



September 7, 2023

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 revisions submitted on July 28, 2023, and August 23, 2023, 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 detailed 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 7, 2024**, 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,

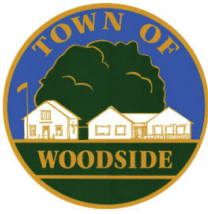
650-851-6790
Fax: 650-851-2195
townhall@woodsidetown.org

Sage Schaan, AICP CEP
Planning Director

Attachment: Application Review Checklist
Woodside Fire Protection District Comments, received August 21, 2023
Town Consulting Surveyor Review (CSG), dated September 23, 2022
Woodside Trails Committee Minutes, dated September 8, 2022

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.woodsidesidetown.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 7, 2023 (Review No. 2)

I. Additional/Updated Materials:	
<input type="checkbox"/>	<p>A. Thank you for submitting funds for consultants to prepare the biological assessment, noise study, and traffic analysis. The consultants can finalize the reports once the application includes all required materials/information. Previous correspondence with the applicant noted the draft biological assessment map does not match the submitted survey and plans when using the initial geo data provided from the applicant. The project applicant, civil engineer, and/or surveyor shall meet with the biological consultant after comments below are addressed to determine if revised data needs to be provided to the biological consultant to update the draft report/map. The traffic and noise studies can be finalized after all required application materials are submitted.</p> <p>Once all technical studies are finalized and the application is deemed complete, the Town will provide a CEQA determination.</p>
<input type="checkbox"/>	<p>B. Parking Lot Layout/Spaces:</p> <ol style="list-style-type: none"> 1. Show the dimensions of the existing and proposed Loading Spaces pursuant to Municipal Code Section 153.226. Based on the square footage shown for the buildings, two (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 trucks, provide deliveries without disrupting parking lot vehicle circulation. This reasoning should be included in the required Variance application findings noted below. This is a REPEAT COMMENT. The response from the project civil engineer indicates that Loading Spaces are located on the west side of the parking lot and have been identified on the plan. Sheet C-1.0 identifies a 4-inch-wide line painted yellow identifying parking for loading trucks only. The site plans shall be updated to provide dimensions of the existing/proposed Loading Spaces in compliance with the Municipal Code Section 153.226, and shall not include Loading Space dimensions that conflict with required Fire Lanes. 2. 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 (WMC 153.225(E)). This is a REPEAT COMMENT. The response from the applicant notes, no proposed landscaping is proposed due to the uncertainty of the location future trail location, "natural state requirement," and

possible dedication of land to the Town of Woodside. The applicant's letter for a Variance received on August indicates that landscaping between the parking lot and residential properties would be provided per Section 153.225. Letters, plans, and applications shall include consistent information.

While the applicant has verbally indicated to Planning staff that the owner may be interested in dedicating a portion of the lot to the Town of Woodside, no such dedication has been offered as part of the application, nor has the Town expressed interested in acquiring a portion of the lot for Town ownership. The proposed project should include landscape plans that show adequate landscape screening between the project site and nearby residential properties. Any proposed landscape screening plan, or lack thereof, will be considered during project review.

- ii. 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). This is a **REPEAT COMMENT**. The applicant notes that there are no existing or proposed bike racks. Pursuant to Municipal Code Section 153.225(H), bike racks shall be provided. If no bike racks are provided with the proposed project, please update the Variance findings to include this request.
 - iii. Provide the square footage and percentage of the site that will be "landscaped". Please delineate such areas with existing and proposed landscaping on a Landscape Plan. Municipal Code Section 153.225(I) requires at least 10% of parking areas, including drive aisles to be landscaped, therefore include the total square footage of the proposed parking area, including drive aisle, and the square footage of the existing/proposed landscaping. This is a **REPEAT COMMENT**. The applicant notes that, there are existing landscape islands and no new landscape islands. There is removal of trees proposed on existing parking lot islands, with additional work around other existing landscape islands (Sheet C-0.3). New unpaved areas would be located between the proposed retaining wall and proposed parking spaces, without clarification of what is proposed in those areas. The application shall include a Landscape Plan that complies with Municipal Code Section 153.225.
3. 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. This is a **REPEAT COMMENT**. The response from the project civil engineer notes that, "Plans and written documents have been coordinated." Various documents with the initial submittal have not been updated with the resubmittal. Once the plans are finalized, please submit/update the following individual documents:
- i. Project Description Letter identifying project details;
 - ii. Letter from Cliff Bechtel, dated July 15, 2022;
 - iii. CUP Letter from Leigh F. Prince, dated August 2, 2022 (e.g., outline proposed development, removal and proposed parking, proposed parklets for dining, changes to open space, relocation of trails, etc.) ;
 - iv. Letter describing all existing easements proposed for removal, reduction, and/or relocation with references to plan sheets showing existing and proposed modifications (e.g., outline easement changes for sewer, open space, trails, etc.)
 - v. Grading Exception Letter addressing required Findings outlined in Municipal Code section 151.22(B)(6);

