



360 La Cuesta Drive, Portola Valley, California 94028  
phone 650.854.9065 web woodland-school.org

Steve Monowitz  
Community Development Director  
San Mateo County  
[smonowitz@smcgov.org](mailto:smonowitz@smcgov.org)

Via: email

October 11, 2017

Re: Woodland School Request for Substantial Compliance Determination

Dear Mr. Monowitz:

Woodland School, located at 360 La Cuesta Dr in the unincorporated area of Ladera, operates under Use Permit PLN 2000-00352 which was last amended and renewed on July 24, 2013 per the attached Final Decision (Attachment 1). Pursuant to the proposal summarized in the staff report to the Planning Commission dated July 24, 2013, and as shown on Attachment 2, the Use Permit authorized the following seven components to facilitate expansion of the school's facility: (1) a classroom building, 5,120 sq.ft. with five classrooms; (2) installation of four modular classroom units (960 sq.ft. each) for use during construction of the new classrooms; (3) a new 11,526 sq.ft. gymnasium; (4) a new 3,726 sq.ft. administration building; (5) a new entrance canopy; (6) two new tensile structures for covered dining areas, and gravel roads, driveways for fire truck access and staff parking; and (7) construction of the new facilities and driveways requiring grading in the amount of 4,038 cubic yards.

All authorized components have since been completed with the exception of the administration building, the entrance canopy, the two tensile structures and certain portions of the driveways for fire truck access, and staff parking.

Woodland School now wishes to make two minor adjustments to the physical expansion authorized by the existing Use Permit. First, it proposes to modify the design of the driveways and parking listed in component no. 6 and make certain ADA improvements to the existing parking lot at the school. These modifications are shown in Attachment 3 and would increase the previously proposed 14 additional spaces to 41 additional spaces onsite, thereby further reducing any impact on street parking in the neighborhood. Second, Woodland School wishes to retain the four modular classroom units listed in component no.

2 for the term of its lease. These units are still needed and are anticipated to continue to be needed, not to accommodate additional students, but simply to house the school's programming, which would need to change significantly if they were removed.

Pursuant to Condition of Approval no. 2 of the Use Permit, we respectfully request your determination that these minor adjustments are in substantial compliance with the Use Permit as they represent a minor modification to the totality of the physical expansion approved under the 2013 Use Permit, and they would comply with all existing Conditions of Approval, including the maximum enrollment of 325 students. As such, they represent minor adjustments that substantially conform to the existing Use Permit.

I look forward to your reply. Should you need any additional information or have any questions please do not hesitate to contact me or our land use attorney Camas Steinmetz copied here.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tim Kastelic', with a stylized flourish at the end.

Tim Kastelic,  
Chief Financial Officer

Cc: Camas J. Steinmetz, esq.



County of San Mateo

## Planning & Building Department

455 County Center, 2nd Floor  
Redwood City, California 94063  
650/363-4161 Fax: 650/363-4849

Mail Drop PLN122  
plngbldg@smcgov.org  
www.co.sanmateo.ca.us/planning

July 31, 2013

Michael Goldenstein  
DES Architects & Engineers  
399 Bradford St  
Redwood City, CA 94061

John Ono, Head of School  
360 La Cuesta Dr  
Portola Valley, CA 94028

Dear Mr. Goldenstein and Mr. Ono:

Subject: **FINAL LETTER OF DECISION**  
File Number: PLN2000-00352  
Location: 360 La Cuesta Drive in the unincorporated area of Ladera  
APN: 077-180-020

On July 24, 2013, the San Mateo County Planning Commission considered a Use Permit Renewal and Amendment and a Grading Permit for 4,038 cubic yards for the construction of new facilities and continued operation for a private elementary school pursuant to Section 6500 of the County Zoning Regulations and Chapter 8, Division VII of the County Ordinance Code, respectively.

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the project by adopting the required findings and conditions of approval as identified in Attachment A.

Any interested party aggrieved by the determination of the Planning Commission has the right of appeal to the Board of Supervisors within ten (10) business days from such date of determination. The appeal period for this matter will end at **5:00 p.m.** on August 7, 2013.

If you have questions regarding this matter, please contact Erica Adams, Project Planner, at (650)363-1828 or Email: eadams@smcgov.org.

