COUNTY OF SAN MATEO PLANNING AND BUILDING DEPARTMENT

DATE: August 1, 2019

TO: Zoning Hearing Officer

FROM: Planning Staff

SUBJECT: Consideration of a Use Permit Renewal, pursuant to Section 6500 of the

San Mateo County Zoning Regulations to allow the continued use of a residential care facility and conference center (Cielo House) located at 323/333 Cypress Avenue in the unincorporated Moss Beach area of

San Mateo County.

County File Number: PLN 2003-00379 (Dardenelle/Cielo House)

PROPOSAL

The applicant proposes the continued use of an existing residential care facility (Cielo House) and conference center on an 8.9-acre parcel in Moss Beach. No amendments or changes are requested.

RECOMMENDATION

That the Zoning Hearing Officer approve the Use Permit Renewal, County File Number PLN 2003-000379, subject to the findings and conditions of approval listed in Attachment A of this report.

BACKGROUND

Report Prepared By: Tiare Peña, Project Planner, Telephone 650/363-1850

Owner: Randy Dardenelle

Applicant: Cielo House

Location: 323/333 Cypress Avenue, Moss Beach

APN: 037-200-170

Size: 8.9 acres

Existing Zoning: RM/CZ/DR/CD/AO (Resource Management-Coastal Zone/Design

Review/Coastal Development/Airport Overlay)

General Plan Designation: OS (General Open Space)

Sphere-of-Influence: City of Half Moon Bay

Williamson Act: N/A

Existing Land Use: Commercial and Residential

Water Supply: An existing well services the conference center and residential care facility. (See the Discussion/Key Issues section of this report related to conditions regarding water usage for this facility).

Sewage Disposal: The conference room and residential care facility are connected to the Montara Water and Sanitary District Sewer System.

Flood Zone: The majority of the parcel is located in Flood Zone X, whilst a portion of the parcel near San Vicente Creek is located within Flood Zone AE: Map page 06081 CO 009F, Effective date: August 2, 2107.

Environmental Evaluation: Exempt under provisions of the California Environmental Quality Act (CEQA), Section 15301, Class 1, regarding existing facilities.

Setting: The project site is approximately 8.9 acres located just north of the Half Moon Bay Airport in Moss Beach. The project site consists of two terraces: the upper terrace and the lower terrace. The upper terrace is approximately 2 acres of flat grassy areas. The lower terrace is gently sloping with grasses. San Vicente Creek, with a riparian vegetation corridor, is located along the North Property line. The site is developed with three buildings, the Cypress Flower barn/greenhouse, the conference center building and the residential care building.

Chronology:

<u>Date</u>		<u>Action</u>
May 18, 2000	-	Coastal Development Permit and Resource Management Permit to construct a single-family residence, bed-and-breakfast facility and conference room area.
October 3, 2002	-	Building permit issued for the construction of the single-family residence.
June 3, 2003	-	Application for Use Permit Amendment to allow the construction of the conference facility and the bed-and-breakfast to occur in two phases.

June 3, 2004 - Use Permit Amendment to allow a residential care facility approved at Zoning Hearing Officer public meeting.

January 10, 2019 - Current application submitted, no changes or amendments requested.

March 28, 2019 - Environmental Health Services fails project due to concerns

regarding the use of the domestic well as primary water source. This issue is resolved. (See pertinent information under the Discussion/Key Issues portion of this report).

August 1, 2019 - Zoning Hearing Officer public meeting.

DISCUSSION

A. KEY ISSUES

1. Conformance with the General Plan and Zoning

The original project approved by the Zoning Hearing Officer on May 18, 2000 and amended in 2004 was reviewed against the following policies and was found to be in compliance. Staff has determined that this project is also consistent with the San Mateo County General Plan with specific reference to Policies 1.22 (Regulate Development to Protect Vegetative, Water and Fish and Wildlife Resources), 2.17 (Regulate Development to Minimize Soil Erosion and Sedimentation), 4.14 (Appearance of New Development), 5.20 (Site Survey), 5.21 (Site Treatment), 8.2 (Land Use Objectives for Urban Communities), 8.15 (Land Use Compatibility), 15.9 (Designation of Geotechnical Hazard Areas), 15.13 (Abatement of Natural Hazards), and 15.21 (Requirement for Detailed Geotechnical Investigations).

