



Planning & Building Department Planning Commission

Kumkum Gupta, 1st District
Frederick Hansson, 2nd District
Lisa Ketcham, 3rd District
Manuel Ramirez, Jr., 4th District
Mario Santacruz, 5th District

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

ACTION MINUTES- DRAFT

DRAFT (revised)

MEETING NO. 1712
Wednesday, October 13, 2021

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 Ketcham.

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

Legal notice published in the San Mateo County Times on September 11, 2021 and the Half Moon Bay Review on September 15, 2021.

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

1. None

CONSENT AGENDA

1. **Consideration of the Minutes** of the Planning Commission meeting of September 22, 2021.

2. **Remote Meetings Under Brown Act**

Vote to Place Future Resolutions Regarding Continued Remote Meetings Under Brown Act on a Consent Agenda

Commissioner Hansson motioned to approve the minutes as revised. Commissioner Gupta seconded the motion. **Motion carried 4-0-0-1.**

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

- 3. Owner: Zhou Fang**
Applicant: Fang Huan
 File Number: PLN2020-00402
 Location: 180 Lakeview Way, Redwood City, CA 94602 (District 3)
 Assessor’s Parcel No’s: 057-011-330

Design Review, Non-Conforming Use Permit, Use Permit and Fence Height Exception for an addition of a 962 sq. ft., 3-car, attached garage and 1,299 sq. ft. first and second story addition, to an existing 2,432 sq. ft., non-conforming, single-family residence with a 9’-1” front yard setback on a 21,728 sq. ft. parcel. Three significant trees are proposed for removal. A Non-Conforming Use Permit is required to allow a major addition to a non-conforming house and a one-foot right-side setback where 3-feet is the minimum; a Use Permit is required to allow three detached accessory buildings where one is the maximum; and a Fence Height Exception is required to maintain the existing 6-foot tall fence in the front yard.

SPEAKERS

1. Zhou Fang
2. Huan Fang

COMMISSION ACTION

Public hearing was closed by unanimous consent.

Commissioner Ramirez moved to approve the project; Commissioner Hansson seconded the motion.
Motion carried 4-0-0-1.

Based on information provided by staff and evidence presented at the hearing, the Planning Commission the Planning Commission approved the Design Review Permit, Non-Conforming Use Permit, Use Permit, and Fence Height Exception for County File Number PLN 2020-00402, based on and subject to the required findings and conditions of approval as follows:

FINDINGS

For the Environmental Review, Found:

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, relating to additions to structures of less than 10,000 sq. ft. in an urbanized area where all public services and facilities are available, and the project area is not environmentally sensitive. The existing residence is served by water and sewer districts, and the project site has been previously disturbed and is located in an established residential community.

For the Design Review, Found:

2. This project, as designed and conditioned, has been reviewed under and found to be in compliance with the Design Review Standards as stipulated in Chapter 28, Section 6565.15, of the San Mateo County Zoning Regulations. The proposal was reviewed and recommended for approval by the Emerald Lake Hills Design Review Officer (DRO) on August 10, 2021.
3. After consideration of project plans and public testimony, the DRO found that the proposed house design, as proposed and conditioned, is in compliance with the Design Review Standards because the project: (a) minimize alternation to natural topography, (b) has a building shape that will allow for privacy and will not create blockage of sun, and (c) respects privacy of neighboring houses. The DRO added conditions of approval 4, 5 and 6 to make the addition more consistent with the existing house.

For the Non-Conforming Use Permit, Found:

4. That the project complies with the required findings for a Non-Conforming Use Permit per Section 6133.3.a.(2) in that:
 - a. The development is proportioned in size of the lot and complies with the allowed floor area and lot coverage.
 - b. All adjacent parcels are developed and there are no opportunities to acquire contiguous land.
 - c. The proposed development is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible, as the project complies with both lot coverage, floor area and height.
 - d. As the addition is being proposed largely within developed areas of the property, potential environmental impacts to the topography and trees on the site are minimized. The proposed addition would be compatible with the surrounding residences and with the Emerald Lake Hills community due to project adherence to Emerald Lake Hills Design Review Standards. Based on the foregoing, staff has determined that this proposal would not be detrimental to the public welfare or injurious to property or improvements.
 - e. The proposed new development complies with the development standards of the RH Zoning District and does not add any square footage within the non-conforming front setback. Therefore, the use permit approval does not constitute a granting of special privileges.

