



## 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  
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. 1693

Wednesday August 26, 2020

**\*\*BY VIDEO CONFERENCE ONLY\*\***

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

**Pledge of Allegiance:** The Pledge of Allegiance was led by Janneth Lujan, Planning Commission Secretary.

**Roll Call:**

Commissioners Present:	Gupta, Ketcham, Hansson, Ramirez
Commissioners Absent:	Santacruz
Staff Present:	Monowitz, Fox, Montes

Legal notice published in the San Mateo County Times on August 15, 2020 and Half Moon Bay Review on August 19, 2020.

**Oral Communications** via written comment only via email:  
None

**Consideration of the Minutes** of the Planning Commission meetings for August 12, 2020.

Commissioner Ramirez moved, and Commissioner Gupta seconded, that the minutes be approved as revised and submitted. **Motion Carried 4-0-0-1 (Commissioner Santacruz absent).**

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#### **REGULAR AGENDA**

- |                       |                                      |
|-----------------------|--------------------------------------|
| <b>Owner:</b>         | <b>Liu Seren</b>                     |
| <b>Applicant:</b>     | <b>Deniz Salon</b>                   |
| File Number:          | PLN2019-00323                        |
| Location:             | 670 Oak Park Way, Emerald Lake Hills |
| Assessor's Parcel No: | 068-081-320                          |

Consideration of a Design Review Permit and a Non-Conforming Use Permit, to allow construction of a new 2,725 sq. ft., two-story, single-family residence with an attached garage on a non-conforming 7,786 sq. ft. parcel, where a minimum of 12,000 sq. ft. is required. A Non-Conforming Use Permit is required to allow total lot coverage of 28.8% where 25% is the maximum, total floor area of 2,725 sq.ft. where 2,400 sq.ft. is the maximum, and a height of 29 feet where the limit is 28 feet. One significant tree is proposed to be removed. The existing residence and detached garage will be demolished. Application deemed complete January 14, 2020. Please direct any questions to Project Planner Erica Adams at [eadams@smcgov.org](mailto:eadams@smcgov.org).

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**SPEAKERS:**

None

**COMMISSION ACTION**

Commissioner Ramirez moved and Commissioner Ketcham seconded the motion to close the public comment

**Motion Carried 4-0-0-1 (Commissioner Santacruz absent).**

Commissioner Gupta moved and Commissioner Ketcham seconded the motion to **approve the project**

**Motion Carried 4-0-0-1 (Commissioner Santacruz absent).**

**FINDINGS**

Based on information provided by staff and evidence presented at the hearing the Planning Commission approved the Design Review Permit and Non-Conforming Use Permit for County File Number PLN 2019-00323, based on and subject to the required findings and conditions of approval listed as follows:

**For the Environmental Review, Find:**

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15303, Class 3, relating to construction of small structures including single-family residences. in an urbanized area where all public services and facilities are available, and the project area is not environmentally sensitive. The existing residence is served by water and sewer districts, and the project site has been previously disturbed and is located in an established residential community.

**For the Design Review, Find:**

2. This project, as designed and conditioned, has been reviewed under and found to be in compliance with the Design Review Standards as stipulated in Chapter 28, Section 6565.15, of the San Mateo County Zoning Regulations. The proposal was reviewed and recommended for approval by the Emerald Lake Hills Design Review Officer (DRO) on February 7, 2020.
3. After consideration of project plans and public testimony, the DRO found that the proposed house design, as proposed and conditioned, is in compliance with the Design Review Standards because the project: (a) incorporates materials which comply with the Design Review Standards, (b) facades are well-articulated and proportional, (c) the project is compatible since it will use

materials and colors that blend with the natural setting and the immediate area, (d) the roof design is sloped.

For the Use Permit, Find:

4. That the project complies with the required findings for a Non-Conforming Use Permit per Section 6133.3 in that:

The project was reviewed by the Emerald Lake Hills Design Review Officer who found that the project complies with the design review standards and the recommended approval of the design. The proposed development complies with the RH Zoning District with the exception of the request for additional lot coverage, floor area and building height. a) The proposed development is proportioned to the size of the parcel on which it is being built, as all the exceptions are modest in nature and the proposal is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible. b) There are no feasible opportunities to acquire land to make the subject parcel conforming, as adjacent parcels are substandard in size and currently developed. c) The establishment, maintenance, and/or conducting of the proposed use will not be detrimental to property or the neighborhood. d) Use permit approval does not constitute a granting of special privileges as the exceptions would allow a reasonably sized 2,725 sq. ft. residence and would not cause the residence to appear to be out of scale with the property, specifically as viewed from Oak Park

Way, and e) the project is similar to the development allowed on other parcels in the neighborhood.

