



# 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  
Carlos Serrano Quan 5<sup>th</sup> District

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

## ACTION MINUTES- DRAFT

MEETING NO. 1727  
Wednesday September 28, 2022  
VIDEOCONFERENCE ONLY

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

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

**Roll Call:** Commissioners Present: Hansson, Ketcham, Gupta, Serrano Quan  
Commissioner Absent: Ramirez  
Staff Present: Monowitz, Fox, Montes, Lujan

Legal notice has been Published in San Mateo Times on September 17, 2022, and the Half Moon Bay Review on September 21, 2022

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

None

### **CONSENT AGENDA** 9:00 a.m.

1. **Consideration of the Minutes of the Planning Commission Hearing for August 24, 2022, and September 14, 2022.**
2. **Resolution to Make Findings that, as a Result of the Continuing Covid-19 Pandemic State of Emergency Declared by Governor Newsom, Meeting in Person for Meetings of the Planning Commission Would Present Imminent Risks to the Health or Safety of Attendees**

### **SPEAKERS:**

None

### **COMMISSIONER ACTION**

Commissioners closed public comment unanimously.

Commissioner Ketcham moved to postpone consent item #1 to a later date and approve consent, item #2. Commissioner Hansson seconded the motion. **Motion carried 4-0-0-1.**

**REGULAR AGENDA**

**9:00 a.m.**

- 3. Owner/Applicant:** San Mateo County Parks Department  
**File Number:** PLN2022-00132  
**Location:** 1195 Columbus St., El Granada, CA 94019  
**Assessor’s Parcel No:** 047-340-010, 020, 040, 090

Coastal Development Permit (CDP) to extend the existing parking lot at Quarry Park by adding 18 new graveled parking spaces and 1 new paved ADA space with new fencing. For any questions, please contact Senior Planner, Angela Chavez at [achavez@smcgov.org](mailto:achavez@smcgov.org).

**SPEAKERS:**

1. Sam Herzberg, Parks Department
2. Fran Pollard

**COMMISSIONER ACTION**

Commissioners closed public comment unanimously.

Commissioner Ketcham moved, and Commissioner Hansson seconded to approve the project as follows.  
**Motion carried 4-0-0-1.**

**FINDINGS**

**Regarding the Environmental Review, Found:**

1. That the project is categorically exempt, pursuant to the California Environmental Quality Act (CEQA), Section 15303, Class 3, relating to the construction of small accessory 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, conforms with the plans, policies, requirements and standards of the San Mateo County Local Coastal Program with regards to the protection of biotic and visual resources.
3. That the project conforms to the specific findings required by policies of the San Mateo County Local Coastal Program as discussed in Section A(2) of this Staff Report. Protection measures will be implemented to prevent any impact to biological resources, including the San Francisco Garter Snake and California Red-Legged Frog.

**CONDITIONS OF APPROVAL****Current Planning Section**

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission on September 28, 2022. The Community Development Director may approve minor revisions or modifications to the project if they are found to be consistent with the intent of and in substantial conformance with this approval.

***General Avoidance Measures***

2. Site grading and trail development activities shall be restricted between May 1 and December 31. Site grading during these dryer months will reduce the possibility of soil erosion and sediments flowing into natural habitats.
3. Install temporary silt fencing along the perimeter of Environmentally Sensitive Habitat Areas (ESHAs) where land disturbing activities will occur to protect potential ESHAs.
4. Solid materials, including wood, masonry/rock, glass, paper, or other materials shall not be stored or placed in any required buffer zone to the extent practicable. Solid waste materials should be properly disposed of off-site. Fluid materials, including concrete, wash water, fuels, lubricants, or other fluid materials used during construction shall not be disposed of on-site and should be stored or confined as necessary to prevent spillage into natural habitats. If a spill of such materials occurs, the area shall be cleaned, and contaminated materials disposed of properly. The affected area shall be restored to its natural condition.

