

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

DATE: February 4, 2021

TO: Zoning Hearing Officer

FROM: Planning Staff

SUBJECT: Consideration of a Minor Subdivision, pursuant to Section 7010 of the County Subdivision Regulations, to subdivide a 10,052 sq. ft. parcel into two (2) 5,026 sq. ft. parcels, located at 2161 Mills Avenue in the unincorporated West Menlo Park area of San Mateo County. The project includes the removal of one significant size tree.

County File Number: PLN2020-00403 (2161 Mills LLC)

PROPOSAL

The applicant is proposing to subdivide a 10,052 sq. ft. parcel located at 2161 Mills Avenue (see Attachment B) to create two residential parcels of 5,026 sq. ft. each. All existing buildings on the parcel will be removed. Both proposed parcels will take access directly from Mills Avenue. Public utilities will be provided by underground lines. Water will be supplied by the California Water Service, via an existing water line serving the project site. The West Bay Sanitary District will provide sewer service to the site (see Attachment C). One tree, a 19.6-inch diameter Siberian elm, is proposed for removal. The arborist report submitted for this project indicates that the tree has poor to fair vigor and suffers from an elm leaf beetle infestation (see Attachment D).

RECOMMENDATION

That the Zoning Hearing Officer approve PLN 2020-00403 by making the required findings and adopting the conditions of approval listed in Attachment A.

BACKGROUND

Report Prepared By: Michael Schaller, Senior Planner, Telephone 650/363-1849
mschaller@smcgov.org

Owner/Applicant: 2161 Mills LLC

Location: 2161 Mills Avenue, West Menlo Park

APN(s): 074-022-160

Size: 10,052 sq. ft.

Existing Zoning: R-1/S-72 (Single-Family Residential/5,000 sq. ft. minimum lot size)

General Plan Designation: Medium Density Residential, Urban (6.1-8.7 dwelling units/acre)

Sphere-of-Influence: City of Menlo Park

Existing Land Use: Single-family residence

Water Supply: California Water Service (Cal Water), Bear Gulch Division

Sewage Disposal: West Bay Sanitary District

Flood Zone: Flood Zone X (Areas of Minimal Flooding), FEMA Panel No. 06081C0312E, effective date October 16, 2012.

Environmental Evaluation: The project is categorically exempt under Section 15315 of the California Environmental Quality Act Guidelines. Class 15 consists of the division of property in urbanized areas zoned for residential use into four or fewer parcels. The project does not involve a variance or exception and all services and access in compliance with County standards are available.

Setting: The parcel is located approximately 500 feet southwest of the corner of Mills Avenue and Alameda De Las Pulgas. The 10,052 sq. ft. site includes a single-family residence and detached accessory building (both to be demolished). A new single-family dwelling is proposed on the southern lot under BLD 2020-02418. The site is nearly flat, and is surrounded by existing single-family homes.

DISCUSSION

A. KEY ISSUES

1. Compliance with the County General Plan

The County General Plan designates the subject property as Medium Density Residential (6.1-8.7 dwelling units/acre). The proposed land division will result in a density of 8.66 dwelling units per acre and is in compliance with this designation. The proposal is consistent with the surrounding residential land uses, per Policies 8.14 (*Land Use Compatibility*) and 8.35 (*Uses*), respectively.

General Plan Policy 8.30 (*Infilling*) encourages the infilling of urban areas where infrastructure and services are available. The project site is within a neighborhood of single-family dwellings on lots between 5,000 sq. ft. and

7,000 sq. ft. in size. Both sewer and water services are available and have adequate capacity to service this subdivision. Additionally, Mills Avenue is an existing improved street, maintained by the County Department of Public Works. The proposed subdivision represents infill of an urban area, and the proposed parcel sizes are in compliance with the minimum parcel size (5,000 sq. ft.) required in this zoning district. The project also conforms to Policy 8.37 (*Parcel Sizes*).

2. Compliance with the County Zoning Regulations

The subject parcel is zoned R-1/S-72 (Single-Family Residential/S-72 Combining District). The two parcels are in compliance with the minimum required standards of the R-1/S-72 District as illustrated in Table 1:

Table 1 S-72 Combining District Standards				
	Minimum Lot Size Required	Proposed Net Lot Size	Minimum Lot Width Required	Proposed Average Lot Width
Lot 1	5,000 sq. ft.	5,026 sq. ft.	50 feet	50 feet
Lot 2	5,000 sq. ft.	5,026 sq. ft.	50 feet	50 feet
Source: S-72 Combining District Development Standards, Zoning Regulations Section 6300.4.00				

Section 7020.2.c of the County Subdivision Regulations regulates lot depth. This section states that the lot depth shall be as necessary to provide the minimum parcel size for the zoning district, but in no case shall be less than 100 feet nor greater than three times the width, exclusive of rights-of-way or easements necessary for road purposes. The two proposed parcels are in compliance as the proposed lot depth is 100.52 feet.

The applicant submitted a footprint analysis that includes building envelopes (shown in Attachment E), compliant with R-1/S-72 zoning standards. Future development of single-family residences on the two proposed parcels can comply with the R-1/S-72 zoning district standards.

3. Compliance with the County Subdivision Regulations

The proposed Tentative Parcel Map (Attachment C) for the Minor Subdivision has been reviewed by staff under the provisions of the County Subdivision Regulations which implement the Subdivision Map Act (Section 66410, et seq., of the Government Code of the State of California). The County's Building Inspection Section, Department of Public Works, and Menlo Park Fire Protective District have also reviewed the proposed project and found that, as conditioned, it complies with their respective standards.

A preliminary Geotechnical report was reviewed and approved by the Planning and Building Department's Geotechnical Section, with the condition that additional analysis would be required during the building permit phase for the residential structures, as the parcels are partially within a mapped liquefaction investigation zone as identified by the State of California's Department of Conservation. A conceptual drainage plan has been reviewed and approved with conditions by the Department's Drainage Review Section. The applicant is required to submit a drainage analysis by a Registered Civil Engineer at the time of building permit submittal for any future homes on the created parcels.

Per Section 7013.3.b of the County Subdivision Ordinance, the Zoning Hearing Officer must make the following findings in order to approve the proposed subdivision:

1. That the proposed map is consistent with applicable general and specific plans;

The project is consistent with the County's General Plan as described in Section A.1 of this report. It will result in development that conforms to the Land Use Element's density limits and will implement General Plan Policies 8.14, 8.29, 8.35, and 8.37.

2. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans;

Staff has reviewed the design of the proposed subdivision and found it consistent, as conditioned in Attachment A of this report, with State and County land division regulations. The project is consistent with the County General Plan and Zoning Regulations as discussed in Sections A.1 and A.2 of this report.

3. That the site is physically suitable for the type of development;

This site is physically suited for residential development as it has a minimal slope that residential development can accommodate, there are residential services available, and residential access is easily provided from Mills Avenue. There is no identified sensitive habitat in the general project vicinity and minimal tree removal is needed to facilitate development. Further, the site is within an established residential neighborhood made up of similar parcel sizes and this project would be consistent with the existing neighborhood lot fabric. The project was reviewed by the Building Inspection Section, Geotechnical Review Section, Department of Public Works, Menlo Park Fire Protection District, water and sewer districts, among others, who all indicated that they had no comments or recommended conditional approval.

4. That the site is physically suitable for the proposed density of development;

This site is physically suited for the proposed density of two single-family residential parcels. The parcels meet the requirements of the zoning regulations and will allow conforming single-family dwellings to be built. The proposed density is within the range required by the General Plan designation. There are existing sewer, water, gas, electric, cable and television lines that serve the existing development on the parent parcel. Water is provided by the California Water Service Company and sewer services by the West Bay Sanitary District.

5. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. Notwithstanding the above, a tentative map or tentative parcel map may be approved if an EIR was prepared for the subdivision and a finding is made pursuant to Subdivision (c) of Section 21081 of the Public Resources Code that specific economic, social, or other considerations make the mitigation measures or project alternatives identified in the EIR infeasible.

The project is located in a developed medium density residential neighborhood. There is no identified undisturbed natural habitat in the general vicinity of the project. There is no evidence to suggest that, with the implementation of standard erosion and stormwater control measures during construction, that the project will cause substantial environmental damage or substantially injure fish or wildlife or their habitat.

One significant size tree is proposed for removal as part of the proposed subdivision. This tree is a non-native Siberian Elm that is infested with Elm Leaf Beetle which are killing the tree. Staff believes the removal of this tree will not substantially impact the environment. The County's standard condition requiring the replacement of the removed tree has been included as Condition No. 5 in Attachment A.

6. That the design of the subdivision or type of improvements is not likely to cause serious public health problems;

The proposed subdivision is not likely to cause serious public health problems as it is served by public water and sewer systems that have adequate capacity to serve this project. Review of the project by affected agencies yielded no objections. There are no hazardous or noxious uses proposed and no public health problems are likely to occur from construction and grading work.

7. **That the design of the subdivision or the type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.**

The tentative map indicates that there are no existing easements on the subject property.

8. **That in this connection, the Advisory Agency may approve a map if it is found that alternate easements, for access or for use, are otherwise available within a reasonable distance from the subdivision, will be provided, and are substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is hereby granted to the Advisory Agency to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.**

Not applicable, as no easements of record exist.

9. **That the discharge of waste from the proposed subdivision into an existing community sewer system would not result in violation of existing requirements prescribed by a State Regional Water Quality Control Board pursuant to Division 7 (commencing with Section 13000) of the State Water Code.**

The West Bay Sanitary District has reviewed the application and found no concerns with the connections to the public sewer system.