For the Use Permit for Detached Accessory Structures, Found:

- f. The project requires a Use Permit to retain three existing detached accessory structures (sheds 1, 2 and 3). Retention of shed 3 will be detrimental to the neighborhood character as it is located in the first 50 percent of the lot and does not comply with Section 6411 (b). Shed 1 and 2 are existing sheds on site either approved through planning application or shown in the parcel history of 1952. Retention of sheds 1 and 2 will not 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.
- g. Due to the newly created attached garage, the existing garage will be no longer used for parking and hence it will contribute to the number of detached accessory structures. This is an unusual circumstance justifying granting of a Use Permit to allow sheds 1 and 2 to remain.

For the Fence Height Exemption, Found:

- a. The notification was sent to all the property owners within 300 feet of the subject property for the increased fence height in the front setback prior to this meeting. No comments were received as of publication of this report. Staff will address any comments at the hearing.
- b. Notification was sent to the Emerald Lake Hills Homeowners Association prior to the meeting.
- c. Staff has not received any written or oral objections at the time of writing this report. Staff will address any comments at the hearing.
- d. The project was approved with conditions by the Public Works Department and no objection was raised by the Director of Public Works or the Director's representative for the increased fence height in the front setback. The subject lot is an interior lot, and an increased height of two foot will not jeopardize public safety as it will not interfere with vehicle sight distance while backing in-or-out from the site.
- e. Most of the houses that abut the street have their rear yards facing towards Lakeview Way. The rear fence height of these properties is approx. 6 feet high, so having a 6-foot-tall fence in the front yard of the subject property would appear as a continuation of the fence pattern along this street.
- f. The existing street has a predominantly 6-foot-tall fence along Lakeview Way. The requested Fence Height Exception for increasing the fence height from 4 feet to 6 feet in the front yard only enhances the good design, site relationships, and aesthetics considerations along the street. The current fence is a wooden fence with stucco posts and would be compatible with the design of the residence, as proposed and conditioned, and other fences in the neighborhood. The fence is hidden behind bushes and steps down the slope which further breaks the apparent visual mass of the fence.

CONDITIONS OF APPROVALCurrent Planning Section

1. The project shall be constructed in compliance with the plans as approved by the Planning Commission on October 13, 2021. Any minor changes or revisions to the approved plans shall be submitted for review by the Community Development Director to determine if they are in substantial compliance with the approved plans. Minor adjustments to project design may be approved by the Emerald Lake Hills Design Review Officer if they are consistent with the intent of and are in substantial conformance with this approval. Adjustments to the design during the building plan stage may result in the assessment of additional plan resubmittal or revision fees. Alternatively, the Design Review Officer may refer consideration of the adjustments, if they are deemed to be major, to a new Emerald Lake Hills Design Review Officer and Planning Commission public hearing which requires payment of additional fees.
2. Three significant trees (18-inch DBH Cedar, 12-inch DBH Redwood and 8-inch/ 9-inch/11-inch DBH Buckeye) are approved for removal. Trees designated to remain shall be protected from damage during construction. Any additional tree removal is subject to the San Mateo County Tree Ordinance and will require a separate permit for removal.
3. Tree Replacement and Protection:

- a. Owner shall plant six (6) 15-gallon, or three (24-inch box), or nine (9) 5-gallon size replacement trees for removing three (3) significant trees from the site, prior to final sign-off of the building permit. Proof of tree replanting shall be submitted to the Current Planning Section via photos for verification.
 - b. Tree protection, as detailed in the Arborist Report, shall be shown on the plans provided to the Building Inspection Section for a building permit for any tree within proximity of the construction zone. The Applicant shall correct the tree dripline details for all existing trees on all sheets. The site plan SU1 details accurate driplines, while the Grading, Drainage, and Erosion Control Plan show token tree icons which appear to detail only 1/3 of the actually canopy volume.
4. The applicant shall use a singular color for the whole house as shown in the submitted material board and approved by the Design Review Officer.
 5. Materials (roof and exterior) shall be changed to improve the integration of the addition with the existing development. Changes made to the design to unify the addition shall be reviewed by the Design Review Officer prior to a final building permit sign-off by the Current Planning Section.
 6. The approved exterior colors and materials shall be verified prior to final approval of the building permit. The applicant shall provide photographs to the Design Review Officer to verify adherence to this condition prior to a final building permit sign-off by the Current Planning Section.
 7. Only two detached accessory structures shall remain on site and the applicant shall remove sheds 3 (garden storage shed) and 4 (doghouse) prior to final of the building permit for the residence.
 8. The applicant shall obtain building permits for all the detached accessory structures that will remain on the site.
 9. The applicant shall show the revised location of front entrance stairs, as approved by the Department of Public Works on grading, drainage, and erosion control plan.
 10. Prior to the Current Planning Section 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. 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).
 11. 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.