	<p>vi. Letter outlining the proposed General Plan and Zoning designation changes; and, vii. Variance Letter from Leigh F. Prince received August 23, 2023, to address all Municipal Code parking requirement exceptions.</p>
<input type="checkbox"/>	<p>C. Please provide a preliminary Construction/Equipment Plan for construction at the site to evaluate potential constriction noise impacts by the Acoustic consultant. This is a REPEAT COMMENT.</p> <p>An email from the applicant on 12-01-22, noted:</p> <p><i>Equipment to be used for parking lot work:</i></p> <p><i>345 John Deere excavator</i> <i>Bobcat 770</i> <i>Catapiller 950 loader</i> <i>Takeuchi 280 excavator, for trenching</i> <i>Bomag 177 PD compactor for base compaction</i> <i>Cat 560 tele handler for backfill over wall</i></p> <p>Please submit a construction plan indicating the location of all construction material staging, parking, etc.</p>
<input type="checkbox"/>	<p>D. The Variance letter received on 08-23-23, regarding parking lot requirements needs to outline which Municipal Code sections are not being met, and all findings shall address each of the requested code section exceptions. Pursuant to Previous Comments, 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 requirements (e.g., location, amount, type, etc.), number/size of required loading spaces, etc. The required parking lot standards are outlined in Municipal Code Sections 153.220 – 153.226.</p> <p>If the proposed project will not meet any of the listed parking lot 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. This is a REPEAT COMMENT.</p> <p>The Variance response shall be updated to include a discussion within each required finding for each of the parking requirements outlined 153.220- 153.226 that will not be met by the proposed project.</p>
<input type="checkbox"/>	<p>E. Submit 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. This is a REPEAT COMMENT. The letter from the project civil engineer indicates that the information was provided by the project surveyor. The Town has not received any information from the project surveyor.</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. This is a **REPEAT COMMENT**. The applicant notes that truck trips were previously provided and have not changed. This information was not previously provided. Please note that this comment requires a separate letter with the requested information above. Separate letters are required so they can be included with staff reports to ASRB, Planning Commission, and Town Council, separate from response to comment letters.

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 the number of proposed parking spaces lost, if the retaining wall was lower or stepped/terraced. This is a **REPEAT COMMENT**. The response letter from the project civil engineer notes that, "Grading Balance has been reviewed and determined that the design is the least impactful." The response simply notes that proposed cut material would provide impacts if placed onsite, but does not fully address the comment above.

Please note that this comment requires a separate letter with the requested information above. Separate letters are required so they can be included with staff reports to ASRB, Planning Commission, and Town Council, separate from response to comment letters.

II. Revisions to Existing Plan Sheets:

A. All Sheets (A, C, Survey, Easement, etc.) shall be updated with the following:

1. Clearly show and label the location of the Stream Corridor by depicting and labeling the following: This is a **REPEAT COMMENT**.
 - i. Centerline of the adjacent stream along the entire length of the site, even if it is partially located offsite, and calling out/delineating a distance/dimension of 50 feet measured from the centerline of the stream.
 - ii. Top of bank of the adjacent stream and calling out/delineating a distance/dimension 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 determine if any development is proposed within the Stream Corridor.