10. **That the land is subject to a contract entered into pursuant to the California Land Conservation Act of 1965 (“The Williamson Act”) and that the resulting parcels following a subdivision of that land would not be too small to sustain their agricultural use. For purposes of this section, land shall be presumed to be in parcels too small to sustain their agricultural use if the land is: (a) Less than ten (10) acres in size in the case of prime agricultural land, or; (b) Less than forty (40) acres in size in the case of land which is not prime agricultural land. A subdivision of land subject to the Williamson Act, with parcels smaller than those specified above, may be approved only under the special circumstances prescribed in Section 66474.4(b) of the Map Act.**

The project site is not subject to a Williamson Act contract and is not designated by the General Plan as open space so the findings regarding such are not applicable to this proposed subdivision.

- 11. That, for a subdivision on land located in a state responsibility area or a very high fire hazard severity zone, as both are defined in Section 51177 of the California Government Code, all of the following are supported by substantial evidence in the record:**
- (a) The design and location of each lot in the subdivision, and the subdivision as a whole, are consistent with any applicable regulations adopted by the State Board of Forestry and Fire Protection pursuant to Sections 4290 and 4291 of the Public Resources Code;**
 - (b) Structural fire protection and suppression services will be available for the subdivision through a county, city, special district, political subdivision of the state, or another entity organized solely to provide fire protection services that is monitored and funded by a county or other public entity; or the Department of Forestry and Fire Protection by contract entered into Pursuant to Section 4133, 4142, or 4144 of these Public Resources Code; and**
 - (c) To the extent practicable, ingress and egress for the subdivision meets the regulations regarding road standards for fire equipment access adopted pursuant to Section 4290 of the Public Resources Code as interpreted and applied by the County Fire Marshal, and any applicable County ordinance.**

The project site is not located in state responsibility area or a very high fire hazard severity zone. This finding is not applicable.

- 12. That, for the subdivision of land designated in the County General Plan as open space and located in a state responsibility area or a very high fire hazard severity zone, as both are defined in Section 51177 of the California Government Code, all of the following are supported by substantial evidence in the record:**
- (a) The subdivision is consistent with the open space purpose; and**
 - (b) If the subdivision would result in parcels that are forty (40) acres or smaller in size, those parcels are subject to a binding and recorded restriction prohibiting the development of a habitable, industrial, or commercial building or structure, while all other structures shall comply with defensible space requirements described in Government Code Section 51182 or Section 4291 of the**

**Public Resources Code. Any later approval to remove the
aforementioned binding restriction shall make the
subdivision subject to the requirements of (11) above.**

The project site is not designated as open space in the County General Plan nor is it located in a state responsibility area or a very high fire hazard severity zone. This finding is not applicable.

4) Compliance with In-Lieu Park Fees

Subdivision Ordinance Chapter 4, Article 6 (*Park and Recreation Facilities*) requires that, as a condition of approval of a tentative map or tentative parcel map, the subdivider is required to dedicate land for park and recreation facilities. Alternatively, a subdivider can pay a fee in lieu of dedication for the purposes of acquiring, developing or rehabilitating County park and recreation facilities and/or assisting other providers of park and recreation facilities in acquiring, developing or rehabilitating facilities that will serve the proposed subdivision. Section 7055.3 (of the Subdivision Ordinance) further defines the formula for calculating the in-lieu fee for subdivisions of fifty lots or less. The anticipated fee for this subdivision is \$10,724.03 for in-lieu park fees. A worksheet showing the computation methodology is included in Attachment F. However, the final fee shall be based upon the assessed value of the project parcel at the time of recordation of the parcel map.

B. ENVIRONMENTAL REVIEW

The proposed minor subdivision is categorically exempt from CEQA environmental review procedures, pursuant to Class 15, Section 15315 of the California Environmental Quality Act. This exemption applies to the division of property located in urbanized areas, into four or fewer parcels. The division must be in conformance with the General Plan, require no variances, all infrastructure and utility services are available and access to the property meets local standards. The property cannot have been involved in a subdivision in the last two years, and the property must have an average slope of less than twenty percent (20%). This project site is within an urban/residential zone and would create only two parcels. As discussed above, the project is in conformance with the County's General Plan and requires no variances to allow for future construction. All necessary service providers have confirmed they can provide their respective services to the subject property and adequate public access to the site exists. The subject property has not been subdivided in the last two years, and is relatively flat, with a slope of less than 3 percent.

C. REVIEWING AGENCIES

Building Inspection Section
Drainage Review Section
Geotechnical Review Section
San Mateo County Department of Public Works
Menlo Park Fire Protection District
West Bay Sanitary District
California Water Service – Bear Gulch

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Vicinity Map
- C. Tentative Map
- D. Arborist Report
- E. Footprint Analysis
- F. Parkland In-Lieu Fee Worksheet

MJS:cmc – MJSFF0505_WCU.DOCX

County of San Mateo
Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2020-00403 Hearing Date: February 4, 2021

Prepared By: Michael Schaller For Adoption By: Zoning Hearing Officer
Senior Planner

RECOMMENDED FINDINGS

For the Environmental Review, Find:

1. That the proposed minor subdivision is categorically exempt from CEQA environmental review procedures, pursuant to Class 15, Section 15315 of the California Environmental Quality Act. This exemption applies to the division of property located in urbanized areas, into four or fewer parcels. The division must be in conformance with the General Plan, require no variances, all infrastructure and utility services are available and access to the property meets local standards. The property cannot have been involved in a subdivision in the last two years, and the property must have an average slope of less than twenty percent (20%). This project site is within an urban/residential zone and would create only two parcels. As discussed above, the project is in conformance with the County's General Plan and requires no variances to allow for future construction. All necessary service providers have confirmed they can provide their respective services to the subject property and adequate public access to the site exists. The subject property has not been subdivided in the last two years, and is relatively flat, with a slope of less than 3 percent.

For the Minor Subdivision, Find:

2. That the proposed map is consistent with applicable general and specific plans. The proposed map will result in development that conforms to the Land Use Element's density limits and is compatible with surrounding land uses.
3. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans. Staff has reviewed the design of the proposed subdivision and found it consistent, as conditioned in Attachment A of this report, with State and County land division regulations. The project is consistent with the County General Plan and Zoning Regulations as discussed in Sections A.1 and A.2 of this report.

4. That the site is physically suitable for the type of development. This site is physically suited for residential development as it has a minimal slope that residential development can accommodate, there are residential services available, and residential access is easily provided from Mills Avenue. There is no identified sensitive habitat in the general project vicinity and minimal tree removal is needed to facilitate development. Further, the site is within an established residential neighborhood made up of similar parcel sizes and this project would be consistent with the existing neighborhood lot fabric. The project was reviewed by the Building Inspection Section, Geotechnical Review Section, Department of Public Works, Cal-Fire, water and sewer districts, among others, who all indicated that they had no comments or recommended conditional approval.
5. That the site is physically suitable for the proposed density of development. The parcels resulting from this subdivision meet the requirements of the zoning regulations and will allow conforming single-family dwellings to be built. There are no physical constraints that will prohibit development of houses on each parcel. There are existing sewer, water, gas, electric, cable and television lines that serve the existing development on the parent parcel.
6. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The project is located in a developed medium density residential neighborhood. There is no identified undisturbed natural habitat in the general vicinity of the project. There is no evidence to suggest that, with the implementation of standard erosion and stormwater control measures during construction, that the project will cause substantial environmental damage or substantially injure fish or wildlife or their habitat. One significant size tree is proposed for removal as part of the proposed subdivision. This tree is a non-native Siberian Elm that is infested with Elm Leaf Beetle which are killing the tree. Staff believes the removal of this tree will not substantially impact the environment. The County's standard condition requiring the replacement of the removed tree has been included as Condition No. 5 in Attachment A.
7. That the design of the subdivision or type of improvements is not likely to cause serious public health problems. The proposed subdivision is served by public water and sewer systems that have adequate capacity to serve this project. Review of the project by affected agencies yielded no objections. There are no hazardous or noxious uses proposed and no public health problems are likely to occur from construction and grading work.
8. That the design of the subdivision or the type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision. The tentative map indicates that there are no existing easements on the subject property.

9. That the discharge of waste from the proposed subdivision into an existing community sewer system would not result in violation of existing requirements prescribed by a State Regional Water Quality Control Board pursuant to Division 7 (commencing with Section 13000) of the State Water Code. The West Bay Sanitary District has reviewed the application and found no concerns with the connections to the public sewer system.

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

1. This approval only applies to the proposal, documents and plans described in this report and approved by the Zoning Hearing Officer on February 4, 2021. Minor modifications to the project may be approved by the Community Development Director if they are consistent with the intent of, and in substantial conformance with this approval.
2. This subdivision approval is valid for two years, during which time a parcel map shall be recorded. An extension to the time period, pursuant to Section 7013.5 of the County Subdivision Regulations, may be issued by the Planning Department upon written request and payment of any applicable extension fees prior to the expiration date.
3. A building permit shall be applied for and obtained from the Building Inspection Section prior to demolishing the existing on-site structures. These structures shall be demolished prior to recordation of the parcel map.
4. Prior to recordation of the parcel map, the applicant shall pay to the San Mateo County Planning and Building Department in-lieu park fees as required by County Subdivision Regulations, Section 7055.3. The fees shall be based upon the assessed value of the project parcel at the time of recordation and calculated as shown on the attached worksheet.
5. No additional trees, beyond the one identified in this report, 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. The applicant is required to plant one replacement tree, minimum 15-gallon size, for the removed tree. All tree replanting is required to be completed prior to the final inspection of the building permits for the new single-family dwellings.
6. Prior to the issuance of a building permit for any demolition or future construction, the applicant shall provide an erosion and sediment control plan, which demonstrates how erosion will be mitigated during the construction period. The mitigation will be in place at all times during construction. Only upon issuance of the building permit to demolish the development on the parcel may the trees approved for removal be removed.