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.

12. The applicant shall adhere to all requirements of the Building Inspection Section, the Department of Public Works, and County Fire.
13. No site disturbance shall occur, including any grading or tree/vegetation removal, until a building permit has been issued.
14. 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 impede through traffic along the right-of-way on Lakeview Way. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Lakeview Way. There shall be no storage of construction vehicles in the public right-of-way.
15. 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 5:00 p.m., Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo County Ordinance Code Section 4.88.360).
16. 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 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.

Building Inspection Section

- 17. A building permit is required.
- 18. Prior to the issuance of the building permit, the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Drainage Section 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 Drainage Section for review and approval.
- 19. The project shall be designed and constructed according to the latest adopted and locally amended California Building Standards Code, which at the time of this review is the 2019 version.
- 20. 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.
- 21. All roof assemblies in Very high Fire Hazard Severity Zones shall have a minimum CLASS-A fire resistive rating and be installed in accordance with the manufacturer's specifications and current California Building and Residential Codes.

22. 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.
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 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.
24. This project is located in a wildland urban interface area. Roofing, attic ventilation, exterior walls, windows, exterior doors, decking, floors, and underfloor protection to meet CRC R327 or CBC Chapter 7A requirements.

County Fire Department

25. Fire sprinklers shall be installed throughout the entire residence.
26. A fire flow of 875 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 County 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 arrestor 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 fuel break/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. Maintain around and adjacent to such buildings or structures a fuel break/firebreak made by removing and clearing 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.
29. When receiving water service for fire protection (hydrants, fire sprinkler systems) from a public or municipal water purveyor, written certification from the water company that hydrants will be installed, or the existing water system is capable of meeting the project conditions is required to be presented to the San Mateo County Fire Department for verification to show that required upgrades to the system will be installed and that existing fire flows will meet the project requirements.

- 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.
- 32. 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 percent 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.
- 33. 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. Applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.

Department of Public Works

- 34. 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. Applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.
- 35. 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.

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- 4. **Owner/Applicant: Chris Gounalakis**
 File Number: PLN2015-00084
 Location: 185 Verde Road, San Gregorio (District 3)
 Assessor’s Parcel No’s: 066-310-080

Consideration of the County's evaluation of the property's Williamson Act contract compliance and ongoing seasonal recreation activity compliance for the Arata Pumpkin Farm.

SPEAKERS

- 1. Chris Gounalakis (Applicant)

COMMISSION ACTION

Public hearing was closed by unanimous consent.

Commissioner Gupta moved to approve the project and Commissioner Hansson seconded the motion.
Motion carried 4-0-0-1.

Based on information provided by staff and evidence presented at the hearing, the Planning Commission confirmed that the seasonal recreation activities are being carried out in compliance with the terms of the Planned Agricultural District Permit and Coastal Development Permit, County File Number, PLN 2015-00084, and all applicable County policies and regulations; and determine whether any modifications to the conditions, or any new conditions, are needed to achieve compliance.

FINDINGS

1. That the Planning Commission has considered the Agricultural Advisory Committee’s comments on the County’s evaluation of the property’s Williamson Act compliance.
2. That the Planning Commission determines that the seasonal recreation activities are being carried out in compliance with the terms of the Planned Agricultural District Permit and Coastal Development Permit, PLN 2015-00085, and all applicable County policies and regulations.
3. That the Planning Commission determines no modifications to conditions, or new conditions, on the Planned Agricultural District Permit and Coastal Development Permit, PLN 2015-00084, are needed to achieve compliance.

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| 5. | Owner:
Applicant:
File Number:
Location:
Assessor’s Parcel No’s: | Awbrey Development
Craig Awbrey
PLN 2020-00356
1061 Los Trancos Road, Unincorporated Portola Valley (District 3)
080-684-320 |
|----|---|---|

Consideration of an appeal of the Community Development Director’s approval of a Grading Permit, pursuant to Section 6565.3 of the County Zoning Regulations, to allow 278 cubic yards of cut and 178 cubic yards of fill, in association with the demolition of an existing single family residence and the construction of a new 3,985.7 sq. ft. two-story single-family residence with an attached 446 sq. ft. garage and attached 779.9 sq. ft. accessory dwelling unit, located on a legal 7,026 sq. ft. parcel. The project involves the removal of seven (7) significant trees in the footprint of the proposed home.

