure the building forms were rural in character and subservient to the landscape.

Planning Director Pedro said staff received two additional comments from residents this week and provided copies to the Commission tonight.

Chair Hasko called for questions from the Commission.

Commissioner Von Feldt asked if there were any other substantive comments from the ASCC other than reduction of lighting in the parking islands. Planner Richardson said the ASCC was supportive of the materials board, the 8-foot height of the ornamental garden structure, and the project in general. They were not concerned about the parking, confident that it would be worked out in the process.

Commissioner Von Feldt asked if the maximum number of students had been reduced. The applicant said it was down to 132.

Vice Chair Gilbert asked if the enrichment classes for K-8 were included in the 132 total. The applicant said they were separate. She said they were planning to use two classrooms with 15 children each for sessions of 1 to 3 hours each between 3:15 and 6:30. Ms. Tate added that the enrichment class attendees are not technically enrolled and are not part of the preschool or licensing program. Vice Chair Gilbert asked enrollment would be open to other communities if the school did not fill the 132 spaces with Portola Valley students. The applicant said that currently there is demand to fill the spaces with Portola Valley students. She said the goal is to have 90+ percent of enrollment to be Portola Valley residents. She said the current staff is 8 total and it will be increased to 12. In response to Vice Chair Gilbert's question, the applicant said she did not anticipate using teacher's aides. She added that the licensing dictates how many teachers are needed based on how many children are in the class and their ages.

Vice Chair Gilbert asked if anyone could comment about what was done to clean up and reclaim the property and what has been done to ensure the property is currently safe for the children. The applicant said the soils have been tested for contamination. She said the County has been very closely

monitoring and regulating the cleanup process and have issued a “no further action required” on the main property.

Vice Chair Gilbert said the traffic study should consider the area where the school will be located and the neighbors – the churches, the Priory, the Town Center – and how much it would increase traffic at certain times of day due to activity.

Gary Black, project traffic consultant, said they did counts of traffic and speed in both directions in front of 900 Portola Road throughout the day for a week. He said the counts were low in the morning and rose throughout the day, peaking around 4:00 to 5:00. He said it was his professional opinion that the count on the road was very low and could actually handle three times as much traffic. He said it could certainly absorb the extra traffic from the school and he is confident it will not raise any issues.

Vice Chair Gilbert asked if there was precedent for calling the proposed sound wall an ornamental garden structure. Planning Director Pedro said there was not, and added that the zoning ordinance does not contain a definition of ornamental garden structure. She said last year, the ASCC held a general discussion about ornamental garden structures and said that ornamental garden structures are more decorative in nature such as pergolas and trellises but they also said they would treat ornamental garden structures on a case-by-case basis. She said at their preliminary review meeting, the ASCC seemed to be supportive of the design as presented and agreed it looked like a garden feature.

Vice Chair Gilbert asked for clarification on below market rate (BMR) housing on site because it was raised at the field meeting that whoever lives on the property must be licensed because it's a preschool. The applicant said it is not common to have someone living on a school site because they would have to be cleared through the Department of Justice. Vice Chair Gilbert asked if it could be a staff member. The applicant said the staff would have already gone through the DOJ process, so they would qualify. Vice Chair Gilbert asked if the applicant was opposed to having someone living on the school site. The applicant said it was discussed with staff because it is challenging for teachers to find affordable housing. She said the consensus was that their school staff did not want to live where they worked. Vice Chair Gilbert asked staff if changing the zoning to Community Commercial precluded ever putting staff housing on the property. Planning Director Pedro said it did not.

Commissioner Targ disclosed that he represented the Tates, the former owners of the property, in the environmental remediation of the site. He said his law firm then represented the Tates on the seller side in the sale of the property to Windmill School. He said it is a closed matter and he has no further relationship whatsoever other than in his capacity as a Planning Commissioner. He has spoken with the Town Attorney and does not believe he has any conflict that would require a recusal. He said he spoke with some of the applicants representing Windmill prior to tonight's meeting, and they discussed some of the potential impacts and particular concerns he might have.

Commissioner Targ said the number of afternoon enrichment students may add impact to traffic and should be discussed. He said impact to other transportation modality such as bicycles should be discussed. He asked for clarification regarding the observation in the traffic report that speed on Portola Road would be reduced because of ingress and egress into Windmill. He said the possible recommendation for a speed sign needs to be clarified. He said the driveway operations needs to be discussed.

Mr. Black said his comment regarding slower traffic in the area of the school was just an observation that whenever you add side friction to a road, it tends to slow down traffic. He said they measured speed and found 85 percent of the cars are traveling at speeds of 35 or less in front of the school and 15 percent are traveling faster. He said it was not suggested that speed was a problem, but the applicants advised that there was some sensitivity about speed on Portola Road and asked for

suggestions. Mr. Black advised that the speed feedback signs were effective and might be the most appropriate for that part of Portola Road, if there was any interest in it.

In response to Commissioner Targ's question regarding the parking lot design, Mr. Warr said the application that will be brought before the Commission will include an improved parking lot plan that provides even more safety for people entering and exiting the parking lot with a turnaround area. He said the number of parking spaces available was instrumental in Windmill deciding on how many students the facility could hold at any one time. He said the parking spaces are all full standard spaces with no compact spaces. Commissioner Targ asked how they were able to achieve the extra space. Mr. Warr said they took out one 4-foot island and adjusted the others.

In response to Commissioner Targ's question, Planning Director Pedro confirmed that the Windmill site was within Portola Road Scenic Corridor. Commissioner Targ asked that findings with respect to the Scenic Corridor be included in the staff report and also within the context of the CEQA analysis with respect to the consistency of existing land use plans.

Commissioner Targ mentioned the nesting raptors and said the applicants should revisit the language that refers to the Migratory Bird Treaty Act, and also with respect to the Fish and Game Code, to be sure they're comfortable with that conclusion before the application comes back to the Commission.

Commissioner McKitterick asked if the Traffic Study had assumed any carpooling. The Traffic Consultant said for the report, they assumed no carpooling and no absences. He said that the study indicated there was no traffic impacts.

Commissioner McKitterick confirmed with the applicant that 90 percent of the currently enrolled students are from Portola Valley and its sphere of influence, and that there were 30 on the wait list this past semester that did not get in. He asked if the current proposal will accommodate everyone on the wait list for enrollment. The applicant said it will depend on how big the wait list is once the school is open, but today, in theory, if they could have had two classrooms for each age group, they would have been able to accommodate everyone on the wait list. He asked if the applicant's plan had the flexibility to provide for increases in future enrollment. Mr. Warr said there is the possibility to expand by approximately 33 percent on the site if the need arises, but said that is not part of this application.

Commissioner Von Feldt asked about the neighbor's concern of the view from their bedroom. Mr. Warr said they met with them today, reviewed their issues on-site, and took some photographs. He said from the neighbor's master bedroom there is a small view that looks back toward the classrooms. He said they are confident that the design of the sound wall and the landscape plan will resolve the neighbor's concern without taking light away from their yard.

Chair Hasko disclosed that she has met with the applicant and has heard some of the elements of the presentation. She asked the Traffic Consultant what numbers were included in arriving at their estimates of traffic during the enrichment program sessions. The Traffic Consultant said they assumed 30 enrichment students in two separate classrooms with staggered start times, 3:00 and 3:15.

Hearing no further questions, Chair Hasko called for public questions or comment.

Resident Virginia Bacon expressed appreciation for the work put into the development of this project. She said that considering the affordable housing crisis in the area, it is very important that an affordable housing unit be built on the property. She asked if there was a reason the fence by the Village Center has to be on the property line because the children might enjoy an actual wildlife corridor. She asked if there was a way to include in the CUP that this property could be used as an emergency center. She would like to see intergenerational programs in the school's curriculum.

Katie Connelly, She said she is a Windmill alumni and had a very memorable experience there. She said she cooked for the first time at Windmill, still enjoys cooking today, and hopes other children can have that same opportunity.

Olivia Cheney, Goya Road. She said she went to Windmill for three years and graduated from there six years ago. She said she hopes the project gets approved.

Austin Hirst, 16 years old, from Madera, said he is alumni from Windmill. He said he enjoys spending time outside and thinks a bigger, open space, will be very beneficial for the children.

Noel Hirst, of Ladera, said the idea of the school serving both Portola Valley residents and their sphere of influence, including Ladera, connects the children and build a community that lasts for a lifetime.

Amanda Tumenaro, Windmill Teacher. She said she is an advocate of early childhood education and community building. She said she is proud to be part of Windmill, an environment where children build self-esteem, make their own choices, learn how to negotiate, and build a foundation of life skills that will carry them through their whole educational journey.

Rob Bergstrom, Windmill Board Member, and father of a four-year-old who attends Windmill. He said Windmill has been important to his family in getting to know the community. He said Windmill is a great and unique environment and has provided opportunities for his family to connect with the community after preschool.

Andy Barrows, father of a six-year-old at Ormandale and a three-year-old at Windmill. He said he wanted to thank the Commission and to respectfully request continued help in expediting this process and making it as straightforward and unencumbered as possible as to any special requirements that may come up in the CUP so the children can get into the school building next fall.

Bud Eisburg, 233 Wyndham. He said he is a neighbor to the project and a parent of students who attended Windmill many years ago. He said he appreciates the feedback and updates the applicants have provided to the neighborhood and wished that all applicants in Portola Valley handled their proposed projects this way. He was supportive of the plans and appreciates the underutilization of the property. With regard to traffic, he said he's lived on Wyndham Drive for more than 35 years and has noticed increased difficulty getting in and out of the circle, which he does not attribute to increased population, but more due to the increase in number of service and construction vehicles coming in and out of town. He said he hopes the school project looks at the traffic, possibly slowing it down by enforcement or with signs.

Carrie Davis, 311 Wyndham, said she can think of no better backyard neighbor than the Windmill School.

Joan Barksdale, Director of Windmill School from 1974 to 1986, said she was involved in converting the school to a non-profit organization. She described the process of converting the space at Alpine to the preschool, the fundraising, and building the playground, and said it was all parent-driven. She said Windmill is a treasure for the Town and for the school district. She said the school is important to the identity of the Town and the families of Portola Valley. She said it is important to make this process as smooth and expedient as possible so the school can start on time.

With no further public comment, Chair Hasko brought the item back to the Commission for discussion.

Vice Chair Gilbert asked staff if a draft of the CUP would be provided at the next meeting. Planning Director Pedro said the next step is a field meeting to look at the story poles, then it will go to the

ASCC for review. She said when staff brings it back to the Planning Commission, they will have the initial study prepared with the draft CUP conditions.

Commissioner McKitterick said he's been on the Planning Commission for more than 10 years and this is the most important item to ever come before this body, more important than the Town Center, the expansion of the Sequoias, the expansion of Alpine Hills, and even the artificial turf at the Priory. He said that education is arguably the second most important thing in Town after the natural environment in the General Plan. He said some of the issues will need to be discussed and refined, but said he is supportive of the project because it easily conforms to the rules the Town and because having a non-sectarian preschool in Town is a very critical resource. He said he is glad the parking issue was resolved with the turnaround and is supportive of the placement of the single driveway. He agreed that time was of the essence given the aggressive schedule that has been set for this project.

Commissioner Targ said he looks forward to seeing the next iteration. He agreed it is a very valued asset within the community.

Vice Chair Gilbert said she was generally supportive of the project with a few details to be worked out. She said the issue will be in drafting the CUP that includes enough specifics without being too restrictive. She said she had concerns about characterizing the sound wall as an ornamental garden structure and does not want to set a precedent with residents building tall solid walls along their fence lines. She wondered if a variance might be more appropriate. Commissioner Targ agreed that a variance would be a way to move forward without setting precedent and he didn't see any issue with the findings that would need to be made. Commissioner McKitterick was also supportive of a variance in order to build the sound wall.

Commissioner Von Feldt said she had no concerns regarding the General Plan and Zoning Ordinance amendment. She also supported the variance idea for the sound wall. She said the Conditional Use Permit would be the most challenging. She said she needs more information regarding usage, such as the number of people including the afternoons and weekends, so they can get a full picture of the maximum usage. She would like to see percentages of usage by residents of Portola Valley and the sphere of influence, because they want to avoid encouraging more traffic coming into Town. She said she'd like to see an analysis to better understand the maximum and target usage figures. She encouraged them to look at the CUPs for Woodside Priory and Fogarty Winery where there are schedules of events, so they can see the kind of detail the Planning Commission is looking for. Mr. Warr said the usage document in the packet was modeled after the Priory and Fogert and he will work with Planning staff to refine the projected usage data.

Commissioner Targ asked if would make sense to develop an ad hoc committee to work with staff to move things along on the CUP. Chair Hasko asked Commissioner Targ if there was a specific concern he wanted the ad hoc committee to focus on. Commissioner Targ said he was concerned with the issues around intensity, usage, and traffic.

Councilmember Wengert said it would be unusual for the Planning Commission to be part of the process to draft the CUP conditions. She said it is probably adequate for staff to move forward because there does not seem to be a lot of conflict relative to what they are focused on and the Planning Commission's role would be to review it. Commissioner Targ said he understood the unusual nature of it and if the consensus is that it can be worked out at staff level, he is fine with that.

Chair Hasko said this project is a clear benefit to the community, to the children, to the network of relationships it has built, and it will renovate a neglected property. She said she understands the difficulty in predicting the potential expanded usage of a facility that is moving to a larger space. She said the task is to figure out the potential uses and what they can actually put parameters around. She

would be supportive of setting up a regular review process for the first few years. She said her priorities were to avoid iterating the CUP as much as possible. She said the Commission is trying to balance issues such as traffic use and the impact on neighbors and working with neighbors to make sure their quality of life is not adversely impacted. She said it was important the applicant continue working with the neighbors who expressed concern regarding visibility. She was also supportive of using a variance to avoid the ornamental garden structure designation. She said the Planning Commission can work closely with staff to try to get the CUP drafted in a way that meets the standards as it's been done in the past.

Planning Director Pedro asked the Commission to comment on the issue of affordable housing for this project.

Vice Chair Gilbert said was important to her that the option for an affordable housing unit on the property not be precluded. Mr. Warr said that while currently this applicant is not interested in that, there was still 5,000 square feet of available floor area that could be developed in the future.

Commissioner Targ asked how this property was treated in the Housing Element. Planning Director Pedro said it was not called out as an opportunity site or identified in any way as an affordable housing area. Commissioner Targ said he does not see the affordable housing option as an issue before the Planning Commission and it is not in the application. He would not support creating a condition of approval since there is no nexus to affordable housing through this project.

Vice Chair Gilbert said there is a link to the Housing Element having to do with using commercial facilities for employee housing, but not specifically to this property. Ms. Pedro said the Town has always encourages employee or affiliated housing on properties. She said her question was meant to help clarify the issue for the applicant and staff since it was brought up in one of the public comments.

Commissioner Von Feldt said the Town is always looking for opportunities to increase the diversity and affordability of the housing mix. She said the Town has also realized that a concentration of affordable housing has not been very palatable to the community.

Commissioner Targ said his concern was they might be creating an inconsistency with the Housing Element if it had in fact been identified in some way. Vice Chair Gilbert said that since it is a commercial property with a brand new use, the possibility of adding an affordable housing unit could be considered; however, she is not suggesting that is necessary at this point. She said her main concern was that affordable housing on the site wasn't precluded.

Commissioner McKitterick said the applicant is interested in expediting the process and an affordable housing unit is not part of the application. He agreed with Vice Chair Gilbert that he did not want the option precluded, but does not want to be involved in trying to add something about it into the CUP.

Commissioner Targ said he did not think affordable housing needed to be addressed at this point with this application, but wanted to express his appreciation of staff for raising an issue that is important for the Town.

Chair Hasko said the Commission is acutely aware of the affordable housing issue. She said as long as the option is not precluded and there is some flexibility going forward, there is no rationale for adding it as a requirement in the CUP. Mr. Warr said he would request that affordable housing is not mentioned in any of the conditions because it will create a significant CEQA problem.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

Site Development Conditions of Approval

Conditional Use Permit File #32-2015

Windmill School and Family Education Center

900 Portola Road

July 11, 2016

1. This Site Development Permit shall automatically expire two years from the date of issuance by the City Council, if within such time period, a Building Permit has not been obtained or the use has not commenced.
2. On-site lighting is approved as shown on the approved plans. Any additional on-site exterior lighting shall be subject to review and approval by the ASCC. All new on-site, exterior lighting shall conform to the Town's Outdoor Lighting Policy.
3. All building colors and materials are to be those specified on the Site Development Approved Plan Set and color board.
4. Windmill School shall install and maintain a four foot wide asphalt trail along the entire frontage of the property with landscaping separating the road and pathway subject to approval by the Public Works Director. The trail and landscaping shall be installed prior to final inspection.
5. The turn-around spaces at the north end of the parking lot shall be striped as turn-around only, no parking.
6. In keeping with the rural character of the Town, any traffic control improvements proposed in the Town's right of way will be limited to those that are mandatory and subject to approval by the Town, its Traffic Committee and ASCC.
7. All utilities shall be underground.
8. The project shall be connected to the sanitary sewer system and shall be annexed into the West Bay Sanitary Sewer District prior to building permit final inspection. Any existing septic system shall be abandon in accordance with the San Mateo County Environmental Health Department regulations.
9. The existing well shall be abandon subject to the approval by the San Mateo County Environmental Health Department.
10. The Site Development Plan shall be revised to move the proposed driveway gates that cross the main entry driveway to be setback a minimum of 20 feet from the traveled way of Portola Road. Further, the gates shall be for security purposes only and shall be of a minimal design consistent with that purpose.
11. All non-native plants must be removed from the site prior to final inspection.
12. The design of the individual play yards shall be reviewed and approved by the ASCC if impervious hardscape materials are to be used in the design.

Windmill School
Site Development Conditions
July 11, 2016

13. An 8 foot tall sound wall shall be constructed adjacent to 303 Wyndham Drive to mitigate sound for the adjacent residential neighbors. The quiet zone garden shall be the area that is within 25 feet from the property line of 303 Wyndham Drive. The sound wall shall be constructed prior to final building permit inspection.
14. Buildings shall be designed to minimize sound and light intrusion toward neighbors.
15. The applicant shall comply with the conditions set forth in the letter from the Town Geologist dated June 28, 2016. Specifically, beneath all hardscape and structures, only non-expansive import or non-expansive site earth materials may be utilized for the construction of engineered fill. Site expansive earth materials are not approved for placement beneath pavement areas or site structures.
16. The applicant shall comply with the conditions set forth in the letter from the Fire Marshal dated April 21, 2016.
17. The applicant shall comply with the conditions set forth in the memo from the Public Works Director dated March 29, 2016.
18. A detailed construction staging and tree protection plan shall be submitted to the satisfaction of planning staff prior to building permit issuance.
19. A hydrology study shall be prepared by a registered civil engineer prior to submission for building permit. An onsite detention system shall be designed based on the total impervious surface and roofed areas. The grading and drainage plan shall show how to reduce the increased peak runoff of the project site. The drainage system shall be in place prior to final building permit inspection.
20. Stormwater C.3. requirements shall be met to comply with the requirements in the San Francisco Bay Region Municipal Regional Stormwater Permit (MRP) and as described on the San Mateo County website.

Won and Jin Oh
303 Wyndham Dr,
Portola Valley, CA
ywsesame@gmail.com

July 11, 2016

Dear Members of Portola Valley Town Council and Planning Commission,

There is one suggestion regarding the operation hours in conditional use permit. Since the outdoor events have more impacts to neighbors, it would be more appropriate to clearly specify outdoor operation hour and outdoor event in addition to general operation hour and event rules. Here's the suggestion on the addition of the Outdoor Hours of Operation/Event section for in the Conditional Use Permit.

Outdoor Hours of Operation

Weekdays 8:45 AM – 7:15PM

Saturday 8:45 AM – 1:30 PM: Only in Family Terrace, Redwood Groove and Courtyard

Sunday Not Allowed

Outdoor Events – All the outdoor event should comply outdoor operation time specified above

- a. Under 75 persons – Twelve (12) times a year
- b. 76 – 200 persons - Three (3) times a year, only for the preschool affiliated event, not community event.

Cynthia Richardson

From: Gaja Frampton <gajawo@yahoo.com>
Sent: Thursday, May 05, 2016 1:22 PM
To: Cynthia Richardson
Subject: In Support of Windmill

Greetings Town of Portola Valley,

I wanted to speak last night, but my 3 year old was too impatient, so I hope you will listen to my comments now. I have 2 boys who have gone through Windmill and are now in 2nd and 4th grade and my 3 year old is currently attends and will be part of the inaugural pre-K class at the new location. I am full of gratitude that my children have been lucky enough to attend Windmill. What a gift it is. It's hard to explain, but Windmill has a soul that ripples through in the light smile of the children who go there. And that is what I felt last night-- a pulse of sweetness and kindness. But with that was a mix of concern and urgency.

As I looked around last night I saw the faces of children who were excited to be there, but couldn't quite grasp what was at stake. I saw Grandparents and Grandchildren who were trying to preserve the source of many happy shared memories. I saw a lot of parents like me, who are united in their belief in play-based early childhood education, but more importantly, whose lives have all been made better through their connection with this little sweet school and community. I saw the faces of the tireless volunteers who have been championing this project-- their blood, sweat and tears resting in the plans you had before you last night. In that catalogue of ideas is a magic that is Windmill, and it is the kind of connection that creates and sustains community.

Portola Valley is so fortunate to be the home of such an exemplary play-based education pioneer. The children are playing, but they are also learning, and watching the teachers in action one can see how delicate and refined their techniques and approaches are. Countless studies have proven that play is deeply under appreciated and critical for a healthy childhood, and it is extremely effective in education. As my children get older, I am seeing a startling trend in the schools and parenting where this concept of play is challenged. Portola Valley already has a solid platform for starting education in a priceless form, for wrapped up in this center of thoughtful education is a magical community of history, friendships and joy. No one can re-create what Windmill is. It is an idea, a belief and a connection all in one, and it is irreplaceable in its value to Portola Valley. It is the past-- our town's rich history cobbled together in generations of attendees. It is our present-- the parents and children who benefit daily, their own happiness spreading through the smiles they give their friends and neighbors. And, it is our future-- the gift of this magical place/idea/connection to the children and families that have yet to come. Please please please help Windmill cement it's place in a permanent location. The clock is ticking, and no one wants Windmill to run out of time, so please act in support of this magical community treasure and show appreciation to both the past and the future of Portola Valley.

Thank you,
Gaja Frampton
184 Vista Verde

updated 5/4/16

Members of the Portola Valley Town Council, Planning Commission, Planning Dept., and ASCC:

We, the undersigned, are writing to express our support for the Windmill School construction and development project which has been proposed for 900 Portola Road, the former site of *Al's Nursery*.

We are writing in advance of your hearings on the Windmill development because we know that within our community the support of nearby neighbors is necessary in the review, and critical for the approval, of any substantial building project. This is as it should be. But we are well aware that this essential step -- determining the level of support for or objection to a project among those destined to be most directly impacted by it -- can be cumbersome and time-consuming. By this letter, we hope to expedite the process.

Those of us who live or own property in the immediate neighborhood of the proposed site are very familiar with the Windmill plan. Representatives of the School have been remarkably conscientious in reaching out to us over the past five years. Even before entering into the initial purchase contract, the School, in conjunction with the Nursery owners, organized gatherings with their prospective neighbors and other local stake-holders to share their overall vision and preliminary designs. A conversation between the School, its architect and these neighbors advanced over successive meetings; as questions were raised, as ideas were exchanged and as plans were (responsively) developed in greater detail.

We cite this history to emphasize that the proposal submitted to you at this time is not simply a declaration of intent by Windmill and its architect, but is in fact the considered product of a long process of give-and-take: sustained over several years, and extending right through meetings recently convened to explain late refinements in the design, and to seek the input of residents new to the project and to the neighborhood.

Of course, there is never perfect agreement on every detail of a complex plan; we anticipate incisive review, and some debate, on the details of this one. Following this thought, we feel it important to express a few points of general consensus (arising from our own examination and discussion) on various aspects of the Windmill Plan.

(1) Traffic and access: We have carefully considered the matter of traffic, with regard to noise levels and density as well as various safety issues. We believe that our concerns have been heard, understood and addressed in the design process. Specifically:

-- The traffic study commissioned by the School indicates that given the overall hours of operation, staggered schedule of classes and events and limitations on off-hour and weekend use of the facilities, there will be minimal impact on the general level of density and noise of traffic, day to day.

-- A longtime concern of neighborhood residents has been the dangerous speed of traffic through the Portola Road curve, extending from the Village Square north through the intersection with Wyndham Drive. The Hexagon traffic study suggests that the siting of the school on that curve should in and of itself work to slow through-traffic. This is a point we would like to pursue further with the Town—to see formal declaration of a school zone subsuming the curve, with appropriate signage and perhaps additional speed-reduction ideas brought to bear. We want to encourage foot-traffic at this end of town, with non-imperiling course-ways to the Village Square and on to the Town Center: improved safety at that curve will serve not only the School in this regard, but neighborhood residents and visiting churchgoers as well.

-- The design's proposed driveway location (southwest corner, at Portola Road), in combination with the notion of single-inlet parking strikes us as the most rational solution to preschool drop-off logistics, and would not only maximize the parking accommodation for teachers and parents, but also minimize hazards of traffic entry and exit at the curve.

(2) Building design and location: We are encouraged by the determination of the architect, Carter Warr, and School planners to adhere to a minimal-impact aesthetic. Over-the-fence neighbors on Wyndham Drive have voiced -- and will continue to voice -- their views on optimal structure placement, setbacks, landscaping, etc. as part of the process over which you will preside. What we want to underscore is that for some time now the School has proven itself willing to reach out to and work with its closest residential neighbors on these matters. For the present, we affirm strong support in general for the site plan and building design as it stands; and based on past experience we are confident that design concerns that may arise over any particular detail can and will be satisfactorily addressed within this design framework.

(3) Landscaping and fencing: This, we recognize, is a matter for considerable review and discussion, especially where School design impacts the character of the Portola Road corridor. In anticipation of further discussion, we feel it important to 'weigh in' on certain particulars.

– We strongly support the plans for additional trees and solid fencing on the eastern and southern perimeter of the 900 property: to remedy the clear-cutting of trees (some of them, very large) by the interim property owners and to provide relief from the over-towering and drear backside of the Village Square.