The project continues to be consistent with Policy 1.22 (*Regulate Development to Protect Vegetative, Water, Fish and Wildlife Resources*), as the conference room facility is located more than 100 feet from the edge of riparian vegetation along San Vicente Creek, a sufficient distance and thus helping to protect the water resources located on the property.

2. <u>Conformance with Environmental Health Services Regulations</u>

The commercial kitchen in the conference center is currently permitted as a catering kitchen with the Environmental Health Services Retail Food Program. The property water supply is provided by an individual domestic water well. The continued use of the commercial kitchen by a permitted food operator will require the well be permitted under the purview of the California State Water Resource Control Board Division of Drinking Water

as a public water system or for permits to be obtained to connect to Montara Water and Sanitary District for water service.

Language as follows has been drafted to address this concern to allow the continued use of the well as the primary water source for the facility.

The kitchen located in the Conference Center shall not be used by thirdparty catering vendors until such time that the Conference Center has connected to a public water system, and has reactivated or renewed its Environmental Health Services Retail Food Program permit.

B. COMPLIANCE WITH THE CONDITIONS OF THE LAST APPROVAL

The use permit's previous conditions of approval are assessed below with regard to compliance and whether the conditions should be retained or revised. Staff recommends that some conditions, as indicated, be dropped in instances where the condition (1) has been completed, or (2) is no longer deemed feasible or necessary by the responsible department.

Current Planning Section

1. This approval applies only to the proposal, documents and plans described in this report and submitted to and approved by the Zoning Hearing Officer on June 3, 2004. Minor revisions or modifications to the project may be approved by the Planning Director if they are consistent with the intent of and in substantial conformance with this approval. Any other development on the property will be subject to a separate permitting process.

<u>Compliance with condition</u>? Yes.

Recommend to retain condition? Yes, with language as follows

This approval applies only to the proposal, documents and plans described in this report and submitted to and approved by the Zoning Hearing Officer on August 1, 2019. Minor revisions or 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. Any other development on the property will be subject to a separate permitting process.

2. The Coastal Development Permit shall be valid for one year from the date of approval in which time the applicants shall be issued a building permit. Any extensions of this permit shall require submittal of a request for permit extension and payment of applicable extension fees, no less than thirty (30) days prior to expiration.

Compliance with condition? Yes.

<u>Recommend to retain condition</u>? No, this condition is no longer applicable.

3. The use permit for the conference facility/residential care facility is valid for a period of five years with County administrative reviews one year and three years after the final building inspection for the structure. The applicants shall apply for renewal of the use permit six months prior to expiration.

Compliance with condition? Yes.

Recommend to retain condition? Yes, with language as follows:

The use permit for the conference facility/residential care facility is valid for a period of seven years (2026) with County administrative review at year three, (2022). The applicants shall apply for renewal of the use permit six months prior to expiration.

4. The single-family residence shall only be used as a residence and must be owner occupied.

Compliance with condition? Yes.

Recommend to retain condition? Yes, with language as follows:

The single-family residence shall only be used as a residential care facility and must be staffed at all times. There shall be no renting of rooms in the single-family residence.

5. The use permit for Phase 2, the bed-and-breakfast is valid for a period of five years from the date of occupancy. The permit shall be subject to County Administrative Reviews one year and three years after the final inspection for the bed-and-breakfast structure. The applicants shall apply for renewal of the use permit six months prior to expiration.

Compliance with condition? Yes.

<u>Recommend to retain condition</u>? No, this condition is no longer applicable.

6. The bed-and-breakfast (residential facility) shall be used only for the renting of rooms to guests.

Compliance with condition? Yes.

<u>Recommend to retain condition</u>? Yes, with language as follows:

The single-family residence shall only be used as a residential care facility and must be staffed at all times.

7. Prior to issuance of a building permit for the conference facility, the applicants shall submit a written statement to the Planning Division outlining the timeline for submitting a building permit application of the bed-and-breakfast portion of the project. That timeline shall take into consideration and be held to the term of the Coastal Development Permit as stipulated in Condition No. 2.

Compliance with condition? Yes.

<u>Recommend to retain condition</u>? No, this condition is no longer applicable.

8. The conference room area shall be used only during the hours of 8:00 a.m. to 9:00 p.m. and the occupancy shall not exceed 54 people at any one moment.

Compliance with condition? Yes.

Recommend to retain condition? Yes.