7. The applicant shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program “General Construction and Site Supervision Guidelines,” including, but not limited to, the following:
 - a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.
 - b. Protection of adjacent properties and undisturbed areas from 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.

Geotechnical and Drainage Section

- 8. For each of the lots, at development stage (Building Permit Application Stage), a Geotechnical Report shall be submitted. The report shall be updated to the current adopted code (if 2020 -> CBC2019). Significant grading profiles, grading proposals, foundation design recommendations, retaining wall design recommendations, and basement design recommendations, if any, shall be provided in the geotechnical report at Building Stage. The Geotechnical Report shall provide sufficient soil investigation data to evaluate the potential hazards, for example, expansive soils, soil corrosivity, weak soil strength, and liquefaction. If any hazards are found, mitigation shall be provided in foundation design and grading proposal.

Department of Public Works

- 9. The applicant shall have prepared, by a Registered Civil Engineer, a drainage analysis of the proposed subdivision 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 being subdivided 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 predeveloped state. Recommended measures shall be designed and included in the street improvement plans and submitted to the Department of Public Works for review and approval.
- 10. Prior to the issuance of the building permit or planning permit (if applicable), the applicant shall submit a driveway "Plan and Profile," to the Department of Public Works, showing the driveway access to the parcel (garage slab) complying with County Standards for driveway slopes (not to exceed 20 percent) and to County Standards for driveways (at the property line) being the same elevation as the center of the access roadway. When appropriate, as determined by the Department of Public Works, this plan and profile shall be prepared from elevations and alignment shown on the roadway improvement plans. The driveway plan shall also include and show specific provisions and details for both the existing and the proposed drainage patterns and drainage facilities.

11. 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.
12. 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 #3277.
13. Future development of any and all parcels resulting from the approved subdivision must comply with these requirements. The applicant shall note the requirement in the deeds for each parcel, copies of which shall be provided to the Planning Department, and shall disclose the requirement to any potential buyer(s). Each parcel shall be tagged by the Planning Department with this requirement, and no permits shall be issued for any development of the parcel(s) until this requirement is met. For future structures to be built on the individual parcels, prior to the issuance of a building permit for any structure on the project site, all plans shall be reviewed by the Planning Department for conformance with this condition.
14. The applicant shall submit a Parcel Map to the Department of Public Works County Surveyor for review, to satisfy the State of California Subdivision Map Act. The final map will be recorded only after all Inter Department conditions have been met.
15. The applicant shall submit written certification from the appropriate utilities to the Department of Public Works and the Planning and Building Department stating that they will provide utility (e.g., sewer, water, energy, communication, etc.) services to the proposed parcels of this subdivision.

California Water Service

16. If construction of the project has not commenced within a two-year time frame, California Water Service will be under no further obligation to serve the project unless the developer receives an updated letter from California Water Service reconfirming our commitment to serve the above-mentioned project.

West Bay Sanitary District

17. Prior to demolition, the existing sewer lateral must be capped per WBSD Detail No. 24. This will require a Class 4 Sewer Permit, and will require the District Inspector's approval prior to backfill.
18. The existing sewer lateral can potentially be reused for one of the new homes, but CCTV of the existing sewer lateral must be submitted to WBSD for review.

19. Each new home will require a Class 1 Sewer Permit for connection of the sewer laterals to the main. Each home shall have its own independent sewer lateral as shown on the plans.
20. Each home will require a conforming property line clean out within 5-feet of the property line.
21. Plans of the new homes will need to be submitted to the District for final review.
22. The second home will require a one-time connection fee of \$8,501.

Menlo Park Fire Protection District

23. Upon the future submittal of building permits for residential development on each of the two lots, the plans shall comply with all standards and requirements of the Menlo Park Fire Protection District. (This is a place holder in case we never get comments from Menlo Park Fire Protection District)

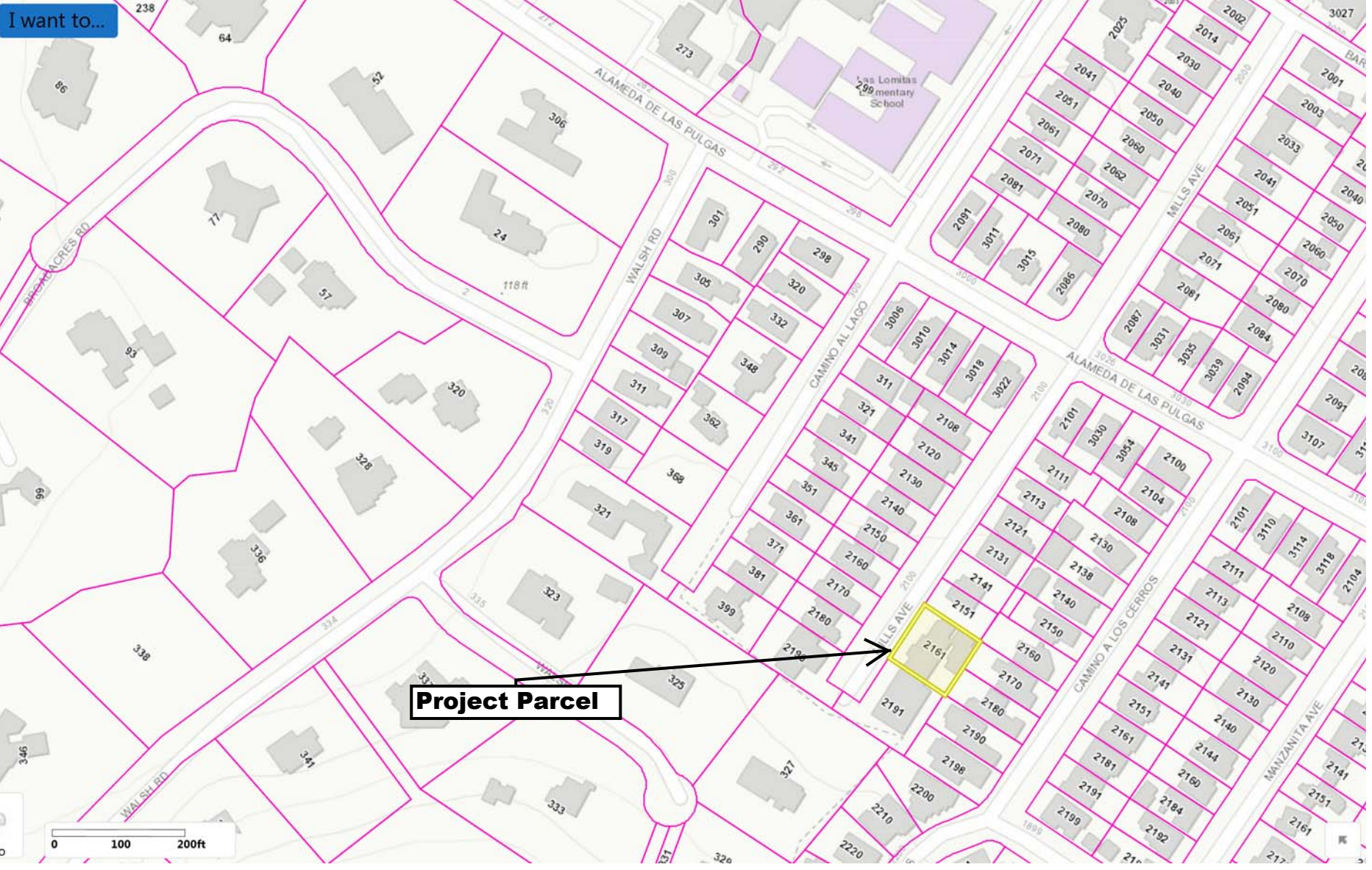
MJS:cmc – MJSFF0505_WCU.DOCX



County of San Mateo - Planning and Building Department

ATTACHMENT B

I want to...



