



Planning & Building Department Planning Commission

Kumkum Gupta, 1st District
Frederick Hansson, 2nd District
Lisa Ketcham, 3rd District
Manuel Ramirez, Jr., 4th District
Mario Santacruz, 5th District

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

ACTION MINUTES

Draft

MEETING NO. 1665
Wednesday, May 22, 2019

In the Board of Supervisors Chambers, Hall of Justice and Records, located at 400 County Center, Redwood City.

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

Pledge of Allegiance: The Pledge of Allegiance was led by Chair Gupta

Roll Call:

Commissioners Present:	Hansson, Ketcham, Gupta, Santacruz, Ramirez
Commissioner Absent:	None
Staff Present:	Monowitz, Fox

Legal Notice published in the San Mateo County Times on May 11, 2019 and the Half Moon Bay Review on May 15, 2019.

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

None

Consideration of the Minutes of the Planning Commission meeting of May 8, 2019.

Commissioner Santacruz moved to approve the meeting minutes as submitted and Commissioner Hansson seconded the motion. **Motion carried 5-0-0-0.**

CONSENT AGENDA

Commissioner Ramirez moved for approval of the Consent Agenda, and Commissioner Ketcham seconded the motion. Motion carried 5-0-0-0, approving items as follows:

- | | |
|-------------------------|--|
| Owner: | Woodruff Redwoods Property |
| Applicant: | Midpeninsula Regional Open Space District |
| File Number: | PLN2019-00157 |
| Location: | East of La Honda Road (State Highway 84), La Honda |
| Assessor's Parcel Nos.: | 078-190-030 |

Consideration of a request by the Midpeninsula Regional Open Space District (MROSD) to determine if acquisition of a 190-acre parcel (APN 078-190-030) for use as open space, natural resource management and public trail/low intensity recreation conforms to the County General Plan. Application deemed complete April 11, 2019. Please direct any questions to Project Planner James A. Castañeda at 650/363-1553 or jcastaneda@smcgov.org.

SPEAKER

- 1. Steven McDonald

FINDING

Found and reports that MROSD’s proposed acquisition of APN 078-190-030 for use as open space, natural resource management, and low intensity recreation conforms to the General Plan Vegetative, Water, Fish and Wildlife Resources Policies, Soil Resources Policies, Visual Quality Policies, and Park and Recreation Resource Policies, and is consistent with the County’s General Plan.

END OF THE CONSENT AGENDA

REGULAR AGENDA

9:00 a.m.

- 2. **Owner:** County Parks
Applicant: CAL FIRE
File Number: PLN2019-00173
Location: Santa Maria Ave & Columbus Street, El Granada
Assessor’s Parcel Nos.: 047-340-040, 047-340-010, 047-340-290

Consideration of a Coastal Development Permit to allow the restoration of previously created shaded fire breaks in Quarry Park located in El Granada by removing Eucalyptus and pine trees over approximately 100 acres of the park. The project will be completed using masticators and hand tools, and will remove under story vegetation, thin smaller diameter trees, remove the dead and dying trees, and burn up to 20 acres of piled slash. The project is intended to reduce existing severe fire hazards. Please direct any questions to Project Planner Maya Briones at 650/363-1552 or mbriones@smcgov.org.

SPEAKERS:

- 1. Daniel Krug
- 2. Rich Sampson
- 3. Fran Pollard
- 4. Nancy Marsh

COMMISSION ACTION:

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

Commissioner Ketcham moved to approve the project. Commissioner Hansson seconded the motion. **Motion carried 5-0-0-0.**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the Coastal Development Permit County File Number PLN 2019-00173, by adopting the required findings and conditions of approval as follows:

FINDINGS

Regarding the Environmental Review, Found:

- 1. That this project is not subject to the California Environmental Quality Act (CEQA), pursuant to the Governor’s March 22, 2019 emergency proclamation regarding wildfire risk, which suspended for the specified priority fuel reduction projects that begin in 2019. The proposed project at Quarry Park is one of those priority projects, and project activities will commence in 2019.