 The uses for the conference facility shall be limited to the use by private and public clubs only. Weddings and receptions and similar celebratory events are not allowed by the zoning

Compliance with condition? Yes.

Recommend to retain condition? Yes.

10. No live or recorded music is permitted on the second story patio area.

<u>Compliance with condition</u>? Yes.

Recommend to retain condition? Yes.

11. The second story patio is permitted as unconditioned space.

Compliance with condition? Yes.

Recommend to retain condition? Yes.

12. All parking associated with the facility shall occur on-site in the 35 designated parking spaces only. No parking shall occur on Cypress or other nearby streets.

Compliance with condition? Yes.

Recommend to retain condition? Yes.

13. No structures shall be located closer than 50 feet from the limit of riparian vegetation of San Vicente Creek.

<u>Compliance with condition</u>? Yes and no. Aerial photos depict parking closer to the limit of riparian vegetation.

Recommend to retain condition? Yes, with the following language:

At no time shall structures or vehicles be allowed to be located closer than 50 feet from the limit of riparian vegetation of San Vicente Creek.

Condition Nos.14 – 24 are no longer applicable.

- 14. At the time of application for a building permit, the applicants shall pay the remaining \$100.00 Environmental Health review fee.
- 15. The applicants shall obtain a building permit for the conference facility and develop in accordance with the approved plans.
- 16. At the time of application for a building permit, the applicants shall submit the geotechnical investigation update study, conducted by Geoforensics, Inc., and adhere to the recommendations listed in the report.
- 17. At the time of application for a building permit, the applicants shall submit an erosion and sediment control plan showing how erosion will be controlled during the construction of the conference room facility.
- 18. The applicants are required to submit a Stormwater Control Plan prepared by a licensed civil engineer, which delineates permanent stormwater controls to be in place throughout the grading, building and life of the project.
- 19. The applicants are required to monitor noise levels at the site so that all proposed construction activities will not exceed 80 dBA level at any one moment. In addition, all construction activities shall be limited to the hours from 7:00 a.m. tom 6:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturday. Construction activities shall be prohibited on Sunday and any national holiday.
- 20. If during construction of the proposed project, any evidence of archaeological remains is uncovered or encountered, all excavations within 10 meters/30 feet should be halted to call in a qualified professional

- archaeologist to assess the situation and propose appropriate measures with the Planning Division. Mitigation measures will be made a part of the project.
- 21. Prior to the issuance of a building permit, the applicants shall submit color and material samples of the proposed conference facility, for approval by the Planning Director. The colors and materials shall blend in with the surrounding soil and vegetative cover of the site and match materials and colors used on the existing greenhouse barn and single-family residence.
- 22. Prior to a final inspection for the building permit, the Building Inspection Section shall verify that the building has been finished with the approved colors and materials.
- 23. The applicants are responsible for ensuring that all contractors minimize the transport and discharge of pollutants from the project site into storm drain systems and water bodies by adhering to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision" guidelines.
 - 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 15 and April 15.
 - 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.
- 24. All new utility lines to the proposed project shall be installed underground starting at the closest existing utility pole.
- 25. The applicants shall, pursuant to Section 5021 of the San Mateo County Ordinance Code, keep the parking lot as clean as practical by using appropriate methods including, but not limited to, litter control.

Compliance with condition? Yes.

Recommend to retain condition? Yes.

26. Signage for any or all buildings shall be submitted for review by the Planning Division to ensure conformance with General Plan and Local Coastal Program (LCP) policies regarding signs prior to installation. No off-site signage is permitted.

Compliance with condition? Yes.

Recommend to retain condition? Yes.

27. Exterior lighting, including sign lighting, shall be designed, located and directed so that direct rays and glare are confined to the premises.

Compliance with condition? Yes.

Recommend to retain condition? Yes.

28. The applicants shall submit a landscape plan in accordance with the "Landscape Plan Guidelines – Minimum Standards" for review and approval by the Planning Director prior to the issuance of a building permit. The goal of the landscape plan is to soften the impact of the building from the street and sides and should include at a minimum of 5 trees and 20 bushes. The applicants shall pay the current landscape plan review fee currently in effect at the time of submittal for review.

Compliance with condition? Yes.

<u>Recommend to retain condition</u>? No, this condition is no longer applicable.

Condition Nos. 29–53 (except Condition Nos. 30 and 31) are no longer applicable.

