



## Planning & Building Department Planning Commission

Kumkum Gupta, 1<sup>st</sup> District  
Frederick Hansson, 2<sup>nd</sup> District  
Zoe Kersteen-Tucker, 3<sup>rd</sup> District  
Manuel Ramirez, Jr., 4<sup>th</sup> District  
Mario Santacruz, 5<sup>th</sup> District

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

### ACTION MINUTES

#### DRAFT

MEETING NO. 1644  
Wednesday January 10, 2018

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 9:05 a.m.

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

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

Legal Notice published in the San Mateo County Times on December 30, 2017 and the Half Moon Bay Review on January 3, 2018.

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

1. John Danforth

**Consideration of the Minutes** of the Planning Commission meeting of December 13, 2017. Commissioner Gupta moved, and Commissioner Hansson seconded, that the minutes be approved as submitted. Motion carried 5-0-0-0.

Commissioner Kersteen-Tucker moved for approval of the Consent Agenda, and Commissioner Hansson seconded the motion. Motion Carried 5-0-0-0, approving one item as follows:

#### **CONSENT AGENDA**

9:00 a.m.

1. **Owner:** Mark Brodeur & Mary Abusief  
**Applicant:** San Mateo County Real Property Division  
File No.: PLN2017-00524  
Location: 511 Entrada Way, Menlo Oaks  
Assessor's Parcel No.: 062-171-340

Consideration of a request by the San Mateo County Real Property Division (Real Property) to determine if San Mateo County's proposed vacation of a public utility right of way easement located on

the perimeter of 511 Entrada Way in Menlo Oaks (unincorporated Menlo Park) conforms to the San Mateo County General Plan. .

**FINDING**

The Planning Commission hereby finds and determines that the proposed vacation of the public utility right-of-way easement located on the perimeter of 511 Entrada Way in Menlo Oaks, APN 062-171-340, in Menlo Oaks (unincorporated Menlo Oaks), as shown on the attached map, conforms to General Plan Policy 12.23, and is consistent with all other policies of the County General Plan.

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**END OF THE CONSENT AGENDA**

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

- 2. **Owner:** Sandra Fornesi Trust
- Applicant:** Sandra Fornesi
- File No.:** PLN 2017-00302
- Location:** 4999 Stage Road, San Gregorio
- Assessor’s Parcel Nos.:** 087-230-010

Consideration of a Coastal Development Permit pursuant to Section 6328.4 of the San Mateo County Zoning Regulations, for the legalization of a 616 square foot addition to an existing 1,344 square foot single-family/affordable housing unit. The project is appealable to the California Coastal Commission.

**SPEAKERS:**

- 1. Sandra Fornesi

**COMMISSION ACTION:**

Commissioner Gupta moved and Commissioner Hansson seconded to close the public hearing. **Motion carried 5-0-0-0.**

Commissioner Kersteen-Tucker moved to approve the project. Commissioner Hansson seconded the motion. **Motion carried 3-2-0-0.**

Ayes: Commissioners Gupta, Hansson, Ramirez, Ramirez  
Noes: Commissioner Kersteen-Tucker, Santacruz

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 Mitigated Negative Declaration, Found:

1. That the Planning Commission does hereby find that this Initial Study/Mitigated Negative Declaration (IS/MND) reflects the independent judgment of San Mateo County.
2. That the IS/MND is complete, correct, and adequate, and prepared in accordance with the California Environmental Quality Act and applicable State and County Guidelines.
3. That, on the basis of the IS/MND, 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 IS/MND and agreed to by the owner have been placed as conditions on the project, which constitute the Mitigation Monitoring and Reporting Plan.

For the Coastal Development Permit, Found:

5. That the project, as described in the application and accompanying materials required by Zoning Regulations Section 6328.7 and as conditioned in accordance with Section 6328.14 of the Zoning Regulations, conforms with the plans, policies, requirements, and standards of the San Mateo County Local Coastal Program (LCP). The plans and materials have been reviewed against the application requirement in Section 6328.7 of the Zoning Regulations and the project has been conditioned to minimize impacts to land use, agriculture, sensitive habitats, and visual resources in accordance with the components of the San Mateo County Local Coastal Program.
6. That the project conforms to the specific findings required by policies of the San Mateo County Local Coastal Program. The proposed legalization of the addition to an existing single-family structure meets the applicable General Plan, Local Coastal Program, and Design Review criteria for visual resources.

**CONDITIONS OF APPROVAL**

Current Planning Section

General Conditions:

1. This approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission at the January 10, 2018 meeting. 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 are in substantial conformance with this approval.
2. This permit shall be valid for one (1) year. Any extension of this permit shall require submittal of an application for permit extension and payment of applicable permit extension fees.
3. The applicant shall have been issued a building permit and a completed inspection (to the satisfaction of the building inspector) within one (1) year of final approval of this permit. 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.
4. Within four (4) business days of the final approval date for this project, the applicant shall submit an environmental filing fee of \$2,280.75, 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 \$2,330.75, 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, 2018). The fee amount due is based on the date of payment of the fees.

5. This permit does not allow for the removal of any trees. Removal of any tree with a circumference of 55 inches or greater, as measured 4.5 feet above the ground, shall require additional review by the Community Development Director prior to removal. Only the minimum vegetation necessary shall be removed to accommodate the project.
6. Access to the property shall utilize the existing driveway. No additional vegetation shall be removed to provide access to the property.