Conditions of Approval

Current Planning Section

1. The project shall be constructed in compliance with the plans as approved by the Planning Commission on August 26, 2020. Any changes or revisions to the approved plans shall be submitted for review by the Community Development Director to determine if they are compatible with the Design Review Standards and in substantial compliance with the approved plans prior to being incorporated into the building plans. Adjustments to the design during the building plan stage may result in the assessment of additional plan resubmittal or revision fees. Alternatively, the Design Review Officer may refer consideration of the adjustments, if they are deemed to be major, to a new Emerald Lake Hills Design Review Officer or Planning Commission public hearing which requires payment of an additional fee of \$1,500, and surcharges.
2. The Design Review Permit and Use Permit shall be valid for five (5) years from the date of final approval, in which time a building permit shall be issued. The Design Review Permit and Non-Conforming Use Permit may be extended by one 1-year increments with submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.
3. One significant tree is approved for removal. A 15-gallon replacement tree shall be planted prior to the final by the Planning Section. Trees designated to remain shall be protected from damage

during construction. Any additional tree removal is subject to the San Mateo County Tree Ordinance and will require a separate permit for removal.

4. Prior to any construction activity on the project site, the property owner shall implement the following tree protection plan for trees that have not been approved for removal:
  - a. The property owner shall establish and maintain tree protection zones throughout the entire length of the project.
  - b. Tree protection zones shall be delineated using 4-foot tall orange plastic fencing supported by poles pounded into the ground, located as close to the driplines as possible while still allowing room for construction/grading to safely continue.
  - c. The property owner shall maintain tree protection zones free of equipment and materials storage and shall not clean any equipment within these areas.
  - d. Should any large roots or large masses of roots need to be cut, the roots shall be inspected by a certified arborist or registered forester prior to cutting.
  - e. Any root cutting shall be monitored by an arborist or forester and documented.
  - f. Roots to be cut should be severed cleanly with a saw or toppers.
  - g. Normal irrigation shall be maintained, but oaks should not need summer irrigation.
5. The approved exterior colors and materials shall be verified prior to final approval of the building permit. The applicant shall provide photographs to the Design Review Officer to verify adherence to this condition prior to a final building permit sign-off by the Current Planning Section.
6. The required 15 gallon replacement tree shall be planted prior to final building permit sign-off by the Current Planning Section.
6. 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.
7. Prior to the Current Planning Section 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. 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 (if one is provided).

8. 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.

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.

9. The applicant shall adhere to all requirements of the Building Inspection Section, the Department of Public Works, and the Woodside Fire Protection District.
10. No site disturbance shall occur, including any grading or tree/vegetation removal, and a building permit has been issued.
11. 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 impede through traffic along the right-of-way on Oak Park Way. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Oak Park Way. There shall be no storage of construction vehicles in the public right-of-way.
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 property owner shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines" including, but not limited to, the following:

- a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.
- b. Protection of adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
- c. Performing clearing and earth-moving activities only during dry weather.
- d. Stabilization of all denuded areas and maintenance of erosion control measures continuously between October 1 and April 30.
- e. Storage, handling, and disposal of construction materials and wastes properly, so as to prevent their contact with stormwater.
- f. Control and prevention of the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges, to storm drains and watercourses.
- g. Use of sediment controls or filtration to remove sediment when dewatering site and obtain all necessary permits.
- h. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
- i. Limiting and timing application of pesticides and fertilizers to prevent polluted runoff.
- j. Limiting construction access routes and stabilization of designated access points.
- k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
- l. Training and providing instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.
- m. Additional Best Management Practices in addition to those shown on the plans may be required by the Building Inspector to maintain effective stormwater management during construction activities. Any water leaving the site shall be clear and running slowly at all times.
- n. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.

14. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading remediation activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.

#### Building Inspection Section

15. The project requires a building permit.
16. The project is located in a Very High Fire Hazard Severity Zone and shall be designed and constructed accordingly.
17. A soils report shall be submitted for review and acceptance at the time of building permit application.

#### Drainage Section

18. Prior to the issuance of the building permit, the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Drainage Section for review and approval. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted to the Drainage Section for review and approval.
19. Please note that the following will be required at the time of the building permit submittal:
  - a. Drainage Report prepared and stamped by a Registered Civil Engineer demonstrating that the project complies with the County's current drainage policy restricting additional stormwater flows from development projects.
  - b. A final Grading and Drainage Plan prepared and stamped by a Registered Civil Engineer. Include a driveway profile.
  - c. An updated C3/C6 Checklist (if changes have been made during the design phase; please provide electronically).

