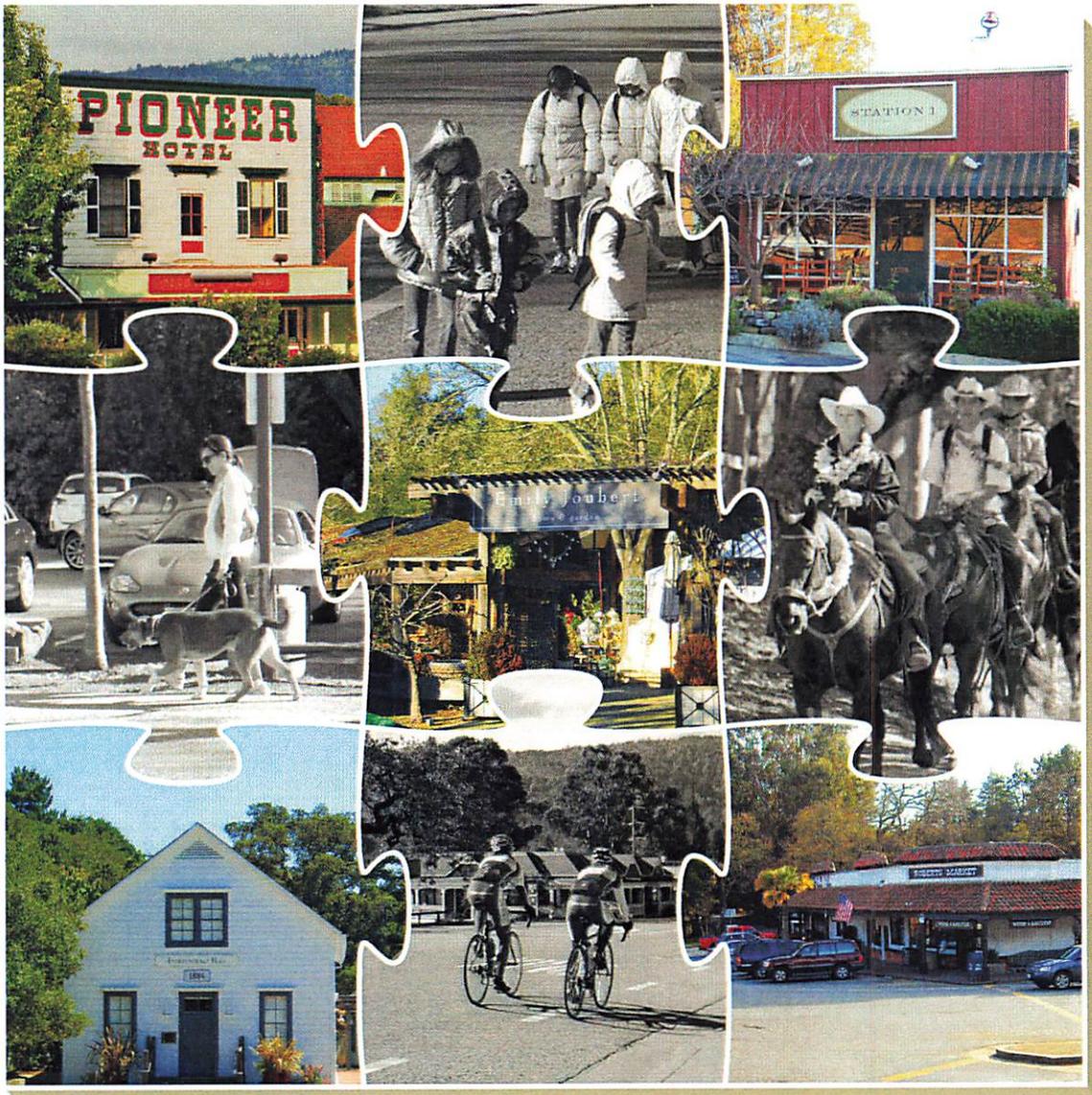


TOWN OF WOODSIDE



TOWN CENTER AREA PLAN TASK FORCE

**TOWN OF WOODSIDE
TOWN CENTER AREA PLAN (TCAP) TASK FORCE
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**TOWN OF WOODSIDE
TOWN CENTER AREA PLAN (TCAP) TASK FORCE
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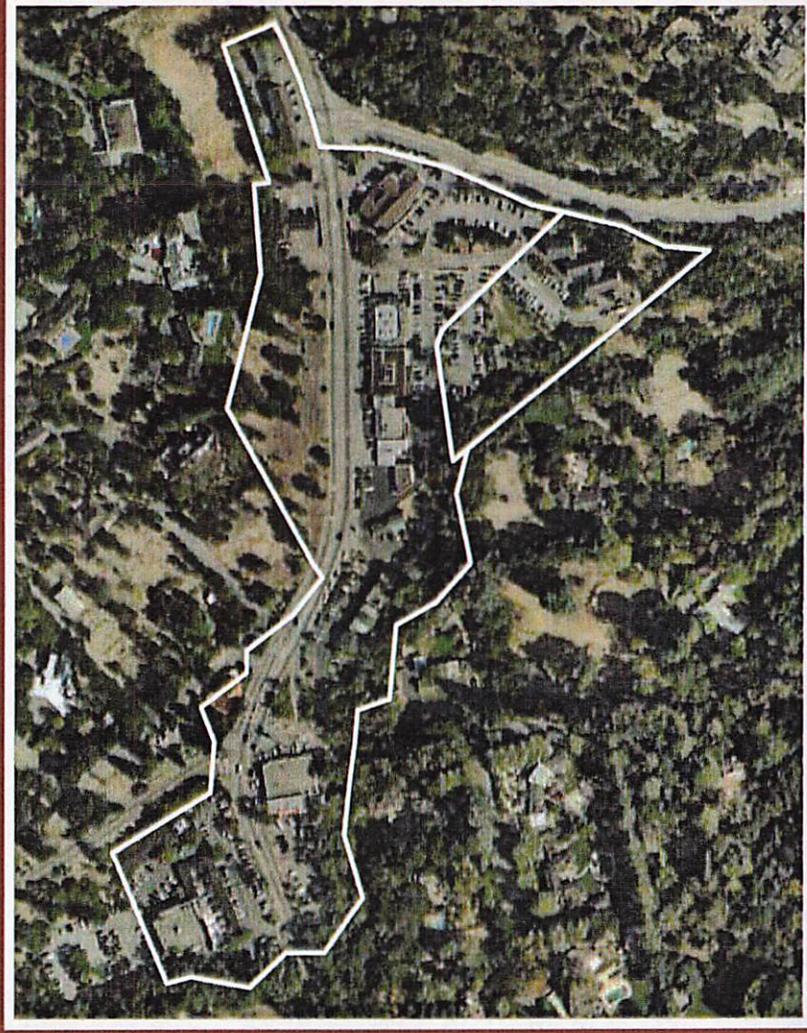
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KEY:	
alt.	Alternate
ASRB	Architectural and Site Review Board
BO	Business Owner
Circ	Circulation Committee
GP	General Plan Task Force, Former Member
History	History Committee
LEH	Livestock and Equestrian Heritage Committee
OS	Open Space Committee
PC	Planning Commission
PO	Property Owner
RAL	Resident-at-Large
SC	Sustainability and Conservation Committee
TC	Town Council
Trails	Trails Committee
WSD	Woodside School District



TOWN CENTER AREA PLAN



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Adopted March 9, 1970 (Resolution 1970-835)

Amended December 11, 1973 (Resolution 1973-1156)

Amended in August 2, 1976 (Resolution 1976-3066/67)

Amended February 8, 1977 (Resolution 1977-3093/94)

INTRODUCTION

This sub-area plan of the General Plan is intended to amplify, augment and further the policies and proposals set forth in General Plan. Where additional detail is provided in this Town Center Plan, it is intended to be governing; however, it is not intended to supersede the basic goals and policies included in General Plan.

