



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

MEETING NO. 1691

Wednesday June 24, 2020

****BY VIDEO CONFERENCE ONLY****

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

Pledge of Allegiance: The Pledge of Allegiance was led by Janneth Lujan, Planning Commission Secretary.

Roll Call:

Commissioners Present:	Gupta, Ketcham, Hansson, Santacruz, Ramirez
Commissioners Absent:	None
Staff Present:	Monowitz, Fox, Montes

Legal notice published in the San Mateo County Times on June 13, 2020 and in the Half Moon Bay Review on June 17, 2020.

Oral Communications via written comment only via email:
None

Consideration of the Minutes of the Planning Commission meetings for June 10, 2020.

Minutes for the above meeting date have been continued to the next Planning Commission meeting.

REGULAR AGENDA

1. **Owner/Applicant:** Planning and Building Department, San Mateo County
File Number: PLN2020-00144
Location: Various
Assessor's Parcel No: Various

Consideration of an ordinance amending the County's Accessory Dwelling Unit (Second Unit) Regulations, Chapter 22.5 of the Zoning Regulations, to comply with State Law. Please direct any questions to Project Planner William Gibson at wgibson@smcgov.org

Speakers
None

COMMISSION ACTION

Commissioners unanimously voted to close the public comment. Motion Carried **5-0-0-0**.

Commissioner Santacruz moved and Commissioner Gupta seconded the motion to approve the project. **Motion carried 5-0-0-0.**

FINDING

Based on information provided by staff and evidence presented at the hearing the Planning Commission recommended that the Board of Supervisors consider adopting an ordinance amending the County’s Accessory Dwelling Unit (Second Unit) Regulations, Chapter 22.5 of the Zoning Regulations, to comply with State Law.

- 2. **Owner/Applicant:** **Helen Sattelmayer**
 File Number: PLN2019-00326
 Location: 90 Madrone, Moss Beach
 Assessor’s Parcel No: 037-277-160

Consideration of a Coastal Development Permit and Coastsides Design Review Permit to allow construction of a new 2,121 sq. ft. 2-story single-family residence with attached garage on a legal non-conforming 5,000 sq. ft. parcel. The project is appealable to the California Coastal Commission. Application deemed complete February 7, 2020. Please direct any questions to Project Planner Kelsey Lang at klang@smcgov.org.

SPEAKERS

- 1. Chris, Architect
- 2. Barry, 75 Precita

COMMISSION ACTION

Commissioner Ketcham moved and Commissioner Gupta seconded the motion to close the public comment. Motion Carried **5-0-0-0.**

Commissioner Santacruz moved and Commissioner Ketcham seconded the motion to approve the project. **Motion carried 5-0-0-0.**

FINDING

Based on information provided by staff and evidence presented at the hearing the Planning Commission approved the Coastal Development Permit and Design Review Permit, County File Number PLN 2019-00326, based on and subject to the required findings and conditions of approval listed as follows:

For the Environmental Review, Found:

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

For 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 with the plans, policies, requirements and standards of the San Mateo County Local Coastal Program by conforming to the standards and policies identified in this staff report.

3. That the project is in conformity with the public access and public recreation policies of Chapter 3 of the Coastal Act of 1976, as the project will not adversely impact access and recreation opportunities, vertical access currently exists at the end of Precita Avenue, and lateral access exists along Ocean Boulevard.
4. That the project conforms to specific findings required by policies of the San Mateo County Local Coastal Program. Specifically, the project complies with the policies contained in the Housing, Visual Resources, Hazards, and Shoreline Access Components of the Local Coastal Program (LCP).
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 Policies 1.22 and 1.23 as stated in Section 6328.19. As of May 14, 2020, one building permit has been issued for the construction of a single-family residence, and one building permit has been issued for the construction of an Accessory Dwelling Unit.