– We support development of a substantial (light-fence and foliage) screen, consistent with the long-standing historic hedge, to separate Portola Road from the proposed parking and drop-off area at the west end of the site. This area will front the main entry to the School. There are important aesthetic and safety considerations at play here: including issues of visual and road-detritus screening, child security, property security and traffic noise abatement. A substantial screen, rather than a token demarcator, should be permitted. Naturally, the screen should be staged in such a way that the vision of drivers entering and exiting the parking area is not obstructed.

Portola Road, in this reach, is an intensely (and far too speedily) traveled thoroughway: it is *not* a quiet bucolic lane, as those who live nearby can attest. The 900 property sits at mid-curve. The road cants across the front of the School site very like the banked curve of a racetrack, its outer shoulder at the apex nearly 11 feet higher in elevation than the threshold grade of the proposed entry hall. The owner of the property next door has reported window breakage from rocks kicked up off the road and into his building. The suggested screening is consistent with the historic appearance of the property. We are given to understand that as an amendment, the School is considering rehabilitation of the Old Water Wheel, a sentimentally favored landmark that once graced the entryway into the Nursery. Screening need not be monolithic.

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For these reasons, and in accord with the expressed concerns of the School with regard to site security, we support design elements that would allow the school the greatest possible degree of site control. This includes solid fencing and screening on the southern and eastern boundaries of the site, abutting Village Square property, as well as some (minimum visual impact) locking gate to control access to the parking-drop-off area at Portola Road. In this way, use of the facilities can be reliably controlled and attuned (where exceptional access might be granted) to explicit understanding and co-operation between the School and the surrounding community.

We believe the proposed development by Windmill School to be an appropriate and laudable use of the former Al's Nursery site. It would constitute a fine addition to the community as a whole; and it would be an historic enhancement to this end of town, providing a multivariate, tasteful and lively transition between the Village Square commercial zone and the residential and agricultural areas to the north.

The Windmill project has been years in development and now, as we all realize, is under extreme pressure of time having already weathered delays due to a variety of issues— contractual, environmental, even political. It is our understanding that of these issues all save one have been resolved, and the last is in the final stages of resolution. Near-neighbors who have been resident over this entire period have been overwhelmingly supportive of Windmill since the project was first proposed. We now would urge that the Town, as represented by your offices, look favorably upon the project, as we do, and proceed to approval as expeditiously as requisite diligence and protocol will afford.

For our part, we stand ready to participate in the review process, to encourage the work of the Town in these matters and to lend assistance in any way your offices deem appropriate.

Thank you, all.

Mike & Yvonne Deggelman	100 Wyndham Dr.
Bud & Lynn Eisberg	233 Wyndham Dr.
Louis & Carol Ebner	255 Wyndham Dr.
John & Vivian Pene	239 Wyndham Dr.
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Craig & Camilla Eckstein	206 Wyndham Dr.
Dr. Leticia Plasencia	203 Wyndham Dr.
Mark Bronder	218 Wyndham Dr.
Kathie Terhune & Earl Ratcliff	10 Wyndham Dr.
David Conlan	319 Wyndham Dr.
Carrie and Craig Davis	311 Wyndham Dr.
Bruce Claitor	2 Wyndham Dr.
Cindy Payne	311 Wyndham Dr. owner

ms 5/4/16

May 4, 2016

Town of Portola Valley
c/o Cynthia Richardson

Dear Cynthia:

I am writing in support of Windmill School's application to locate its new facility at 900 Portola Road. My family resides in Portola Valley and represents the past, present and future of Windmill School. Our daughter Sadie graduated from Windmill in 2014, our son Chase will graduate this Spring, and our daughter Tabitha will be a member of the first 2s/3s class at the new site in 2017. Windmill School has been an amazing place for our kids to grow and learn.

As you know, Windmill is a critical and historic institution that has served the families of our community for over 60 years. When we first placed our daughter at Windmill, we were living in Menlo Park. We soon realized what a special place Windmill was, both for our daughter, and for us as parents and we decided we needed to fully be a part of this amazing community. So we moved into Portola Valley in 2013.

We love Windmill's approach to early education, with its focus on play-based exploration. The small classes allowed our children to find their niche, build on their strengths and develop leadership skills. Teachers meet children where they are, encouraging them to try new things, learn how to advocate for themselves, and navigate the complicated world of relationships and feelings.

Parents are also deeply engaged in their child's experience at Windmill. My husband and I have both volunteered extensively at Windmill as board member, webmaster, IT support, handyman, field trip driver, event planner and donor to name a few.

I cannot imagine our community without Windmill School. Please support the construction plans for the Windmill School and Family Education Center. I cannot imagine a better use for this property for ALL the children and families of Portola Valley.

Respectfully,
Hilary Harmssen
5500 Alpine Road, Portola Valley
Member, Windmill Capital Campaign Advisory Committee

Cynthia Richardson

From: Debbie Pedro
Sent: Wednesday, May 04, 2016 4:21 PM
To: Judith.Hasko@lw.com; Denise Gilbert; McKitterick, Nate; Nicholas.Targ@hklaw.com; alex_vonfeldt@yahoo.com
Cc: Cynthia Richardson
Subject: FW: Windmill School Zoning Change

Good afternoon,

Please find below an email from resident Virginia Bacon regarding the Windmill School application.

A hard copy will be provided to you at tonight's meeting.

Debbie

Debbie Pedro, AICP
Planning Director
Town of Portola Valley
Phone: (650) 851-1700 xt. 218
[Planning & Building](#) | [Municipal Code](#)

Town Hall Hours: 8am-12pm, 1pm-5pm
Permit Center Hours: 8am-12pm, 1pm-3pm

From: Virginia Bacon [<mailto:vcbacon@yahoo.com>]
Sent: Wednesday, May 04, 2016 3:57 PM
To: Debbie Pedro <DPedro@portolavalley.net>
Cc: Jeremy Dennis <jdennis@portolavalley.net>
Subject: Windmill School Zoning Change

Debbie, I support changing the zoning for Windmill School but feel in doing so some elements should be added:

1. An affordable housing unit should be part of the project and incorporated into the zoning change.
2. Use of the facility should specify how it could be used in an emergency, such as an earthquake or fire.
3. The facility zoning change should permit outside groups use of the facility on weekends.

Virginia Bacon

Cynthia Richardson

From: Debbie Pedro
Sent: Monday, May 02, 2016 11:20 AM
To: Cynthia Richardson
Subject: Fwd: About 900 Portola Rd, preschool planning
Attachments: plan2.pdf; ATT00001.htm; plan_diagram.pdf; ATT00002.htm

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my iPhone

Begin forwarded message:

From: "Jin Won" <ywsesame@gmail.com>
To: "Debbie Pedro" <DPedro@portolavalley.net>
Subject: About 900 Portola Rd, preschool planning

Hi

We are residents on 303 Wyndham Dr, Portola Valley, which is next to the Windmill preschool planning site (900 Portola Rd). We've missed the architectural hearing on April, since there was some mistake by postman in delivery of the hearing notification. Anyway, we have some concern on the Windmill's planning, especially after seeing the planning flags on the site.

The new building on the plan is actually quite taller than the existing building and it can significantly block the sunlight and the views.

One of the major concern is exposure of the master bedroom to the new building. Our master bedroom has big windows opens to the backyard, and any windows on the new building can have direct view of our master bedroom. Here I attached the Windmill's planning overlap with the location of my master bedroom. And also attach a diagram that explain the situation. We'd like to find a solution to keep the privacy other than increasing the height of the fence, which will further limit the sunlight.

Since the new buildings that affects us are mostly on the current residential area, we like to reduce the height and size of the building similar to other residential building, even though it would be converted to the C-C zone for the permit of the preschool. We'll also contact the architect to raise our concern, however pls consider our concern about the height of the building on procedure of permit and planning.

Thanks.

-Jin and Won

Cynthia Richardson

From: CROWN, TAMMY <tlcrown@crowncrown-chicago.com>
Sent: Saturday, April 30, 2016 11:16 AM
To: Cynthia Richardson
Subject: Windmill School

Tammy and Bill Crown
100 La Sandra Way
Portola Valley, CA 94028

Town of Portola Valley
c/o Cynthia Richardson

Dear Cynthia and PV Town Leadership:

We are writing in support of Windmill School's application to operate at its new site, 900 Portola Road. Our daughter, Kendall, attended Windmill which provided a nurturing, play based experience during her most formative years. The teachers were excellent and having a community based school was very important to us to give her a strong foundation of friendships before entering Ormondale. Matter of fact, we pulled her from Bing Nursery School to go to Windmill for these very reasons.

On this basis alone, we strongly advocate for the timely approval of Windmill's application. It is critical that Windmill stays in operation when it is forced to leave Alpine Hills in August 2017 or the school is at risk for closure after 60 years of serving the needs of our youngest. The new location will continue Windmill's tradition of providing a strong play based curriculum in an outdoor learning environment as well as allow it to expand its critical PreK program, programs which are exceedingly difficult to find.

We are ardent supporters of the Portola Valley community at large and strongly believe that having a best-in-class, non-church affiliated preschool in our community is a key asset for our town. Much like the town center rebuild years before, a strong, well supported local preschool enhances the appeal of our community, builds property values and creates a foundation for new families entering the school system. We strongly urge you to approve Windmill's application for operation on May 4th.

Sincerely,
Tammy and Bill Crown

100 La Sandra Way
Portola Valley, CA 94028

Cynthia Richardson

From: Gary Nielsen <gnielsen@pacbell.net>
Sent: Thursday, April 21, 2016 4:14 PM
To: Cynthia Richardson
Subject: Windmill School Application

Members of the Portola Valley Planning Commission,

Liz and I both support the Windmill School project at 900 Portola Road.

Windmill School has been a valuable asset for our families and our entire community for decades for the many reasons that you already know or that others have conveyed to you. Now there is a need for a permanent home, and this site appears to be ideal for that purpose.

We would like to comment on aspects of the project itself. Because of the parcel's history of use and the existing adjacent uses along Portola Road, the Zoning Amendment proposed by Windmill is appropriate and we urge its approval.

We have looked at early drawings and vision for the proposed project, massing, height, uses of open spaces, number of children enrolled, parking, and circulation and find that the uses are appropriate for that area of Town and for the Town in general. In addition, Windmill's traffic consultant, Hexagon Transportation Consultants, Inc., has found that even with the additional trips generated to and from the school, Portola Road would remain substantially below capacity. Their suggestions for speed limit signs closer to the parcel and pavement markings are likely to help egress from Wyndham Drive as well. We urge the Planning Commission to look favorably on the Condition Use Permit.

Thank you.

Gary Nielsen - Member Windmill Advisory Council
Liz Nielsen - former teacher
148 Pinon Drive
Portola Valley, CA

Members of the Portola Valley Town Council, Planning Commission, Planning Dept., and ASCC:

We, the undersigned, are writing to express our support for the Windmill School construction and development project which has been proposed for 900 Portola Road, the former site of *Al's Nursery*.

We are writing in advance of your hearings on the Windmill development because we know that within our community the support of nearby neighbors is necessary in the review, and critical for the approval, of any substantial building project. This is as it should be. But we are well aware that this essential step -- determining the level of support for or objection to a project among those destined to be most directly impacted by it -- can be cumbersome and time-consuming. By this letter, we hope to expedite the process.

Those of us who live or own property in the immediate neighborhood of the proposed site are very familiar with the Windmill plan. Representatives of the School have been remarkably conscientious in reaching out to us over the past five years. Even before entering into the initial purchase contract, the School, in conjunction with the Nursery owners, organized gatherings with their prospective neighbors and other local stake-holders to share their overall vision and preliminary designs. A conversation between the School, its architect and these neighbors advanced over successive meetings; as questions were raised, as ideas were exchanged and as plans were (responsively) developed in greater detail.

We cite this history to emphasize that the proposal submitted to you at this time is not simply a declaration of intent by Windmill and its architect, but is in fact the considered product of a long process of give-and-take: sustained over several years, and extending right through meetings recently convened to explain late refinements in the design, and to seek the input of residents new to the project and to the neighborhood.

Of course, there is never perfect agreement on every detail of a complex plan; we anticipate incisive review, and some debate, on the details of this one. Following this thought, we feel it important to express a few points of general consensus (arising from our own examination and discussion) on various aspects of the Windmill Plan.

(1) Traffic and access: We have carefully considered the matter of traffic, with regard to noise levels and density as well as various safety issues. We believe that our concerns have been heard, understood and addressed in the design process. Specifically:

-- The traffic study commissioned by the School indicates that given the overall hours of operation, staggered schedule of classes and events and limitations on off-hour and weekend use of the facilities, there will be minimal impact on the general level of density and noise of traffic, day to day.

-- A longtime concern of neighborhood residents has been the dangerous speed of traffic through the Portola Road curve, extending from the Village Square north through the intersection with Wyndham Drive. The Hexagon traffic study suggests that the siting of the school on that curve should in and of itself work to slow through-traffic. This is a point we would like to pursue further with the Town—to see formal declaration of a school zone subsuming the curve, with appropriate signage and perhaps additional speed-reduction ideas brought to bear. We want to encourage foot-traffic at this end of town, with non-imperiling course-ways to the Village Square and on to the Town Center: improved safety at that curve will serve not only the School in this regard, but neighborhood residents and visiting churchgoers as well.

-- The design's proposed driveway location (southwest corner, at Portola Road), in combination with the notion of single-inlet parking strikes us as the most rational solution to preschool drop-off logistics, and would not only maximize the parking accommodation for teachers and parents, but also minimize hazards of traffic entry and exit at the curve.

(2) Building design and location: We are encouraged by the determination of the architect, Carter Warr, and School planners to adhere to a minimal-impact aesthetic. Over-the-fence neighbors on Wyndham Drive have voiced -- and will continue to voice -- their views on optimal structure placement, setbacks, landscaping, etc. as part of the process over which you will preside. What we want to underscore is that for some time now the School has proven itself willing to reach out to and work with its closest residential neighbors on these matters. For the present, we affirm strong support in general for the site plan and building design as it stands; and based on past experience we are confident that design concerns that may arise over any particular detail can and will be satisfactorily addressed within this design framework.

(3) Landscaping and fencing: This, we recognize, is a matter for considerable review and discussion, especially where School design impacts the character of the Portola Road corridor. In anticipation of further discussion, we feel it important to 'weigh in' on certain particulars.

– We strongly support the plans for additional trees and solid fencing on the eastern and southern perimeter of the 900 property: to remedy the clear-cutting of trees (some of them, very large) by the interim property owners and to provide relief from the over-towering and drear backside of the Village Square.

– We support development of a substantial (light-fence and foliage) screen, consistent with the long-standing historic hedge, to separate Portola Road from the proposed parking and drop-off area at the west end of the site. This area will front the main entry to the School. There are important aesthetic and safety considerations at play here: including issues of visual and road-detritus screening, child security, property security and traffic noise abatement. A substantial screen, rather than a token demarcator, should be permitted. Naturally, the screen should be staged in such a way that the vision of drivers entering and exiting the parking area is not obstructed.

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For these reasons, and in accord with the expressed concerns of the School with regard to site security, we support design elements that would allow the school the greatest possible degree of site control. This includes solid fencing and screening on the southern and eastern boundaries of the site, abutting Village Square property, as well as some (minimum visual impact) locking gate to control access to the parking-drop-off area at Portola Road. In this way, use of the facilities can be reliably controlled and attuned (where exceptional access might be granted) to explicit understanding and co-operation between the School and the surrounding community.

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The Windmill project has been years in development and now, as we all realize, is under extreme pressure of time having already weathered delays due to a variety of issues— contractual, environmental, even political. It is our understanding that of these issues all save one have been resolved, and the last is in the final stages of resolution. Near-neighbors who have been resident over this entire period have been overwhelmingly supportive of Windmill since the project was first proposed. We now would urge that the Town, as represented by your offices, look favorably upon the project, as we do, and proceed to approval as expeditiously as requisite diligence and protocol will afford.

For our part, we stand ready to participate in the review process, to encourage the work of the Town in these matters and to lend assistance in any way your offices deem appropriate.

Thank you, all.

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Dr. Leticia Plasencia	203 Wyndham Dr.
Mark Bronder	218 Wyndham Dr.
Kathie Terhune & Earl Ratcliff	10 Wyndham Dr.

Cynthia Richardson

From: Renata Dionello <renata.dionello@gmail.com>
Sent: Thursday, April 21, 2016 11:30 AM
To: Cynthia Richardson
Cc: Lyndsay Lyle
Subject: Letter in support of Windmill School

Dear Cynthia,

I am the co-president of the board of Windmill school and also the mother of 4 children who are former, current and future Windmill students. I am writing to express my support for the project to build a new home for the Windmill School at 900 Portola Road.

As you probably know, Windmill plays a very unique role in our community. Many residents move to this community without many connections to the area. For many, Windmill is their first experience of our connected and warm Portola Valley community. Their experience with Windmill fosters the creation of deep and lasting friendships, which then translate into a desire to give back to our community and to remain in this area.

That was certainly the case for our family. We moved here from Palo Alto and we didn't have any friends in this area. Our children remained at preschool in Palo Alto and we struggled to make friends in PV. We continued socializing outside the area. Finally, a Windmill parent we met at Alpine Hills recommended Windmill. Once our kids enrolled in Windmill, our experience with PV changed. Our kids suddenly had local playdates. We started to meet other residents and forming friendships. We finally "got" why PV is a special place to live.

Today we would not consider moving away from Portola Valley and we do everything we can to support the community. We are deeply involved with the local schools and we are committed members of our community. I don't believe this would have happened - at least not to the same extent - without Windmill.

Please help preserve this important community institution. The Windmill community has gone to tremendous lengths over the course of 10 years to identify options to keep the school alive outside of its current location. After years of research and hard work, this is our only option to keep the doors of the school open. Please help us save Windmill.

All the best
Renata Dionello

Cynthia Richardson

From: Virginia pistilli <gingerpistilli@me.com>
Sent: Thursday, April 21, 2016 10:57 AM
To: Cynthia Richardson
Subject: Windmill

Cynthia- My family and I are overjoyed that Windmill may have the chance to flourish in a new space in town. My kids, Gigi and Lola (both 12), had such an amazing entrance into our community via Windmill, and have treasured those connections ever since at Ormondale and now Corte Madera. The tradition of explorative play opened a gateway of creative thinking and problem solving that continues to serve them well in middle school. What an exciting chance this town has to not only serve more kids, and for more hours of school, but to give back to the community with a spot for families to gather. These plans are very well thought out and carefully incubated with respect to impact on residents as well as the environment. Keeping a full-service preschool in town enhances the desirability on Portola Valley as a neighborhood and as a school district. It's a coup for everyone.

Ginger and Dale Pistilli

Cynthia Richardson

From: Jami Worthington <jamiworthington@gmail.com>
Sent: Thursday, April 21, 2016 10:55 AM
To: Cynthia Richardson
Subject: Windmill School

Dear Cynthia,

I am writing to express my support for Windmill School's application to operate at its new site, 900 Portola Road.

I consider it critical that Windmill has a secure future after it is forced to leave its current location when its lease at Alpine Expires. It is important that children in town have access to affordable, high quality preschool education that bears no religious affiliation. Also, because the majority of students go on to the Portola Valley schools, Windmill fosters a sense of community early in our children's lives, creating life long bonds and friendships that are vital to the feeling of community that is so strong in our small town.

It has certainly been vital to fostering my personal sense of community in Portola Valley. My husband and I have been residents of Portola Valley since 1997, well before we had children. When I had my first son in 2005, I found it almost impossible to meet other local parents. With busy schedules and lack of locally supported groups and events, I became convinced that there were no other families with children the same ages as mine within the town limits. I became so disheartened and frustrated, my husband and I discussed relocating to a town that had a better feeling of community.

I'm so glad that we didn't, because when he was 3 years old, my son enrolled in Windmill. For the first time in my years in Portola Valley, I felt a connection to this community. That connection has grown immeasurably as both of my children attended Windmill and our family forged strong friendships with many other Windmill families. It causes me great sadness to think that other children in Portola Valley and surrounding communities will miss out on the wonderful experiences and education my children received from Windmill, and that other families may miss out on the community connectedness that came from being part of the Windmill family.

Now, with the new site and plans for a new facility, Windmill has the opportunity to have an even greater positive impact on our community. With a campus that can accommodate more students, as well as community gathering spaces, it will foster even deeper bonds among this wonderful community.

For these reasons, I strongly urge the town to approve Windmill's application to operate at 900 Portola Road.

Respectfully,
Jami Worthington
200 Willowbrook Drive

Cynthia Richardson

From: Jodi Cocconi <jodi@windmillschool.com>
Sent: Thursday, April 21, 2016 10:54 AM
To: Cynthia Richardson
Subject: Letter to Town Council on Behalf of Windmill School

To Town of Portola Valley
c/o: Cynthia Richardson

From: Jodi Cocconi
Director of Windmill School

Dear Town Council Members and Planning Commission,

It has been my honor and privilege for the last 19 years to be a teacher and now director at Windmill School. Even though my personal address is not in Portola Valley, I have come to consider this my adopted town. I shop at your markets, patronize your restaurants and enjoy the beauty of our surroundings on a daily basis. Everywhere I go in Portola Valley, I am greeted by past and present students and parents.

My greatest pride though, is in the critical role that Windmill has played in providing exceptional early childhood education for the children of Portola Valley and the surrounding areas. Our play based curriculum supports active learning to develop the whole child. This creates a foundation that not only influences their educational path, but builds each child's ability to express themselves, their ideas and their feelings. Children leave Windmill with the tools to be to resolve conflict and have an understanding of what it means to be a part of a community outside of their family. Many of our graduates will return to Portola Valley to raise their own children, some already have! They are the ones who will be the future leaders and community members entrusted to preserve and honor this beloved Town.

The Windmill Family Education Center would enable us to meet the demands of our growing community in educating it's youngest members. It would provide a place for parent education and the ability for young families to connect and build lifelong friendships.

Please help to make sure that Windmill continues to be in the Portola Valley community for a long time to come!

Sincerely,

Jodi Cocconi
Director

Jodi Cocconi
Director
Windmill School

"Play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child's soul." ~Friedrich Froebel

Cynthia Richardson

From: Fred Ebert <fredebert@gmail.com>
Sent: Thursday, April 21, 2016 10:50 AM
To: Cynthia Richardson
Subject: Support for Windmill School

Cynthia Richardson

Fred and Leslie Ebert are in 100% support of building Windmill School on the former site of Al's Nursery. We have been residents of Portola Valley for over 20 years and all 4 of our children received fantastic preschool experiences at Windmill.

We feel it is important to keep this school in Portola Valley and a continued part of our community. Please expedite this approval process and get this school finished before they have to leave the Alpine Hills location.

Sincerely,

Fred and Leslie Ebert

15 Cherokee Ct.

Portola Valley CA 94028

Cynthia Richardson

From: Elizabeth De Oliveira <elizabeth.deo@me.com>
Sent: Thursday, April 21, 2016 10:47 AM
To: Cynthia Richardson
Subject: in support of Windmill School

TO: Town of Portola Valley
c/o Cynthia Richardson

FR: Elizabeth de Oliveira
331 Old Spanish Trail

I am writing in support of Windmill School's application to operate at 900 Portola Road. Both of my children (now 14 and 10) attended Windmill School, to their immediate and lasting benefit.

Windmill is a top-notch early childhood education program, on par with Bing Nursery School's program at Stanford, in my opinion, but with a sense of community that is unmatched anywhere. It's where children and families form bonds that last throughout their Portola Valley educations and beyond. Three of my daughter's very best friends went to Windmill with her. They are going in four different directions for high school, but I know that they will be lifelong friends, in part because of their sense of community that began at Windmill. They know where they come from, because they have spent their early years deeply embedded in this community, which they will always call home.

Portola Valley and PVSD are far stronger for the existence of Windmill and the depth of commitment to the community that Windmill families carry over to the town and school district. The town should be doing absolutely everything it can to ensure not only that this institution can remain in the town but also that it has the opportunity to fully realize its vision for what it can offer the community from a new facility at 900 Portola Rd.

Great preschools can achieve full enrollment wherever they are. But Portola Valley would not be the same without Windmill. Please grant Windmill permission to operate at 900 Portola Rd.

Thank you.

Elizabeth de Oliveira

Cynthia Richardson

From: Kirsten Cahill <kirsten.o.cahill@gmail.com>
Sent: Thursday, April 21, 2016 10:38 AM
To: Cynthia Richardson
Cc: Colin Cahill
Subject: Support for Windmill School

Dear Cynthia-

I'd like to add my voice to the chorus of supporters of Windmill's new home at 900 Portola Road. We live in Ladera and have sent two of our kids to school there with excellent results and have been extremely grateful to be part of the Windmill community. Since we live in Ladera, Windmill has been the bridge for us to find community and friendship in Portola Valley and brought us a greater connection to the neighborhood in which we live. We have one more child that we plan to send to Windmill and sincerely hope that she will be able to experience the amazing education that our older two have had.

Thank you for your consideration!

Warm regards,
Kirsten Cahill
230 W. Floresta Way
Portola Valley, CA 94028

Cynthia Richardson

From: Camilla Lynch <camilla.l.lynch@gmail.com>
Sent: Thursday, April 21, 2016 10:24 AM
To: Cynthia Richardson
Subject: support for Windmill School

Dear Ms. Richardson,

I am writing to voice my support of Windmill School's application to operate at its new site at 900 Portola Road.

We live in Portola Valley at 50 Valencia Court and our daughter, Charlotte, attends Windmill School in the twos-threes program. Windmill has been an incredible place for her to learn and make her first friends and it has been a source of many new friendships for us in this community (we moved into PV proper from Ladera in the fall of 2014). We very much want to ensure that this school can continue to operate and continue to be such a vibrant resource in our community. The new location also will enable the school to offer programs to community members not currently enrolled, increasing the school's impact on the overall community.

Please ensure that Windmill can continue to operate for the future children and community members of PV!

Thank you,
Camilla Lynch

Cynthia Richardson

From: Jane Yates <jane@utrkos.com>
Sent: Thursday, April 21, 2016 10:24 AM
To: Cynthia Richardson
Subject: In support of Windmill School

Dear Cynthia

We are writing you to say that we strongly support the Windmill School in building and opening their new school at 900 Portola Road. As members of the Portola Valley community since 1967 we see many good reasons for this project. Of these we see these three as the top near the top:

- Windmill School has been a major and very important part of our community and especially our children who have gained so much from attending.
- Continuing to provide excellent education is not only our obligation to our children but to all those of this age throughout the country.
- This facility will provide our children a central “Town Hall” that will serve not just Windmill students but all other young members of our community.