The response letter from the project civil engineer notes that, "Stream Corridor labeling has been clarified on Civil Sheets." This response does not meet what is required to show the distances on all sheets. Additionally, the centerline of the stream is not clearly shown on any plan along the entire property, including civil sheets. The plans do not have line types that correspond with lines noted in the Legends. The previous comments require distances to be called out, which have not been provided. This comment shall be clearly addressed on all C Sheets and Easement Sheets and shall be consistent with information provided to the Town's biological consultant to complete the biological assessment.
2. 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. This is a **REPEAT**

	<p>COMMENT. The response letter from the project civil engineer notes that the lot is one legal lot of record. The comment did not require property lines to be shown, it requires the APN lines to be shown to clearly identify the separation of the existing Zoning/General Plan designations.</p> <ol style="list-style-type: none"> 3. 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> This is a REPEAT COMMENT. 4. Clearly delineate and call out the location of the existing and proposed trail. Clarify which parts of the trail will remain and which will be new. This is a REPEAT COMMENT. The response from the project civil engineer notes that the existing trail is identified on Sheets A0 and C-1.0, but the location of the existing trial is not shown or called out on either sheet. The relocation of the trail is part of the proposed project, which will need to be developed as part of the project construction. Please include the location of a proposed trail relocation based on the comments received by the Trails Committee from their preliminary review on September 8, 2022 (see attached Minutes). 5. All Sheets showing existing trees shall provide an “X” over trees proposed for removal (see comment below requiring a comprehensive Tree Removal Plan). This is a REPEAT COMMENT. Sheet C-0.3 includes tree removal, but other sheets do not show tree removal as previously requested. This is important to note since other C Sheets show more detail and can better show tree numbers, types, and locations.
<input type="checkbox"/>	<p>B. Sheet A1/A2 (Parking Calculations):</p> <ol style="list-style-type: none"> 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). This is a REPEAT COMMENT. The response from the project civil engineer notes that all existing spaces have been shown and counted on Sheet A1. The response does not fully address the comment. For example, Sheet A1 counts two existing ADA spaces in the (E) Parking table, but more than two ADA spaces exist. Furthermore, the plans do not include the required number of parking spaces based on the proposal to include additional outdoor dining in the new parklets. 2. 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. This is a REPEAT COMMENT. The response from the project civil engineer notes to see Sheet A1. Sheet A1 does not include additional dining for proposed parklet areas. Sheet A2, shall include an updated table from Sheet A1, identifying the number of parking spaces required, including the spaces required for the outdoor dining proposed parklets. 3. 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 size, and ADA spaces. This is a REPEAT COMMENT. The response from the project civil engineer notes to see the Table on Sheet A2. Sheet A2 does not fully address the comment, please revise Sheets A1 and A2.

<input type="checkbox"/>	<p>C. 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. This is a REPEAT COMMENT.</p> <p>The response from the applicant notes that all existing lights will remain, and no new lights are proposed. Please confirm with the Building Department that no additional light fixtures are required within 150+ feet of the rear portion of the proposed parking lot. If required, please update plans to provide required location/specifications, etc. for the proposed lighting. If no lighting is required by the Building Department, will any lighting be proposed for increased safety or visual queues for patrons of the parking lot? Please note that if lighting is not proposed at this time, that will be the proposal for review by the Town as part of the CUP. Additional lighting proposed in the future, for code requirements or otherwise, may require an Planning Commission review of an amendment to the CUP.</p>
<input type="checkbox"/>	<p>D. Survey Sheets:</p> <ol style="list-style-type: none"> 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. This is a REPEAT COMMENT. The response from the project civil engineer notes that the Legend has been clarified and checked. Furthermore, the survey does call out a “centerline” on the Legend, but does not match or clarify the location of the stream centerline. 2. Comments from the Town’s consulting surveyor were emailed to the applicant on September 23, 2022 (see attached), which still need to be addressed.
<input type="checkbox"/>	<p>E. “Easement and Creek Location Map” Sheets:</p> <p>This is a REPEAT COMMENT. These sheets have not been included in the resubmittal, therefore all comments below need to be addressed.</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. 7. Provide square footage of the existing and proposed open space easement.

