

## Amy Ow

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**From:** Camille Leung  
**Sent:** Friday, November 15, 2019 2:03 PM  
**To:** Jessica Henderson-McBean; Kristen Outten  
**Cc:** Amy Ow; Steve Monowitz  
**Subject:** RE: Notice to Interested Parties - Highlands Estates Lots 9 and 10  
**Attachments:** SMCWPPP-C-6\_Inspection\_Report-August-2017-PDF-Form.pdf

[Here's the Inspection form!](#)

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**From:** Camille Leung  
**Sent:** Thursday, November 14, 2019 11:21 AM  
**To:** Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Kristen Outten <koutten@swca.com>  
**Cc:** Amy Ow <aow@smcgov.org>; Steve Monowitz <smonowitz@smcgov.org>  
**Subject:** Re: Notice to Interested Parties - Highlands Estates Lots 9 and 10

Yes its ok to start inspections next week. Thank you!

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**From:** Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>  
**Sent:** Thursday, November 14, 2019 10:48:47 AM  
**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>; Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>  
**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Steve Monowitz <[smonowitz@smcgov.org](mailto:smonowitz@smcgov.org)>  
**Subject:** RE: Notice to Interested Parties - Highlands Estates Lots 9 and 10

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Good Morning Camille,

Thank you so much for your thorough response to our questions. It is very exciting to see this project breaking ground! Kristen is in a training today and tomorrow, and so she asked me to respond on her behalf.

We are wondering if you would be ok with SWCA starting our weekly inspections on Monday next week (11/18/19). This will give the Applicant time to begin work, and make our site visit more productive. Let us know your thoughts.

Thank you!

**Jessie Henderson-McBean**  
Biologist

**SWCA Environmental Consultants**  
60 Stone Pine Road, Suite 100  
Half Moon Bay, CA 94019  
P 650.440.4160 x 6410 | C 805.712.8794



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**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Sent:** Thursday, November 14, 2019 10:01 AM  
**To:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>  
**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Steve Monowitz <[smonowitz@smcgov.org](mailto:smonowitz@smcgov.org)>  
**Subject:** Re: Notice to Interested Parties - Highlands Estates Lots 9 and 10

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Hi Kristen and Jessie,

Building and Grading Permits were issued for Lots 9 and 10 this morning. Please start weekly inspections. They do not have to be coordinated with the Applicant, but it may work better to coordinate the dates and times to make sure they are there to understand and make any needed corrections you identify.

Thank you for sending this list of tasks. I have added notes after each task:

SWCA will conduct weekly compliance inspections to ensure the project complies with the MMRP and COA.-- Yes. There is also a Construction and Grading Requirements document that I sent out with the email notice, which contains the some additional requirements for wet season grading.

Nexgen will ultimately be responsible for SWPPP inspections and reporting; however, SWCA will also inspect for compliance with the SWPPP during the weekly site visits.-- Yes, these are of a lower priority as they are State-enforced.

You provided me with 10 copies of the County's carbon-copy Construction Site Inspection Form; however, there are three different versions (updated December 10, 2012, updated March 2010, and updated July 1, 2016). Are these still the forms you would like us to fill out during each inspection? And if so, does version matter? Alternatively, we could digitize the most recent version of the form and fill out an electronic copy during each site expectation. Let me know your preference.--- Newer forms have the "hillside site" box. This can be added by hand to the forms without that box. As you will soon run out of forms, please feel free to make copies of the form. You can fill out a form and then take a picture for your records. I have a digital version of the form I will send you when I get back to the office tomorrow.

SWCA will notify the County of any non-compliances within 24 hours of the issue and provide recommended corrective actions. SWCA will document the resolution in a Non-compliance Resolution Report within 3 days of the issue resolution.--- Yes all corrections should be made prior to the next weekly inspection and before any major rain event. If corrections are not all made, enforcement should be escalated (shorter time frame for correction and possible Stop Work Notice). For SWNs, please coordinate with me and we can have a Building Inspector issue this as needed.