We want to say again that we unequivocally support the school and urge you to agree to their request.

Sincerely yours,

Jane and Don Yates
50 Bear Paw
Portola Valley.

Cynthia Richardson

From: Maria Matsumoto <mmxray@aol.com>
Sent: Thursday, April 21, 2016 10:23 AM
To: Cynthia Richardson
Subject: In Support of Windmill School at 900 Portola Rd

To The Portola Valley Town Council

I am writing in support of Windmill School being allowed to relocate to 900 Portola Road. As a former student and parent of a graduate, I have had the first hand experience of many benefits that Windmill has to offer.

My family made many early and lasting friendships by being part of Windmill. The students, siblings, parents, and babysitters all first become connected due to meeting at Windmill. This provides a priceless foundation from which friendships continue to grow, incorporating many new friends from throughout the community as time goes by.

The general sense of community in Portola Valley benefits from this both in the schools and neighborhoods. As the lease at Alpine Hills is being phased out soon, it is of great importance to relocate Windmill to 900 Portola Road, so that the school can continue its wonderful work. This central location in the town is key for convenience for the local kids and families, as well as reinforcing the sense of a community foundation.

Thank you
Maria Matsumoto

Cynthia Richardson

From: Elizabeth Holmes <peckdesign@mac.com>
Sent: Thursday, April 21, 2016 9:12 AM
To: Cynthia Richardson
Subject: Windmill

Follow Up Flag: Follow up
Flag Status: Completed

Dear Cynthia and the town of Portola Valley,

I want to wholeheartedly express my support for the Windmill preschool plans which are currently being considered for the old Al's Nursery location on Portola Road.

The Windmill teachers and directors (we were there for many years) provided an amazing, loving, nurturing, exploratory experience which transitioned perfectly into the Ormondale Elementary school. (All three of my children attended Windmill School, I was on the board for several years and held the presidency position for a year and a half.)

Not only did the experiences at Windmill help to shape my little children's minds and bodies, but the years we spent as a family at Windmill provided, and continue to provide, a 'family' community which is at the center of our lives here in the valley.

The rich history of Windmill parallels the history of our town and has provided early educations for generations of children. We are thrilled that the school has found a new home that will be able to provide a physical and educational home for FUTURE generations of children here in the Portola Valley.

We look foreword to being involved with Windmill for years to come.

Thank you for your time,
Elizabeth Peck Repass Holmes
Gardner and George (10 years old) and Quinn (8 years old) Holmes
214 Grove Drive
Portola Valley, CA 94028
650.380.6680

Cynthia Richardson

From: Ross Edwards Sr <rossedwardssr@aol.com>
Sent: Thursday, April 21, 2016 9:07 AM
To: Cynthia Richardson
Cc: karentate@sbcglobal.net
Subject: Windmill School

We are in support of the Windmill school project on Portola Road. It will be a great addition for the children and the general public.

Thanks, Ross and Gloria Edwards

April 21, 2016

Dear Esteemed Members of the Town of Portola Valley Planning Commission:

I am the new Priory Parents Association Co –President and as such I have an event tonight welcoming our new middle school families into Woodside Priory School otherwise I would be standing before you in support of Windmill School's application to operate at 900 Portola Road, the previous site of Al's Nursery. As I look into the crowd of earnest 6th grade families tonight I am positive over half of those families attended Windmill School, and quite possibly their parents did as well.

I cannot speak for them, but I can speak for our family!

Peter and I have 2 children, Michael and Shannon, we moved to Portola Valley in 1998 when Michael was 9 months old. Peter is on staff at Stanford University and we applied and gained acceptance into Bing Nursery School. Michael started at age 3 and Shannon age 2. Bing was amazing however, half way through the fall semester of Michael's last year in preschool it dawned on me that he was going to enter Kindergarten at Ormondale and we didn't know anyone in Portola Valley! With encouragement and an application given to me by Karen Gregory, whom we met in Kona Hawaii (not in Portola Valley) and who's son John is Michael 's best friend. I rushed to **Windmill** submitted our application and put our fate into their hands. Lo and behold they accepted Michael well into the Fall semester. I can't imagine what our life would have looked like with out Windmill in it.

It was at **Windmill** that the seeds of our family's community were planted, cultivated, and nurtured. Because of **Windmill** Michael and Shannon entered Elementary School with the confidence and support of the **Windmill** community. All their closest friends were **Windmill** contacts, and they still are to this day. My daughter Shannon and Sally Ann Reiss' daughter Kara are best friends. They met on the slide at **Windmill**. Those ties are deep and strong they are what binds a community and builds trust and cohesion for each and every child as they navigate life. The impact of such an institution is huge and affects not only the children but also every family member and extended family in an unbelievable way. I can't imagine our town without it! We all have ties within Portola Valley and the birth of those relationships can be traced back to **Windmill**. Please don't end this important member of our community. Please look with favor on Windmills plans to move to 900 Portola Road and build an even more engaging family oriented place that supports the values of our town. **Windmill** believes in, family, community, with a strong foundation in education, cooperation, and investigation through play!

Thank you for your attention!

Sincerely,

Kathy and Peter Fitzgerald
15 Dos Loma Vista Street

Cynthia Richardson

From: KATHRYN FITZGERALD <kdakafitz@aol.com>
Sent: Thursday, April 21, 2016 8:45 AM
To: Cynthia Richardson
Cc: karentate@sbcglobal.net; mgc@gruter.org
Subject: Windmill School
Attachments: Windmill.docx; ATT00001.htm

April 21, 2016

Dear Esteemed Members of the Town of Portola Valley Planning Commission:

I am the new Priory Parents Association Co –President and as such I have an event tonight welcoming our new middle school families into Woodside Priory School otherwise I would be standing before you in support of Windmill School's application to operate at 900 Portola Road, the previous site of Al's Nursery. As I look into the crowd of earnest 6th grade families tonight I am positive over half of those families attended Windmill School, and quite possibly their parents did as well.

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Thank you for your attention!

Sincerely,

Kathy and Peter Fitzgerald

15 Dos Loma Vista Street

Cynthia Richardson

From: Mieke Bloomfield Barrows <mieke.bloomfield@gmail.com>
Sent: Thursday, April 21, 2016 8:44 AM
To: Cynthia Richardson
Subject: In support of Windmill's new location

Dear Cynthia,

Our names are Andrew and Mieke Barrows and we are writing in support of Windmill School's application to operate at its new site, 900 Portola Road. We are the parents of a former Windmill student, Jasper, who is now a Kindergartener at Ormondale and of a current Windmill student, Connor, who started in the 2/3s program this year. We feel so lucky to have Windmill as a resource in Portola Valley and want to ensure its future success.

Windmill has been a place of growth and learning for both of our boys. And we want to make sure that future kids and families get to share the wonderful experience that we had. While there were other preschools in Portola Valley, we were looking for a play-based, non-church based school. And we found that in Windmill. But we also found much, much more. We found teachers who really got to know our children and provided them with strong social emotional learning that will serve them well in life. We found a director passionate about children, education and creating a play based space where children thrive. And our children developed a love of school, exploration and learning. We also learned from the teachers and director and it has made us better parents. Without Windmill in the community, we likely would have gone outside Portola Valley for preschool. This would have left us outside the community and much less involved in Portola Valley.

As new residents to Portola Valley shortly before our first son was born, Windmill was the place where we formed some of our first close relationships with other families. Those relationships brought us into the Portola Valley community and they continue strongly to this day. And because these Windmill family friendships continue into Ormondale, it creates a more cohesive school, with many parents volunteering in the classroom. We'll be forever grateful for this community building aspect of Windmill.

Windmill has been a cornerstone institution that has served the families of Portola Valley for over 60 years. There were students in our son's class whose parents attended Windmill. It is a precious community resource that has provided many students with a firm foundation of love of learning, curiosity and friendship. Please support Windmill's new home at 900 Portola Road which will not just be a place for Windmill students but for the whole community.

Thank you,
Andrew and Mieke Barrows
575 Cresta Vista Ln
Portola Valley

April 21, 2016

Re: The Windmill School and Family Education Center

Dear Members of the Town Council and Planning Commission,

I am very excited about the Windmill School Inc. plans for the Al's Nursery site. Our town needs a good size preschool just as it needs a library to serve young families. When I was director of Windmill (1974 - 1986) we never had enough spaces to serve Portola Valley residents. Some parents wanted to put their children on the waiting list before they were even born! Most parents wanted a morning program as young children typically take naps in the afternoon. The plan for three morning classrooms at the new site makes sense to serve everybody.

Looking back on all the families I knew so well, I am struck by how many parents went on to serve in leadership positions in our school district - in the PTA, the SITE council, the PV Foundation, the School Board, and as volunteers in the classroom. Also many of these parents went on to serve the town in volunteer positions as well as teaching after school classes. The nature of the parent board non-profit helped to groom many of these parents. The strong bonds of friendship and support have continued throughout my experience in Portola Valley.

The after school possibilities are certainly in demand in our town. So many of our homes are on 1 plus acres that it is not easy to "just go outside and play." We need a dedicated space for these experiences.

I would hope that the permit process will be swift and supportive to help the Windmill School Inc. build and relocate to the Al's Nursery site. Thank you for your consideration.

Sincerely,

Joan Barksdale
30 Joaquin Rd., P.V
A resident since 1971

Pilar Bardina Frank, M.Ed., M.A.

30 ARAPAHOE CT • PORTOLA VALLEY, CA 94028
Phone: 650-464-5308 • E-Mail: pilarfrank@gmail.com

Date: April 21, 2016

Cynthia Richardson
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Cynthia:

I am writing this letter on behalf on Windmill School. I find that Windmills School is a vital part of our community. Having lived in Portola Valley for thirty years, I know generations of Windmill Alumni, including my daughter, Madeline Frank. Each alum grows with a solid foundation, all due to Windmill.

Windmill provides a safe, nurturing environment with a dedicated, professional staff to all of our preschool children in Portola Valley. On a personal note, my daughter was diagnosed with cancer during her first year as a student at Windmill. Their compassion and support were amazing. Windmill staff held her spot, visited Madeline at home, sent letters to Madeline from her peers, and never left our side as Madeline returned to a normal four-year old's routine. Under the guidance of Jodi Cocconi, also a peninsula native, you could not ask for a more exemplary preschool.

Windmill provides a non-religious education during a child's most vital years of learning. It mixes indoor and outdoor learning, teaching respect for the environment and the community. Not only does Windmill educate the children, but also has resources for parents. Until this day, years later, my daughter and our family are still extremely fond and of and grateful for Windmill. You can see the warmth and love of Windmill as alumni are always returning for visits.

At this point in time, Windmill needs a new home as it is forced to leave the space it rents at Alpine Hills in 2017. As a member of the Portola Valley community, I find that 900 Portola Road is the perfect location for Windmill to operate. This will secure its future here in Portola Valley as well as make certain the generations to come will benefit from all it has to offer.

Please approve Windmill's application as the Town of Portola Valley will only grow and benefit from its presence. It will create more community building, nurture friendships among neighbors, and set a positive tone for future generations.

Sincerely,

Pilar Frank, M.Ed., M.A.
Educational Specialist and Longterm Portola Valley Resident

April 21, 2016



Dear Members of the Portola Valley Town Council,
Planning Commission, Planning Dept., and ASCC,

I am writing in full support of Windmill Preschool. I am the newly named Artistic Director of Portola Valley Theatre Conservatory, a local community organization that has been housed at Valley Presbyterian Church since 1993. Because of our location directly across the street from the proposed project site, we are very much impacted by Windmill's presence in our neighborhood.

.....
Noëlle GM Gibbs
Producing Artistic Director

Stacie Doherty
Managing Director

Raf Ornes
Music Director

Board of Directors
Rich Tincher, Chair
Karen King, Secretary
Kevin Gibbs
Noëlle GM Gibbs
Don Gustafson
Hans Saier
Marilee Saier
Brad Turner

Windmill has involved the Theatre Conservatory in conversations about their project from the very early phases. It has been a pleasure getting to know the key players in the project and seeing their passion, dedication, and willingness to listen to all those in the community who will be impacted. We have loved hearing about the vision that Windmill be a community center, a place where people can gather for a cup of coffee or to share in conversations together. We also love the plans that architect Carter Warr has drawn up, as they reflect the beautiful nature in Portola Valley.

Additionally, we see wonderful opportunities for collaborations between our theatre program and Windmill School. We serve students as young as three years of age in our theatre classes and having Windmill right across the street from us opens doors to try out new projects with young artists. In turn, these projects could strengthen the connection between our theatre conservatory's youngest members and our oldest participants.

On a more personal note, I grew up on Wyndham Drive and have many fond memories of visiting Al's Nursery for flowers or vegetables for our garden. I am so thrilled to know that the property's next life could be to continue to serve the community in a meaningful way, where lives are changed and connections are made.

Thank you for taking the time to read this letter. I hope to see Windmill across the street!

Sincerely,

Noëlle GM Gibbs
Artistic Director
Portola Valley Theatre Conservatory

April 21, 2016

Re: The Windmill School and Family Education Center

Dear Members of the Town Council and Planning Commission,

I am very excited about the Windmill School Inc. plans for the Al's Nursery site. Our town needs a good size preschool just as it needs a library to serve young families. When I was director of Windmill (1974 – 1986) we never had enough spaces to serve Portola Valley residents. Some parents wanted to put their children on the waiting list before they were even born! Most parents wanted a morning program as young children typically take naps in the afternoon. The plan for three morning classrooms at the new site makes sense to serve everybody.

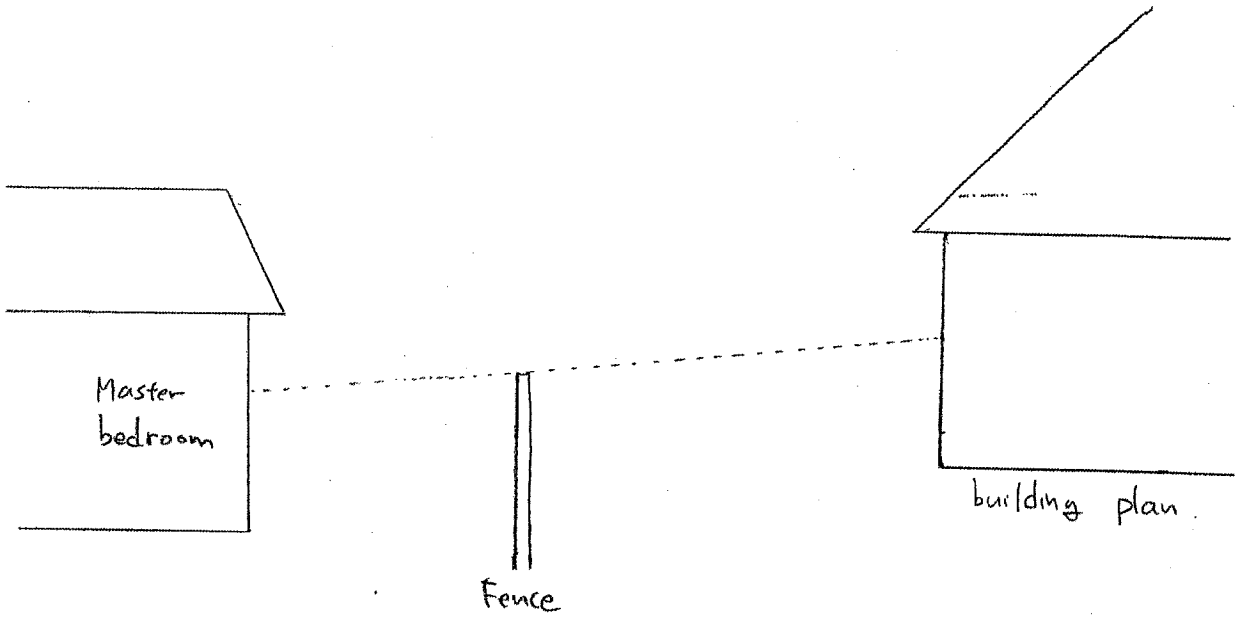
Looking back on all the families I knew so well, I am struck by how many parents went on to serve in leadership positions in our school district - in the PTA, the SITE council, the PV Foundation, the School Board, and as volunteers in the classroom. Also many of these parents went on to serve the town in volunteer positions as well as teaching after school classes. The nature of the parent board non-profit helped to groom many of these parents. The strong bonds of friendship and support have continued throughout my experience in Portola Valley.

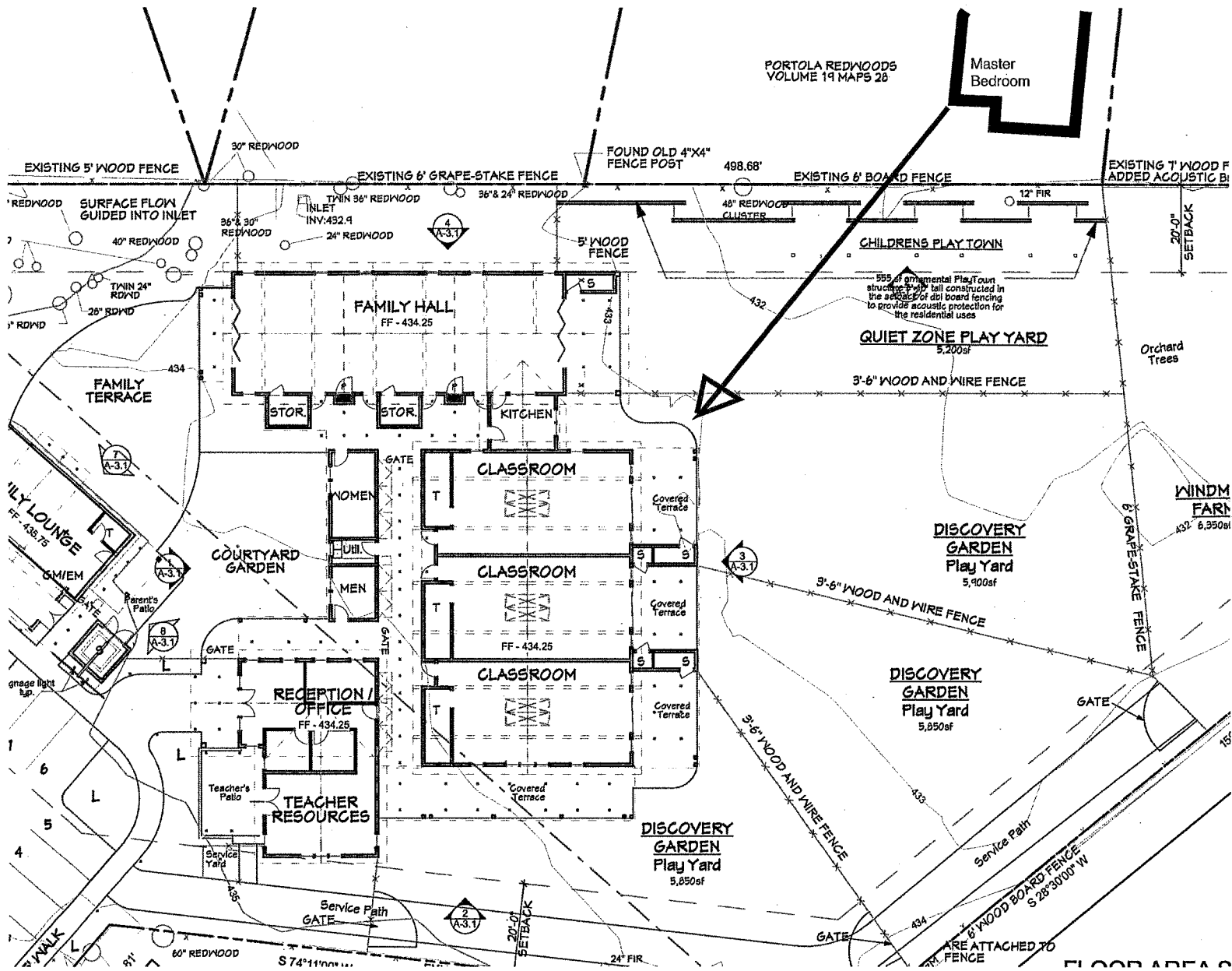
The after school possibilities are certainly in demand in our town. So many of our homes are on 1 plus acres that it is not easy to “just go outside and play.” We need a dedicated space for these experiences.

I would hope that the permit process will be swift and supportive to help the Windmill School Inc. build and relocate to the Al's Nursery site. Thank you for your consideration.

Sincerely,

Joan Barksdale
30 Joaquin Rd., P.V
A resident since 1971





PORTOLA REDWOODS
VOLUME 19 MAPS 28

Master
Bedroom

EXISTING 5' WOOD FENCE

EXISTING 6' GRAPE-STAKE FENCE

EXISTING 6' BOARD FENCE

EXISTING 7' WOOD FENCE
ADDED ACOUSTIC B...

FAMILY HALL
FF - 434.25

CLASSROOM
FF - 434.25

CLASSROOM
FF - 434.25

CLASSROOM
FF - 434.25

RECEPTION /
OFFICE
FF - 434.25

TEACHER
RESOURCES

CHILDRENS PLAY TOWN

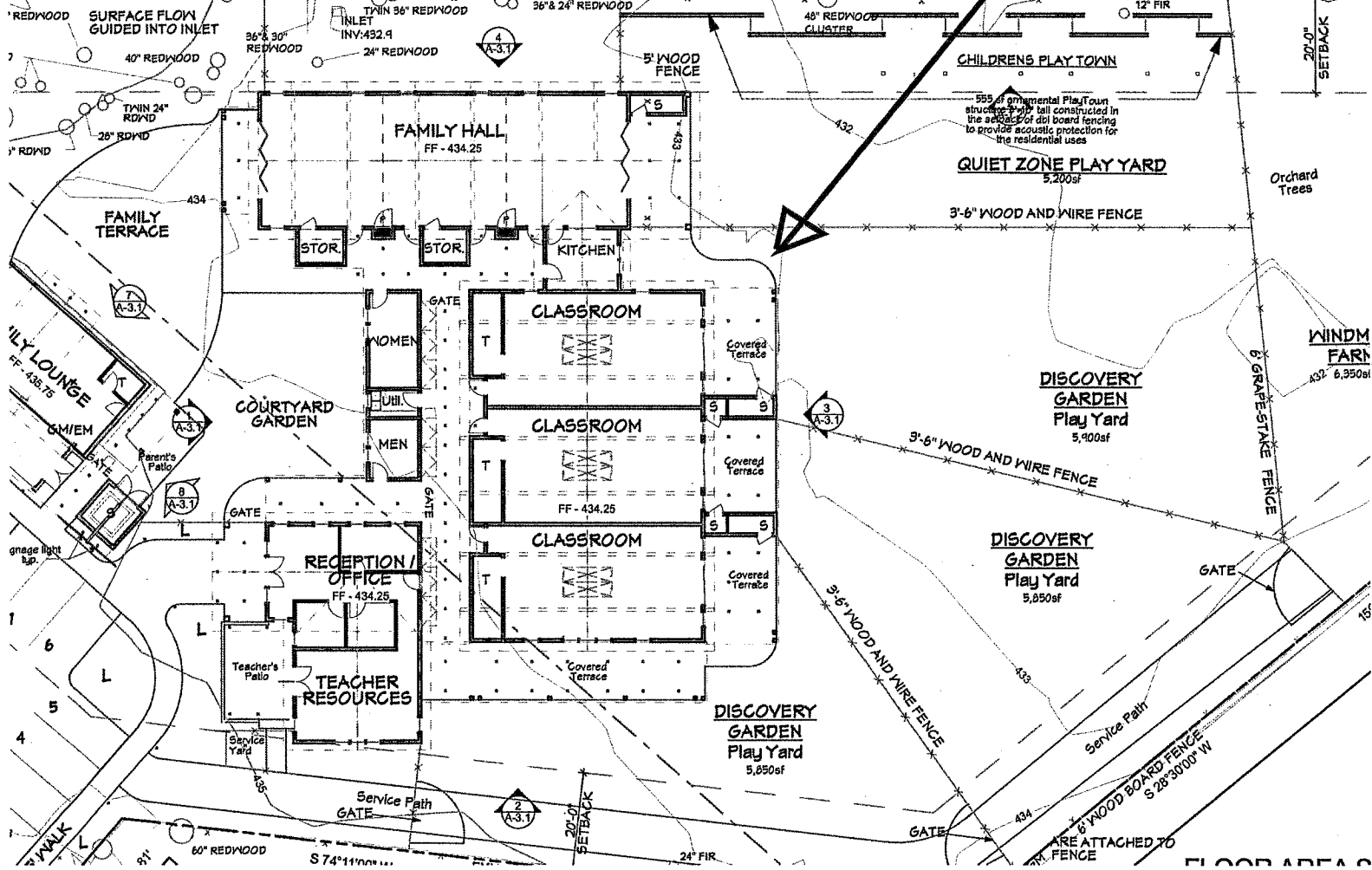
QUIET ZONE PLAY YARD
5,200sf

DISCOVERY
GARDEN
Play Yard
5,400sf

DISCOVERY
GARDEN
Play Yard
5,850sf

DISCOVERY
GARDEN
Play Yard
5,850sf

WINDM
FARM
431' 6,950sf



Cynthia Richardson

From: Crystal Ciancutti <crystal@ciancutti.com>
Sent: Thursday, April 21, 2016 6:43 AM
To: Cynthia Richardson
Subject: Windmill School project

Hi Cynthia,

I'm writing to express support for Windmill School's application to operate at its new site at 900 Portola Road. My husband John and I have lived at 12 Tynan Way for nearly 10 years and plan to live in Portola Valley indefinitely. Our older son is in the 2s/3s program at Windmill this year and loves it.

Windmill needs a new home, as it will be forced to leave Alpine Hills in 2017. We want to make sure it continues to operate and in a location that allows it to continue to provide the outstanding experience it does today. Windmill has served the community for over 60 years, and is the only preschool not affiliated with a church.

As our oldest son is only preschool age, Windmill is where we've made connections to other parents - those relationships will continue for decades.

Without Windmill, our town will lose that early connection to its young families as they will be forced to leave town for a non-church affiliated preschool.

Please ensure that Windmill is here for us and our community for years to come.

Thank you,

-Crystal Ciancutti
12 Tynan Way

Cynthia Richardson

From: Jennie Conley <jennieconley@gmail.com>
Sent: Wednesday, April 20, 2016 11:21 PM
To: Cynthia Richardson
Subject: Support Windmill's Application

Dear Town of Portola Valley,

Please support Windmill's application to operate at its new site, 900 Portola Road.