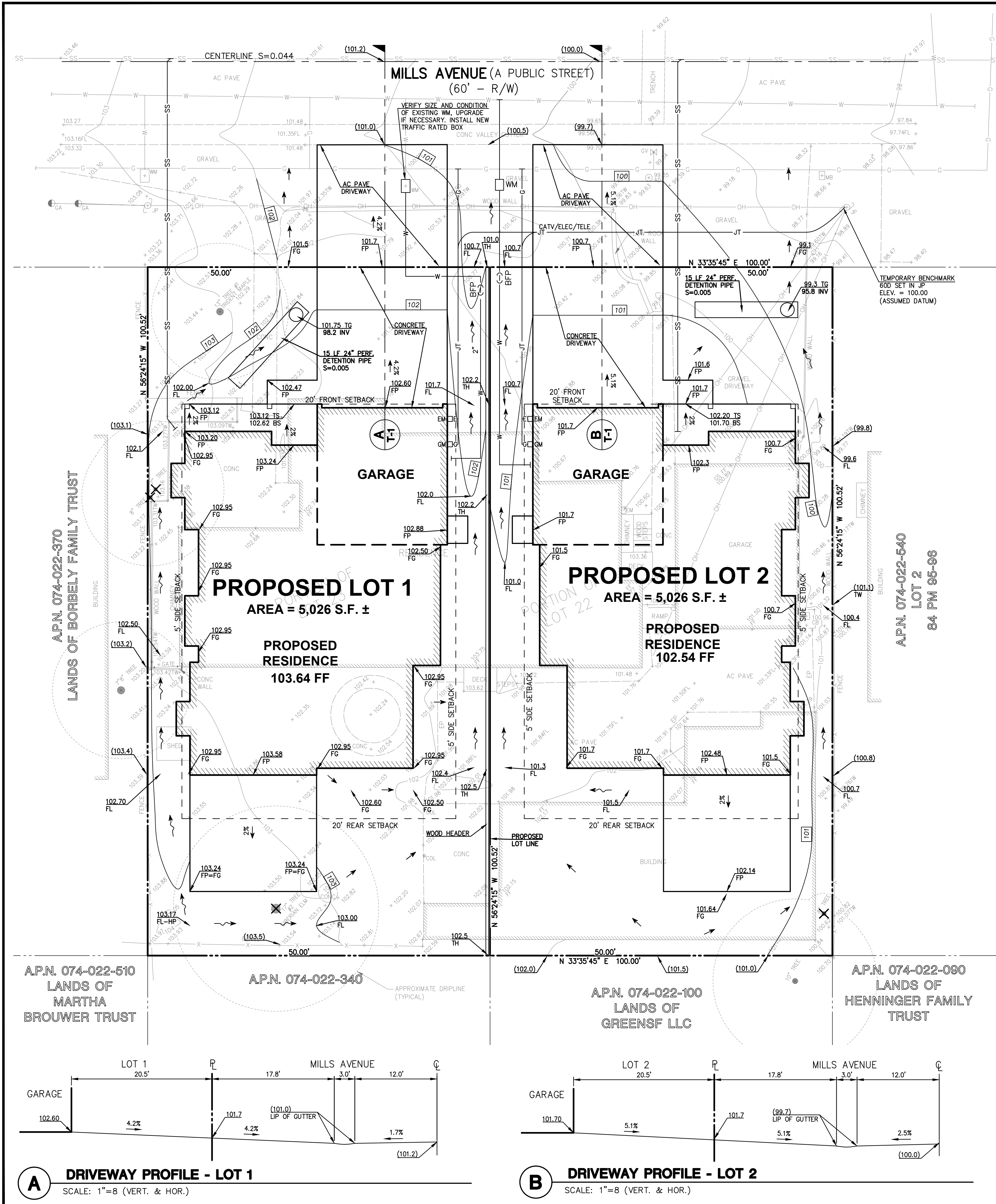
Project Parcel

0 100 200ft



County of San Mateo - Planning and Building Department

ATTACHMENT C



OWNER & SUBDIVIDER:

JUSTINE KURPIS
BENCHMARK BUILDERS
75 ARBOR ROAD, SUITE G
MENLO PARK, CA 94025
TEL: (650) 380-0386

CIVIL ENGINEER / LAND SURVEYOR:

DAN MacLEOD
MacLEOD & ASSOCIATES, INC.
965 CENTER STREET
SAN CARLOS, CA 94070
TEL: (650) 593-8580

EXISTING AND PROPOSED LAND USE:

SINGLE FAMILY RESIDENTIAL

EXISTING AND PROPOSED ZONING:

R-1/S-72

FLOOD ZONE:

ZONE "X"

UTILITY NOTE:

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR/ENGINEER DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

ASSESSOR'S PARCEL NUMBER:

074-022-160

LOT AREA:

= 10,052 S.F. ±
= 0.231 ACRES. ±

UTILITY SERVICES:

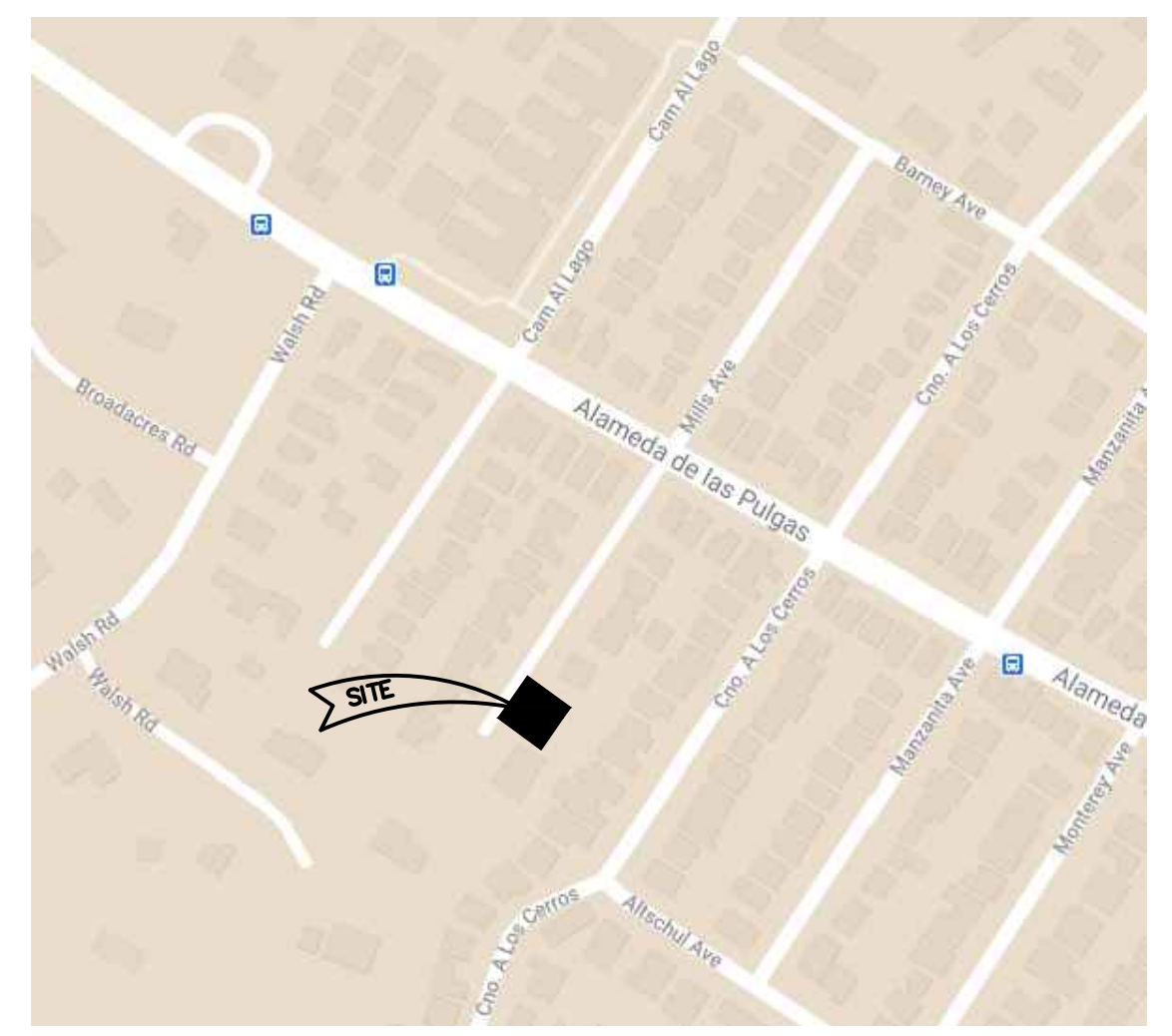
PACIFIC GAS & ELECTRIC COMPANY
WEST BAY SANITARY DISTRICT
CALIFORNIA WATER SERVICE
AT & T
MENLO PARK FIRE PROTECTION DISTRICT

GENERAL NOTES:

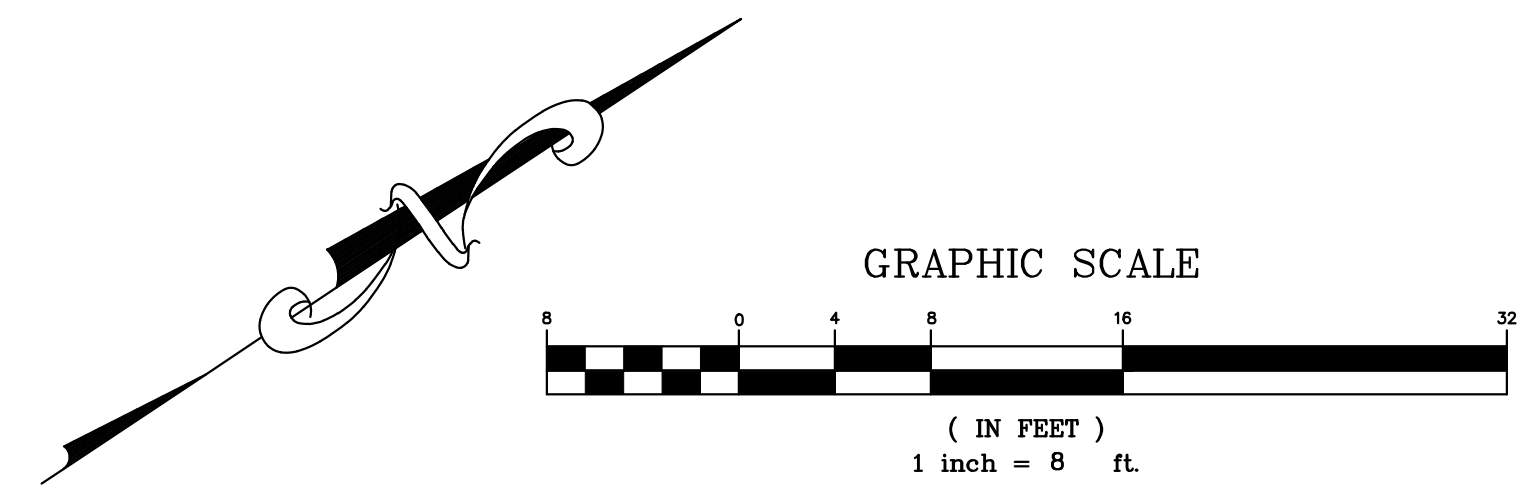
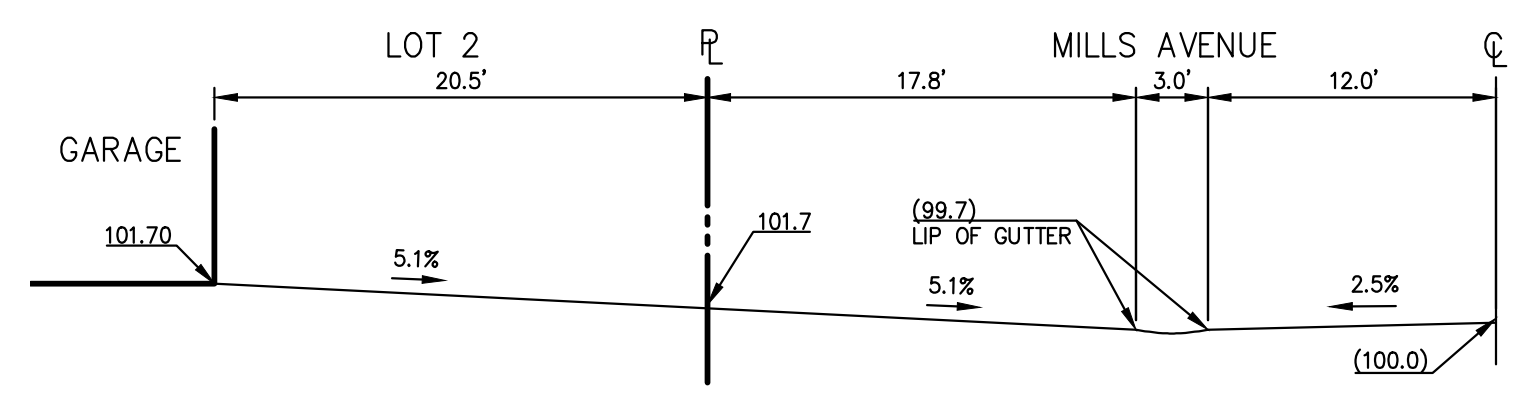
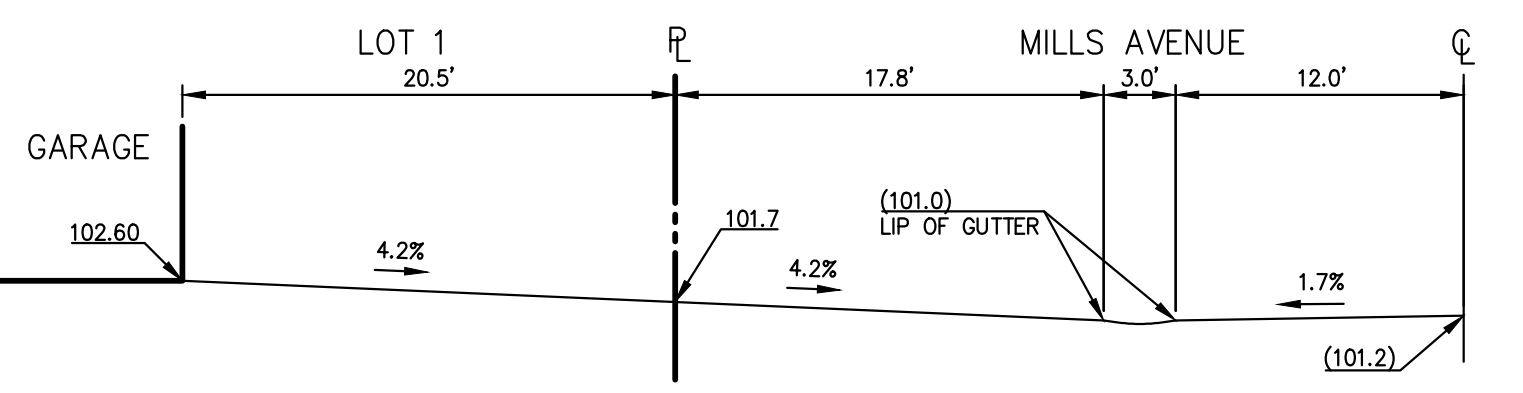
1. ALL EXISTING BUILDINGS AND DRIVEWAYS WILL BE REMOVED.
2. EXISTING CONTOUR INFORMATION IS BASED UPON A FIELD SURVEY PERFORMED BY MACLEOD & ASSOCIATES IN SEPTEMBER OF 2020.
3. TREE NUMBERS ARE PER ARBORIST REPORT BY KIELTY ARBORIST SERVICES LLC, DATED SEPTEMBER 10, 2020. TREE #1 IS TO REMAIN, TREE #2 WILL BE REMOVED.

LEGEND

---	PROPERTY LINE
AC PAVE	ASPHALT CONCRETE PAVEMENT
AD	AREA DRAIN
BFP	BACK FLOW PREVENTER
BS	BOTTOM OF STEP
CATV	CABLE TELEVISION
CB	CATCH BASIN
CO	CLEANOUT
COL	COLUMN
CONC	CONCRETE
ELEC	ELECTRIC
EM	ELECTRIC METER
EP	EDGE OF PAVEMENT
FF	FINISH FLOOR
FG	FINISH GRADE
FL	FLOWLINE
FP	FINISH PAVE
GA	GUY ANCHOR
GS FF	GARAGE SLAB FINISH FLOOR
GV	GAS VALVE
INV	INVERT
JP	JOINT UTILITY POLE
MB	MAILBOX
SSMH	SANITARY SEWER MANHOLE
TELE	TELEPHONE
TH	TOP OF HEADER
TS	TOP OF STEP
TW	TOP OF WALL
WM	WATER METER
● 12" TREE #1	TREE W/ SIZE & ARBORIST NUMBER
✕ 12" TREE	EXISTING TREE TO BE REMOVED
-X-X-	FENCE
-E-	ELECTRIC LINE
-G-	GAS LINE
-JT-	JOINT TRENCH LINE
-OH-	OVERHEAD UTILITY LINE
-SS-	SANITARY SEWER LINE
-W-	WATER LINE



VICINITY MAP
(NOT TO SCALE)



DATE:	10/29/20
BY:	DJK
DESCRIPTION:	VESTING TENTATIVE PARCEL MAP WITH PRELIMINARY GRADING & DRAINAGE & TREE LOCATIONS
REV:	4821-TM
PREPARED FOR:	BENCHMARK BUILDERS
CIVIL ENGINEER - LAND SURVEYOR	965 CENTER STREET - SAN CARLOS - CA 94070 - (650) 593-8580
UNINCORPORATED	SAN MATEO COUNTY CALIFORNIA
DRAWN BY:	DJK
DESIGNED BY:	DJK
CHECKED BY:	DGM
SCALE:	1"=8'
DATE:	10/29/20
DRAWING NO.	4821-TM
SHEET	1 OF 1



County of San Mateo - Planning and Building Department

ATTACHMENT D

Kielty Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650- 515-9783

September 10, 2020

Benchmark Builders
Attn: Mr. Justin Kurpius
75 Arbor Road Suite G
Menlo Park, CA 94301

Site: 2161 Mills Ave, Menlo Park, CA

As requested on Wednesday, September 9, 2020, I visited the above site. The purpose of my visit was to inspect and comment on the trees. A new home is planned for this site and your concern as to the future health and safety of the trees has prompted this visit. As required a tree protection plan will be included.

Method:

All inspections were made from the ground; the trees were not climbed for this inspection. The trees in question were located on a map provided by you. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). Each tree was given a condition rating for form and vitality. The trees' condition rating is based on 50 percent vitality and 50 percent form, using the following scale.

1	-	29	Very Poor
30	-	49	Poor
50	-	69	Fair
70	-	89	Good
90	-	100	Excellent

The height of each tree was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off. Comments and recommendations for future maintenance are provided.

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1	Trident maple (<i>Acer buergerianum</i>)	13.8	75	35/35	Good vigor, good form, well maintained.
2R	Siberian elm (<i>Ulmus pumila</i>)	19.6	50	35/35	Poor-fair vigor (elm leaf beetle)

R indicates removal planned

Summary:

The two trees on site are non-native (exotics) trees. The imported trees consist of trident maple and a Siberian elm. The two trees are in good and poor-fair condition.

The trident maple #1 has a good overall condition rating. The tree has been well maintained and will be retained and protected. The tree will make a good addition to the landscape planned for the property.

The Siberian elm #2 is in poor-fair condition. The tree has a poor crotch at 5 feet and has an infestation of elm leaf beetle. The elm leaf beetles have skeletonized the leaves leaving an orange color to the remaining leaves. The elm is loaned for removal and replacement.

No neighboring trees are close to the site or have roots that encroach onto the property. The following tree protection plan will help to reduce impacts to the retained tree on site.

Tree Protection Plan:

Tree protection fencing

Tree protection zones should be established and maintained throughout the entire length of the project. Fencing for the protection zones should be 6 foot tall metal chain link type supported by 2 inch metal poles pounded into the ground by no less than 2 feet. The support poles should be spaced no more than 10 feet apart on center. The location for the protection fencing should be as close to the dripline as possible still allowing room for construction to safely continue. Signs should be placed on fencing signifying "Tree Protection Zone - Keep Out". No materials or equipment should be stored or cleaned inside the tree protection zones. Areas outside the fencing but still beneath the dripline of protected trees, where foot traffic is expected to be heavy, should be mulched with 4 to 6 inches of chipper chips. The following distances for the fencing will be maintained for the entire length of the project.

- Tree #1 a trident maple, the tree protection fencing will be at 8 feet.

Demolition and Staging

Prior to the start of the demolition process, all tree protection measures must be in place. An inspection prior to the start of the demolition is required. The removal of foundation materials, when inside the driplines of protected trees, should be carried out with care. Hand excavation may be required in areas of heavy rooting. Exposed or damaged roots should be repaired and covered with native soil.

