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**Planning & Building Department
Planning Commission**

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

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

ACTION MINUTES- DRAFT

MEETING NO. 1730
 Wednesday, February 8, 2023
 By Videoconference Only

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

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

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

Legal notice published in San Mateo Times on January 28, 2023, and published in Half Moon Bay Review on January 25, 2023

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

None

CONSENT AGENDA
9:00 a.m.

1. Consideration of the Minutes of the Planning Commission Hearing for January 25, 2023 (POSTPONED)
2. Resolution to Make Findings that, as a Result of the Continuing Covid-19 Pandemic State of Emergency Declared by Governor Newsom, Meeting in Person for Meetings of the Planning Commission Would Present Imminent Risks to the Health or Safety of Attendees.

3. **Applicant:** City of Menlo Park
File Number: PLN2022-00381
Location: 3650 Sand Hill Road, Stanford Lands
Assessor's Parcel No: 073-250-160

Consideration of a request pursuant to Government Code Section 65402 for determination of whether the City of Menlo Park's proposed construction of a 50-foot aluminum lattice telecommunication tower in unincorporated County territory within the Sand Hill Road Reservoirs easement, on land owned by Stanford University, in order to implement a smart water meter program for the Menlo Park Municipal Water District,

conforms to the County's General Plan. Application deemed complete December 14, 2022. PROJECT PLANNER: William Gibson. Telephone: 650/363-1816 or Email: wjgibson@smcgov.org.

FINDING

The Planning Commission found that the City of Menlo Park's proposed construction of a 50-foot aluminum lattice telecommunication tower in unincorporated County territory within the Sand Hill Road Reservoirs easement, on land owned by Stanford University, in order to implement a smart water meter program for the Menlo Park Municipal Water District conforms to the County's General Plan

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- 4. **Owner:** Eberhard Martin Tr & Eberhard Carolyn Tr & Eberhard Trust
- Applicant:** Midpeninsula Regional Open Space District
- File Number: PLN2023-0004
- Location: Between Highway 35 (Skyline Blvd) and Allen Road, North Skyline
- Assessor's Parcel No: 072-343-010, 072-343-020, 075-330-100, and a portion of 075-340-130

Consideration of a request by the Midpeninsula Regional Open Space District (MROSD), pursuant to Government Code Section 65402, that the County determine whether the proposed purchase of 97 +/- acres of property (APNs 072-343-010, 072-343-020, 075-330-100, and a portion of 075-340-130) conforms to the County General Plan. Application deemed complete October 11, 2022. PROJECT PLANNER: Katie Faulkner. Email: kfaulkner@smcgov.org.

FINDING

The Planning Commission found that Midpeninsula Regional Open Space District's proposed purchase of 97 +/- acres of property (APNs 072-343-010, 072-343-020, 075-330-100, and a portion of 075-340-130) conforms to the County General Plan.

COMMISSION ACTION:

Commissioner Hansson moved for approval of the Consent Agenda, and Commissioner Ramirez seconded the motion. **Motion carried 4-0-0-1.** The minutes were postponed until the February 22, 2023, meeting.

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

END OF CONSENT AGENDA

REGULAR AGENDA

9:00 a.m.

- 5. **Owner/ Applicant:** Canyon Vista Partners, LLC
- File Number: PLN2022-00136
- Location: 206 Sequoia Ave, Sequoia Tract
- Assessor's Parcel No: 069-341-050

Consideration of a Major Subdivision for a new four-story, 23-unit condominium development that includes three affordable (very low income) units and 8 units proposed under State Density Bonus Law, 33 ground-level parking spaces and bicycle lockers on a legal 18,951 sq. ft. parcel. Approximately 385 cubic yards of

grading and removal of three significant trees is proposed; and determine that no additional environmental review is required pursuant to CEQA Guidelines Section 15162. Application deemed complete April 25, 2022. PROJECT PLANNERS: Olivia Boo and Summer Burlison. Email: oboo@smcgov.org and sburlison@smcgov.org.

