



## 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  
Mario Santacruz, 5<sup>th</sup> District

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

### ACTION MINUTES- DRAFT

MEETING NO. 1708

Wednesday August 11, 2021

9:00 a.m.

\* BY VIDEOCONFERENCE ONLY\*

Chair Ketcham called the meeting to order at 9:00 a.m.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Chair Lisa Ketcham.

**Roll Call:** Commissioners Present: Gupta, Ketcham, Hansson, Ramirez  
Commissioners Absent: Santacruz  
Staff Present: Monowitz, Fox, Montes

**Oral Communications:** None

Legal notice published in the San Mateo Times on July 30, 2021 and the Half Moon Bay Review on August 4, 2021.

### **CONSENT AGENDA**

**Consideration of the Minutes** of the Planning Commission meeting minutes of July 28, 2021

Commissioner Ramirez moved to approve the minutes on July 28, 2021 as revised. Commissioner Gupta seconded the motion. **Approved 4-0-0-1 (Commissioner Santacruz absent).**

### **REGULAR AGENDA**

9:00 a.m.

- Owner:** Big Wave Group  
**Applicants:** County Real Property  
**File Number:** PLN2021-00276  
**Location:** Airport Street, Princeton (District 3)  
**Assessor's Parcel No's:** 047-312-040

Consideration of a request by County Real Property to determine if acquisition of approximately 5.2 acres of property owned by Big Wave Group ("south parcel") in Princeton conforms to the County General Plan. Application deemed complete on July 20, 2021. Please direct any questions to Project Planner Camille Leung at [cleung@smcgov.org](mailto:cleung@smcgov.org).

**SPEAKERS**

- 1. Scott Holmes
- 2. Julie Shenkman.

**COMMISSIONER ACTION**

Commissioners unanimously approved to close the public comment. **Motion Approved 4-0-0-1 (Commissioner Santacruz absent).**

Commissioner Ramirez moved and Commissioner Hansson seconded to approve the project **Motion carried unanimously 4-0-0-1. (Commissioner Santacruz absent).**

**FINDING**

Based on information provided by staff and evidence presented at the hearing the Planning Commission found that the proposed acquisition by the County of San Mateo of a 5.28-acre parcel, APN 047-312-040, for the purpose of potentially constructing a nature center and/or community center, as well as the long-term protection of natural and cultural resources on the property, conforms to the County General Plan.

(This item was moved to the end of the agenda and replaced by item #3 in order to give the project planner time to prepare her presentation)

- 2. **Owner/Applicants: Sean Freitas**  
 File Number: PLN2020-00167  
 Location: Located off of Avenue Portola, between Coronado Street and The Alameda in El Granada (District 3)  
 Assessor’s Parcel No’s: 047-208-120

Consideration of a Coastal Development Permit, Design Review, and Non-Conforming Use Permit to allow the construction of an 847 square foot single family home with an attached one-car garage (224 sq. ft.), with a reduced 3 ft. right side setback and 13 ft. 5 in. rear setback, where 5 ft. and 20 ft. are required, respectively, on a substandard 2,335 sq. ft. legal parcel. The project includes a water mainline extension along Avenue Portola, between Coronado Street and the removal of one (1) significant pine tree (18” DBH) and minimal grading. The Coastal Development Permit is not appealable to the California Coastal Commission. Application deemed complete on December 16, 2020. Please direct any questions to Project Planner Kanoa Kelley at [kkelley@smcgov.org](mailto:kkelley@smcgov.org).

**SPEAKERS**

None

**COMMISSIONER ACTION**

Commissioners unanimously approved to close the public comment. **Motion Approved 4-0-0-1 (Commissioner Santacruz absent).**

Commissioner Ramirez moved and Commissioner Hansson seconded to approve the item **Motion carried unanimously 4-0-0-1. (Commissioner Santacruz absent).**

Based on information provided by staff and evidence presented at the hearing the Planning Commission approved the Coastal Development Permit, Design Review, and Non-Conforming Use Permit, County File Number PLN 2020-00167, by adopting the required findings and conditions of approval as follows:

### **FINDING**

Based on information provided by staff and evidence presented at the hearing the Planning Commission approved the Coastal Development Permit, Design Review, and Non-Conforming Use Permit, County File Number PLN 2020-00167, by adopting the required findings and conditions of approval listed in Attachment A.