- 29. The approved landscaping plan shall be installed prior to a final sign off on the building permit.
- 30. The landscaping shall be maintained. Any plant material that does not survive at any time shall be replaced.
- 31. No structures shall be located closer than 50 feet from the limit of riparian vegetation of San Vicente Creek.

Building Inspection Section

- 32. At the time of application for a building permit the following will be required:
 - a. Prior to the pouring of any concrete for foundations, written verification must be received from a licensed surveyor confirming that the required setbacks as shown on the approved plans have been maintained.
 - b. An automatic fire sprinkler system shall be required throughout, including the covered deck area.
 - c. If a water main extension, upgrade or hydrant is required, this work must be completed prior to issuance of the building permit, or the applicants shall submit a copy of an agreement and contract with the water purveyor which will ensure this work will be performed.
 - d. Sediment and erosion control measures shall be installed and maintained prior to beginning any site work. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and appropriate fees for staff time paid.
 - e. A site drainage plan will be required which can demonstrate how roof drainage and site runoff will be directed to an approved location.

Public Works Department

- 33. The applicants shall submit a driveway "Plan and Profile" to the Public Works Department, showing the driveway access to the parcel and the proposed parking area 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. The driveway plan shall also include and show specific provisions and details for handling both the existing and the proposed drainage.
- 34. No construction work within the County right-of-way shall begin until Public Works requirements for the issuance of an encroachment permit, including review of applicable plans, have been met and an encroachment permit issued by the Department of Public Works.
- 35. Prior to the issuance of the Building Permit, the applicants 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.

- 36. The applicants shall dedicate 20 feet of right-of-way (in that easterly area of the parcel where currently only 30 feet of road right-of-way exists) for roadway purposes along the parcel's frontage on Cypress Avenue.
- 37. The applicants shall prepare a plan indicating the proposed method of sewering this building.
- 38. The applicants shall submit specific plans showing the "source of" and the proposed "installation location for" all the required underground utilities.

Point Montara Fire Protection District (Currently Coastside Fire Protection District)

- 39. An approved fire hydrant (Flow 960) must be located a minimum of 250 feet measured by way of drivable access from the proposed project. The hydrant must have a minimum flow of 1,500 gallons per minute at 20 pounds per square inch residual pressure for a minimum of 2 hours. If you have not already done so, please submit a site plan showing all underground piping to the San Mateo County Building Inspection Section for review and approval.
- 40. The proposed project must be equipped with an approved NFPA 13 fire sprinkler system throughout. You will not be issued a building permit until fire sprinkler plan are received, reviewed and approved by the fire district. If you have not already done so, please submit the required plans to the San Mateo County Building Inspection Section.
- 41. Along with the automatic fire sprinkler system, this project is required to install all related fire sprinkler hardware (Post Indicator Valve, Fire Department Connection and Exterior Bell). You will not be issued a building permit until plans have been submitted, reviewed and approved by the fire district. Please submit plans showing the location of all required fire sprinkler hardware to the San Mateo County Building Inspection Section.
- 42. Fire suppression operations involve heavy pieces of apparatus that must set-up and operate close to the building. California Fire Code and fire district ordinances require construction that allows fire apparatus to be placed directly outside the building. Additionally, it is the developer/owner's responsibility to assure well-marked fire lanes are provided around the entire outside perimeter of the building. When fire protection, including fire apparatus access roads and water supplies for fire protection, is required to be installed. Such protection shall be installed and made serviceable prior to and during the time of construction before combustibles are on the project site. Approved signs and painted curbs or lines shall be provided and maintained to identify fire apparatus access roads and state the prohibition of their obstruction. Fire lanes shall be in accordance with Half Moon Bay