We discovered Windmill just before we moved to the area 8 years ago. It was a life saver for my 3rd child and shortly after he started we purchased a home in Portola Valley. The school philosophy is unparalleled to any other local preschool (only similar to the extremely selective Bing Nursery School which was full so my son was not able to attend) and was a perfect fit for my son. He thrived for 2 years at Windmill and then moved on to the Portola Valley School system with many friends from Windmill.

My youngest daughter also attended Windmill but transferred to Carillon Preschool after a year because the only older kid option at Windmill was an afternoon class and she was a napper. Had Windmill offered a morning class, we would have stayed. I heard that at the new location, because it is larger, there will be a morning option for all ages. This is a much-needed option for Portola Valley.

Our family has many special memories from Windmill including where we started our foundation of friendships in the Portola Valley community.

Please support Windmill School's application to ensure other families have the same opportunity as ours.

Thank you,
Jennie Conley
20 Paso del Arroyo
Portola Valley, CA 94028

Cynthia Richardson

From: Johonna Katz <johonna_g@yahoo.com>
Sent: Wednesday, April 20, 2016 8:49 PM
To: Cynthia Richardson
Subject: Windmill School, 900 Portola Road

Dear Cynthia,

- I am writing this email to support Windmill School's application to operate at its new site, 900 Portola Road. We live in Portola Valley (4113 Alpine Road) and both of my children have attended Windmill School. When we moved to Portola Valley, we didn't know anyone, and Windmill provided the sense of community we were seeking in order to make this our "forever home." Our closest friends are those we met through Windmill and it would be incredibly unfair to new young families moving here, to not have the same opportunity to build roots or feel as connected as we did (do). I have heard from other local parents who attended other preschools in Portola Valley (other than Windmill) that they did not experience this same cohesiveness in the parent community through their programs; it's truly unique to Windmill.

Windmill is a cornerstone of Portola Valley, and the only non-Church affiliated preschool and the only preschool with a play-based philosophy, both which are very important to us. We are Jewish, and I was not interested in sending my children to a church-based preschool, or leaving the community to seek education elsewhere. Windmill has been such an important part of our experience as residents of Portola Valley.

My children had such valuable early childhood experiences at Windmill. I can't imagine our town without it...yet, it is at risk. Please ensure Windmill is here to stay for future generations. We can't lose this gem of a preschool.

Thank you so much.

Warmly,

Johonna Katz
415.706.9305

Cynthia Richardson

From: Noel Hirst <noel@4thehirsts.net>
Sent: Wednesday, April 20, 2016 8:49 PM
To: Cynthia Richardson
Cc: 'Craig Hirst'; 'Austin Hirst'; hirst.travis@gmail.com
Subject: Support for Windmill School's Application to operate at 900 Portola Road

To: Town of Portola Valley
c/o: Cynthia Richardson
CA 94028

From: Noel & Craig Hirst
240 West Floresta Way, Portola Valley,

Dear Town Council Members and Planning Commission,

I am writing you today in support of Windmill School's application to operate at their new site at 900 Portola Road. I am asking for your support in my roles as your neighbor, a member of our local communities, and as a current advisor, former board member, former Treasurer, and former parent of Windmill School.

Windmill has been an independent Play-Based Preschool in Portola Valley for the last 60 years. The Windmill experience was extremely valuable to our family and to others in our neighborhood. The Windmill teachers are exceptional, loyal, dedicated to their students - even beyond preschool, and focused on the whole child. This was true when my boys attended, and based on my interactions as a current advisor and discussions with current parents, is still true today. Many of the teachers have very long careers at Windmill because it is such a special culture and unique experience.

Many of our families first close relationships, which have continued, were formed in Ladera and at Windmill School. Since the boys attended Windmill (spanning 2003-2009) they have played sports, attended school and been in scouting and other local activities with their classmates and friends from Windmill School. There are many families in Ladera whose children either attended Windmill or are attending Windmill now.

Windmill School, must move by August 2017 from their current location at the Alpine Hills Country Club. Windmill has purchased 1.7 acres at 900 Portola Road and is now actively raising funds for construction. The new campus will allow the school to provide more classroom space and a flexible schedule which will alleviate the long wait list and allow Windmill to be a better solution for all families with young children in the Town of Portola Valley, Ladera, and other local communities in the area. In addition, Windmill has plans to create a multi-purpose room for enrichment classes and after school programs for older children and families.

I want to encourage you to make sure that future kids and families get to share the wonderful experience that we had.

Windmill is important to the Portola Valley community for many reasons:

- Windmill is a critical and historical institution that has served the families of our community for over 60 years
- We need a local, non church-affiliated preschool

- In the tradition of Portola Valley, we need to provide early education that emphasizes outdoor learning and respect for the environment
- It builds community – many of the Windmill volunteers go on to volunteer in our local schools and government

Without Windmill the Town of Portola Valley and the surrounding area will not be the same:

- We will have a lot more families driving out of PV to go to preschool, increasing our carbon footprint
- More families may choose to go to private elementary schools
- We would be losing a critical cornerstone of early education in our community
- We will lose the important early families and children connection opportunities that are so important to help build community for life times

Please do your part to ensure that Windmill School is here for other families and children, for our community, and for future generations. Thank you for your support.

Sincerely,

Noel, Craig, Austin and Travis Hirst

Cynthia Richardson

From: Tracy Wang <tracyw.pv@gmail.com>
Sent: Wednesday, April 20, 2016 8:47 PM
To: Cynthia Richardson
Subject: Windmill School

To the Town of Portola Valley,

My name is Tracy Wang and I live at 727 Westridge Drive. I am writing a letter in support of Windmill School's new building project. My children attended Windmill School in the early 2000's and I was on Windmill's Board of Directors during that time. My role was to identify and pursue a new home for Windmill when our lease with Alpine Hills was coming to an end (*one* of the times our lease was coming to an end!). I pursued two major potential properties: 1) a longterm lease with the PVSD, and 2) a home within the new Town Center project. Both projects had a great deal of potential but both projects ended up not moving forward. It is truly amazing that Windmill has been so persistent in actively pursuing its permanent home within our community and I am excited that 10 years later we are very close to seeing the efforts of so many people over such a long time finally fulfilled.

Windmill is not just a preschool. It is a community anchor, a beginning for so many of our town's families. In today's busy and frenetic world, Windmill provides peaceful and loving place for our town's youngest citizens to begin their journey, introducing them to the amazing town of Portola Valley. Please welcome Windmill as the kind of community partner that will continue to span lifetimes of our citizens.

Best, Tracy Wang

Cynthia Richardson

From: Marjel McIntyre <marjelmm@yahoo.com>
Sent: Wednesday, April 20, 2016 8:12 PM
To: Cynthia Richardson
Subject: Support for Windmill Preschool!

Dear Cynthia,

I am writing this email to express my support for Windmill Preschool's application to operate at its new site, 900 Portola Road. My family and I reside at 245 Shawnee Pass, we have been living in the community for six years now. When we moved to Portola Valley we knew no other young families, which felt very isolating after moving from downtown Menlo Park. However, three months after moving to PV my son started Windmill Preschool and that is when we finally felt a part of the community. We instantly made connections with other young PV families, that to this day are still our closest friends. I have two children who have graduated from Windmill and now attend Ormondale School and my youngest just started Windmill in their 2s/3s program this past Fall. I cannot imagine what our lives would be like without Windmill Preschool. The friendships that were fostered during those years have been such a huge part of our lives and always will be. It isn't just the amazing play-based program that my children benefited from but also the unbelievable community Windmill builds through all of their parent/family/community activities. I truly believe that Portola Valley would be a much different place if Windmill Preschool did not exist, what it adds to our community and its families is priceless. My husband attended Windmill Preschool 36 years ago and now our children have and are attending....please ensure that Windmill will remain a part of this community for future generations to come. Thank you for taking the time to consider my thoughts.

Kind regards,
Marjel Scheuer

Cynthia Richardson

From: Sangini Majmudar Bedner <smajmudar@aol.com>
Sent: Wednesday, April 20, 2016 6:56 PM
To: Cynthia Richardson
Cc: Sangini Majmudar Bedner; Ilja Bedner
Subject: To the Town of Portola Valley: Support for Windmill School

Dear Cynthia,

My name is Sangini Majmudar Bedner and I am the mother of a former Windmill student (my son Indra graduated in 2015 and currently attends Kindergarten at Ormondale) and current Windmill student (my son Bodhi is currently in the 2's-3's program). We live at 229 Corte Madera Road, 94028 and will be Portola Valley residents and Windmill enthusiasts for life.

Windmill School is so much more than "just a preschool" to me and my family. Its presence is a critical factor in why we love Portola Valley the way we do, and why we call it home. Windmill has not only uniquely provided our boys with a priceless first learning experience, but it has privileged us with unforgettable friendships and heartwarming community cohesiveness. While there are other existing nearby preschools, there is only one Windmill. Why? Its history with the town. Its play based philosophy. Its loving and loyal teachers, who have a remarkable history of staying on for years, despite the bleak reality of preschool teacher salary. Its phenomenal director, who has dedicated leadership and fierce passion for children to thrive in a play based program for the town of Portola Valley. Its parents who attest to how Windmill is/was life changing and was their first introduction to real friendships in this town. I could go on and on.

Securing Windmill's promising future is vital. We are all so passionate about moving forward with the new school's construction, and so invigorated by the extended opportunities that exist for EVERYONE in the town, given the Family Center incorporation in the building vision. What a beautiful chance for Portola Valley "young" kids and "old" kids to co-exist, and for the parents with kids of all varying ages to connect accordingly, sharing similarities and also relieving differences.

As a Windmill board member and artist (acting and dancing professionally in LA for ten years), the best example I can provide for my enthusiasm and dedication to this school and for which it stands? Every year for the Windmill annual fundraiser, I happily and proudly learn every child's name and "rap" it publicly. Learning 60 names by heart? Yes, rather insane. But is it worth it? Yes. Because Windmill is personal. It personally cares about us and people personally care about its continuation and growth. It is the best way I can convey my passion for the school and conviction for what it stands for. Youtube link to one of these performances: <https://www.youtube.com/watch?v=Z1XaAL-aaRc>

A Portola Valley without a Windmill is unfathomable; its rich history, unique teaching style and exceptional staff are inextricably woven into the fabric of this town. Too many children of this Town gleefully passed through its doors and too many children of this Town must still have that golden opportunity to gleefully pass through them again. Please. Save. Windmill.

Best,
Sangini M. Bedner
www.sanginimb.com

Cynthia Richardson

From: Bob <bobboyle1@gmail.com>
Sent: Wednesday, April 20, 2016 6:41 PM
To: Cynthia Richardson
Subject: Windmill

Hi,

I would like to add my support for this amazing project that I know will benefit the entire community of PV.

Not only will the new Windmill school be good for the kids and families that go to this school; it will be good for the entire community, young and old!!

On an economical side; the town will be adding one of the most unique,early learning, schools in the country. This will help maintain, and most likely, help to increase the property values in Portola Valley.

Without question, this project should get the green light ASAP Sincerely Bob Boyle

Sent from my iPhone

Cynthia Richardson

From: Smernoff David <davids@acterra.org>
Sent: Wednesday, April 20, 2016 3:17 PM
To: Cynthia Richardson
Cc: Russell Cindy
Subject: Support Windmill School Project

April 20, 2016

Cynthia Richardson
Town of Portola Valley
via email: crichardson@portolavalley.net

Dear Ms. Richardson -

We would like to extend our unqualified support for the Windmill School Project, 900 Portola Road.

As long-time fans of Al's Nursery we were sad to see the nursery close, but are thrilled to learn about the wonderful plans being put forth by the Windmill school family. As a multi-generational institution in Portola Valley, Windmill school truly deserves a home in Portola Valley.

Upon termination of their lease at Alpine Hills in 2017, Windmill needs a permanent home to ensure that future generations of Portola Valley children and families have the opportunity to experience the unique preschool experience created by Windmill.

Through our long association with Acterra and it's stewardship programs, we have developed a deep commitment to outdoor environmental education, and a "low-tech" play-based philosophy. Thus we are excited about the new home for Windmill and the plans to let kids get out and play in the dirt! Plans for a farm area and community garden support are widely recognized as critical in early childhood education (No child left inside!). The opportunity for afternoon programs for older Town children will create a place where kids can continue exploring the natural world in meaningful ways.

Furthermore, building to CalGreen standards, use of solar energy, on-site water retention, passive cooling systems and least toxic building materials creates a healthy environment for children. All of these attributes have the added advantage of supporting Town sustainability goals and will further serve to educate Town and global citizens.

It is worth noting that having a local pre-school not only builds community, but it keeps families in Portola Valley, reducing trips outside of Town for pre-school, and reduces our collective carbon footprint.

The chemical legacy left from nursery operations has been a challenge that the Windmill community and previous owner, Town and County have worked diligently to resolve. It is also an object lesson in how a community can pull together to restore a compromised location to environmental integrity, suitable for use by children of all ages.

We appreciate that exacting standards for mitigation of traffic, noise and other concerns will be met by rigorous Town processes. We encourage all residents to pull together to discuss, resolve and move forward in timely fashion to ensure Windmill students have a new home in 2017.

Enthusiastically Yours,

David Smernoff
Cindy Russell
112 Foxwood Road
Portola Valley, CA 94028

Cynthia Richardson

From: Andy Thompson <AThompson@proteus.com>
Sent: Wednesday, April 20, 2016 2:52 PM
To: Cynthia Richardson
Cc: Sylvia Thompson
Subject: Town of Portola Valley, Planning Commission - Regarding Windmill School

Importance: High

Dear Portola Valley Planning Commission:

We write to express our complete support for Windmill School and their application to create a new facility at the site of AI's Nursery on Portola Road.

Some background:

Our family moved to 840 Westridge Drive in Portola Valley in 1993. A key reason for moving to PV was the commitment of the community to its schools. We wanted a large family that would have the opportunity to enjoy growing up and going to school with their neighbors. When we arrived our first daughter Veronica was almost a year old. She was joined by sisters Isabelle in 1995, Philippa in 1998 and Christina in 2002. Brother Robert was born in 1999.

Why do we support Windmill?

All of our children have benefited from a fabulous education in Portola Valley – first at Windmill, then Ormondale and finally Corte Madera. Christy will graduate in June and it will be the end of 18 years in PVSD as parents. Their experiences at Windmill were exactly what pre-schoolers need: loving, playful, educational. In many ways we see Windmill as a perfect complement to PVSD and it is without doubt a wonderful resource for families in our town. Windmill needs a new facility that will ensure the school can continue to grow and build on their 60 year legacy of serving our community and making PV the best place in the Bay Area to raise a family.

We would like to thank the Planning Commission and our Town Council for their service and appreciate very much their careful consideration of Windmill School, its parents, teachers, students and many supporters whose lives have been so enriched over many years and hopefully will continue to be so for long into the future in Portola Valley.

Sincerely,

The Thompson Family
Andy, Sylvia, Ronnie, Isabelle, Pippa, Robbie and Christy

840 Westridge Drive, Portola Valley

Cynthia Richardson

From: West, Debra <dwest@thomaswest.com>
Sent: Wednesday, April 20, 2016 10:16 AM
To: Cynthia Richardson
Subject: Windmill school

Dear Ms. Richardson,

I am writing to lend our support to the Future home of Windmill School. We have lived in Portola Valley since 1993. All four of our Children attended Windmill, they were cared for by Windmill's wonderful staff. I think maintaining Windmill pre-school in Portola Valley is extremely important, as it is a help to parents with children at Ormondale and Corte Madera to have the convenience of less driving and better for traffic and environment. It is also part of the history of PV and a factor for young people moving into Portola Valley.

Thank you,

Debra and Tom West

187 goya rd.

Portola Valley

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Jelich Ranch
683 Portola Road
Portola Valley, California 94028

April 19, 2016

Town of Portola Valley

c/o Cynthia Richardson
765 Portola Road
Portola Valley, California 94028

RE: Windmill School Conditional Use Permit and "Zoning Amendment

I'm writing to wholeheartedly endorse Windmill School and their new home at 900 Portola Road.

I believe Windmill's ability to build and operate at their new site on Portola Road is a critical piece to maintaining the original essence of our town. Windmill School places a high value on connecting children to nature, and their curriculum reflects it. Children are the future. With Windmill, we have an opportunity to deepen their love of the environment and the values of our town by educating them at a permanent home on Portola Road.

There is a high demand in Portola Valley for Windmill school. Families want to educate their young children in town: keeping them close to home, reinforcing the values of nature and community, and reducing commuter time, traffic and pollution. And as the only non-denominational school for young children in Portola Valley, there is a broader attraction for families to enroll their young children at Windmill.

In 1971, my parents moved to Portola Valley, where I attended PVS (Portola Valley School). Forty-five years later, my parents still reside here, and my grandchildren attend Windmill School.

As resident and owner of Jelich Ranch, combined with my 45-year affiliation with Portola Valley, my heart resonates with the history and values of this town. Windmill is a **tried and true** gathering place for families and young children. As such, Windmill School is a 60-year tradition that is integral to the heart and soul of Portola Valley.

Sincerely,

Cindie White

Cynthia Richardson

From: Brenda Munks <bmunks@yahoo.com>
Sent: Tuesday, April 19, 2016 11:55 AM
To: Cynthia Richardson
Cc: Monika Gruter Cheney
Subject: Planning Commission Meeting of May 4th Regarding Windmill School

Dear Cynthia,

Please accept this email for submission to the Planning Commission regarding their May 4 meeting to review Windmill School's request for a Conditional Use Permit and Zoning Amendment. I will be out of town for the meeting and would like to offer my full support for their application.

Thanks, Brenda

Honorable Planning Commissioners:

My name is Brenda Lane Munks and I am was born and raised here in Portola Valley. I currently reside at 393 Golden Hills Drive with my husband and two boys who both attended Windmill School. I write to offer my enthusiastic support of Windmill School's application for a Conditional Use Permit and Zoning Amendment. Windmill has been a very important part of Portola Valley for many years having provided a caring and compassionate foundation for learning and socialization to many generations of pre-schoolers in our community. My two sons had incredible experiences there and I attribute their readiness for elementary and middle school to Windmill's thoughtful and effective program. Many of their lifelong friendships began at Windmill adding to the sense of community that we all have come to appreciate here in Portola Valley. Their new site will allow Windmill to expand their programs to enhance our children's appreciation for the natural beauty that exists around us. I believe this new site is an ideal location for this important community asset and I offer my full and enthusiastic support for their application.

Sincerely,

Brenda Lane Munks

Cynthia Richardson

From: Mary Anna Matsumoto <mammats@earthlink.net>
Sent: Monday, April 18, 2016 10:27 AM
To: Cynthia Richardson
Subject: Support for Windmill School's Application

Dear Ms. Richardson,

My email concerns Windmill School's Application to operate at its new site, 900 Portola Road, Portola Valley. My husband Frank and I strongly support this application and encourage the Town of Portola Valley to give this a positive response.

The community of Windmill supporters has worked for a number of years to find a new location for the school as it must vacate its present site at the Alpine Hills Tennis Club.

Time is of the essence as the evacuation date is now set at the end of August, 2017.

Portola Valley is a beautiful area but many facilities are a fair drive away. It has been tremendous good fortune to have Windmill School in our neighborhood for over fifty years. Generations of children have enjoyed their early childhood education in a neighborhood setting. Parents, many of whom have careers, appreciate the opportunity to send their children to a quality pre-school close to home.

Life long friendships are formed in the sand box and the support from families continues through the years to the school district and to the community as a whole.

We have lived for over fifty years in Portola Valley and in the area of Woodside across from the Portola Valley Town Center.

This area, Hidden Valley Farm, is in the Portola Valley School District.

Our daughter, Maria Matsumoto, began her education with neighborhood children at Windmill School when it was located by the large windmill on Portola Road.

Her son Galen happily attended Windmill for several years and is now at Corte Madera School with many of the friends he made in pre-school.

I taught kindergarten in the Portola Valley School District for ten years. It was a pleasure to teach children who attended Windmill School.

The positive experience they had at Windmill was an excellent foundation socially and academically.

Windmill School has proved it is a vital asset to the community.

We hope it can remain in our neighborhood for many years to come.

Sincerely,

Mary Anna and Frank Matsumoto
45 Hidden Valley Lane, Woodside, CA

Cynthia Richardson

From: Jon Kawaja <jon.kawaja@gmail.com>
Sent: Sunday, April 17, 2016 8:49 PM
To: Cynthia Richardson
Cc: Emma Morton-Bours; Jon Kawaja
Subject: Letter to support Windmill School's application to operate at its new site, 900 Portola Road

Dear Planning Commission,

We are writing in support of Windmill School's application to operate at its new site, 900 Portola Road.

We live at 45 Tagus Court in Portola Valley, and have so for 11 years. We lived on Los Trancos for 5 years before that, and Emma grew up in Portola Valley. Emma currently works in Portola Valley. Two of our children attended Windmill throughout their pre-school years, and now attend Ormondale.

Windmill is a great option for a play-based, local pre-school in the PV area. Without it, we would have faced a commute outside of PV. We formed great bonds with many families in the community through Windmill and feel it is an important starting point for many living in Portola Valley. These bonds, because they are at a young age and with families living in our neighborhood, tend to be lasting. Our first child attended pre-school outside of Portola Valley, at Bing, so we can appreciate some of the differences between being inside and outside of Portola Valley.

Windmill encourages the strength of the community in later years as most of its graduates go on to Ormondale, where the bonds continue. Without Windmill, many children would start their schooling outside of Portola Valley. We feel this could dilute the strength of our community over time.

There are few institutions in Portola Valley that can claim this degree of importance to our social fabric. Windmill needs a permanent mooring to maintain its place and long-lasting impact on our community. We urge you to support its application for its new site at 900 Portola Road.

Sincerely,

Jon Kawaja and Emma Morton-Bours

Cynthia Richardson

From: JoAnn Loulan <joannloulan@gmail.com>
Sent: Sunday, April 17, 2016 4:30 PM
To: Cynthia Richardson
Subject: Windmill Project

Hi Cynthia--I want to register my approval of the Windmill Project. Although my son who is 34 didn't go to Windmill (we moved to PV when he was 5) I'm an extremely involved community member. I am thrilled about this project in many ways. I want a permanent pre-school in town, I want a safe place for kids of all ages to hang out and for me and my family/friends, I want a real town center where folks can do all kinds of things they cannot do at our present town "center." We cannot have fund raisers at town center unless the non-profit is registered in PV (which few are), we cannot rent a large room to hold celebratory events except 12 times a year, we cannot freely use the current town center. That those of us that live in unincorporated PV cannot even rent the town center. Even though we pay taxes to PV and contribute in so many ways (many were large donors to the "town center") and we are excluded. So I'm thrilled that Windmill will provide a real town center that everyone can gather freely and with respect. Please put me down as a loud YES!

JoAnn Loulan
151 Los Trancos Circle
Portola Valley 94028

(note the address and also note I cannot rent the current town "center" and I could at the Windmill Project)

Cynthia Richardson

From: JohnWu <opstat@aol.com>
Sent: Sunday, April 17, 2016 8:24 AM
To: Cynthia Richardson
Subject: Support for Windmill School

Town of Portola Valley (care of Cynthia Richardson)

We write in strong support of Windmill School's application to operate at its new site of 900 Portola Road. As the former owners of AI's Nursery, Inc. and the property, we have been longtime advocates of Windmill School relocating to the 900 Portola Road property. The new location will secure the school's future within the community and provide the space to develop new and exciting programs. We love the vision of the property transforming from a "plant nursery to a children's nursery."

Since both our son and daughter attended Windmill School over twenty-five years ago, we know directly how the school helped our children and how the school continues to contribute to the community. We believe that Windmill School at their new site can continue to provide an early education that emphasizes outdoor learning and respect for the environment of Portola Valley.

Sincerely yours,

Karin and John Wu
1411 Stickley Avenue
Celebration, FL 34747

Cynthia Richardson

From: Sharon Humphreys <er Sharonrn@att.net>
Sent: Sunday, April 17, 2016 8:21 AM
To: Cynthia Richardson
Subject: windmill school

Hi , sure hope the whole community supports the new Windmill school. It's been a great resource for families for many years. Both our kids went there when the school was actually located at the Windmill. They speak fondly of their time there, even though they're in their 40's and 50's now! Let's keep this wonderful resource for years to come, Sharon & Phil Humphreys 112 Brookside PV

Cynthia Richardson

From: Chrisi Fleming <chrismithfleming@gmail.com>
Sent: Saturday, April 16, 2016 2:01 PM
To: Cynthia Richardson
Subject: Windmill School

Dear Cynthia,

This is just a note to let you know how important it is to me for Windmill School to be here in Portola Valley. I am so in support of Windmill's application to operate at its new site on Portola Road. To me this will be the finishing touch to complete our community and town center. It is great that it will be located so close to the Town Center. With the Sequoia's near by, we will have all elements in the center of town for our wonderful community.

My youngest son who is now 28 years old spent some of his most favorite school days at Windmill. We made some great friends then who will be live long friends. It was like a family for us and a great launching pad for Brendan. Now my first grandchild, Lily is on the waiting list to begin at Windmill when its new home is completed.

With Windmill's lease running out at Alpine Hills, I am so hopeful that we may be able to start building soon and complete the project in a timely fashion. The new school will emphasize outdoor learning and protection and respect for the environment. This is what Portola Valley is all about, and it is such a great way to prepare the kids. It would be a huge loss not to have this tradition continue in Portola Valley.

Please help ensure that Windmill is here for my grandchildren and future generations. We live on Meadowood and have been here for 25 years. My oldest son lives in Los Trancos. We dearly love this community and know that Windmill will help us to continue to build our community with the great foundation it provides for young families.

Sincerely,

Chrisi Fleming
145 Meadowood Dr.
Portola Valley

Cynthia Richardson

From: Mary Jo Kloezeman <maryjokloezeman@yahoo.com>
Sent: Friday, April 15, 2016 11:45 AM
To: Cynthia Richardson
Subject: Windmill Schol

To the Town of Portola Valley,

I am a long time resident of Portola Valley and former board member of Windmill School. I moved here in 1963 when I was one and lived here until I went away to college. Realizing what an incredible place Portola Valley is to raise one's family, I moved back with my family in 2004 and this is where I will stay.

