



# Planning & Building Department Planning Commission

Kumkum Gupta, 1<sup>st</sup> District  
Frederick Hansson, 2<sup>nd</sup> District  
Lisa Ketcham, 3<sup>rd</sup> District  
Manuel Ramirez, Jr., 4<sup>th</sup> District  
Carlos Serrano Quan 5<sup>th</sup> District

County Office Building  
455 County Center  
Redwood City, California 94063  
650/363-1859

## ACTION MINUTES- DRAFT

MEETING NO. 1730  
Wednesday, March 8, 2023  
By Video-conference Only

Chair Gupta called the meeting to order at 9:08 a.m.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Chair Gupta

**Roll Call:** Commissioners Present: Gupta, Hansson, Ketcham, Ramirez, Serrano Quan  
Staff Present: Monowitz, Fox, Segura

Legal notice published in San Mateo Times on February 11, 2023 and Published in the Half Moon Bay Review on February 15, 2023.

**Oral Communications** to allow the public to address the Commission on any matter not on the agenda.

**Speakers:**  
None

### **CONSENT AGENDA** 9:00 a.m.

1. Consideration of the Minutes of the Planning Commission Hearing for February 22, 2023.

### **COMMISSION ACTION:**

Chair Gupta unanimously moved to close the public hearing.

Commissioner Ketcham moved for approval of the Consent, and Commissioner Hansson seconded the motion. **Motion carried 5-0-0-0.**

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**END OF CONSENT AGENDA**

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**REGULAR AGENDA****9:00 a.m.**

- 2. Owner/Applicant: Paul McGregor**  
File Number: PLN2017-00343  
Location: 130 Coronado Avenue, Miramar  
Assessor's Parcel No:048-013-220

Consideration of a Coastal Development Permit (CDP), Design Review, and Non-conforming Use Permit, pursuant to Sections 6328.4, 6565.3, and 6133.3.b(1), respectively, of the San Mateo County Zoning Regulations, to allow the construction of a new 1,682 sq. ft. three-story single-family residence with an attached 427 sq. ft. two-car garage that has a reduced 7 feet 10-inch left side setback where 10 feet is the minimum side yard setback required, on an undeveloped substandard 4,400 sq. ft. legal parcel located at 130 Coronado Avenue in the unincorporated Miramar area. In conjunction with the requested permits, it is recommended that the Planning Commission determine that the project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15303. The CDP is appealable to the California Coastal Commission. Application deemed complete January 17, 2023. Project Planner: Summer Burlison Email: [sburlison@smcgov.org](mailto:sburlison@smcgov.org).

**SPEAKERS:**

1. Paul McGregor

**COMMISSION ACTION:**

Chair Gupta unanimously moved to close the public hearing.

Commissioner Hansson moved to approve the item, and Commissioner Ramirez seconded the motion. **Motion carried 5-0-0-0.**

Based on information provided by staff and evidence presented at the hearing the Planning Commission approve the Coastal Development Permit, Design Review, and Non-conforming Use Permit, County File Number PLN 2017-00343, by making the required findings and adopting the conditions of approval in Attachment A.

**FINDINGS****Regarding the Environmental Review, Found:**

1. That the project is exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines, Section 15303(a), which exempts the construction of a single-family residence in an urbanized area.

**Regarding the Coastal Development Permit, Found:**

2. That the project, as described in the application and accompanying materials required by Section 6328.7 and as conditioned in accordance with Section 6328.14, conforms to the plans, policies, requirements and standards of the San Mateo County Local Coastal Program (LCP), specifically with regard to the Locating and Planning New Development, Sensitive Habitats, and Visual Resources Components of the Local Coastal Program.

3. That the project is not subject to the public access and public recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Section 30200 of the Public Resources Code) since the project is not located between the nearest public road and the sea, or the shoreline of Pescadero Marsh.
4. That the project conforms to specific findings required by policies of the San Mateo County LCP with regard to the Locating and Planning New Development, Sensitive Habitats, and Visual Resources Components. Specifically, as proposed and conditioned, the project will not have any impacts to sensitive habitats, confirmation of municipal services to support the project will be required prior to building permit issuance and the project has been found to comply with the applicable adopted design standards for the location.
5. That the number of building permits for construction of single-family residences other than for affordable housing issued in the calendar year does not exceed the limitations of LCP Policy 1.23. Per County records the number of residential dwelling units built in the urban Midcoast has not exceeded the 40 unit maximum this current calendar year.

