



Planning & Building Department Planning Commission

Kumkum Gupta, 1st District
Frederick Hansson, 2nd District
Zoe Kersteen-Tucker, 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. 1637
Wednesday August 9, 2017

In the Board of Supervisors Chambers, Hall of Justice and Records, located at 400 County Center, Redwood City.

Chair Ramirez called the meeting to order at 9:01 a.m.

Pledge of Allegiance: The Pledge of Allegiance was led by Chair Ramirez.

Roll Call: Commissioners Present: Hansson, Ramirez, Santacruz, Gupta
Commissioners Absent: Kersteen-Tucker
Staff Present: Monowitz, Fox, Shu

Legal Notice published in the San Mateo County Times on July 29, 2017 and the Half Moon Bay Review on August 2, 2017.

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

None

Consideration of the Minutes of the Planning Commission meeting of July 12, 2017.

Commissioner Hansson moved, and Commissioner Santacruz seconded, that the minutes be approved as submitted. Motion carried 3-0-1-1. (Commissioner Ramirez abstained, Commissioner Kersteen-Tucker, absent)

Consideration of the Minutes of the Planning Commission meeting of July 26, 2017.

Commissioner Hansson moved, and Commissioner Santacruz seconded, that the minutes be approved as submitted. Motion carried 3-0-1-1. (Commissioner Santacruz abstained, Commissioner Kersteen-Tucker, absent)

CONSENT AGENDA

Commissioner Hansson moved for approval of the Consent Agenda, and Commissioner Santacruz seconded the motion. Motion carried 3-0-0-1, approving one item as follows:

- Owner/Applicant:** Kayleen Michelle Pashel
File No.: PLN2017-00055
Location: Ave. Portola, El Granada
Assessor's Parcel No.: 047-144-370

Consideration of a Design Review Permit, pursuant to Section 6565.3 of the County Zoning Regulations, and a Grading Permit, pursuant to Section 9283 of Division VII (Building Regulations) of the San Mateo County Ordinance Code, to allow construction of a new 2,268 sq. ft., 3-story single-family residence, plus a 668 sq. ft. attached garage, located on a 7,335 sq. ft. legal parcel. The project includes removal of nine (9) significant trees and involves 1,980 cubic yards (c.y.) of excavation and 160 c.y. of fill.

FINDINGS

Regarding the Environmental Review, Found:

1. That the proposed project is categorically exempt pursuant to Section 15303, Class 3, of the California Environmental Quality Act Guidelines related to construction of a single-family residence in an urban, residential zone and associated grading.

Regarding the Design Review, Found:

2. The project has been reviewed under and, as conditioned, has been found to be in compliance with the Design Review Standards for One-Family and Two-Family Residential Development in the Midcoast under Section 6565.20 of the San Mateo County Zoning Regulations, specifically elaborated as follows:
 - a. Section 6565.20 (D) ELEMENTS OF DESIGN; 1. Building Mass, Shape, and Scale; a. Relationship to Existing Topography; Standard (1): Project design conforms to existing topography by featuring step-down of the garage from the first floor in the same direction as the existing grade. Standard (2): The proposed design eliminates unused, enclosed space between the lowest floor and the grade below.
 - b. Section 6565.20 (D) ELEMENTS OF DESIGN; 1. Building Mass, Shape, and Scale; b. Neighborhood Scale; Standard (1): The proposed embedded design makes the house complementary in scale to other homes in the neighborhood. The project's dimensions, shape, and facade articulation add visual interest and are proportional and complementary to other homes in the neighborhood.
 - c. Section 6565.20 (D) ELEMENTS OF DESIGN; 2. Architectural Styles and Features; a. Architectural Style; Standard (3): The proposed contemporary style of the house is compatible with the natural setting of the area as its proposed shape moves organically up the grade and the proposed materials blend and complement the surrounding area.
 - d. Section 6565.20 (D) ELEMENTS OF DESIGN; 4. Exterior Materials and Colors; a. Compatibility; Standard (3): The proposed design uses materials with a natural appearance and colors that blend with surrounding natural features; darker colors help reduce apparent mass of the structure.

3. Regarding the Grading Permit, Found:

- a. That the granting of the permit will not have a significant adverse effect on the environment. This project has been reviewed and preliminarily approved by the Department of Public Works and the Building Inspection Section's Geotechnical Consultant. With implementation of the proposed Grading Plan prepared by a licensed civil engineer and Condition No. 23, which requires that the project engineer provide written certification that all grading has

been completed in conformance with the approved plans, conditions of approval, and the Grading Regulations, the potential for geological hazards related to geologic conditions would be minimized. With implementation of the proposed Erosion and Sediment Control Plan and required conditions of approval, potential for significant erosion would be minimized.

- b. That the project conforms to the criteria of Chapter 8, Division VII, San Mateo County Ordinance Code, including the standards referenced in Section 9269. The project, as proposed and conditioned, conforms to the standards in the Grading Regulations, including erosion and sediment control, dust control, and timing of grading activity.
- c. That the project is consistent with the General Plan. The County General Plan land use designation for the property is Medium Density Residential within an urban area. As proposed and conditioned, the project complies with General Plan Policies 2.23 (Regulate Excavation, Grading, Filling, and Land Clearing Activities against Accelerated Soil Erosion) and 2.17 (Erosion & Sedimentation).

CONDITIONS OF APPROVAL

Current Planning Section

1. This approval applies only to the proposal as described in the plans, supporting materials, and reports as approved by the Planning Commission on August 9, 2017. 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. The Design Review and Grading Permit final approval shall be valid for five (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 one 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 demonstrate compliance with the following requirements on the project plans submitted for a building permit, as stipulated by the Coastside Design Review Committee:
 - a. Provide sizes for plantings.
 - b. The 6-foot retaining wall on the south elevation shall be evaluated with regard to building code and County fence height and location requirements per the County's Zoning Regulations.
4. 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.
5. The Project is subject to Provision C.3.i (individual single-family home projects that create and/or replace 2,500 square feet or more of impervious surface). The project shall implement at least one of the six site design measures listed below:
- a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
 - b. Direct roof runoff onto vegetated areas.
 - c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
 - d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
 - e. Construct sidewalks, walkways, and/or patios with permeable surfaces.
 - f. Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.
6. 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.

7. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works, and the Coastside Fire Protection District.
8. 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 Avenue Portola. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Avenue Portola. There shall be no storage of construction vehicles in the public right of way.
9. The exterior color samples submitted to the CDRC 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 applicant shall submit photos to the project planner prior to Planning's final approval of the building permit.
10. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m., weekdays and 9:00 a.m. to 5:00 p.m., Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo Ordinance Code Section 4.88.360).
11. Installation of the approved landscape plan including replacement trees is required prior to final inspection.
12. The landscape plan shall comply with the Water Efficient Landscape Ordinance (WELo):
 - a. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELo) and provide required forms. WELo applies to new landscape projects equal to or greater than 500 sq. ft. A prescriptive checklist is available as a compliance option for projects under 2,500 sq. ft. WELo also applies to rehabilitated landscape projects equal to or greater than 2,500 sq. ft.

The following restrictions apply to projects using the prescriptive checklist:

- 1) Compost: The project must incorporate compost at a rate of at least four (4) cubic yards per 1,000 sq. ft. to a depth of 6 inches into the landscape area (unless contra-indicated by a soil test).
- 2) Plant Water Use (Residential): Install climate adapted plants that require occasional, little, or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water.