SPEAKERS

1. Chad Sefcik
2. Lucas Ottoboni (ROMIG Geotechnical Consultant)
3. Craig Aubrey (Applicant)
4. Jorge Vazquez

COMMISSION ACTION

Public hearing was closed by unanimous consent.

Commissioner Hansson moved to continue the item to a date uncertain to address the gaps in project, Commissioner Ramirez seconded the motion. **Motion carried 4-0-0-1.**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission denied the appeal and upheld the decision of the Community Development Director to approve the Grading Permit, County File Number PLN 2020-00356, by making the findings and adopting the conditions of approval and a revised arborist report is added to the address the trees along the property line: as follows:

FINDINGS

The Planning Commission Found:

For the Environmental Review

1. The project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15303, Class 3, related to the construction of a single-family residence in a residential zone.

For the Tree Removal

2. The required action is necessary to allow reasonable economic enjoyment of the property.
3. The trees will be replaced by plantings approved by the Community Development Director, or designee.

For the Grading Permit

4. The granting of this permit will have no significant adverse effect on the environment. This project has been reviewed and approved by the Department of Public Works and the Building Inspection Geotechnical and Drainage Sections. With implementation of the proposed Grading Plan and Condition of Approval No. 12, which requires the project engineer provide written certification that all grading has been completed in conformance with the approved plans, Grading Regulations, and conditions of approval, the potential for impacts related to geologic conditions is minimized to a less than significant level. Similarly, implementation of the approved Erosion Control Plan and Tree Protection Plan will protect on site and neighboring trees and minimize the potential for significant erosion on site.
5. The project conforms to the criteria of Chapter 5, Division VII, San Mateo County Ordinance Code, including the standards referenced in Section 9296. Planning staff, the Geotechnical Section, Department of Public Works, and the Building Department's Drainage Section have reviewed the project and have determined the project as proposed and conditioned conforms to the criteria of Chapter 5, Division VII, San Mateo County Ordinance Code, including timing of

grading activity, implementation of erosion and sediment control measures, and dust control measures.

6. The project is consistent with the General Plan. The subject site has a General Plan land use designation of Low Density Residential. The proposed project is consistent with the allowed density and land use designation. As proposed and conditioned, the project complies with General Plan Policy 2.17 (Regulate Development to Minimize Soil Erosion and Sedimentation) and Policy 2.23 (Regulate Excavation, Grading, Filling, and Land Clearing Activities Against Accelerated Soil Erosion) as the project includes measures and conditions to control and address each of these items.

CONDITIONS OF APPROVAL

Current Planning Section

1. This approval applies only to the proposal as described in the latest plans, supporting materials, and reports submitted as of the date of this letter. Minor revisions or modifications to the project may be made subject to the review and approval of the Community Development Director, if they are consistent with the intent of, and in substantial conformance with, this approval.
2. The grading permit shall be valid for one (1) year from the date of final approval, in which time a building permit shall be issued and a completed inspection (to the satisfaction of the Building Inspection Section) shall have occurred within 365 days of its issuance. The Grading Permit (issued as the "hard card" with all necessary information filed out and signatures obtained) shall only be issued concurrently with the building permit for the new single-family residence. No grading activities shall commence until all permits have been issued. Approval of permits may be extended by a 1-year increment upon written request and payment of applicable extension fees 60 days prior to expiration.
3. No grading shall be allowed during the winter season (October 1 to April 30) or during any rain event to avoid potential soil erosion unless approved, in writing, by the Community Development Director. The applicant shall submit an Exception to the Winter Grading Moratorium application along with a winterization plan to the Current Planning Section at least two weeks prior to the projected commencement of grading activities stating the date when grading will begin for consideration for an exemption to the Winter Grading Moratorium.
4. This permit allows for the removal of seven (7) significant trees as shown on the approved plans. Removal of any additional trees with a diameter greater than 12 inches (as measured 4.5 feet above the ground) shall require a separate tree removal permit application and payment of applicable fees.
5. One oak tree using a minimum 15-gallon stock shall be planted for the trees removed. All proposed replacement trees shall be shown on a Tree Replanting Plan or Landscape Plan and shall include species, size and location. The Plan shall be submitted to the County Planning and Building Department for review and approval as part of the building permit plan sets.
6. The arborist report shall be updated to identify all portions of the tree canopy that overhang into the subject property, and to include measures to prevent impact to the canopy during construction. A subsequent arborist report shall be submitted prior to final inspection documenting the health of the existing trees post construction. If any of the trees have been damaged by construction such that they are considered "effectively removed" pursuant to Section 12,091.1 of the Significant Tree Ordinance, an after-the-fact tree removal application and payment of applicable fees shall be required and processed prior to final building inspection.

