



**Planning & Building Department  
Planning Commission**

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  
 Vacant, 5<sup>th</sup> District

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

**ACTION MINUTES- DRAFT**

MEETING NO. 1716  
 Wednesday March 9, 2022

BY VIDEOCONFERENCE ONLY

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

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

**Roll Call:** Commissioners Present: Gupta, Hansson, Ketcham, Ramirez  
 Commissioners Absent: None  
 Staff Present: Monowitz, Fox, Montes

Legal notice published in the San Mateo County Times on February 26, 2022 and the Half Moon Bay Review on March 2, 2022.

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

None

**CONSENT AGENDA**

1. **Consideration of the Minutes** of the Planning Commission meetings of February 9, 2022 and February 23, 2022

2. **Remote Meetings Under Brown Act**

Vote to Place Future Resolutions Regarding Continued Remote Meetings Under Brown Act on a Consent Agenda

3. **Owner:** Kathleen Ferez  
**Applicant:** Kerry Burke  
**File Number:** PLN2021-00231  
**Location:** 3501 Higgins Canyon Road, Rural Midcoast (District 3)  
**Assessor's Parcel No:** 066-140-120

An After-the-Fact Coastal Development Permit to fully legalize a replacement domestic well at 3501 Higgins Canyon Road in the unincorporated Rural Midcoast area of San Mateo County. No grading or tree removal is proposed. The project is not appealable to the California Coastal Commission. The application was deemed complete on November 12, 2021. Please direct questions to Project Planner Glen Jia at [gjia@smcgov.org](mailto:gjia@smcgov.org).

**COMMISSION ACTION**

Public hearing was closed by unanimous consent.

Commissioner Hansson moved to approve the Consent Agenda. Commissioner Gupta seconded the motion. Approved 4-0-0-0 (The Commission took one action on all 3 items on the consent agenda and did not take public comment.)

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the Coastal Development Permit application, County File Number PLN 2021-00231, subject to the findings and conditions of approval as follows:

**FINDINGS**

Regarding the Environmental Review, Found:

1. That the proposed project is categorically exempt pursuant to Section 15303, Class 3, of the California Environmental Quality Act Guidelines relating to the construction and conversion of new small structures.

Regarding the Coastal Development Permit, Found:

2. 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 to the plans, policies, requirements and standards of the San Mateo County Local Coastal Program as described in this staff report.
3. That the project conforms to the specific findings required by the policies of the San Mateo County Local Coastal Program for the reasons detailed in the staff report, specifically in regard to the protection of sensitive habitats and riparian corridors. Legalizing the domestic well will not negatively impact coastal or agricultural resources.

**CONDITIONS OF APPROVAL**

Current Planning Section

1. This approval only applies to the proposal, documents, and plans described in this report and submitted to the Planning Commission on February 23, 2022. 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 permit shall be valid for one year from the date of approval, by which time a valid building permit shall have been issued. Any extension of this permit shall require submittal of an application for permit extension and payment of applicable permit extension fees at least sixty days prior to expiration.
3. This permit does not allow for the removal of any trees. Removal of any trees with a diameter equal to or greater than twelve inches as measured 4.5 feet above the ground shall require a separate tree removal permit.
4. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section and the Environmental Health Services Division.

Building Inspection Section

- 5. A building permit shall be issued for any required electrical works, such as well pumps. The Building Inspection Section shall be notified if the subject application is denied or the applicant fails to obtain final approval from the Environmental Health Services.

Environmental Health Services

- 6. The applicant shall continue to work with Environmental Health Services to obtain a Well Drilling Permit.

