



September 2, 2022

Dave Tanner
7777 Mears Drive
Auburn, CA 95602

RE: 3036-3062 Woodside Road (APN 072-162-350 and 072-162-360)

File No.: ASRB2022-0022/CUSE2022-0002/EASE2022-0001/GPAM2022-0001/GPCD2022-0001/GRAD2022-0002/VARI2022-0006/ZOAM2022-0001

Dear Mr. Tanner:

The Town and Fire District has reviewed the application submitted on August 5, 2022, proposing to expand an existing parking lot and add permanent outdoor dining spaces for two restaurants at an existing business center. Please submit the items noted in the attached checklist for Town staff and the Fire District to continue review of the application. Please include a written response to all comments, indicating the plan sheet numbers and/or documents that have been revised to address each comment.

Please provide additional information at your earliest convenience. Once we review the revised submittal, Town staff will determine if the application is complete, or if more information is required based on the resubmittal. Please submit **one full size** and **two reduced size** copies of the plans, and electronic **PDF** copies of all updated/new documents and plans.

Pursuant to WMC 153.916, any application which has been incomplete for six or more months shall be considered inactive. If you do not submit all materials required in this letter by **March 2, 2023**, the Planning Director shall notify you of such status by letter and provide 60 days to bring the application to complete status. If the application has not achieved complete status to the satisfaction of the Planning Director within this 60-day period, the application shall be considered expired and closed.

We look forward to working with you to complete this process. Any referenced Municipal Code sections can be found by accessing the Municipal Code link on the Town's website (www.woodsidetown.org). If you have any questions, please e-mail me at sschaan@woodsidetown.org.

Kindest Regards,

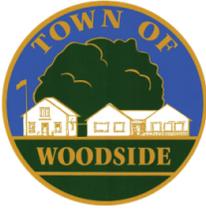
650-851-6790
Fax: 650-851-2195
townhall@woodsidetown.org

Sage Schaan, AICP CEP
Deputy Planning Director

Attachment: Application Review Checklist
Woodside Fire Protection District Comments

CC: George S. Roberts Trust, Property Owner
Attn: Christine Roberts

Application Review Checklist



Town of Woodside

2955 Woodside Road
Woodside, California 94062
650 851.6790
www.woodsidetown.org

Address: 3036-3062 Woodside Road (APN 072-162-350 and 072-162-360)
File No.: ASRB2022-0022/CUSE2022-0002/EASE2022-0001/GPAM2022-0001/GPCD2022-0001/GRAD2022-0002/VARI2022-0006/ZOAM2022-0001
Review Date: September 2, 2022 (Review No. 1)

I. Additional/Updated Materials:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <p>A. The Town must determine if the project is exempt from the California Environmental Quality Act (CEQA). In coordination with the Town Attorney's office, staff met with a consulting Attorney with extensive CEQA law experience. It was noted that specific technical studies/reports, such as a biological assessment, traffic analysis, and noise study would be necessary to determine if the project is exempt from CEQA. The consulting attorney indicated that if recommendations from these studies can be incorporated into the project, without significantly changing the details of the proposed development, the project could be exempt from CEQA. Such CEQA determination would be made after receiving the details of each technical report. Staff has obtained proposals to complete the biological assessment and the noise study just received a proposal from the traffic consultant, which still needs to be reviewed. The not-to-exceed costs from the consultants and Town required 25% administrative cost for the received proposals are outlined below:</p> <ol style="list-style-type: none">1. The Biological Resources Report proposal from H.T. Harvey & Associates includes a not-to-exceed cost of \$15,307.00. The required 25% Town administrative cost is \$3,826.75.2. The Acoustical Consulting Services proposal for a noise study from Salter Inc. includes a not-to-exceed cost of \$11,600.00. The required 25% Town administrative cost is \$2,900.00.3. As noted above, the Town is reviewing the consultant proposal for the traffic analysis. Once the review is complete, we will provide the costs for the necessary traffic analysis.4. To initiate/cover the work for the biological assessment and noise study, please submit a check written to the Town of Woodside for \$33,633.75. Once the proposal for the traffic analysis is reviewed, Town staff will provide the cost to complete the traffic analysis. <p>Understanding the technical studies are a significant cost, they are necessary for any CEQA analysis, which will likely lead to a CEQA exemption based on Town staff's discussion with the Town Attorney's office, if recommendations are incorporated into the project.</p> |
| <input type="checkbox"/> | <p>B. Parking Lot Layout/Spaces:</p> <ol style="list-style-type: none">1. The A Sheets do not show all existing ADA parking spaces, which are identified on the Survey. Please update all sheets correctly depicting the existing parking lot layout. |