***Special-Status and Non-Special-Status Nesting Birds***

5. If project activities are conducted during the nesting season (February 15 – August 31), a pre-construction nesting bird survey, performed by a qualified biologist, shall be performed no more than 14 days prior to initial ground disturbance to avoid impacting active nests, eggs, and/or young.

6. If the survey identifies any active nest, an exclusion buffer shall be established for protection of the nest and young. A qualified biologist shall establish a buffer appropriate for the species and location of the nest if it is necessary. The buffer shall be maintained until all young have fledged.
7. Impacts to nesting birds can be avoided if construction activities are initiated outside of the nesting season (September 1 – January 31). During this time period, no pre-construction bird surveys are recommended.

*California Red-Legged Frog and San Francisco Garter Snake*

8. All ground disturbance activities shall be restricted to the dry season (April 15 through October 15) or when suitable habitats have dried in order to reduce the potential for CRLF and SFGS to occur within non-ponded habitats of the Study Area.
9. A qualified biologist shall survey the work site immediately before the onset of vegetation clearing or ground disturbance activities to verify if species are present and all habitats are dry. If CRLF are found and do not move out of the work area on their own, the USFWS shall be contacted to determine if relocation is appropriate. In making this determination, the USFWS will consider if an appropriate relocation site exists. If the USFWS approves moving animals, a USFWS-approved biologist will be allowed sufficient time to move them from the work site before work activities begin. Any SFGS shall be allowed to leave the work area on their own and shall be monitored as practical by the biologist to ensure they do not reenter the work area.
10. Prior to the start of ground-disturbing activities, all construction personnel shall receive training on listed species and their habitats by a qualified biologist. The importance of these species and their habitat will be described to all employees as well as the minimization and avoidance measures that are to be implemented as part of the project. An educational brochure containing color photographs of all listed species in the work area will be distributed to all employees working within the Study Area. The original list of employees who attend the training sessions will be maintained by the contractor and be made available for review by the USFWS and the CDFW upon request.

11. The contractor shall designate a person or employee to monitor on-site compliance with all minimization measures. The on-site monitor(s) will be on-site daily for the duration of work, including vegetation removal, grading, and clean-up activities.
12. Any vehicles and equipment associated with work-activities shall be parked or staged only within a designated staging area at the end of each workday or when not in use in order to minimize habitat disturbance or water quality degradation.
13. Wildlife exclusion fencing shall be erected and maintained around the perimeter of the Limit of Work area, including the project construction staging areas and access routes, to prevent SFGS and CRLF from entering the site overnight.
14. Vehicle access points shall have a temporary silt fence gate, which is opened to allow construction vehicle access while the contractor's trained personnel are present. At night the seal on the temporary gate should be augmented by sandbags to prevent species from entering the area beneath the gate. Installation of fencing will be performed under the supervision of a USFWS-approved biologist.
15. No work shall occur within 48 hours of a rain event (over 0.25-inch in a 24-hour period). Following a rain event, a qualified biologist will resurvey the work area immediately before reinitiating ground disturbance activities to verify if species are present. If CRLF or SFGS are observed, then the steps previously described for the initial pre-construction survey shall be followed.
16. Plastic monofilament netting (erosion control matting), rolled erosion control materials, or similar material shall not be used at the Study Area because CRLF, SFGS, and other species may become entangled or trapped in it. Any erosion control materials used should be made of tightly woven fiber netting or similar material to ensure that the CRLF and SFGS are not trapped. This limitation shall be communicated to the contractor prior to the start of work.
17. No trash shall be deposited on the site during construction activities. All trash shall be placed in trash receptacles with secure lids, stored in vehicles, and removed nightly from the Study Area.