III. Additional Plan Sheets:

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. **Previous comment.**

Thank you for submitting Sheet A5. The walkway in front of the restaurants and other businesses is not highlighted with the proposed paved area. Please update the plan to include the walkways with the proposed paved area plan.

B. Provide a detailed proposed Outdoor Dining Area/Parklet Plan, including, but not limited to the following:

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).
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 aisle 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.

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.

This is a **REPEAT COMMENT**. The response indicates that dining layout plans will be submitted separately, and that current permitting is just to get approval of the space. Approval of any outdoor dining space as part of a CUP needs to include all details noted above. The Town needs all details to make an informed decision on the proposed application.

C. Provide a Tree Removal Plan including the following:

1. A Site Plan that numbers 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 trees 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).

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. This is a **REPEAT COMMENT**.

	<p>The response indicates that tree removal for the parking lot is shown on Sheet C-0.3, and to see the attached arborist report. Neither the sheet identified, nor the arborist report, includes a plan with a table providing all of the information previously requested (e.g., no table outlining trees proposed for removal and reasoning). Additionally, the arborist report include one of the A Sheets and one of the C Sheets. The report shall include both grading and drainage C sheets for review.</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>This is a REPEAT COMMENT. The project civil engineer response notes that these items are not applicable for the given application.</p> <p>The application includes removing existing parking spaces to allow new outdoor dining for existing restaurant spaces within those parking areas. Since the permanent outdoor dining spaces are being proposed as part of the design review and CUP application, all details are required.</p>
<p>IV. Building Department Comments:</p>	
<input type="checkbox"/>	<p>A. 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 aisle, and compliance with ADA requirements. Please see comments above regarding proposed parklets. This is a REPEAT COMMENT. The response notes that bollards are proposed to define the outdoor dining areas which would include 42-inch tall, 6-inch steel pipes filled with concrete covered by a blue pvc cover including reflection tape.</p> <p>B. 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. This is a REPEAT COMMENT.</p> <p>While the applicant has requested to obtain Town Geologist Review with an application for construction permits, it is recommended that the applicant submit the required deposit to obtain a preliminary Town Geologist review at this time. Please discuss this further with staff while addressing all comments.</p>
<p>V. Engineering Department Comments:</p>	
<input type="checkbox"/>	<p>A. Sheet A3: Site cross-section A/A4 was not provided. Please provide cross-sections through all graded areas (east-west and north-side) showing the wall profile relative to existing grades and view from Canada Rd.</p>
<input type="checkbox"/>	<p>B. Sheet C-2.1:</p> <ol style="list-style-type: none"> 1. Please clarify how runoff from the new and replaced parking lot area is directed to the bio-retention area (trench drain, valley gutter, etc.?). 2. The proposed sequencing of storm flows into the drainage detention and bio-treatment system is not clear. Provide additional details and a design narrative for clarity. Also,

	<ul style="list-style-type: none"> i. Is runoff from the new pavement area (saw cut conform) directed to the bio-retention area as surface flow through the 4 ft curb cut or the CB shown? ii. How does runoff from the bubble pit discharge into the bio-treatment area? iii. The elevations for ponding depth (bubble pit and atrium drain provides only 4" of ponding (detail 1/C-4). <p>3. Show means-methods to prevent surface runoff from adjacent slopes topping the gabion wall.</p>
<input type="checkbox"/>	<p>C. Sheet C-6.0:</p> <ul style="list-style-type: none"> 1. Please provide a DMA table on this plan sheet (e.g.: DMA No., DMA area, treatment area no., required treatment sizing, treatment size provided, etc.). 2. C.3 checklist for DMA # 8 shows treatment area provided less than required. Please check and update. 3. Plan shows DMA's 3 and 5 draining to adjacent pervious pavement. Sheet C-2.1 shows finish slopes at 1% draining towards the frontage parking lot. 4. All replaced DMA's (1, 6 and others) are required to be treated. If site constraints do not allow installation of treatment systems for these locations, alternate onsite treatment of equivalent impervious areas should be provided. 5. For the proposed pervious paving, the design should quantify the following to verify that its feasible for permeability: Soli Type/classification, fill type, drainage routing as well as expected infiltration into in-situ soils, etc.) (See Chapter 6.6, Page 6-49, Regulated Project Guide: https://www.flowstobay.org/preventing-stormwater-pollution/with-new-redevelopment/c-3-regulated-projects/)
<input type="checkbox"/>	<p>C. OTHER: In addition to retaining the existing sewer easement for any potential future use, show the proposed sewer easement along the alignment of existing sewer main.</p>

