

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** September 14, 2016

**TO:** Planning Commission

**FROM:** Planning Staff

**SUBJECT:** EXECUTIVE SUMMARY: Consideration of a Design Review Permit and a Non-Conforming Use Permit, pursuant to Sections 6565.3 and 6137 of the San Mateo County Zoning Regulations, respectively, to allow construction of a major remodel which includes a 1,187 sq. ft. new addition to an existing 2,517 sq. ft. non-conforming single-family residence with a 548 sq. ft. detached garage, on a 15,594 sq. ft. legal parcel. The Non-Conforming Use Permit is required for the house to maintain a 3-ft. right side setback (where 7.5 ft. is the minimum) and to increase the total floor area to 33.4% (where 30% is the maximum). No significant trees are proposed to be removed.

County File Number: PLN 2015-00269 (Kastrop/Granger)

**PROPOSAL**

The applicant proposes to construct an addition and major remodel to a non-conforming 2,507 sq. ft. single-family residence with a one-foot right side setback. The remodel includes moving the non-conforming wall from the property line from 1 foot to 3 feet, construction of a two-story addition, and conversion of existing non-habitable space into a living area and storage. A use permit is required to allow a three-foot side setback where 7.5 feet is the minimum, and total floor area of 33.4% where 30% is the maximum. The project requires a Design Review Permit and a Non-Conforming Use Permit. No significant trees would be removed.

**RECOMMENDATION**

That the Planning Commission approve the Design Review Permit and the Non-Conforming Use Permit, County File Number PLN 2015-00269, based on and subject to the required findings and conditions of approval listed in Attachment A of this staff report.

**SUMMARY**

The applicant proposes a major remodel to an existing single-family residence, which will include a two-story addition, relocating a non-conforming exterior wall to meet a

required 3-foot minimum side yard setback, and conversion of 603 sq. ft. of uninhabited crawlspace into storage accessible from the interior of the residence. The additional floor area to be built is 1,187 sq. ft. for a new master bedroom, and to expand the living, dining, and kitchen areas of the house.

The existing house has a varying right, side yard setback of one foot over the rear portion and 2.93 feet over the rear, and a front set back of 15.58 feet where 20 feet is required. The proposed remodel/addition includes removing the portion of the residence which maintains a 1-foot setback, and creating the minimum 3-foot setback along the entire right side to meet fire safety requirements.

The project requires a Design Review hearing due to the fact that the parcel is located within the unincorporated community of Emerald Lake Hills. The Design Review Officer reviewed the project on December 1, 2015 and found that the proposed addition complies with the applicable Design Review Standards regarding site planning, architectural style, and building materials.

A Non-conforming Use Permit is required for the non-conforming structure to allow a 3-foot setback where a 7.5-foot setback is required and the floor area to exceed the 30% maximum and to be 33.4%. The non-conforming front setback is allowed to remain since it meets at least 50% of the required 20-foot setback.

To approve the Non-conforming Use Permit, the Planning Commission must find that that this proposal will not be detrimental to the public welfare or injurious to property or improvements. The project is in compliance with this finding, as the addition will be sited on the subject property such that no neighbors will experience privacy or visual impacts due to the proximity of neighboring homes, which are located over 50 feet from the subject residence. Furthermore, the additional floor area will not make the project appear to be disharmonious with the surrounding residences in the community due to project adherence to the Emerald Lake Hills Design Standards.

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County File Number: PLN 2015-00269 (Kastrop/Granger)

**PROPOSAL**

The applicant proposes to construct an addition and major remodel to a non-conforming, 2,507 sq. ft. single-family residence with a one-foot right side setback. The remodel includes moving the non-conforming wall from the property line from 1 foot to 3 feet, construction of a two-story addition, and conversion of existing non-habitable space into a living area and a storage. A use permit is required to allow a 3-foot side setback where 7.5 feet is the minimum, and a total floor area of 33.4% where 30% is the maximum. The project requires a Design Review Permit and a Non-Conforming Use Permit. No significant trees would be removed.

**RECOMMENDATION**

That the Planning Commission approve the Design Review Permit and Non-Conforming Use Permit, County File Number PLN 2015-00269, based on and subject to the required findings and conditions of approval listed in Attachment A.

**BACKGROUND**

Report Prepared By: Erica Adams, Project Planner, Telephone 650/363-1828

Applicant: Brian Villavicencio of Kastrop Group Architects

Owner: Zachary and Jennifer Granger

Location: 846 Hillcrest Drive, Emerald Lake Hills

APN: 058-267-170

Size: 15,594 sq. ft. (gross), 12,687 sq. ft. (net)

Existing Zoning: RH/DR (Residential Hillside/Design Review)

General Plan Designation: Low Density Residential/Urban

Sphere-of-Influence: City of Redwood City

Existing Land Use: Single-Family Residential

Water Supply: City of Redwood City Municipal Water Department

Sewage Disposal: Oak Knoll Sewer Maintenance District

Flood Zone: Zone X, Panel Number 06081C0282E, Effective Date: October 16, 2012

Environmental Evaluation: This project is categorically exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act, related to construction of additions to existing structures which are less than 50% floor area of the structures before the addition or 2,500 square feet, whichever is less.

Setting: The property is a developed parcel in the unincorporated community of Emerald Lake Hills. The gross parcel size is 15,594 sq. ft., and the net size is 12,687 sq. ft. due to 16-foot wide access and sewer easement. All adjacent parcels are developed with single-family residences.

Chronology:

<u>Date</u>	<u>Action</u>
July 1, 2015	- Application submitted and application deemed incomplete
October 1, 2015	- Application deemed incomplete
November 20, 2015	- Application deemed complete for design review
December 1, 2015	- Emerald Lake Hills Design Review Officer Hearing with a recommendation for approval
June 3, 2016	- Plans are modified to reduce floor area ratio
September 14, 2016	- Planning Commission hearing

## DISCUSSION

### A. KEY ISSUES

#### 1. Conformance with the General Plan

The General Plan Visual Quality Policy 4.4 requires the appearance of urban development to “promote aesthetically pleasing development.” The General Plan then calls for the establishment of guidelines for communities to achieve these goals. The establishment of the Design Review Zoning District, Section 6565, of the San Mateo County Zoning Regulations is the mechanism which fulfills this directive. A project that complies with the Emerald Lake Hills Design Standards (Section 6565.15 of the San Mateo County Zoning Regulations) therefore also conforms with General Plan Policies 4.14 (*Appearance of New Development*) and 4.35 (*Urban Area Design Concept*). These policies require structures to promote and enhance good design, and improve the appearance and visual character of development in the area by managing the location and appearance of the structure. The application has been reviewed by the Emerald Lake Hills Design Review Officer and it has been found to be in compliance with Design Review Standards for Emerald Lake Hills. A detailed discussion of how the project complies is provided in Section A.3 of this report.

#### 2. Conformance with Zoning Regulations

A summary of project compliance with the current requirements of the Residential Hillside (RH) Zoning District is provided in the table below. The Use Permit is required to address nonconformities in the right side setback and floor area ratio (as indicated by an asterisk \*).

<b>Development Standards</b>	<b>Zoning Requirements</b>	<b>Existing</b>	<b>Proposed</b>
Minimum Building Site Area	12,000 sq. ft. for 17% slope	12,687 net 15, 598 gross with sewer/access easement	No changes
Minimum Building Site Width	50 ft.	121 ft.	No changes
Minimum Setbacks			
Front	20 ft.	15.58 ft. fro house (legal non-conforming) 52 ft. for garage	No changes
Rear	20 ft.	58 ft. for house 45 ft. for garage	No changes
Sides	Combination of 20 with a minimum 7.5 ft.	1 ft. right for house 76 ft. left for house	3 ft. right for house* 61 ft. left for house
	Garage – Rear half	10 ft. left for garage	

Development Standards	Zoning Requirements	Existing	Proposed
	and 3 ft. from property line	67 ft. right for garage	No changes
Maximum Lot Coverage	25%	15%	19.3%
Maximum Building Floor Area	30% 3,806 sq. ft.	20% 2,495 sq. ft.	33.4%* 4,242 sq. ft.
Maximum Building Height	28 ft.	22 ft.	No changes
Minimum Parking	2 covered spaces and 2 guest spaces	2 covered spaces and 2 uncovered spaces	2 covered spaces and 2 uncovered spaces
<i>*Non-conformity will be addressed by Use Permit Application.</i>			

As shown above, the project complies with the lot coverage and height requirements of the RH District. While the project does not comply with the minimum right side setback, minimum of 7.5 feet requirement, the project would increase the conformity of the house by increasing the setback from 1 foot to 3 feet, aligning the new wall with the existing exterior right, side wall. The increase in floor area ratio over the maximum includes expansion for a new master bedroom suit, living and dining room, and the conversion of an underfloor area into living space with interior access to the house. The areas of noncompliance are discussed in further detail in Section A.4. of this report.