Sincerely,

Heather Hardy  
Planning Commission Secretary

Please take a few minutes to complete the online version of our Customer Survey which will help us to enhance our customer service.

The survey is available at: <http://www.co.sanmateo.ca.us/planning/survey>

Thank you.

cc: Department of Public Works  
Building Inspection Section  
County Geologist  
Planning Director, Town of Portola Valley  
Las Lomas Elementary School District  
Ladera Community Association

County of San Mateo  
Planning and Building Department

**FINDINGS AND CONDITIONS OF APPROVAL**

Permit File Number: PLN2000-00352

Hearing Date: July 24, 2013

Prepared By: Erica Adams, Project Planner

Adopted By: Planning Commission

**FINDINGS**

Regarding the Environmental Review, Found:

1. That the project is exempt from CEQA, Section 15314, Class 14, which allows minor additions to schools which are less than ten classrooms (nine proposed with this application – five permanent and four temporary classrooms), and Sections 15304(c) and (f), Class 4, for minor alteration of land, where the disturbance will be compatible with the natural features of the land, and does not include removal of, healthy, mature, scenic trees.

Regarding the Use Permit, Found:

2. That the continued operation and expansion of the facilities on-site will not be detrimental to the public welfare or injurious to property or improvements in said neighborhood. Planning staff has confirmed that the project, as proposed and conditioned, is in compliance with use permit conditions of approval and is in compliance with applicable County regulations, as described further in the staff report dated July 24, 2013.

Regarding the Grading Permit, Found:

3. That the granting of the permit will not have a significant adverse effect on the environment.

The grading is limited to the amount necessary for the footprint of the proposed buildings and the driveway creation and will not alter the natural topography or the land. The County's Geotechnical Section and the Department of Public Works have reviewed and recommend approval the project with conditions, which will limit the impact to the environment. Therefore, the Planning Commission has determined that the project, as proposed and conditioned, will not have a significant adverse impact on the environment.

4. That the project conforms to the criteria of Chapter 8, Division VII, of the San Mateo County Ordinance Code, including the standards referenced in Section 8605.

The project, as proposed and conditioned, conforms to standards in the Grading Ordinance, including those relative to an erosion and sediment control plan, dust control plan, fire safety, and the timing of grading activity. The project plans have been reviewed

and recommended for approval by both the Geotechnical Section and the Department of Public Works.

5. That the project is consistent with the General Plan.

The project has been reviewed against the applicable policies of the San Mateo County General Plan and found to be consistent with its goals and objectives. Please refer to Section B of the staff report dated July 24, 2013 for detailed discussion regarding the project's compliance with applicable General Plan policies.

## **CONDITIONS OF APPROVAL**

### Current Planning Section

1. This use permit shall allow private elementary school operations for a maximum of 325 students, preschool through eighth grade. Hours of operation shall be 8:30 a.m. to 3:00 p.m. weekdays, and 7:30 a.m. to 5:30 p.m. for extended care students.
2. This permit shall be for ten (10) years until July 24, 2023, with two administrative reviews in July 2016 and July 2019. The applicant shall submit an application to continue the use, as conditioned, to the Planning and Building Department for renewal six (6) months prior to expiration of this permit.

If within this timeframe any operator enters into a lease with the property owner which deviates from the conditions of approval for this permit in any way, the operator shall submit to the Planning Department an operations plan for determination by the Community Development Director whether such plan triggers the requirement for the County's Major Development Pre-Application Review Process.

Minor adjustments to the use permit may be submitted for approval to the Community Development Director to determine if they are in substantial conformance with the approved use permit. If the request is not in substantial compliance with the use permit, an amendment to the use permit through a public hearing will be required. This process shall be applicable to the new uses proposed by the Ladera Community Association and Ladera Recreational District within the new facilities.

3. The two required administrative reviews by Planning staff shall include a referral to the Ladera Community Association requesting their comments about the operation of the school. The purpose of this referral is to ensure that the traffic and parking issues are being adequately managed by the school to minimize impacts on the surrounding neighborhood.
4. The applicant shall meet the requirements of the Woodside Fire Protection District, Department of Public Works, the County Environmental Health Division, and the County Building Inspection Section.
5. a. Parking shall only occur off-street (in the school's parking lot) and on the school side of La Cuesta Drive, except for 20 events. Of these events, four (4) are minor events (in which parking is allowed on the school side of neighboring side streets), and eight

(8) are major events (in which parking is allowed on the school side of neighboring side streets and on the other side of La Cuesta Drive).