SWCA will update the Compliance Matrix weekly to track compliance with the MMRP and COA. -- Yes, please track any public comments or complaints as well.

SWCA will prepare and submit a Monthly Progress Report to the County at the end of the first week of every month summarizing compliance updates. - Yes

SWCA will prepare and submit a Final Compliance Report for the project. Please let me know if you prefer to instead have a Final Compliance Report for each lot as opposed to the project as a whole.- Yes

The compliance matrix, reports, contact list, and other project-related documents will live on the project's One Drive. I believe you, and possibly Steve, are the only ones with access at this time. Please let me know who else you'd to have access this site.-- Yes

Thank you! Please let me know when you want to pick up the SWPPP. We can discuss any remaining details. If Im not there when you come by, its on my desk in a prominent spot.

Thank you!

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**From:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>

**Sent:** Wednesday, November 13, 2019 9:49:31 AM

**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>

**Subject:** RE: Notice to Interested Parties - Highlands Estates Lots 9 and 10

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Hi Camille,

That works well. Let us know when they plan to break ground and we can plan accordingly. Also, it's been awhile since we talked about SWCA's role during construction. Can you please confirm the following is consistent with the County's expectations:

- SWCA will conduct weekly compliance inspections to ensure the project complies with the MMRP and COA.
- Nexgen will ultimately be responsible for SWPPP inspections and reporting; however, SWCA will also inspect for compliance with the SWPPP during the weekly site visits.
- You provided me with 10 copies of the County's carbon-copy Construction Site Inspection Form; however, there are three different versions (updated December 10, 2012, updated March 2010, and updated July 1, 2016). Are these still the forms you would like us to fill out during each inspection? And if so, does version matter? Alternatively, we could digitize the most recent version of the form and fill out an electronic copy during each site expectation. Let me know your preference.
- SWCA will notify the County of any non-compliances within 24 hours of the issue and provide recommended corrective actions. SWCA will document the resolution in a Non-compliance Resolution Report within 3 days of the issue resolution.
- SWCA will update the Compliance Matrix weekly to track compliance with the MMRP and COA.
- SWCA will prepare and submit a Monthly Progress Report to the County at the end of the first week of every month summarizing compliance updates.
- SWCA will prepare and submit a Final Compliance Report for the project. Please let me know if you prefer to instead have a Final Compliance Report for each lot as opposed to the project as a whole.
- The compliance matrix, reports, contact list, and other project-related documents will live on the project's [One Drive](#). I believe you, and possibly Steve, are the only ones with access at this time. Please let me know who else you'd to have access this site.

Let me know if I've missed anything or if you would like to discuss our role in more detail.

Thanks,  
Kristen

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**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Sent:** Tuesday, November 12, 2019 5:37 PM  
**To:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>  
**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>  
**Subject:** RE: Notice to Interested Parties - Highlands Estates Lots 9 and 10

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Hi Kristen,

Yes I do have the SWPPP. We can give you the most recent hard copy version (hard to scan, pages of varying size). Do you want to pick it up before the weekly inspection?

Thanks

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**From:** Kristen Outten [<mailto:koutten@swca.com>]  
**Sent:** Tuesday, November 12, 2019 12:46 PM  
**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>  
**Subject:** RE: Notice to Interested Parties - Highlands Estates Lots 9 and 10

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Thanks. I assume our weekly inspections will begin the first week of construction, so possibly as early as this week. Keep me posted once you have an update on the schedule. Also, do you have a copy of the most current SWPPP?

Thanks,  
Kristen

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**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Sent:** Tuesday, November 12, 2019 12:16 PM  
**To:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>  
**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>  
**Subject:** RE: Notice to Interested Parties - Highlands Estates Lots 9 and 10

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Hi Kristen,

Mostly likely tomorrow. I will let you know when we know for sure

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**From:** Kristen Outten [<mailto:koutten@swca.com>]  
**Sent:** Tuesday, November 12, 2019 11:51 AM  
**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Subject:** RE: Notice to Interested Parties - Highlands Estates Lots 9 and 10

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Hi Camille,

Any updates on regarding Nexgen's start date?