### 3. Conformance with Design Review Regulations

The project, construction of the major remodel and proposed addition to an existing single-family residence, has been found to be consistent with the Design Review Standards, Section 6515.15, of the Zoning Regulations, by the Emerald Lake Hills Design Review Officer (DRO).

The project's compliance with each component of these standards along with the Design Review Standards is discussed below:

- a. Site Planning: Requires the siting of new buildings on a parcel in locations which achieve the following five objectives:

- (1) *Minimize tree removal.*

No significant trees are proposed to be removed with this project.

(2) *Minimize alteration of the natural topography.*

The site is currently developed with a single-family residence and a detached garage. The proposed addition has a footprint of approximately 800 square feet and will be located on an area on the parcel which is adjacent to the existing residence, on topography which was altered during earlier construction, and provides a yard for the house. There will be virtually no change to the existing topography.

(3) *Respect the privacy of neighboring houses and outdoor living areas.*

The proposal would increase the existing right, side setback from 1 foot to 3 feet and would eliminate eight windows along the right side wall of the residence, to increase the privacy provided to the right side neighbor. The proposal includes an outdoor courtyard area which is surrounded by the building on three sides. There are no outdoor living areas on adjacent parcels which will be impacted by this development, therefore the proposal respects the privacy of neighboring houses and outdoor living areas.

(4) *Minimize blockage of sunlight on neighboring housing and outdoor living areas.*

All nearby residences are not located within close proximity to the subject residence which ensures there is no blockage of sunlight on outdoor living areas.

(5) *Minimize alteration of streams and natural drainage channels.*

There are no streams or drainage channels that would be impacted by this project.

- b. Architectural Styles: Requires that buildings be architecturally compatible with existing buildings, and reflect and emulate, architectural styles and natural surroundings of the immediate area.

There are a wide array of residential styles in the immediate surrounding area, including the Craftsman style of this proposal. The proposed residence integrates wood shingles and stone materials, which are appropriate for the property's wooded setting. The DRO stated that the architectural style of the revised project is compatible with nearby residences, those throughout the Emerald Lake Hills community, and the natural surroundings.

- c. Unenclosed Spaces: Requires avoiding the creation of space beneath buildings and prohibits buildings that are predominantly built on stilts.

No unenclosed spaces, or structures built on stilts, would be created by this proposal.

- d. Building Shapes and Bulk: Requires that buildings are designed with shapes that respect and conform to the natural topography of the site.

The existing building is two stories. The project maintains the existing height of the residence. The project does not significantly alter the existing topography on the site and requires only minor grading.

- e. Facades: Requires well-articulated and proportioned facades.

The pattern of windows and doors on the proposed structure does not create any massive blank walls. While eight windows have been eliminated on the right side wall, this has been done to increase privacy of the residence and that of the adjoining neighbor.

- f. Roofs: Requires pitched roofs.

The roof plan of the house includes pitched roofs and complies with this design standard.

- g. Materials and Colors: Requires that varying architectural styles are compatible by using similar materials and colors which blend with the natural setting and the immediate area.

The proposal includes natural materials such as wood and stone. The exterior siding and accents will be brown, a color that is compliant with the design review standards.

- h. Utilities: New utilities should be placed underground.

All utilities will be placed underground per Condition No. 4.

- i. Paved Areas: Requires minimization of paved areas.

The amount of proposed paved areas complies with this standard as the amount of pavement is limited to that necessary for appropriate vehicle access and parking, and a small patio.

#### 4. Conformance with Use Permit Regulations

The subject residence was constructed in 1932. The applicant proposes a major remodel which will include a two-story addition, relocating a non-conforming exterior wall to meet a required 3-foot minimum side yard

setback, and conversion of 603 sq. feet of uninhabited crawlspace into storage accessible from the interior of the residence. The additional floor area to be built is 1,187 sq. ft. to accommodate a new master bedroom and expansion of living, dining and kitchen areas of the house. The floor area increase also includes conversion of an underfloor area to a living space with access from the interior of the residence.

The existing house is a non-conforming structure which currently has a varying right, side yard setback of one foot over the rear portion of the house and a 2.93-foot setback over the front portion of the house, and a 15.58-foot, front set back where 20 feet is required. Fire department regulations require a minimum of three feet of space between a structure and the property line. The proposed remodel/addition includes removing the portion of the residence which maintains a 1-2.93-foot setback, and creating the minimum 3-foot setback along the entire right side. The non-conforming front setback is allowed to remain since it meets at least 50% of the required 20-foot setback.

Findings by the Planning Commission must include that the establishment, maintenance, and/or conducting of the 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 said neighborhood.

The project may apply for a Non-Conforming Use Permit as the existing residence is a non-conforming structure due to a non-conforming right side setback (1-foot right side setback, where 7.5 feet is the minimum) and non-conforming front setback (15.58-foot setback where 20 feet is the minimum). Section 6135.5 (*Non-Conforming Structures*) of Chapter 4 (*Zoning Non-Conformities*) of the Zoning Regulations requires that "Major repair, remodel, or upgrade of a non-conforming structure, where any nonconformity violates the required zoning standard by 50% or more, shall result in the entire structure conforming with the zoning regulations currently in effect." The current right side setback violates the side setback standard by more than 50%, therefore, the major remodel/addition is required to result in the entire structure conforming with the zoning regulations currently in effect. Under this requirement, the side setback must be corrected to a minimum 7.5 feet (not 3 feet as proposed). The 15.58-foot front setback may remain as it provides over 50% of the required 20-foot setback.

Section 6137 (*Exceptions*) allows the Planning Commission, at a public hearing, to grant a use permit to make an exception to any provision of Chapter 4 which restricts the continuation, enlargement, reestablishment or replacement of a non-conforming use, structure, or situation. The Section stipulates that the use permit shall be processed in accordance with the procedures and requirements of Section 6503 (*Use Permits*).

As proposed, the project would not be detrimental to public welfare or injurious to property in the neighborhood, due to its proximity from other residences. Two residences are more than 50 feet away from the subject residence, and the third residence on the east (right side) is diagonally, corner to corner, approximately 10 feet away from the residence on the subject parcel. Views from the subject residence and the one 10 feet away are buffered from an alignment of the houses on the parcels, and by a detached garage in between the two residences.

The replacement of the existing one-foot side setback with the proposed three-foot side setback, which improves conformity with setback requirements, will improve privacy for adjacent neighbors. Several windows are being removed from this elevation of the house as part of the remodel.

The proposal exceeds the amount of floor area allowed by the RH Zoning District by approximately 430 square feet, and the 33.4% floor area ratio is being requested. The new floor area being proposed is located in three areas of the residence: 1) A new, two-story, 1,020 sq. ft. addition will be located in the center area of the parcel and will consist of a new entry and kitchen on the first floor and a master bedroom suite; 2) A slight enlargement of living area on the right rear of the house would occur in association with the proposal to accommodate the 3-foot side yard setback; and 3) The additional square footage includes 603 square feet of total floor area which is the result of the conversion of an existing crawl space on the existing plans.

The area where the crawl space of the house is located is down slope and not visible from the street, and currently can only be accessed from the exterior of the house. The proposal also includes conversion of some of the area into a bathroom and making the storage area accessible from inside the residence. Much of this area which is being converted to storage will have a ceiling height of less than six feet. The floor is being removed in a 112 square floor area, and a 126 sq. ft. area is being sealed off. There is little exterior change to the area being converted. In addition, the newly constructed floor area will be in the interior of the parcel and away from property lines.

The project is not located in the Coastal Zone and would not impact coastal resources. Based on the foregoing, Staff has determined that this proposal will not be detrimental to the public welfare or injurious to property or improvements. The addition will be sited on the subject property such that privacy would be improved to the right side neighbor, and no neighbors would experience negative privacy or visual impacts due to the proximity of the property to neighboring residences. Furthermore, the additional floor area will not make the project appear to be disharmonious with the surrounding residences or the Emerald Lake Hills community due to project adherence to Emerald Lake Hills Design Review Standards.

