



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

MEETING NO. 1671 (Revised)
Wednesday January 27, 2021
9:00 a.m.

* BY VIDEOCONFERENCE ONLY*

Chair Ketcham 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, Santacruz, Ramirez
Staff Present: Monowitz, Fox, Montes

Legal notice published in the San Mateo County Times on January 16, 2021 and Half Moon Bay Review on January 20, 2021.

Oral Communications via written comment only via email:
None

CONSENT AGENDA 9:00 a.m.

Consideration of the Minutes of the Planning Commission meetings for December 9, 2020 and January 13, 2021.

Motion to unanimously approve revised minutes for January 13, 2021, **approved 5-0-0-0**

The Minutes dated December 9, 2020 will be considered at the meeting scheduled for February 10, 2021

END OF THE CONSENT AGENDA

REGULAR AGENDA 9:00 a.m.

- 1. Owner/Applicant:** Jake Bursalyan
File Number: PLN2020-00248
Location: 331 4th Avenue, Unincorporated Miramar (District 3)
Assessor's Parcel Nos: 048-043-090

Consideration of a Coastal Development Permit, Coastal Design Review & Non-conforming Use Permit for a structural remodel and addition to an existing storm-damaged non-conforming single-family residence, where the enlargement will add 748 sq. ft. of floor area and extend the non-conforming right-side setback of 5'-3" where 10' is the minimum side yard setback; additionally the non-conforming use permit includes a parking exception to waive the required 2nd covered parking space in association with a bedroom addition. No grading or tree removal have been proposed. Application deemed complete September 4, 2020. Please direct any questions to Project Planner Bryan Albini at balbini@smcgov.org.

SPEAKERS:

1. Jack Bursalyan, Owner/Applicant

COMMISSION ACTION:

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

Commissioner Santacruz moved and Commissioner Hansson seconded to approve the project **Motion carried 5-0-0-0.**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the request, making the findings and adopting conditions of approval as follows:

FINDINGS:

Regarding the Environmental Review, Found:

1. That the proposed project is categorically exempt from environmental review pursuant to Section 15301, Class 1(e) of the California Environmental Quality Act (CEQA), related to additions to existing structures provided that the addition will not result in an increase of more 50 percent of the floor area of the structures before the addition, or 2,500 sq. ft., whichever is less. The proposed 748 sq. ft. floor area addition falls under this threshold.

Regarding the Design Review, Found:

2. That, with the conditions of approval recommended by the Coastside Design Review Committee at its meeting of October 10, 2020, the project is in compliance with the Design Review Standards for the Coastside as previously elaborated in Section 3.b of this staff report.

Regarding the Coastal Development Permit, Found:

3. That the project, as described in the application and accompanying materials required by Section 6328.7 and as conditioned in accordance with Section 6328.14, conforms with the plans, policies, requirements and standards of the San Mateo County Local Coastal Program by conforming to the standards and policies outlined in this staff report.
4. That the project conforms to specific findings required by policies of the San Mateo County Local Coastal Program. Specifically, the policies of Visual Resources.

Regarding the Use Permit:

5. The proposed development is proportioned to the size of the parcel on which it is being built.

6. All opportunities to acquire additional contiguous land in order to achieve conformity with the zoning regulations currently in effect have been investigated and proven to be infeasible.
7. The proposed development is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible.
8. The establishment, maintenance, and/or conducting of the proposed use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in the said neighborhood.
9. Use permit approval does not constitute a granting of special privileges.

CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be constructed in compliance with the plans once approved by the Planning Commission and as reviewed by the Coastsides Design Review Committee on October 10, 2020. Any changes or revisions to the approved plans shall be submitted to the Community Development Director 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 include a copy of the final approval letter on the top pages of the building plans. This would provide the Planning approval date and required conditions of approval on the on-site plans.
3. The applicant shall indicate the following on plans submitted for a building permit, as stipulated by the Coastsides Design Review Committee:
 - a. Proposed Gable dormers at rear second floor addition shall be changed to shed roof dormers. Plate height shall be 8 feet 0 inches above finished floor elevation, and top of shed roof where it meets the existing roof shall not exceed 26 feet above existing grade (refer to Section S5).
 - b. Introduce horizontal trim board to align with the existing deck at the front of the house, HardiTrim Arctic White to match all other trim. Horizontal siding below this band shall be HardiPlank with color selection option of Evening Blue, Night Gray or Iron Gray. All other horizontal siding shall be HardiPlank with color selection option of Boothbay Blue, Pearl Gray, Gray Slate or Light Mist.
 - c. All material specifications and color selections shall be shown on Exterior elevations.
 - d. Revise exterior lighting layout to include (1) dark sky compliant fixture at each exterior door, with the exception of (2) dark sky compliant fixtures at the existing front deck and (1) dark sky compliant fixture at the bottom of the stairs from the front Entry.
4. 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.

5. 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.
6. 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 to the grade of the site (finished grade).
 - 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 addition, (2) the finished floor elevations, and (3) the topmost elevation of the shed roof ridge connecting to the existing roofline, must be shown on the plan, elevations, and cross-section (if one is provided).