- 3) Mulch: A minimum 3-inch layer of mulch should be applied on all exposed soil surfaces of planting areas, except in areas of turf or creeping or rooting groundcovers.
 - 4) Turf: Total turf area shall not exceed 25% of the landscape area. Turf is not allowed in non-residential projects. Turf (if utilized) is limited to slopes not exceeding 25% and is not used in parkways less than 10 feet in width. Turf, if utilized in parkways, is irrigated by sub-surface irrigation or other technology that prevents overspray or runoff.
 - 5) Irrigation System: The applicant shall certify that Irrigation controllers use evapotranspiration or soil moisture data and utilize a rain sensor; Irrigation controller programming data will not be lost due to an interruption in the primary power source; and Areas less than 10 feet in any direction utilize sub-surface irrigation or other technology that prevents overspray or runoff.
13. An Erosion Control and Tree Protection Inspection is required prior to the issuance of a building permit for grading, construction, and demolition purposes, as the project requires tree protection of significant tree(s). Once all review agencies have approved your Building Permit, you will be notified that an approved job copy of the Erosion Control and/or Tree Protection Plan is ready for pick-up at the Planning counter of the Planning and Building Department. Once the Erosion Control and/or Tree Protection measures have been installed per the approved plans, please contact Jeremiah Pons, Building/Erosion Control Inspector, at 650/599-1592 or jpons@smcgov.org, 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, or as determined by the Building Inspection Section.
14. The applicant shall submit a tree protection plan, for Planning review and approval, prior to the issuance of a Building or Planning permit. Said protection plan shall include the following measures as applicable:
- a. Identify, establish, and maintain tree protection zones throughout the entire duration of the project;
 - b. Isolate tree protection zones using 5-foot tall, orange plastic fencing supported by poles pounded into the ground, located at the driplines as described in the arborist's report;
 - c. Maintain tree protection zones free of equipment and materials storage; contractors shall not clean any tools, forms, or equipment within these areas;
 - d. If any large roots or large masses of roots need to be cut, the roots shall be inspected by a certified arborist or registered forester prior to cutting as required in the arborist's report. Any root cutting shall be undertaken by an arborist or forester and documented. Roots to be cut shall be severed cleanly with a saw or topers. A tree protection verification letter from the certified arborist shall be submitted to the Planning Department within five (5) business days from site inspection following root cutting;
 - e. Normal irrigation shall be maintained, but oaks shall not need summer irrigation, unless the arborist's report directs specific watering measures to protect trees;

- f. Street tree trunks and other trees not protected by dripline fencing shall be wrapped with straw wattles, orange fence and 2x4 boards in concentric layers to a height of eight feet; and
- g. Prior to issuance of a Building Permit, the Planning and Building Department shall complete a pre-construction site inspection, as necessary, to verify that all required tree protection and erosion control measures are in place.

Grading Permit

- 15. No grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion. No grading activities shall commence until the property owner has been issued a grading permit (issued as the "hard card" with all necessary information filled out and signatures obtained) by the Current Planning Section.
- 16. Prior to issuance of the grading permit "hard card," the property owner shall submit a schedule of all grading operations to the Current Planning Section, subject to review and approval by the Current Planning Section. The submitted schedule shall include a schedule for winterizing the site. If the schedule of grading operations calls for the grading to be completed in one grading season, then the winterizing plan shall be considered a contingent plan to be implemented if work falls behind schedule. All submitted schedules shall represent the work in detail and shall project the grading operations through to completion.
- 17. Prior to any land disturbance and throughout the grading operation, the property owner shall implement the erosion control plan, as prepared and signed by the engineer of record and approved by the decision maker. Revisions to the approved erosion control plan shall be prepared and signed by the engineer and submitted to the Community Development Director for review and approval.
- 18. 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 applications 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.
19. 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 to prevent erosion and sedimentation off-site.
20. No site disturbance shall occur, including any vegetation removal or grading, until a building permit has been issued.
21. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading remediation activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.
22. For the final approval of the grading permit, the property owner shall ensure the performance of the following activities within thirty (30) days of the completion of grading at the project site: (a) The engineer shall submit written certification, that all grading has been completed in conformance with the approved plans, conditions of approval/mitigation measures, and the Grading Regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer, and (b) The geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval form, for submittal to the Planning and Building Department's Geotechnical Engineer and the Current Planning Section.

23. Upon the start of grading activities and through to the completion of the project, the applicant shall be responsible for ensuring that the following dust control guidelines are implemented. Such measures shall be included in the Erosion and Sediment Control Plan.
- a. All graded surfaces and materials, whether filled, excavated, transported or stockpiled, shall be wetted, protected or contained in such a manner as to prevent any significant nuisance from dust, or spillage upon adjoining water body, property, or streets. Equipment and materials on the site shall be used in such a manner as to avoid excessive dust. A dust control plan may be required at any time during the course of the project.
 - b. A dust palliative shall be applied to the site when required by the County. If required, the applicant shall submit a Dust Control Plan, a written procedure describing the method, equipment, and materials to be used in minimizing and controlling dust arising from construction activities, subject to the County's review and approval.

Granada Community Services District

24. The property owner shall obtain a ministerial permit from the Granada Community Services District.

Coastside County Water District (CCWD)

25. The Coastside County Water District records confirm that there is one – 5/8" (20 gallons per minute) uninstalled non-priority water service connection assigned to APN047-144-370. The current owner of said water service connection on record with the Coastside County District is Giovanni Bruschi. A main line extension will be required since there is no infrastructure to serve this parcel and the existing fire hydrant will need to be upgraded.
26. The project will be required to comply with Coastside County Water District's Indoor Water Use Efficiency Ordinance which includes regulations on water metering and water use efficiency specifications for plumbing fixtures and appliances. CCWD staff performs inspections to verify compliance with all district regulations during and after construction.
27. Please note that the Coastside County Water District 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, and approved backflow protection is required.
28. Before issuance of a building permit, the Coastside County Water District will need to evaluate a complete set of building plans to determine if plans comply with all CCWD regulations.

Department of Public Works

29. 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.

30. 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 from the nearest "publicly" maintained roadway 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.
31. 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.
32. 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

33. As per the California Building Code, State Fire Marshal regulations, and Coastside Fire District Ordinance 2013-03, the applicant is required to install State Fire Marshal approved and listed smoke detectors which are hard wired, interconnected, and have battery backup. These detectors are required to be placed in each new and recondition sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. In existing sleeping rooms, areas may have battery powered smoke alarms. A minimum of one detector shall be placed on each floor. Smoke detectors shall be tested and approved prior to the building final.
34. Escape or rescue windows shall have a minimum net clear openable area of 5.7 sq. ft., 5.0 sq. ft. allowed at grade. The minimum net clear openable height dimension shall be 24 inches. The net clear openable width dimension shall be 20 inches. Finished sill height shall be not more than 44 inches above the finished floor.
35. Identify rescue windows in each bedroom and verify that they meet all requirements. Add this to plans.
36. As per Coastside Fire District Ordinance 2013-03, building identification shall be conspicuously posted and visible from the street. (TEMPORARY ADDRESS NUMBERS SHALL BE POSTED PRIOR TO COMBUSTIBLES BEING PLACED ON-SITE). The letters/numerals for permanent address signs shall be 4 inches in height with a minimum 3/4-inch stroke. Such letters/numerals shall be internally illuminated and facing the direction of access. Finished height of bottom of address light unit shall be greater than or equal to 6 feet from finished grade. When the building is served by a long driveway or is otherwise obscured, a reflectorized address sign shall be placed at the entrance from the nearest public roadway. See Fire Ordinance for standard sign.
37. Add the following note to the plans: 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. Where buildings are located remotely to the public roadway, additional signage at the driveway/roadway entrance leading to the building and/or on each individual building shall be

required by the Coastside Fire District. This remote signage shall consist of a 6-inch by 18-inch green reflective metal sign with 3-inch reflective numbers/letters similar to Hy-Ko 911 or equivalent.