SPEAKERS:

1. Chris Kellems
2. Cynthia Helene
3. Terry Matsakis
4. Kristina B.
5. John McGirr
6. Ron Grove

COMMISSION ACTION:

Chair Gupta unanimously closed the public hearing.

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

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

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the request, making the findings and adopting conditions of approval as follows:

FINDINGS

Regarding the Environmental Review, Found:

1. That only minor modifications to the Mitigated Negative Declaration adopted on May 18, 2021 are necessary, and are provided in the Addendum included in Section B of the Planning Commission staff report dated February 8, 2023, and that the minor modifications do not constitute substantial changes requiring major revisions to the previously adopted Mitigated Negative Declaration, and no new mitigation measures are required. The previously adopted mitigation measure is included as a condition of approval below.
2. That the Planning Commission has considered the Addendum to the Mitigated Negative Declaration adopted on May 18, 2021 (Section B of the Planning Commission staff report dated February 8, 2023), along with the previously adopted Mitigated Negative Declaration, and determined no new significant environmental effects or substantial increase in the severity of environmental effects will occur and therefore that further environmental review is not required, pursuant to Section 15162 of the CEQA Guidelines. The previously adopted mitigation measure is included as a condition of approval below.

Regarding the Major Subdivision, Found:

3. That the proposed map and the design and improvements of the proposed subdivision is consistent with applicable general and specific plans. As discussed in Section A.2 of the Planning Commission staff report dated February 8, 2023, the proposed subdivision would result in an increase in the number of housing units on the site and would not exceed the General Plan land use designations for the property, with the exception of units mandated by the State Density Bonus Law. Additionally, all necessary public services and infrastructure are available to serve the proposed condominium lots.

4. That the site is physically suitable for the type and proposed density of development. The proposed subdivision will support higher residential density on a property designated for high density residential development and will comply with zoning and general plan density requirements, with the exception of units mandated by State Density Bonus Law. The project has been reviewed and conditionally approved by all applicable agencies. The site is in an urbanized area and is relatively flat with no sensitive resources on site or in the near vicinity. The site is therefore physically suitable for the type and the proposed density of development. Additionally, the project will be supported with water provided by California Water Service-Bear Gulch District and sewer service provided by the Fair Oaks Sewer Maintenance District.
5. That the design of the subdivision or type of improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat, as the site is not located near any water bodies or sensitive habitat areas. Additionally, the project would be required to minimize the transport and discharge of pollutants from the project site into local storm drain systems and water bodies by adhering to the San Mateo Countywide Stormwater Prevention Programs and General Construction and Site Supervision Guidelines throughout the duration of any subdivision improvements.
6. That the design of the subdivision or type of improvements is not likely to cause serious public health problems. There is no evidence to suggest that the project would create a public health problem or cause substantial environmental damage.
7. That the design of the subdivision or the type of improvements will not conflict with easements acquired by the public-at-large for access through or use of property within the proposed subdivision. There are no existing or proposed access easements on the parcel.
8. That the discharge of waste from the proposed subdivision into an existing community sewer system would not result in violation of existing requirements prescribed by a State Regional Water Quality Control Board pursuant to Division 7 (commencing with Section 13000) of the State Water Code. The Fair Oaks Sewer Maintenance District has indicated that sewer capacity is available.
9. That, since the land is not subject to a Williamson Act Contract, the finding regarding Williamson Act Contract compliance related to sustaining agricultural use is not applicable.
10. That, since the land is not located in a very high fire hazard severity zone or state responsibility area, as defined in Section 51177 of the California Government Code, the project is not subject to the fire safety provisions of Section 7013.3.c.(11) (a-c) of the County Subdivision Regulations.
11. That, since the proposed subdivision does not include land designated in the County General Plan as open space and is not located in a state responsibility area or a very high fire hazard severity zone, the finding regarding consistency with open space purposes and the requirement for a recorded restriction prohibiting the development of a habitable, industrial or commercial building or structure is not applicable.
12. That pursuant to Section 7005 of the Subdivision Regulations, in carrying out the provisions of the Subdivision Regulations, the County has considered the effect of actions taken pursuant to these regulations on the housing needs of the region and the housing needs of the County as expressed in the Housing Chapter of the County's General Plan and has balanced these needs against the public service needs of residents. The proposed subdivision will support an increase in housing supply in the unincorporated Sequoia Tract area that provides an alternative to individual detached single-family residences; therefore, offering an entry-level option for home ownership in this neighborhood.