My twin daughters (who are now 14) matriculated through Windmill School; some of their and our very closest friends today are those that they/we met at Windmill. In addition to our very impactful experience at Windmill and these life-long connections that we made, one must also credit Windmill with creating such an easy transition to our local elementary school, Ormondale. Windmill is a magical place and is an integral part of our community.

I am writing to voice my overwhelming support of Windmill's new home at 900 Portola Road. What a spectacular spot this will be for Windmill with so much land for the children to explore; it will be an incredible indoor/outdoor experience. I understand that there is quite a serious time crunch due to the fact that Alpine is forcing them to vacate next year so I am hopeful that they will be able to get through the permit process in an expedient manner.

I think that having a local, not-church affiliated preschool of Windmill's quality is essential in our community. We want to attract people to Portola Valley not drive them away.

Warmest regards,

Mary Jo Kloezeman
165 Fawn Lane
Portola Valley, CA 94028

Cynthia Richardson

From: Teresa <tc_godfrey@hotmail.com>
Sent: Thursday, April 14, 2016 9:39 PM
To: Cynthia Richardson
Cc: karentate@sbcglobal.net
Subject: Letter of Support for Windmill School

To: Portola Valley Town Officials

Subject: Letter in Support of the Windmill School's Application to Operate at Its New Site

This letter is being submitted to you to explain our reasons why we support Windmill School's application to operate at its new site, 900 Portola Road.

Our Town needs community resources to support its citizens. Windmill School has been a valuable resource and has served countless Portola Valley families for its long history. Both of our children (who are now grown) went to Windmill School- each for three years prior to attending Kindergarten at Ormondale School. Windmill School provided our family with a place to meet other local families with same-aged children, while in a safe, and nurturing nursery school environment. The teachers were gentle, kind, creative and knowledgeable resources. As parents, we felt that our children began their school careers in the best place so that when it was time for Ormondale Elementary School, they were ready to take on the rigors of Kindergarten. It is our belief that many children began their early study habits from their preschool days at Windmill. Portola Valley Schools (at least in the early grades) benefit from the early childhood education that Windmill and its teachers so capably provide.

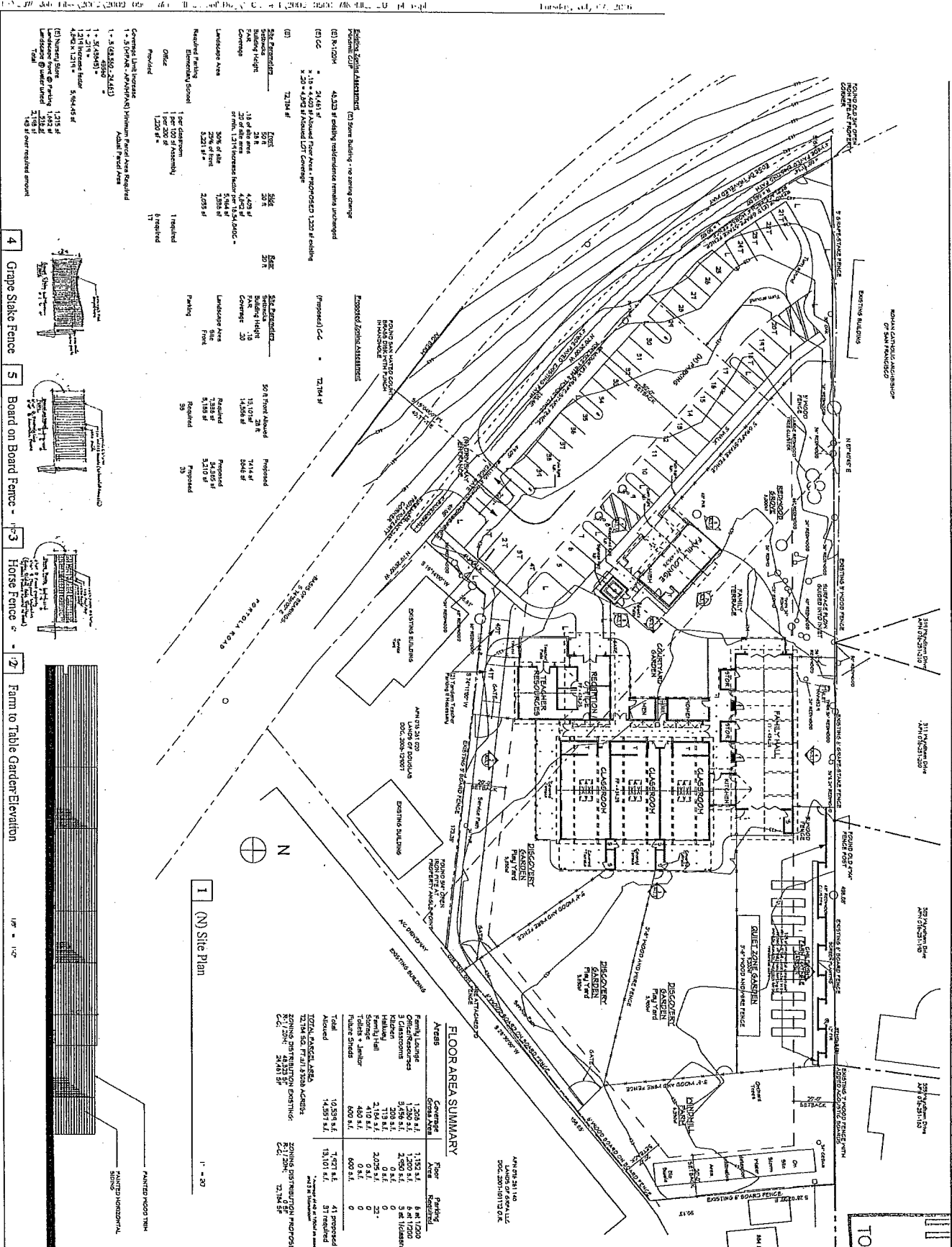
Windmill School has been dependent upon being able to negotiate a lease with its long standing landlord, Alpine Hills Tennis and Swim Club. Over the years, the school has had serious concerns that its lease would be terminated or not renewed. Having a site that is owned by the school alleviates the problem of being dependent upon a landlord which may have different goals from the school. I am aware of at least two different times when Windmill School was very close to losing its lease. This would have been tragic for the children and families of Portola Valley.

With the new opportunity of owning and operating its own place at 900 Portola Road, the community will be secure in knowing that its wonderful preschool will have a permanent home. I am personally thrilled that this is finally (almost) happening.

In summary, please vote to support Windmill School's application to operate at 900 Portola Road.

Feel free to contact me/us if you require additional information.

Sincerely,
Teresa + Gary Godfrey
Former Windmill School Parents
Former Windmill School Member & President of the Board of Directors
Former Member & President of the Board of Directors, Portola Valley School District
Member and Secretary, Woodside Highlands Association Board of Directors



No.	Date	Notes
1.	01/11/16	PRELIMINARY
2.	02/02/16	REVISIONS
3.	02/02/16	REVISIONS
4.	02/02/16	REVISIONS
5.	02/02/16	REVISIONS
6.	02/02/16	REVISIONS
7.	02/02/16	REVISIONS
8.	02/02/16	REVISIONS
9.	02/02/16	REVISIONS
10.	02/02/16	REVISIONS
11.	02/02/16	REVISIONS
12.	02/02/16	REVISIONS
13.	02/02/16	REVISIONS
14.	02/02/16	REVISIONS
15.	02/02/16	REVISIONS
16.	02/02/16	REVISIONS
17.	02/02/16	REVISIONS
18.	02/02/16	REVISIONS
19.	02/02/16	REVISIONS
20.	02/02/16	REVISIONS

PROJECT: Windmill School
 900 Petala Road
 Petala Valley CA 94028

REVISIONS:

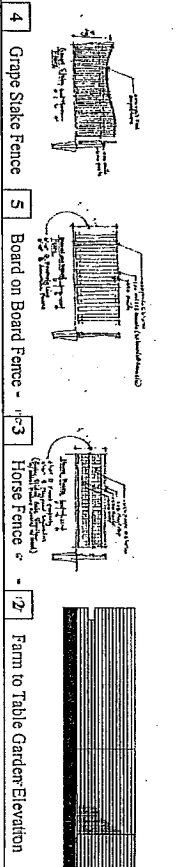
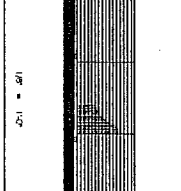
DATE: 2/18/16

SHEET: A-1.2

FLOOR AREA SUMMARY

Area	Area	Floor	Parking
Family Lounge	1,200 S.F.	6 ft 1/2" O.C.	0
Office/Reception	1,200 S.F.	6 ft 1/2" O.C.	0
Classroom	3,200 S.F.	6 ft 1/2" O.C.	0
Library	1,100 S.F.	6 ft 1/2" O.C.	0
Multi-Purpose Room	2,100 S.F.	6 ft 1/2" O.C.	0
Art Room	400 S.F.	6 ft 1/2" O.C.	0
Music Room	400 S.F.	6 ft 1/2" O.C.	0
Future Studio	600 S.F.	6 ft 1/2" O.C.	0
Total	10,500 S.F.		41 proposed
Allowed	14,551 S.F.		51 required

TOTAL GROSS AREA: 12,704 S.F. (FLOOR AREA)
 ZONING DISTRIBUTION EXHIBIT: C-2
 ZONING DISTRIBUTION PROPOSED: C-2
 TOTAL: 29,483 S.F.



Existing Zoning Assessment:
 (B) B-100M 46,320 S.F. existing, nonconforming remains unchanged
 (C) C-2 2,148 S.F. Allowed Floor Area - PROPOSED 1,220 S.F. existing
 * 20% = 429.6 S.F. Allowed LTR Coverage

Proposed Zoning Assessment:
 (C) C-2 72,704 S.F.

25% Expenditures: 25%
Building Height: 28 ft
Footprint: 4,420 S.F.
Coverage: 18% of site area
Landscaping Area: 30% of site
Footprint: 1,319 S.F.
Area: 2,035 S.F.

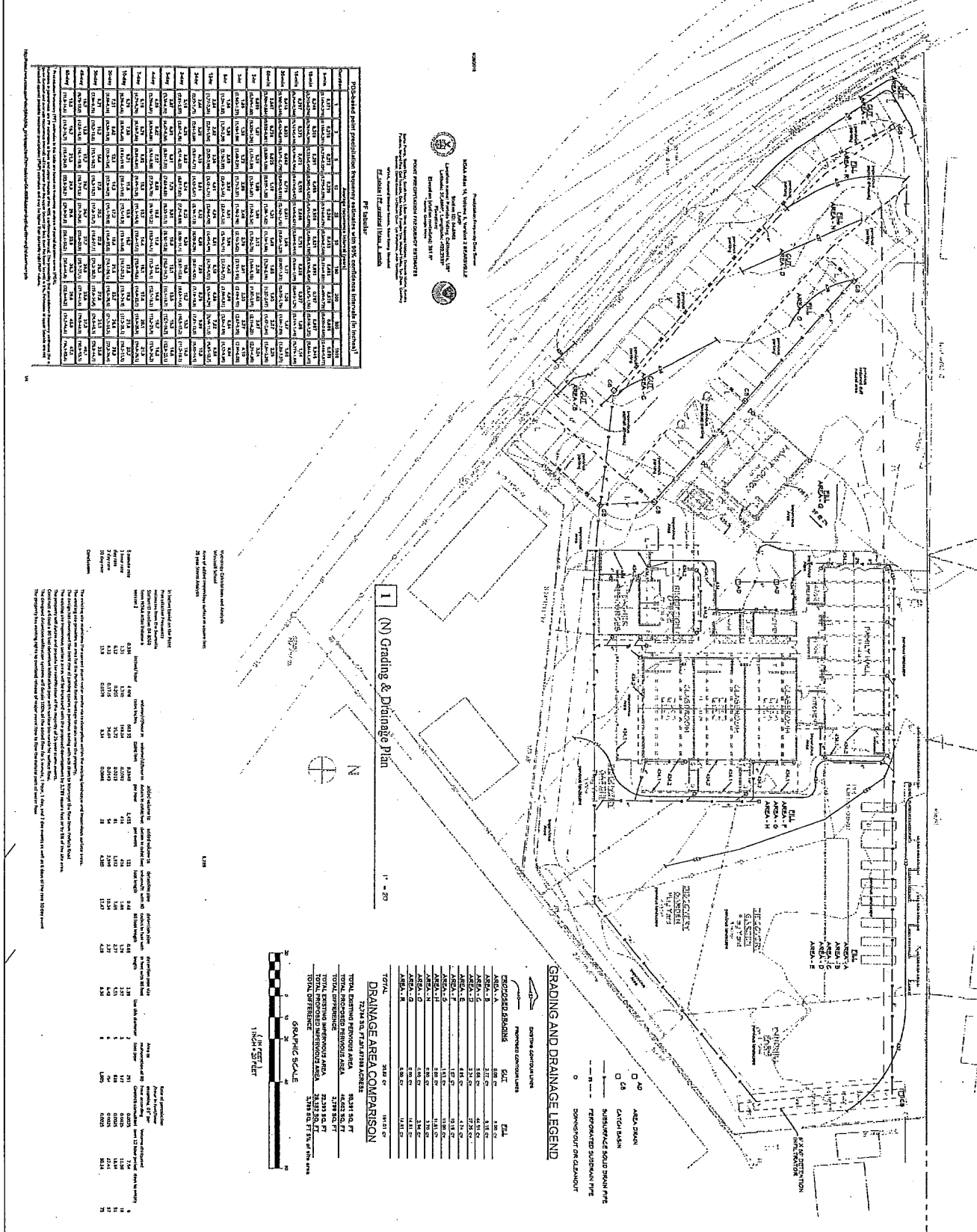
Required Parking: 1 per 200 S.F.
Office: 1 per 200 S.F.
1,220 S.F. = 11

25% Expenditures: 25%
Building Height: 28 ft
Footprint: 4,420 S.F.
Coverage: 18% of site area
Landscaping Area: 30% of site
Footprint: 1,319 S.F.
Area: 2,035 S.F.

Required Parking: 1 per 200 S.F.
Office: 1 per 200 S.F.
1,220 S.F. = 11

Conforming Landscaping:
 1 - 3 (94,302 S.F.) Minimum Front Area Required
 1 - 3 (94,302 S.F.) Minimum Front Area Required
 1 - 3 (94,302 S.F.) Minimum Front Area Required

(D) Nursery Site @ Petala: 1,315 S.F.
Landscaping @ Petala: 1,315 S.F.
Total: 2,630 S.F.
 * 1/3 of area required amount



1 (N) Grading & Drainage Plan
1" = 50'

GRADE AND DRAINAGE LEGEND

- ENTRANCE CONTROL LINES
- PROPOSED CONTROL LINES
- AREA DRAIN
- AREA DRAIN
- SUBSURFACE SOLID DRAIN PIPE
- PERFORATED SUBSURFACE PIPE
- SPERMICURE OR CLEANOUT

DRAINAGE AREA COMPARISON

AREA	AREA	AREA	AREA
AREA A	AREA B	AREA C	AREA D
AREA E	AREA F	AREA G	AREA H
TOTAL DRAINAGE AREA	TOTAL EXISTING DRAINAGE AREA	TOTAL EXISTING IMPERVIOUS AREA	TOTAL IMPERVIOUS AREA

GRAPHIC SCALE
1" = 50'

REVISIONS

No.	Date	Notes
1	4/11/16	ISSUED FOR PERMITS
2	4/11/16	REVISIONS
3	4/11/16	REVISIONS
4	4/11/16	REVISIONS

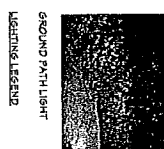
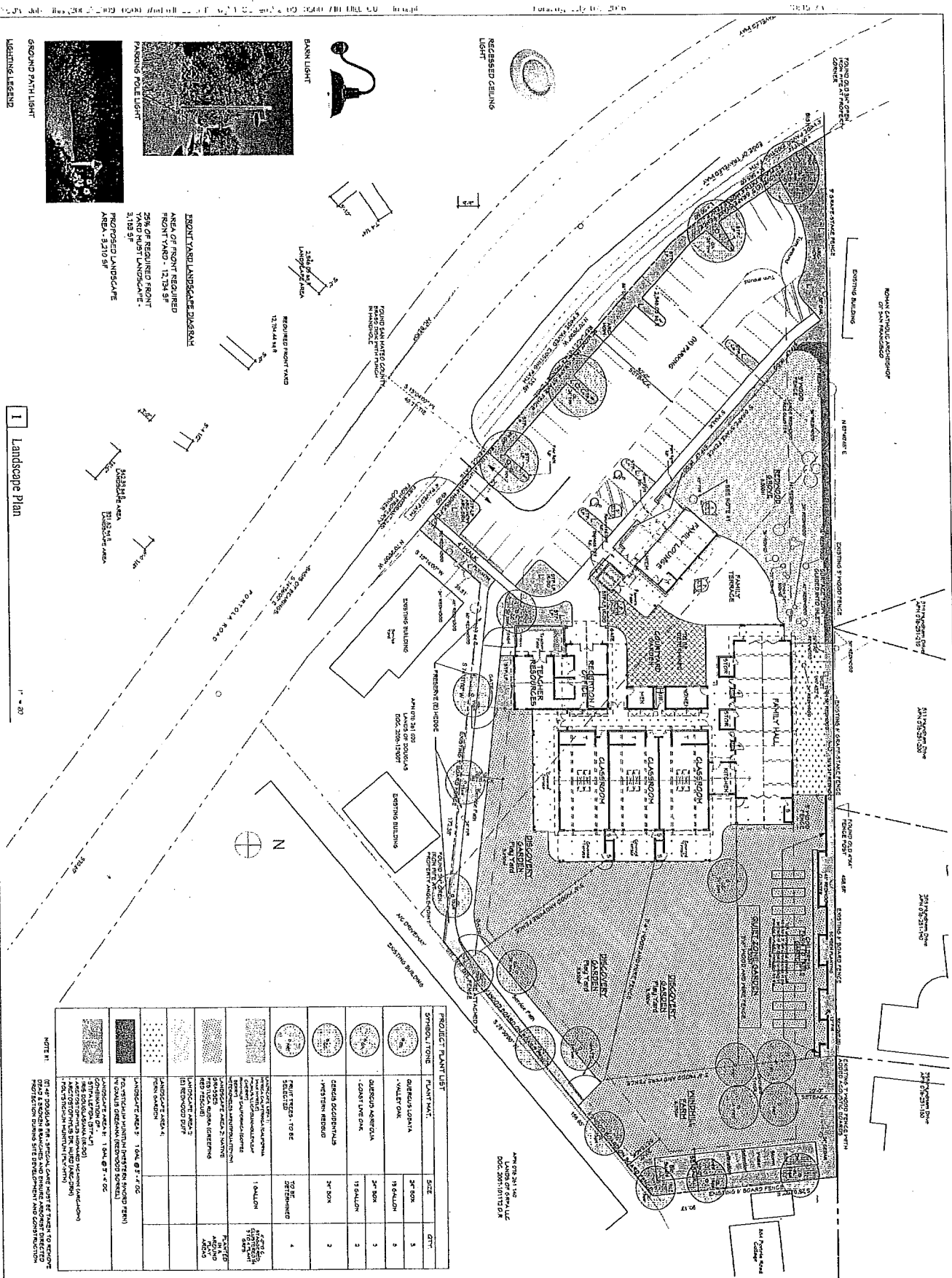
PROJECT
Warden Hill School
900 Perola Road
Perola Valley, CA 94028

PROJECT TITLE
Grading & Drainage Plan

DATE: 2/18/16
JOB: 2009 0500
SHEET: A-1.3

CJW ARCHITECTURE
130 Perola Road, Suite A
Perola Valley, CA 94028
(530) 851-9333 / (FAX) 851-9337

REGISTERED ARCHITECT
No. C-11897
RES. 6537
STATE OF CALIFORNIA



RECESSED CEILING LIGHT

BANK LIGHT

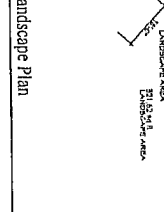
GROUND PATH LIGHT

REQUIREMENTS

AREA OF FRONT REQUIRED FRONT YARD - 12,734 SF

25% OF REQUIRED FRONT YARD - 3,183 SF

PROPOSED LANDSCAPE AREA - 3,810 SF

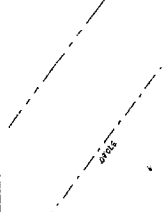


REQUIREMENTS

AREA OF FRONT REQUIRED FRONT YARD - 12,734 SF

25% OF REQUIRED FRONT YARD - 3,183 SF

PROPOSED LANDSCAPE AREA - 3,810 SF



REQUIREMENTS

AREA OF FRONT REQUIRED FRONT YARD - 12,734 SF

25% OF REQUIRED FRONT YARD - 3,183 SF

PROPOSED LANDSCAPE AREA - 3,810 SF

PROJECT PLANT LIST	SYMBOL/TREE	PLANT NAME	SIZE	QTY
1	(Symbol)	SHREUBS LORNA	18" BOLLON	3
2	(Symbol)	WALNUT	18" BOLLON	3
3	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
4	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
5	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
6	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
7	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
8	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
9	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
10	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
11	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
12	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
13	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
14	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
15	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
16	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
17	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
18	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
19	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3
20	(Symbol)	SHREUBS AMERZOLA	18" BOLLON	3

NOTES:

1. ALL PLANTINGS TO BE INSTALLED WITHIN THE PROPOSED LANDSCAPE AREA.

2. ALL PLANTINGS TO BE INSTALLED WITHIN THE PROPOSED LANDSCAPE AREA.

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19. ALL PLANTINGS TO BE INSTALLED WITHIN THE PROPOSED LANDSCAPE AREA.

20. ALL PLANTINGS TO BE INSTALLED WITHIN THE PROPOSED LANDSCAPE AREA.

CJW ARCHITECTURE
 1501 Powell Road, Suite A
 Portola Valley, CA 94028
 (650) 951-9335 / (650) 951-9337

PROJECT

Windmill School
 900 Portola Road
 Portola Valley, CA 94028

SHEET TITLE

Landscape Plan

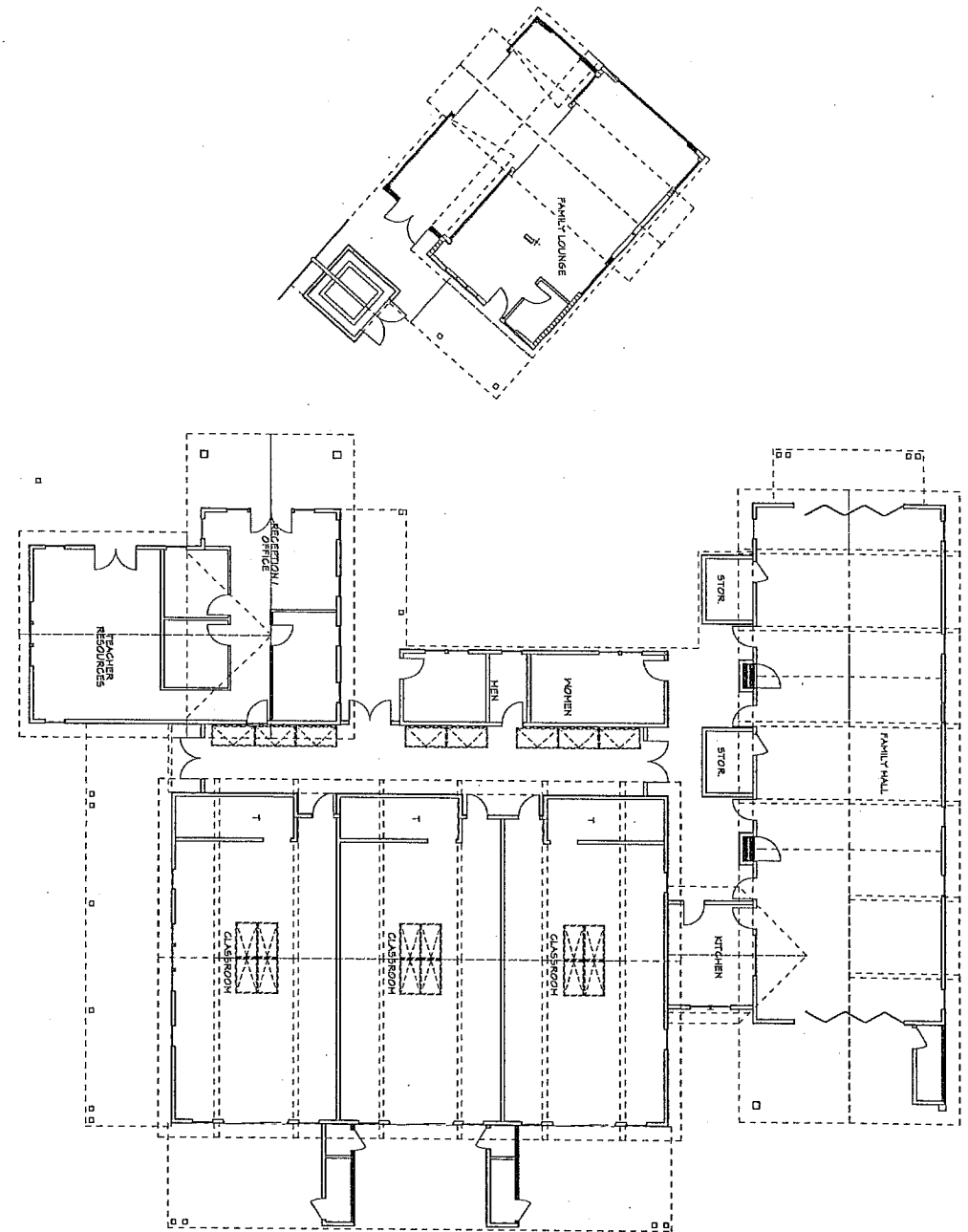
REVISIONS

No.	Date	By	Notes
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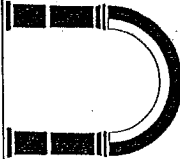
DATE: 2/18/16