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**END OF CONSENT AGENDA**

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**REGULAR AGENDA**

**9:00 a.m.**

- 4. **Owner:** Rita and Stephen Semprevivo  
**Applicant:** Edward Love  
File Number: PLN2020-00201  
Location: 3rd Avenue, Miramar (District 3)  
Assessor’s Parcel No: 048-042-290

Certification of a Mitigated Negative Declaration and consideration of a Coastal Development Permit and Design Review Permit to allow for the construction of a new 1,751 sq. ft. single-family residence, an attached 431 sq. ft. garage, and an attached 550 sq. ft. accessory dwelling unit on a 6,150 (gross) sq. ft. parcel. The project involves minor grading. This project is appealable to the California Coastal Commission. The application was deemed complete on March 18, 2021. Please direct questions to Senior Planner Angela Chavez at [achavez@smcgov.org](mailto:achavez@smcgov.org).

**SPEAKERS:**

None

**COMMISSION ACTION:**

Public hearing was closed by unanimous consent.

Commissioner Ketcham moved to approve the project; Commissioner Hansson seconded the motion.

**Motion carried 4-0-0-0.**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission adopted the Mitigated Negative Declaration and approved the Coastal Development Permit and Design Review, County File Number PLN 2021-00201, based on and subject to the required findings and conditions of approval listed as follows:

**FINDINGS**

Regarding the Environmental Review, Found:

- 1. That the Initial Study/Mitigated Negative Declaration is complete, correct and adequate, and prepared in accordance with the California Environmental Quality Act and applicable State and County Guidelines.

2. That, on the basis of the Initial Study and comments hereto, there is no evidence that the project, subject to the mitigation measures contained in the Mitigated Negative Declaration, will have a significant effect on the environment.
3. That the Mitigated Negative Declaration reflects the independent judgment of San Mateo County.
4. That the mitigation measures identified in the Mitigated Negative Declaration, agreed to by the applicant, placed as conditions on the project, and identified as part of this public hearing, satisfy the requirements for a Mitigation and Reporting Plan in conformance with the California Public Resources Code, Section 21081.6.

Regarding the Coastal Development Permit, Found:

5. That the project, as described in the application and accompanying materials required by the Zoning Regulations, Section 6328.4 and as conditioned in accordance with Section 6328.14, conforms with the applicable policies and required findings of the San Mateo County Local Coastal Program (LCP). Specifically, the project complies with policies regarding location of new development, sensitive habitats, shoreline access, and design review standards and findings. The project also conforms to Coastal Act Access and Recreation Policies.
6. Where the project is located between the nearest public road and the sea, or the shoreline of Pescadero Marsh, that the project is in conformity with the public access and public recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Section 30200 of the Public Resources Code). While the project site is located between the nearest public road and the sea, there are several developed streets that run parallel to the ocean which are located between the project site and the sea. The subject parcel is located approximately .22 of a mile from the sea and does not have direct access to the sea/beach. Therefore, the project will have no impact on coastal access and recreation opportunities and is consistent with the Chapter 3 access and recreation policies of the Coastal Act.
7. That the number of building permits for the construction of single-family residences issued in the calendar year does not exceed the limitation of LCP Policy 1.23. At the time of publication of this report, five building permits for new dwelling units have been issued in this calendar year.

Regarding the Design Review, Found:

8. That, as determined by the Coastsides Design Review Committee at its meetings of April 8, 2021, the project is in compliance with applicable Design Review Standards for the Coastsides. The project, as designed and conditioned, complements the predominant style of the neighborhood homes. The project adequately protects neighbors' privacy and views; is well articulated; uses colors and materials that appear natural; incorporates drought tolerant, native and non-invasive plant species; and uses downward-directed exterior lighting fixtures.

**CONDITIONS OF APPROVAL**

Current Planning Section

1. The project shall be constructed in compliance with the plans reviewed and approved by the Planning Commission on March 9, 2022. Any changes or revisions to the approved plans shall be submitted to the Design Review Officer for review and approval prior to implementation. Minor adjustments to the design of the project may be approved by the Design Review Officer if they are consistent with the intent of and are in substantial conformance with this approval. Alternatively, the Design Review Officer may refer consideration of the revisions to the Coastsides Design Review Committee, with

applicable fees to be paid.