CONDITIONS OF APPROVAL

Current Planning Section

1. This approval only applies to the proposal, documents and plans described in this report and approved by the Planning Commission on February 8, 2023. Minor modifications to the project may be approved by the

Community Development Director if they are consistent with the intent of, and in substantial conformance with this approval.

2. This subdivision approval is valid for two (2) years, during which time a final map shall be recorded. An extension to the time period, pursuant to Section 7013.5 of the County Subdivision Regulations, may be issued by the Planning Division upon written request and payment of any applicable extension fees prior to the expiration date.
3. A building permit shall be applied for and obtained from the Building Inspection Section prior to demolishing any existing on-site structures. A demolition permit shall be finalized for the removal of all on-site structures prior to recordation of the final map.
4. Prior to recordation of the final map, the applicant shall pay to the San Mateo County Planning and Building Department in-lieu park fees as required by County Subdivision Regulations, Section 7055.3. The fees shall be based upon the assessed value of the project parcel at the time of payment and calculated as shown on the attached worksheet.
5. Prior to recordation of the final map, the applicant shall submit to the Current Planning Section for review and approval the proposed common area Covenants, Conditions, and Restrictions (CC&Rs). Once approved, the CC&Rs shall be recorded with the final map and become binding upon all parcels created by this project. This document shall expressly address maintenance of common areas, landscaping, stormwater treatment/control devices and the private driveway and shared utilities therein.
6. The approved exterior colors and materials shall be submitted as part of the building permit application. Color and material verification shall occur in the field after the applicant has applied the approved materials and colors but before a final building inspection has been scheduled.
7. The applicant shall provide "finished floor elevation verification" to certify that the structures are actually constructed at the height shown on the submitted and approved 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 grade 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 of the plans submitted for building permit.
 - 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.

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8. The property owner shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program “General Construction and Site Supervision Guidelines,” including, but not limited to, the following:
 - a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.
 - b. Protection of adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
 - c. Performing clearing and earth-moving activities only during dry weather.
 - d. Stabilization of all denuded areas and maintenance of erosion control measures continuously between October 1 and April 30.
 - e. Storage, handling, and disposal of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - f. Control and prevention of the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges, to storm drains and watercourses.
 - g. Use of sediment controls or filtration to remove sediment when dewatering the site and obtain all necessary permits.
 - h. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
 - i. Limiting and timing 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.
9. 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; these plans should be in accordance to the plans prepared by MacLeod and Associates, and approved by the Drainage Section and Current Planning Section. 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.
10. 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.

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11. 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.
12. For the final approval of the building permit, the property owner shall ensure the performance of the following activities within 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.
13. Per Section 9296 of San Mateo County's Grading and Land Clearing Ordinance, all equipment used in grading operations shall meet spark arrester and firefighting tool requirements, as specified in the California Public Resources Code.
14. An Erosion Control and Tree Protection Pre-Site Inspection shall be conducted prior to the issuance of a building permit to ensure the approved erosion control and tree protection measures are installed adequately prior to the start of any ground disturbing activities.
15. No site disturbance shall occur, including any tree/vegetation removal or grading, until a building permit has been issued.
16. 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 Woodside Road and Rutherford 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 Woodside Road and Rutherford Avenue. There shall be no storage of construction vehicles in the public right-of-way.
17. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELO) and provide the required information and forms.
18. The selected plant materials shall consist of California native, non-invasive drought tolerant species.
19. All landscaping shall be properly maintained and shall be designed with efficient irrigation practices to reduce runoff, promote surface filtration, and minimize the use of fertilizers, herbicides and pesticides which can contribute to runoff pollution.
20. The applicant shall require construction contractors to implement all the Bay Area Air Quality Management District's Basic Construction Mitigation Measures, listed below, and include these measures on permit plans submitted to the Building Inspection Section for permit:
 - a. Water all active construction areas at least twice daily.