Parking Permitted				
Event Type	Lighter-Parking Events	Minor Events	Major Events	
<i>Permitted Parking Locations</i>	School lot and school side of La Cuesta Drive	School side of side streets* (Plus school lot and school side of La Cuesta Drive)	Other side of La Cuesta Drive (Plus school lot, school side of La Cuesta Drive and school side of side streets)	
<i>Total Events</i>	8	4	8	20
* Potentially affected side streets include, but are not limited to, La Cuesta Drive and East and West Floresta Way. Parking is only allowed on one side due to the narrow width of streets.				

There will be up to eight (8) additional events (lighter-parking events) during the school year such as the Sports Awards Dinner and science fair in which there will be increased traffic; however, parking for these events will be restricted to locations off-street (in the school's parking lot) and on the school side of La Cuesta Drive. The school will work with community members to continue to monitor parking for these lighter-parking events and develop ways to assure adherence with this provision if parking is out of compliance.

**Notification Requirements:**

- **Notification at the Start of the School Year:** At the start of every school year, the school shall submit a detailed calendar of all events during the year where heavier traffic and overflow parking may occur to the Planning Department, the Ladera Community Association, and property owners within 300 feet of the school boundaries. The notification should include a statement that all public inquiries or complaints regarding compliance with the traffic and parking requirements of the use permit should be directed to the Head of the School.
- **Event Notification:** Notification of all events will be by way of direct notification of neighbors within 300 feet of the school. The school will send a notice via mail drop to neighbors immediately affected by the 12 events in which parking will occur on neighboring side streets and/or both sides of La Cuesta, at least one week prior to the event. The school will also post a message on the Ladera List-Serve reminding neighbors of the 12 events, at least one to two days prior to the event.

The school shall make attempts to reduce the impacts to the neighborhood to the greatest extent practicable and at a minimum use four (4) traffic monitors to help with parking and traffic flow through the neighborhood on those 12 events. The school will reduce attendance at morning assemblies such that all parking can be in

compliance with use permit restrictions. The school shall encourage the use of the drop-off and pick-up line, except for parents of preschool children who must be walked to class.

- b. The school shall distribute the traffic plan to all school parents, teachers, staff, the Ladera Community Association and the County of San Mateo Planning Department at the beginning of each school year and each summer session. This plan: (1) designates a parking lot loading zone where students may be dropped off or picked up; (2) identifies off-street parking and on-street parking, on the school side of La Cuesta Drive; (3) shows one-way traffic circulation entering and exiting the parking lot; (4) establishes a right turn only on La Cuesta Drive when exiting the parking lot; (5) discourages the making of U-turns at the intersection of La Mesa and Floresta; (6) includes a diagram that illustrates these five elements; and (7) as construction is phased, the plan shall be amended and distributed as necessary.
  - c. The applicant shall continue to maintain and promote a trip reduction program with the goal of reducing the number of car trips into Woodland School. A report on the program shall be submitted to the Planning Department at the time of an administrative review or renewal. The report shall include: (1) a description of how carpool information is distributed to parents; (2) what efforts occur to assist in carpool formation; (3) a 3-day car trip count for both drop off and pick up, conducted within a month of submitting the report, and (4) a bi-annual census enumerating the number of students participating in carpools in relation to the total number of students. In addition, the school will continue to pursue the goal of reducing the number of Woodland School staff cars entering the school. Staff cars will not be counted as part of the car trip reduction efforts.
  - d. The school shall designate two adults wearing identifiable attire to direct traffic circulation and parking during peak morning and afternoon periods, and at least four adults during major and minor events. On routine (non-event) days, the two adults will monitor the automobile backup line on La Cuesta Drive, such that it does not block the red zone below the school entrance. One of the traffic monitors shall be stationed near the exit from the school and as close to La Cuesta Drive as possible. One monitor shall be stationed near the entrance of the school to better monitor the backup onto La Cuesta Drive. All designated traffic and parking monitors shall wear attire that allows parents and members of the community to recognize them as such.
  - e. The County shall recognize the Head of School as the official community liaison, unless formally notified by the school of a change.
6. Any expansion, demolition or new construction on the site shall require the applicant to apply for an amended or new use permit. The applicant is encouraged to present such plans to the Ladera Community Association.
  7. The relocatable temporary classrooms shall be removed at the time of the new classroom building is granted a Certificate of Occupancy.