B. ENVIRONMENTAL REVIEW

This project is categorically exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act, related to construction of additions to existing structures which are less than 50% floor area of the structures before the addition or 2,500 square feet, whichever is less.

C. REVIEWING AGENCIES

Building Inspection Section  
Department of Public Works  
Cal-Fire/County Fire Authority  
Environmental Health Division  
County Counsel

**ATTACHMENTS**

- A. Recommended Findings and Conditions of Approval
- B. Vicinity Map and Assessor's Parcel Map
- C. Project Plan Survey and Site Plan
- D. Existing Floor Plans and Elevations
- E. Proposed Floor Plans and Elevation
- F. Emerald Lake Hills DRO Recommendation Letter, Dated December 16, 2015

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County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 2015-00269      Hearing Date: September 14, 2016

Prepared By: Erica Adams  
Project Planner

For Adoption By: Planning Commission

**RECOMMENDED FINDINGS**

For the Environmental Review, Find:

1. This project is categorically exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act, related to construction of additions to existing structures which are less than 50% floor area of the structures before the addition or 2,500 square feet, whichever is less.

For the Design Review, Find:

2. This project 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 approved by the Emerald Lake Hills Design Review Officer (DRO) on December 1, 2015.
3. After consideration of public testimony, the DRO found that the project, as proposed and conditioned, is in compliance with the Design Review Standards because the project: (a) is architecturally compatible with the neighborhood, (b) has a building shape that will allow for privacy and will not create blockage of sun, (c) has a well-articulated facade and other elevations, and (d) uses colors and materials which comply with the Design Review Standards.

For the Use Permit find:

4. The establishment, maintenance, and/or conducting of the addition and major remodel, as conditioned, will not be detrimental to the public welfare or injurious to property or improvements in said neighborhood. The addition will be sited on the subject property such that privacy would be increased for the right side neighbor and, no neighbors will experience negative privacy or visual impacts due to the proximity of the project to adjoining residences. In addition, the additional floor area will not make the project appear to be disharmonious with the surrounding residences or the Emerald Lake Hills community in general due to project adherence to Emerald Lake Hills Design Review Standards.

## **RECOMMENDED CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. The project shall be constructed according to the approved plans. Adjustments to 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. 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 public hearing which requires payment of an additional fee of \$1,500.
2. No significant trees are approved for removal. Any tree removal is subject to the San Mateo County Tree Ordinance and will require a separate permit for removal.
3. Prior to any grading or construction activity on the project site, the property owner shall protect trees designated to remain by implementing the following tree protection plan:
  - 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 topers.
  - g. Normal irrigation shall be maintained, but oaks should not need summer irrigation.
4. All new utilities shall be installed underground. If the location of an existing utility is modified from its current location, the new or re-installation shall comply with current regulations regarding location of utilities.
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. 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).
7. 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 Cal-Fire.
8. No site disturbance, including any grading or vegetation removal, shall occur until a building permit has been issued.
9. 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 Hillcrest Drive. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Hillcrest Drive. There shall be no storage of construction vehicles in the public right-of-way.
10. 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).
11. 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.

## Cal-Fire

12. All buildings that have a street address shall have the number of that address on the building, mailbox, or other type of sign at the driveway entrance in such a manner that the number is easily and clearly visible from either direction of travel from the street. New residential buildings shall have internally illuminated address numbers contrasting with the background so as to be seen from the public way fronting the building. Residential address numbers shall be at least 6 feet above the finished surface of the driveway. An address sign shall be placed at each break of the road where deemed applicable by the San Mateo County Fire Department. Numerals shall be contrasting in color to their background and shall be no less than 4 inches in height, and have a minimum 1/2-inch stroke. Remote signage shall be a 6" x 18" green reflective metal sign.
13. A fire flow of 1,500 gpm for 2 hours with a 20-psi residual operating pressure must be available as specified by additional project conditions to the project site. The applicant shall provide documentation including hydrant location, main size, and fire flow report at the building permit application stage. Inspection required prior to Fire's final approval of the building permit or before combustibles are brought on the site.
14. The required fire flow shall be available from a County Standard 6" Wet Barrel Fire Hydrant. The configuration of the hydrant shall have a minimum of one each 4 1/2" outlet and one each 2 1/2" outlet located not more than 250 feet from the building measured by way of approved drivable access to the project site.
15. The standpipe/hydrant shall be capable of a minimum fire flow of 1,000 gpm.
16. An approved automatic fire sprinkler system meeting the requirements of NFPA-13R shall be required to be installed for your project. Plans shall be submitted to the San Mateo County Building Inspection Section for review and approval by the San Mateo County Fire Department.
17. This project is located in a wildland urban interface area. Roofing, attic ventilation, exterior walls, windows, exterior doors, decking, floors, and underfloor protection shall meet CRC R327 or CBC Chapter 7A requirements.

## Department of Public Works

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 Department of Public Works 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

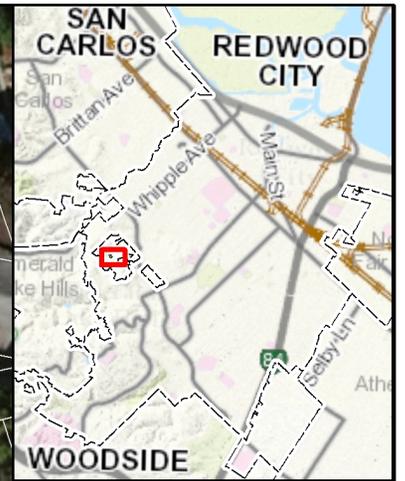
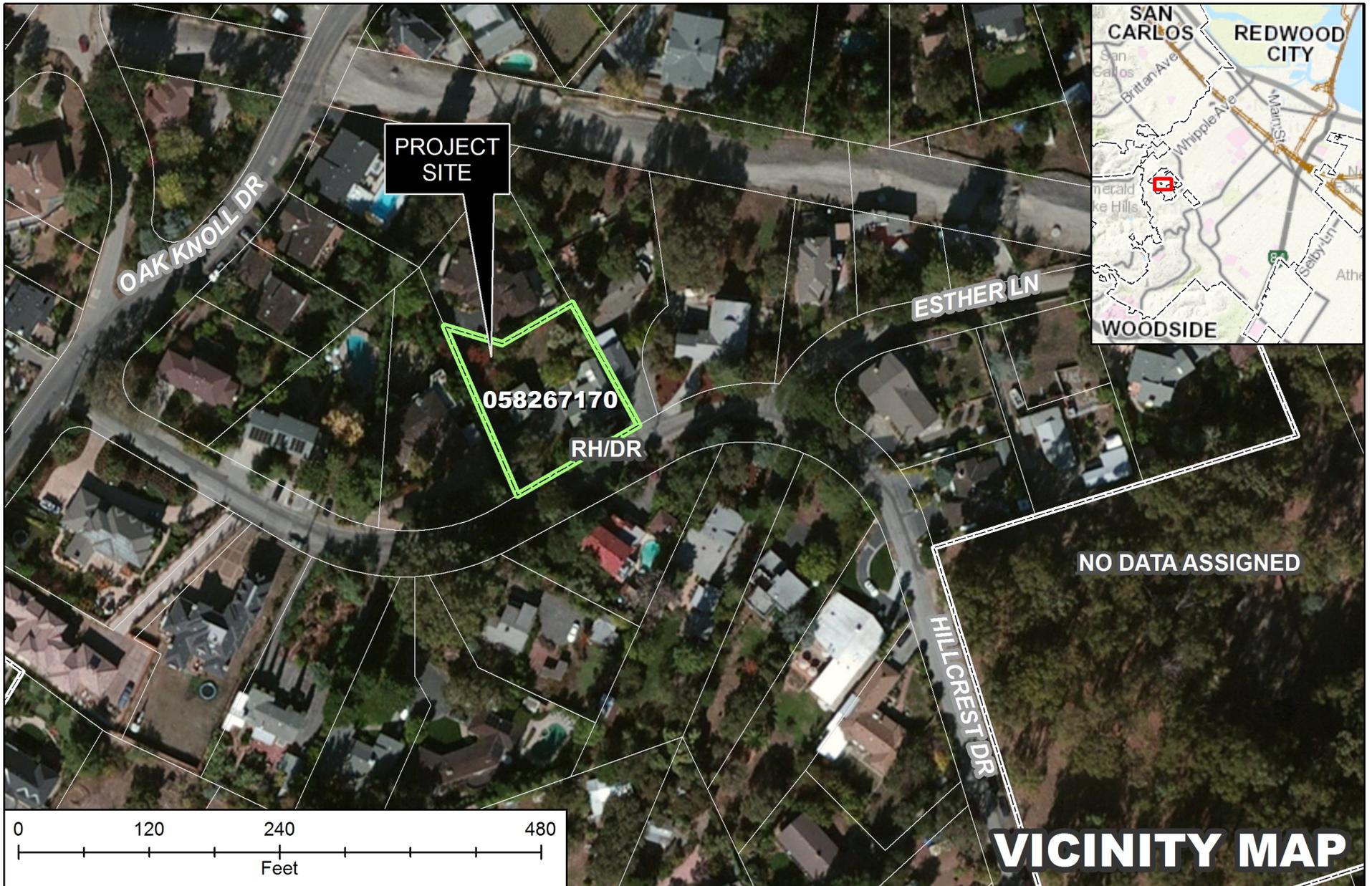
improvement plans and submitted to the Department of Public Works for review and approval.