#### **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. The parcel will be served by all public services and the project is not located in an environmentally sensitive area.

#### **Regarding the Design Review, Found:**

2. That the project has been reviewed and found to be in compliance 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 (C) SITE PLACEMENT AND STRUCTURE PLACEMENT; 2. Complement Other Structures in the Neighborhood; a. Privacy;

The home design respects the privacy of other houses by employing a one-story design and locating and orienting windows, entrances, and the rear deck to minimize and mitigate direct views into neighboring properties.

- b. Section 6565.20 (D) ELEMENTS OF DESIGN; 1. Building Mass, Shape and Scale; b. Neighborhood Scale;

The home respects the scale and feel of the neighborhood through a single-story design, and the building dimensions and shape, roof design, facade articulation, and materials are complementary to other homes in the neighborhood.

- c. Section 6565.20 (D) ELEMENTS OF DESIGN; 2. Architectural Style and Features; a. Architectural Style;

The home uses an architectural style, design elements, and materials that are complementary to the neighborhood, including a Coastal Craftsman style, lap siding, natural colors, and asphalt composite roofing.

#### **Regarding the Non-Conforming Use Permit, Found:**

3. That the establishment, maintenance and/or conducting of the 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 said neighborhood.

The project was reviewed and conditionally approved by all applicable agencies including the Building Inspection Section and Coastside Fire Protection District. The project complies with all other S-3 District Development Standards with the exception of the encroachments into the side and rear yards. The development of the parcel and encroachments would not be detrimental to the general public safety.

4. That the proposed development is proportioned to the size of the parcel on which it is being built.

The proposed development is a modest 847 square-foot single-family home which complies with all density, site coverage, and height requirements in the S-3 district. The one-story home has been found to be compatible with the neighborhood in both scale and design, as concluded by the Coastside Design Review Committee, and is well suited to the substandard parcel.

5. That the proposed development is proportioned to the size of the parcel on which it is being built.

The proposed development is a modest 847 square-foot single-family home which complies with all density, site coverage, and height requirements in the S-3 district. The one-story home has been found to be compatible with the neighborhood in both scale and design, as concluded by the Coastside Design Review Committee, and is well suited to the substandard parcel.

6. 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.

The two adjacent parcels at 578 The Alameda and 167 Avenue Portola are developed with existing single-family homes under separate ownership. There is not an opportunity in this area to purchase additional vacant space for the purposes of a merger.

7. That the proposed development is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible.

The proposed development is seeking relief from the right side and rear yard setback requirements only. The project is compliant with all other zoning regulations such as parking, density, site coverage, and height.

8. That use permit approval does not constitute a granting of special privileges.

The Use Permit does not constitute the granting of special privileges as the same consideration may be granted to any other party seeking to develop a substandard lot.

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

9. That the project, as described in the application and accompanying materials required by Section 6328.7 of the San Mateo County Zoning Regulations and as conditioned in accordance with Section 6328.14 of the San Mateo County Zoning Regulations, conforms to the plans, policies, requirements and standards of the San Mateo County Local Coastal Program as described in Section A.2 of this staff report, dated August 11, 2021.
10. That where the project is located between the nearest public road and the sea, that the project is in conformity with 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). The project is not located between the nearest public road and the sea, therefore, this provision does not apply.

11. That the project conforms to specific findings required by policies of the San Mateo County Local Coastal Program (LCP) relating to the Locating and Planning New Development, Sensitive Habitats, and Visual Resources components. The project incorporates conditions to comply with erosion control requirements and the design is consistent with coastside design review standards for single-family residential buildings. Furthermore, the project is not in or near a sensitive habitat area and conforms with the land use and density designations of the General Plan and Local Coastal Program.