2. The applicant shall make the following changes on plans submitted for a building permit, as stipulated by the Coastside Design Review Committee:
  - a. On the South (rear) side elevation, extend the width of the landings and steps to the full width of the glazing for both sliding doors (approximately a 14-foot-wide landing plus 12-inch steps rather than a 7-foot-wide landing plus 12-inch steps).
  - b. On the West (right) side elevation, simplify material transition by reducing the number of steps in the stone facade.
  - c. Break up massing by adding a belly band in a color to match the fascia, at floor lines approximately 12 inches tall. Align the belly band with the balcony joists in all locations except for the covered porch at the entry level (North and West side elevations of the covered porch).
3. The applicant shall include a copy of the final approval letter on the top pages of the building plans.
4. The applicant shall provide “finished floor elevation verification” to certify that the structure is actually constructed at the height shown on the submitted plans. The applicant shall have a licensed land surveyor or engineer establish a baseline elevation datum point in the vicinity of the construction site.
  - a. The applicant shall maintain the datum point so that it will not be disturbed by the proposed construction activities until final approval of the building permit.
  - b. This datum point and its elevation shall be shown on the submitted site plan. This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural or finished grade of the site depending on the applicable zoning district.
  - 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.
  - e. Once the building is under construction, prior to the below floor framing inspection or the pouring of the concrete slab (as the case may be) for the lowest floor(s), the applicant shall provide to the Building Inspection Section a letter from the licensed land surveyor or engineer certifying that the lowest floor height, as constructed, is equal to the elevation specified for that floor in the approved plans. Similarly, certifications on the garage slab and the topmost elevation of the roof are required.
  - f. If the actual floor height, garage slab, or roof height, as constructed, is different than the elevation specified in the plans, then the applicant shall cease all construction and no additional inspections shall be approved until a revised set of plans is submitted to and subsequently approved by both the Building Official and the Community Development Director.
5. The applicant shall include an erosion and sediment control plan to comply with the County’s Erosion Control Guidelines on the plans submitted for the building permit. This plan shall identify the type and location of erosion control measures to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.
6. During project construction, the applicant shall, pursuant to Chapter 4.100 of the San Mateo County

Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site into storm drain systems and water bodies by:

- a. Using filtration materials on storm drain covers to remove sediment from dewatering effluent.
  - b. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30.
  - c. Removing spoils promptly, and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.
  - d. Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.
  - e. Avoiding cleaning, fueling or maintaining vehicles on-site, except in an area designated to contain and treat runoff.
  - f. Limiting and timing application of pesticides and fertilizers to avoid polluting runoff.
  - g. Limiting construction access routes and stabilization of designated access points.
  - h. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
7. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the Coastside Fire Protection District.
  8. No site disturbance shall occur, including any grading or tree/vegetation removal, until a building permit has been issued.
  9. All new power and telephone utility lines from the street or nearest existing utility pole to the main dwelling and/or any other structure on the property shall be placed underground.
  10. 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 The Alameda. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on The Alameda. There shall be no storage of construction vehicles in the public right-of-way.
  11. The exterior color samples submitted to the CDRC are approved. Color verification shall occur in the field after the applicant has applied the approved materials and colors but before a final inspection has been scheduled.
  12. 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).