19. 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. The applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.
20. 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.

#### Environmental Health Division

21. This preliminary approval by the Environmental Health Division is pending receipt of a building permit application and plans satisfying the requirements from the Oak Knoll Sewer Maintenance District. The applicant shall submit report of the findings from a licensed plumber verifying sewer lateral condition and connection to said property, and submit a revised sewer survey map showing building sewer lateral connection to 846 Hillcrest Drive.

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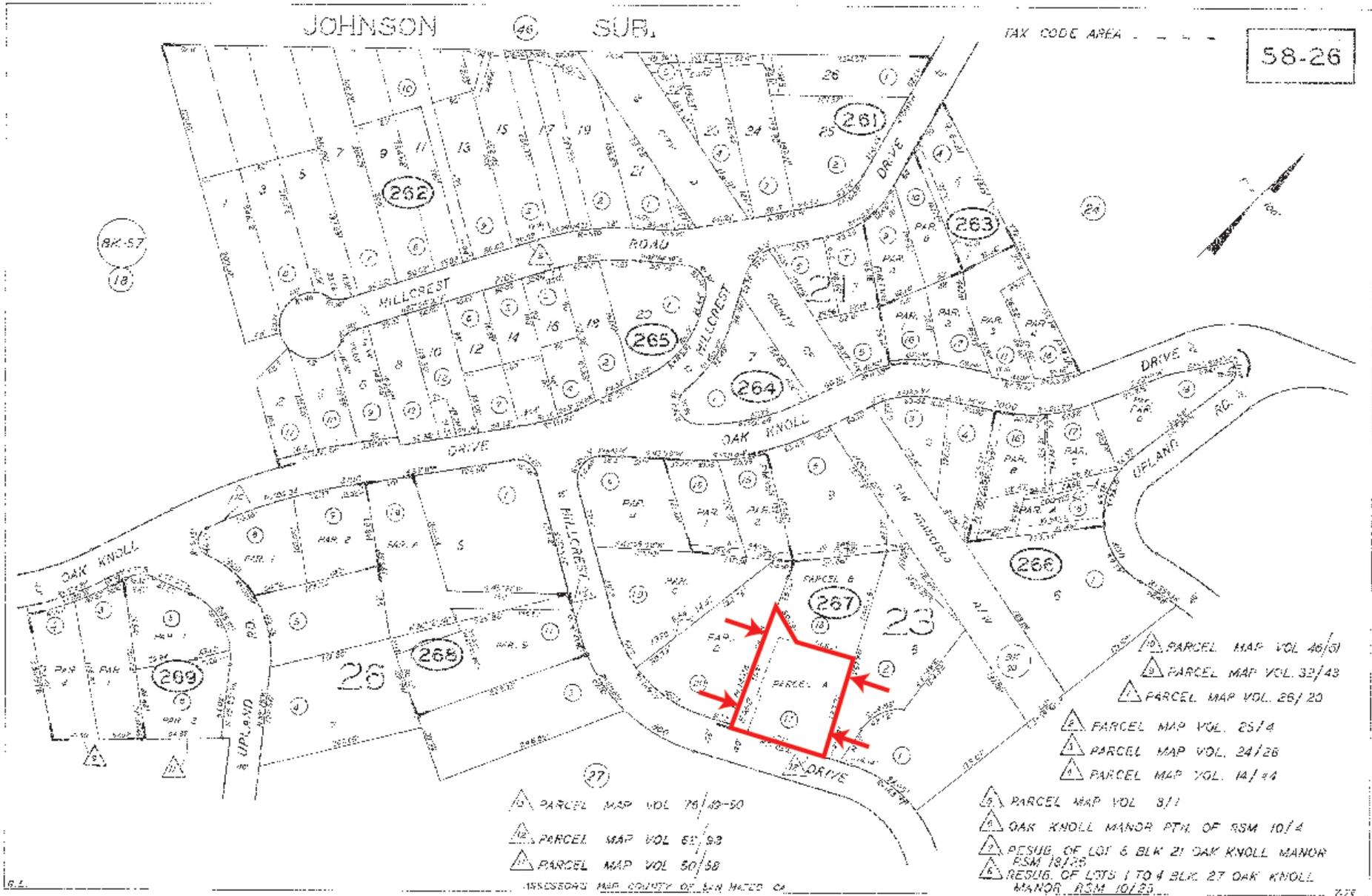


***San Mateo County Planning Commission Meeting***

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_

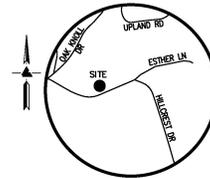
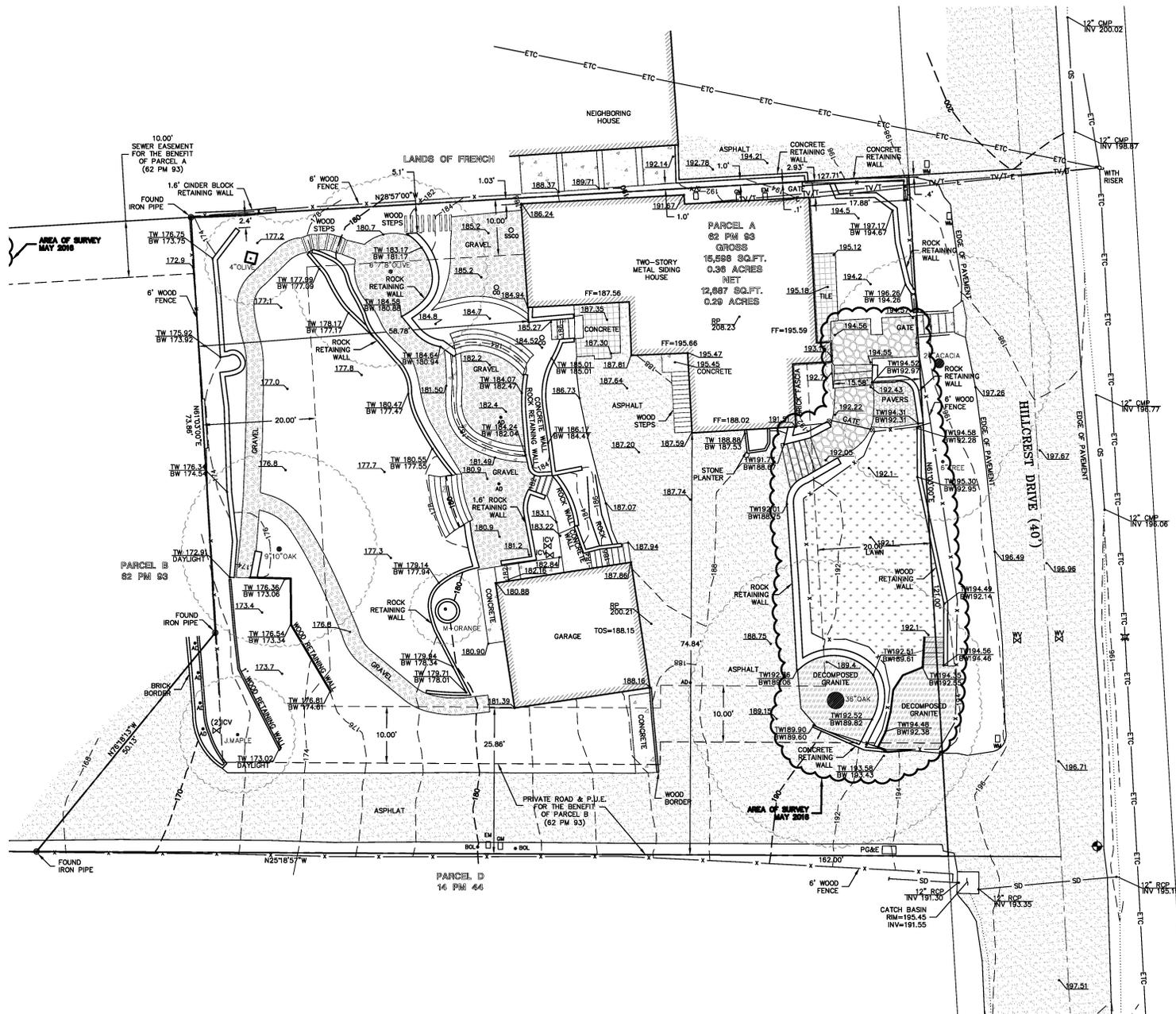