	<ol style="list-style-type: none"> 2. Call out the existing width and depth of all existing spaces, and existing isle widths on existing Site Plans. 3. Pursuant to the Building Department comments located toward the end of this checklist, the proposed parking lot layout may require slightly more ADA spaces and/or ADA van accessible spaces. If changes to the number/type of ADA spaces are necessary, please revise all A, C, and Easement Sheets showing the proposed parking lot layout that is compliant with ADA standards. 4. Show the number and dimensions of the existing and proposed Loading Spaces pursuant to Municipal Code Section 153.226. Based on the square footage shown for the buildings, 2 Loading Spaces are required. If one or more spaces cannot be provided, please explain why they cannot be provided and how delivery trucks, including size of truck, provide deliveries. This reasoning should be included in the required Variance application findings noted below. 5. Pursuant to Municipal Code Section 153.225, please include the following information: <ol style="list-style-type: none"> i. Provide a Landscape Plan showing all proposed screening between the property and adjacent residential properties. ii. Show and label the location of any existing and proposed horse hitching racks. iii. Show and label the location of any existing and proposed bike racks, indicating the number of bicycles that can be accommodated by the bike rack(s). iv. Provide the square footage and percentage of the site that will be "landscaped". Please delineate such areas on a plan. 153.225(l) requires at least 10% of parking areas, including drive isles to be landscaped, therefore also include the total square footage of the proposed parking area, including drive isles. 6. See comments in Section II below in related to existing and proposed calculations for required parking spaces and incorporate into the final break down for the number of spaces in all plans and documents. 7. While the Town's Municipal Code requires parking spaces to be 9 feet wide by 20 feet deep, you have noted that most, if not all, existing spaces are currently 9 feet wide by 18 feet deep. While the project proposes an 18-foot depth for most new parking spaces (except compact spaces that are 16 feet deep), some redesigned spaces are proposed to be 8.5 feet wide by 18 feet deep, which is part of the need for a Variance. Guidelines from two cities have been provided to support the narrower spaces, but it would be beneficial to provide more evidence from similar cities requiring parking space sizes that are less than 9 feet wide in their Municipal Codes (cite and provide city Municipal Code sections and regulations). If the project continues to propose the spaces that are less than 9 feet wide, please indicate how many proposed spaces would be lost, if required to make all spaces 9 feet wide. 8. Some of the written documents submitted include parking space counts that match the submitted plans, but others do not match the plans, such as the letter from Cliff Bechtel, dated July 15, 2022. Once all comments are addressed and the final existing and proposed parking space counts are broken down on the plans, please update all submitted written documents to have consistent parking counts with the numbers shown on the plans.
<input type="checkbox"/>	<p>C. Please provide a draft Construction/Equipment Plan for the construction to be used to evaluate potential constriction noise impacts by the Acoustic consultant.*</p> <p>*This is needed as soon as possible after submitted the deposit/fee for the noise study.</p>