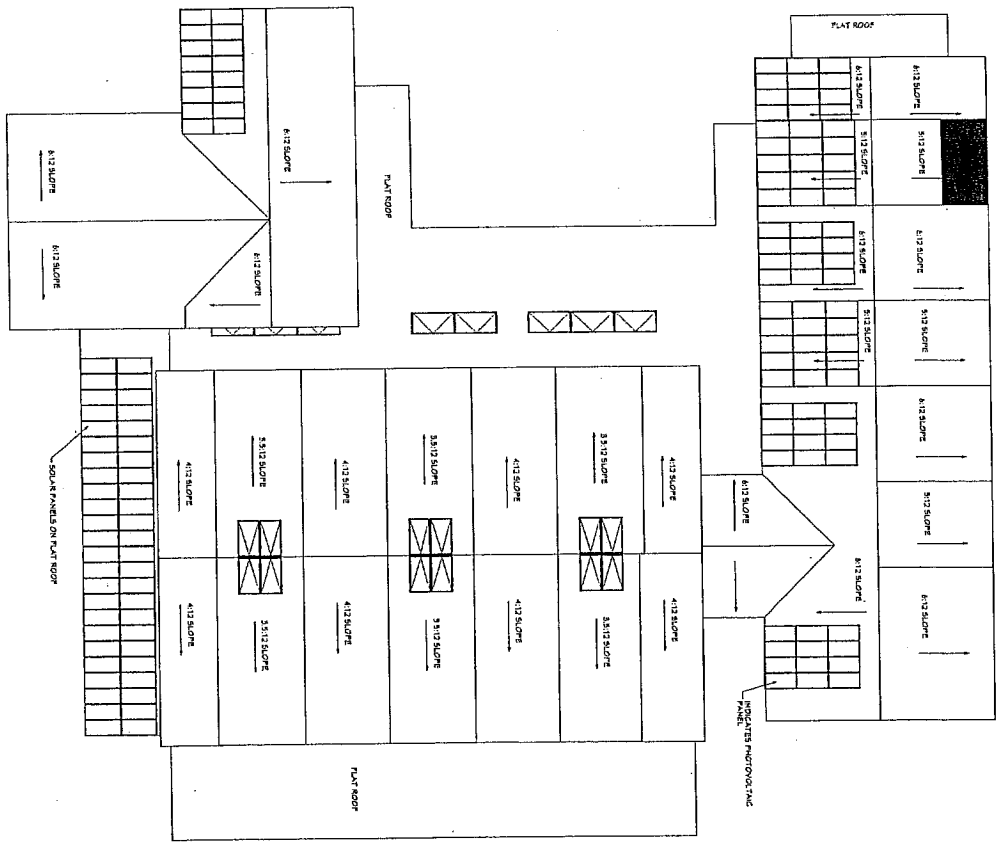
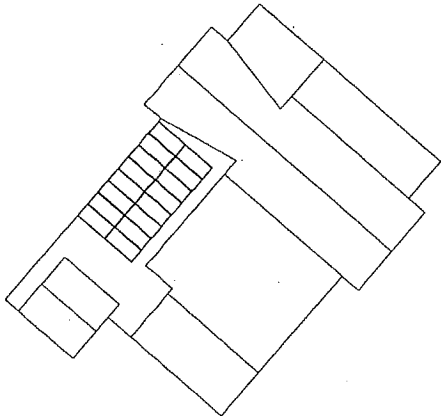
JOB: 2009 0500

SHEET: A-1.6



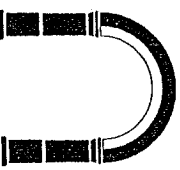
1 Main Floor Plan 1/8" = 1'-0"

																					
CJW ARCHITECTURE 130 Porola Road, suite A Portola Valley, CA 94028 (650) 851-9333 / (650) 851-9337																					
<p>These plans are prepared and submitted to the appropriate governmental agencies for their review and approval. The architect is not responsible for the accuracy of the information provided by the client or for the actions of the contractor. The architect is not responsible for the actions of the contractor or for the actions of the contractor's subcontractors.</p>																					
<p>PROJECT: Windmill School 900 Porola Road Portola Valley CA 94028</p>																					
<p>SHEET TITLE: Main Floor Plan</p>																					
<p>REVISIONS:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Date</th> <th>By</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		No.	Date	By	Notes	1.				2.				3.				4.			
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<p>DATE: 2/18/16</p>																					
<p>SHEET: A-2.1</p>																					



1 Roof Plan

1/8" = 1'-0"



CJW ARCHITECTURE
 130 Point Road, Suite A
 Portola Valley, CA 94028
 (650) 851-9335 / (760) 851-9317

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PROJECT •

Wendell School
 900 Portola Road
 Portola Valley, CA 94028

SHEET TITLE •

Roof Plan

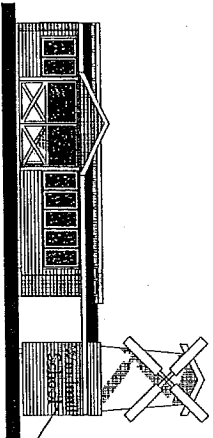
REVISIONS •

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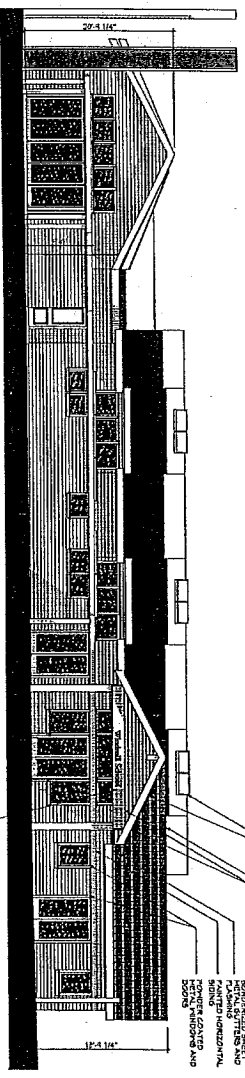
DATE: 2/18/16

SHEET: A-2



5 Family Lounge South Elevation

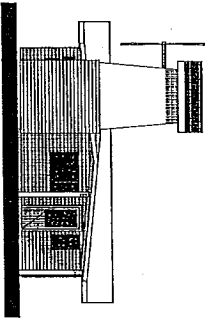
1/8" = 1'-0"



1 West Elevation

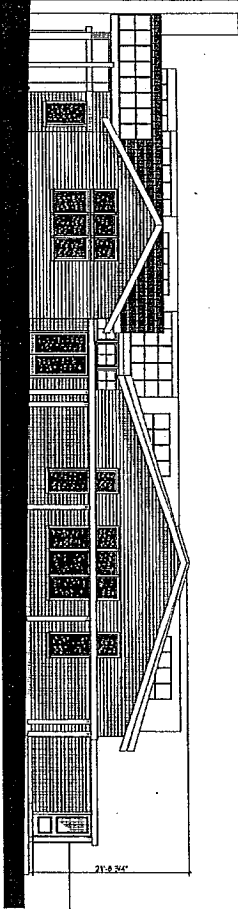
1/8" = 1'-0"

REMARKS:
 THE TWO COMBINED SIDES TOTAL 117.8' OF SIDEWALK
 THE ZONING REQUIREMENT ALONG 21.5' OF SIDEWALK
 BUILDING FRONTAGE PROPORTION IS LESS
 THAN THE MINIMUM OF 25% OF SIDEWALK. THIS
 IS WHY THE SIDEWALK IS 117.8' WIDE.



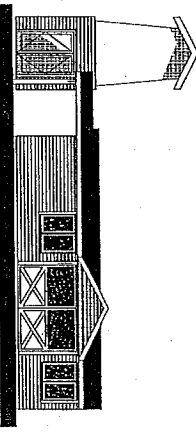
6 Family Lounge West Elevation

1/8" = 1'-0"



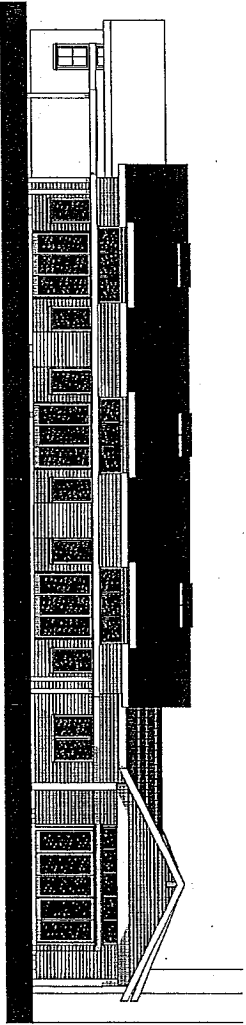
2 South Elevation

1/8" = 1'-0"



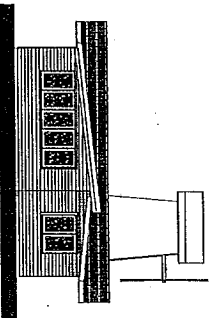
7 Family Lounge North Elevation

1/8" = 1'-0"



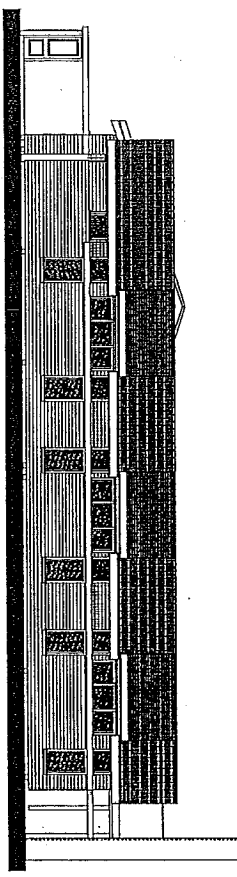
3 East Elevation

1/8" = 1'-0"



8 Family Lounge West Elevation

1/8" = 1'-0"



4 North Elevation

1/8" = 1'-0"

GENERAL CONTRACTOR AND ARCHITECTURAL FIRM: C.J.W. ARCHITECTURE
 130 Forbair Road, Suite A
 Portola Valley, CA 94028
 (650) 831-9333 / (FAX) 650-953-8377



PROJECT -
 Windmill School
 990 Peninsula Road
 Portola Valley CA 94028

SHEET TITLE -
 Exterior Elevations

REVISIONS	
No.	Date
1.	DATE
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8.	DATE
9.	DATE
10.	DATE

JOB: 2009-05-00
 DATE: 2/18/16
 SHEET: A-3.1



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Cynthia Richardson, Planner

DATE: July 20, 2016

RE: Review of Final Parcel Map for consistency with the Tentative Parcel Map. File #X6D-210 & PUD X7D-171, 1260 Westridge Drive, Lands of Carano.

BACKGROUND

On August 3, 2011 the Planning Commission approved a 3-lot subdivision of the 11.6 acre property subject to the Mitigated Negative Declaration, conditions of approval for the Tentative Parcel Map and the Planned Unit Development. The subject property is relatively long with substantial tree cover and natural vegetation. The south side of the property is bordered by Corte Madera Creek and the north is bordered by an unnamed drainage swale that flows to Corte Madera Creek. The property is located in the Residential–Estate, (R-E/2.5A.SD2.5) zoning district. Entrance to the site is from Westridge Drive.

Pursuant to Chapter 17.28 of the subdivision ordinance the applicant has requested the Town acceptance of the proposed three lot parcel map and approval of related documents. Staff is requesting the Planning Commission review the map due to a minor change in the lot lines. The applicant is proposing minor adjustments to the original approved lot lines to provide for a larger building site on Lot B where the main residence will be located. The Town Consulting Surveyor has reviewed the plan and has determined that the map is technically correct. (Attachment #1).

DISCUSSION

Review and action on the final parcel map is essentially a procedural step, and takes place without the need for public hearing. Town staff and consultants have completed review of all aspects of the proposed parcel map documents and find them to be in order for recording.

Essentially there have been minor changes to the lot sizes as follows:

	Lot A	Lot B	Lot C
Previous Gross Lot Area	4.38	3.97	3.25
Proposed Gross Lot Area	4.13	4.37	3.10

A further break down of the changes to areas can be found on the attached (Attachment #2) plan Proposed Minor Revisions to Lot Layout, EX-1.

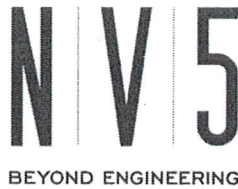
CONCLUSION

Staff recommends that the Planning Commission review the Final Parcel Map (Attachment #3) for consistency with the Tentative Map and recommend to the Town Council that the map is in general conformance with the approved Tentative Parcel Map.

ATTACHMENTS

1. Town Consulting Surveyor memo dated June 27, 2016
2. Proposed Minor Revisions to Lot Layout, EX-1
3. Parcel Map

Report approved by: Debbie Pedro, Planning Director



June 27, 2016
SJB00717/19/25

Cynthia Richardson, Consulting Planner
Town of Portola Valley
765 Portola Road, Portola Valley, CA 94028

RE: Lands of Carano - Third Review

Dear Cynthia,

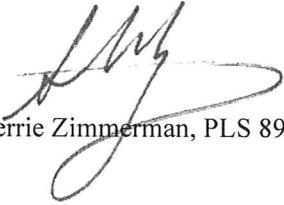
We have completed our final review of the submittal package for the Lands of Carano Parcel Map and Easement Legal descriptions and Plats, and submit the following questions and comments.

Parcel Map Comments:

1. The Parcel Map is approved / technically correct. All comments have been addressed.

Should you have any questions, please feel free to call (707) 592-0465 or email sjz.cad@gmail.com

Submitted by: NV5


Sherrie Zimmerman, PLS 8964

OFFICES NATIONWIDE



LEA & BRAZE ENGINEERING, INC.
 CIVIL ENGINEERS - LAND SURVEYORS
 15000 SHERWOOD BLVD. # 200
 SACRAMENTO REGION
 15315
 3077 QUAKER BLVD. # 200
 SACRAMENTO, CA 95861
 (916) 486-1328
 (916) 486-1328
 WWW.LEA-BRAZE.COM

VILLA CARANO
 1260 WESTRIDGE DRIVE
 PORTOLA VALLEY, CALIFORNIA
 SAN MATEO COUNTY
 APR. 07-09-200

PROPOSED MINOR
REVISION TO LOT
LAYOUT

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LOT A

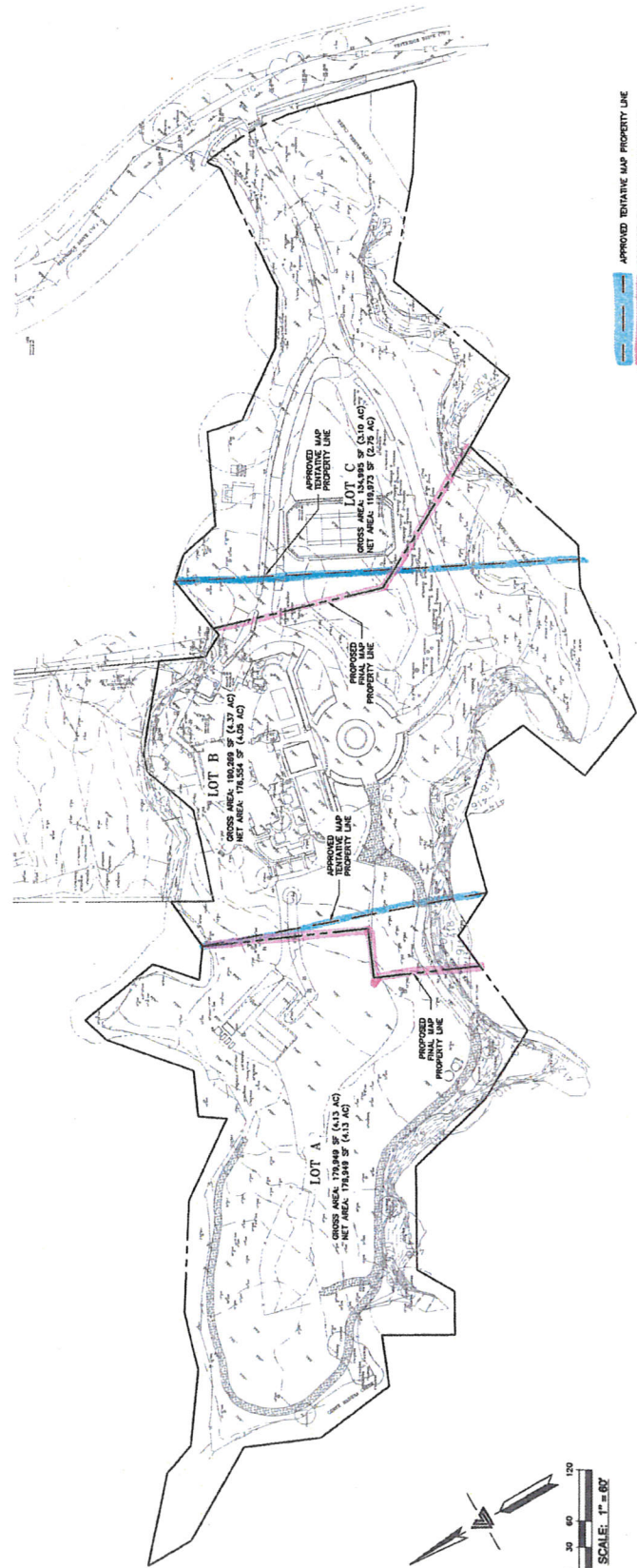
PREVIOUS GROSS LOT AREA	190,701 SF	4.39 AC
PROPOSED GROSS LOT AREA	179,949 SF	4.13 AC
PROPOSED INGRESS EGRESS EASEMENT	0 SF	0 AC
PREVIOUS NET AREA	190,701 SF	4.39 AC
PROPOSED NET AREA	179,949 SF	4.13 AC
PREVIOUS FLOOD PLAN AREA	81,148 SF	1.87 AC
PROPOSED FLOOD PLAN AREA	80,268 SF	1.85 AC
PREVIOUS NET AREA - 1/2	146,827 SF	3.41 SF
PROPOSED NET AREA - 1/2	139,665 SF	3.21 SF
PROPOSED FLOOD PLAN AREA		

LOT B

PREVIOUS GROSS LOT AREA	172,753 SF	3.97 AC
PROPOSED GROSS LOT AREA	150,809 SF	3.47 AC
PROPOSED INGRESS EGRESS EASEMENT	13,710 SF	0.32 AC
PREVIOUS NET AREA	164,770 SF	3.76 AC
PROPOSED NET AREA	179,959 SF	4.05 AC
PREVIOUS FLOOD PLAN AREA	41,443 SF	0.95 AC
PROPOSED FLOOD PLAN AREA	41,443 SF	0.95 AC
PREVIOUS NET AREA - 1/2	146,780 SF	3.41 SF
PROPOSED NET AREA - 1/2	153,812 SF	3.53 SF
PROPOSED FLOOD PLAN AREA		

LOT C

PREVIOUS GROSS LOT AREA	141,756 SF	3.25 AC
PROPOSED GROSS LOT AREA	134,926 SF	3.10 AC
PROPOSED INGRESS EGRESS EASEMENT	15,022 SF	0.35 AC
PREVIOUS NET AREA	127,631 SF	2.93 AC
PROPOSED NET AREA	119,973 SF	2.75 AC
PREVIOUS FLOOD PLAN AREA	34,893 SF	0.80 AC
PROPOSED FLOOD PLAN AREA	26,793 SF	0.61 AC
PREVIOUS NET AREA - 1/2	110,284 SF	2.53 SF
PROPOSED NET AREA - 1/2	107,581 SF	2.47 SF
PROPOSED FLOOD PLAN AREA		



APPROVED TENTATIVE MAP PROPERTY LINE
 APPROVED FINAL MAP PROPERTY LINE

EX-1
 1 OF 7 SHEETS

OWNERS' STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR HAVE SOME RIGHT, TITLE OR INTEREST IN AND TO THE LAND DELINEATED AND EMBRACED WITHIN THE EXTERIOR BOUNDARY LINES OF THE HEREIN EMBODIED MAP, THAT SAID OWNER ACQUIRED TITLE TO SAID LAND BY VIRTUE OF THAT GRANT DEED RECORDED AUGUST 6, 2013 AS INSTRUMENT NO. 2013-113949, IN THE PUBLIC RECORDS OF SAN MATEO COUNTY, CALIFORNIA, THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID REAL PROPERTY; AND THAT WE HEREBY CONSENT TO THE PREPARATION AND FILING OF THIS MAP AND SUBDIVISION.

WE ALSO HEREBY DECLARE THAT THE STRIPS OF LAND DESIGNATED AS: PRIVATE INGRESS/EGRESS EASEMENT AND PRIVATE FIRE AND WATER EASEMENT, ARE RESERVED FOR THE BENEFIT OF THE OWNERS OF PARCELS A, B AND C, AND ARE FOR THE PURPOSES STATED IN THE DECLARATION OF INTENT TO CREATE COVENANTS AND PRIVATE EASEMENTS FOR DRIVEWAY AND FOR FIRE AND WATER AND FOR OPENED FOR DEEDED CONCURRENT EASEMENTS, AS SET FORTH IN THE TOWN OF PORTOLA VALLEY, IN THE EVENT THERE IS A CONFLICT BETWEEN THE ACTUAL LOCATION OF THE PRIVATE DRIVEWAY OR WATER LINES, AND THE LOCATION OF THE EASEMENTS SHOWN ON THIS MAP, THE ACTUAL LOCATIONS SHALL CONTROL.

AND SAID OWNER DOES HEREBY DECLARE THAT THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR EMERGENCY VEHICLE ACCESS PURPOSES: THE AREAS OVER, AND UPON THOSE CERTAIN STRIPS OF LAND DESIGNATED AS AND DELINEATED AS E.V.A.E. (EMERGENCY VEHICLE ACCESS EASEMENT) FOR THE PURPOSES OF PROVIDING ACCESS TO THOSE CERTAIN STRIPS OF LAND AS AN EASEMENT FOR THOSE CERTAIN STRIPS OF LAND DESIGNATED AS AND DELINEATED AS "PUE" (PUBLIC UTILITY EASEMENT) FOR THE PURPOSE OF PUBLIC UTILITIES.

AS OWNERS: BANDEL L. CARANO AND PAULA MICHELLE CARANO, AS TRUSTEES OF THE BANDEL & PAULA CARANO TRUST, DATED JANUARY 12, 2004

BY: BANDEL L. CARANO, TRUSTEE _____ DATED: _____
BY: PAULA MICHELLE CARANO, TRUSTEE _____ DATED: _____

OWNERS' ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA } s.s.
COUNTY OF SAN MATEO }

ON _____, 2016, BEFORE ME _____ A NOTARY PUBLIC, PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME IN HIS AUTHORIZED CAPACITY(IES) AND THAT BY HIS/HER SIGNATURE ON THE INSTRUMENT THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

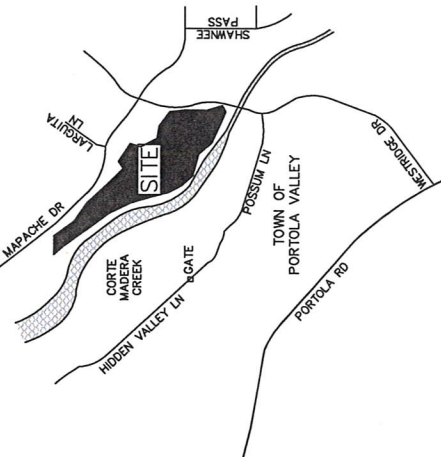
WITNESS MY HAND AND OFFICIAL SEAL:
SIGNATURE: _____

NAME (PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE: _____

PRINCIPAL COUNTY OF BUSINESS: _____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____



VICINITY MAP
NTS

OWNERS' ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

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I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL:
SIGNATURE: _____

NAME (TYPED OR PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE: _____

PRINCIPAL COUNTY OF BUSINESS: _____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

TOWN CLERK'S STATEMENT

I, SHARON HANLON, TOWN CLERK OF THE TOWN OF PORTOLA VALLEY, HEREBY CERTIFY THAT THE TOWN COUNCIL BY RESOLUTION 2016-_____, 2016 DID APPROVE THE WITHIN MAP, AND DID ACCEPT ON BEHALF OF THE TOWN OF PORTOLA VALLEY THE EMERGENCY VEHICLE ACCESS EASEMENT (E.V.A.E.) AND PUBLIC UTILITY EASEMENT (PUE) AS SHOWN ON THIS MAP.

SHARON HANLON
TOWN CLERK OF THE TOWN OF PORTOLA VALLEY

DATE _____

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF SHORENSTEIN REALTY SERVICES IN AUGUST 2015. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED MAP, AND THAT ANY DISCREPANCIES SHOWN HEREON ARE OF THE CHARACTER AND KIND THOSE INDICATED, AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.



GREGORY F. BRAZE _____ DATE _____
EXP. 12/31/18

TOWN SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THE HEREIN EMBODIED PARCEL MAP ENTITLED "PARCEL MAP OF THE LANDS OF THE CARANO TRUST THAT SAID SUBDIVISION AS SHOWN HEREON IS SUBSTANTIALLY THE SAME AS SAID SUBDIVISION AS SHOWN ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF, THAT ALL THE PROVISIONS OF THE SUBDIVISION MAP ACT AND AMENDMENTS THERETO AND ANY LOCAL ORDINANCE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH AND I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT.