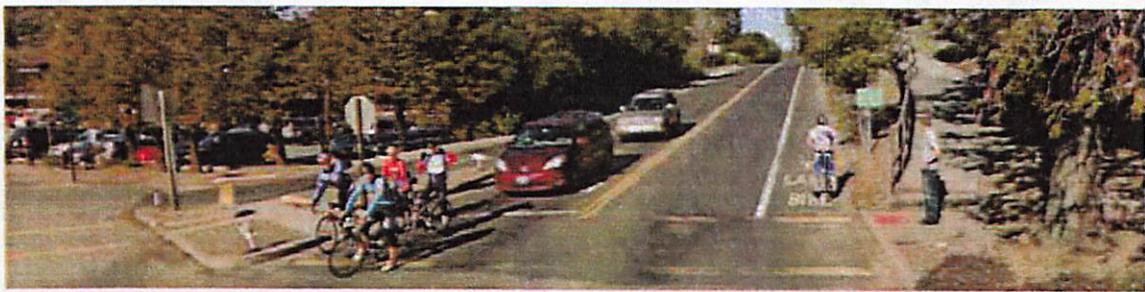
This plan is to be used as a guide to expansion and replacement of existing structures and facilities and the establishment of new structures and facilities needed to provide reasonable and accustomed services to local residents. It provides a framework for gradual changes in the area which will take place over a period of time by a combination of private endeavors and public actions. It also provides, in conjunction with the General Plan, a basis for necessary implementing regulations and programs.

The extent of the Town Center Commercial Area is described in general terms in the Land Use Element and indicated more exactly in the following Town Center Area

Map. Commercial activities should in the main be limited to Area A. Area B is identified as suitable for civic, cultural and institutional uses of lower intensity than in Area A.

The Plan is intended to guide, unify and enhance, both functionally and aesthetically, the development and use of separately owned private properties in coordination with public spaces and facilities. It is desired that the Town Center maintain the existing physical scale and visual informality and that all commercial activities be physically quiet, and have low visual impact.

This Plan is not intended to materially impair the continuance of existing uses or structures or to require modifications other than as provided herein. Regulations and programs adopted to implement this Plan should provide a reasonable time to allow existing uses to be brought into conformity with the policies and proposals of this Plan. Constraints on development of individual parcels should be kept to the minimum necessary to achieve basic goals and policies of the Town and assure that roads, paths and trails in the Center will form a safe interconnected system.



Town Center is a high traffic area for pedestrians, bicyclists, equestrians, and automobiles.



Building design and architecture reflect the character and history of Woodside.

Map TC1: Town Center Plan Area



Policies & Guidelines

POLICY TC1: BUILDINGS AND STRUCTURES

Ensure appropriate building design and scale by adhering to the following guidelines.

Guidelines:

a. Architectural Character

Architectural character should be informal and unpretentious. Although no pre-programmed styles are desired or intended, some historic reference either in contemporary or traditional styles is desirable.

b. Compatibility

Design of structures and building elements should be compatible with topographic features, native plant material and surrounding physical environs.

c. Scale

Scale of structures and building elements should be moderately small and in keeping with existing improvements.

d. Materials and Construction

Materials utilized in the construction of buildings, roadways, walks and other structures should be conducive to maintaining the rural character of Woodside. Exclusive or excessive use of glass and glass block, porcelain-enamel, metal, chrome and plastics should be avoided.

e. Adjoining Properties

Structures on adjoining properties should be visually and functionally related to foster overall community identity, while allowing independent settings and design expression.

POLICY TC2: LANDSCAPING

Ensure appropriate landscaping for the Town Center Area by adhering to the following guidelines.