<input type="checkbox"/>	<p>D. The Variance application to the parking lot requirements includes an attachment that references the findings for the CUP, not the Variance. Please include written reasoning for each of the required Variance findings that address all parking lot standards that would not be met, such as parking space sizes (widths and depths), landscaping, percentage of compact spaces (9 feet wide by 16 feet deep), number of required loading spaces, etc. The required parking lot standards are outlined in Municipal Code Sections 153.220 – 153.226. If the proposed project will not meet any of the listed standards, the response to the findings for approval of a Variance shall detail reasons for each standard that will not be met in each of the finding responses.</p>
<input type="checkbox"/>	<p>E. Submit a stamped and certified legal descriptions and plat maps by a licensed land surveyor for all existing easements that are proposed/revised using a format necessary for recordation with the County. These items would be reviewed by the Town Engineering Department for accuracy once submitted. These items may be submitted after consultation with the Engineering Department and review/approval of the development entitlements by the Town, but before issuance of any construction permits.</p>
<input type="checkbox"/>	<p>F. Please provide a letter outlining the number of truck trips (into and out of site), noting the size/capacity of the trucks, that will be necessary for the proposed grading off haul and material import.</p>
<input type="checkbox"/>	<p>G. Please provide a letter from the Civil Engineer indicating why the proposed grading cannot/should not be balanced onsite, outlining possible impacts that could be created from fully, or partially, balancing grading onsite. The letter shall also include reasons for the large retaining wall, and how the project would need to be changed, including number of proposed parking spaces lost, if the retaining wall was lower or stepped/terraced.</p>
<input type="checkbox"/>	<p>H. Please provide the names, phone numbers, and emails of all existing tenants; noting their businesses names and business addresses for Town staff and Fire District.</p>
<p>II. Revisions to Existing Plan Sheets:</p>	
<input type="checkbox"/>	<p>A. All Sheets (A, C, Survey, Easement, etc.) shall be updated with the following:</p> <ol style="list-style-type: none"> 1. Revise the address on the title blocks of each sheet to be 3036 – 3062 Woodside Road. Some sheets show incorrect addresses. 2. Clearly show and label the location of the Stream Corridor by depicting and labeling the following: <ol style="list-style-type: none"> i. Centerline of the adjacent stream, even if it is partially located offsite, and calling out/delineating a distance of 50 feet measured from the centerline of the stream. ii. Top of bank of the adjacent stream and calling out/delineating a distance of 25 feet measured from the top of bank. iii. The stream corridor boundary shall be delineated and labeled using the combined greater distance of the two measurements (distance from top of bank or centerline noted above). It is important for these details to be located on all site plans, and to be consistent on each sheet to ensure if any development is proposed within the Stream Corridor. 3. Show and label the boundary line between the two APNs. This is important to show the location of which areas require the rezoning and General Plan amendment.

	<p>4. Highlight all slopes >35%. If development is proposed in any of the identified slopes, please submit a stamped and signed report from a duly authorized Geotechnical or Civil Engineer determining all slopes in excess of 35% where development (grading structures, utilities, etc.) is proposed are manmade, and prior to being manmade were 35% or less. <u>The report shall include a site plan clearly labeling all slopes that are identified in the report.</u></p> <p>5. Clearly delineate and call out the location of the existing and proposed multi-use trail. Clarify which parts of the trail will remain and which will be new. This may be finalized after the review and recommendation of the Town Trails Committee.</p> <p>6. All Sheets showing existing trees shall provide an "X" over trees proposed for removal (see comment below requiring a comprehensive Tree Removal Plan).</p>
<input type="checkbox"/>	<p>B. Sheet A0 (Cover Sheet):</p> <p>1. The Project Data shall include both APNs and include the Site Area for each APN separately.</p>
<input type="checkbox"/>	<p>C. Sheet A1/A2 (Parking Calculations):</p> <p>1. The Plans need to include existing and proposed parking calculations since there will be removal of existing parking spaces for the proposed outdoor dining, required ADA spaces, and the expansion of the parking lot (e.g., removal of spaces at the rear of the parking lot).</p> <p>2. Provide detailed Floor Plans for each business, including existing and proposed permanent outdoor dining areas, of all businesses identifying the uses and floor area as defined by Municipal Code Section 153.223(B). If a business space is vacant, please include a likely future use of the space and apply the parking standards for that use. Please note that Sheet A1 does not correctly show all publicly useable areas for the retail space occupied by Emily Joubert. Please ensure the detailed Floor Plans and this updated sheet correctly identify all "public" areas for each unit.</p> <p>3. Provide a Table for the required number of parking spaces based on the proposed layout, including the maximum number of seats for the proposed outdoor dining areas of each business.</p> <p>4. All parking calculations shall break out the number of existing and proposed ADA parking spaces, compact parking spaces (defined by the Municipal Code as 9 feet wide by 16 feet deep), the percentage of compact spaces as defined by the Municipal Code, the number of proposed standard size spaces, etc. Please do not count/label the spaces proposed to be 8.5 feet wide by 18 feet deep as compact spaces.</p> <p>5. The parking calculations and plan shall identify/highlight the number of existing parking spaces that will be removed to expand the parking lot and to comply with the required number/sizes of ADA parking spaces. The calculations shall clarify the number of net parking spaces broken down by standard, compact (9 feet wide by 16 feet deep), and ADA spaces.</p>
<input type="checkbox"/>	<p>D. On Sheet A4, please clarify if there will be any proposed lighting, and that all existing lighting is accurately shown. Currently, the Plan shows the location of only 4 existing light fixtures. All existing and proposed light fixtures shall be shown on the Plan, accompanied by a Legend that identifies each fixture type, and cut sheets for any proposed light fixtures.</p>
<input type="checkbox"/>	<p>E. Survey Sheets:</p> <p>1. Please ensure the Legend is consistent with all lines shown on the survey. For example, the Legend uses a different line type for easement boundaries than shown on the survey.</p>

