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**Planning Commission Members:**

- Kumkum Gupta, 1<sup>st</sup> District
  - Frederick Hansson, 2<sup>nd</sup> District
  - Lisa Ketcham, 3<sup>rd</sup> District
  - Manuel Ramirez, Jr., 4<sup>th</sup> District
  - Carlos Serrano Quan 5<sup>th</sup> District
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**MEETING NO. 1735**  
**WEDNESDAY, JUNE 21, 2023**  
**IN-PERSON AND BY VIDEOCONFERENCE**

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Chair Kumkum Gupta.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: Commissioners Frederick Hansson, Lisa Ketcham, Carlos Serrano Quan, Kumkum Gupta presiding.

Absent: Commissioner Manuel Ramirez.

Staff Present: Steve Monowitz, Director of Community Development; Tim Fox, County Counsel; Maria Gonzalez, Administrative Secretary, and Mercedes Segura, Interim Planning Commission Secretary.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

1. Consideration of the Minutes of the Planning Commission Hearings on May 24, 2023.

**COMMISSION ACTION**

Motion for approval of the Minutes of the Planning Commission Hearing for May 24, 2023.

Motion: Ketcham / Second: Hansson

Ayes: Gupta, Hansson, Ketcham

Noes: None

Abstained: Serrano Quan

**The motion carried with 3 in favor.**

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END OF CONSENT AGENDA

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**REGULAR AGENDA**

2. **Owner:** Various  
**Applicant:** San Mateo County Office of Sustainability  
**File Number:** N/A



Location: Unincorporated North Fair Oaks  
 Assessor’s Parcel No: Various

Informational briefing on the North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study.

**SPEAKERS**

1. Joel Slavit

**COMMISSION ACTION**

Chair Gupta recognized Item 2 as an informational briefing. No action taken.

- 3. Owner/Applicant: Anusha Thalapaneni and David E. Jackson**  
 File Number: PLN2020-00251  
 Location: 634 Palomar Drive, Palomar Park  
 Assessor’s Parcel No: 051-022-380

Consideration of the adoption of an Initial Study/Mitigated Negative Declaration, pursuant to the California Environmental Quality Act, the approval of a Design Review Permit, pursuant to Section 6565.3 of the Zoning Regulations, and Grading Permit, pursuant to Section 9283 of the County Ordinance Code, to allow the construction of a new three-story, 4,249 sq. ft. single-family residence, on a 18,122 sq. ft. legal parcel in the unincorporated Palomar Park area of San Mateo County. The property would be accessed from an improved existing gravel driveway located on 636 Palomar Drive and APN 051-022-470. The project involves 880 cubic yards (c.y.) of cut and 90 c.y. of fill and the removal of 2 significant trees.

**SPEAKERS**

1. Malika lunaid
2. Alex Hansen
3. Joel Baldwin
4. Anusha Thalapaneni
5. Mark Woyshner
6. Terry Irwin
7. Kathy Fagliano
8. David Nieh
9. Mark Haesloop
10. Denise Enea

**COMMISSION ACTION**

Motion to approve the Initial Study/Mitigated Negative Declaration, and approve the Design Review Permit and Grading Permit, by making findings and adopting the conditions of approval in Attachment A.

Motion: Hansson / Second: Serrano Quan  
 Ayes: Gupta, Hansson, Ketcham, Serrano Quan  
 Noes: None  
 Abstained: None

**The motion carried with 4 in favor.**

*THE PLANNING COMMISSION RECESSED AT 11:04 A.M. AND RECOVERED AT 11:14 A.M.*

- 4. Owner/Applicant: Planning and Building Department**  
 File Number: n/a  
 Location: Unincorporated North Fair Oaks, various areas  
 Assessor’s Parcel No: Various

A zoning map and text amendment and general plan map and text amendment to streamline, clarify, and make consistent with state law the existing NMU, NMU-ECR, CMU-1, -2, and -3 mixed use zoning regulations in North Fair Oaks, to rezone multiple R-1 and R-3 -



zoned parcels along El Camino Real and Middlefield Road to the adjacent NMU, CMU-1 and CMU-3 zoning designations, and to amend the North Fair Oaks Community Plan for clarity and consistency. Additional information is available on the project website: <https://www.smcgov.org/planning/north-fair-oaks-rezoning-and-general-plan-amendment-project-eir>

**SPEAKERS**

None

**COMMISSION ACTION**

Motion to approve the proposed zoning map and text amendment and general plan map and text amendment to streamline, clarify, and make consistent with State law and to amend the North Fair Oaks Community Plan for clarity and consistency.

Motion: Hansson / Second: Ketcham

Ayes: Gupta, Hansson, Ketcham, Serrano Quan

Noes: None

Abstained: None

**The motion carried with 4 in favor.**

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**CORRESPONDENCE AND OTHER MATTERS**

No additional correspondence was received.

**CONSIDERATION OF STUDY SESSION FOR NEXT MEETING**

Director Monowitz informed the Planning Commissioners of the following:

- There is no Study session planned for the next Planning Commission meeting of July 12, 2023.
- There will be one item regarding a Coastal Development Permit for a new interpretive display at the Fitzgerald Marine Reserve.

**DIRECTOR'S REPORT**

- June 13, 2023, Board of Supervisors meeting:
  - discussion regarding comments received from the Housing Element Update; Board of Supervisors interested in hearing how Planning and Building intends to respond to the need to identify additional sites and requested staff to report back at a future study session; more information to follow.
  - contracts for Planning and Building to develop an Environmental Justice Element and to initiate the Safety Element Update were approved.
- Board of Supervisors Budget Hearings - Planning and Building Department is scheduled to present Budget on June 27, 2023.
- July 26, 2023, Planning Commission meeting - there will be four items; Bagerman project, New single-family residence in Emerald Lake Hills area, Hotel proposal on El Camino Real and a Use Permit and EIR Addendum for the Ascension Heights Subdivision site where CalWater is putting in new water tank
- July 11, 2023, Board of Supervisors meeting - Building Ordinance Update
- Recruitment currently open for the Executive Secretary - Confidential position in Planning and Building Department; this position will fill the Planning Commission Secretary role.

**COMMISSIONER QUESTIONS AND UPDATES**

- Chair Gupta asked, "Is there a timeline for the Housing Element?" Director Monowitz stated the county has not met the deadline of having a certified housing element, which was due by January 2023. The department is working quickly to get full certification.
- Quorum for Planning Commission meetings - When there are planned absences the commissioners will notify Director Monowitz; Director Monowitz will notify the commissioners if quorum will not be met and cancel the meeting.
- Commissioner Hansson will be away in September 2023.

**ADJOURNMENT**

The meeting was adjourned at 11:58 a.m.

Minutes submitted by Mercedes Segura, Interim Planning Commission Secretary.