38. As per Coastside Fire District Ordinance 2013-03, the roof covering of every new building or structure, and materials applied as part of a roof covering assembly, shall have a minimum fire rating of Class "A" or higher as defined in the current edition of the California Building Code.
39. The building is in a Very High Fire Hazard Severity Zone and will require a Class "A" roof. Please demonstrate compliance on the building plans.
40. Per the Coastside Fire District Ordinance 2013-03, the 2013 California Fire Code, and the Public Resources Code 4291, a fuel break of defensible space is required around the perimeter of all structures to a distance of not less than 30 feet and may be required to a distance of 100 feet or to the property line. In SRA (State Responsible Area), the fuel break is 100 feet or to the property line. Trees located within the defensible space shall be pruned to remove dead and dying portions, and limbed up 6 to 10 feet above the ground. New trees planted in the defensible space shall be located no closer than 10 feet to adjacent trees when fully grown or at maturity. Remove that portion of any existing tree, which extends within 10 feet of the outlet of a chimney or stovepipe or is within 5 feet of any structure. This is neither a requirement nor an authorization for the removal of living trees.
41. Add the following note to the plans: The installation of an approved spark arrester is required on all chimneys, existing and new. Spark arresters shall be constructed of woven or welded wire screening of 12-gauge USA standard wire having openings not exceeding 1/2 inch.
42. Fire Access Roads: The applicant must have a maintained asphalt surface road for ingress and egress of fire apparatus. The San Mateo County Department of Public Works, the Coastside Fire District Ordinance 2013-03, and the California Fire Code shall set road standards. As per the 2013 CFC, dead-end roads exceeding 150 feet shall be provided with a turnaround in accordance with Coastside Fire District specifications. As per the 2013 CFC, Section Appendix D, road width shall not be less than 20 feet. Fire access roads shall be installed and made serviceable prior to combustibles being placed on the project site and maintained during construction. Approved signs and painted curbs or lines shall be provided and maintained to identify fire access roads and state the prohibition of their obstruction. If the road width does not allow parking on the street (20-ft. road) and on-street parking is desired, an additional improved area shall be developed for that use.
43. Fire apparatus roads to be a minimum of 20 feet wide with a minimum of 35 feet centerline radius and a vertical clearance of 15 feet. CFC503, D103, T-14 1273.
44. "No Parking - Fire Lane" signs shall be provided on both sides of roads 20 feet to 26 feet wide and on one side of roads 26 feet to 32 feet wide. CFC D103.6.
45. Show location of fire hydrant on a site plan. A fire hydrant is required within 250 feet of the building and flow a minimum of 1,000 gpm at 20 psi. This information is to be verified by the water purveyor in a letter initiated by the applicant and sent to San Mateo County Fire/Cal-Fire or Coastside Fire District. If there is not a hydrant within 250 feet with the required flow, one will have to be installed at the applicant's expense.
46. Automatic Fire Sprinkler System: As per San Mateo County Building Standards and Coastside Fire District Ordinance No. 2013-03, the applicant is required to install an automatic fire sprinkler system throughout the proposed or improved dwelling and garage. All attic access locations will be

provided with a pilot head on a metal upright. All areas that are accessible for storage purposes shall be equipped with fire sprinklers including closets and bathrooms. The only exception is small linen closets less than 24 square feet with full depth shelving. The plans for this system must be submitted to the San Mateo County Planning and Building Department. A building permit will not be issued until plans are received, reviewed, and approved. Upon submission of plans, the County will forward a complete set to the Coastside Fire District for review. Fees shall be paid prior to plan review. Installation of an underground sprinkler pipe shall be flushed and visually inspected by the Fire District prior to hook-up to riser. Any soldered fittings must be pressure tested with trench open. Please call Coastside Fire District to schedule an inspection.

- 47. Exterior Bell and Interior Horn/Strobe: These are required to be wired into the required flow switch on your fire sprinkler system. The bell, horn/strobe and flow switch, along with the garage door opener, are to be wired into a separate circuit breaker at the main electrical panel and labeled.
- 48. Add note to the title page that the building will be protected by an automatic fire sprinkler system.
- 49. All fire conditions and requirements must be incorporated into your building plans, (see conditions listed herein) prior to building permit issuance. It is your responsibility to notify your contractor, architect, and engineer of these requirements.
- 50. In plans submitted with the building permit application, provide Eave & Gutter details that meet R327. The applicant shall demonstrate that all exterior doors including garage door must meet R327.
- 51. Copy R-327 Worksheet to a plan sized sheet and check appropriate boxes.
- 52. CRC 2013 Section R327: This project is located in a State Responsibility Area for wildfire protection. Roofing, attic ventilation, exterior walls, windows, exterior doors, decking, floors and underfloor protection shall comply with CRC 2013 Section R327 requirements. You can visit the Office of the State Fire Marshal's website at: http://www.fire.ca.gov/fire_prevention_wildland and click the new products link to view the "WUI Products Handbook".

REGULAR AGENDA

9:00 a.m.

- 2. **Owner:** Julia Paige and Dan Spangler
Applicant: Mark Reilly
 File No.: PLN2016-00317
 Location: 146 La Grande Avenue, Moss Beach
 Assessor's Parcel No.: 037-258-260

Consideration of a Coastal Development Permit (CDP) and a Design Review Permit, pursuant to Sections 6328.4 and 6565.3 of the County Zoning Regulations, respectively to allow construction of a new 4,742 sq. ft. two-story single-family residence, plus a 651 sq. ft. attached garage, on a legal 10,548 sq. ft. parcel. No significant trees are proposed for removal and only minimal grading is involved. The project is appealable to the California Coastal Commission.

SPEAKERS:

None

COMMISSION ACTION

Commissioner Hansson moved and Commissioner Santacruz seconded to close the public hearing.

Motion carried 4-0-0-1.

Commissioner Santacruz moved to approve the project. Commissioner Gupta seconded the motion.

Motion carried 4-0-0-1.

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approve the Coastal Development Permit and Design Review Permit, County File Number PLN 2016-00317, based on and subject to the required findings and conditions of approval as follows:

FINDINGS

Regarding the Environmental Review, Found:

1. That the proposed project is categorically exempt pursuant to Section 15303, Class 3, of the California Environmental Quality Act (CEQA) Guidelines, related to new construction of small structures, including single-family residences in a residential zone.

Regarding the Coastal Development Permit, Found:

2. That the project, as described in the application and accompanying materials required by the Zoning Regulations, Section 6328.4, and as conditioned in accordance with Section 6328.14, conforms with the applicable policies and required findings of the San Mateo County Local Coastal Program (LCP). Specifically, the project complies with policies regarding infill development, hazards, shoreline access and compliance with design review standards and findings.
3. That the number of building permits for the construction of single-family residences issued in the calendar year does not exceed the limitations of LCP Policies 1.23 and 1.24.

Regarding the Design Review, Found:

4. That, with the conditions of approval recommended by the Coastside Design Review Committee (CDRC) at its meeting of May 11, 2017, the project is in compliance with the Design Review Standards for the Coastside. The project, as designed and conditioned, complements the predominant style and respects the scale of the larger homes in the neighborhood. The project is well articulated; uses colors and materials that appear natural; incorporates drought tolerant, native and non-invasive plant species; and uses downward-directed exterior lighting fixtures.

CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be constructed in compliance with the plans approved by the Planning Commission on August 9, 2017. 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. The Coastal Development Permit and Design Review approvals shall be valid for five (5) years 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 Inspector) shall have occurred within 180 days of its issuance. An extension of these approvals will be considered upon written request and payment of the applicable fees sixty (60) days prior to the permits' expiration.
3. The applicant shall include the permit approval letter on the top pages of the building plans.
4. The applicant shall submit the following item and indicate the following on plans submitted for a building permit, as stipulated by the Coastside Design Review Committee:
 - a. Lower the height of the covered glass roof deck to equal or less than the adjacent gable height.
 - b. Recommendation: Remove the roof and side doors on the covered glass roof deck.
5. 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.

6. During project construction, the applicant shall, pursuant to Chapter 4.100 of the San Mateo County Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site into storm drain systems and water bodies by:
 - a. Using filtration materials on storm drain covers to remove sediment from dewatering effluent.
 - b. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30.
 - c. Removing spoils promptly, and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.
 - d. Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.
 - e. Avoiding cleaning, fueling or maintaining vehicles on-site, except in an area designated to contain and treat runoff.
 - f. Limiting and timing application of pesticides and fertilizers to avoid polluting runoff.
7. 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.
8. All new power and telephone utility lines from the street or nearest existing utility pole to the project structures 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 Department of Public Works and the Coastside Fire Protection District.
10. No site disturbance shall occur, including any grading or vegetation removal, until a building permit has been issued.
11. A Tree Protection Plan, in compliance with Sections 12,020.4 and 12,020.5 of the County's Significant Tree Ordinance, shall be submitted with the building permit plans for review and approval by the Current Planning Section.
12. 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 La Grande 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 La Grande Avenue. There shall be no storage of construction vehicles in the public right-of-way.
13. The exterior color samples submitted to the CDRC 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.
 14. 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 Ordinance Code Section 4.88.360).
 15. Plans shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELO). Installation of the approved landscape plan is required prior to final inspection.
 16. The project site is located within the Fitzgerald Area of Special Biological Significance (ASBS) Watershed. Runoff and other polluted discharges from the site are prohibited. Development shall minimize erosion, treat stormwater from new/replaced impervious surfaces, and prevent polluted discharges into the ASBS or a County storm drain (e.g., car washing in a driveway or street, pesticide application on lawn).
 17. The project site is located within the Fitzgerald Area of Special Biological Significance (ASBS) Watershed and is considered a Construction Stormwater Regulated Site. Weekly construction inspections are required throughout the duration of land disturbance during the rainy season (October 1 to through April 30) for sites within the ASBS Watershed, as required by the State Water Resources Control Board General Exceptions to the California Ocean Plan with Special Protections adopted on March 20, 2012.

Building Inspection Section

18. The applicant shall apply for a building permit.

Montara Water and Sanitary District (MWSD)

19. Prior to the issuance of a building permit, the applicant shall obtain Domestic Water/Fire Protection Connection and Sewer Permits, including the submittal of adequate fire flow calculations from a certified fire protection contractor.
20. Prior to the issuance of a building permit, the existing water meter and service line shall be upgraded in accordance with MWSD regulations, to include payment of fees prior to the issuance of a connection permit, if required.
21. Prior to the issuance of a building permit, the addition of a backflow device to the service line will also be required during construction.

22. Prior to the issuance of a building permit, TV Inspection, potential repairs or upgrades to current MWSD Standards and temporary capping of the sewer lateral during construction, according to MWSD sanitary engineers recommendations shall be required.

Department of Public Works

23. 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.
24. 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.
25. 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.
26. 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

27. Smoke detectors which are hardwired: As per the California Building Code, State Fire Marshal Regulations, and Coastside Fire Protection District Ordinance No. 2013-03, the applicant is required to install State Fire Marshal approved and listed smoke detectors which are hardwired, interconnected, and have battery backup. These detectors are required to be placed in each new and reconditioned sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. In existing sleeping rooms, areas may have battery powered smoke alarms. A minimum of one detector shall be placed on each floor. Smoke detectors shall be tested and approved prior to the building final.
28. Add the following note to the plans: 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. Where buildings are located remotely to the public roadway, additional signage at the driveway/

roadway entrance leading to the building and/or on each individual building shall be required by the Coastside Fire Protection District. This remote signage shall consist of a 6-inch by 18-inch green reflective metal sign with 3-inch reflective numbers/letters similar to Hy-Ko 911 or equivalent.

29. Roof covering: As per Coastside Fire Protection District Ordinance No. 2013-03, the roof covering of every new building or structure, and materials applied as part of a roof covering assembly, shall have a minimum fire rating of Class "B" or higher as defined in the current edition of the California Building Code.
30. Vegetation management: As per the Coastside Fire Protection District Ordinance No. 2013-03, the 2013 California Fire Code and Public Resources Code 4291:
 - a. A fuel break of defensible space is required around the perimeter of all structures to a distance of not less than 30 feet and may be required to a distance of 100 feet or to the property line. In SRA (State Responsible Area), the fuel break is 100 feet or to the property line.
 - b. Trees located within the defensible space shall be pruned to remove dead and dying portions, and limbed up 6 to 10 feet above the ground. New trees planted in the defensible space shall be located no closer than 10 feet to adjacent trees when fully grown or at maturity.
 - c. Remove that portion of any existing tree, which extends within 10 feet of the outlet of a chimney or stovepipe or is within 5 feet of any structure.
31. Add note to plans: Smoke alarms/detectors are to be hardwired, interconnected, or with battery backup. Smoke alarms to be installed per manufacturer's instruction and NFPA 72.
32. Add note to plans: Escape or rescue windows shall have a minimum net clear openable area of 5.7 sq. ft.; 5.0 sq. ft. allowed at grade. The minimum net clear openable height dimension shall be 24 inches. The net clear openable width dimension shall be 20 inches. Finished sill height shall be not more than 44 inches above the finished floor.
33. Identify rescue windows in each bedroom and verify that they meet all requirements. Add this to plans.
34. Fire apparatus access roads to be an approved all weather surface. Grades 15% or greater to be surfaced with asphalt, or brushed concrete. Grades 15 % or greater shall be limited to 150 feet in length with a minimum of 500 feet between the next section. For roads approved less than 20 feet, 20-foot wide turnouts shall be on each side of 15% or greater section. No grades over 20%. (Plan and profile required) CFC 503.
35. Add the following note to the plans: The installation of an approved spark arrester is required on all chimneys, existing and new. Spark arresters shall be constructed of woven or welded wire screening of 12-gauge USA standard wire having openings not exceeding 1/2-inch.
36. Add the following note to the plans: A fuel break or defensible space is required around the perimeter of all structures, existing and new, to a distance of not less than 30 feet and may be required to a distance of 100 feet or to the property line. This is neither a requirement nor an authorization for the removal of living trees.