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- b. Apply water two times daily or apply (non-toxic) soil stabilizers on all unpaved access roads, parking, and staging areas at construction sites. Also, hydroseed or apply non-toxic soil stabilizers to inactive construction areas.
 - c. Sweep adjacent public streets daily (preferably with water sweepers) if visible soil material is carried onto them.
 - d. Limit traffic speeds on unpaved roads within the project parcel to 15 miles per hour.
 - e. All construction equipment shall be maintained and properly tuned in accordance with manufacturers' specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
 - f. 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 Toxics Control Measure Title 13, Section 2485, of the California Code of Regulations (CCR)). Clear signage shall be provided for construction workers at all access points.
21. No additional significant trees, beyond the three (3) identified in the staff report, are approved for removal. Any additional tree removal is subject to the San Mateo County Significant Tree Ordinance and may require a separate permit for removal.
22. The applicant shall preserve all significant trees authorized for removal until after:
- a. The plans submitted for building permit for the approved development, or the subdivision improvements, demonstrates the necessity to remove the tree; and
 - b. A building permit for development, or construction of subdivision improvements, has been issued.
23. Prior to issuance of a demolition or construction permit, a tree protection plan shall be submitted for review and approval in accordance with Section 12,020.4 and 12,020.5 of the County's Significant Tree Ordinance. Additionally, a tree pre-site inspection shall be passed prior to the issuance of a demolition or construction permit to ensure approved tree protection measures, including those recommended by a certified arborist as required by the relevant provisions of the County's Significant Tree Ordinance, have been satisfactorily implemented.
24. Tree protection measures will be required as identified by the project arborist for tree No. 5, Black walnut, located on the neighboring parcel.
25. All significant trees approved for removal shall be replaced at a 1:1 ratio, minimum 15-gallon size stock. Proposed replacement trees shall be shown on a Tree Planting Plan or Landscape Plan included in construction plans submitted for building permit review. The Plan shall include species, size, and location of all replacement trees. The Planning Department shall verify the approved plantings prior to final building inspection.
26. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m., weekdays and 9:00 a.m. to 5:00 p.m., Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo County Ordinance Code Section 4.88.360).

Mitigation Measure from the previously adopted Mitigated Negative Declaration

27. Mitigation Measure 1: The applicant shall be responsible for the cost of designing, constructing, and managing a sanitary sewer project within the Fair Oaks Sewer Maintenance District boundary to reduce the amount of inflow and infiltration in its collection system and to offset additional flows generated from any future development of the project parcel. The design of the sanitary sewer project must be completed and

approved by the Fair Oaks Sewer Maintenance District prior to the issuance of a building permit on the project property.

Drainage Section

28. The project shall comply with the County drainage policy to prevent stormwater from development from flowing across property lines. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. A final C.3 and C.6 Development Review Checklist, drainage analysis/drainage report, and drainage plan prepared by a registered Civil Engineer shall be provided at the time of building permit submittal.
29. The project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Regulated Projects Guide for assistance in implementing LID measures at the site.
30. The design of biotreatment measures shall be consistent with technical guidance for the applicable type of biotreatment measure provided in Chapter 6 of the C.3 Regulated Projects Guide.
31. Prior to the final of the building permit for the project, the property owner shall coordinate with the Project Planner to enter into an Operation and Maintenance Agreement (O&M Agreement) with the County (executed by the Community Development Director) to ensure long-term maintenance and servicing by the property owner of stormwater site design and treatment control measures according to the approved Maintenance Plan(s), for the life of the project. The O&M Agreement shall provide County access to the property for inspection. The Maintenance Agreement(s) shall be recorded for the property and included in the CC&Rs.
32. The property owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) Maintenance Plan(s). Maintenance of all site design and treatment control measures shall be the owner's responsibility.
33. The property owner is responsible for submitting an Annual Report accompanied by a review fee to the County by December 31 of each year, as required by the O&M Agreement. The property owner is also responsible for the payment of an inspection fee for County inspections of the stormwater facility, conducted as required by the NPDES Municipal Regional Permit.
34. The approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.
35. Site access shall be granted to representatives of the County, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems and runoff controls. A statement to that effect shall be made a part of the Maintenance Agreement and CC&Rs recorded for the property.
36. The property owner shall be required to pay for all County inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the County.