- Fire District specification. Contact the Fire Prevention Bureau for those specifications.
- 43. The proposed project will require installation of "Knox Boxes" (Emergency Key Boxes) when access to or within a structure or area is unduly difficult because of secured openings or where immediate access is necessary for life saving or fire-fighting purposes. The chief will determine the location for the key box and provide an authorized order form. All security gate systems controlling vehicular access shall be equipped with a "Knox" key operated emergency device. The applicants shall contact the Fire Prevention Bureau for specifications and approvals prior to installation.
- 44. 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 numbers shall be of 6-inch height with a minimum 3/4-inch stroke and of a color, which is contrasting with the background. Such letters/numerals shall be illuminated and facing the direction of access.
- 45. 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.
- 46. There must be a fire extinguisher for each 3,000 sq. ft., travel distance not to exceed 75 feet per Title 19, California Code of Regulations, with at least one required per floor or occupancy.
- 47. Exit doors shall be of pivoted type or side hinged swinging type. Exit doors shall swing in the direction of exit when serving an occupant load of 50 or more. Revolving, sliding and overhead doors shall not be used as required exits. Power operated doors complying with CBC Standard No. 10-1 may be used for exit purposes. When additional doors are provided for egress purposes, they shall conform to all the provisions of CBC Chapter 10.
- 48. Exit door(s) shall be operable from the inside without the use of a key, special knowledge or effort. Main exit doors may be equipped with a keyed-locking device if there is a readily visible sign on or adjacent to the door stating "This door to remain unlocked whenever the building is occupied." The sign shall be in letters not less than 1-inch thick.
- 49. Exit signs shall be internally or externally illuminated by two electric lamps or shall be of an approved self-luminous type. Current supply to one of the lamps for exit signs shall be provided by the premises wiring system. Power to the other lamp shall be from storage of batteries or an on-site generator set. Include exit illumination with electrical plans and submit to the San Mateo County Building Inspection Section for review and approval.

- 50. When more exits from a story are required by Section 1003 of the CBC, exit signs shall be installed at stair enclosures, horizontal exits and other required exits from the story. When two or more exits are required from a room or area and where otherwise necessary to clearly indicate the direction of egress. The only exception is main exit doors, which obviously are clearly identifiable as exits (glass doors). Show exit plans on plans submitted to the San Mateo County Building Inspection Section for review and approval. When exit signs are required by Section 1013.1 of the CBC, additional approved low-level exit signs, which are internally or externally illuminated, photo luminescent or self-luminous, shall be provided in all interior rated exit corridors serving guest rooms of hotels I Group R, Division 1 Occupancies, and other occupancies determined by the code.
- 51. Any room having an occupant load of 50 or more where fixed seats are not installed, and which is used for classroom, assembly or similar purpose, shall have the capacity of the room posted in a conspicuous place.
- 52. This project is required to have installed an approved NFPA 72 Fire Alarm System throughout. The system is to monitor any flow through the required automatic fire sprinkler system, any fire sprinkler valve tamper and all heat and smoke detectors. The system will also include an exterior bell and interior horn/strobes, which are required to be wired to the alarm system and the flow switch for the fire sprinkler system.
- 53. The proposed project will be required to form a Communities Facilities
 District. Please be aware that it takes a minimum of 3 months to go through
 the CFD process. An occupancy permit will not be issued until all project
 conditions of the district are completed. Please contact the fire district
 administration office with questions or to receive detailed information.

Environmental Health Division

54. The applicants will need a permit to operate the well as a domestic water source.

<u>Compliance with condition</u>? Yes and No. In previous approvals, the applicant was required to connect to a public water system for both catering purposes and domestic use. The applicants have not connected therefore, Environmental Health Services has drafted a new condition.

<u>Recommend to retain condition?</u> Yes, with language as follows:

The kitchen located in the Conference Center shall not be used by third party catering vendors until such time that the Conference Center has connected to a public water system, and has reactivated or renewed its Environmental Health Services Retail Food Program permit

55. At the time of application for a building permit, the applicants shall submit an Environmental Health Services review fee of \$100.

Compliance with condition? Yes.

<u>Recommend to retain condition?</u> Yes, with new language as follows:

The applicant shall submit an Environmental Health Services review fee of \$991.

Montara Sanitary District

56. The applicants are required to pay a connection fee for the fire protection system and a sewer connection permit is required including determination if a new sewer lateral is required to service the conference facility.

Compliance with condition? Yes.

<u>Recommend to retain condition</u>? No, this condition is no longer applicable.