Guidelines:

a. Maintaining Vegetation

Existing vegetation along Dry Creek should be carefully protected and additional planting provided where necessary to form a substantial buffer between commercial and residential properties.

b. Visual Unity

Landscaping of individual sites shall contribute to the visual unity of the Center. Trees and other large plant materials should be selected and placed to become a part of an overall design scheme. This does not mean that the individuality of separate enterprises and institutions should be discouraged.

c. Appearance and Screening

Planting should be used to establish a pleasant setting for structures, to screen service and parking areas, and to soften the appearance of building elements and paved areas.

d. Compatibility

The character of planting and landscape materials shall be suited to the building style, topographic land form, soil conditions and exposure, and compatible with existing native materials.

e. Open Space

The areas of native vegetation along Dry Creek together with landscaped open spaces on individual sites and along public ways should form an "open space web" linking the several parts of the Center.

POLICY TC3: SIGNS

Ensure appropriate signage in the Town Center Area by adhering to the following guidelines.

Guidelines:

a. Compatibility

Signs should be designed to be compatible with the building character and environs.

b. Design

All signs should be as simple as possible in lettering and logo design. Size and placement should be controlled through appropriate regulations.

POLICY TC4: LIGHTING

Ensure appropriate lighting for safety and aesthetics by adhering to the following guidelines.

Guidelines:

a. Pedestrian Lighting

Night lighting should be provided as necessary for safety with particular attention to pedestrian walks and parking areas.

b. Design

All exterior lighting sources should be shielded or screened from view from roadways and adjoining properties, and intensity limited to that necessary for safety and identification.

POLICY TC5: LAND USE

Ensure land use compatibility within the Town Center and with the surrounding neighborhoods by adhering to the following guidelines.

Guidelines:

a. Allowed Uses

Types of uses should be limited to those identified in the Land Use Element.

b. Consistency with Land Use Element

Policies, standards and criteria set forth in the Land Use Element should be observed.

c. Impacts and Mitigation

Intensities of use should be compatible with adjoining residential uses. Critical factors are: ratios of built to unbuilt space; hours of operation; generation of noise, odors, smoke, or fumes; energy consumption; character and intensity of lighting; traffic generation and parking requirements; extent of land form modification; mitigating measures employed including landscaping and adjustment of structure design to recognize conditions on-site and on adjoining properties.

d. Disturbances

Late nighttime activities shall be discouraged and hours of operation regulated to assure against disturbance to adjoining residential properties with particular attention given to uses with high traffic impact.

e. Consistency with General Plan

Special procedures shall be established for review of proposed new developments and changes in use to assure consistency with the objectives, principles, standards and criteria of this General Plan. Specific consideration should be given to: intensity of use; visual qualities; provision of goods and services primarily for the residents of Woodside; scheduling of site development and other construction; conformance with any specific plans for circulation and landscaping.

POLICY TC6: CIRCULATION

Improve access and safety for all modes of transportation by adhering to the following guidelines.

Guidelines:

a. Separate Modes of Transportation

Provide safe and convenient circulation for all persons within the Town Center by clearly defined and separated ways and routes for motor vehicles, pedestrians, equestrians and bicyclists.

b. Non-Vehicle Transportation

Encourage and provide a pleasant circulation system through and within the Town Center without the use of vehicles, with space for additional tree planting wherever feasible on public and/or private property.

c. Mitigate Vehicle Circulation

To reduce or eliminate the various potential problem areas, e.g.:

1. Egress from parking areas and service stations onto Woodside Road.
2. Large expanse of asphalt on Woodside Road from Whiskey Hill Road to Cañada Road.
3. Multiplicity of parking and turning movements along the Woodside Road corridor.

d. Mitigate Vehicle Traffic

To restrict or prohibit facilities within or near Town limits which would generate a significant increase in traffic through Town Center.

e. Divert Traffic

To divert as much through traffic as possible from routes in the Town Center to thoroughfares or regional trails in other locations.