37. Add the following note to the plans: Trees located within the defensible space shall be pruned to remove dead and dying portions, and limbed up 6 feet above the ground. New trees planted in the defensible space shall be located no closer than 10 feet to adjacent trees when fully grown or at maturity.
38. Add the following note to the plans: Remove that portion of any existing tree, which extends within 10 feet of the outlet of a chimney or stovepipe or is within 5 feet of any structure. Maintain any tree adjacent to or overhanging a building free of dead or dying wood.
39. Fire Hydrant: As per 2013 CFC, Appendix B and C, a fire district approved fire hydrant (Clow 960) must be located within 250 feet of the proposed single-family dwelling unit measured by way of drivable access. As per 2013 CFC, Appendix B, the hydrant must produce a minimum fire flow of 1,000 gallons per minute (gpm) at 20 pounds per square inch (psi) residual pressure for 2 hours. Contact the local water purveyor for water flow details.
40. Show location of fire hydrant on a site plan. A fire hydrant is required within 250 feet of the building and flow a minimum of 1,000 gpm at 20 psi. This information is to be verified by the water purveyor in a letter initiated by the applicant and sent to San Mateo County Fire/Cal-Fire or Coastside Fire Protection District. If there is not a hydrant within 250 feet with the required flow, one will have to be installed at the applicant's expense.
41. Automatic Fire Sprinkler System: As per San Mateo County Building Standards and Coastside Fire Protection District Ordinance Number 2013-03, the applicant is required to install an automatic fire sprinkler system throughout the proposed or improved dwelling and garage. All attic access locations will be provided with a pilot head on a metal upright. All areas that are accessible for storage purposes shall be equipped with fire sprinklers including closets and bathrooms. The only exception is small linen closets less than 24 sq. ft. with full depth shelving. The plans for this system must be submitted to the San Mateo County Planning and Building Department. A building permit will not be issued until plans are received, reviewed and approved. Upon submission of plans, the County will forward a complete set to the Coastside Fire Protection District for review.
42. Unconditioned areas of first floor to have fire sprinklers or 1-hour separation from bedrooms on second floor i.e., outdoor kitchen, lounge.
43. Installation of underground sprinkler pipe shall be flushed and visually inspected by the Coastside Fire Protection District prior to hook-up to riser. Any soldered fittings must be pressure tested with trench open.
44. Exterior bell and interior horn/strobe: are required to be wired into the required flow switch on your fire sprinkler system. The bell, horn/strobe and flow switch, along with the garage door opener are to be wired into a separate circuit breaker at the main electrical panel and labeled.
45. All fire conditions and requirements must be incorporated into your building plans, prior to building permit issuance. It is your responsibility to notify your contractor, architect and engineer of these requirements.

Geotechnical Section

- 46. Prior to the issuance of the building permit, approval of the development plans and applicable structural design criteria must be obtained from the Geotechnical Consultant of record as required by Section I of the "Geotechnical Consultant Approval" form.
- 47. Section II of the "Geotechnical Consultant Approval" form must be observed and completed by the Geotechnical Consultant of record prior to acceptance of the completed work by the Geotechnical Section of the Planning and Building Department.
- 48. Prior to the issuance of the building permit and pursuant to Section 6294.4(2) of the San Mateo County Zoning Ordinance, the applicant shall record a deed restriction with the San Mateo County Recorder's Office, stating the following: "This property is located in Zone 2 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 San Mateo County Planning and Building Department."

- 3. **Owner:** Pitcher Properties, Inc.
Applicant: Waterways Consulting, Inc.
 File No.: PLN2015-00486
 Location: 1451 Lobitos Creek Cut-Off, Unincorporated Half Moon Bay
 Assessor's Parcel No.: 066-320-060

Consideration of a Coastal Development Permit, pursuant to Section 6328.4 of the County Zoning Regulations and a Grading Permit, pursuant to Section 9287 of the County Grading Ordinance, and certification of a Mitigated Negative Declaration pursuant to the California Environmental Quality Act, to allow for the stabilization and restoration of an unnamed tributary channel of Tunitas Creek. This project is appealable to the California Coastal Commission.

SPEAKERS:

- 1. Madelyn, Waterways Consulting

COMMISSION ACTION

Commissioner Hansson moved and Commissioner Gupta seconded to close the public hearing. **Motion Carried 4-0-0-1**

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

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approve the Coastal Development Permit and Grading Permit, and adopt the Initial Study and Mitigated Negative Declaration, County File Number PLN 2015-00486, by adopting the required findings and conditions of approval as follows:

FINDINGS

Regarding Environmental Review, Found:

- 1. That the Planning Commission does hereby find that this Mitigated Negative Declaration reflects the independent judgment of San Mateo County.

2. That the Mitigated Negative Declaration is complete, correct, and adequate and prepared in accordance with the California Environmental Quality Act (CEQA) and applicable State and County Guidelines.
3. That, on the basis of the Initial Study, comments received hereto, and testimony presented and considered at the public hearing, there is no substantial evidence that the project will have a significant effect on the environment.
4. That the mitigation measures in the Mitigated Negative Declaration and agreed to by the owner and placed as conditions on the project have been incorporated into the Mitigation Monitoring and Reporting Plan in conformance with the California Public Resources Code Section 21081.6.

Regarding the Coastal Development Permit, Found:

5. 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.
6. That the project conforms to the specific findings required by policies of the San Mateo County Local Coastal Program relating to Agriculture, Sensitive Habitats, and Visual Resources. The project minimizes risks of failure of existing development and infrastructure, improves sensitive habitats, and limits the project area to those areas immediately adjacent to the existing channel thereby preserving agricultural lands.

Regarding the Grading Permit, Found:

7. That this project, as conditioned, will not have a significant adverse effect on the environment. The project has been reviewed by the Planning staff and mitigation measures have been included as part of project, which ensure that the project can be completed without significant harm to the environment, as conditioned.
8. That this project, as conditioned, conforms to the criteria of the San Mateo County Grading Ordinance and is consistent with the General Plan. Planning staff and the Department of Public Works have reviewed the project and have determined it conforms to the criteria of Chapter 5, Division VII, San Mateo County Ordinance Code, including the standards referenced in Section 9296 and the San Mateo County General Plan.

CONDITIONS OF APPROVAL

Current Planning Section

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission on August 9, 2017. The Community Development Director may approve minor revisions or modifications to the project if they are found to be consistent with the intent of and in substantial conformance with this approval.
2. This permit shall be valid for one (1) year from the date of approval in which time a building permit shall be issued. Any extension of this permit shall require submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.

3. The Department of Fish and Game has determined that this project is not exempt from Department of Fish and Game California Environmental Quality Act filing fees per Fish and Game Section 711.4. The applicant shall pay to the San Mateo County Recorder's Office an amount of \$2,266.25 which includes the applicable recording fee at the time of filing of the Notice of Determination by the County Planning and Building Department staff within ten (10) business days of the approval.

Mitigation Measures from the Mitigated Negative Declaration (changes made to the mitigation measures as presented in the Mitigated Negative Declaration are shown in strike-through and underline format):

4. **Mitigation Measure 1:** The applicant shall implement the following dust control measures during grading and construction activities:
 - a. Water all active construction and grading areas at least twice daily.
 - b. Cover all truck hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard.
 - c. Apply water two times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at the project site.
 - d. Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets/roads.
 - e. Enclose, cover, water twice daily or apply (non-toxic) soil binders to exposed stockpiles (dirt, sand, etc.).
5. **Mitigation Measure 2:** Within 72 hours of project ~~commencement~~start, a qualified wildlife biologist ~~should~~shall perform a pre-construction survey for California red-legged frog (CRLF) and San Francisco garter snake (SFGS) in appropriate habitat within and immediately adjacent to the project site. The pre-construction surveys ~~should~~shall include one daytime survey for both species and one nocturnal survey for the CRLF. If either species is observed, the United States Fish and Wildlife Service (USFWS) and California Department of Fish and Wildlife (CDFW) ~~should~~shall be contacted for further guidance. No work ~~should~~shall proceed until authorization from the agencies has been obtained.
6. **Mitigation Measure 3:** Prior to the start of construction activities, a worker's environmental training shall be performed by a qualified biologist. The training ~~should~~shall include information on species identification, natural history, the protection measures to be implemented, and the penalties for non-compliance. Each worker ~~should~~shall sign a certification sheet on completion of the training. All new workers ~~should~~shall be trained prior to their involvement in construction activities.
7. **Mitigation Measure 4:** A qualified biologist ~~should~~shall conduct a survey of the project site each morning before the start of construction activities and ~~should~~shall be present during vegetation removal and initial (new) grading activities. Once the vegetation removal and initial grading activities have been completed, morning surveys prior to the start of each day's work ~~should~~shall be adequate.