13. The applicant shall submit a Tree Protection Plan for staff's review and approval, subject to Sections 12,020.4 and 12,020.5 of the County's Significant Tree Ordinance, prior to the issuance of a building permit and start of vegetation removal, grading or construction activities.
14. An Erosion Control and Tree Protection Pre-Site Inspection shall be conducted prior to the issuance of a building permit to ensure that the approved tree protection measures are installed adequately prior to the start of vegetation removal, grading or construction activities.
15. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance and provide the required forms. Water Efficient Landscape Ordinance applies to new landscape projects equal to or greater than 500 sq. ft. and rehabilitated landscape projects equal to or greater than 2,500 square feet. A prescriptive checklist is available as a compliance option for projects under 2,500 square feet. The Performance approach is applicable to new and/or rehabilitated landscape projects over 2,500 square feet. Installation of the approved landscape plan is required prior to final inspection.
16. **Mitigation Measure 1:** The applicant shall submit a plan to the Planning and Building Department prior to the issuance of any building permit that, at a minimum, includes the "Basic Construction Mitigations Measures" as listed in Table 8-2 of the BAAQMD CEQA Guidelines (May 2017). These measures shall be implemented prior to beginning any ground disturbance and shall be maintained for the duration of the project activities:
  - a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access road) shall be watered two times per day.
  - b. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
  - c. All visible mud or dirt track-out onto adjacent paved roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
  - d. All vehicle speeds on unpaved roads shall be limited to 15 mph.
  - e. Idling times shall be minimized either by shutting equipment or vehicles off when not in use or reducing the maximum idling time to 5 minutes (as required by the California Airborne Toxics Control Measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.
  - f. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
  - g. Post a publicly visible sign with the telephone number and person to contact at the County regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Bay Area Air Quality Management District's phone number shall also be visible to ensure compliance with applicable regulations.
17. **Mitigation Measure 2:** Any proposed construction or project related activities shall occur outside of the 30-foot buffer zone setback as required by the Local Coastal Program (LCP). Prior to the issuance of a building permit, the edge of the 30-foot buffer zone shall be surveyed in consultation with the biologist and added to the project survey and site plan for submittal and review by the Current Planning Section. Exclusion construction fencing shall be installed under supervision of the biologist which matches the established buffer zone to ensure construction

related activities occur outside of the established buffer zone.

18. **Mitigation Measure 3:** Any initiation of project grading or construction or proposed trimming or removal of trees or shrubs shall occur only during bird non-nesting season (September 1 - February 14), unless performed in compliance with Mitigation Measure 4.
19. **Mitigation Measure 4:** In the event of initiation of project grading or construction or trimming or removal of trees or shrubs during the nesting season (February 15 - August 31), the applicant shall submit a pre-construction nesting bird survey prepared by a biologist.
20. **Mitigation Measure 5:** In the event that active nests are observed within the project site, suitable buffers shall be established, as determined by a qualified biologist, depending on the types of species observed, location of nests, and project construction activities conducted and may range from 25 to 75-foot buffers for passerine birds and up to 250-foot buffers for raptors.
21. **Mitigation Measure 6:** If concentrations of prehistoric or historic-era materials are encountered during project activities, all work in the immediate vicinity shall cease until a qualified archaeologist can evaluate the finds and make recommendations.
22. **Mitigation Measure 7:** The project applicant or archaeologist shall immediately notify the Current Planning Section of any discoveries made and shall provide the Current Planning Section with a copy of the archaeologist's report and recommendations prior to any further grading or construction activity in the vicinity.
23. **Mitigation Measure 8:** In the event of a discovery of a paleontological specimen, during any phase of the project, all work associated with the project shall cease until it can be evaluated by a professional paleontologist. Should loss or damage be detected, additional protective measures or further action (e.g., resource removal), as determined by a professional paleontologist, shall be implemented to mitigate the impact.
24. **Mitigation Measure 9:** In the event that prehistoric traces (human remains, artifacts, concentrations of shell/bone/rock/ash, etc.) are encountered, all construction activities within a fifty-meter radius of the find shall be stopped, the County Planning Department notified, and an archaeologist retained to examine the find and make appropriate recommendations. All contractors and sub-contractors shall be made aware of these requirements and shall adhere to all applicable laws including State Cultural Preservation laws.
25. **Mitigation Measure 10:** The property owner, applicant, and contractors must be prepared to carry out the requirements of California State law with regard to the discovery of human remains during construction, whether historic or prehistoric. In the event that any human remains are encountered during site disturbance, all ground-disturbing work shall cease immediately, and the County coroner shall be notified immediately, along with a qualified archaeologist. If the remains are of Native American origin, the Coroner must notify the Native American Heritage Commission (NAHC) within 24 hours. The NAHC then shall notify the Most Likely Descendent, who has 48 hours to make recommendations to the landowner for the disposition of the remains.
26. **Mitigation Measure 11:** Prior to Planning approval of the building permit for the project, the applicant shall demonstrate compliance with the recommendations of the Geotechnical Study prepared by Sigma Prime Geosciences, Inc., dated April 21, 2010 (Geotechnical Study).
27. **Mitigation Measure 12:** Resistance to lateral loads may be provided by passive pressure acting against the sides of foundation, neglecting the upper 1-foot of the soil, and by base friction below the foundations. An equivalent fluid weight of 300 pcf shall be used in design to