Regarding the Design Review, Found:

6. That the project has been reviewed and found to be in conformance with the Design Review Standards for One-Family and Two-Family Residential Development in the Midcoast, Section 6565.20 of the San Mateo County Zoning Regulations, specifically elaborated as follows:
  - a. *Section 6565.20(D) ELEMENTS OF DESIGN:* 1.d. Daylight Plane/Façade Articulation, (2) Façade articulation option; 1.e. Wall Articulation, (2) Projecting or recessing architectural details. 2. Architectural Styles and Features, (a) Architectural Style, (2) Architectural styles that complement the coastal, semi-rural, diverse, small town character of the area. 4. Exterior Materials and Colors, (a) Compatibility. The exterior materials and colors complement the style of the house and that of the neighborhood; careful attention has been made to the placement and orientation and design of the home to ensure it is complementary to other homes in the neighborhood; and façade articulation has been well implemented in regard to wall articulation arrangement, placement and massing of the building form.
  - b. *Section 6565.20(F) LANDSCAPING, PAVED AREAS, FENCES, LIGHTING AND NOISE:* 1. Landscaping, b. Finished landscape plans should be compatible with and enhance the design of the home and the trees and vegetation remaining on the site and in the surrounding neighborhood after construction, f. All landscaping shall be drought-tolerant, and either native or non-invasive plant species. The landscape plan, as proposed and conditioned, will be compatible with and will enhance the design of the home and landscaping will use drought-tolerant and native or non-invasive plant species.

Regarding the Non-conforming Use Permit, Found:

7. That the proposed development is proportioned to the size of the parcel on which it is being built as the development complies with density, floor area, lot coverage and height requirements of the S-94 Zoning District. The development has been found to be compatible with the neighborhood in both scale and design, as concluded by the CDRC, and is well suited to the substandard parcel.
8. That all opportunities to acquire additional contiguous land in order to achieve conformity with the zoning regulations currently in effect have been investigated and proven to be infeasible as the adjacent surrounding lots are under separate private ownership and are not available for purchase. The adjacent surrounding lots are under separate private ownership and despite pursuit by the property owner to acquire, are not available for purchase. None of the adjacent lots are of a conforming 10,000 sq. ft. lot size and therefore do not exceed the minimum lot size for the applicable zoning district such that the property owner could acquire additional land from an adjacent property (i.e., lot line adjustment).

9. That the proposed development is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible as the proposed development is seeking only minor relief (2 feet 2 inches) from the left side yard setback for a second-floor cantilever for the kitchen area. The project otherwise has been designed and located to conform with all standards despite the non-conforming size of the parcel.
10. That the establishment, maintenance and/or conducting of the proposed use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in the said neighborhood as the project is in substantial conformance with zoning standards, except for a minor setback exception; further, the reduced setback will not be detrimental to the general public safety and no coastal resources are impacted by the development.
11. That the use permit approval does not constitute a granting of special privileges as the Zoning Regulations Non-Conformities regulations require and offer the same exception process for similar parcels under the same conditions.

## **CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. This approval applies only to the proposal, documents, and plans as described in this report and approved by the Planning Commission on March 8, 2023. Any changes or revisions to the approved plans shall be submitted to the Community Development Director for review and approval prior to implementation. Minor modifications to the project may be approved by the Community Development Director if they are consistent with the intent of, and in substantial conformance with, this approval. Alternatively, the Design Review Officer may refer consideration of the revisions to the CDRC, with applicable fees to be paid.
2. The final approval of the subject permits shall be valid for five (5) years from the date of final approval, in which time a valid a building permit shall be issued for the work and a completed inspection (to the satisfaction of the Building Official) shall have occurred within one (1) year of the associated building permit's issuance. This approval may be extended by a 1-year increment with submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.
3. The applicant shall include a copy of the approval letter with conditions of approval on the top pages of the building plans.
4. The applicant shall indicate the following on the plans submitted for a building permit, as stipulated by the Coastside Design Review Committee:
  - a. Replace sconces on the 2nd and 3rd balcony of the front elevation with soffit lights.
  - b. Extend the roof over the 3rd story balcony to accommodate soffit lights.
  - c. Revise the house color to be two shades darker than Benjamin Moore "White Dove" (slightly more sand than cream color).
  - d. Add an eyebrow roof over the 1st floor doors along the west elevation, approximately 24 inches.
  - e. Revise the landscaping to provide a more organic layout with groupings rather than linear plantings. Incorporate larger and medium sized plants along with smaller plants.