C. <u>COMPLIANCE WITH USE PERMIT FINDINGS</u>

Staff has reviewed the file, found no community complaints, visited the site and has determined that the continued operation of the residential care facility and conference facility as it currently operates and as conditioned through the renewal of this permit will not result in a significant impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Location Map
- C. Site Plan

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County of San Mateo Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2003-00379 Hearing Date: August 1, 2019

Prepared By: Tiare Peña, Project Planner For Adoption By: Zoning Hearing Officer

RECOMMENDED FINDINGS

- 1. That the project is exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act related to the continued operation of existing facilities.
- 2. That the continued operation of the residential care facility and conference facility as it currently operates and as conditioned through the renewal of this permit will not result in a significant impact to coastal resources or be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

- 1. This approval applies only to the proposal, documents and plans described in this report and submitted to and approved by the Zoning Hearing Officer on July 11, 2019. Minor revisions or 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. Any other development on the property will be subject to a separate permitting process.
- 2. The permit shall be valid for 7 years, subject to renewal on or before August 1, 2026 with one administrative review at year three, (2022) The applicant shall apply for renewal of the use permit 6 months prior to expiration.
- 3. The conference room area shall be used only during the hours of 8:00 a.m. to 9:00 p.m. and the occupancy shall not exceed 54 people at any given time.
- 4. The single-family residence shall only be used as a residential care facility and must be staffed at all times. There shall be no renting of rooms in the single-family residence.

- 5. The uses for the conference facility shall be limited to the use by private and public clubs only. Weddings and receptions and similar celebratory events are not allowed by the zoning.
- 6. No live or recorded music is permitted on the second story patio area.
- 7. The second story patio is permitted as unconditioned space.
- 8. All parking associated with the facility shall occur on-site in the 35 designated parking spaces only. No parking shall occur on Cypress or other nearby streets.
- 9. At no time shall structures or vehicles be allowed to be located closer than 50 feet from the limit of riparian vegetation of San Vicente Creek.

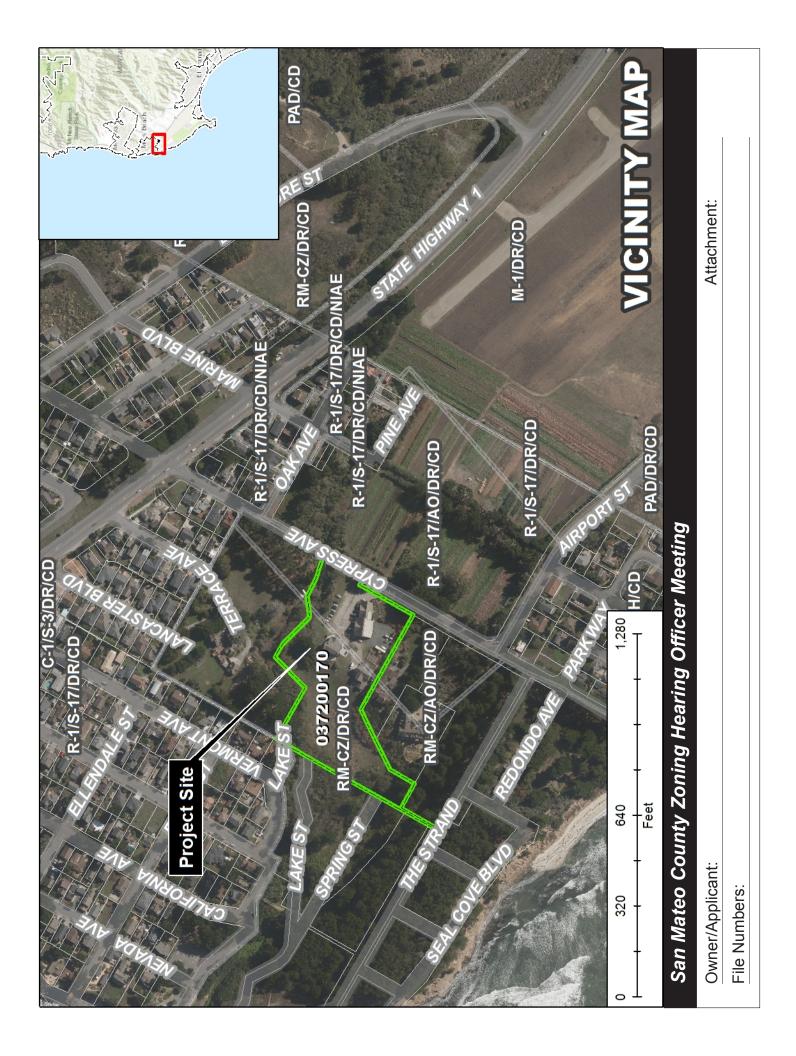
Environmental Health Services

10. The kitchen located in the Conference Center shall not be used by third-party catering vendors until such time that the Conference Center has connected to a public water system, and has reactivated or renewed its Environmental Health Services Retail Food Program permit.

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