Root Cutting

Any roots to be cut shall be monitored and documented. Large roots (over 2" diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist. The over dig for the foundation should be reduced as much as possible when roots are encountered. The site arborist will be on site for all excavation when within the dripline of the trees listed above.

Trenching and excavation

Trenching for irrigation, electrical, drainage or any other reason should be hand dug when beneath the driplines of protected trees. Hand digging and carefully laying pipes below or beside protected roots will dramatically reduce root loss of desired trees thus reducing trauma to the entire tree. Trenches should be backfilled as soon as possible with native material and compacted to near its original level. Trenches that must be left exposed for a period of time should also be covered with layers of burlap or straw wattle and kept moist.

Irrigation

Normal irrigation should be maintained throughout the entire length of the project. The imported trees on this site will require irrigation during the warm season months. Some irrigation may be required during the winter months depending on the seasonal rainfall. During the summer months the trees on this site should receive heavy flood type irrigation 2 times a month. During the fall and winter 1 time a month should suffice.

Tree trimming:

Any tree trimming on site will be carried out by a licensed tree care provider. The site arborist will monitor any tree care. The oaks will only require normal maintenance. The trimming required will be within ANSI, Best Management Practices and the City of Menlo Park Standards.

Inspections

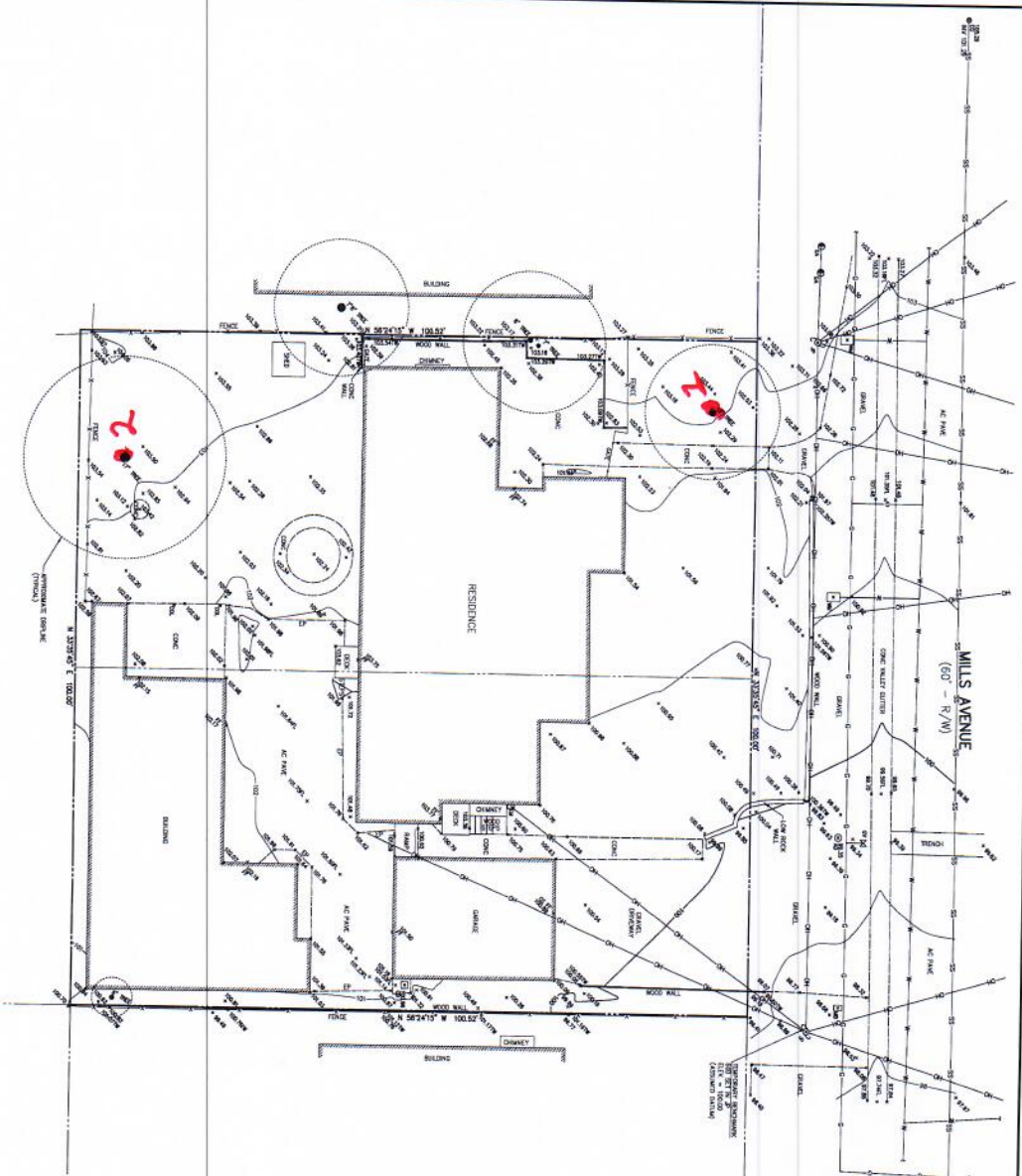
This site will require an inspection prior to the start of demolition and then again prior to the start of construction. Other inspections will be on an as needed basis.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,

Kevin R. Kielty
Certified Arborist WE#0476A

David Beckham
Certified Arborist WE#10724A



PRELIMINARY

LEGEND

- PROPERTY LINE
- AC PAVE ASPHALT CONCRETE PAVEMENT
- AD AC PAVE AREA DRIVE
- CB CATCH BASIN
- CO CULVERT
- COA OCCULUM
- CONC CONCRETE
- EM ELEC METER
- EP ELEC POLE
- FI FINISH FLOOR
- FL FINISH FLOOR
- GA-G GARAGE SLAB FINISH FLOOR
- OS-OF OVERHEAD UTILITY LINE
- GV-M GAS VALVE
- INVENT INVENT
- JOINT UTILITY POLE
- MAILBOX
- SMH SANITARY SINK MANHOLE
- TOP OF WALL
- WATER METER
- WATER METER
- WM WATER METER
- 1" = 10' SHT
- GAS LINE
- OVERHEAD UTILITY LINE
- SANITARY SINKER LINE
- WATER LINE

LOT AREA:

= 10,025 SQ. FT. ±
= 0.231 ACRES ±

UTILITY NOTE:

THE UTILITIES SHOWN ON THE SURFACE AND SHOWN IN THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL RECORDS OF THE VARIOUS UTILITIES OPERATING AND THE FROM THE PUBLIC UTILITIES COMPANIES SHOULD BE OBTAINED FOR THE UTILITY LOCATION SHOULD BE COMPARED BY CROSSING THE UTILITIES.

EASEMENT NOTE:

EASEMENTS, IF ANY, ARE NOT INDICATED HEREON.