18. Refueling or maintenance of equipment shall be conducted at least 50 feet from any wetlands, waters or designated ESHAs.
19. California Red-Legged Frog and SFGS may take refuge in cavity-like or den-like structures such as pipes and may enter stored pipes and become trapped. Therefore, all construction pipes, culverts, or similar materials, which are stored at the site for one or more nights, will be either securely capped or thoroughly inspected by the on-site monitor and/or the construction foreman/manager before the pipe is used or moved in any way. It is also recommended these materials are stored within the staging areas either in developed areas or within wildlife exclusion fencing.
20. The on-site monitor and/or construction foreman/manager shall ensure that all excavated steep-walled holes or trenches more than one foot deep are completely covered at the close of each working day by covering holes with plywood or similar materials and covering the edges of those materials with dirt to prevent access by wildlife. Alternatively, holes may be augmented with one or more escape ramps constructed of earth fill or wooden planks. Any ramps installed should be approved by the on-site biologist. Before such holes or trenches are filled, they will be thoroughly inspected for trapped animals by the on-site biologist and/or construction foreman/manager.
21. If at any time a trapped CRLF or SFGS is discovered by the on-site biologist or anyone else, work in the immediate area should cease as soon as it is safe to do so, and the animal shall be allowed to passively leave the work area on its own. Steps outlined above shall be followed if the animal does not or cannot leave the area on its own.

#### *Monarch Butterfly*

22. If possible, project work should be scheduled to occur between September and October.
23. If the Project will remove or trim trees during the winter roost season (October 1 through March 15), then a pre-construction survey for roosting monarch butterflies should be conducted within 7 days of tree removal or trimming activities.

- 24. If monarch butterflies are detected roosting in trees to be removed or trimmed, then consultation with CDFW may be required to determine how and when to proceed with activities and if additional mitigation measures are required.
- 25. If tree removal or trimming is conducted March 16 through September 31, then no preconstruction surveys for roosting monarch butterflies are necessary.

*Discovery of Human Remains*

- 26. If at any time during site preparation, excavation, or other ground disturbance associated with the proposed project, human remains are discovered, the construction contractor shall immediately cease and desist from all further site excavation and notify the County Planning Department. The Planning Department shall notify the sheriff-coroner. If the coroner determines the remains are Native American, the coroner will contact the Native American Heritage Commission. The Native American Heritage Commission will identify the person or persons believed to be most likely descended from the deceased Native American. The most likely descendent makes recommendations regarding the treatment of the remains with appropriate dignity. Disturbance shall not resume until the significance of the human remains is determined and appropriate mitigations to preserve the resource on the site are established.

\_PC or ZHO SRT (5-6-22)

- 4. **Owner/Applicant:** Bel Aire Heights LLC  
**File Number:** PLN 2002-00517  
**Location:** Ascension Drive and Bel Aire Road, San Mateo Highlands  
**Assessor’s Parcel No:** 041-111-130, 041-111-160, 041-111-270, 041-111-280, 041-111-320 and 041-111 360

Consideration of a revised schedule of grading operations to allow wet season grading on Lots 6, 7, 11, and 12 of the Ascension Heights Subdivision, where such grading has been delayed due to the timing for the relocation of a PG&E overhead line which crosses the listed lots. The project is located in the unincorporated San Mateo Highlands area of San Mateo County. For any questions, please contact Senior Planner, Camille Leung at [cleung@smcgov.org](mailto:cleung@smcgov.org).

**SPEAKERS:**

- 1. Marc Haesloop, Applicant
- 2. Barbara Mikulic
- 3. Marie Awork (SP)

**COMMISSIONER ACTION**

Commissioners closed the public hearing unanimously.