## San Mateo County Planning Commission Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



- VICINITY MAP**  
NO SCALE
- LEGEND AND NOTES**
- BOUNDARY LINE
  - ETC --- ELECTRICAL/TELEPHONE/CABLE TV/OVERHEAD LINE
  - x- FENCE LINE
  - ..... FLOW LINE
  - SD STORM DRAIN LINE
  - TV/T CATV AND TELEPHONE OVERHEAD LINE
  - E- ELECTRIC OVERHEAD LINE
  - A/C AIR CONDITIONING UNIT
  - AD AREA DRAIN
  - BOL BOLLARD
  - BW BOTTOM OF WALL
  - OOD CLEANOUT
  - CMP CORRUGATED METAL PIPE
  - EM ELECTRIC METER
  - FF FINISH FLOOR
  - FIRE HYDRANT
  - GM GAS METER
  - INV INVERT
  - ICV IRRIGATION CONTROL VALVE
  - JM MAPLE JAPANESE MAPLE
  - JO JOINT POLE
  - M- MULTIPLE TRUNK TREE
  - ABS PLASTIC PIPE
  - PG&E PG&E VAULT
  - RP ROOF PEAK
  - OSSO SANITARY SEWER CLEANOUT
  - TOS TOP OF SLAB
  - TW TOP OF WALL
  - WM WATER METER
  - WV WATER VALVE

- NOTES**
- ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
- UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.
- BUILDING FOOTPRINTS ARE SHOWN AT GROUND LEVEL.
- FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR)
- EASEMENT NOTE**
- A CURRENT TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY LEA & BRAZE ENGINEERING, INC. EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP. EASEMENT SHOWN PER PER (62 PM 93).
- BENCHMARK NOTE**
- CITY OF REDWOOD CITY BENCHMARK BENCHMARK BM69 CANYON ROAD AT BAIN PLACE - SET BRASS DISC STAMPED "CITY OF REDWOOD CITY BENCHMARK" ON CATCH BASIN, ON CANYON, SE SIDE OF STREET, 135' NE OF BAIN, 20' NE OF UTILITY POLE. ELEVATION = 121.80' (REDWOOD CITY DATUM)
- SITE-BENCHMARK**
- SURVEY CONTROL  
SET MAG NAIL AND SHINER  
ELEVATION = 197.00'



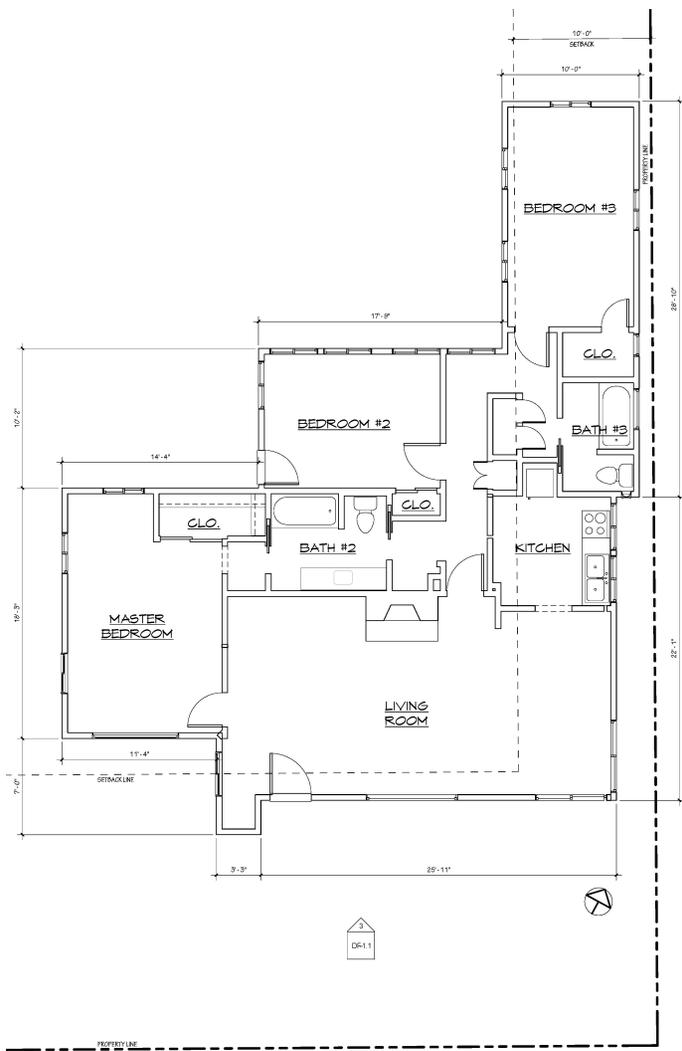
**San Mateo County Planning Commission Meeting**

Owner/Applicant:

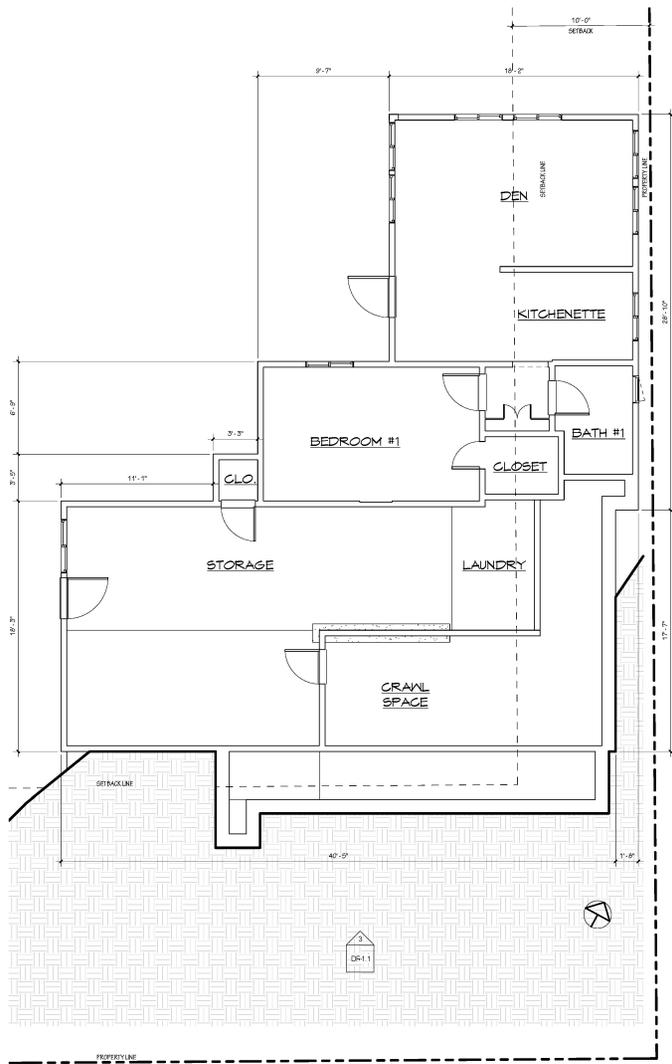
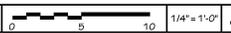
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File Numbers:





(E) SECOND FLOOR PLAN



(E) FIRST FLOOR PLAN

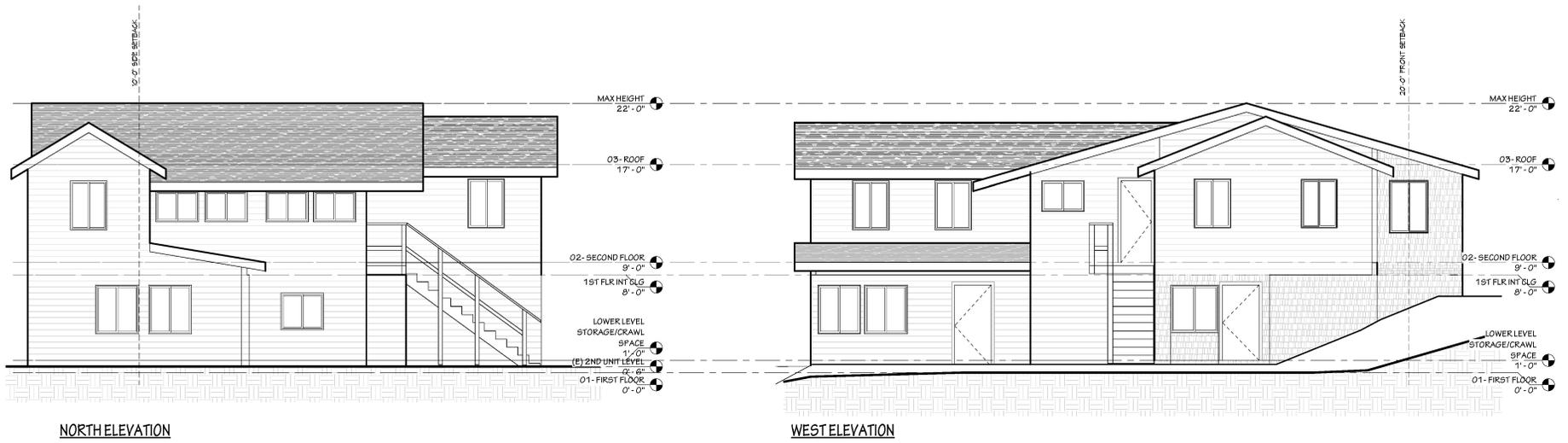


**San Mateo County Planning Commission Meeting**

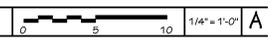
Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