calculate the passive pressure. Although the upper 1-foot of soil should be neglected for passive resistance, the passive pressure should be calculated from the ground surface. A base friction coefficient of 0.30, multiplied by the vertical dead load shall be used to calculate the base friction lateral resistance. Compliance with this mitigation measure shall be demonstrated prior to building permit issuance.

28. **Mitigation Measure 13:** Prior to commencement of the project, 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 County Wide Stormwater Pollution Prevention Program “General Construction and Site Supervision Guidelines,” including:
- a. Sequence construction to install sediment-capturing devices first, followed by runoff control measures and runoff conveyances. No construction activities shall begin until after all proposed measures are in place.
  - b. Minimize the area of bare soil exposed at one time (phased grading).
  - c. Clear only areas essential for project activities.
  - d. Within five days of clearing or inactivity, stabilize bare soils through either non-vegetative BMPs, such as mulching, or vegetative erosion control methods such as seeding. Vegetative erosion control shall be established within two weeks of seeding/planting.
  - e. Project site entrances shall be stabilized immediately after grading and frequently maintained to prevent erosion and control dust.
  - f. Control wind-born dust through the installation of wind barriers such as hay bales and/or sprinkling.
  - g. Soil and/or other construction-related material stockpiled on-site shall be placed a minimum of 200 feet from all wetlands and drain courses. Stockpiled soils shall be covered with tarps at all times of the year.
  - h. Intercept runoff above disturbed slopes and convey it to a permanent channel or storm drains by using earth dikes, perimeter dikes or swales, or diversions. Use check dams where appropriate.
  - i. Provide protection for runoff conveyance outlets by reducing flow velocity and dissipating flow energy.
  - j. Install storm drain inlet protection that traps sediment before it enters any adjacent storm sewer systems. This barrier shall consist of filter fabric, straw bales, gravel, or sandbags.
  - k. Install sediment traps/basins at outlets of diversions, channels, slope drains, or other runoff conveyances that discharge sediment-laden water. Sediment traps/ basins shall be cleaned out when 50 percent full (by volume).

- i. Use silt fence and/or vegetated filter strips to trap sediment contained in sheet flow. The maximum drainage area to the fence should be 0.5-acre or less per 100 feet of fence. Silt fences shall be inspected regularly, and sediment removed when it reaches 1/3 the fence height. Vegetated filter strips should have relatively flat slopes and be vegetated with erosion resistant species.
  - m. Utilize coir fabric/netting on sloped graded areas to provide a reduction in water velocity, erosive areas, habitat protection, and topsoil stabilization.
  - n. Throughout the construction period, the applicant shall conduct regular inspections of the condition and operational status of all structural BMPs required by the approved Erosion Control Plan.
29. **Mitigation Measure 14:** The applicant shall implement the following basic construction measures at all times:
- a. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California Airborne Toxic Control Measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.
  - b. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
  - c. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. This person, or his/her designee, shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.
30. **Mitigation Measure 15:** The applicant shall implement erosion control measures prior to the beginning of grading or construction operations. Such activities shall not commence until the associated building permit for the project has been issued.
31. **Mitigation Measure 16:** The project shall include water runoff prevention measures for the operation and maintenance of the project for the review and approval by the Community Development Director. The project shall identify best management practices (BMPs) appropriate to the uses conducted on-site to effectively prohibit the discharge of pollutants with stormwater runoff and other water runoff produced from the project.