For the Coastside Design Review Permit, Found:

6. The project has been reviewed under 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 PLANNING AND STRUCTURE PLACEMENT; Standard (2) Limit grading to the footprint of the structure and its immediate vicinity, unless otherwise required for technical or engineering reasons by a registered civil engineer, licensed architect or geotechnical consultant. This site is relatively flat and will not require a substantial amount of grading.
 - b. Section 6565.20 (D) ELEMENTS OF DESIGN; 1. Building Mass, Shape and Scale; b. Neighborhood Scale. Standard (1) New and enlarged homes should respect the scale of the neighborhood through building dimensions, shape and form, facade articulation, or architectural details that appear proportional and complementary to other homes in the neighborhood. The proposed home is appropriately sized for the lot, is smaller than many homes in the neighborhood, and mimics the style of other homes in the area.
 - c. Section 6565.20 (D) ELEMENTS OF DESIGN; 1. Building Mass, Shape and Scale. a. Compatibility (1) Use non-reflective exterior materials and colors that complement and improve the neighborhood and are compatible with the architecture of the house. The proposed exterior of the home has been conditioned to use non-reflective exterior materials and colors that are compatible with the seaside nature of the neighborhood.

CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be constructed in compliance with the plans approved by the Planning Commission on June 24, 2020. Any changes or revisions to the approved plans shall be submitted to the Design Review Officer for review and approval prior to implementation. Minor adjustments to the project 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. This permit shall be valid for 5 years from the date of approval, in which time a building permit shall be issued and a completed inspection (to the satisfaction of the Building Inspector) shall have occurred within 180 days of its issuance. The design review approval may be extended by a one-year increment with submittal of an application for permit extension and payment of applicable extension fees 60 days prior to the expiration date.
3. The applicant shall include a copy of the final decision letter 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. Add building paint and stain color specification to plans.
 - b. Modify windows on front elevation, second story, in the Master Closet, hallway and master bathroom. Provide all 24-inch x 30-inch windows to match window size and sill/head height proposed over toilet. Windows in master closet and north corner of master bathroom to be positioned the same distance from the outside corner as window over toilet. Window in hall to be centered in 3'-3" hall width.
 - c. Landscape shall include small scale evergreen trees in the rear yard area. The trees shall be planted from 15-gallon size containers. Suggested species may include Australian Tea tree, New Zealand Christmas tree, or Arbutus 'Marina'.
 - d. Landscape shall include perimeter shrub planting along the entire length of the rear and side shared property lines. The shrubs shall be spaced at 6 feet to 8 feet on-center, in triangular layouts, with two or three species types in groups. Suggested shrub species may include Dodonaea, California Wax Myrtle, or Ceanothus.
 - e. Along the street frontage landscape areas (which includes the corner area) low-level plants shall be installed such that there is a minimum of 50 percent ground coverage. The plant materials within this area shall not exceed 3 feet in height, and not exceed 18 inches in height within the sight-triangle at the corner.
 - f. All landscaping shall comply with County Water Efficient Landscape Ordinance.
 - g. Invasive plants shall not be used.

5. 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.
6. The applicant shall implement the following basic construction measures at all times:
 - a. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California Airborne Toxic Control Measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.
 - b. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
 - c. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. This person, or his/her designee, shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.
 7. 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).
 8. Any 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. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Drainage Section, the Geotechnical Section, the Department of Public Works, the Coastside Fire Protection District, and the Montara Water and Sanitary District.
 10. No site disturbance shall occur, including any grading or vegetation removal, until a building permit has been issued.
 11. The exterior color samples submitted to the Coastside Design Review Committee are approved. 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. The approved colors and materials are as follows:
 - a. Body siding material: non-combustible fiber-cement lap siding wood grained texture in Gray Stone (PPG1009-4)

- b. Accent siding material: Board N Batt in Gray Stone (PPG1009-4)
 - c. Trim: Knight's Armor (PPG1001-6)
 - d. Fascia: Delicate White (PPG1001-1)
 - e. Shingles: Owens Corning in Estate Gray
 - f. Composite Railing and Decking: Timbertech in Medium Gray
 - g. Garage Door: White with lites
 - h. Front Door: Craftsman style in Sailor's Coat (PPG1153-7)
12. The applicant shall provide "finished floor elevation verification" to certify that the structure is actually constructed at the height shown on the submitted plans. The applicant shall have a licensed land surveyor or engineer establish a baseline elevation datum point in the vicinity of 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.