EXISTING EXTERIOR ELEVATIONS

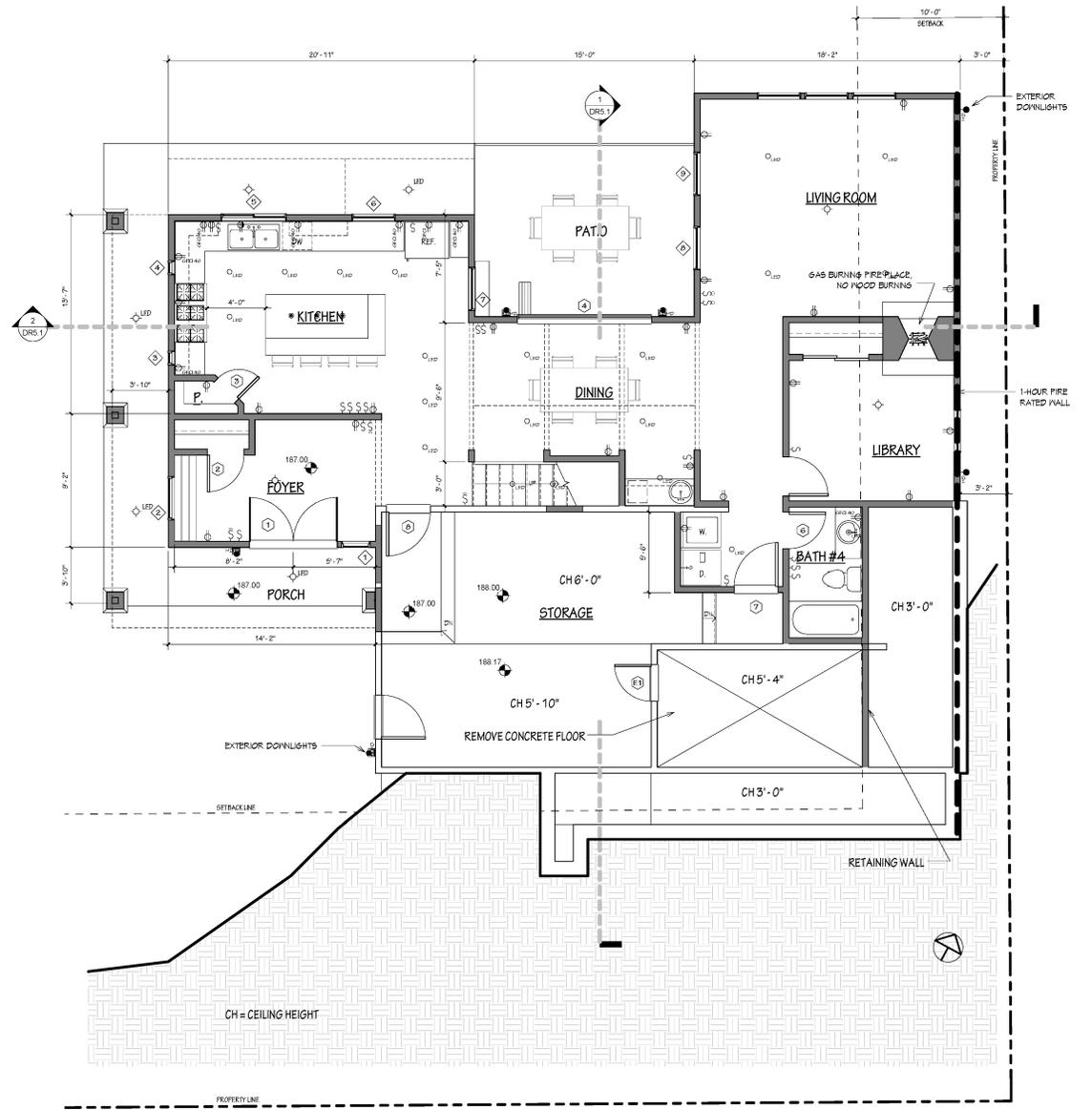


**San Mateo County Planning Commission Meeting**

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



PROPOSED FIRST FLOOR PLAN

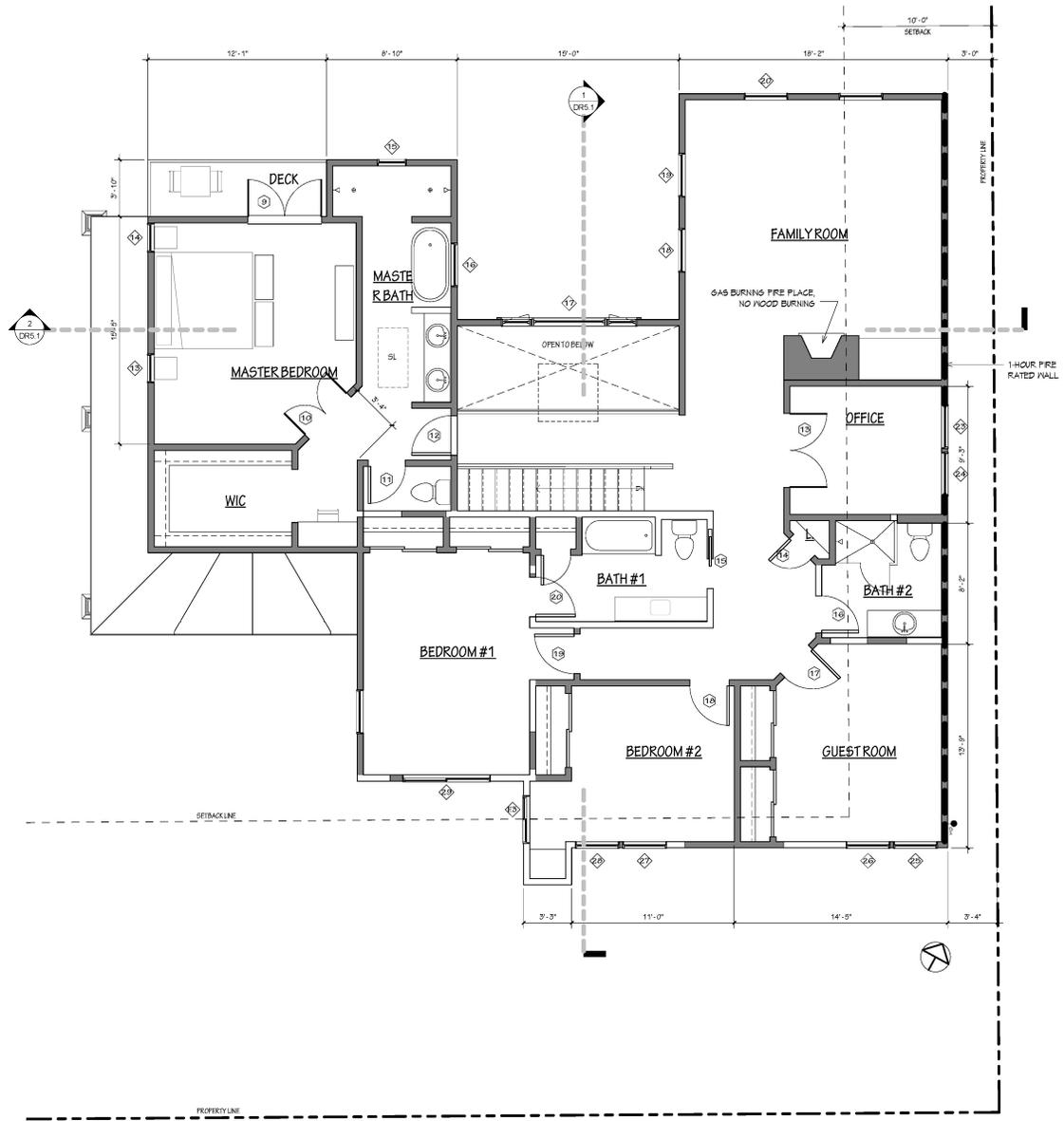


## San Mateo County Planning Commission Meeting

Owner/Applicant:

Attachment:

File Numbers:



PROPOSED SECOND FLOOR PLAN

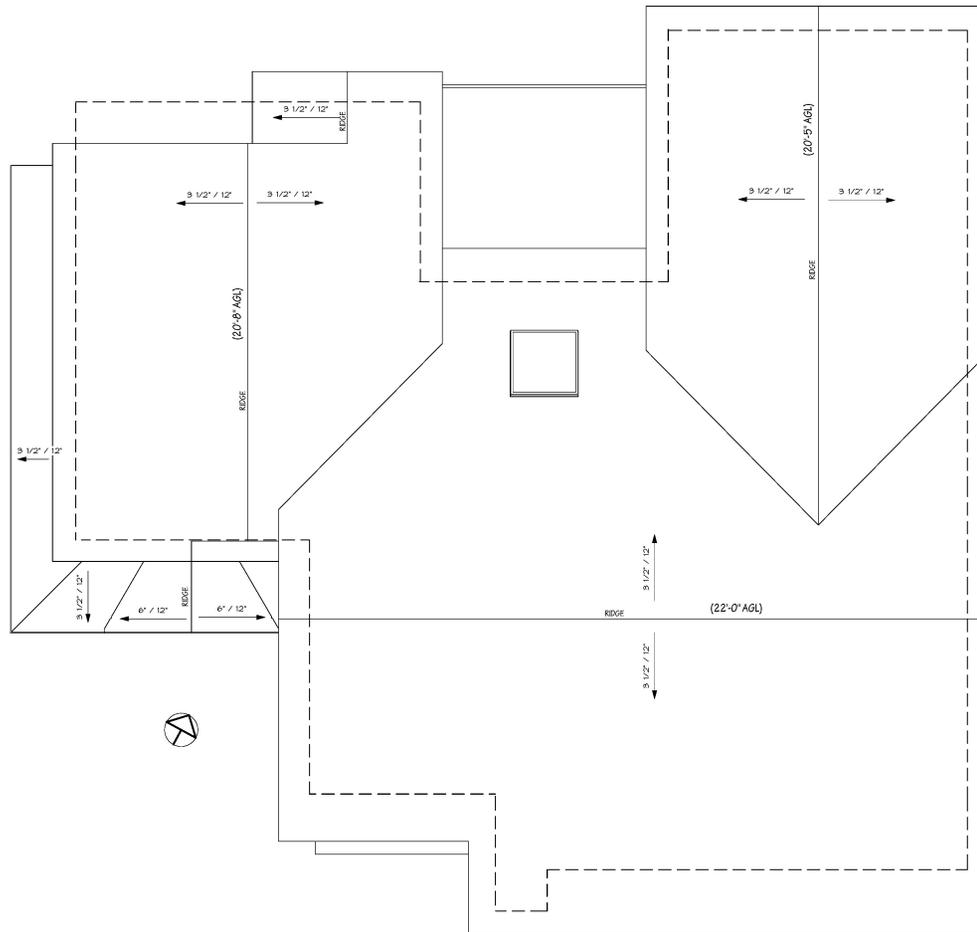


## San Mateo County Planning Commission Meeting

Owner/Applicant: \_\_\_\_\_

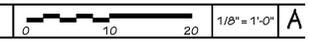
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File Numbers: \_\_\_\_\_



AGL = ABOVE GRADE LINE

ROOF PLAN



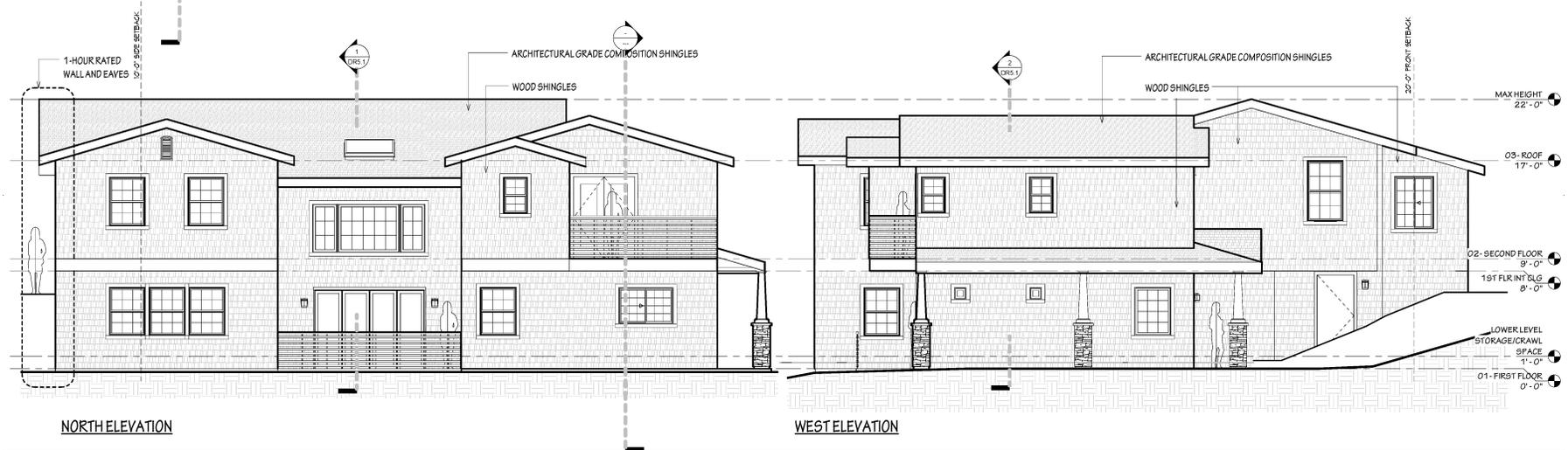
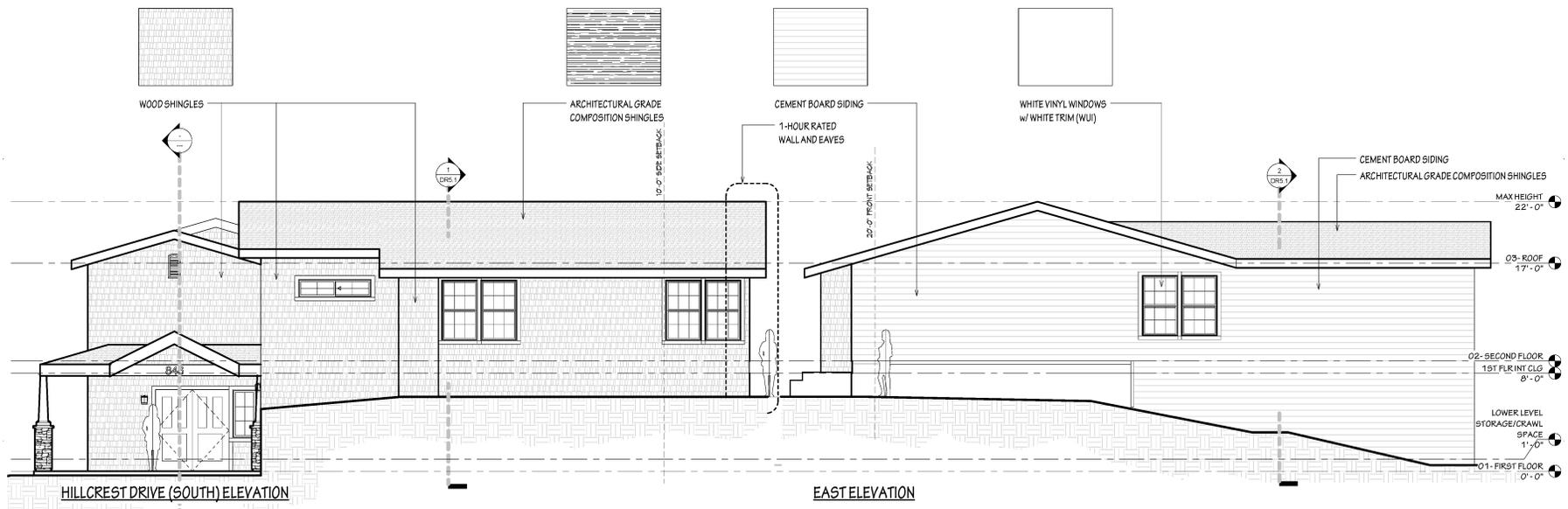
## San Mateo County Planning Commission Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_