Department of Public Works

32. Shared driveway approach on Third Avenue shall be paved with asphalt concrete.
33. 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 or Planning permit (for Provision C3 Regulated Projects), 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.
34. 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 percent) 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.

35. 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 or recordation of map (if any).
36. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued. Applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right- of-way.
37. Prior to the issuance of the building permit, the applicant will be required to provide "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance No. 3277.

Drainage Section

38. The following will be required at the time of building permit submittal:
  - a. Final Drainage Report stamped and signed by a registered Civil Engineer.
  - b. Final Grading and Drainage Plan stamped and signed by a registered Civil Engineer.
  - c. Updated C.3 and C.6 Checklist (if changes to the impervious areas have been made during the design phase).

Building Inspection Section

39. A building permit is required for this project.
40. The applicant shall comply with all Building Inspection requirements at the building permit stage of the application.

Geotechnical Section

41. A Geotechnical Report shall be submitted at building permit stage; the report shall be updated to the current adopted code (if 2020 -> CBC2019). 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 at building stage. 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.

Coastside Fire Protection District

42. Smoke Detectors which are hard wired: As per the California Building Code, State Fire Marshal regulations, and Coastside Fire Protection District Ordinance 2019-03, the applicant is required to install State Fire Marshal approved and listed smoke detectors which are hard wired, interconnected, and have battery backup. These detectors are required to be placed in each new and recondition sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. In existing sleeping rooms, areas may have battery powered smoke alarms. A minimum of one detector shall be placed on each floor. Smoke detectors shall be tested and approved prior to the building final. Date of installation must be added to exterior of the smoke alarm and will be checked at final.
43. Revise site plan (Sheet SU-1) to show location of Fire Hydrant that is within 500 feet of building site.
44. Revise plans to identify rescue windows in each bedroom and verify that they meet all requirements.
45. As per Coastside Fire Protection District Standard CI-013, building identification shall be conspicuously posted and visible from the street. (TEMPORARY ADDRESS NUMBERS SHALL BE POSTED PRIOR TO COMBUSTIBLES BEING PLACED ON SITE). The letters/numerals for permanent address signs shall be 4 inches in height with a minimum 1/2-inch stroke. Such letters/numerals shall be internally illuminated and facing the direction of access. Residential address numbers shall be at least six (6) feet above the finished surface of the driveway. Where buildings are located remotely to the public roadway, additional signage at the driveway/roadway entrance leading to the building and/or on each individual building shall be required by the Coastside Fire Protection District. This remote signage shall consist of a 6-inch by 18-inch green reflective metal sign with 3-inch reflective Numbers/ Letters similar to Hy-Ko 911 or equivalent shall be placed at the entrance from the nearest public roadway.
46. At the building permit stage add the following note to the plans: New attached Garage and ADU to meet occupancy separation requirements.
47. Fire sprinkler required: NFPA 13D minimum requirement.
48. Automatic Fire Sprinkler System: (Fire Sprinkler plans will require a separate permit). As per San Mateo County Building Standards and Coastside Fire Protection District Ordinance Number 2019-03, the applicant is required to install an automatic fire sprinkler system throughout the proposed or improved dwelling and garage. All attic access locations will be provided with a pilot head on a metal upright. Sprinkler coverage shall be provided throughout the residence to include all bathrooms, garages, and any area used for storage. The only exception is small linen closets less than 24 sq. ft. with full depth shelving. The plans for this system must be submitted to the San Mateo County Planning and Building Department or The City of Half Moon Bay. A building permit will not be issued until plans are received, reviewed and approved. Upon submission of plans, the County or City will forward a complete set to the Coastside Fire Protection District for review.
49. Fire Access Roads - The applicant must have a maintained asphalt surface road for ingress and egress of fire apparatus. The City of Half Moon Bay Department of Public Works, San Mateo County Department of Public Works, the Coastside Fire Protection District Ordinance 2019-03, and the California Fire Code shall set road standards. As per the 2019 CFC, dead-end roads exceeding 150 feet shall be provided with a turnaround in accordance with Coastside Fire District specifications. As per the 2019 CFC, Section Appendix D, road width shall not be less than 20 feet. Fire access roads shall be installed and made serviceable prior to combustibles being placed on the project site and maintained during construction. Approved signs and painted curbs or lines