Thanks,  
Kristen

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**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>  
**Sent:** Thursday, November 7, 2019 5:04 PM  
**To:** 'Dave Michaels' <[dm94402@gmail.com](mailto:dm94402@gmail.com)>; 'Sam Naifeh' <[samnaifeh@sbcglobal.net](mailto:samnaifeh@sbcglobal.net)>; 'Liesje Nicolas' <[liesjenicolas@gmail.com](mailto:liesjenicolas@gmail.com)>; 'Liesje Nicolas' <[HighlandsCAPresident@gmail.com](mailto:HighlandsCAPresident@gmail.com)>; 'Rick Priola' <[hcapres@gmail.com](mailto:hcapres@gmail.com)>; 'Chris Misner' <[chrismisner@yahoo.com](mailto:chrismisner@yahoo.com)>; 'Christopher Karic' <[ckaric@sellerlaw.com](mailto:ckaric@sellerlaw.com)>; 'Deke & Corrin Brown' <[d.cbrown@comcast.net](mailto:d.cbrown@comcast.net)>; 'Gary Trott' <[gary\\_trott@comcast.net](mailto:gary_trott@comcast.net)>; 'Thomas Frankel' <[frankelt@pacbell.net](mailto:frankelt@pacbell.net)>; 'Christine Tam' <[tomfinke2010@gmail.com](mailto:tomfinke2010@gmail.com)>; 'Christine Tam' <[ctamsm@gmail.com](mailto:ctamsm@gmail.com)>; 'Mark Luechtefeld' <[mluechtefeld@gmail.com](mailto:mluechtefeld@gmail.com)>; 'Dylan Ashbrook' <[dylanashbrook@gmail.com](mailto:dylanashbrook@gmail.com)>; Henry Jung <[hjji@earthlink.net](mailto:hjji@earthlink.net)>; Noel Chamberlain <[noel@nexgenbuilders.com](mailto:noel@nexgenbuilders.com)>; Bob Pellegrine <[Bob.P@nexgenbuilders.com](mailto:Bob.P@nexgenbuilders.com)>; Melissa Leet <[mleet@graniteridgellp.com](mailto:mleet@graniteridgellp.com)>  
**Cc:** Steve Monowitz <[smonowitz@smcgov.org](mailto:smonowitz@smcgov.org)>; Dave Pine <[dpine@smcgov.org](mailto:dpine@smcgov.org)>; Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>  
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Interested Parties:

The purpose of this email is to provide a status update on the construction of the remaining seven lots (Lots 5 - 11) of the Highland Estates Subdivision project (Applicant). Building permits for houses on Lots 5 - 11 have been under review by the County since 2016.

In a notice sent on June 5, 2019, the County informed interested parties that the construction of new homes on Lots 9, 10, and 11 would commence soon. At this time, the Applicant only plans to undertake construction for houses on Lots 9 and 10, which will start in early November 2019. Construction on Lot 11 will be placed on hold until Spring 2020. The Applicant will notify the County prior to work beginning on Lot 11 and the County will in turn notify you of when the Applicant plans to commence work on this lot.

In the June 5, 2019 notice, staff also provided the status of the building permits for Lots 5 through 8, which are on hold due to review related to proposed increases in grading volumes. This review remains pending.