Mitigation Measures from the Mitigated Negative Declaration:

7. **Mitigation Measure 1:** Any exterior lights shall be designed and located so as to confine direct rays to the subject property and prevent glare in the surrounding area. Any proposed lighting shall be reviewed and approved by the Planning Department during the building permit process to verify compliance with this condition.
8. **Mitigation Measure 2:** The applicant shall require construction contractors to implement all the Bay Area Air Quality Management District's Basic Construction Mitigation Measures, listed below:
  - a. Water all active construction areas at least twice daily.
  - b. Water or cover stockpiles of debris, soil, sand, or other materials that can be blown by the wind.
  - c. Cover all trucks hauling soil, sand, and other loose materials, or require all trucks to maintain at least 2 feet of freeboard.
  - d. 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.
  - e. Sweep adjacent public streets daily (preferably with water sweepers) if visible soil material is carried onto them.
  - f. Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.).
  - g. Limit traffic speeds on unpaved roads within the project parcel to 15 miles per hour.
  - h. Install sandbags or other erosion control measures to prevent silt runoff to public roadways and water ways.
  - i. Replant vegetation in disturbed areas as quickly as possible.
9. **Mitigation Measure 3:** The following avoidance and minimization measures are recommended to avoid impacts to the San Francisco Garter Snake (SFGS) and their habitat:

- a. Tightly woven fiber netting or similar material should be used for erosion control or other purposes at the Project to ensure that the SFGS do not get trapped. This limitation should be communicated to the contractor. Plastic mono-filament netting (erosion control matting), rolled erosion control products, or similar material should not be used because the California Red Legged Frog, the SFGS, and other species may become entangled or trapped in it.
  - b. No work shall occur during rain events (defined as greater than 0.25 inches within a 24-hour period) when either species is most likely to disperse.
10. **Mitigation Measure 4:** In the event that should cultural, paleontological, or archaeological resources be encountered during site grading or other site work, such work shall immediately be halted in the area of discovery and the project sponsor shall immediately notify the Community Development Director of the discovery. The applicant shall be required to retain the services of a qualified archaeologist for the purpose of recording, protecting, or curating the discovery as appropriate. The cost of the qualified archaeologist and of any recording, protecting, or curating shall be borne solely by the project sponsor. The archaeologist shall be required to submit to the Community Development Director for review and approval a report of the findings and methods of curation or protection of the resources. No further grading or site work within the area of discovery shall be allowed until the preceding has occurred. Disposition of Native American remains shall comply with CEQA Guidelines Section 15064.5(e).
11. **Mitigation Measure 5:** Prior to the issuance of the Building permit for the property, the applicant shall submit to the Planning 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 Countywide 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 construction.
  - d. Within five (5) days of clearing or inactivity in construction, 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 (2) weeks of seeding/planting.
  - e. Construction entrances shall be stabilized immediately after grading and frequently maintained to prevent erosion and to 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. 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 acres or less per 100 feet of fence. Silt fences shall be inspected regularly and have 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.
  - k. 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.
  - l. No erosion or sediment control measures will be placed in vegetated areas.
  - m. Environmentally sensitive areas shall be delineated and protected to prevent construction impacts.
  - n. Control of fuels and other hazardous materials, spills, and litter during construction.
  - o. Preserve existing vegetation whenever feasible.
12. **Mitigation Measure 6:** All structures located in the Floodplain shall meet the latest adopted California Building Standards. An elevation certificate will be required from a licensed surveyor. This certificate shall be submitted to the Building Department at the Building permit stage.
13. **Mitigation Measure 7:** Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m., weekdays and 9:00 a.m. to 5:00 p.m., Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo Ordinance Code Section 4.88.360).
14. **Mitigation Measure 8:** Should any traditionally or culturally affiliated Native American tribe respond to the County's issued notification for consultation, such process shall be completed and any resulting agreed upon measures for avoidance and preservation of identified resources shall be taken prior to implementation of the project.
15. **Mitigation Measure 9:** In the event that tribal cultural resources are inadvertently discovered during project implementation, all work shall stop until a qualified professional can evaluate the find and recommend appropriate measures to avoid and preserve the resource in place, or minimize adverse impacts to the resource, and those measures shall be approved by the

Current Planning Section prior to implementation and continuing any work associated with the project.

- 16. **Mitigation Measure 10:** Any inadvertently discovered tribal cultural resources shall be treated with culturally appropriate dignity taking into account the tribal cultural values and meaning of the resource including, but not limited to, protecting the cultural character and integrity of the resource, protecting the traditional use of the resource, and protecting the confidentiality of the resource.

Building Inspection Section

- 17. This project requires two building permits, one from California Department of Housing and Community Development for the manufactured home alteration and another from the County of San Mateo Building Inspection Section for the addition.

Environmental Health Division

- 18. At the building application stage, the septic system will need to be staked out by a septic professional and verified in the field by the Environmental Health Division. The septic tank will need to be pumped/evaluated by a certified septic pumper and the drain field water will need to be tested with a report supplied to the Environmental Health Division for review.

Department of Public Works

- 19. The Project does not intend to do any earthwork. No excavation is allowed, otherwise, a C3/C6 checklist needs to be prepared and BMPs need to be provided.

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- 3. **STUDY SESSION: Long Range Planning Work Program for the 2018 Calendar year**  
Presented by Joe LaClair, Planning Services Manager

**SPEAKERS:**

- 1. Lisa Ketcham
- 2. Chris Thollaug

- 4. **Correspondence and Other Matters**  
None
- 5. **Consideration of Study Session for Next Meeting**  
The meeting on January 24<sup>th</sup> has been cancelled.
- 6. **Director’s Report**  
No Director’s Report
- 7. **Adjournment**  
The meeting adjourned at 11:23 a.m.