POLICY TC7: MOTOR VEHICLES

Improve motor vehicle safety and circulation by adhering to the following guidelines.

Guidelines:

a. Parking and Through Traffic

Separate parking movements from the through traffic on Woodside Road.

b. Turning

Limit turning movements along Woodside Road.

c. Parking

Require installation of additional parking spaces away from Woodside Road where needed.

d. Ingress and Egress

Limit and define ingress and egress areas along Woodside Road.

POLICY TC8: PEDESTRIANS

Improve pedestrian access and safety by adhering to the following guidelines.

Guidelines:

a. Paths and Connections

Provide safe, well defined separate paths along both sides of Woodside Road within Town Center limits — separated from vehicular traffic wherever feasible.

1. Pedestrian paths shall be of sufficient width for walkers to pass.
2. Pedestrian paths shall be surfaced and separated by a curb or other device from parking areas and driveways.
3. Pedestrian paths shall be planned and constructed to minimize the need for mixed equestrian, pedestrian and bicyclist use of individual paths.

b. Pathway Safety

Provide safety paths for school children and secondary paths for convenient access to shops at rear of commercial enterprises as well as to equestrian trails, minor roads and other facilities.

c. Crosswalks

Pedestrian crosswalks should be provided at safe convenient locations on roads and clearly marked.

POLICY TC9: EQUESTRIANS

Improve equestrian access and safety by adhering to the following guidelines.

Guidelines:

a. Designate Trails

Provide clearly defined, safe trails through the Town Center.

1. Trails shall be separated and protected from vehicular ways as much as possible.
2. Trails shall be planned and constructed to minimize the need for mixed equestrian, pedestrian and bicyclist use of individual paths.

b. Eliminate Hazards

Eliminate hazards on existing trails.

c. Wayfinding Signage

Define regional trails within the Center and install suitable markers.

d. Hitching Rails

Provide convenient places to tie up horses at commercial and institutional establishments.

POLICY TC10: BICYCLES

Improve bicycling within the Town Center by adhering to the following guidelines.

Guidelines:

a. Designate Bicycle Paths, Lanes and Routes

Provide clear definition of regional and all other desired bicycle paths, lanes and routes on roads within Town Center.

1. Bicycle paths shall be separated and protected from vehicular ways as much as possible.
2. Bicycle paths shall be planned and constructed to minimize the need for mixed equestrian, pedestrian and bicyclist use of individual paths.

b. Design Accessible Bicycle Paths, Lanes and Routes

Provide well defined safe bicycle paths, lanes and routes for school children and others.

c. Bicycle Parking

Provide for convenient bicycle parking at commercial and institutional establishments.

IMPLEMENTATION

The Town of Woodside will:

1. Review Town regulations and give consideration to changes needed to insure consistency with this Part and provide specific procedures and requirements for implementation.
2. Continue to review proposals for development and change within the Center Area to assure adherence to the objectives, principles, standards and criteria of this Part and other applicable General Plan policies.
3. Support programs to improve the visual quality of the Town Center.
4. Continue to work with other governmental agencies and property owners to reduce hazards caused by conflicting traffic movements.
5. Look favorably upon changes in parcel configuration which would reduce the problems of access and circulation within the Town Center.
6. Formulate precise plans in cooperation with property owners to coordinate all improvements needed along public ways so that property owners will know what will be required in terms of public ways, planting, drainage, and other improvements.