- f. Apply wood-look siding to the face of the garage and wrap back each side at the first floor to align with the wood siding on the east elevation and the back edge of the fireplace (or beyond) on the west elevation.
  - g. Add wood look siding on the west elevation to create a two-story application by the ADU side door.
  - h. Break the fascia on the west elevation, 1st floor in segment of house closest to front balcony.
  - i. The distribution of wood-look siding on the third floor, on the west façade, may be shifted to coordinate with the new two-level wood-look application below so it is fully above OR fully behind the two-story panel, rather than 1/2 above.
5. The applicant shall provide “finished floor elevation verification” to certify that the structure is constructed at the height shown on the approved plans. The applicant shall have a licensed land surveyor or engineer establish a baseline elevation datum point near the construction site.
- a. The applicant shall maintain the datum point so that it will not be disturbed by the proposed construction activities until final approval of the building permit.
  - b. This datum point and its elevation shall be shown on the submitted site plan. This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural or to the grade of the site (finished grade).
  - c. Prior to Planning approval of the building permit application, the applicant shall also have the licensed land surveyor or engineer indicate on the construction plans: (1) the natural grade elevations at the significant corners (at least four) of the footprint of the proposed structure on the submitted site plan, and (2) the elevations of proposed finished grades.
  - d. In addition, (1) the natural grade elevations at the significant corners of the proposed structure, (2) the finished floor elevations, (3) the topmost elevation of the roof, and (4) the garage slab elevation must be shown on the plan, elevations, and cross-section (if one is provided).
  - e. Once the building is under construction, prior to the below floor framing inspection or the pouring of the concrete slab (as the case may be) for the lowest floor(s), the applicant shall provide to the Building Inspection Section a letter from the licensed land surveyor or engineer certifying that the lowest floor height, as constructed, is equal to the elevation specified for that floor in the approved plans. Similarly, certifications on the garage slab and the topmost elevation of the roof are required.
  - f. If the actual floor height, garage slab, or roof height, as constructed, is different than the elevation specified in the plans, then the applicant shall cease all construction and no additional inspections shall be approved until a revised set of plans is submitted to and subsequently approved by both the Building Official and the Community Development Director.
  - g. A survey verification letter will be required during the construction phase of this project. Once the building permit has been issued and the forms have been set, the surveyor of record shall field measure the setback dimensions of the set forms from applicable property lines and compose a survey verification letter, with stamp and signature, of the field measurements to be submitted to the Planning and Building Department for review and approval prior to foundation pour.
6. All new power and telephone utility lines shall be placed underground.
7. Prior to issuance of a building permit, the applicant shall submit confirmation of water service from Coastside County Water District to the County.

8. The applicant shall include as part of the building permit submittal the approved exterior color and material specifications as conditioned by the Coastside Design Review Committee. Color and material verification shall occur in the field prior to final building inspection.
9. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELO) and provide the required information and forms. Verification that the approved landscape plan has been installed shall be required prior to final building inspection.
10. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m. weekdays and 9:00 a.m. to 5 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo County Ordinance Code Section 4.88.360).
11. The applicant shall include an erosion and sediment control plan to comply with the County's Erosion Control Guidelines on the plans submitted for the building permit. This plan shall identify the type and location of erosion control measures to be installed prior to commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.
12. 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 the 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 application 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.
13. To reduce the impact of any construction-related activities on neighboring properties, comply with the following:
- a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
  - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
  - a. The applicant shall ensure that no construction-related vehicles shall impede through traffic along nearby right-of-ways. All construction vehicles shall be parked on-site outside public right-of-ways or in public locations which do not impede safe access. There shall be no storage of construction vehicles in the public right-of-way.
14. A pre-construction nesting bird survey for ground nesting birds shall be conducted within seven (7) days prior to any ground-disturbing activities occurring during the nesting bird season (February 1 to August 31).
15. If during proposed construction any archaeological resources are unexpectedly uncovered or encountered, all excavation within 30 feet should be halted long enough to call in a qualified archaeologist to assess the situation. Archaeological and historic resources and human remains are protected from unauthorized disturbance (including on private property) by State law, and supervisory and construction personnel therefore must notify the County and proper authorities if any possible archaeological or historic resources or human remains are encountered during construction activities and halt construction to allow the qualified archaeologist to identify, record, and evaluate such resources and recommend an appropriate course of action.