	<ol style="list-style-type: none"> 2. While there are two APNs, the survey does not show two lots. Please have the surveyor provide a note on the survey that there is only one legal lot within the two APNs. If there are two legal lots, please include the boundary between the two lots. 3. The Town’s consulting surveyor is checking all easement and boundary locations and we will let you now if there are any additional questions/comments related to easement and boundary lines shown on the survey. 4. The Civil Engineer also included the Survey Sheets, although some of the information is different, such as the lack of showing the sewer easement on the Survey Sheets included by the Civil Engineer. Please have the Civil Engineer remove the Survey Sheets from his plan set, including the Sheet Index, to avoid any confusion.
<input type="checkbox"/>	<p>F. “Easement and Creek Location Map” Sheets: **</p> <ol style="list-style-type: none"> 1. The sheets hatch some of the recorded easements, but not all of the easements. Please include all of the recorded easements in the Legend and provide hatching for each of the recorded easements. 2. Please see the comments above related to showing the stream corridor. The sheets show a stream centerline, but the line stops toward the center of the property. The centerline shall be shown, even if outside of the property line to properly identify the stream corridor location. 3. The existing easement sheet does not show the sewer easement, please revise. 4. The existing easement sheet shall include a stamp and signature by a licensed land surveyor certifying the easement locations. 5. The proposed easement sheet shall include any relocation necessary of the existing sewer easement (see Engineering Comments below). 6. The proposed easement sheet shall clearly delineate the boundaries of the proposed open space easement boundaries, including but not limited to excluding all parking lot areas, associate drainage such as the bio retention area and drainage inlets near the retaining wall, the proposed retaining wall and fence areas, etc. <p>** These Plans needs to be completed before review by the Environment: Open Space and Conservation Committee.</p>
III. Additional Plan Sheets:	
<input type="checkbox"/>	<p>A. Provide existing and proposed Paved Area and Surface Coverage Plans for the entire site (both APNs) that highlight all Surface Coverage areas, and the square footage of each area. The Plans shall also include the percentage of the Surface Coverage areas based on the overall Lot Area (both APNs). The Planning Commission shall review the amount of Surface Coverage as part of the CUP; therefore, it is important to have detailed calculations included on the plans and in the staff report for Planning Commission review.</p>
<input type="checkbox"/>	<p>B. Provide a detailed proposed Outdoor Dining Area/Parklet Plan, including, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Details of the surface materials and indicating if the surfaces will be flush with the adjacent sidewalk (clarify that the sidewalk will not be used for dining and call out the width of the sidewalk).