#### Woodside Fire Protection District (WFPD)

20. At the start of construction, a 2 feet by 3 feet address sign shall be posted in front of the project.

21. At the time of final, the permanent address will be mounted and clearly visible from the street with, at minimum, 4-inch numbers on a contrasting background.
22. A buffer of 100 feet of defensive space from structure is required prior to the start of construction.
23. Upon final inspection, 30 feet perimeter property line defensive space will be required per WFPD ordinance section 304.1.2.A.
24. An approved spark arrestor shall be required on all installed chimneys including outside fireplaces.
25. Install smoke and CO detectors per 2016 CBC.
26. NFPA 13D Fire Sprinkler System shall be installed. Sprinkler plans/calculations to be submitted separately to Woodside Fire Protection District.
27. The Owner/Contractor shall be responsible for getting the correct water flow data and note that Cal-Water requires a backflow device that can decrease the water flow pressure by 12-15 PSI due to friction loss of the backflow device.
28. The driveway as proposed meets WFPD standards. If the driveway dimensions are revised during construction, it must maintain compliance with WFPD standards.
29. A new fire hydrant may be required and must be installed prior to rough framing. The minimum fire flow shall be 1,000 GPM. Water supply for fire protection shall mean a fire hydrant within 500 feet from the building, capable of the required flow.
30. Distance from the hydrant to the structure shall be measured via an approved roadway in which the engine can safely drive from the fire hydrant to the front door of the structure. When a private fire hydrant is being installed it shall be submitted separately to Woodside Fire Protection District.
31. Show fire hydrant distance on building permit submittal.

#### Department of Public Works

32. 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.



33. Prior to the issuance of the building permit, the applicant will be required to provide payment of "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance No. 3277.
34. 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.

#### Redwood City Municipal Water

35. Redwood City Water is currently serving the house to be demolished. If the Fire Marshal determines that the current fire flows and service size are not sufficient to the proposed project, improvements to the water system may be needed. Such improvements shall be done and paid by the property owner, including all applicable fees.

#### Emerald Lake Heights Sewer Maintenance District (Sewer District)

36. The applicant shall submit building plans to the Sewer District for review when the building permit application is submitted to County of San Mateo Building Department. The plans shall indicate the location of the existing and proposed sewer laterals to the Sewer District main. The County Sanitary Sewer and Streetlight Requirements Checklist can be found on our website at <http://publicworks.smcgov.org/sewer-services>. All appropriate information and notes shall be included on the plans.
37. The Sewer District would approve the re-use of an existing sewer lateral if the applicant provides the Sewer District with evidence (i.e. closed circuit video camera inspection), prior to final plan approval, that the existing lateral between the property line cleanout and sewer main meets Sewer District standards and is in acceptable condition and the lateral connection to the main is also acceptable. The existing lateral shall be removed and replaced at the property owner's expense if the Sewer District determines that the line is in poor condition or if the lateral does not meet Sewer District standards.
37. If the existing lateral is to be replaced, the plans must show sufficient information of the proposed sewer lateral and easement line cleanout for the Sewer District's review and approval. The County Sanitary Sewer and Streetlight Requirements Checklist can be found on our website at <http://publicworks.smcgov.org/sewer-services>. All appropriate information and notes shall be included on the plans.
38. A Sewer Inspection Permit (SIP) must be obtained to cap the existing sewer lateral prior to demolition of the existing building. SIP may be obtained from the Sewer District office at 555 County Center, 5th Floor, Redwood City.

39. The applicant shall pay a plan review fee in the amount of \$300. Payment shall be made to the County of San Mateo. If you have any questions regarding this review or any of its contents, please contact staff at (650) 363-4100.

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**3. Correspondence and Other Matters**

Steve spoke about the draft EIR for high speed rail comment letter.

**4. Consideration of Study Session for Next Meeting**

No Study Session is proposed for the next meeting and went over the 1 item on schedule for the 9/9 hearing.

**5. Director's Report**

Director Steve Monowitz informed the Commissioners of the items below:

A meeting will take place this afternoon regarding the Fires, 11am EOC Plan to make sure that Essential Services are in place to get people back into their homes as safe as possible;

Mirada Road Bridge emergency closure, both Public Works and Engineers are working together on this;

Continue to operate remotely, working on plans for a public services window. Those discussions continue to evolve because this expectation will continue into the rest of the calendar year and maybe into next year;

Big Waver pre-construction notice to be released soon;

Chevron meeting with the owner took place and updated plans will be submitted in order to keep the item moving along;

Bayshore Villa Trailer Park re-development, they are proposing to replace with 20% affordable housing so more to come on the progress and outcome of those meetings.

**6. Commissioner Updates and Questions**

Chairman Hansson let the group know that the **Ohlone-Portolá**. Heritage Trail was approved by the State ☺

Commissioner Ketcham informed us about the 8/14/2020 California Coastal Commission meeting regarding item #8: to approved the Appeal by Committee for Green Foothills, Stephen R. King and Jim Scheinberg of San Mateo County decision granting permit with conditions to Carlos Zubieta for construction of new 3,338 sq.ft., 2-story, single-family home. This item was approved with substantial issue found and approved with conditions. **Approved with conditions to increase blufftop setbacks for minimum 50-year design life, and prohibit the use of deep-drilled pier foundation which is a form of coastal armoring**

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**7. Adjournment**

Meeting was adjourned at 10:12 a.m.

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