Grading and construction of the residences on Lots 9 and 10 will be completed by:  
Nexgen Builders  
225 Demeter St, East Palo Alto, CA 94303  
Phone: (650) 322-5800

### **Sequence of Work on Lots 9 and 10**

The Project will involve the following steps:

1. **Clearing and Grubbing (1 week)**: The first stage of grading will entail tree removal, clearing and grubbing (removal of stumps, roots and organic debris) of the pad site. Green waste will be trucked off site.
2. **Excavation of the Grading Key Way (1 week)**: After clearing and grubbing, NexGen will excavate approximately 800 cubic yards of soil in order to establish the grading key way which is a trench where compacted fill is placed. The 800 cubic yards of excavated materials will be stockpiled and covered for later use. Organics and unsuitable soil will be off-hauled and suitable soil will be stockpiled and re-used. The stockpile will be located in flatter areas of the site in the area of the building pad. Over the weekends and in the event of rain, NexGen will use geotextile blankets secured by U-shaped pins to protect stockpiles and all graded areas, as well as fiber rolls along the perimeter of stockpiles and graded areas. All grading activities will cease prior to the onset of rain, with adequate time for the site to be fully protected.
3. **Fill Importation and Soil Compaction (4 weeks)**: After completion of the key way, NexGen will compact the 800 cubic yard stock pile. NexGen will also import an additional 1100 yards of fill from an offsite source. NexGen will use 6-wheelers, high-sided dump trucks (each with an approximate capacity of eleven cubic yards), which are smaller than the standard 8-wheeler dump trucks (which have an approximate capacity of 15 cubic yards) and which can better navigate the residential streets. NexGen will bring up the pad in vertical lifts of one foot in depth. NexGen will compact all lifts by the end of each day and ensure that all remaining stock piled materials are securely covered and contained. After the 800 cubic yards of stockpiled materials have been used, NexGen will only import as much soil per day as can be applied to the site and protected that day. The onsite equipment will be an excavator, compactor, and skip loader backhoe. During the compaction stage, NexGen will use visqueen (polyethylene plastic sheeting) to cover compacted areas, along with fiber rolls along the edges of the visqueen, with the fiber rolls weighed down by rock/sand bags every 3-5 feet. **All grading activities will cease prior to the onset of rain, with adequate time for the site to be fully protected.**
4. **Pier Drilling and Construction (4 weeks)**: Pier sizes for the project are a combination of 24", 18" and 12" in diameter. Depth of piers will be determined by the soils engineer, who will observe pier construction. Pier drilling will take approximately 5 days to complete per house. Each house will require 2 pours of concrete (1 for the upper level and 1 for the lower level). Each pour will take about 2-3 days (time includes 1 day for pier inspection). There will be 30 days between each pour. Piers will be poured by a concrete boom pump. The pump and concrete trucks will stage on the construction entrance. After grading and pier construction are complete, disturbed land will be protected using erosion control mats as well as other measures until landscape is installed.
5. **Vertical Construction and Landscaping**: Vertical construction of the houses on Lots 9 and 10 are estimated to take approximately 1 year. Landscaping will be installed after construction of houses, prior to final approval of permits.

### **Grading Requirements:**

The Applicant has received a wet weather grading exemption. Grading requirements that the Applicant must follow are attached to this notice.

### **Construction Monitoring**

SWCA Environmental Consultants (SWCA) will monitor compliance with the Mitigation Monitoring and Reporting Program (MRRP) and the conditions of approval for the project. SWCA will work closely with the public and the Applicant's contractor to address and resolve all public questions and complaints during the construction process. **Should you have any questions or concerns about the construction process, or compliance with the MRRP or the conditions of approval for the project, please contact:**

County-Contracted Mitigation Monitor:

Kristen Outten, Project Manager/Senior Biologist  
SWCA Environmental Consultants  
(650) 440-4160 x 6404  
Email: [koutten@swca.com](mailto:koutten@swca.com)

The Applicant has also designated a coordinator who is responsible for responding to any local complaints regarding construction noise. The coordinator will determine the cause of the complaint and will require the implementation of reasonable measures to correct the problem. **Should you have any questions or concerns about construction noise, please contact:**

Disturbance Coordinator:

Bob Pellegrine, Nexgen Builders  
225 Demeter St, East Palo Alto, CA 94303  
Office Phone: (650) 322-5800  
Cell Phone: (650) 445-2214

The telephone number of the disturbance coordinator is also posted at the construction site.

Attachment: Chamberlain Lots 9 and 10, Construction and Grading Requirements, dated November 7, 2019.