Geotechnical Section

37. A Geotechnical Report shall be submitted with the building permit application; the report shall be updated to the current codes. Significant grading profiles, grading proposals, foundation design recommendations, retaining wall design recommendations, and basement design recommendations, if any, shall be provided in the geotechnical report submitted for building permit application. For a vacant site, the Geotechnical Report shall provide sufficient soil investigation data to evaluate the potential hazards, for example, expansive soils, soil corrosivity, weak soil strength, and liquefaction. If any hazards are found, mitigation shall be provided in foundation design and grading proposal.

Department of Public Works

38. The County of San Mateo is subject to the City/County Association of Governments of San Mateo County (C/CAG) Land Use Impact Analysis Program Policy, also known as the "Transportation Demand Management (TDM) Policy". Any new development project that would generate at least 100 Average Daily Trips (ADT) must comply with the TDM Policy. Projects subject to the TDM Policy must prepare a TDM Checklist that meets C/CAG's required trip reduction targets through required and recommended TDM measures. Requirements are detailed on C/CAG's website at <https://ccagtdm.org/>

The proposed project is projected to generate at least 100 ADT and therefore must comply with the TDM Policy. The applicant has submitted a preliminary TDM Checklist in accordance with the C/CAG policy, which has been reviewed by staff. Prior to the issuance of any building permit, the property owner(s) shall submit a Final TDM Plan with TDM Checklist to the Current Planning Section that demonstrates compliance with the C/CAG TDM Policy, subject to review and approval by the Community Development Director. The Final TDM Plan shall:

- a. Describe how the project will achieve the minimum percentage trip reduction requirements as defined by C/CAG through a combination of C/CAG's required and recommended TDM measures, as outlined in the C/CAG TDM Checklist.
- b. Detail how the project will achieve each identified TDM measure; and
- c. Commit to monitoring and reporting requirements, including providing an ongoing point of contact for TDM measure implementation and coordination, documentation of achievement of identified TDM measures, completion of TDM Self-Certification Forms and project occupant surveys every two years for the initial six years after project occupancy, and completion of TDM Self-Certification Forms and project occupant surveys every three years after the initial six years, until post-occupancy year 20.

The approved Final TDM Plan must be implemented to the satisfaction of the Community Development Director prior to the occupancy of any project structures. Facilities, programs, monitoring, and reporting requirements of the approved Final TDM Plan, or comparable measures approved by C/CAG and/or the Community Development Director, shall be maintained and implemented for the life of the project. The County reserves the right to assess and monitor compliance with the Final TDM Plan. In the event there are concerns regarding compliance with implementation of the Final TDM Plan, the County and property owner(s) shall confer to discuss appropriate corrective actions.

39. The applicant shall update the preliminary C/CAG TDM Checklist to check "M9" to reflect that that the project provides continuous sidewalk.
40. The applicant shall revise the language on the TDM Measure narrative on page 1 to the following:
- "5. M9 – Design Streets to Encourage Bike/Ped Access (1%): As stated in C/CAG Transportation Demand Management (TDM) Policy Compliance Comments dated 9/27/2022: "Sequoia Avenue is a residential street with 1 lane in each direction and parking on each side. The width does not allow for provision of a bike lane on this street, nor is it called for by the unincorporated San Mateo County Active Transportation Plan (<https://www.smcsustainability.org/livable-communities/active-transportation/unincorporated-smc-active-transportation-plan/>) The recommendation for a bicycle lane should be removed from the project." The project will add continuous sidewalk to meet this required measure."
41. Should the access shown on the plans go through neighboring properties, the applicant shall provide documentation that "ingress and egress" easements exist providing for this access, prior to issuance of the building permit or recordation of the final map.
42. The project may not encroach on the County storm drain easement. Exception may be allowed for balconies overhanging the easement if the clearance above grade is a minimum of 25 feet to allow equipment to access the storm drain for repairs.