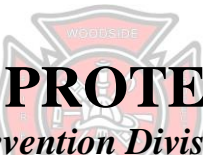
Attached are comments from the Woodside Fire Protection District that need to be addressed.

If you have any questions 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*** 8/24/22 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 8/21/23 Resubmittal not approved. Need to address fire comments from 8/24/22			
Reviewed by: M. Hird		Date: 8/21/23	
<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 Builts 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:			

Please provide a brief narrative detailing how the boundary was resolved for the Lands of George S. Roberts Trust.

Existing Easements

3. Clarify how the Open Space Easement, described in 8009 OR 2181, is located within the exterior boundary of the Lands of George S. Roberts Trust as shown on the Robert's Center Plans, while the legal description of said record document places the easement encroaching into the adjacent lands to the northwest of the parcel using the record parcel description in the Title Report..
4. 15' Wide Equestrian Easement (8009 OR 2188):
 - There are several calls within the record description that are not consistent with the boundary of the lands described in the Title Report.
 - The strip described in 8009 OR 2188 does not consistently describe a 15' wide strip.

Please provide a brief narrative detailing how the Equestrian Easement was placed within the Lands of George S. Roberts Trust as shown on the Robert's Center Plans.

5. Clarify how the Equestrian, Bicycle, Hiking Trails Easement, described in 8009 OR 2188, is located within the exterior boundary of the Lands of George S. Roberts Trust as shown on the Robert's Center Plans, while the legal description of said record document places the easement encroaching into the Woodside Road and Canada Road using the record parcel description in the Title Report.
6. We were unable to determine the location of the Slope Easement as described in 2658 OR 409. The legal description of that document references Engineer's Station (222+75.00) of a State ROW map, however this station isn't at this location of the State ROW map. Please clarify how the location of the Slope Easement was determined.

Please feel free to call us if you have any questions or concerns.

Respectfully,
CSG Consultants, INC



Trails Committee Meeting Minutes of September 8, 2022: FINAL

CALL TO ORDER:

Chair Barry Kuhl called the meeting to order at 3:02 PM

ROLL CALL:

Members Present: Matt Apfel, Rick DeBenedetti, Cathy Brisbin, Kim Hansen, Barry Kuhl, Maggie Mah, Don Pugh, Anne Van Camp, Holly Winnen, Holly Nash

Absent: Christina Galindo, Eldona Hamel,

Also Present: Sean Rose, Sage Schaan, Dick Brown, Steve Lubin

PUBLIC COMMUNICATIONS:

Note: There were no members of the public who asked to speak at this point in the meeting. One member of the public addressed the Committee during discussion of Item 9.

Chair Kuhl asked for a motion to approve changing the order of the Agenda to move Item 9 under New Business forward to be addressed first. **Motion:** Cathy

Brisbin **Second:** Holly Winnen

Motion passed by unanimous vote.

New Business Item 9: 3036-3062 Woodside Road (Cañada Corners: APNs 072-162-350 and 072=162-360)

Town Planner Sage Schaan addressed the Committee regarding a proposal to relocate the existing trail to a new location within the actual dedicated easement as part of a plan to expand the parking lot. The dedicated trail easement is located along the perimeter of the property, running from Cañada Road downhill along the fenceline and turning 90° at the bottom to run parallel to the creek. Most of the existing trail is not located on the actual easement. Instead, the trail crosses the property diagonally from Cañada Road and turns at the bottom in the approximate location of the easement. There are a number of trees of varying sizes within the actual easement. Width of easement is 15 feet.