NOTES:  
1. ALL WINDOWS WUI RATED



PROPOSED EXTERIOR ELEVATIONS



# San Mateo County Planning Commission Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



CROSS SECTION 1



CROSS SECTION 2

SECTIONS



## San Mateo County Planning Commission Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_

December 16, 2015

Brian Villavicencio  
2345 Spring Street  
Redwood City, CA 94063

Dear Mr. Villavicencio:

SUBJECT: Emerald Lake Hills Design Review Recommendation  
846 Hillcrest Drive, Emerald Lake Hills  
APN 058-267-170; County File No. PLN 2015-00269

At the meeting of December 1, 2015, the San Mateo County Emerald Lake Hills Design Review Officer considered your application for a design review permit to allow construction of a major remodel which includes a 1,169 sq. ft. new addition and approximately 350 sq. ft. of new covered patios to an existing non-conforming 1,947 sq. ft. single-family residence with a 548 sq. ft. detached garage, on a 12,687 sq. ft. legal parcel. The project also includes a Non-Conforming Use Permit to allow the house to maintain a 3-foot right side setback (where 7.5 feet is the minimum) and increase the floor area to 35.3% (where 30% is the maximum). No significant trees are proposed to be removed. A final decision on the design review approval, and the associated Non-Conforming Use Permit will occur at a future Planning Commission hearing.

All property owners within 300 feet of the subject property and the Emerald Lake Hills Homeowners Association were notified on November 21, 2015. No members of the public attended the meeting and no correspondence was received.

The Emerald Lake Hills Design Review Officer (DRO) stated that the project, as conditioned, complies with the applicable Design Review Standards regarding site planning, architectural style, and building materials. The DRO stated that although the project meets the design review standards, modifications may be required by the Planning Commission (and/or final decision maker) for a use permit approval.

Based on the plans, application forms and accompanying materials submitted, the Emerald Lake Hills Design Review Officer approved the design review portion of your project subject to the following findings and conditions.



## FINDINGS

The Emerald Lake Hills Design Review Officer found that:

### For the Environmental Review

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA), Section 15301, Class 1, for additions to existing structures which are less than 50% floor area in urbanized areas.

### For the Design Review

2. This project 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 approved by the Emerald Lake Hills Design Review Officer (DRO) on December 1, 2015.
3. After consideration of public testimony, the DRO found that the project, as proposed and conditioned, is in compliance with the Design Review Standards because the project: (a) is architecturally compatible with the neighborhood, (b) has a building shape that will allow for privacy and will not create blockage of sun, (c) has a well-articulated facade and other elevations, and (d) uses colors and materials which comply with the Design Review Standards.

## RECOMMENDED CONDITIONS OF APPROVAL

### Current Planning Section

1. The project shall be constructed in compliance with the plans, once approved by the Planning Commission (and/or final decision maker). 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 Design Review Standards and in substantial compliance with the approved plans prior to being incorporated into the building plans. Adjustments to 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. 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 public hearing which requires payment of an additional fee of \$1,500.
2. No significant trees are approved for removal. Any additional tree removal is subject to the San Mateo County Tree Ordinance and will require a separate permit for removal.

3. Prior to any grading or construction activity on the project site, the property owner shall protect trees designated to remain by implementing the following tree protection plan:
  - 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 topers.
  - g. Normal irrigation shall be maintained, but oaks should not need summer irrigation.
4. All new utilities shall be installed underground. If the location of an existing utility is modified from its current location, the new or re-installation shall comply with current regulations regarding location of utilities.
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. 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).
7. 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 Cal-Fire.
8. No site disturbance shall occur, including any grading or tree removal, until a building permit has been issued.

9. 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 Hillcrest Drive. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Hillcrest Drive. There shall be no storage of construction vehicles in the public right-of-way.
10. 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).

#### Cal-Fire

11. All buildings that have a street address shall have the number of that address on the building, mailbox, or other type of sign at the driveway entrance in such a manner that the number is easily and clearly visible from either direction of travel from the street. New residential buildings shall have internally illuminated address numbers contrasting with the background so as to be seen from the public way fronting the building. Residential address numbers shall be at least 6 feet above the finished surface of the driveway. An address sign shall be placed at each break of the road where deemed applicable by the San Mateo County Fire Department. Numerals shall be contrasting in color to their background and shall be no less than 4 inches in height, and have a minimum 1/2-inch stroke. Remote signage shall be a 6" x 18" green reflective metal sign.
12. A fire flow of 1,500 gpm for 2 hours with a 20-psi residual operating pressure must be available as specified by additional project conditions to the project site. The applicant shall provide documentation including hydrant location, main size, and fire flow report at the building permit application stage. Inspection required prior to Fire's final approval of the building permit or before combustibles are brought on the site.
13. The required fire flow shall be available from a County Standard 6" Wet Barrel Fire Hydrant. The configuration of the hydrant shall have a minimum of one each 4 1/2"

outlet and one each 2 1/2" outlet located not more than 250 feet from the building measured by way of approved drivable access to the project site.

14. The standpipe/hydrant shall be capable of a minimum fire flow of 1,000 gpm.
15. An approved automatic fire sprinkler system meeting the requirements of NFPA-13R shall be required to be installed for your project. Plans shall be submitted to the San Mateo County Building Inspection for review and approval by the San Mateo County Fire Department.
16. This project is located in a wildland urban interface area. Roofing, attic ventilation, exterior walls, windows, exterior doors, decking, floors, and underfloor protection shall meet CRC R327 or CBC Chapter 7A requirements.

#### Department of Public Works

17. 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 Department of Public Works 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 Department of Public Works for review and approval.
18. 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.
19. 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.

#### Environmental Health Division

20. This preliminary approval by the Environmental Health Division is pending receipt of a building permit application and plans satisfying the requirements from the Oak Knoll Sewer Maintenance District. The applicant shall submit report of the findings from a licensed plumber verifying sewer lateral condition and connection to said property, and submit a revised sewer survey map showing building sewer lateral connection to 846 Hillcrest Drive.

Please be aware that the aforementioned conditions are recommended and are subject to change by the Planning Commission and/or final decision maker and, unless modified, will be incorporated into the conditions of approval, at the time of final project approval. Project could also be denied. Please contact Erica Adams, Design Review Officer, at 650/363-1828 if you have any questions.

To provide feedback, please visit the Department's Customer Survey at the following link:  
<http://planning.smcgov.org/survey>.

Sincerely,

A handwritten signature in black ink, appearing to read "Erica D. Adams", written in a cursive style.

Erica D. Adams  
Design Review Officer

EDA:fc – EDAZ0852\_WFN.DOCX

cc: Zachary and Jennifer Granger, Owners