## **CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. The project shall be constructed consistent with the plans approved by the Planning Commission and in substantial conformance with the plans reviewed on August 11, 2021. Any changes or revisions to the approved plans shall be submitted to the Community Development Director for review and approval prior to implementation. Minor adjustments to the project design may be approved by the Design Review Officer if they are consistent with the intent of and are in substantial conformance with this approval. Alternatively, the Design Review Officer may refer consideration of the revisions to the Coastside Design Review Committee, 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 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.
4. 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 upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.
  5. Approved erosion and sediment control measures shall be installed prior to beginning any work and maintained throughout the term of the building 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.
  6. The applicant is responsible for ensuring that all contractors minimize the transport and discharge of pollutants from the project site into water bodies by adhering to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," below.
    - a. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30. Stabilizing shall include both proactive measures, such as the placement of hay bales or coir netting, and passive measures, such as revegetating disturbed areas with plants propagated from seed collected in the immediate area.
    - b. Storing, handling, and disposing of construction materials and wastes properly, so as to prevent their contact with stormwater.
    - c. Controlling and preventing 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.
    - d. Using sediment controls or filtration to remove sediment when dewatering site and obtaining all necessary permits.
    - e. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
    - f. Delineating with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.

- g. Protecting adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
  - h. Performing clearing and earth-moving activities only during dry weather.
  - i. Limiting and timing applications of pesticides and fertilizers to prevent polluted runoff.
  - j. Limiting construction access routes and stabilizing designated access points.
  - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
  - l. The contractor shall train and provide instruction to all employees and subcontractors regarding the construction best management practices.
7. To reduce the impact of construction 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.
  - c. The applicant shall ensure that no construction-related vehicles shall impede through traffic along the right-of-way. All construction vehicles shall be parked on-site outside the public right-of-way. There shall be no storage of construction vehicles in the public right-of-way.
8. All new power and telephone utility lines from the street or nearest existing utility pole to the main dwelling and/or any other structure on the property shall be placed underground.
9. 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).
10. The exterior colors and materials as approved by the Planning Commission shall be implemented. Color verification shall occur in the field after the applicant has applied the approved materials and colors but before a final inspection has been scheduled.
11. The applicant shall include a copy of the approval letter with conditions of approval on the top pages of the building plans.
12. The applicant shall plant on-site one replacement tree using 15-gallon stock or greater for the tree removed. An inspection will be required prior to approval of final inspection to verify the tree has been replanted.

### Building Inspection Section

13. 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.

#### Geotechnical Section

14. A geotechnical report shall be submitted at the building permit stage with soil exploration, lab results, grading recommendations and foundation design.

#### Department of Public Works

15. The project shall comply with the San Mateo County Drainage Policy (Policy) and the San Mateo Countywide National Pollution Discharge Elimination System (NPDES) permit. Prior to the issuance of the building permit (for Provision C3 Regulated Projects), the applicant shall submit a plan with construction details conforming with County standards, and a drainage analysis including narrative and calculations showing pre-development and post-development runoff onto and off of the parcel(s) demonstrating compliance with the Policy for review and approval by the Department of Public Works.
16. 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 percent) 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.
17. 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. 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 #3277.
18. The applicant shall demonstrate, to the satisfaction of the Department of Public Works that the existing road access from the nearest "publicly" maintained roadway to the building site meets or exceeds the County's minimum standards for a standard sidewalk and driveway approach.

#### Drainage Section

19. At the time of building permit submittal, the applicant shall submit a Final Drainage Report stamped and signed by a registered Civil Engineer, a Final Grading and Drainage Plan stamped and signed by a registered Civil Engineer, and an updated C.3 and C.6 Checklist (if changes to the impervious areas have been made during the design phase).

#### Coastside County Water District

20. The project is required to comply with Coastside County Water District (CCWD) regulations on water service and metering. The District performs inspections to verify compliance with all District regulations during construction and a final inspection when construction is complete.