The committee was asked to review the plans and provide input on anything significant with regard to relocating the trail. Sage asked the Trails Committee to opine as to how the trail would best fit within the actual easement and explained that the project will go through multiple reviews, that plans may change and that the ultimate decision for the project would be made by the Town Council.



Sean Rose asked the committee for guidance on the section of the trail that would be located on the slope, especially with regard to "treads" that would accommodate equestrian traffic.

Discussion:

Rick DeBenedetti pointed out that the existing trail was reviewed a number of years ago with regard to rocking the trail. At that time it was decided not to rock/spend Trail Committee funds due to the fact that the trail was not located within the easement. Rick also stated that the 15 foot easement affords plenty of room and that there would be little need for tree removal.

Rick stated that steepness of the trail in the easement location was in line with trails in other sloped areas and would not be an issue for equestrians. He recommended terracing every 6-8 feet. Sean Rose noted that there might be drainage issues, which could affect the distance between steps.

Holly Winnen asked if trail construction would come out of Trails Committee Budget. Sage Schaan stated that at this time, it is only a proposal and that improvements to trail would probably be paid as part of applicant's project but that he would update the committee at a later time.

Matt Apfel asked how the trail ended up in its current location. Rick DeBenedetti stated that the trail was never cut off, but that users have created the current location over time as a more convenient route. Matt summarized by saying that the trail would be moved to its proper location.

Kim Hansen expressed concern that kids currently use the trail to bike to school. She asked if the new trail location would be wide enough to accommodate bikes and horses. Sage Schaan stated that the easement is a dedicated Equestrian Easement. Kim stated her concern for safety for kids attempting to get to schools and that cutting through a parking lot would not be safe. She requested that one of the requirements be that kids have a safe route to get to Cañada Road. Steve Lubin stated that there is an existing easement on the north side of Woodside Road for pedestrians and bikes that has never been developed. Don Pugh expressed concern about kids crossing parking lot entrances on Woodside Road approaching crossing by Woody the Fish. Sage will follow up on the easement.

Jake Heimark, a member of the public, asked for clarification of the matter and opined that the committee should recommend that no changes be made to the property.



Motion: to leave things unchanged

Motion: Don

Pugh **Second:** Anne Van Camp

Discussion:

Maggie Mah requested clarification as to what was being asked of the committee and stated that we are being asked what to do about the trail.

Kim Hansen stated that she doesn't feel comfortable about going forward without clarification from Sage as to the designation of the easement and what provisions might be made regarding bikes.

Vote:

Ayes: Don Pugh, Anne Van Camp, Holly Winnen

Nays: Matt Apfel, Cathy Brisbin, Barry Kuhl, Rick DeBenedetti, Holly Nash, Maggie Mah, Kim Hansen

Motion failed.

Sage Schaan summarized recommendations and next steps as follows: determine specifics of easement dedication, consider separate bike/pedestrian path in the vicinity of Equestrian easement, determine specifics of pedestrian/bicycle easement on north side of Woodside Road between Cañada Road and crossing at Woody the Fish, create steps in sloped portions of easement (4-6 ft or 6-8 ft. depending on drainage requirements) retain large trees and smaller trees where feasible.

KH asked that trail not be too close to the creek. Sage stated said that development is normally kept at a distance from creek. Steve Lubin stated that circulation problems cannot be solved with any one lot/project and that a comprehensive, coordinated project is needed.

July 14 minutes

Correction: Holly Winnen was present, not absent as stated in the minutes.

Motion: To accept the minutes as corrected.

Moved: Holly

Nash **Second:** Matt Apfel

Approved by unanimous vote.

NEW BUSINESS

1. FINANCIAL REPORT

Sean Rose reported that, as of July 1, we are now in new Fiscal Year.



Capital Funds for current year are \$20,000 but two projects may take up entire Capital Fund. \$6,000 is already contractually obligated to project at 799 Glencrag.

Don Pugh reported that Mt. Patrol Foundation has pledged \$1,000 toward 799 Glencrag.

Maggie Mah reported that Bay Area Barns and Trails grants may be available within current Fiscal Year.

Sean reported that 799 project will exceed \$20K due to trail construction, fencing, etc.