TOWN CENTER AREA PLAN (TCAP) REPORT CARD

<i>Current TCAP Policy, Guideline, or Implementation Strategy:</i>	<i>Current Status:</i>
Policy TC1: Buildings and structures	
Ensure appropriate building design and scale by adhering to the following guidelines:	All new or modified structures in the Town Center Area (TCA) require review by the ASRB (WMC §153.221).
Guidelines:	
a. Architectural Character	The design of buildings in the TCA has remained varied, informal and unpretentious, and predominantly one-story as viewed from the street.
Architectural character should be informal and unpretentious. Although no pre-programmed styles are desired or intended, some historic reference either in contemporary or traditional styles is desirable.	
b. Compatibility	
Design of structures and building elements should be compatible with topographic features, native plant material and surrounding physical environs.	Architectural styles and materials in the TCA vary.
c. Scale	
Scale of structures and building elements should be moderately small and in keeping with existing improvements.	Many historic buildings exist in the TCA. The TCAP Update should address the history of these structures.
d. Materials and Construction	
Materials utilized in the construction of buildings, roadways, walks and other structures should be conducive to maintaining the rural character of Woodside. Exclusive or excessive use of glass and glass block, porcelain-enamel, metal, chrome and plastics should be avoided.	
e. Adjoining Properties	
Structures on adjoining properties should be visually and functionally related to foster overall community identity, while allowing independent settings and design expression.	

Policy TC2: Landscaping	
Ensure appropriate landscaping for the Town Center Area by adhering to the following guidelines:	<p>New landscaping associated with a building project greater than 720 sf or >30% increases to a building's area requires review by the ASRB (WMC §153.221).</p> <p>The health and vigor of the vegetation along Dry Creek is in various states of condition. Improvements could be made in consultation with Fish and Game.</p> <p>There is no current coordinated landscaping scheme for the TCAP. The General Plan Task Force expressed a desire to not have a coordinated scheme to maintain rural character.</p> <p>WMC §153.119.H requires 10% of parking areas to be landscaped.</p>
Guidelines:	
a. Maintaining Vegetation:	
Existing vegetation along Dry Creek should be carefully protected and additional planting provided where necessary to form a substantial buffer between commercial and residential properties.	
b. Visual Unity:	
Landscaping of individual sites shall contribute to the visual unity of the Center. Trees and other large plant materials should be selected and placed to become a part of an overall design scheme. This does not mean that the individuality of separate enterprises and institutions should be discouraged.	
c. Appearance and Screening:	
Planting should be used to establish a pleasant setting for structures, to screen service and parking areas, and to soften the appearance of building elements and paved areas.	
d. Compatibility:	
The character of planting and landscape materials shall be suited to the building style, topographic land form, soil conditions and exposure, and compatible with existing native materials.	
e. Open Space:	
The areas of native vegetation along Dry Creek together with landscaped open spaces on individual sites and along public ways should form an "open space web" linking the several parts of the Center.	

Policy TC3: Signs	
Ensure appropriate signage in the Town Center Area by adhering to the following guidelines.	<p>All signs in the TCA require review by the ASRB (WMC §153.078).</p> <p>Some signs in Town were installed without a permit.</p> <p>The sign ordinance does not currently allow flexibility for for multi-tenant buildings (ref. WMC §153.080).</p>
Guidelines:	
a. Compatibility:	
Signs should be designed to be compatible with the building character and environs.	
b. Design:	
All signs should be as simple as possible in lettering and logo design. Size and placement should be controlled through appropriate regulations.	

Policy TC4: Lighting

Ensure appropriate lighting for safety and aesthetics by adhering to the following guidelines:

Guidelines:

a. Pedestrian Lighting:

Night lighting should be provided as necessary for safety with particular attention to pedestrian walks and parking areas.

b. Design:

All exterior lighting sources should be shielded or screened from view from roadways and adjoining properties, and intensity limited to that necessary for safety and identification.

All new or modified lighting in the TCA requires review by the ASRB (WMC §153.049.I).

Lighting levels in Town are modest.