43. Prior to recording the final map, the applicant will be required to submit to the Department of Public Works a complete set of improvement plans including all provisions for roadways, driveways, utilities, storm drainage, and stormwater treatment, all in accordance with the County Subdivision Regulations, County Standard Details, County Drainage Policy and NPDES permit. Improvement plans must be accompanied by a plan review deposit in the amount of \$1,000 made payable to the County of San Mateo Department of Public Works. Upon the Department of Public Works' approval of the improvement plans, the applicant will be required to execute a Subdivision Improvement Agreement and post securities with the Department of Public Works as follows:
 - a. Faithful Performance - 100% on the estimated cost of constructing the improvements.
 - b. Labor and Materials - 50% of the estimated cost of constructing the improvements.
44. The applicant shall submit a Parcel Map to the Department of Public Works County Surveyor for review, to satisfy the State of California Subdivision Map Act. The final map will be recorded only after all Inter-Department conditions have been met.
45. The applicant shall submit written certification from the appropriate utilities to the Department of Public Works and the Planning and Building Department stating that they will provide utility (e.g., sewer, water, energy, communication, etc.) services to the proposed parcels of this subdivision.
46. The applicant shall apply for an apportionment of the existing Sequoia Tract Storm Drainage Assessment District assessment on the property to the parcels created by this subdivision.
47. The project shall comply with the San Mateo County Drainage Policy and the San Mateo Countywide National Pollution Discharge Elimination System (NPDES) permit. Prior to the issuance of the building permit, the applicant shall submit a plan with construction details conforming with County standards, and a drainage analysis including narrative and calculations showing pre-development and post-development runoff onto and off of the parcel(s) demonstrating compliance with the Policy for review and approval by the Department of Public Works.
48. 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.
49. 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.
50. 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.

County Department of Housing

51. The affordable units must remain affordable for at least 55 years and be reserved for very low-income households. To assure the continued affordability, a deed restriction shall be recorded prior to the building permit certificate of occupancy to ensure compliance.
52. The applicant shall enter into and record an affordability agreement in a form approved by the Department of Housing.

Menlo Park Fire Protection District (MPFPD)

53. The project shall comply with the 2022 California Building/Fire Codes and local amendments.

Access

54. Aerial Ladder Access shall be established along Sequoia Ave fronting the development. The aerial ladder placement shall meet the prescriptive distance requirements outlined in CFC Appendix D105. The following are general Access requirements that apply to the subject project:
- a. Overhead Electrical Obstruction – Overhead Electrical Utility power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building.
 - b. All Emergency Vehicle Access (EVA) Roadways shall be “Publicly Recorded with the County of San Mateo Accessors Office”
 - c. Fire apparatus roadways, including public and private streets and in some cases, driveways used for vehicle access, shall be capable of supporting the imposed weight of a 75,000-pound (34,050 kg) fire apparatus and shall be provided with an all-weather driving surface. Only paved or concrete surfaces are considered to be all weather driving surfaces. CFC 2019, Appendix D.
 - d. NOTE ON FIELD PLAN: All curbing located within the complex that has not been assigned as onsite parking shall be designated as “No Parking Fire Lane”. All fire lanes shall comply with MPFPD standard for “Designation and Marking of Fire Lane”. Provide a complete no parking-fire lane stripping plan with no parking signage in accordance with MPFPD standard on subsequent submittal: a. Required no parking signage shall be installed at an approved location at entrances.
 - e. NOTE ON FIELD PLAN: Fire apparatus roadways, including public or private streets or roads used for vehicle access shall be installed and in service prior to construction. Fire protection water serving all hydrants shall be provided as soon as combustible material arrives on the site. Prior to combustible material arriving on the site, contact the Menlo Park Fire Protection District to schedule an inspection of roadways and fire hydrants. CFC 2019.
 - f. For buildings 30 feet (9144 mm) and over in height above natural grade, the required fire apparatus access roadway shall be a minimum of 26 feet (7925 mm) in width and shall be positioned parallel to at least one entire side of the building, and the fire lane shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building. CFC 2019, Appendix D105: a. Fire District staging areas shall be determined for Aerial Ladder Truck Minimum and Maximum climbing angles, if a climbing angle is less than 50 degrees the roadway shall be adjusted to comply to the charging condition listed above. Note Aerial Ladder requires minimum 4-foot setback on any side to allow for outriggers.
55. Water Supply: Direct access to the fire sprinkler riser shall be required.
- a. The applicant shall provide fire flow information through a separate engineered plan showing how this is to be achieved. This document shall be submitted to Menlo Park Fire Protection District for review and approval prior to issuance of building permits. CFC 2019, Sec. 507.5.1, Appendix B, Section 105.2 and Table 105.1
 - b. A Public hydrant is required at 206 Sequoia Ave. All hydrants shall comply to the following: a. All fire hydrants shall be wet barrel standard steamer type with 1-4 1/2-inch (114.3 mm) and 2-2 1/2-inch (63.5 mm) outlets. MPFPD CFC Sec. 507.5.1, Appendix C
 - c. Fire hydrants and fire appliances (fire department connections and post indicator valves) shall be clearly accessible and free from obstruction.