21. The applicant shall install a water main (pipeline extension) on Avenue Portola between Coronado Street and The Alameda in conformance with CCWD standards.
22. The water and fire services shall be correctly shown on all civil and utility plans submitted to CCWD during the building permit approval process.
23. Fire sprinklers are served from an independent and dedicated water service connection with a separate fire meter. Please note that CCWD does not allow passive purge systems to be installed on fire protection services. Fire protection services are authorized for the sole purpose of fire protection, there shall be no cross connections.

#### Granada Community Services District

24. The applicant must apply for a Sewer Permit Variance. A sewer permit will not be issued until a Variance has been granted by the Board of Directors, and only one such Variance may be approved within a six-month period.

#### Coastside Fire Protection District

25. 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 where deemed applicable by the San Mateo County Fire Department. Numerals shall be contrasting in color to their background 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.
26. A fire alarm system shall be installed meeting California Fire and Building Codes and NFPA 72.
27. The required fire flow shall be available from a County Standard 6-inch Wet Barrel Fire Hydrant. The configuration of the hydrant shall have a minimum of one each 4 1/2-inch outlet and one each 2 1/2-inch outlet located not more than 250 feet from the building measured by way of approved drivable access to the project site.
28. 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.
29. 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.
30. An interior and exterior audible alarm activated by automatic fire sprinkler system water flow shall be required to be installed in all residential systems. All hardware must be included on the submitted sprinkler plans.
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.

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3.           **Owner:**                           **N/A**  
              **Applicants:**               **San Mateo County Planning and Building Dept**  
              File Number:                PLN2020-00239  
              Location:                    County Coastal Zone (District 3)  
              Assessor's Parcel No's:   County Coastal Zone

Consideration of an ordinance accepting the California Coastal Commission's recommended minor-modifications to the parking provisions of County's amended Accessory Dwelling Unit regulations applicable in the Coastal Zone, Chapter 22.5.1 of the Zoning Regulations, and to the parking provisions of the County's amended Local Coastal Program's accessory dwelling unit policies. Please direct any questions to Project Planner William Gibson at [wgibson@smcgov.org](mailto:wgibson@smcgov.org).

### **SPEAKERS**

None

### **COMMISSIONER ACTION**

Commissioners unanimously approved to close the public comment. **Motion Approved 4-0-0-1 (Commissioner Santacruz absent).**

Commissioner Gupta and Commissioner Hansson seconded to approve the item. **Motion Approved 4-0-0-1 (Commissioner Santacruz absent).**

### **FINDING**

Based on information provided by staff and evidence presented at the hearing the Planning Commission recommended that the San Mateo County Board of Supervisors adopt an ordinance amending the County's adopted Accessory Dwelling Unit Regulations applicable to the County's Coastal Zone, Chapter 22.5.1 of the County Zoning Regulations, and Section 3.22 of the County's Local Coastal Program, to accept and adopt modifications suggested by the California Coastal Commission in the Commission's conditional certification of the County's amended regulations.

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### 4.    **Correspondence and Other Matters**

None

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

Director went over the 3 items for the 8/25 Planning Commission meeting. He is hoping to bring back the conditions of denial for the Zmay subdivision item.

### 6.    **Director's Report**

Information was shared about an upcoming Public Workshop on August 12, 2021 from 4-5:30 via Zoom for the Local Hazard Mitigation Plan being led by the Office of Sustainability.

### 7.    **Commissioner Updates and Questions**

Commissioner Gupta enquired about progress on filling staff vacancies shown on the Organization chart, and Director Monowitz explained they are looking at internal and external candidates.

Commissioner Gupta also wanted to know about the upcoming California Coastal Commission and if there is anything to tune in for on the agenda. She mentioned that there are so many items on the agenda that it is hard to notice if any items would be of interest to Commissioners.

**8. Adjournment**

Meeting was adjourned at 10:43 a.m.

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