Regarding the County General Plan, Found:

2. That the project is consistent with General Plan policies regarding Vegetation, Water, Fish and Wildlife Resources and the Local Hazard Mitigation Plan (LHMP) because project specific best management practices (BMPs) will be used to avoid impact to sensitive habitats. These BMPs include retention of vegetative buffers between the project area and active and ephemeral watercourses, observation of the Migratory Bird Treaty Act (MBTA), and avoidance of removing large live eucalyptus which are suitable for monarch roosting sites.

The San Mateo County LHMP, published in 2016, identifies wildfire as the most likely hazard to affect areas of the unincorporated County, and identifies the vulnerability of coastal communities who may become isolated during a severe disaster, including wildfire. A Hazard Mitigation Action Plan was published within the LHMP lists critical actions for hazard reduction. This project therefore complies with the policies within the LHMP.

Regarding Resource Management (RM) Zoning, Found:

3. That this project conforms to uses consistent with Chapter 36 of the San Mateo County RM-CZ zoning district. The proposed activities are for the purpose of land and vegetation management supporting the principal use of the site as a park.

Regarding the Coastal Development Permit, Found:

4. That this project conforms to the plans, policies, requirements and standards of the San Mateo County Local Coastal Program (LCP) and Chapter 3 of the Coastal Act of 1976. The project, as proposed and conditioned, will not have any adverse impacts on Sensitive Habitats as the vegetation management efforts are intended to prevent the spread of fire to the neighboring community, and throughout the park and will enhance the habitat for threatened and endangered species such as the Monarch Butterfly.

CONDITIONS OF APPROVAL

Current Planning Section

1. This approval is for the project as described on the plans and documents submitted for consideration by the Planning Commission on May 22, 2019. Any revisions to the approved plans must be submitted to the Planning Department for review and approval prior to implementation. Minor adjustments to the project may be approved by the Community Development Director if they are consistent with the intent of, and are in substantial conformance with, this approval.
2. The Coastal Development Permit approval shall be valid for one (1) year from the date of approval in which all work authorized under this permit must be completed. This approval 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. The property applicant 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 project impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
 - c. Performing clearing 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 project materials and wastes properly, so as to prevent their contact with stormwater.
 - f. Control and prevention of the discharge of all potential pollutants, including sediments and debris, and non-stormwater discharges to storm drains and watercourses.
 - g. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
 - h. Limiting and timing applications of pesticides and fertilizers to prevent polluted runoff.
 - i. Limiting construction access routes and stabilization of designated access points.
 - j. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
 - k. Training and providing instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.
 - l. 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.
 - m. 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.
4. To reduce the impact of clearing 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 clearing 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 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, etc.
 - c. The applicant shall ensure that no clearing-related vehicles shall impede through traffic along the right-of-way on Cabrillo Highway. All project-related vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Cabrillo Highway. There shall be no storage of vehicles in the public right-of-way.
 5. All equipment used in land clearing operations shall meet spark arrester and fire-fighting tool requirements as specified in the California Public Resources Code.
 6. Unless approved, in writing, by the Community Development Director, no land clearing shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion. The applicant shall submit a letter to the Current Planning Section, a minimum of two (2) weeks prior to commencement of land clearing, stating the date when land clearing will begin. Work shall not commence until a "hard card" is issued by the County.
 7. Prior to the initiation of fieldwork, a copy of the approved MOU or equivalent from the California Department of Fish and Wildlife outlining avoidance/protection measures set forth by both CDFW and the United States Fish and Wildlife Service (USFWS) must be submitted to the Planning Section. Conditions No. 8a-c are standard avoidance/protection measures that may be included in the MOU. The MOU shall contain measures that provide equivalent or better protection of the SFGS and CRLF and associated habitats. The MOU (or equivalent) must be adhered to under the scope of this permit.
 - a. The presence of a California Department of Fish and Wildlife (CDFW)-approved qualified biologist or biological monitor is required at all times during activities within all zones.

- b. Project activities in the buffer zone (Zone B) will be conducted only when seasonal ponds are dry and SFGS and CRLF are less likely to be active above ground.
 - c. Prior to initiation of fieldwork, Zone B boundaries will be measured and clearly marked using Avoidance Area flagging. No work will be conducted in Zone B areas during SFGS/CRLF breeding season from October 16 through May 31.
8. Prior to the initiation of fieldwork, a copy of the updated Section 10(a)1(a) recovery permit from the USFWS must be submitted to the Planning Section.