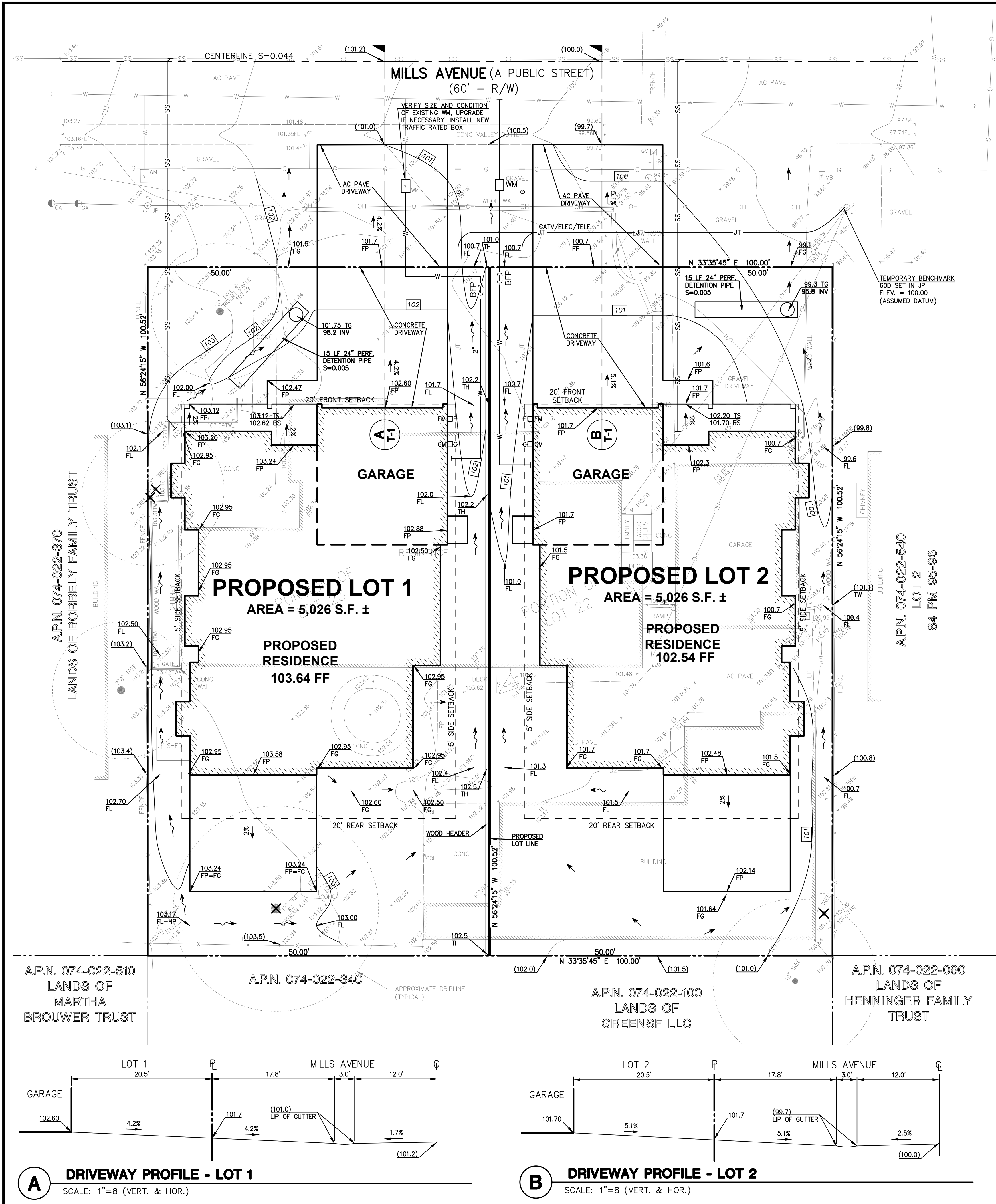


<p>BOUNDARY AND TOPOGRAPHIC SURVEY PLAN</p> <p>2161 MILLS AVENUE A.P.N. 074-022-160 LOT/BLOCK DATA UNINCORPORATED SAN MATEO COUNTY CALIFORNIA</p>		<p>PREPARED FOR:</p> <p>BENCHMARK BUILDERS</p>	<p>MacLeod AND ASSOCIATES</p> <p>CIVIL ENGINEERING • LAND SURVEYING</p> <p>985 CENTER STREET • SAN CARLOS • CA 94070 • (925) 593-8580</p>	<p>1 OF 1</p>							
<p>DESIGNED BY: []</p> <p>CHECKED BY: []</p> <p>SCALE: 1"=10'</p> <p>DATE: 03-23-20</p> <p>DRAWING NO: 48271-1090</p> <p>SHEET</p>	<p>REVISIONS:</p> <table border="1"> <tr> <th>REV</th> <th>DESCRIPTION</th> <th>BY</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	REV	DESCRIPTION	BY	DATE					<p>PROJECT NO. []</p> <p>DATE: []</p>	<p>SCALE: 1"=10'</p> <p>DATE: 03-23-20</p> <p>DRAWING NO: 48271-1090</p> <p>SHEET 1 OF 1</p>
REV	DESCRIPTION	BY	DATE								



County of San Mateo - Planning and Building Department

ATTACHMENT E



OWNER & SUBDIVIDER:

JUSTINE KURPIS
BENCHMARK BUILDERS
75 ARBOR ROAD, SUITE G
MENLO PARK, CA 94025
TEL: (650) 380-0386

CIVIL ENGINEER / LAND SURVEYOR:

DAN MacLEOD
MacLEOD & ASSOCIATES, INC.
965 CENTER STREET
SAN CARLOS, CA 94070
TEL: (650) 593-8580

EXISTING AND PROPOSED LAND USE:

SINGLE FAMILY RESIDENTIAL

EXISTING AND PROPOSED ZONING:

R-1/S-72

FLOOD ZONE:

ZONE "X"

UTILITY NOTE:

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR/ENGINEER DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

ASSESSOR'S PARCEL NUMBER:

074-022-160

LOT AREA:

= 10,052 S.F. ±
= 0.231 ACRES. ±

UTILITY SERVICES:

GAS & ELECTRICITY:
SANITARY SEWER:
WATER:
TELEPHONE:
FIRE PROTECTION:

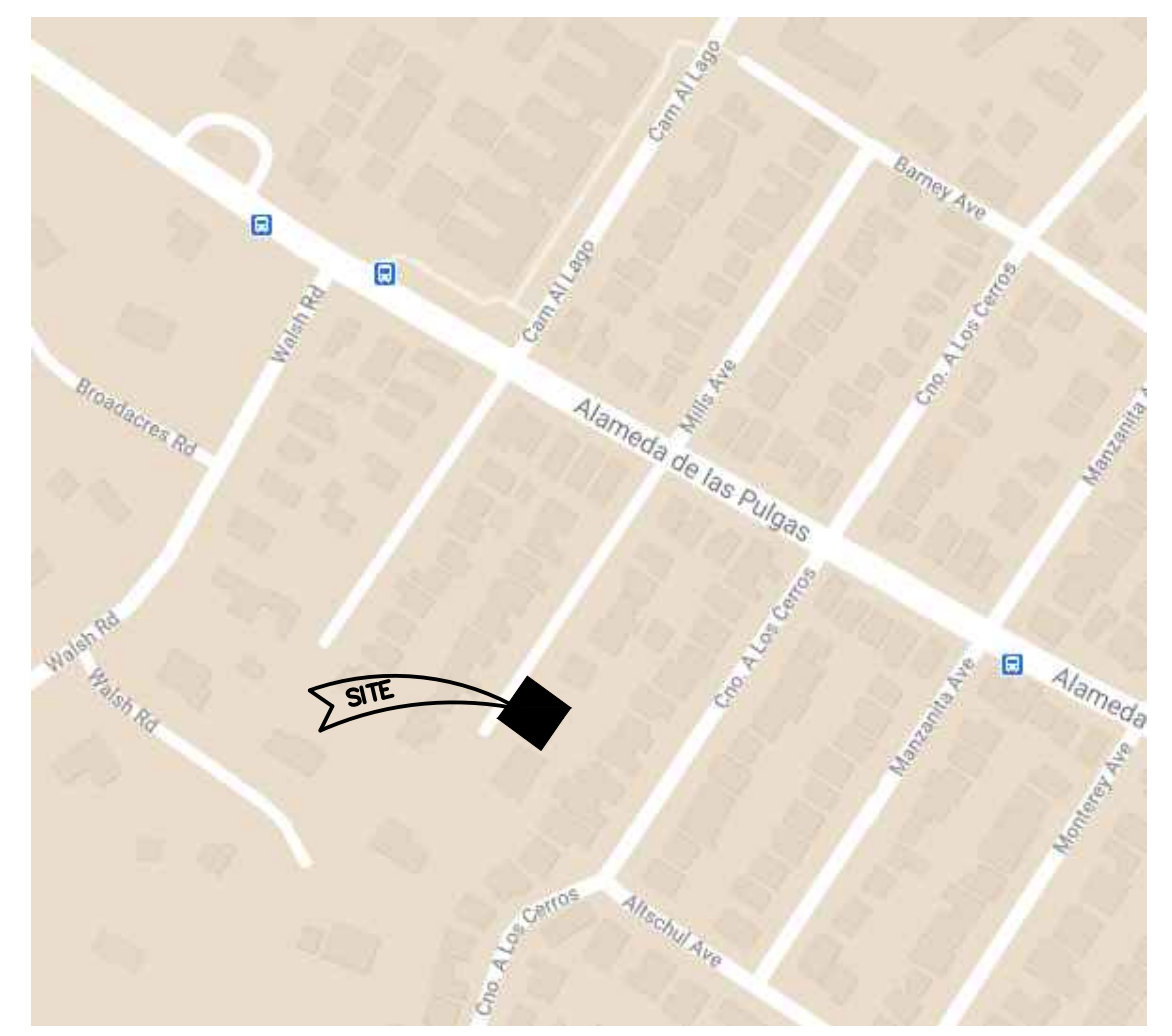
PACIFIC GAS & ELECTRIC COMPANY
WEST BAY SANITARY DISTRICT
CALIFORNIA WATER SERVICE
AT & T
MENLO PARK FIRE PROTECTION DISTRICT

GENERAL NOTES:

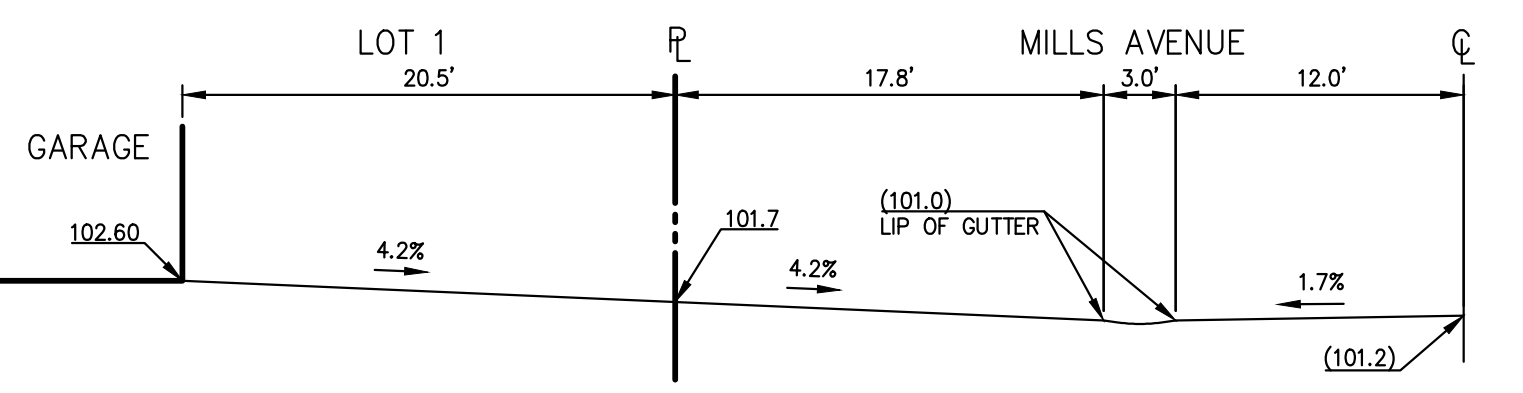
1. ALL EXISTING BUILDINGS AND DRIVEWAYS WILL BE REMOVED.
2. EXISTING CONTOUR INFORMATION IS BASED UPON A FIELD SURVEY PERFORMED BY MACLEOD & ASSOCIATES IN SEPTEMBER OF 2020.
3. TREE NUMBERS ARE PER ARBORIST REPORT BY KIELTY ARBORIST SERVICES LLC, DATED SEPTEMBER 10, 2020. TREE #1 IS TO REMAIN, TREE #2 WILL BE REMOVED.