56. Means of egress components shall include exit pathway throughout use, exit stairwells, exit enclosure providing access to exit doors, door hardware, exit signs, exit illumination and emergency lighting shall comply to CFC/CBC Chapter Ten.
57. A man door providing direct access to the Sprinkler Riser Assembly (for each building) shall require signage on the door accessing the riser that states: "Riser Room", or agreed upon language.
58. Approved plans and approval letter must be on site at the time of inspection by the Menlo Park Fire Protection District.
59. Final acceptance of this project is subject to field inspection.
60. Upon completion of work and prior to closing the ceiling, contact Deputy Fire Marshal Bob Blach of the Menlo Park Fire Protection District at 650/688-8430 to schedule a final inspection. 48 HOURS NOTICE IS REQUIRED FOR ALL INSPECTIONS.

California Water Service-Bear Gulch

61. The owner shall install reduced pressure backflow devices on all service to the property.

Fair Oaks Sewer Maintenance District

62. The Fair Oaks Sewer Maintenance District will allow the proposed additional 23-unit connections provided that all associated fees are paid. The Sewer District will require the applicant to purchase the additional sewer connections and obtain all appropriate permits for the installation of the connections. The fees for new sewer connections will be calculated based on the plans submitted prior to final approval of the building plans. The Sewer District records indicate that the property has one existing sewer connection.
63. The Fair Oaks Sewer District may require payment of additional sewer connection fees and sewage treatment capacity fees.
64. The project must connect to the Fair Oaks Sewer District main with an individual 6-inch sewer lateral.
65. Detailed plans showing the proposed sewer connections shall be submitted to the Fair Oaks Sewer District for review prior to final approval of the building plans. The plans shall indicate the location of the existing and proposed sewer laterals.
66. A sewer inspection permit (SIP) must be obtained to cap the existing sewer lateral prior to demolition of the existing building. A SIP may be obtained from the Sewer District office at 555 County Center, 5th Floor, Redwood City.
67. The applicant shall pay a plan review fee in the amount of \$300 prior to issuance of a demolition or building permit for the project. Payment shall be made to the County of San Mateo.

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6. Correspondence and Other Matters

None

7. Consideration of Study Session for Next Meeting

Director Monowitz will work with staff to schedule a Planning Commission study session regarding housing affordability. There is one item on the agenda for the February 22, 2023 meeting consisting of a

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non con conforming use permit application for an addition to an existing single-family dwelling in Emerald Lake Hills.

8. Director's Report

On March 28th the Board of Supervisors will consider the California Coastal Commission modifications to the childcare ordinance. Staff will present the Department's long-range planning work program to the Planning Commission on March 22, 2023.

9. Commissioner Updates and Questions

Chair Gupta inquired about the status and details on parking for the in-person meetings. Janneth is working with facility staff to obtain and distribute parking permits to the Commissioners.

10. Adjournment

Meeting adjourned at 10:26 a.m.