Policy TC5: Land Use	
Ensure land use compatibility within the Town Center and with the surrounding neighborhoods by adhering to the following guidelines:	
Guidelines:	
a. Allowed Uses:	
Types of uses should be limited to those identified in the Land Use Element.	
b. Consistency with Land Use Element:	
Policies, standards and criteria set forth in the Land Use Element should be observed.	
c. Impacts and Mitigation:	
Intensities of use should be compatible with adjoining residential uses. Critical factors are: ratios of built to unbuilt space; hours of operation; generation of noise, odors, smoke, or fumes; energy consumption; character and intensity of lighting; traffic generation and parking requirements; extent of land form modification; mitigating measures employed including landscaping and adjustment of structure design to recognize conditions on-site and on adjoining properties.	The WMC and General Plan call for uses in the Community Commercial District which have the probability of primarily serving the frequent recurring day-to-day needs of the local community. The perceived prevalence of office uses over retail, restaurant, and personal service uses has been a long-standing dissatisfaction with the TCA.
d. Disturbances:	
Late nighttime activities shall be discouraged and hours of operation regulated to assure against disturbance to adjoining residential properties with particular attention given to uses with high traffic impact.	WMC §153.026.A prescribes uses which require a Use Permit, including, but not limited to, restaurants, bars, food stores, service stations, stores > 2,000 sf.
e. Consistency with General Plan:	
Special procedures shall be established for review of proposed new developments and changes in use to assure consistency with the objectives, principles, standards and criteria of this General Plan. Specific consideration should be given to: intensity of use; visual qualities; provision of goods and services primarily for the residents of Woodside; scheduling of site development and other construction; conformance with any specific plans for circulation and landscaping.	

Policy TC6: Circulation	
Improve access and safety for all modes of transportation by adhering to the following guidelines:	
Guidelines:	
a. Separate Modes of Transportation:	
Provide safe and convenient circulation for all persons within the Town Center by clearly defined and separated ways and routes for motor vehicles, pedestrians, equestrians and bicyclists.	Limited road width, breathtaking terrain, and competition by multiple users, made the Circulation Element the most controversial element updated during the General Plan 2012.
b. Non-Vehicle Transportation:	
Encourage and provide a pleasant circulation system through and within the Town Center without the use of vehicles, with space for additional tree planting wherever feasible on public and/or private property.	
c. Mitigate Vehicle Circulation:	
To reduce or eliminate the various potential problem areas, e.g.:	
* Egress from parking areas and service stations onto Woodside Road.	
* Large expanse of asphalt on Woodside Road from Whiskey Hill Road to Cañada Road.	Parking and turn movements remain a significant challenge in the Town Center.
* Multiplicity of parking and turning movements along the Woodside Road corridor.	
d. Mitigate Vehicle Traffic:	
To restrict or prohibit facilities within or near Town limits which would generate a significant increase in traffic through Town Center.	
e. Divert Traffic:	
To divert as much through traffic as possible from routes in the Town Center to thoroughfares or regional trails in other locations.	

Policy TC7: Motor vehicles

Improve motor vehicle safety and circulation by adhering to the following guidelines:

Guidelines:

a. Parking and Through Traffic:

Separate parking movements from the through traffic on Woodside Road.

b. Turning:

Limit turning movements along Woodside Road.

c. Parking:

Require installation of additional parking spaces away from Woodside Road where needed.

d. Ingress and Egress:

Limit and define ingress and egress areas along Woodside Road.

Circulation improvements to Woodside Road have been discussed and considered in various forums since incorporation of the Town. To date, the Town has not adopted a specific plan line for Woodside Road. This would require participation with, and review by, CalTrans.

The last update the the TCAP was in 1988, which predates establishment of the Parking Assessment District. The TCAP should be updated to recognize the District.