7. The provision of the San Mateo County Grading Ordinance shall govern all grading on and adjacent to this site. Per San Mateo County Ordinance Section 9296.5, all equipment used in grading operations shall meet spark arrester and firefighting tool requirements, as specified in the California Public Resources Code.
8. The engineer who prepared the approved grading plan shall be responsible for the inspection and certification of the grading as required by Section 9297.2 of the Grading Ordinance. The engineer's responsibilities shall include those relating to non-compliance detailed in Section 9297.4 of the Grading Ordinance.
9. Prior to the beginning of all construction, the applicant shall implement the approved erosion and sediment control plan and tree protection plan, which shall be maintained throughout the duration of the project. The goal is to prevent significant trees, as defined by San Mateo County's Significant Tree Ordinance, Section 12,000, from injury or damage related to construction activities, prevent sediment and other pollutants from leaving the project site and to protect all exposed earth surfaces from erosive forces. Said plan shall adhere to the San Mateo County Wide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including:
 - 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 the use 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 obtain 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 application of pesticides and fertilizers to prevent polluted runoff.
 - j. Limiting construction access routes and stabilize designated access points.

- k. Avoiding tracking dirt or other materials off-site; clean 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.
 - m. The approved erosion and sediment control plan shall be implemented prior to the beginning of construction.
 - 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.
10. All grading and erosion and sediment control measures shall be in accordance to the plans prepared by Vit Hanacek Engineering, dated October 14, 2020, and approved by the Department of Public Works, Geotechnical Section, and the Current Planning Section. Revisions to the approved grading plan shall be prepared and signed by the engineer and shall be submitted to the Building Inspection Section and the Current Planning Section concurrently prior to commencing any work pursuant to the proposed revision.
11. It shall be the responsibility of the applicant's engineer to regularly inspect the erosion control measures and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected.
12. For the final approval of the Grading Permit, the applicant shall ensure the performance of the following activities within thirty (30) days of the completion of grading:
- a. The engineer shall submit written certification to the Department of Public Works and the Geotechnical Section that all grading has been completed in conformance with the approved plans, conditions of approval, and the Grading Ordinance.
 - b. All applicable work during construction shall be subject to observation and approval by the geotechnical consultant. Section II of the Geotechnical Consultant Approval form must be submitted to the County's Geotechnical Engineer and Current Planning Section.
13. 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 5:00 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving and Christmas (San Mateo County Ordinance Code Section 4.88.360).
14. An Erosion Control and/or Tree Protection Pre-site Inspection is required prior to the issuance of a building permit for construction and demolition to ensure the approved erosion control and tree protection measures are installed adequately prior to the start of ground disturbing activities. Once all review agencies have approved your building permit, you will be issued an approved job copy of the Erosion Control and/or Tree Protection Plan. Once the Erosion Control and/or Tree Protection measures have been installed per the approved plans, please contact the project planner of record to schedule a pre-site inspection. A \$144 inspection fee will be assessed to the building permit for the inspection. If the initial pre-site inspection is not approved, an additional inspection fee will be assessed for each required re-inspection until the job site passes the Pre-Site Inspection.
15. 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 on Los Trancos Road. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Los Trancos Road. There shall be no storage of construction vehicles in the public right-of-way.
16. The site is considered a Construction Stormwater Regulated Site (SWRS). Any grading activities conducted during the wet weather season (October 1 to April 30) will require monthly erosion and sediment control inspections by the Building Inspection Section, as well as prior authorization from the Community Development Director to conduct grading during the wet weather season.