shall be provided and maintained to identify fire access roads and state the prohibition of their obstruction. If the road width does not allow parking on the street (20-foot road) and on-street parking is desired, an additional improved area shall be developed for that use.

- 50. At the building permit stage add the following note to the submitted plans: Installation of underground sprinkler pipe shall be flushed and visually inspected by Fire Protection District prior to hook-up to riser. Any soldered fittings must be pressure tested with trench open. PVC is not allowed for underground service. Please call Coastside Fire Protection District to schedule an inspection. Fees shall be paid prior to plan review.
- 51. Exterior bell and interior horn/strobe: are required to be wired into the required flow switch on your fire sprinkler system. The bell, horn/strobe and flow switch, along with the garage door opener or refrigerator are to be wired into a separate circuit breaker at the main electrical panel and labeled.

Coastside County Water District

- 52. The Superintendent of Operations will allow the water lines (domestic and fire) to be in the private utility easement on APN 048-042-280 to serve APN 048-042-290, with the condition that an approved backflow protection device be installed directly after the domestic meter per District engineering standards. The fire meter and the domestic meter must be located on 3rd Avenue not in the private easement. The meters are not allowed in driveways or parking areas and there must be enough space for the approved backflow protection device. Please refer to attached standard details for domestic service, fire service and approved backflow protection. Please refer to redlined civil drawings and make changes before submitting for building and fire permits.
- 53. The project is required to comply with Coastside County Water District regulations on water service and metering. The District performs inspections to verify compliance with all District regulations during construction and a final inspection when construction is complete.
- 54. Fire sprinklers are served from an independent and dedicated water service connection with a separate fire meter. Please note that Coastside County Water District does not allow passive purge systems to be installed on fire protection services. Fire protection services are authorized for the sole purpose of fire protection, there shall be no cross connections.
- 55. A full set of the most recent plans and drawings for the project, including a full set (fire sprinkler, architectural, plumbing, mechanical, green building, structural, civil, utility, and landscape/irrigation) must be submitted to the District for review and approval. Existing and new utilities must be clearly marked on the drawings.

Granada Community Services District

- 56. The applicant is required to obtain a standard sewer permit from the Granada Community Services District.
- 57. The applicant shall comply with all Granada Community Services District requirement at the building permit stage of the application.

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- 4. **Correspondence and Other Matters**  
No Correspondence and Other Matters
- 5. **Consideration of Study Session for Next Meeting**

There will be a study session for the next Planning Commission meeting for the Long Range Workplan and the Housing Element update.

**6. Director's Report**

Welcome Sam Becker to the department as Project Planner

**7. Commissioner Updates and Questions**

Commissioners inquired on current vacancies in the department and an update on the District 5 vacancy and status. In addition, the Commissioners asked for an update on the in-person meetings kicking back up and if there is a projected timeline in place?

Commissioner Ketcham expressed concern about lack of progress since 2018 on CDP to address unpermitted development and expanded use at the Airport St bulk propane yard in Moss Beach.

**8. Adjournment**

Meeting adjourned at 9:32 AM