LEGEND

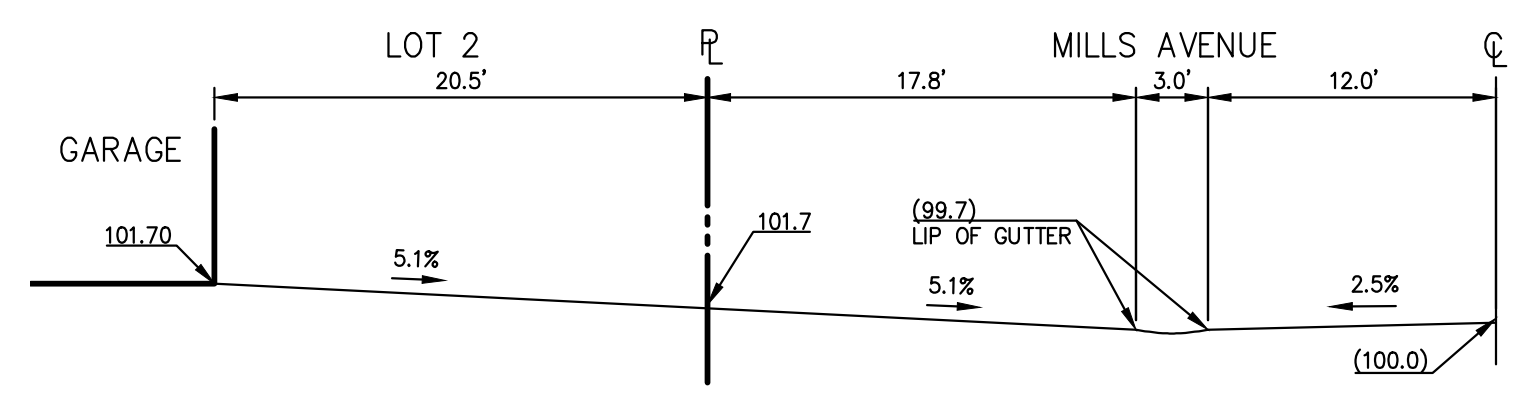
---	PROPERTY LINE
AC PAVE	ASPHALT CONCRETE PAVEMENT
AD	AREA DRAIN
BFP	BACK FLOW PREVENTER
BS	BOTTOM OF STEP
CATV	CABLE TELEVISION
CB	CATCH BASIN
CO	CLEANOUT
COL	COLUMN
CONC	CONCRETE
ELEC	ELECTRIC
EM	ELECTRIC METER
EP	EDGE OF PAVEMENT
FF	FINISH FLOOR
FG	FINISH GRADE
FL	FLOWLINE
FP	FINISH PAVE
GA	GUY ANCHOR
GS FF	GARAGE SLAB FINISH FLOOR
GV	GAS VALVE
INV	INVERT
JP	JOINT UTILITY POLE
MB	MAILBOX
SSMH	SANITARY SEWER MANHOLE
TELE	TELEPHONE
TH	TOP OF HEADER
TS	TOP OF STEP
TW	TOP OF WALL
WM	WATER METER
● 12" TREE #1	TREE W/ SIZE & ARBORIST NUMBER
✕ 12" TREE	EXISTING TREE TO BE REMOVED
-X-X-	FENCE
-E-	ELECTRIC LINE
-G-	GAS LINE
-JT-	JOINT TRENCH LINE
-OH-	OVERHEAD UTILITY LINE
-SS-	SANITARY SEWER LINE
-W-	WATER LINE



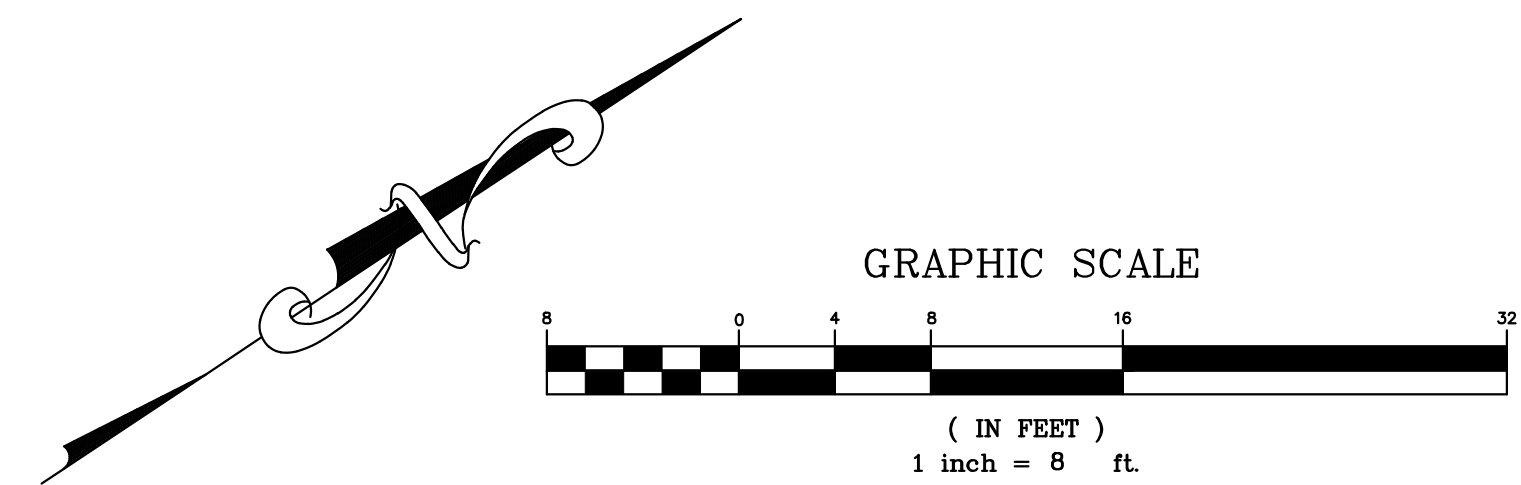
VICINITY MAP
(NOT TO SCALE)



A DRIVEWAY PROFILE - LOT 1
SCALE: 1"=8 (VERT. & HOR.)



B DRIVEWAY PROFILE - LOT 2
SCALE: 1"=8 (VERT. & HOR.)



DATE:	10/29/20
BY:	DJK
DESCRIPTION:	BENCHMARK BUILDERS
REV:	
PREPARED FOR:	BENCHMARK BUILDERS
VESTING TENTATIVE PARCEL MAP WITH PRELIMINARY GRADING & DRAINAGE & TREE LOCATIONS	2161 MILLS AVENUE DOC. NO. 2013-13116 UNINCORPORATED SAN MATEO COUNTY CALIFORNIA
DRAWN BY:	DJK
DESIGNED BY:	DJK
CHECKED BY:	DGM
SCALE:	1"=8'
DATE:	10/29/20
DRAWING NO.	4821-TM
SHEET	1 OF 1

MACLEOD AND ASSOCIATES
CIVIL ENGINEERING • LAND SURVEYING
965 CENTER STREET • SAN CARLOS, CA 94070 • (650) 593-8580



County of San Mateo - Planning and Building Department

ATTACHMENT F

In-Lieu Park Fee Worksheet

[This formula is excerpted from Section 7055 of the County's Subdivision Regulations]

This worksheet should be completed for any residential subdivision which contains 50 or fewer lots. For subdivisions with more than 50 lots, the County may require either an in-lieu fee or dedication of land.

1. **For the parcel proposed for subdivision, look up the value of the land on the most recent equalized assessment roll. (Remember you are interested in the land only.)**

Value of Land = _____

2. **Determine the size of the subject parcel in acres.**

Acres of Land = _____

3. **Determine the value of the property per acre.**

- a. **Set up a ratio to convert the value of the land given its current size to the value of the land if it were an acre in size.**

<u>Formula:</u>	
$\frac{\text{Parcel Size in Acres (From Item 2)}}{1 \text{ Acre of Land}}$	$\frac{\text{Value of Subject Parcel (From Item 1)}}{\text{Value of Land/Acre}}$
<u>Fill Out:</u>	
_____ 1 Acre	_____ Value of Land/Acre

- b. **Solve for X by cross multiplying.**

<u>Formula:</u>	
Value of Land	= $\frac{\text{Value of the Subject Parcel (From Item 1)}}{\text{Size of the Subject Parcel in Acres (From Item 2)}}$ = _____
<u>Fill Out:</u>	
Value of Land	= _____ = _____

4. **Determine the number of persons per subdivision.**

Formula:			
Number of New Lots Created*	X	2.75**	= Number of Persons Per Subdivision
*Example = A 2-lot split would = 1 newly created lot.			
Fill Out:			
_____	X	2.75**	= _____
**Average number of persons per dwelling unit according to the most recent federal census (2010).			

5. **Determine the parkland demand due to the subdivision.**

Formula:			
Number of Persons Per Subdivision (From Item 4)	X	.003*** Acres/Person	= Parkland Demand
Fill Out:			
_____	X	.003*** Acres/Person	= _____
***Section 7055.1 of the County's Subdivision Ordinance establishes the need for .003 acres of parkland property for each person residing in the County.			

6. **Determine the parkland in-lieu fee.**

Formula:			
Parkland Demand (From Item 5)	X	Value of the Land/Acre (From Item 3.b)	= Parkland In-Lieu Fee
Fill Out:			
_____	X	_____	= _____