	<ol style="list-style-type: none"> 2. Fence/wall elevation details for all sides of both parklets showing the design and calling out the materials, heights, colors, etc. 3. Details for any protection barriers proposed adjacent to the parking lot drive isle to reduce impacts to patrons should a vehicle impact any of the parklets. 4. Locations and cut sheets for all proposed lighting and heaters within each parklet. 5. Layout of the maximum number of seats/tables that could be provided in each parklet. This directly affects the proposed parking requirements noted above. <p>It is important that the design details of the parklet areas for each business are consistent. While the table layouts and locations may be different, floors, walls, and light fixture types, etc., of the areas shall be consistent since they are in the same commercial center.</p>
<input type="checkbox"/>	<p>C. Provide a Tree Removal Plan including the following:**</p> <ol style="list-style-type: none"> 1. A Site Plan that <u>numbers</u> all trees, regardless of size, within the project area, including but not limited to, areas between the proposed parking lot expansion, and the rear and side property lines. A large “X” shall placed over all trees proposed for removal. The Plan shall include all trees immediately adjacent to development, including those within the trail easement, that need to be removed. 2. Include a Table that identifies all trees by number, size, type, health, and which tress are proposed for removal. Trees proposed for removal shall be identified in the Table with the reason for removal (e.g., within project development area). <p>This plan is necessary since all submitted sheets have very limited/inconsistent details of existing trees within the project area, and which trees are proposed for removal.</p> <p>** This Plan needs to be completed before review by the Environment: Open Space and Conservation Committee.</p>
<input type="checkbox"/>	<p>D. Provide Colors and Materials Board(s) including the following:</p> <ol style="list-style-type: none"> 1. Physical samples of all proposed exterior materials for the proposed parklet details. 2. Manufacturer’s paint samples or painted samples of the exterior materials. 3. Color elevations of proposed parklet areas.
<p>IV. Building Department Comments:</p>	
<input type="checkbox"/>	<ol style="list-style-type: none"> A. Provide a detailed proposed parking space count after addressing all comments to verify if there is an adequate number of accessible parking spaces in accordance with CBC Table 11B-208.2. Preliminary count suggests 8 ADA parking spaces are required with at least 2 spaces meeting the requirements for ADA van accessible spaces. B. The Building Department will need to review the parklet details to determine if any additional protection barriers are required between the seating areas and drive isle, and compliance with ADA requirements . C. The Town Geologist will need to review the details of the proposed retaining wall for the parking area. This review may occur with the construction permit review if the entitlements are approved. If you would like an early review of the proposed retaining wall details by the Town Geologist

V. Engineering Department Comments:

<input type="checkbox"/>	<p>A. Sheets C-0.0, C-2.1, and C-2.2:</p> <ol style="list-style-type: none">1. Cut and fill for site grading shall be balanced on site per Woodside Municipal Code (WMC)§151.40(A). Consider alternate wall design options with a thinner wall profile (e.g.: concrete w/wood lagging) that minimizes site grading and the amount of cut and fill required.2. Provide TW/BW elevations and maximum wall height.3. The outfall from the new storm drain system shall not be connected to the existing Storm Drain system and its direct discharge into the creek. Consider installing an outfall bubbler or alternate at the daylight location of the proposed system.
<input type="checkbox"/>	<p>B. Sewer Easement:</p> <ol style="list-style-type: none">1. The 10-foot-wide sewer easement shown on the topographic survey map is not shown on the topographic survey map included with the civil plans. Please remove the sheets from the civil plans, including the civil sheet index, to avoid confusion.2. In addition to retaining the existing sewer easement for any potential future use, show a proposed sewer easement along the alignment of existing sewer main that connects to the sewer on Cañada Road. Draft of the legal description with plat for the proposed sewer easement should be provided for review.
<input type="checkbox"/>	<p>C. Stormwater Treatment:</p> <ol style="list-style-type: none">1. Complete and submit the C.3 and C.6 Development Review Checklist (excel form) https://www.flowstobay.org/preventing-stormwater-pollution/with-new-redevelopment/c-3-regulated-projects/ (under Forms and Checklists). Additional C.3 related comments may be provided after review of this checklist.2. Provide a stormwater management plan (SWMP) that delineates limits of proposed improvements, identifies drainage management areas (DMA's) and associated treatment measures for these specific DMA's. Construction details, materials to be used, and planting in bio-retention areas shall comply with the C.3 Technical Guidance prepared by SMCWPPP. Note: stormwater treatment is required for all new and replaced impervious surfaces for projects considered as regulated under Provision C.3 of the MRP. Plans should provide storm water treatment/in-lieu treatment/LID measures for flows from all new and replaced impervious surfaces (including replaced impervious surfaces along the project frontage on Woodside Rd.) Drainage plans should show how drainage from these surfaces is directed to associated treatment systems. NOTE: Check the 50% rule and comply if applicable to this project.3. To address any potential non-stormwater discharges from existing businesses and parking areas on the property, to reduce any creek bank erosion, and to comply with the requirements under WMC 52.02, consider installing additional green infrastructure and low impact development systems (e.g.: bio-treatment areas, rain gardens, planter boxes, etc.) by retrofitting the existing storm drain system before its outfall into the creek.4. Hydromodification Management (HM) controls should be provided <u>if required</u> by Provision C.3.g of the MRP.5. Inlet trash capture devices should be provided in compliance with Provision C.10 of the MRP.