#### Building Inspection Section

16. A building permit is required for this project. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Geotechnical Section, the Department of Public Works, and the Coastside Fire Protection District. No site disturbance shall occur, including any grading, until a building permit has been issued.
17. The following will be required at the building permit stage:
- a. A final, full drainage report prepared by a registered Civil Engineer.
  - b. A final grading and drainage plan stamped and signed by a registered Civil Engineer.

- c. An updated C3 and C6 Checklist, if changes to impervious areas have been made during the design phase.

#### Department of Public Works

18. Prior to the issuance of the building permit (for Provision C3 Regulated Projects), 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. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of 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.
19. Prior to the issuance of the building permit, the applicant shall submit a driveway "Plan and Profile" to the Department of Public Works, showing the driveway access to the parcel (garage slab) complying with County Standards for driveway slopes (not to exceed 20%) and to County Standards for driveways (at the property line) being the same elevation as the center of the access roadway. When appropriate, as determined by the Department of Public Works, this plan and profile shall be prepared from elevations and alignment shown on the roadway improvement plans. The driveway plan shall also include and show specific provisions and details for both the existing and the proposed drainage patterns and drainage facilities.
20. 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. The applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.
21. 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.

#### Coastside Fire Protection District

22. Fire Department access shall be to within 150 feet of all exterior portions of the facility and all portions of the exterior walls of the first story of the buildings as measured by an approved access route around the exterior of the building or facility. Access shall be a minimum of 20 feet wide, all-weather capability, and able to support a fire apparatus weighing 75,000 lbs. Where a fire hydrant is located in the access, a minimum of 26 feet is required for a minimum of 20 feet on each side of the hydrant. This access shall be provided from a publicly maintained road to the property. Grades over 15% shall be paved and no grade shall be over 20 percent. When gravel roads are used, it shall be class 2 base or equivalent compacted to 95 percent. Gravel road access shall be certified by an engineer as to the material thickness, compaction, all weather capability, and weight it will support.
23. All buildings that have a street address shall have the number of that address on the building, mailbox, or other type of sign at the driveway entrance in such a manner that the number is easily and clearly visible from either direction of travel from the street. New residential buildings shall have internally illuminated address numbers contrasting with the background so as to be seen from the public way fronting the building. Residential address numbers shall be at least six feet above the finished surface of the driveway. An address sign shall be placed at each break of the road were deemed applicable by the San Mateo County Fire Department. Numerals shall be contrasting in color to their back-ground and shall be no less than 4 inches in height, and have a minimum 1/2-inch stroke. Remote signage shall be a 6-inch by 18-inch green reflective metal sign.



24. Any chimneys shall have installed onto the opening thereof a galvanized, approved spark arrester of a mesh not larger than one-half of an inch.
25. Contact the Fire Marshal's Office to schedule a Final Inspection prior to occupancy and Final Inspection by a Building Inspector. Allow for a minimum of 72 hours notice to the Fire Department at 650/ 573-3846.
26. A fire flow of 1,000 gpm for 2 hours with a 20-psi residual operating pressure must be available as specified by additional project conditions to the project site. The applicant shall provide documentation including hydrant location, main size, and fire flow report at the building permit application stage. Inspection is required prior to Fire's final approval of the building permit or before combustibles are brought on site.
27. Any chimney or woodstove outlet shall have installed onto the opening thereof an approved (galvanized) spark arrester of a mesh with an opening no larger than 1/2-inch in size or an approved spark arresting device. Maintain around and adjacent to such buildings or structures a fuelbreak/firebreak made by removing and cleaning away flammable vegetation for a distance of not less than 30 feet and up to 100 feet around the perimeter of all structures or to the property line, if the property line is less than 30 feet from any structure. This is not a requirement nor an authorization for the removal of live trees. Remove that flammable portion of any tree which extends within 10 feet of the outlet of any chimney or stovepipe, or within 5 feet of any portion of any building or structures. Remove that dead or dying portion of any tree which extends over the roof line of any structure.
28. All dead-end roadways shall be appropriately marked to standards of the Department of Public Works. Inspection required at time of installation.
29. Smoke alarms and carbon monoxide detectors shall be installed in accordance with the California Building and Residential Codes. This includes the requirement for hardwired, interconnected detectors equipped with battery backup and placement in each sleeping room in addition to the corridors and on each level of the residence.
30. An approved Automatic Fire Sprinkler System meeting the requirements of NFPA-13D shall be required to be installed for your project. Plans shall be submitted to the San Mateo County Building Department for review and approval by the authority having jurisdiction.
31. A statement that the building will be equipped and protected by automatic fire sprinklers must appear on the title page of the building plans.
32. All dead-end roadways shall be terminated by a turnaround bulb of not less than 96 feet in diameter.