Commissioner Ketcham moved, and Commissioner Hansson seconded to approve the project as follows.  
**Motion carried 4-0-0-1.**

**FINDINGS**

The proposed schedule of grading operations conforms 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 the 2016 project approval.
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 grading shall occur within 24-hours after a rain event.
5. Applicant shall send photos of final stabilization to the project planner within one week of completion of grading.
6. No off-hauling is permitted.
7. The Applicant shall comply with the Grading Operation Details in Table 1:

<b>Table 1 - Grading Operation Details (2022-2023)</b>	
<b>Concern</b>	<b>Requirements</b>
Dry Season Grading	The applicant has revised the proposed schedule to avoid wet-weather grading, except for grading associated with Lots 6, 7, 11, and 12.
Traffic Control Plan/Haul Routes/	N/A - No off-haul is associated with the proposed wet season grading.
Construction Hours	Approved hours for grading: 8 am – 5 pm, Monday through Saturday Approved hours for hauling: N/A
Dust Control Measures	Site dust control will utilize a 4,000-gallon water truck running throughout the workday. Work is subject to mitigation measures, including these: <ul style="list-style-type: none"> <li>• After grading is complete, construction of paved surfaces (e.g., roadways, driveways, sidewalks, building pads) should be completed as soon as possible unless protected by seeding, soil binders, or other similar measures.</li> <li>• Limit idling time to a maximum of five minutes and turn off equipment when not in use; clear signage indicating this shall be displayed at the project site access point.</li> </ul>



Table 1 - Grading Operation Details (2022-2023)	
Concern	Requirements
	<ul style="list-style-type: none"> <li>All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications and shall be checked by a certified visible emissions evaluator.</li> <li>Suspend excavation and grading activity when winds (instantaneous gusts) exceed 25 mph.</li> </ul>
Construction and Worker Parking in Street	The applicant shall park all construction and worker vehicles on-site.
Litter, including Cigarette Butts, in Street	The applicant shall provide necessary training and trash receptacles for workers to properly dispose of litter, including cigarette butts, in on-site trash containers.

Geotechnical Conditions

- The Geotechnical Engineer shall conduct weekly monitoring, as well as perform additional monitoring after every storm event that results in 1/2-inch or more of rainfall within a 12-hour period as measured at the nearest gauge, until grading is complete.

Additional Erosion Control Conditions

- The Contractor shall cover and protect all stockpile areas from rainfall and erosion.
- The Contractor shall increase the protection of the roadways from potential deposition/siltation (e.g., additional silt fencing, K-Rails or similar barriers to facilitate debris accumulation and catchment).
- The Contractor shall provide daily street cleaning during mass grading.
- Erosion control measures outside of actively graded areas shall remain in place and be maintained continuously until April 30.
- Areas of active grading shall be covered at the end of the workday and for periods of no work, such as weekends and holidays.
- All grading work shall stop 48-hours prior to a predicted major rain event and the site shall be stabilized.
- After a major rain event, prior to re-start of grading work, the County shall inspect the site and identify necessary corrections. Corrections shall be completed prior to re-start of grading.

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- Correspondence and Other Matters**  
No correspondence has been received.

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

No study Session planned for the meeting. Items to be presented at the next meeting include the Pescadero Fire Station LCP Amendments and the Housing Element update.

Staff is aiming to schedule the Middlefield Road Information session requested by Chair Ramirez on October 26, 2022, and is working with the Department of Public Works to make that happen

7. **Director's Report**

Director Monowitz shared that at yesterday's Board of Supervisors hearing the Board approved the contract with Good City Corporation, who will be assisting with the Ten-year review of the North Fair Oaks community plan. This review will be conducted on a parallel track with the fourth phase of general plan and zoning amendments being developed to further advance implementation of the community plan.

8. **Commissioner Updates and Questions**

Commissioner Ketcham asked Director Monowitz about the work being done by One Shoreline in the Princeton area, and whether it is being coordinated with Plan Princeton. Director Monowitz informed the Commission that planning staff have been meeting with One Shoreline staff to collaborate on sea level rise issues and appropriate adaptive responses. The Director identified that staff will provide an update on Plan Princeton, and the work being conducted in collaboration with One Shoreline, at a future Planning Commission meeting.

9. **Adjournment**

Meeting adjourned at 10:01 AM