### Building Inspection Section

8. When this design is submitted for a building permit, there may be more requirements according to the actual design being submitted for a building permit. This review is neither permission nor approval for a final plan check for a permit.
9. Prior to pouring any concrete for foundations, written verification from a licensed surveyor must be submitted which will confirm that the required setbacks as shown on the approved plans have been maintained.
10. An automatic fire sprinkler system will be required for this project.
11. If a water main extension, upgrade or hydrant is required, this work must be completed prior to the issuance of the building permit or the applicant must submit a copy of an agreement and contract with the water purveyor which will confirm that the work will be completed prior to finalization of the building permit.
12. A site drainage plan will be required. This plan must demonstrate how roof drainage and site runoff will be directed to an approved disposal area.
13. Sediment and erosion control measures must be installed prior to beginning any site work and maintained throughout the term of the permit. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
14. This project must comply with the Green Building Ordinance.
15. All drawings must be drawn to scale and clearly define the whole project.
16. Please call out the right codes on the code summary. The design and/or drawings shall be done according to the 2010 Editions of the California Building Standards Code, 2010 California Plumbing Code, 2010 California Mechanical Code, and the 2010 California Electrical Code.
17. Permits are required for grading, and any retaining walls.
18. Provide details showing all the accessible parking, accessible route to the right-of-way and the building entrance, and all accessible details (cross-sections) for facilities/restrooms.
19. Provide an exiting plan, showing the occupant load for each room according to its use, and the path of travel/exiting.

### Woodside Fire Protection District

20. Project shall comply with 2010 California Building Code Chapter 7A for ignition-resistant materials and installation.
21. Address and building numbers shall be clearly posted and visible from the street with a minimum of 4-inch numbers on a contrasting background.

22. A NFPA 13 Fire Sprinkler System shall be installed in all proposed new buildings.
23. All Fire Department Connection (FDC) locations shall be approved by the Woodside Fire Protection District.
24. There shall be an emergency fire access road with turnaround on the east side of the campus, adjacent to a grass field for gym egress and ingress.
25. Upon final inspection, a 30-foot perimeter of defensible space shall exist.
26. A fire hydrant shall be required prior to the start of rough framing construction near the proposed gym area.

#### Department of Public Works

27. Prior to the issuance of the building permit, the applicant will be required to provide payment of "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance No. 3277.
28. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued.
29. The applicant shall submit a permanent stormwater management plan in compliance with the County's Drainage Policy and NPDES requirements for review and approval by the Department of Public Works.

If project requires C.3 stormwater measures, then final drainage plans and calculations must be submitted for review and approval prior to Planning Department approvals and prior to issuance of a building permit.

30. The applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Department of Public Works for review and approval at the building permit application stage. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted to the Department of Public Works for review and approval.

### Grading and NPDES Conditions

31. Prior to grading “hard card” issuance, the applicant shall coordinate with a Building Technician to open a building permit case and pay applicable fees for the completion and tracking of monthly erosion and sediment control inspections during the rainy season, as required by the Regional Water Quality Control Board, and weekly construction inspections during the rainy season for sites within the ASBS Watershed, as required by the Special Protections.
32. As the project involves over 1 acre of land disturbance, the property owner shall file a Notice of Intent (NOI) with the State Water Resources Board to obtain coverage under the State General Construction Activity NPDES Permit. A copy of the project’s NOI, WDID Number, and Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to the Current Planning Section and the Building Inspection Section, prior to the issuance of the grading permit “hard card.”
33. No grading activities shall commence until the property owner has been issued a grading permit (issued as the “hard card” with all necessary information filled out and signatures obtained) by the Current Planning Section.
34. No grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion. An applicant-completed and County-issued grading permit “hard card” is required prior to the start of any land disturbance/grading operations. Along with the “hard card” application, the applicant shall submit a letter to the Current Planning Section, at least two (2) weeks prior to commencement of grading, stating the date when grading operations will begin, anticipated end date of grading operations, including dates of revegetation and estimated date of establishment of newly planted vegetation.
35. Prior to any land disturbance and throughout the grading operation, the property owner shall implement the erosion control plan, as prepared and signed by the engineer of record and approved by the decision maker. Revisions to the approved erosion control plan shall be prepared and signed by the engineer and submitted to the Community Development Director for review and approval.
36. Prior to issuance of the grading permit “hard card,” the property owner shall submit a schedule of all grading operations to the Current Planning Section, subject to review and approval by the Current Planning Section. The submitted schedule shall include a schedule for winterizing the site. If the schedule of grading operations calls for the grading to be completed in one grading season, then the winterizing plan shall be considered a contingent plan to be implemented if work falls behind schedule. All submitted schedules shall represent the work in detail and shall project the grading operations through to completion.
37. The property owner shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program “General Construction and Site Supervision Guidelines,” including, but not limited to, the following:
  - a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.