SHERRIE J. ZIMMERMAN, PLS B964 _____ DATE _____
TOWN SURVEYOR FOR THE TOWN OF PORTOLA VALLEY
COUNTY OF SAN MATEO, STATE OF CALIFORNIA

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____, 2016, AT _____ M.
IN BOOK _____ OF PARCEL MAPS AT PAGE _____ AT THE
REQUEST OF GREGORY F. BRAZE

FILE NO. _____ FEE \$ _____

MARK CHURCH, COUNTY RECORDER

BY: _____ DEPUTY

PARCEL MAP

BEING A SUBDIVISION OF THE LANDS OF BANDEL L. CARANO & PAULA MICHELLE CARANO, TRUSTEES OF THE BANDEL & PAULA CARANO TRUST DATED JANUARY 12, 2004, AS DESCRIBED IN THAT CERTAIN GRANT DEED RECORDED AUGUST 6, 2013, AS INSTRUMENT NO. 2013-113949, OFFICIAL RECORDS OF SAN MATEO COUNTY

TOWN OF PORTOLA VALLEY SAN MATEO COUNTY CALIFORNIA
JULY 2016



LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS • LAND SURVEYORS
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CALIFORNIA 94545
(510) 887-4086
FAX (510) 887-3019
WWW.LEABRAZE.COM

LEGEND AND NOTES

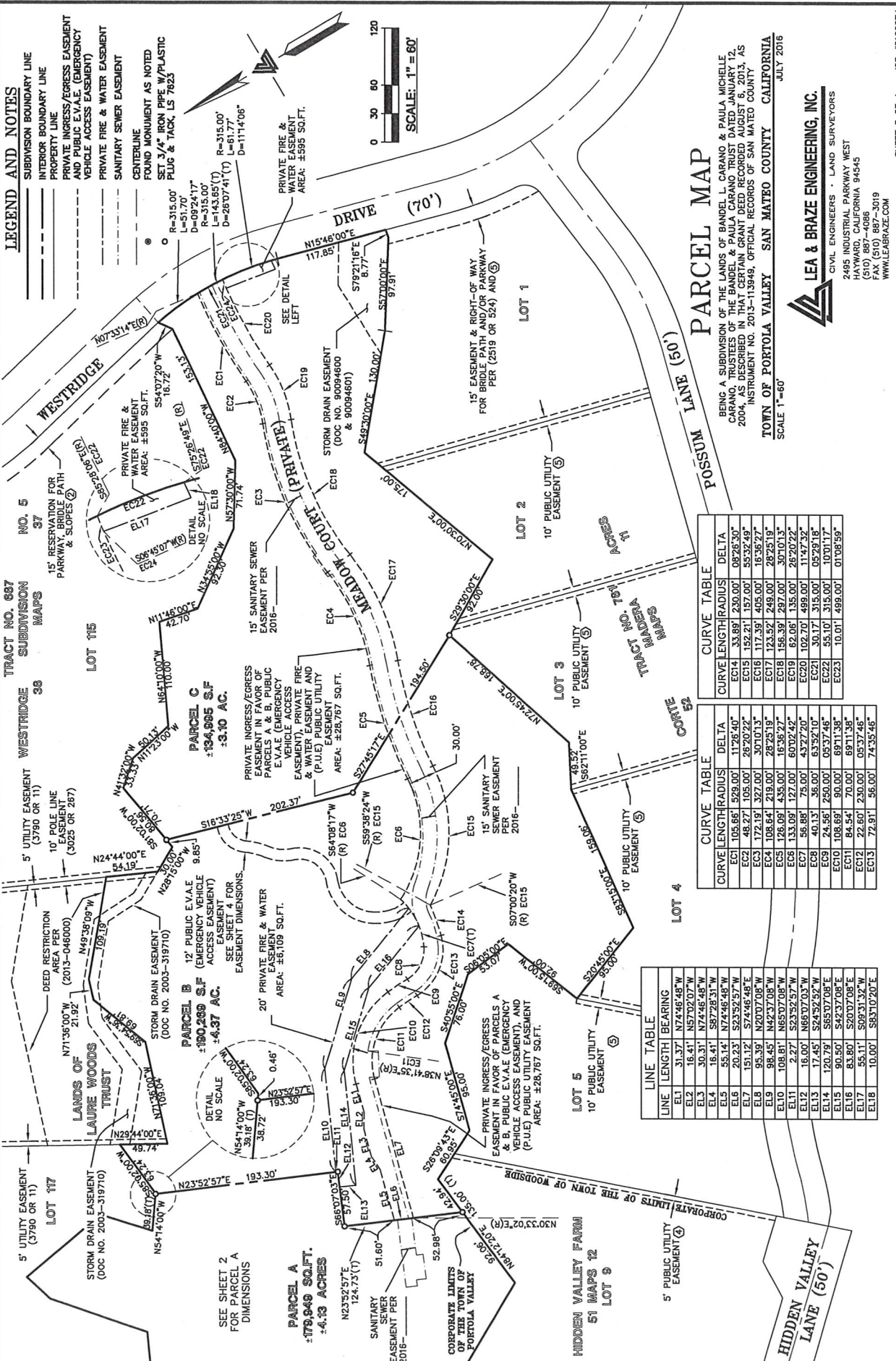
- SUBDIVISION BOUNDARY LINE
- INTERIOR BOUNDARY LINE
- PROPERTY LINE
- PRIVATE INGRESS/EGRESS EASEMENT
- PUBLIC UTILITY EASEMENT
- VEHICLE ACCESS EASEMENT
- PRIVATE FIRE & WATER EASEMENT
- SANITARY SEWER EASEMENT
- CENTERLINE
- FOUND MONUMENT AS NOTED
- SET 3/4" IRON PIPE W/PLASTIC PLUG & TACK, LS 7623

R=315.00
D=51.70
R=315.00
D=92.417
R=315.00
D=26.0741(7)
L=61.77
D=114.06

PRIVATE FIRE & WATER EASEMENT
AREA: ±595 SQ.FT.

PRIVATE FIRE & WATER EASEMENT
AREA: ±595 SQ.FT.

SCALE: 1" = 60'



PARCEL MAP

BEING A SUBDIVISION OF THE LANDS OF BANDEL L. CARANO & PAULA MICHELLE CARANO, TRUSTEES OF THE BANDEL & PAULA CARANO TRUST DATED JANUARY 12, 2004, AS DESCRIBED IN THAT CERTAIN GRANT DEED RECORDED AUGUST 6, 2013, AS INSTRUMENT NO. 2013-113949, OFFICIAL RECORDS OF SAN MATEO COUNTY
TOWN OF PORTOLA VALLEY SAN MATEO COUNTY CALIFORNIA
SCALE 1"=60'
JULY 2016

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HAYWARD, CALIFORNIA 94545
(510) 887-4096
FAX: (510) 887-8119
WWW.LEABRAZE.COM

CURVE TABLE

CURVE LENGTH	RADIUS	DELTA
EC14	33.891	230.00
EC15	152.311	157.00
EC16	117.591	405.00
EC17	123.521	249.00
EC18	156.391	297.00
EC19	82.061	135.00
EC20	102.201	199.00
EC21	30.171	315.00
EC22	55.101	315.00
EC23	10.011	499.00

CURVE TABLE

CURVE LENGTH	RADIUS	DELTA
EC1	105.661	529.00
EC2	48.271	105.00
EC3	172.191	327.00
EC4	108.641	219.00
EC5	126.091	435.00
EC6	133.091	127.00
EC7	56.881	75.00
EC8	40.131	36.00
EC9	74.561	250.00
EC10	108.691	90.00
EC11	84.541	90.00
EC12	22.601	230.00
EC13	72.911	56.00

LINE TABLE

LINE	LENGTH	BEARING
EL1	31.371	N74°46'48"W
EL2	16.411	N97°02'48"W
EL3	36.311	S87°29'31"W
EL4	45.141	N74°46'48"W
EL5	20.231	S73°52'57"W
EL6	151.121	S74°46'48"W
EL7	95.391	N20°07'08"W
EL8	88.451	N42°37'08"W
EL9	108.811	N65°07'08"W
EL10	2.271	S23°52'57"W
EL11	16.001	N65°07'03"W
EL12	17.451	S24°52'52"W
EL13	120.791	S85°07'08"W
EL14	90.501	S42°37'08"W
EL15	83.801	S20°07'08"W
EL16	55.111	S09°31'32"W
EL17	10.001	S83°10'20"W
EL18	10.001	S83°10'20"W

LINE TABLE	
LINE	BEARING
EL19	N16°33'25"E

CURVE TABLE		
CURVE LENGTH	RADIUS	DELTA
EC24	17.47	75.00
EC25	4.79	75.00
EC26	11.56	53.00
EC27	21.33	53.00
EC28	55.98	40.00
EC29	53.58	40.00
EC30	24.35	80.00
EC31	27.75	21.00
EC32	42.53	53.00
EC33	21.36	70.00
EC34	31.85	52.00
EC35	45.63	28.00
EC36	72.78	52.00
EC37	26.16	65.00
EC38	15.24	45.00
EC39	8.02	75.00
EC40	22.60	75.00
EC41	4.00	75.00
EC42	4.00	75.00

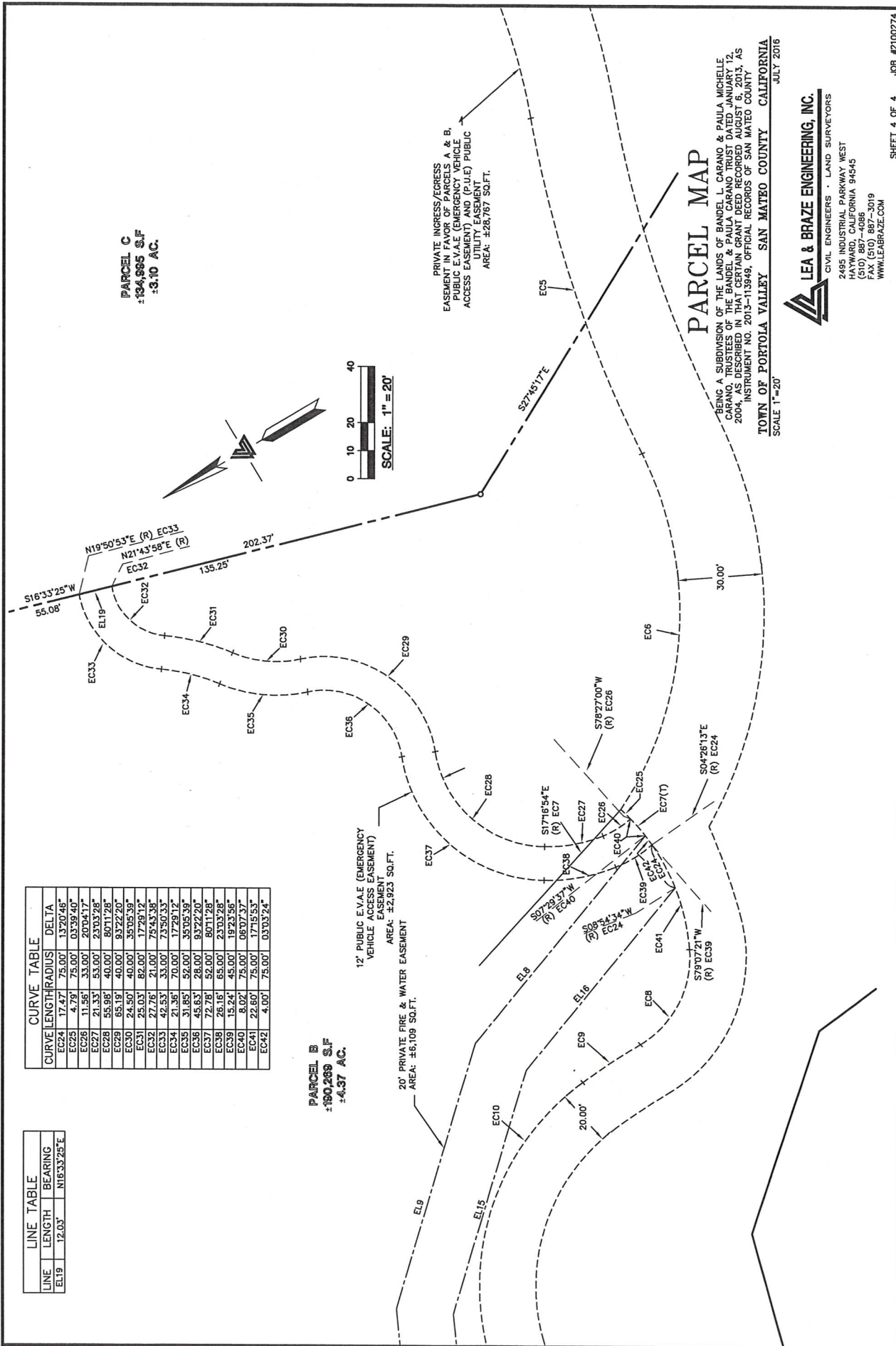
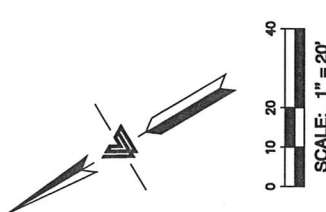
PARCEL B
±190,269 S.F.
±4.37 AC.

20' PRIVATE FIRE & WATER EASEMENT
AREA: ±6,108 SQ.FT.

12' PUBLIC E.V.A.E (EMERGENCY VEHICLE ACCESS EASEMENT)
AREA: ±2,923 SQ.FT.

PRIVATE INGRESS/EGRESS EASEMENT IN FAVOR OF PARCELS A & B, PUBLIC E.V.A.E (EMERGENCY VEHICLE ACCESS EASEMENT) AND (P.U.E) PUBLIC UTILITY EASEMENT
AREA: ±28,767 SQ.FT.

PARCEL C
±134,965 S.F.
±3.10 AC.

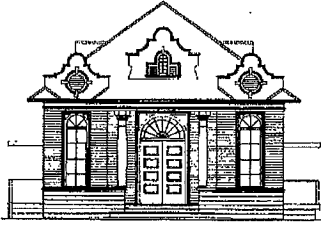


PARCEL MAP

BEING A SUBDIVISION OF THE LANDS OF BANDEL L. CARANO & PAULA MICHELLE CARANO, TRUSTEES OF THE BANDEL & PAULA CARANO TRUST DATED JANUARY 12, 2004, AS DESCRIBED IN THAT CERTAIN GRANT DEED RECORDED AUGUST 6, 2013, AS INSTRUMENT NO. 2013-113949, OFFICIAL RECORDS OF SAN MATEO COUNTY

TOWN OF PORTOLA VALLEY SAN MATEO COUNTY CALIFORNIA
SCALE 1"=20'
JULY 2016

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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Cynthia Richardson, Planner

DATE: July 20, 2016

RE: Preliminary review of a proposed two lot subdivision. File #03-2016, X6D-218.
Owner: John Goodrich, 40 Firethorn Way, APN 079-080-030.

BACKGROUND

This is a preliminary review of the proposed two-lot subdivision. The 11.02 gross acre property is proposed to be subdivided into two parcels, Lot A being 6.909 gross acres and Lot B being 4.103 gross acres. The Zoning for the property is R-E/3.5/SD-2/DR.

Parcel A contains an existing 6,181 square foot two-story home with two attached garages constructed in 1979, a greenhouse and a swimming pool. The ASCC recently approved a small addition to the main house that was planned to conform to the new Parcel A size and setbacks. Parcel B will support a new single-family residence in the south-eastern portion of the new lot. Site access would be from Los Trancos Road where a driveway would extend northwesterly to the residence.

The property is located at the corner of Firethorn Way and Los Trancos Road (Attachment #1). The average slope of the property is 31.67%. There is a knoll at the top of the property at elevation 596 and slopes down to Los Trancos Road where the elevation is 498. Surrounding uses include single-family homes to the north, south, and east, and Midpeninsula Regional Open Space District land to the west.

Midpeninsula Regional Open Space District maintains an access easement over the southern tip of the property. This access was the original driveway to the Hawthorn Estate. It is not currently used except for maintenance of the property.

The majority of the frontage on Los Trancos Road is proposed as a non-access strip. This will limit any future driveways from being accessed off the steep portion of the lot. In addition the Town's Consultant Civil Engineer in his memo of June 10, 2016 (Attachment #2) has requested a road dedication so that both Firethorn Way and Los Trancos Road will meet the 35 foot half street width requirement contained in the Subdivision Ordinance. He has also requested a road widening on the west side of Los Trancos sufficient to provide a 5-foot shoulder.

DISCUSSION

The Zoning Ordinance SD-2 combining district (Section 18.50.040) contains a formula that applies in lieu of the value for minimum parcel areas. Both parcels meet this lot size requirement.

	Average Slope	Proposed Lot Size (net)	Minimum Parcel Area Required
Overall Parcel	31.67%		3.94
Proposed Lots			
Parcel A	33.78%	6.862	4.20
Parcel B	27.89%	3.847	3.52

The parcel areas, adjusted maximum floor areas and adjusted maximum impervious areas are as follows:

	Parcel Area (net)	Adjusted Parcel Area	Adjusted Maximum Floor Area (AMFA)	Adjusted Maximum Impervious Area (AMIS)
Parcel A	6.862	5.703	8,530	16,813
Parcel B	3.847	3.310	7,961	15,113

Parcel areas. The subject parcel is located within the R-E/3.5/SD-2/DR zoning district. This residential estate district requires a minimum parcel area of 3.5 acres with required parcel area increasing based on slope density zoning requirements. As you can see by the table above both parcels meet this requirement.

Utilities. The property was recently annexed into the West Bay Sanitary District and will be served by sewer that is located within Los Trancos Road. The existing septic tank located on Parcel A will need to be abandon according to the San Mateo County Health Department regulations.

Easements. A new sanitary sewer easement will be created across Parcel B for the benefit of Parcel A. This easement will provide access for Parcel A to get to the sanitary sewer that is located within Los Trancos Road. No other easements will be created.

Town Engineer/Public Works Director Review. The Public Works Director and the Towns Consultant Civil Engineer and Land Surveyor at NV5 reviewed the technical aspects of the proposed subdivision and found it to be acceptable (Attachment #3). As stated above the Towns Consultant Civil Engineer has required a road widening and roadway dedication on both Los Trancos Road and Firethorn Way.

Town Geologist Review. The Town Geologist reviewed the proposal and submitted his recommendations in a letter dated March 21, 2016 (Attachment #4). He recommends approval of the application from a geologic and geotechnical standpoint. At the time of site development the applicant would need to perform a comprehensive geologic and geotechnical investigation of the site. He also recommends that the report include foundation, retaining wall, grading and drainage recommendations.

Woodside Fire Protection District

Woodside Fire Protection District reviewed the plans and has provided a memo dated April 22, 2016 (Attachment #5) in support of the subdivision. The District requires that a fire hydrant be located within 500 feet of the front door of any new home as measured on a drivable roadway and capable of producing 1,000 gallons per minute.

Based on the above analysis, we believe that the two-lot subdivision can be found to conform to the ordinance requirements.

Environmental Impact Review, CEQA compliance

An Initial Study will be prepared for this project under the California Environmental Quality Act (CEQA).

Next Steps

The Planning Commission should consider the above information and any other input that may be provided and offer preliminary review comments to the applicant. These comments will be considered as processing of the request continues to the ASCC review meeting. Once the ASCC reviews the subdivision it will return to the Planning Commission for a formal public hearing.

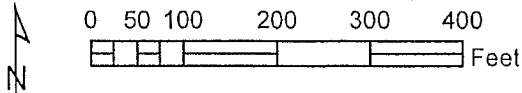
ATTACHMENTS

1. Vicinity Map
2. Town Consultant Civil Engineer, NV5, memo dated June 10, 2016
3. Public Works Director, memo dated July 6, 2016
4. Town Geologist Review dated March 21, 2016
5. Woodside Fire Protection District, memo dated April 22, 2016
6. Plans

Report approved by: Debbie Pedro, Planning Director



Vicinity Map



MEMORANDUM

DATE: June 10, 2016
TO: Howard Young, Cynthia Richardson, Town of Portola Valley
FROM: David M.(Mike) McNeely, NV5 *DMM*
PROJECT: Goodrich, 40 Firethorn
PROJECT #: SJ00717-18-28
SUBJECT: Review of Goodrich Parcel Map

We have reviewed the Second Submittal of the Preliminary Parcel Map with the following comments:

1. The applicant has complied with our previous comments.
2. Our surveyor will review the Final Map.
3. As discussed in the field meeting with Howard, the applicant should be responsible for constructing a street widening on their side of Los Trancos sufficient to provide a 5' shoulder and dedicating sufficient right of way, if necessary. It appears that a small retaining wall will be necessary at one location.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Cynthia Richardson, Consultant Planner
FROM: Howard Young, Public Works Director
DATE: 7/6/2016
RE: 40 Firethorn – Subdivision

Public Works and Engineering Department Site Development Grading, Drainage, and erosion Control plan comments and conditions:

1. All items listed in the most current “Public Works & Engineering Department Site Development Standard Guidelines and Checklist” shall be reviewed and met. Completed and signed checklist by the project architect or engineer will be submitted with building plans. Document is available on Town website.
2. All items listed in the most current “Public Works & Engineering Department Pre-Construction Meeting for Site Development” shall be reviewed and understood. Document is available on Town website.
3. Any revisions shall be highlighted and items listed on letterhead.

In addition:

4. Address all plan review comments and subsequent review comments from Towns Consultant Civil Engineer and Land Surveyor at NV5 to the Towns satisfaction.
5. Backflow preventers / Check valves cannot be located in the Town right of way
6. Subdivision project shall be in accordance with all Town municipal codes (see Chapter 17 also), State, and County requirements. In addition, all Town approved Plan Unit Development and Condition of Approval requirements shall be adhered to.
7. It is understood that this is a private subdivision development and that the Town Public Works Department has no maintenance responsibility.
8. Any work in Town right of way requires an encroachment permit.



COTTON, SHIRES AND ASSOCIATES, INC.
CONSULTING ENGINEERS AND GEOLOGISTS

March 21, 2016

V5096

TO: CheyAnne Brown
Planning Technician
TOWN OF PORTOLA VALLEY
765 Portola Road
Portola Valley, California 94028

SUBJECT: **Geologic and Geotechnical Peer Review**
RE: Goodrich, Proposed 2-Lot Subdivision
40 Firethorn Way, Portola Valley

At your request, we have completed a geologic and geotechnical peer review of the permit application for the proposed Lot Split with new residence using the following document:

- Feasibility Investigation (report), prepared by Romig Engineers Inc., dated March 4, 2016.

In addition, we have reviewed pertinent technical documents from our office files and performed a recent site inspection.

DISCUSSION

Based on our review of the referenced document, we understand that the applicant proposes to split the current 11-acre lot into two parcels. Parcel A would be the northern portion of the site and would include approximately 6.9 acres, and would include the existing residential development. The existing residence and driveway would remain as is, with no new development planned. Parcel B would be the southern approximately 4.1 acres of the 11-acre property, which is currently undeveloped. We understand that a new single-family residential development is proposed for the southern lot, consisting of an approximate 4,000 square-foot multi-story residence with an attached garage. Site access would be from Los Trancos Road, where a private driveway would extend northwesterly to the residence.

SITE CONDITIONS

The proposed residential development area is characterized, in general, by gently inclined to moderately steep, east facing natural hillside topography (15-degree to 25-degree inclinations). Subsurface exploration performed by the Project Geotechnical

Northern California Office
330 Village Lane
Los Gatos, CA 95030-7218
(408) 354-5542 • Fax (408) 354-1852

Central California Office
6417 Dogtown Road
San Andreas, CA 95249-9640
(209) 736-4252 • Fax (209) 736-1212

Southern California Office
550 St. Charles Drive, Suite 108
Thousand Oaks, CA 91360-3995
(805) 497-7999 • Fax (805) 497-7933

Consultant encountered Franciscan Complex greenstone bedrock materials overlain by shallow (1 to 4 feet thick) surficial soil materials. The proposed residential construction site would be on moderately steep (11- to 15-degree inclination), natural slopes. Drainage is characterized by sheetflow directed to the east.

The Town Geologic Map indicates that the site is underlain, at depth, by greenstone bedrock materials of the Franciscan Complex (Kfg) for most of the 11-acre property. Whiskey Hill Formation (Twh) is mapped along the hilltop knoll and Quaternary alluvium (Qal) is mapped along Los Trancos Road. Site surficial soil materials consist of sandy clay with angular clasts of Franciscan greenstone. The Town Movement Potential Map shows that the subject site is located within an "Sbr" zone, which is defined as: *"Level ground to moderately steep slopes underlain by bedrock within approximately three feet of the ground surface or less; relatively thin soil mantle may be subject to shallow landsliding, settlement, and soil creep."* A very small mapped "Sun" zone is located in the southernmost portion of the subject site. A "Sun" zone is defined as: *"Unconsolidated granular material (alluvium, slope wash, and thick soil) on level ground and gentle slopes; subject to settlement and soil creep; liquefaction possible at valley floor sites during strong earthquakes."*

The potentially active Berrocal and Monta Vista faults are 0.3 miles southwest and 0.2 miles northeast, respectfully, of the subject site. The active San Andreas Fault is mapped approximately 0.9 miles southwest of the property boundary.

CONCLUSIONS AND RECOMMENDED ACTION

The proposed new residential construction site on the proposed Lot B is potentially constrained by expansive surficial soil materials, surficial soil creep, shallow sloughing of soil materials, and the susceptibility of the site to very strong seismic ground shaking. The Project Geotechnical Consultant performed a feasibility investigation of the site and concluded that the site is feasible for construction of the proposed development. They recommend that a design-level geotechnical investigation be performed and that a pier and grade beam foundation system embedded in competent bedrock would be a likely foundation type for this site. We are in general agreement with the conclusions of the Feasibility Investigation, and recommend approval of the Lot Split and residential location as depicted therein from a geologic standpoint. The following should be performed prior to approval of the Site Development Permit application from a geologic and geotechnical standpoint:

1. **Grading and Drainage Plan** – The Project Civil Engineer should generate a grading and drainage plan depicting all cuts and fills, and surface and subsurface drainage features.

The following should be performed prior to approval of building permits from a geotechnical standpoint:

2. **Geotechnical Design-Level Investigation** – The Project Geotechnical Consultant should perform a design-level geotechnical investigation that includes foundation, retaining wall, grading and drainage recommendations.
3. **Development Plans** - Structural plans should be submitted that reflect the recommendations of the geotechnical consultant.

LIMITATIONS

This geologic and geotechnical peer review has been performed to provide technical advice to assist the Town in its discretionary permit decisions. Our services have been limited to review of the documents previously identified, and a visual review of the property. Our opinions and conclusions are made in accordance with generally accepted principles and practices of the geotechnical profession. This warranty is in lieu of all other warranties, either expressed or implied.

Respectfully submitted,

**COTTON, SHIRES AND ASSOCIATES, INC.
TOWN GEOTECHNICAL CONSULTANT**



John M. Wallace
Principal Engineering Geologist
CEG 1923



Patrick O. Shires
Senior Principal Geotechnical Engineer
GE 770

JMW:POS:KW

COTTON, SHIRES AND ASSOCIATES, INC.