JEL:MDB:ann – MDBDD0223_WNU.DOCX

3.	Owner: Applicant: File Number: Location: Assessor’s Parcel No.:	Toddle, LLC Heather Hopkins and Amy Burnett PLN 2013-00191 3131 Alameda de las Pulgas, West Menlo Park 074-025-270
-----------	---	--

Consideration of the Renewal and Amendment of a Use Permit to allow the continued operation of a 24-child day care center, Toddle, LLC. The Use Permit was granted in July 2014. The applicants request to amend the permit to replace the 5-year permit term with a non-expiring permit and to add an additional 30-minute outdoor playtime in the daily schedule. Application deemed complete May 8, 2019 Please direct any questions to Project Planner Camille Leung at 650/363-1826 or cleung@smcgov.org.

SPEAKERS:

- 1. Heather Hopkins, Applicant
- 2. Kathy Schoendort
- 3. Christine Padilla
- 4. Steven E. McDonald
- 5. Sarah Kinahan
- 6. Randy Torrijos

COMMISSION ACTION:

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

Commissioner Ketcham moved to approve the project. Commissioner Hansson seconded the motion. **Motion carried 4-1-0-0.**

3= AYES Commissioners Hansson, Ketcham, Gupta, and Ramirez
 1= NOES Commissioner Santacruz
 1= ABSTAINS None
 0= ABSENT None

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the Renewal and Amendment of the Use Permit (PLN 2013-00191), to eliminate the required 5-year renewal and permanently authorize this use and to add an additional 30-minute outdoor playtime, based on the findings as follows:

FINDINGS:

Regarding the Environmental Review, Found:

- 1. That the proposed project is categorically exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act Guidelines related to the operation, repair, maintenance, permitting, and/or

minor alteration of existing private structures and/or facilities, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

Regarding the Use Permit, Found:

2. That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in said neighborhood. As proposed and mitigated, the project would provide sufficient parking for the project and would stagger outdoor play times to ensure less than significant impacts in the areas of traffic, parking, and noise.

CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be operated in compliance with the plans approved by the Planning Commission on May 22, 2019. Minor modifications to the project may be approved by the Community Development Director if they are consistent with the intent of, and are in substantial conformance with, this approval. Major modifications, as determined by the Community Development Director, are subject to review and approval of the Planning Commission. Modifications to be reviewed by the Community Development Director include changes required by the State for facility licensing.
2. Every two years from the date of final approval, an administrative review shall be conducted to evaluate traffic and other conditions associated with the operation of the Center. This documentation shall be made available upon request by County staff and at the time of schedule Administrative Reviews.
3. The applicant(s) shall maintain a license from the State of California for the operation of the Center.
4. The hours of operation of the Center shall be from 8:30 a.m. to 6:00 p.m., Monday through Friday.
5. The outdoor play times shall be scheduled at the discretion of the operator, to allow two thirty (30) minute morning sessions, one thirty (30) minute afternoon session, and one forty-five (45) minute afternoon session. Outdoor play areas shall be limited to no more than twelve children at any one time.
6. No more than forty (40) drop-offs shall be allowed daily.
7. No more than twenty-four (24) children shall be in the Center at any one time.
8. Individuals engaged in drop-off and pick-up activities shall use only the four designated on-site parking spaces, and three non-designated parking spaces along Alameda de las Pulgas or other street parking (with the exception of Barney and Manzanita Avenues).
9. The operator of the Center shall submit for review and approval of the Planning and Building Department, a client contract agreement that includes language requiring child care center parents/guardians/caregivers to park for less than 10 minutes when signing in or out of the Center; that users park in the designated areas; or on-street parking spaces per Condition No. 8, to avoid blocking or turning around in neighborhood driveways; and that access to the Center shall be via Alameda de las Pulgas and Manzanita Avenue (not Barney Avenue). Should full-time staff drive to the Center staff shall park within the on-site garage. Notwithstanding the foregoing, one full-time staff and two part-time aides shall park at Heather Hopkins' home address (three blocks from the site), on Camino Al Lago or Alameda de las Pulgas, or use a non-vehicular mode of transportation (e.g., walk, bike, bus, etc.). (See also Condition No. 11, Mitigation Measure 2.)
10. **Mitigation Measure 1:** The operators shall ensure that the third on-site parking space is provided by implementing the planned driveway improvements to widen the existing pad from 26.5 feet to 27 feet in width. This would provide sufficient width to accommodate three (3) standard 9-foot by 20-foot parking stalls. The driveway modifications could be implemented through minor improvements, including removal