- b. Protection of adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
  - c. Performing clearing and earth-moving activities only during dry weather.
  - d. Stabilization of all denuded areas and maintenance of erosion control measures continuously between October 1 and April 30.
  - e. Storage, handling, and disposal of construction materials and wastes properly, so as to prevent their contact with stormwater.
  - f. Control and prevention of the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
  - g. Use of sediment controls or filtration to remove sediment when dewatering site and obtain all necessary permits.
  - h. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
  - i. Limiting and timing applications of pesticides and fertilizers to prevent polluted runoff.
  - j. Limiting construction access routes and stabilization of designated access points.
  - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
  - l. Training and providing instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.
  - m. Additional Best Management Practices in addition to those shown on the plans may be required by the Building Inspector to maintain effective stormwater management during construction activities. Any water leaving the site shall be clear and running slowly at all times.
  - n. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
38. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading remediation activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.

39. For the final approval of the grading permit, the property owner shall ensure the performance of the following activities within thirty (30) days of the completion of grading at the project site:
  - a. The engineer shall submit written certification that all grading has been completed in conformance with the approved plans, conditions of approval/mitigation measures, and the Grading Regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer.
  - b. The geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval form, for submittal to the Planning and Building Department's Geotechnical Engineer and Current Planning Section.
40. Applicant shall prepare a Stormwater Management Plan (SWMP) that includes, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the MRP; and detailed Maintenance Plan(s) for each site design, source control and treatment measure requiring maintenance.
41. Applicant shall ensure that post-construction levels of pollutants identified in the Clean Water Act (CWA) Section 303(d) list for the receiving water body do not exceed pre-development levels.
42. Project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Stormwater Technical Guidance Manual for assistance in implementing LID measures at the site.
43. Trash storage areas (including recycling or food compactor areas or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be sloped so that spills and wash water flow to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
44. Discharges from indoor/outdoor mat/equipment/hood filter wash racks or covered outdoor wash racks for restaurants shall be plumbed to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
45. Interior level parking garage floor drains, and any other interior floor drains shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

46. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance.
47. On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent using thermoplastic material or a plaque.
48. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
49. Fire sprinkler test water shall discharge to on-site vegetated areas, or alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
50. Fueling areas shall be separated from the rest of the site by a grade break that prevents run-on of stormwater, and covered by a canopy that extends a minimum of 10 feet in each direction from each pump.
51. Boiler drain lines, rooftop equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
52. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
53. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.
54. Land uses involving vehicle and equipment repair and maintenance shall provide a designated, indoor area for these activities.
55. Projects with architectural copper should, if possible, purchase copper materials that have been pre-patinated at the factory. Whether patination is done off-site or on-site, applicant should consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. If patination is done on-site, implement one or more of the following:
  - a. Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
  - b. Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
  - c. Collect the rinse water in a tank and haul off-site for proper disposal.
56. Direct roof runoff into cisterns/rain barrels and use rainwater for irrigation or other non-potable use.