Building Inspection Section

17. A building permit is required.

Geotechnical Section

18. The Project Geotechnical Consultant should utilize the current LiDAR information to further examine and consider the prominent land sliding features, and incorporate into the grading and foundation designs, and land stabilization if any, during the Building Permit application stage.
19. A Geotechnical Report shall be submitted at the Building Permit stage; the report shall be updated to the current adopted code (if 2021 -> CBC2019). Significant grading profiles, grading proposals, foundation design recommendations, retaining wall design recommendations, and basement design recommendations, if any, shall be provided in the geotechnical report at Building Stage. For a vacant site, the Geotechnical Report shall provide sufficient soil investigation data to evaluate the potential hazards, for example, expansive soils, soil corrosivity, weak soil strength, and liquefaction. If any hazards are found, mitigation shall be provided in foundation design and grading proposal.

Drainage Section

20. A revised drainage plan prepared by a qualified engineer, consisting of a retention and metering system shall be included in the plans submitted with the building permit application. The drainage system shall collect and retain the amount of stormwater that will flow off of all new and replaced impervious surfaces during a 10-year 1 hour design storm using NOAA Atlas 14 rainfall intensity specific to the site location. The collected storm water shall be metered out to a sump pump, and then to a level spreader/dissipation trench as recommended by the Geotechnical Engineer located an appropriate distance from all property lines. The drainage system design and all calculations shall be submitted to the building department drainage section for review and approval prior to the issuance of a building permit.

Department of Public Works

21. The project shall comply with the San Mateo County Drainage Policy and the San Mateo Countywide National Pollution Discharge Elimination System (NPDES) permit. Prior to the issuance of the Building permit, 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 demonstrating compliance with the Policy for review and approval by the Department of Public Works.
22. 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.
23. 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.
24. 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.

Woodside Fire Protection District

25. At the start of construction, a 2' x 3' address sign shall be posted in front of project site.
26. At the time of final inspection, the permanent address shall be mounted and clearly visible from the street with a minimum of 4" numbers on contrasting background.
27. One hundred (100) feet of defensible space shall be provided for the structure prior to the start of construction.
28. Upon final inspection thirty (30) feet perimeter property line defensible space shall be provided per Woodside Fire Protection District (WFPD) ordinance section 304.1.2.A
29. Approved spark arrestors will be required on all installed chimneys including outside fireplaces.
30. The applicant shall install Smoke and Carbon Dioxide detectors per 2019 CBC.
31. NFPA 13D Fire Sprinkler System shall be installed. Sprinkler plans/calculations shall be submitted separately to WFPD. The Owner/Contractor is responsible for getting the correct water flow data and that Cal-Water requires a backflow device that can decrease the water flow pressure by 12-15 PSI due to friction loss of the backflow device.
32. The driveway as proposed meets WFPD standards. If driveway dimensions are revised during construction, it must maintain compliance with WFPD standards.
33. The minimum fire flow shall be 1,000 GPM. A water supply for fire protection shall mean a fire hydrant within 600' from the building, capable of the required flow. Distance from the hydrant to

the structure shall be measured via an approved roadway in which the engine can safely drive from the fire hydrant to the front door of the structure.

- 34. There is a fire hydrant within 600' of the property, a fire water flow test will need to be completed. Provide water flow information from Cal Water during the building permit phase.

West Bay Sanitary District (WBSD)

- 35. To complete annexation, the applicant shall submit a WBSD annexation application to the District office.
- 36. A Class 1 Permit fee is required. Connection & Reimbursement fees will be due for the Single-family Residence and Accessory Dwelling Unit.

California Water Service – Bear Gulch

- 37. Any improvements to the water system will be at the owner’s expense, including additional services or fire protection needs.
- 38. All storm and sewer lines must have separation from water of 10-foot horizontal separation and 1-foot vertical separation below the water main or service line, and service lines which go thru one property to another property must have legal easements granted with documentation submitted to Cal Water before installation.
- 39. Cal Water’s Backflow Specialist must be contacted for a site review to determine what back flow requirements are required and the placement of the assemblies.

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6. CORRESPONDENCE AND OTHER MATTERS

Notice of a Pre-app workshop has been cancelled in order to address issues from the developer.

We only have one item noted for the following meeting.

7. CONSIDERATION OF STUDY SESSION FOR NEXT MEETING

None

8. DIRECTOR’S REPORT

Public Meetings update. The Planning Commission is following the lead of the Board of Supervisors format. The Board has shared that meeting will most likely remain virtual until the end of the year. The law calls for us to renew a notice every 30 days when we will return to in-person meeting. In the meantime, a resolution will be added on the consent agenda.

9. COMMISSION QUESTIONS

None

ADJOURNMENT

Meeting was adjourned at 12:14 p.m.