of the existing temporary fenced trash receptacle enclosure, and widening of the existing driveway pad by 0.5 feet with additional concrete paving, or installation of grasscrete (or other permeable pavers).

11. **Mitigation Measure 2 (as modified from the Negative Declaration):** The owners/managers of the child care facility shall schedule no more than two drop-offs/pick-ups during any 12-minute period, not to exceed ten (10) drop-offs/pick-ups per hour (10 in-bound vehicle trips and 10 out-bound vehicle trips). In addition, client contracts will include language requiring that the child care center parents/guardians/caregivers park for less than 10 minutes when signing in or out of the Center; that users park in the designated areas or on-street parking spaces, to avoid blocking or turning around in neighborhood driveways; and that access to the Center shall be via Alameda de las Pulgas and Manzanita Avenue (not Barney Avenue). (See also Condition of Approval No. 9)
12. **Mitigation Measure 3:** The owners/managers of the child care facility shall ensure that sight lines are maintained at the northeast corner of the Alameda de las Pulgas/Manzanita Avenue intersection by keeping tree branches trimmed and shrubs/foliage trimmed to a maximum height of 30 inches (2.5 feet).
13. The applicants shall maintain landscaping as shown on the approved landscape plan.
14. The applicants shall comply with the approved signage plan (included as Attachment D of the staff report). Placement of any additional signage or enlargement of existing street-facing signs is not permitted.
15. The applicants shall revise the lighting plan (included as Attachment E of the staff report) to replace exterior lighting fixtures as necessary such that all lighting is downward-directed, within 30 days of the final approval of this permit. The revised lighting plan is subject to review and approval by the Community Development Director. Once approved, fixtures as the site shall be changed to reflect the plan within 30 days of lighting plan approval. The applicants shall comply with the approved lighting plan, which prohibits the placement of any additional exterior lighting.
16. The operators shall maintain three (3) on-site parking spaces within the driveway.

Building Inspection Section

17. An automatic fire sprinkler system is required.
18. This is an I-4 Use Day Care Center.

Menlo Park Fire Protection District

19. The-facility requires automatic fire sprinkler protection and an automatic fire alarm system, including a manual fire alarm system.

CML:ann – CMLDD0211.WNU.DOCX

3. Correspondence and Other Matters

Letter from Resist Density writes in regards to MidPen’s April 15, 2019 updated application submission and the draft comment letter by Midcoast Community Council (MCC) dated May 22, 2019. A copy was handed to the Planning Commission.

4. Consideration of Study Session for Next Meeting

The agenda for the next Planning Commission meeting was shared with Commissioners and no Study Session has been proposed for the next meeting.

5. Director’s Report

- Items coming to the Board of Supervisors are the update of the Building Code to provide better protection as well as a contract amendment with CSG set for the 6/25/19 hearing.

- Stanford General Use Permit letter was sent out to Commissioners on May 9th and will keep information coming as more meetings take place.
- Currently drafting letter for Signage in Scenic Corridor, more to come and share with the group at a future meeting.

6. Commissioner Updates and Questions

- ~ Commissioner Gupta will be attending the Home for All convening on May 23rd to learn more about the efforts on Affordable Housing in San Mateo County.
- ~ Commissioner Hansson has asked that the Historical Committee be notified when the demolition of buildings is to occur. There was a hotel that was recently demolished and no one was able to record this as part of history.
- ~ Commissioner Santacruz introduced his nephew visiting from Australia as he was in the audience.

7. Adjournment

Meeting adjourned at 11:41 A.M.