57. Direct roof runoff onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
58. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
59. Construct sidewalks, walkways, patios, bike lanes, driveways, and/or uncovered parking lots with permeable surfaces. These include porous pavement (asphalt and concrete), turf block, and permeable joint pavers. Use of permeable surfaces may reduce the size of the required treatment measure by lowering the amount of runoff generated; however, runoff from permeable surfaces will not be exempt from having to receive treatment unless properly designed as “self-treating areas” or “self-retaining areas.” Refer to Section 4.2 or 4.3 of the C.3 Technical Guidance, respectively.
60. Minimize land disturbance and impervious surface (especially for new parking lots).
61. Maximize permeability by clustering development and preserving open space.
62. Use micro-detention, including distributed landscape-based detention.
63. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
64. Self-treating areas must be designed to store and infiltrate the rainfall that lands on the self-treating area. Refer to Section 4.2 of the C.3 Technical Guidance.
65. Self-retaining areas must be designed to store and infiltrate the rainfall runoff volume described in the MRP Provision C.3.d (80% capture volume), for rainfall that lands on the self-retaining area and the impervious surface that drains to the self-retaining area. Refer to Section 4.3 of the C.3 Technical Guidance.
66. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance).
67. Biotreatment measures (including bioretention areas, flow-through planters and non-proprietary tree well filters) shall be sized to treat runoff from 100% of the applicable drainage area (all impervious areas and applicable landscaped areas) using flow or volume based sizing criteria as described in the Provision C.3.d of the MRP, or using the simplified sizing method (4% rule of thumb), described in the C.3 Technical Guidance and based on the flow-based sizing criteria in Provision C.3.d.i.(2)(c).
68. Plant species used within the biotreatment measure area shall be consistent with Appendix A of the C.3 Technical Guidance.
69. Biotreatment soil mix for biotreatment measures shall have a minimum percolation rate of 5 inches per hour and a maximum percolation rate of 10 inches per hour, and shall be in conformance with Attachment L of the MRP, which is included in Appendix K of the C.3 Technical Guidance.

70. Design of biotreatment measures shall be consistent with technical guidance for the applicable type of biotreatment measure provided in Chapter 6 of the C.3 Technical Guidance.
71. Post-construction stormwater discharge rates and durations shall not exceed pre-project rates and durations from 10% of the pre-project 2-year peak flow up to the pre-project 10-year peak flow.
72. The post-project flow duration curve shall not deviate above the pre-project flow duration curve by more than 10% over more than 10% of the length of the curve corresponding to the range of flows to control.
73. Flow control structures may be designed to continuously discharge stormwater at the very low flow rate  $Q_{cp}$ , where  $Q_{cp} \leq 10\%$  of the pre-project 2-year flow.
74. Hydromodification (HM) controls shall be designed using the Bay Area Hydrology Model (BAHM), unless the applicant uses an alternative continuous simulation hydrologic computer model as described in Attachment E of the MRP. Site-specific data shall be used with BAHM ([www.Bayareahydrologymodel.org](http://www.Bayareahydrologymodel.org)) or alternate continuous simulation hydrologic computer model.
75. Prior to the final of the building permit for the project, the property owner shall coordinate with the Project Planner to enter into an Operation and Maintenance Agreement (O&M Agreement) with the County (executed by the Community Development Director) to ensure long-term maintenance and servicing by the property owner of stormwater site design and treatment control and HM measures (if applicable), according to the approved Maintenance Plan(s), for the life of the project. The O&M Agreement shall provide County access to the property for inspection. The Maintenance Agreement(s) shall be recorded for the property.
76. The property owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) [and HM measure] Maintenance Plan(s). Maintenance of all site design and treatment control [and/or HM] measures shall be the property owner's responsibility.
77. The property owner is responsible for submitting an Annual Report accompanied by a review fee to the County by December 31 of each year, as required by the O&M Agreement. The property owner is also responsible for the payment of an inspection fee for County inspections of the stormwater facility, conducted as required by the NPDES Municipal Regional Permit.
78. Approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.
79. Site access shall be granted to representatives of the County, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems [and HM controls]. A statement to that effect shall be made a part of the Maintenance Agreement and/or CC&Rs recorded for the property.



80. The property owner shall be required to pay for all County inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the County.
81. Within one (1) week of the installation date of the approved facility, the project civil engineer shall notify Richard Lee, Associate Engineer, Department of Public Works, by email [rllee@smcgov.org](mailto:rllee@smcgov.org) or fax at 650/363-4859. Notice shall include the installation date of the last component of the approved facility and the name of the project civil engineer. The County will perform a final inspection of the approved facility within 45 days of the date of installation.

# Woodland School

Portola Valley, CA