Policy TC8: Pedestrians	
Improve pedestrian access and safety by adhering to the following guidelines:	<p>Improving pedestrian access and safety continues to be a high priority with residents. The formation of Circulation Committee came, in part, out of this concern.</p> <p>A cross walk project at the Woodside Elementary School is currently underway.</p>
Guidelines:	
a. Paths and Connections:	
Provide safe, well defined separate paths along both sides of Woodside Road within Town Center limits — separated from vehicular traffic wherever feasible.	
Pedestrian paths shall be of sufficient width for walkers to pass.	
Pedestrian paths shall be surfaced and separated by a curb or other device from parking areas and driveways.	
Pedestrian paths shall be planned and constructed to minimize the need for mixed equestrian, pedestrian and bicyclist use of individual paths.	
b. Pathway Safety:	
Provide safety paths for school children and secondary paths for convenient access to shops at rear of commercial enterprises as well as to equestrian trails, minor roads and other facilities.	
c. Crosswalks:	
Pedestrian crosswalks should be provided at safe convenient locations on roads and clearly marked.	

Policy TC9: Equestrians	
Improve equestrian access and safety by adhering to the following guidelines:	Maintaining and improving equestrian access and safety continues to be a high priority with equestrians and supporters of the Town's equestrian heritage.
Guidelines:	
a. Designate Trails:	The formation of the Circulation Committee came, in part, out of these concerns.
Provide clearly defined, safe trails through the Town Center.	
Trails shall be separated and protected from vehicular ways as much as possible.	The expansion of the Livestock Committee to the Livestock and Equestrian Committee also came out of these concerns.
Trails shall be planned and constructed to minimize the need for mixed equestrian, pedestrian and bicyclist use of individual paths.	
b. Eliminate Hazards:	
Eliminate hazards on existing trails.	
c. Wayfinding Signage:	
Define regional trails within the Center and install suitable markers.	
d. Hitching Rails:	
Provide convenient places to tie up horses at commercial and institutional establishments.	

Policy TC10: Bicycles

Improve bicycling within the Town Center by adhering to the following guidelines:

Guidelines:

a. Designate Bicycle Paths, Lanes and Routes:

Provide clear definition of regional and all other desired bicycle paths, lanes and routes on roads within Town Center.

Bicycle paths shall be separated and protected from vehicular ways as much as possible.

Bicycle paths shall be planned and constructed to minimize the need for mixed equestrian, pedestrian and bicyclist use of individual paths.

b. Design Accessible Bicycle Paths, Lanes and Routes:

Provide well defined safe bicycle paths, lanes and routes for school children and others.

c. Bicycle Parking:

Provide for convenient bicycle parking at commercial and institutional establishments.

Improving bicycle access and safety continues to be a high priority with residents. The formation of the Circulation Committee, in part, out of this concern.

IMPLEMENTATION STRATEGIES:

The Town of Woodside will:	
1. Regulatory Framework: Review Town regulations and give consideration to changes needed to insure consistency with this Part and provide specific procedures and requirements for implementation.	Review of the TCAP emerged as the highest priority work plan item that came out of the General Plan Update.
2. Design Review: Continue to review proposals for development and change within the Center Area to assure adherence to the objectives, principles, standards and criteria of this Part and other applicable General Plan policies.	The recent update to the Residential Design Guidelines addresses only residential properties. The Town's two Area Plans (Town Center and Skylonda) address commercial design guidelines.
3. Aesthetic Improvements: Support programs to improve the visual quality of the Town Center.	The TCAP Update schedule includes review of the Woodside Municipal Code to identify any needed revisions pertaining to the TCA.
4. Safety Improvements: Continue to work with other governmental agencies and property owners to reduce hazards caused by conflicting traffic movements.	The Town works with the San Mateo County Sheriff's Office and CalTrans to increase roadway safety. The most recent effort has involved a parking program for the Woodside Road frontage.
5. Parcel Reconfiguration: Look favorably upon changes in parcel configuration which would reduce the problems of access and circulation within the Town Center.	KEVIN? Easement project?
6. Plan Line: Formulate precise plans in cooperation with property owners to coordinate all improvements needed along public ways so that property owners will know what will be required in terms of public ways, planting, drainage, and other improvements.	The TCAP Update schedule includes formulation of a plan line which could specific requirements for improvements along and/or within rights-of-way.