Don Pugh opined that type of fencing should be reviewed, i.e., solid fence vs. lower, open style. Sean Rose stated that there may be combination of fencing depending upon location. Maggie Mah requested careful consideration of wildlife friendly fencing. Note: Review Town of Woodside Fencing Guidelines.

Barry Kuhl introduced guest speaker Kristina Chancholo and asked committee for approval to move to New Business Item 11.

Kristina Chancholo, member of the WHOA! steering committee, reported on plans for the upcoming Day of the Horse, a three-day celebration to be held on October 7, 8 and 9. Theme this year is "Horses in History."

Back to Agenda:

4. TRAILS PROJECT LIST:

Woodside Hills: Sean reported that a letter was sent to all 45 property owners who reside adjacent to the area of the proposed trail. 22 residents responded with roughly 15 opposed and 7 in favor based on a preliminary description of the project. Reactions of those opposed ranged from strongly to mildly against the proposed trail.

Maggie Mah noted that "negative bias" is a factor in market research. People who are most opposed/most unsatisfied with a particular product or issue are much more likely to respond than those who are less opposed.

Next steps: Sean plans to meet with fronting residents personally to talk in more detail about the project and address concerns. Sean stated that this should be done prior to opening up to other residents. He may then reach out to entire neighborhood, consult with HOA, Town Council. Sean stated that he intends to have fire marshall and sheriff's department representative at proposed future meeting to address concerns of residents.

#1011:"Park to Park." Sean Rose does not have update. Project has been added to Town CIP for next year.



Don Pugh asked for update on inventory of equestrian bridges. Sean Rose stated that crew inspects bridges routinely in the course of trail maintenance. Don asked that the status of the bridges be updated each month. Sean asked if he was asking for a written report on all bridges and noted that this was done once several years ago by a consultant but not subsequently. Don Pugh stated that he was looking for an update each month as crew does inspection,

Sean Rose stated that the crew does maintenance, identifies issues and addresses proactively. Don stated that he is looking for documentation.

Chair Barry Kuhl asked that the matter be taken offline for resolution.

5. Livestock and Equestrian Heritage Committee liaison report:

Anne Van Camp stated that there are no updates but that the committee is looking to organize a meeting for emergency preparedness.

6. Circulation Committee

Cathy Brisbin reported that there was no meeting in August.

7. Construction Brochure status update:

Maggie Mah reported that Spanish translation has been completed and is now being reviewed by Christina Gallindo. Sean Rose offered assistance from town staff member, Eddie Castellanos, who is fluent in Spanish and familiar with public works as well as the surrounding areas.

8. Town Council Trail Ride:

Don Pugh reported that 27 equestrian groups presented to the Town Council and thanked all participants. There is interest in doing a repeat of some of the presentations at another event, which is being called, "Horse Country Gathering," the purpose of which would be to have a deeper exchange of information between Town Council, members of the community and various groups. Updates to follow/

NEW BUSINESS:

10. Bass Trail issues:

There is increasing pedestrian traffic on the trail which is on a dedicated equestrian easement. Persons on horseback have reported being accosted by walkers who claim there is no signage to indicate they are prohibited from using the trail. Signage has



been vandalized and removed in some places and needs to be relocated in other areas for better visibility.

Sean Rose reported that crew is currently working on moving signage on Albion closer in to trail entrance and replacing signage in other areas.

STANDING ITEMS:

Trails Committee Calendar Checks: Crew Appreciation to be held in November, the week prior to Thanksgiving. Day/date: TBD, Agendize for October Meeting.

Trails Committee Awards: Barry Kuhl initiated discussion regarding Awards, formation of Nominating Committee, followed by general discussion of criteria for awards. Trails Committee Handbooks on Trails Legacy and Trails Appreciation Awards to be circulated to committee for review and discussion at next meeting,

Member Communications:

Anne Van Camp asked the committee to spread the word that WHOA! would like to have additional riders and volunteers for Day of the Horse.

Motion to adjourn at 4:45 pm

Motion: Holly Winnen **2nd:** Cathy Brisbin

Respectfully submitted,

Maggie Mah

Maggie Mah