#### Granada Community Services District

33. The applicant shall obtain a sewer permit and comply with all District regulations.

#### Coastside County Water District

34. Prior to issuance of a building permit, the applicant shall submit confirmation of water service from Coastside County Water District to the County.

- 3. Owner: Anusha Thalapaneni and David E. Jackson**  
**Applicant: Maurits de Gans, Architect**  
 File Number: PLN2020-00251  
 Location: 634 Palomar Drive, Palomar Park  
 Assessor's Parcel No:051-022-380

Consideration of the certification of an Initial Study/Mitigated Negative Declaration, pursuant to the California Environmental Quality Act, a Design Review Permit, pursuant to Section 6565.3 of the Zoning Regulations, and a Grading Permit, pursuant to Section 9283 of the County Ordinance Code, to allow the construction of a new 3-story, 4,249 sq. ft. single-family residence, 315 sq. ft. covered terrace, 155 sq.ft. deck, and a 554 sq. ft. attached garage, on a 18,122 sq. ft. legal parcel in the unincorporated Palomar Park area of San Mateo County. The property would be accessed from an improved existing gravel driveway located on 636 Palomar Drive and APN 051-022-250. The project involves 880 cubic yards (c.y.) of cut and 90 c.y. of fill; the project involves the removal of 3 significant trees. Application deemed complete January 20, 2023. Project Planner. Camille Leung Email: [cleung@smcgov.org](mailto:cleung@smcgov.org).

**SPEAKERS:**

1. Maurits de Gans
2. Joel Baldwin
3. Mark Haesloop
4. Alan Kilik
5. Mark Woyshner
6. Barry Hecht
7. David Nieh
8. Denise Enea
9. Alex Stinson, Civil Engineer
10. Warren Goodrich

**COMMISSION ACTION:**

Chair Gupta unanimously moved to close the public hearing.

Commissioner Ramirez moved to approve the item and Commissioner Serrano Quan seconded the motion.

Ayes: Commissioners Ramirez and Serrano Quan  
 Noes: Commissioner Ketcham, Hansson, and Chair Gupta  
 Absent: None  
 Abstained: None

First Motion failed **2-3-0-0**.

Commissioner Ketcham moved to recommend a continuation of the item; Commissioner Hansson seconded the motion. **Motion carried 5-0-0-0.**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission voted to continue the item to a date uncertain.

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**4. Correspondence and Other Matters**

No new Correspondence

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**5. Consideration of Study Session for Next Meeting**

The Long-Range Planning Work Plan and the Tunitas Beach Lighting Plan will be heard at the next meeting.

**6. Director's Report**

The person who spoke during the public comment at the February 22, 2023, Planning Commission meeting, Lane Mc Williams, submitted her comments in writing as requested. Director Monowitz provided a written response to Ms. Williams and informed her that staff will consider her comments during their review of the application, and that the decision on the application will be appealable.

Director Monowitz updated the Commission on the Task Force regarding Farm Labor Housing safety that has been established by the County. The purpose of this initiative is to ensure that farm workers have a safe place to live.

Director Monowitz thanked Janneth and Mercedes for clerking the meeting in a manner that accommodated remote participation by applicant representatives. The technical difficulties that were experienced should be resolved by the next Planning Commission Meeting on 3/22/23, which will be the Commission's first Hybrid meeting.

Commissioner Ramirez thanked Janneth as well and noted that the hybrid meeting format is important to allow the public to participate.

**7. Commissioner Updates and Questions**

Commissioner Ketcham inquired about the Propane Facility on Airport Street and mentioned that she saw the property listed for sale, and that it has been listed as "fully fenced" despite the fact that permit conditions requiring modifications to the fence have not been satisfied. She asked if there is anything that the department is doing for inspections or monitoring the unpermitted fence and how long the existing fence will be allowed to remain. Commissioner Ketcham also asked if there were any updates on the Chevron Station in Moss Beach. Director Monowitz stated that he will check on this matter and get back to the Commissioner with an update after speaking to the Planner.

Chair Gupta thanked Janneth for the parking permits and getting them to the Commissioners prior to the meeting.

**11. Adjournment**

Meeting adjourned at 11: 48 a.m.