- 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.
7. 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.
 8. 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.
 9. No site disturbance shall occur, including any grading or tree/vegetation removal, until a building permit has been issued.
 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 Park Avenue. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Park Avenue. 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 Ordinance Code Section 4.88.360).

Building Inspection Section

13. The proposed project requires a building permit.
14. At the time of building permit application, the plans shall also clearly delineate the "storage/unconditioned" on floor plan.

Drainage Inspection

15. The following items will be required at the time of building permit submittal:
 - a. Comply with the County's "basic" and/or "prescriptive" drainage review requirements, as applicable, including showing splashblocks at roof gutter downspouts to disperse rainwater to landscaping where feasible.
 - b. A final Grading and Drainage Plan prepared and stamped by a registered civil engineer showing any features required to retain additional stormwater resulting from the new and replaced impervious areas on-site, as determined in the Drainage Report.
 - c. An updated C3 and C6 Development Review Checklist.

Coastside Fire Protection District

16. 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 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.
17. As per Coastside Fire Protection District Ordinance 2019-03, 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 as defined in the current edition of the California Building Code, if the addition requires new section of roof.
18. Vegetation Management (LRA) The Coastside Fire Protection District Ordinance 2019-03, the 2019 California Fire Code 304.1.2
 - a. A fuel break of defensible space is required around the perimeter of all structures to a distance of not less than 30 feet and may be required to a distance of 100 feet or to the property line. This is neither a requirement nor an authorization for the removal of living trees.
 - b. Trees located within the defensible space shall be pruned to remove dead and dying portions, and limbed up 6 feet above the ground. New trees planted in the defensible space shall be located no closer than 10 feet to adjacent trees when fully grown or at maturity.

- c. Remove that portion of any existing trees, which extends within 10 feet of the outlet of a chimney or stovepipe or is within 5 feet of any structure. Maintain any tree adjacent to or overhanging a building free of dead or dying wood.
- 19. Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet, 5.0 sq. ft. allowed at grade. The minimum net clear openable height dimension shall be 24 inches. The net clear openable width dimension shall be 20 inches. Finished sill height shall be not more than 44 inches above the finished floor. (CFC 1030).
- 20. The installation of an approved spark arrester is required on all (WOOD BURNING) chimneys. Spark arresters shall be made of 12-gage woven or welded wire screening having openings not exceeding 1/2-inch.

BRA:cmc – BRAFF0500_WCU.DOCX

2.	Owner/Applicant:	Bel Aire Heights LLC
	File Number:	PLN2002-00517
	Location:	Corner of Ascension Drive and Bel Aire Drive, unincorporated San Mateo Highlands (District 1)
	Assessor’s Parcel No’s:	041-111-130, -160, -270, -280, -320 and -360

Consideration of a revised grading schedule and wet season grading operations for the Ascension Heights Subdivision; this item was continued from the November 18, 2020 meeting. Please direct any questions to Planning Services Manager Joe LaClair at jlaclair@smcgov.org.

SPEAKERS:

- 1. Louis Lang
- 2. Yu Yang
- 3. Ryan McGee
- 4. Joe Michelucci
- 5. **Don Nagle**
- 6. **Lauri Nagle**
- 7. **Gary Trott**
- 8. **Kim Ricket**

COMMISSION ACTION:

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

Commissioner Gupta moved and Commissioner Ramirez seconded to approve the project **with additional condition for weekly email project updates to neighbors. Motion carried 5-0-0-0.**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission approved the request, making the findings and adopting conditions of approval with modifications to include improving communications with the neighbors and providing weekly updates as follows:

FINDINGS:

The proposed schedule of grading operations and haul routes conform with the adopted conditions of the subdivision approval.

CONDITIONS OF APPROVAL:

1. A Building Permit, including payment of inspection fees, is required to track weekly wet season Erosion Control inspections.
2. Applicant must comply with all conditions of approval of the Grading Permit.
3. If grading period must be extended, the applicant must provide an updated schedule to the Community Development Director (Director) for review by the Planning Commission, unless the Director determines that the proposed schedule modification is minor in nature.
4. Grading may occur only on dry days. No site grading shall occur within 24 hours after a State Water Board qualifying rain event.
5. Applicant shall send photos of final stabilization to the project planner within one week of completion of grading.
6. Any empty hauling trucks arriving in the neighborhood without a tarpaulin cover will not be permitted to enter the site for 12 hours and shall only be allowed onsite if covered whether arriving or leaving the site.

3. **Correspondence and Other Matters**

None

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

Workshop for Connect the Coastside Transportation Plan, Janneth will provide a link about the plan prior to the meeting.

5. **Director’s Report**

- Harbor Village RV Park decision was appealed to the Board of Supervisors
- Update on the upgrades to the online permitting system.
- Video of Montara hotel pre-app workshop has been posted as requested. Janneth will send the link.

6. **Commissioner Updates and Questions**

Commissioner Gupta asked for clarification on the Accela permitting system. Commissioner Ramirez is also looking forward to the changes. Connect the Coastside study session as well as the Child Care Ordinance item at the MCC meeting tonight.

7. **Adjournment**

Meeting was adjourned at 11:28 AM