WOODSIDE FIRE PROTECTION

Prevention Division

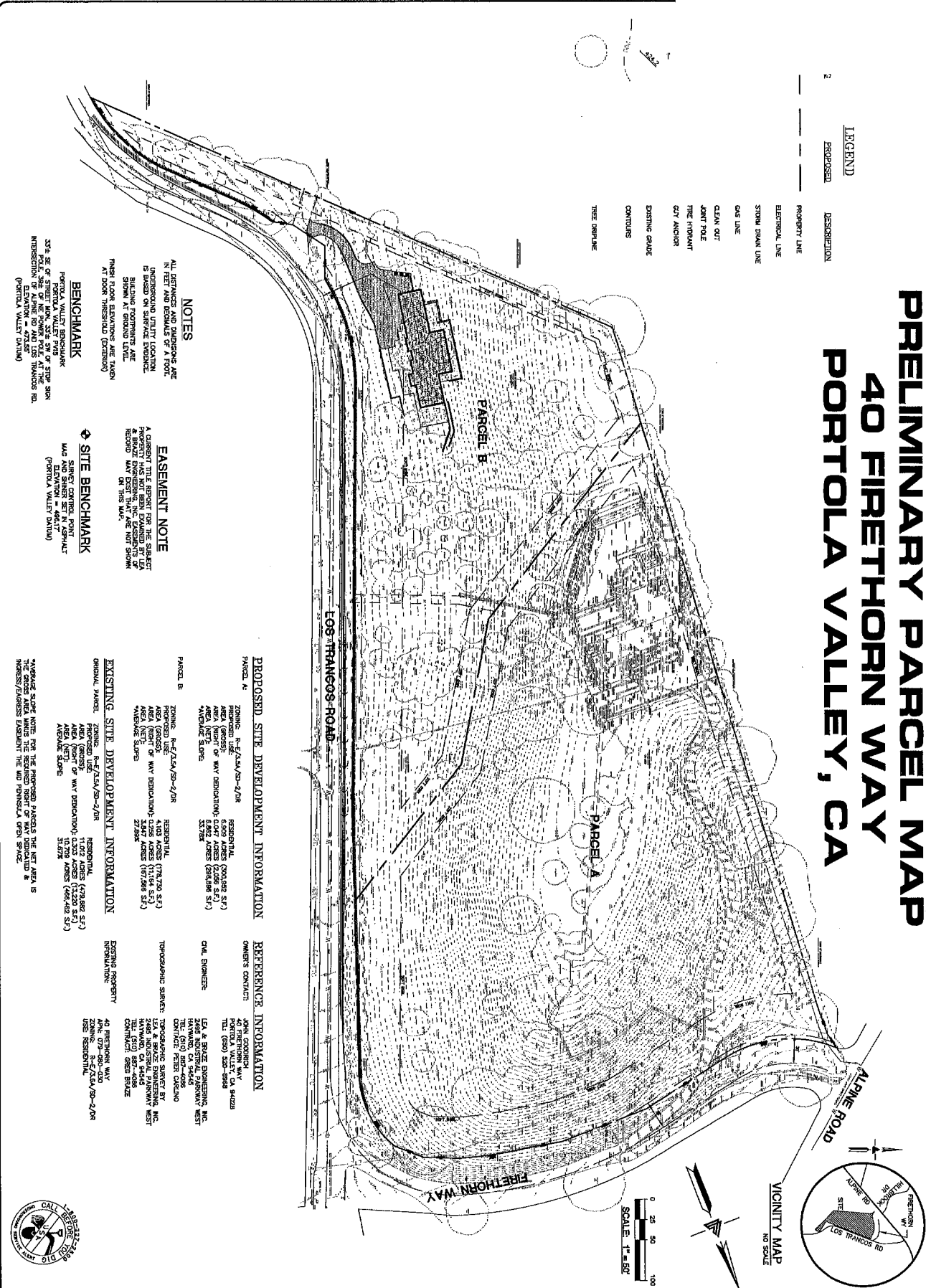
4091 Jefferson Ave, Redwood City CA 94062 ~ www.woodsidefire.org ~ Fire Marshal Denise Enea 650-851-6206

ALL CONDITIONS MUST MEET WFPD SPECIFICATIONS – go to www.woodsidefire.org for more info

BDLG & SPRINKLER PLAN CHECK AND INSPECTIONS

PROJECT LOCATION:40 Firethorn	Jurisdiction: PV	
Owner/Architect/Project Manager: Goodrich:650-520-8968	Permit#: X6D-218	
PROJECT DESCRIPTION: Preliminary Parcel Review		
Fees Paid: <input checked="" type="checkbox"/> \$YES <input checked="" type="checkbox"/> See Fee Comments Date: 4/25/16		
Fee Comments: CH#5220.....\$60.00 (plan review fee) paid by: Williams 4/25/16		
BUILDING PLAN CHECK COMMENTS/CONDITIONS: 1. Preliminary Parcel review is approved by WFPD. 2. Fire Hydrant -Hydrant needs to be within 500' of the front door measured, on a driveable roadway and capable of producing 1,000 GPM. *** PLEASE SHOW DISTANCE AND LOCATION OF HYDRANT ON PLANS*** ***All codes and requirements will be addressed once detailed plans are submitted for construction.		
Reviewed by:M. Hird	Date: 4/22/16	
<input type="checkbox"/> Resubmit	<input checked="" type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Approved without conditions
Sprinkler Plans Approved: NO	Date:	Fees Paid: <input type="checkbox"/> \$350 <input type="checkbox"/> See Fee Comments
As Bults Submitted: -----	Date:	As Bults Approved Date:
Fee Comments:		
Rough/Hydro Sprinkler Inspection By: -----		
Date:		
Sprinkler Inspection Comments:		
Final Bldg and/or Sprinkler Insp By: -----		
Date:		
Comments:		

PRELIMINARY PARCEL MAP 40 FIRETHORN WAY PORTOLA VALLEY, CA



LEGEND

PROPOSED	DESCRIPTION
---	PROPERTY LINE
---	DESTRUCTIVE LINE
---	STORM DRAIN LINE
---	GAS LINE
---	CLEAN OUT
---	JOINT POLE
---	THE HYDRANT
---	GY ANCHOR
---	EXISTING GRADE
---	CONTOURS
---	TREE REPLANT

NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS OF A FOOT. UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE. BUILDING FOOTPRINTS ARE SHOWN AS DOTTED LINES. FRONT YARD SETBACKS ARE SHOWN AT DOOR THRESHOLD (EXTERIOR).

BENCHMARK

PORTOLA VALLEY BENCHMARK
374.56 OF STREET MON. 335.29 OF STIP. SIGN INTERSECTION. ELEVATION = 472.52' (PORTOLA VALLEY DATUM)

EASEMENT NOTE

A GRABBER TRAIL BEHIND PARCEL A PROPERTY HAS NOT BEEN EXAMINED BY LEA & BRAZE ENGINEERING, INC. ANY EXISTING TRAIL OR EASEMENT ON THIS MAP.

SITE BENCHMARK

MARKER CONTROL POINT
MAP AND SURVEY SET IN GENERAL (PORTOLA VALLEY DATUM)

PROPOSED SITE DEVELOPMENT INFORMATION

PARCEL A	PARCEL B
ZONING: R-2/2.5A/2R-2/1R	ZONING: R-2/2.5A/2R-2/1R
PROPOSED USE: RESIDENTIAL	PROPOSED USE: RESIDENTIAL
AREA (GROSS): 6,009 SQUARE FT.	AREA (GROSS): 1,974,370 SQ. FT.
AREA (NET) OF WAY DEPENDENT: 6,009 SQUARE FT.	AREA (NET) OF WAY DEPENDENT: 1,974,370 SQ. FT.
AVG. SLOPE: 33.75%	AVG. SLOPE: 27.25%

REFERENCE INFORMATION

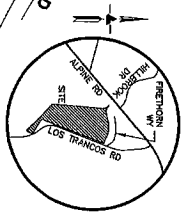
OWNER'S CONTACT:
JOHN COCHRAN
LEA & BRAZE ENGINEERING, INC.
2468 INDUSTRIAL PARKWAY WEST
PORTOLA VALLEY, CA 94028
TEL: (510) 887-3018

EXISTING SITE DEVELOPMENT INFORMATION

ORIGINAL PARCEL	EXISTING SITE DEVELOPMENT INFORMATION
ZONING: R-2/2.5A/2R-2/1R	ZONING: R-2/2.5A/2R-2/1R
PROPOSED USE: RESIDENTIAL	PROPOSED USE: RESIDENTIAL
AREA (GROSS): 1,027 SQUARE FEET	AREA (GROSS): 1,027 SQUARE FEET
AREA (NET) OF WAY DEPENDENT: 1,027 SQUARE FEET	AREA (NET) OF WAY DEPENDENT: 1,027 SQUARE FEET
AVG. SLOPE: 31.02%	AVG. SLOPE: 31.02%

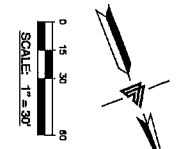
EXISTING PROPERTY INFORMATION

40 FIRETHORN WAY
ZONING: R-2/2.5A/2R-2/1R
AREA (GROSS): 1,027 SQUARE FEET
AREA (NET) OF WAY DEPENDENT: 1,027 SQUARE FEET
AVG. SLOPE: 31.02%



<p>C-1</p> <p>1 of 3</p>	<p>PROPOSED PARCEL SPLIT</p>	<p>40 FIRETHORN WAY PORTOLA VALLEY CALIFORNIA</p>	<p>LEA & BRAZE ENGINEERING, INC. CIVIL ENGINEERS • LAND SURVEYORS BAY AREA REGION: 2765 INDUSTRIAL PARKWAY WEST, HAYWARD, CALIFORNIA 94545 SACRAMENTO REGION: 3017 DUCKLAK BLVD., ROSEVILLE, CA 95661 TEL: (510) 887-4066 FAX: (510) 887-3018 WWW.LEABRAZE.COM</p>	
	<p>DATE: 11-14-13</p> <p>REVISIONS: BY</p> <p>DWG. NO.: 2102955</p> <p>DESIGN BY: RCL/A</p> <p>PROJECT NO.: 1994M-07-01</p>	<p>SAN MATEO COUNTY</p> <p>APP: 079-080-030</p>		

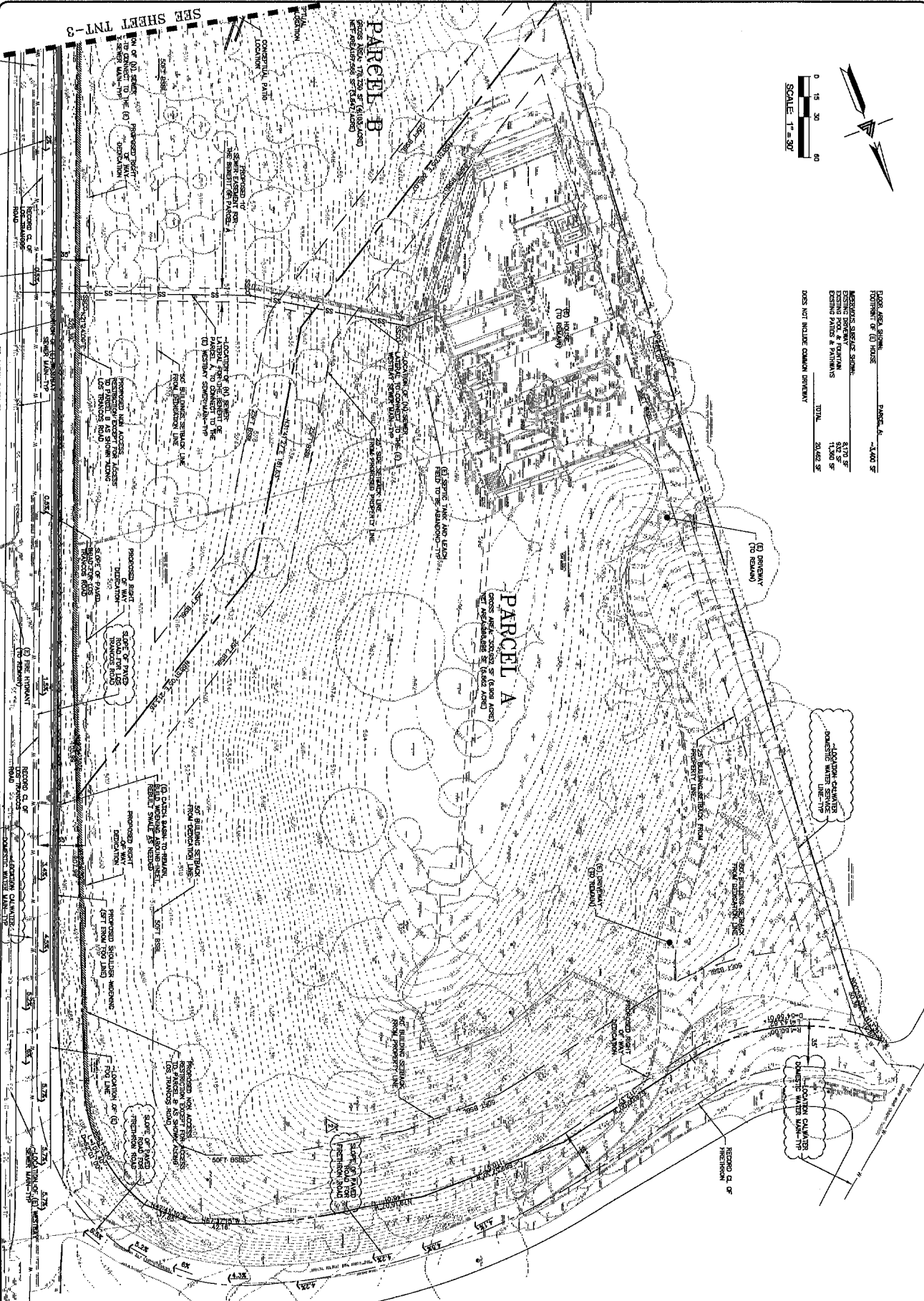
SEE SHEET TMT-3



FLOOR AREA SUMMARY

FLOOR AREA SUMMARY	PARCEL A - 1,400 SF
ADDITIONAL OF (C) HOUSE	
MEASUREMENTS SUBJECT TO SURVEY	8,137 SF
EXISTING POOL & TOWER	8,137 SF
EXISTING PATIO & PORCHES	1,300 SF
TOTAL	20,492 SF

DOES NOT INCLUDE COMMON DRIVEWAY



REVISIONS

NO.	DATE	BY	DESCRIPTION
1	1-15-13	BT	ISSUED FOR PERMITS
2	1-15-13	BT	REVISED PER COMMENTS
3	1-15-13	BT	REVISED PER COMMENTS

SCALE: 1" = 30'

DESIGN BY: BT/CL

CHECK BY: BT/CL

DATE: 1-15-13

PROJECT NO.: 079-080-030

SHEET NO.: 2 OF 3

C-2

AREA OF DETAIL
PARCEL A

40 FIRETHORN WAY
PORTOLA VALLEY
CALIFORNIA

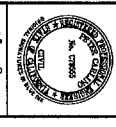
SAN MATEO COUNTY APN: 079-080-030

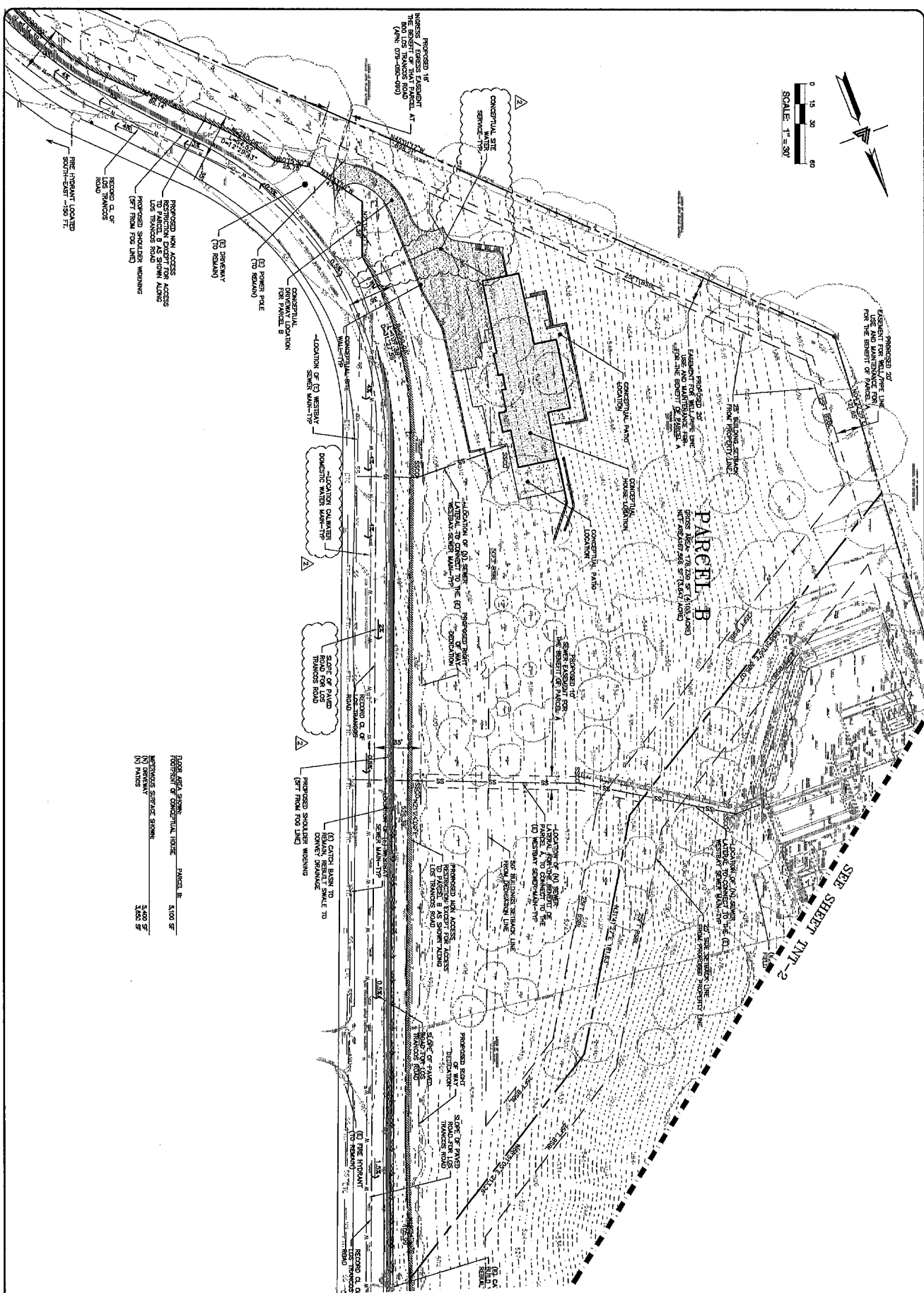
LEA & BRAZE ENGINEERING, INC.
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2455 INDUSTRIAL BOYD WEST
HAYWARD, CALIFORNIA 94545
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(415) 882-8201

SACRAMENTO REGION
3017 DOUGLAS BLVD. # 3000
ROSEVILLE, CA 95661
(916) 782-1338
(916) 787-7363

WWW.LEABRAZE.COM





FROM AREA SURVEY PARCEL B, 5,100 SF
 FOOTPRINT OF CONCEPTUAL HOUSE
 WITHIN THE SURFACE SHOWS
 (N) DRIVEWAY 5,400 SF
 (O) PAVES 3,000 SF

**AREA OF DETAIL
 PARCEL B**

40 FIRETHORN WAY
 PORTOLA VALLEY
 CALIFORNIA

LEA & BRAZE ENGINEERING, INC.
 CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION: 2300 INDUSTRIAL PARK WEST, HAYWARD, CALIFORNIA 94545
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 (P) (916) 887-8306 (F) (916) 757-7363

WWW.LEABRAZE.COM



C-3
 3 OF 3

DATE	11-03-13	SCALE	1" = 30'
DESIGN BY	SC/L	REVISION BY	PC
SHEET NO.			
JOB NO.	2103163		
REVISED	BY		
DATE	02-11-18	SCALE	1/4"
DESIGNED BY	PC		
DATE	02-23-18		
DESIGNED BY	PC		
DATE	02-23-18		

DRAFT MINUTES

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, JUNE 15, 2016, SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Hasko called the Planning Commission regular meeting to order at 7:00 p.m. Ms. Pedro called the roll.

Present: Commissioners McKitterick, Targ, and Von Feldt; Vice Chair Gilbert; Chair Hasko

Absent: None

Staff Present: Debbie Pedro, Planning Director

ORAL COMMUNICATIONS

None.

OLD BUSINESS

- (a) Public Hearing: Review of a Proposed Conditional Use Permit Amendment to Add an Attached Six-Bedroom Dwelling Unit to the Existing Facility. File #15-2016, 3639 Alpine Road, Glen Oaks Equestrian Center/Stanford University.

Planning Director Pedro presented the staff report regarding the proposed project.

She said that on May 18 the Planning Commission held a preliminary review of the proposal and expressed general support of the project. She said the ASCC reviewed the application on June 13 and the applicant had modified the plans incorporating the commission's recommendations that a covered walkway be added to the front of the building and that the door for Bedroom #4 be relocated.

Planning Director Pedro said staff is recommending that employee housing for grooms and stable hands at an equestrian facility be considered similar in character to housing for farmworkers or horticulture workers and therefore in compliance with the O-A zoning district regulations.

She said the ASCC recommended that language be added to Condition #16 to specify that the plantings along the creek corridor be native.

Chair Hasko called for questions from the Commission.

Chair Hasko invited comments from the applicant. Hearing none, Chair Hasko invited discussion by the Commission.

Commissioner McKitterick said the resolution should reflect that the Use Permit findings were being made pursuant to 18.26.030.F of the municipal code as outlined in the staff report. Vice Chair Gilbert agreed.

Commissioner Targ suggested eliminating "...for apartments, duplexes, and similar structures designed for not more than six dwelling units" from the fourth Whereas paragraph in the resolution.

In response to Commissioner Targ's question, Planning Director Pedro said she confirmed with the State Department of Housing and Community Development that the units being added would count under the extremely low income category. Commissioner Targ suggested that since this was an example of affiliated housing as recommended in the Housing Element, a Whereas clause identifying it should be within the resolution.

DRAFT MINUTES

Commissioner Von Feldt said she supports the ASCC's recommendation to include "native" to the verbiage concerning plantings in Condition #16.

Commissioner McKitterick moved to find the project categorically exempt as provided for in Section 15305 of the State CEQA guidelines. Seconded by Commissioner Targ; the motion carried 5-0.

Commissioner Targ moved to approve the Resolution and Attachment 1 as amended, making the required CUP findings in Attachment 2, and recommending approval of the requested amendment. Seconded by Commissioner McKitterick; the motion carried 5-0.

NEW BUSINESS

(a) Review of 2015 Housing Element Progress Report.

Planning Director Pedro presented the staff report regarding the 2015 Housing Element Progress Report. She thanked the Planning Intern, Adrienne Smith, for helping to put together the report.

In response to Vice Chair Gilbert's question, Planning Director Pedro said the housing units approved tonight with the Glen Oaks Equestrian Center application were in the "extremely low income" category.

Commissioner McKitterick asked if the State expected jurisdictions to make zoning changes as may be necessary in order to achieve the goals of their approved housing plans. Planning Director Pedro said that is possible, which is why the State requires reporting – to ensure that jurisdictions are on track and doing their part to remove barriers to provide for the production of affordable housing units.

Commissioner Von Feldt said it appeared that the Town was on target to reach the goal. Planning Director Pedro agreed.

Commissioner Targ asked if it would be appropriate to consider another amnesty period so that residents can permit their previously illegal units, which could count toward the RNHA goals. Chair Hasko asked regarding the benefit of amnesty. Planning Director Pedro said there may be existing units of various sizes that never got reviewed or permitted. She said the benefit would be a clean record on the homeowner's property, but there is no penalty fee attached. Commissioner McKitterick suggested that people who already have units that were never reviewed or permitted, but now fit within the newly allowable parameters, may be offered an incentive of reduced permit fees to legalize their second units. Commissioner Targ suggested that may be a good use of the housing trust fund. Chair Hasko said this topic should be agendaized and further discussed.

Planning Director Pedro said the overall affordable housing discussion will be brought to Town Council in July.

Commissioner McKitterick said in preparation for the Planning Commission's future discussion on the topic, he would like to see information regarding a new amnesty program, as well as the permit fees associated with second units.

Commissioner Von Feldt said she would like to better understand the effectiveness of HIP Housing.

Chair Hasko asked if, with regard to an amnesty program, it would be helpful for the Town Council to understand more about the issues the Affordable Housing Committee has discussed previously.

Commissioner Targ said the subfloors of some homes could be easily changed into second units, but he doesn't know what would be involved in bringing that up to code, or if the requirement is a California Building Code requirement or a Portola Valley requirement. Planning Director Pedro said the

DRAFT MINUTES

conversion would be subject to maximum floor area requirement and building code requirements regarding foundations, separate entrances, fire sprinklers, etc.

Commissioner Von Feldt moved to recommend that the report be forwarded to Town Council for review. Seconded by Commissioner McKitterick; the motion carried 5-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(a) Grading Policy Information Handout

Planning Director Pedro said the Commission had recommended that an easy to understand information handout be prepared to help residents understand the rules and regulations regarding grading. She presented the handout to the Commission for review and suggestions.

Chair Hasko called for questions from the Commission.

Commissioner Targ thanked staff for preparing the useful handout. He suggested changing the first bullet point – “preserve and enhance the natural features of the Town”—by adding “including swales, drainages, and creeks.”

In response to Chair Hasko's question, Planning Director Pedro said the bullet points under “principles of site design” came from the Town's Design Guidelines.

Commissioner Von Feldt suggested addressing the issue of considering the quality or intact native habitat of the land being proposed for grading.

The Commission agreed to expand the third bullet – “minimize site disturbance and tree/vegetation removal” – by adding including where intact native habitat exists.

Vice Chair Gilbert suggested spelling out Site Development Permit rather than using the acronym SDP.

Planning Director Pedro said staff would incorporate the suggested changes in the document.

Commissioner Von Feldt said she and Ted Driscoll attended the Town Picnic to gather public input regarding the Town Center Master Plan. Commissioner Von Feldt said they received mostly positive feedback, with most visitors suggesting no changes at all.

Commissioner Targ said he gave an interview to the San Jose Mercury News on accessory dwelling units. He said the reporter asked him if he thought that having 10 percent of housing being accessory dwelling units was a reasonable goal. Commissioner Targ said that he thought Portola Valley already had more than 10 percent of their housing in accessory dwelling units and the requirement would be appropriate, depending on the municipality. He also told the reporter that the Town was currently considering six affordable housing units associated with an equestrian center. He said he directed the reporter to the Planning Director and Town Manager for more information.

APPROVAL OF MINUTES: June 1, 2016.

Commissioner Von Feldt moved to approve the minutes of the June 1, 2016, meeting, as amended. Seconded by Commissioner McKitterick, the motion carried 4-0; with Commissioner Targ abstaining.

ADJOURNMENT [7:53 p.m.]