13. 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.
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 shall impede through traffic along the right-of-way on Madrone Avenue and Del Mar Avenue. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Madrone Avenue and Del Mar Avenue. There shall be no storage of construction vehicles in the public right-of-way.
15. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELO) and provide the required forms. WELO applies to new landscape projects equal to or greater than 500 sq. ft. and rehabilitated landscape projects equal to or greater than 2,500 square feet. A prescriptive checklist is available as a compliance option for projects under 2,500 square feet. The Performance approach is applicable to new and/or rehabilitated landscape projects over 2,500 square feet.
16. This approval does not authorize the removal of any trees. Any tree removal or tree trimming will require a separate tree removal/trimming permit.
17. Prior to building permit issuance, the applicant shall record a deed restriction on the property that includes the following statement:

"This property is located in Zone 3 of the Seal Cove Geologic Hazards District established by Section 6296 of the San Mateo County Ordinance Code, Zoning Annex. Maps of this district are on file with the County Geologist and the Planning and Building Department, San Mateo County."

A copy of the recorded deed restriction shall be submitted to the Planning Department.

Building Inspection Section

18. A building permit is required for the proposed project.

Drainage Section

19. The following items will be required at the time of building permit submittal:
- a. A final Drainage Report prepared and stamped by a registered civil engineer demonstrating that the project complies with the County's current drainage policy restricting additional stormwater flows from development projects.
 - b. A final Grading and Drainage Plan prepared and stamped by a registered civil engineer showing any features required to retain additional stormwater resulting from the new impervious areas onsite (as determined in the Drainage Report).
 - c. An updated C.3/C.6 Checklist (if changes to impervious areas have been made during the design phase).

Geotechnical Section

20. The project shall have an updated soils report submitted at the time of building permit application. The updated soils report shall identify applicable codes and any changes to the site conditions that may have occurred since the time of the prior soils report creation.

Department of Public Works

21. 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 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.
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. 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 No. 3277.

Coastside Fire Protection District

25. 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-foot 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%. When gravel roads are used, it shall be Class 2 base or equivalent compacted to 95%. Gravel road access shall be certified by an engineer as to the material thickness, compaction, all weather capability, and weight it will support.
26. 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 6 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 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 x 18-inch green reflective metal sign.
27. 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 72-hours' notice to the Fire Department at 650/573-3846.
28. A fire flow of 500 gallons per minute (gpm) for 2 hours with a 20 pounds per square inch (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 required prior to Fire's final approval of the building permit or before combustibles are brought on site.

29. 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.
30. 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.
31. 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 Inspection Section for review and approval by the authority having jurisdiction.
32. A statement that the building will be equipped and protected by automatic fire sprinklers must appear on the title page of the building plans.

Montara Water and Sewer District

33. Applicant required to obtain sewer permits prior to issuance of building permit. Sewer mainline extension may be required. Sewer grinder pump and pressurized lateral may be required. Sewer Connection Fees must be paid prior to issuance of connection permit.
34. Applicant required to obtain a Domestic Water Connection Permit prior to issuance of building permit. Connection fee for domestic water must be paid prior to issuance of connection permit. Well abandonment may be required by San Mateo County Environmental Health Services.
35. Connection to the district's fire protection system is required. A Certified Fire Protection Contractor must certify adequate fire flow calculations. A connection fee for fire protection system is required. The connection charge must be paid prior to issuance of Private Fire Protection permit.

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3. Correspondence and Other Matters

None

4. Consideration of Study Session for Next Meeting

No Study Session is proposed for the next meeting and went over the 2 items currently on the 7/15/2020.

5. Director's Report

- Director Steve Monowitz informed the Commissioners of the items below:
- Connect the Coastside Update
- Coming to the Board of Supervisors meeting 7/21/2020 Density Bonus and the Cypress point LCP Amendment
- Update on the status of Planning and Building Services – P&B services are online and proposals are being reviewed by the union to install a kiosk at 455 County Center Lobby, more to come on that.
- County of San Mateo Contact Tracing update as disaster service workers and some departments will have to utilize employees to conduct these calls.
- County Budget taking a hard look at the tax revenues and budget planning between now and September to conduct budget planning and look at conservative approaches to the budget.

6. Commissioner Updates and Questions

Commissioner Santacruz asked if we knew when County Offices will open as he had attempted to go into the Controllers office and email information was incorrect and wanted clarification on when departments will open up.

Commissioner Gupta asked about the budget and asked if there have been any adjustments have been made so far. Steve mentioned that the only changes now have been to Capital Improvement projects. Commissioner Gupta also clarified that Cypress Point was indeed on the agenda for the 7/21/2020 Board of Supervisors meeting.

7. Adjournment

Meeting was adjourned at 10:38 a.m.