8. **Mitigation Measure 5:** Removal of the willows ~~should~~shall be performed with hand tools to remove the limbs down to the base of the trunk. The root base ~~could~~may be removed by an excavator under the direct supervision of the qualified monitoring biologist.
9. **Mitigation Measure 6:** If CRLF or SFGS are observed in or immediately adjacent to the project site during construction activities, all work must cease and the agencies identified in Mitigation Measure 2 shall be contacted for further guidance. Work ~~should~~shall not proceed until approval from the agencies has been obtained.
10. **Mitigation Measure 7:** Prior to the start of construction activities, the project boundary, including storage and staging areas, access routes and environmentally sensitive areas (ESA) ~~should~~shall be clearly delineated with orange construction fencing or flagging. No storage of equipment or materials, vegetation removal or maintenance of equipment ~~should~~shall be performed outside of the project site boundaries.
11. **Mitigation Measure 8:** The applicant shall design and implement a riparian habitat restoration plan that ~~would~~will achieve a no net loss of riparian habitat removed during the bank stabilization project. The plan ~~should~~shall include plant species consistent with the existing habitat, a monitoring schedule, success criteria, and provide for adaptive strategies to help meet the success criteria, in the event of restoration failures.
12. **Mitigation Measure 9:** If construction activities, especially vegetation removal, are scheduled between February 15 and September 1, a pre-construction survey for nesting birds ~~should~~shall be conducted by a qualified biologist within two weeks prior to the start of the project. One to two surveys ~~should~~shall be performed, depending on the degree of difficulty in determining the nesting status of birds. The survey area ~~should~~shall include habitats within 250 feet of the project sites for passerines and 500 feet for raptors, where practical. These survey zones are consistent with California Department of Fish and Wildlife (CDFW) recommendations. The alternative to performing pre construction surveys is to schedule the project outside of the nesting season.
13. **Mitigation Measure 10:** If active nests are located within the survey areas, the applicant shall delineate buffer zones around each nest site. Buffer zones ~~should~~shall begin at 250 feet for passerines and 500 feet for raptors. If nest sites are closer to project activities than the recommended buffer distances, appropriate reductions in buffer zone width ~~should~~shall be determined by the qualified biologist, based on species, site specific conditions and level of construction activities. Where buffer zone reductions are implemented, signs or flagging delimiting the boundaries of the buffer zones ~~should~~shall be established, prior to the start of construction activities and the nest sites monitored daily during construction by a qualified biologist, to avoid potential take of active nests due to construction-related disturbances. The monitoring biologist shall have the authority to stop work if project activities are negatively affecting nesting bird behaviors (e.g., feeding, nest attendance). Tree removal and other project activities ~~could~~may resume when the monitoring biologist has determined that the nestlings have fledged.
14. **Mitigation Measure 11:** Prior to the start of construction activities, a bat specialist ~~should~~shall survey the barn for roosting bats. If present, implement recommendations of the bat specialist.
15. **Mitigation Measure 12:** If bats are present, the applicant shall avoid climbing on to the roof of the barn to access tree limbs and, during cutting, prevent limbs from falling onto the barn roof.
16. **Mitigation Measure 13:** The applicant shall schedule the removal of eucalyptus trees between September 1 and October 15. This ~~would~~will minimize the likelihood of disturbing western red

bats and avoid disruptions to active bird nesting as well. No focused surveys ~~would~~will be necessary under this schedule. If tree removal is scheduled to take place between October 15 and February 28, a bat specialist should conduct surveys for foliage roosting bats and, if present, implement measures developed by the bat specialist, as needed.

17. **Mitigation Measure 14:** In the event that archaeological features are encountered during project implementation (a late discovery), all work at the immediate location of the find must temporarily stop until a qualified archaeologist can be consulted and provide recommendations regarding the find. All contractors and sub-contractors shall be made aware of these requirements and shall adhere to all applicable laws including State Cultural Preservation Laws.
18. **Mitigation Measure 15:** In the event that human skeletal remains are encountered, all work at the immediate location of the find must temporarily stop. Public Resource Code 5097 and local Health and Safety codes establish a procedure for notifying the County Coroner's Office and possibly the State Native American Heritage Commission to seek recommendations from a Most Likely Descendant (Tribal Contact) before any further action at the location of the find can proceed. All contractors and sub-contractors shall be made aware of these requirements and shall adhere to all applicable laws including State Cultural Preservation laws.
19. **Mitigation Measure 16:** Prior to commencement of the project, the applicant shall submit to the Planning and Building Department for review and approval an erosion and drainage control plan that shows how the transport and discharge of soil and pollutants from and within the project site shall be minimized. The plan shall be designed to minimize potential sources of sediment, control the amount of runoff and its ability to carry sediment by diverting incoming flows and impeding internally generated flows, and retain sediment that is picked up on the project site through the use of sediment-capturing devices. The plan shall also limit application, generation, and migration of toxic substances, ensure the proper storage and disposal of toxic materials, and apply nutrients at rates necessary to establish and maintain vegetation without causing significant nutrient runoff to surface waters. Said plan shall adhere to the San Mateo County Wide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including:
 - a. Sequence construction to install sediment-capturing devices first, followed by runoff control measures and runoff conveyances. No construction activities shall begin until after all proposed measures are in place.
 - b. Minimize the area of bare soil exposed at one time (phased grading).
 - c. Clear only areas essential for project activities.
 - d. Within five days of clearing or inactivity, stabilize bare soils through either non-vegetative Best Management Practices (BMPs), such as mulching, or vegetative erosion control methods such as seeding. Vegetative erosion control shall be established within two weeks of seeding/planting.
 - e. Project site entrances shall be stabilized immediately after grading and frequently maintained to prevent erosion and control dust.
 - f. Control wind-born dust through the installation of wind barriers such as hay bales and/or sprinkling.

- g. Soil and/or other construction-related material stockpiled on-site shall be placed a minimum of 200 feet from all wetlands and drain courses. Stockpiled soils shall be covered with tarps at all times of the year.
- h. Intercept runoff above disturbed slopes and convey it to a permanent channel or storm drains by using earth dikes, perimeter dikes or swales, or diversions. Use check dams where appropriate.
- i. Provide protection for runoff conveyance outlets by reducing flow velocity and dissipating flow energy.
- j. Install storm drain inlet protection that traps sediment before it enters any adjacent storm sewer systems. This barrier shall consist of filter fabric, straw bales, gravel, or sand bags.
- k. Install sediment traps/basins at outlets of diversions, channels, slope drains, or other runoff conveyances that discharge sediment-laden water. Sediment traps/ basins shall be cleaned out when 50% full (by volume).
- l. Use silt fence and/or vegetated filter strips to trap sediment contained in sheet flow. The maximum drainage area to the fence should be 0.5-acre or less per 100 feet of fence. Silt fences shall be inspected regularly and sediment removed when it reaches 1/3 the fence height. Vegetated filter strips should have relatively flat slopes and be vegetated with erosion-resistant species.