□	D. Stormwater Detention: Drainage calculations by civil engineer of record shall be provided for new impervious surface and concentrated flows based on 25-year storm event, 1-hour duration. Show that post construction run-off does not exceed preconstruction run-off for both scenarios. Design of detention system may be required. For rainfall intensities visit NOAA Atlas at http://www.weather.gov/oh/hdsc/noaaatlas2.htm .
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Attached are comments from the Woodside Fire Protection District that need to be addressed.

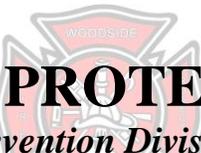
If you have any questions related to the Building Department comments, please email Mike Loomis at michaelloomis@csgengr.com.

If you have any requests related to the Engineering Department comments, please email Muneer Ahmed at dsengineer@woodsidetown.org.

If you have any questions about the required materials or comments above from the Planning Department, please contact Sage Schaan at sschaan@woodsidetown.org.

Please note that additional comments may be generated by newly submitted information.

WOODSIDE FIRE PROTECTION DISTRICT



Prevention Division

808 Portola Rd. Portola Valley, CA ~ www.woodsidefire.org ~ Fire Marshal Don Bullard 650-851-1594

ALL CONDITIONS MUST MEET WFPD SPECIFICATIONS – go to www.woodsidefire.org for more info

BDLG & SPRINKLER PLAN CHECK AND INSPECTIONS

PROJECT LOCATION: 3044 Woodside Rd	Jurisdiction: WDS	
Owner/Architect/Project Manager: George S Roberts	Permit#: ASRB2022-0022	
PROJECT DESCRIPTION: Proposed parking lot additions		
Fees Paid: <input checked="" type="checkbox"/> \$YES <input type="checkbox"/> See Fee Comments Date: 8/4/22		
Fee Comments: CH#1133....\$100.00 (plan review fee) paid by: George Roberts - MT 8/24/22 CH#....\$225.00 (plan check fee) paid by:		
BUILDING PLAN CHECK COMMENTS/CONDITIONS: THE FOLLOWING REQUIREMENTS MUST BE MET IN ORDER TO PASS FINAL FIRE INSPECTION: 1. 100' defensible space from structure required prior to start of construction. 2. Upon final inspection 50' perimeter property line defensible space will be required per WFPD ordinance section 304.1.2.A 3. Buildings and Facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of section 503.1.1 of the CFC and shall extend within 150 feet of all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. 4. A new Fire Hydrant is within 600' ***RE-SUBMIT*** Show all road clearances to a minimum of 24' wide. You may need to remove some existing parking stalls where clearance is less than 24 feet. Show item #4 on plans for the Re-Submittal		
Reviewed by: M. Tamez	Date: 8/24/22	
<input checked="" type="checkbox"/> Resubmit <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Approved without conditions		
Sprinkler Plans Approved: NO	Date:	Fees Paid: <input type="checkbox"/> \$450 <input type="checkbox"/> See Fee Comments
As Built Submitted: -----	Date:	As Built Approved Date:
Fee Comments: CH#....\$450.00 (fire sprinkler plan review) paid by:		
Rough/Hydro Sprinkler Inspection By: -----	Date:	
Sprinkler Inspection Comments:		
Final Bldg and/or Sprinkler Insp By: -----	Date:	
Comments:		