- m. Utilize coir fabric/netting on sloped graded areas to provide a reduction in water velocity, erosive areas, habitat protection, and topsoil stabilization.
 - n. Throughout the construction period, the applicant shall conduct regular inspections of the condition and operational status of all structural BMPs required by the approved Erosion Control Plan.
20. **Mitigation Measure 17:** 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.
21. **Mitigation Measure 18:** 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 Ordinance Code Section 4.88.360).
22. No grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion.
23. No grading activities shall commence until the property owner has been issued a grading permit (issued as the "Hard Card" with all necessary information filled out and signatures obtained) by the Current Planning Section and the building permits shall be issued at the same time. No grading activities shall commence until all permits have been issued.
24. The applicant is required to replace any vegetation removed during construction, including ground cover. Per San Mateo County Zoning Regulations Section 6324.2, vegetation for stabilization of all graded and disturbed areas or for replacement of existing vegetation shall be selected and located to be compatible with surrounding vegetation, recognizing climate, soil and ecological characteristics of the region. This shall occur and be confirmed prior to the building permit's final inspection approval.
25. The provisions of the San Mateo County Grading Ordinance shall govern all grading on and adjacent to this site. Per San Mateo County Ordinance Code 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.
26. 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.

27. Erosion and sediment control during the course of grading work shall be installed and maintained according to a plan prepared and signed by the engineer of record, and approved by the Department of Public Works and the Current Planning Section. Revisions to the approved erosion and sediment control plan shall be prepared and signed by the engineer, and must be reviewed and approved by the Department of Public Works and Current Planning Section.
28. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.
29. For the final approval of the grading permit, the property owner shall ensure the performance of the following activities within thirty (30) days of the completion of grading at the project site:
 - a. The engineer shall submit written certification that all grading has been completed in conformance with the approved plans, conditions of approval, and the grading regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer.
 - b. The geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval Form, for submittal to the Planning and Building Department's Geotechnical Engineer and Current Planning Section.
30. Prior to the issuance of the building permit the applicant shall provide a copy of the approved Section 401 permit from the State of California Regional Water Quality Control Board.

Department of Public Works

31. Prior to the issuance of the building permit or planning permit (for Provision C3 Regulated Projects), the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Department of Public Works for review and approval. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted to the Department of Public Works for review and approval.
32. A grading plan shall be prepared and signed by the engineer, and shall be submitted to the Department of Public Works and the Planning and Building Department for approval prior to commencing any work.
33. All channel improvement measures shall be inspected annually and minor repairs made as needed prior to October 1, of each year. The property owner shall co-ordinate with the Department of Public Works to conduct a yearly inspection monitoring the willows each year for the first 5 years or until the willows have been established. Thereafter, the site shall be monitored

once every 5 years for 10 years. The owner shall have repairs made immediately to minimize damage to the slopes. Appropriate permits shall be filed as required.

Geotechnical Section

- 34. The applicant shall comply with all requirements of the Geotechnical Section prior to the issuance of the building permit and during the construction phase of the project.

Building Inspection Section

- 35. The applicant shall comply with all requirements of the Building Inspection Section prior to the issuance of the building permit and during the construction phase of the project.

- 4. **Owner:** Anthony and Johnny Zanette
Applicant: Synapse School
 File No.: PLN2014-00295
 Location: 3375, 3355, 3345, 3425 Edison Way, North Fair Oaks
 Assessor’s Parcel Nos.:060-042-260 and 060-042-240

Consideration of a Non-Conforming Use Permit, pursuant to Section 6137 of the San Mateo County Zoning Regulations, and adoption of a Mitigated Negative Declaration, pursuant to the California Environmental Quality Act (CEQA), to expand the existing Synapse School facility. The Non-Conforming Use Permit includes the request for an off-street parking exception to reduce the number of required on-site parking spaces from 144 spaces to 128 spaces.

SPEAKERS:

- 1. Jim Eagan

COMMISSION ACTION

Commissioner Hansson moved and Commissioner Gupta seconded to close the public hearing. **Motion Carried 4-0-0-1**

Commissioner Santacruz moved and Commissioner Gupta seconded the motion to approve the project. **Motion Carried 4-0-0-1**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission adopt the Mitigated Negative Declaration and approve the Non-Conforming Use Permit, County File Number PLN 2014-00295, by making the required findings and adopting the conditions of approval as follows:

FINDINGS

Regarding the Environmental Review, Found:

- 1. That the Initial Study and Mitigated Negative Declaration are complete, correct and adequate and prepared in accordance with the California Environmental Quality Act (CEQA) and applicable State and County Guidelines. An Initial Study and a Mitigated Negative Declaration were prepared and issued with a public review period from March 30, 2017 to April 18, 2017.

2. That, on the basis of the Initial Study, comments received hereto, and testimony presented and considered at the public hearing, there is no substantial evidence that the project will have a significant effect on the environment. The Initial Study and Mitigated Negative Declaration identify potential significant impacts to air quality, hazards and hazardous materials, land use and planning, transportation and traffic, and utilities and service systems. The mitigation measures contained in the Mitigated Negative Declaration have been included as conditions of approval in this attachment. As proposed and mitigated, the project would will not result in any significant environmental impacts.
3. That the mitigation measures identified in the Mitigated Negative Declaration, agreed to by the applicant, placed as conditions on the project, and identified as part of this public hearing, have been incorporated as conditions of project approval.
4. That the Initial Study and Mitigated Negative Declaration reflect the independent judgment of the County.
5. That Mitigation Measure 4 (morning peak hour trip cap), as recommended in the Mitigated Negative Declaration, is equivalently effective at mitigating traffic-related impacts at Middlefield Road/5th Avenue and Middlefield Road/2nd Avenue as Mitigation Measure 8 (staggered school schedule), because the morning peak hour trip cap (Mitigation Measure 4) will achieve the same trip reduction as the staggered school schedule (Mitigation Measure 8) for these two intersections; and because Mitigation Measure 4 will not cause any potentially significant effect on the environment. Therefore, pursuant to Section 15074.1 of the California Environmental Quality Act (CEQA) Guidelines, Mitigation Measure 8 is eliminated and substituted for by Mitigation Measure 4.

Regarding the Non-Conforming Use Permit, Found:

6. 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 as the school is not proposing any significant operational changes to their current daily operation as a K-8 educational facility, mitigation measures are included as conditions of approval to reduce any traffic-related impacts to a less than significant level for the area, and a majority of the school activities will continue to be conducted indoors so as to not result in excessive noise levels.

Additionally, given existing parking constraints in the area, surrounding residential parcels, and the existing built-out site conditions, there is no available space within the project site or within 1,000 feet of the project site to accommodate an additional 16 parking spaces for the school's use. However, the school is not expected to generate much parking demand beyond staff and occasional visitors (including parents) as the school will remain kindergarten to 8th grade (K-8), thus not generating any student demand for parking spaces and is sufficient to serve the school's total staff of 58 at full student capacity (260 students). Therefore, the existing off-street parking facilities, as proposed, are as nearly in compliance with the requirements as are reasonable possible and the conducting of the school with 128 off-street parking spaces will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

CONDITIONS OF APPROVAL

Current Planning Section

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission on August 9, 2017. The Community Development Director may approve minor revisions or modifications to the project if they are found to be consistent with the intent of, and in substantial conformance with, this approval.
2. Within one (1) year from the date of final approval of the Non-Conforming Use Permit, a valid building permit shall be issued and a completed inspection (to the satisfaction of the Building Inspection Section) shall have occurred within 180 days of its issuance, or the Non-Conforming Use Permit approval becomes null and void. Any extension of time shall require the submittal of a written request for permit extension and payment of applicable extension fees sixty (60) days prior to this one (1) year expiration date.
3. The Non-Conforming Use Permit shall be valid for five (5) years from the date of final approval, and shall expire on August 9, 2022. The applicant shall apply for renewal of the Use Permit, and pay applicable renewal fees six (6) months prior to expiration, if continuation of the use is desired. Any change in use shall be required to comply with applicable zoning regulations for this district.
4. Any change in use or intensity not already approved shall require an amendment to the use permit. Amendment to this use permit requires an application for amendment, payment of applicable fees, and consideration at a public hearing.
5. Within four (4) business days of the final approval date for this project, the applicant shall submit an environmental filing fee of \$2,216.25, as required under Fish and Game Code Section 711.4, plus a \$50.00 recording fee. Thus, the applicant shall submit a check in the total amount of \$2,266.25, made payable to "San Mateo County Clerk," to the project planner to file with the Notice of Determination. Please be aware that the Department of Fish and Game environmental filing fee increases starting the 1st day of each new calendar year (i.e., January 1, 2017). The fee amount due is based on the date of payment of the fees.
6. The applicant shall obtain a building permit prior to the start of any tenant improvement work on-site.
7. The project shall comply with all development standards and performance standards of the applicable M-1/Edison/NFO Zoning District.
8. An Underground Service Alert (USA) of the area to mark where the Alameda Pipeline is located is required prior to issuance of a building permit. If the proposed project involves any utility crossing the Alameda Pipeline on Edison Way, then the applicant shall be required to complete the San Francisco Public Utilities Commission's (SFPUC) project review process to address any utility crossing issues early in the design phase and to avoid any unnecessary delays. Information about SFPUC's project review committee can be found at the following link:
<http://www.sfwater.org/index.aspx?page=450>.
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 5:00 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo Ordinance Code Section 4.88.360). Noise levels associated with the approved use shall not exceed the limitations set forth in the County Noise Ordinance and/or Performance Standards of the M-1/Edison/NFO Zoning District.

10. As part of the building permit submittal, the applicant shall clearly identify any proposed noise reducing measures, including but not limited to, living wall areas, artificial turf areas, location of sound blankets, and new tree plantings.

Mitigation Measures from the Mitigated Negative Declaration (changes made to the mitigation measures as presented in the Mitigated Negative Declaration are shown in strike-through and underline format):

11. **Mitigation Measure 1:** Pursuant to the Bay Area Air Quality Management District's CEQA Guidelines (May 2011), the following Air Quality Best Management Practices shall be implemented throughout the duration of construction-related activities on the project site:
 - a. Idling times shall be minimized either by shutting equipment or vehicles off when not in use or reducing the maximum idling time to 5 minutes (as required by the California Airborne Toxics 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.
 - c. Minimize the idling time of diesel powered construction equipment to two minutes.
12. **Mitigation Measure 2:** All staff members who drive to the school shall be required to park in the school's on-site parking lot.
13. **Mitigation Measure 3:** All 127 on-site parking spaces shall be appropriately striped. Striping marks shall be maintained in a clear and visible manner so that they are easily recognizable to drivers.
14. **Mitigation Measure 4:** Normal operation of the school shall not exceed 275 morning peak hour trips. The morning peak hour is defined as the highest one-hour period between 7:00 a.m. - 9:00 a.m. during which the maximum traffic generated by the school occurs.

The applicant shall retain a third-party traffic consultant to count the trip generation of the school, which would include counting the school driveways plus counting any school-related traffic that is dropping off students along Edison Way or any of its cross-streets. The third-party consultant will conduct the counts over three (3) weekdays (a Tuesday, Wednesday, and/or Thursday) in October and March of each school year, excluding scheduled school holidays. The trip count shall be the average of the three weekday counts. Concurrent with the trip counts, the third-party traffic consultant shall conduct a queuing analysis for on-street queuing due to driveway back-up at the designated on-site pick-up/drop-off points for the school. The data from the traffic counts shall be submitted to the County of San Mateo Traffic Services and the Current Planning Section of the County of San Mateo Planning and Building Department in a report for review and acceptance. The County may also choose to conduct its own monitoring if desired.

If the monitoring shows that the trip cap is exceeded, then the applicant shall have 30 days to prepare and submit a Transportation Demand Management (TDM) Program that incorporates measures to reduce the number of trips below the trip cap, and shall have an additional 30 days to implement the TDM Program in order to bring the site into compliance with the trip cap. Measures included in the TDM Program may include, but shall not be limited to, staggering start times, adding shuttle buses, initiating a carpooling program, and offering staff incentives to take

alternative transportation. A subsequent monitoring will be conducted by the County 30 days following implementation of the TDM Program. If the subsequent monitoring indicates that the site still exceeds the trip cap, then the applicant may need to resort to reducing student enrollment accordingly to bring the site into compliance with the trip cap. Non-compliance evidenced by the subsequent monitoring may also result in review of the use permit by the Planning Commission.

15. **Mitigation Measure 5:** The applicant shall provide, upon request by the County, shuttle bus logs for all shuttle buses serving the school. The shuttle logs shall show the number of students dropped off and picked up at the school site each day.
16. **Mitigation Measure 6:** The maximum student enrollment shall not exceed 260 students. The applicant shall submit an annual report stating the total number of students and staff attending or working at the school prior to the beginning of each school year. Any increase in student enrollment beyond 260 students shall require an amendment to the Non-Conforming Use Permit and shall require an updated Traffic Impact Analysis.
17. **Mitigation Measure 7:** The applicant shall apply for an encroachment permit to install a left-turn refuge lane on Marsh Road, within the current roadway width, to improve the intersection operation. Plans shall be submitted to the Department of Public Works Traffic Services for review and approval.
- ~~18. **Mitigation Measure 8:** The school shall stagger the start and end times by one hour with 85 students starting one hour earlier during the 7:00 a.m. – 8:00 a.m. hour and ending during the 2:00 p.m. – 3:00 p.m. hour to reduce AM peak-hour trips.~~
18. **Mitigation Measure 9:** The school shall provide designated staff or parents to assist in the on-site management of drop-off and pick-up operations.

Menlo Park Fire Protection District

19. The project must comply with all applicable California Building and Fire Codes, and any applicable local amendments.
20. A final fire inspection is required prior to the final building inspection for any associated building permits. Contact Menlo Park Fire Protection District at 650/688-8400 to schedule a final fire inspection. A 48-HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS.

Fair Oaks Sewer Maintenance District

21. The applicant shall submit building plans to the Fair Oaks Sewer Maintenance District (District) for review when the building permit application is submitted. The plans shall indicate the location of the existing and proposed sewer laterals to the Sewer District main.
22. The District will allow the proposed connection provided all associated fees are paid. The Fair Oaks Sewer Maintenance District may require payment of additional sewer connection fees and sewage treatment capacity fees.
23. The existing Fair Oaks Sewer Maintenance District mains downstream of the proposed lateral connection shall be evaluated to determine if there is sufficient capacity to accommodate the additional sewage demand of the proposed development. The evaluation and design of any

resulting upgrades to the District's facilities must be completed and approved by the District prior to final approval of the building plans.

5. **Appointment of Kumkum Gupta, representing District 1 to the Planning Commission**
This item was moved to the beginning of the meeting. Supervisor Pine administered the Oath to Commissioner Gupta and the meeting proceeded as planned.
 6. **Correspondence and Other Matters**
None
 7. **Consideration of Study Session for Next Meeting**
None
 8. **Director's Report**
Update on items for the next Planning Commission meeting on August 23rd along with status on some upcoming items being presented to the Board of Supervisors and Planning Commission.
 9. **Adjournment**
Meeting adjourned at 11:51 a.m.
-