



Planning & Building Department Planning Commission

Kumkum Gupta, 1st District
Frederick Hansson, 2nd District
Lisa Ketcham, 3rd District
Manuel Ramirez, Jr., 4th District
Mario Santacruz, 5th District

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

ACTION MINUTES- DRAFT

MEETING NO. 1704
Wednesday April 28, 2021
9:00 a.m.

* BY VIDEOCONFERENCE ONLY*

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

Pledge of Allegiance: The Pledge of Allegiance was led by Chair Lisa Ketcham.

Roll Call: Commissioners Present: Gupta, Ketcham, Hansson, Santacruz, Ramirez
Staff Present: Monowitz, Fox, Montes

Legal notice published in the San Mateo County Times on April 17, 2021 and Half Moon Bay Review on April 21, 2021.

CONSENT AGENDA 9:00 a.m.

Oral Communications via written comment only via email:

1. Fran Pollard

Consideration of the Minutes of the Planning Commission meeting of April 14, 2021.
Chair Ketcham moved to move the minutes to the next agenda in order to give Commissioners more time to review.

REGULAR AGENDA

1. **Owner** 383 Arlington Investments, LLC
Applicant: Tektive Design, Pearl Renaker
Appellant: Judy Horst
File Number: PLN2021-00032
Location: 383 Arlington Way, Menlo Oaks
Assessor's Parcel No's: 062-262-040

Consideration of an appeal of the Community Development Director's decision to approve a Significant Tree Removal Permit to remove a 17.4-inch diameter-at-breast height (dbh) Spanish fir tree and a 22.2-inch dbh coast live oak tree due to suppression by other trees and conflict with proposed development, respectively, on property located at 383 Arlington Way.

Application deemed complete on March 31, 2021. Please direct any questions to Project Planner Summer Burlison at sburlison@smcgov.org.

SPEAKERS:

1. Judy Horst, Appellant
2. Pearl Renekar, Applicant
3. Marianne McCormack (neighbor behind)
4. Remona Murray
5. Anne Kortlander
6. Andy K
7. Pat Walker
8. Casey Franco
9. Janet Benson
10. Melinda (property owner)

COMMISSION ACTION:

Commissioner Chair closed the public hearing.

Motion #1 Santacruz/Gupta to permit removal of the coast live oak but not the Spanish fir. **Motion failed 2-3-0-0 (Hansson, Ramirez, Ketcham opposed)**

Motion #2 Hansson/Ramirez to deny appeal and approve removal of both trees. **Motion carried 3-2-0-0 (Gupta, Santacruz opposed).**

Based on information provided by staff and evidence presented at the hearing that the Planning Commission denied the appeal and upheld the decision of the Community Development Director to approve the Tree Removal Permit, County File Number PLN 2017-00272, by making the findings and adopting the conditions of approval as follows:

FINDINGS:

Regarding the Environmental Review, Found:

1. That the project is exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15303, Class 3(a) (*New Construction of Small Structures*), related to the construction of a new single-family residence.

Regarding the Significant Tree Removal Permit, Found:

2. That denying the appeal and upholding the Community Development Director's decision to approve the removal of one 17.4-inch dbh Spanish fir tree and one 22.2-inch dbh coast live oak tree meets the criteria for tree removal established in

Section 12,023 (*Criteria for Permit Approval*) of the Significant Tree Ordinance:

- a. The 17.4-inch dbh Spanish fir tree and 22.2-inch dbh coast live oak tree will be replaced by plantings approved by the Community Development Director; and
- b. The 22.2-inch dbh coast live oak tree removal is necessary to: (1) utilize the property in a manner which is of greater public value than any environmental degradation caused by the action, and (2) allow reasonable economic or other enjoyment of the property.

CONDITIONS OF APPROVAL:

Current Planning Section

1. The trees indicated on the application form dated January 28, 2021, may only be removed after the end of the appeal period and upon issuance of the associated building permit case no. BLD 2020-02352 (residence) and BLD 2020-02353 (ADU), assuming no appeal is filed as stipulated in this letter. A separate Tree Removal Permit or Tree Trimming Permit shall be required for the removal of any additional trees.
2. This Significant Tree Removal Permit approval shall be on the site and available at all times during the tree removal operation and shall be available to any person for inspection. The issued permit shall be posted in a conspicuous place at eye level at a point nearest the street.
3. The applicant shall plant on-site a total of five (5) trees of native species using at least 15-gallon size stock, for the trees removed. Replacement planting shall occur within one (1) year of the Significant Tree Removal Permit approval date (Section 12,024 of the San Mateo County Ordinance Code).
4. The applicant shall submit photo verification to the Planning Department of the planted replacement trees required in Condition of Approval No. 3. Photos shall either be submitted in person to the Planning Department, or via email to plngbldg@smcgov.org with reference to the Planning Application PLN Number, as identified in the subject line of this letter.
5. If the subject Significant Tree Removal Permit is associated with a building permit for construction of a new residence, the required tree replanting, per Condition of Approval No. 3, shall be required prior to the final building inspection approval. Any outstanding tree replacements not yet complied with from previously approved tree removal permits, if any, shall also be fulfilled. An inspection final by the Planning Department will be added to the building permit.
6. If work authorized by an approved permit is not commenced within the period of one (1) year from the date of approval, the permit shall be considered void.

- 7. During the tree removal phase, the applicant shall, pursuant to Chapter 4.100 of the San Mateo County Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site by:
 - a. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30.
 - b. Removing spoils promptly and avoiding stockpiling of fill materials when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.
 - c. Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.
 - d. Using filtration or other measures to remove sediment from dewatering effluent.
 - e. Avoiding cleaning, fueling or maintaining vehicles on-site, except in an area designated to contain and treat runoff.
 - f. Limiting and timing application of pesticides and fertilizers to avoid polluting runoff.
- 8. Prior to the removal of any trees located within the public right-of-way, the applicant shall obtain an encroachment permit from the Department of Public Works. Additionally, prior to planting any trees within the public right-of-way, the applicant shall obtain a landscaping/encroachment permit from the Department of Public Works.
- 9. The applicant shall clear all debris from the public right-of-way.

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2.	Owner/Applicant: Location: Assessor’s Parcel No’s:	San Mateo County Office of Sustainability Countywide Various
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INFORMATIONAL ITEM from the San Mateo County Office of Sustainability regarding the Unincorporated San Mateo County Active Transportation Plan (ATP). The ATP serves as a framework to improve active transportation conditions for people walking and biking throughout unincorporated San Mateo County through recommended projects and policies. The ATP is the culmination of a two-year community engagement effort, existing conditions and data analyses, and planning and design work. The County Board of Supervisors adopted the ATP on February 9, 2021. Application deemed complete on December 14, 2020. Please direct any questions to Project Planner Chanda Singh at csingh@smcgov.org.

SPEAKERS:
 1. Janet Benson

COMMISSION ACTION:

Chair Ketcham closed the public comment hearing.

3. Correspondence and Other Matters

None

4. Consideration of Study Session for Next Meeting

No Study Sessions planned for the next meeting but there are two items on the agenda for May 12, 2021.

5. Director's Report

Board Meeting updates – RV Park item upheld the Planning Commission's decision with one exception to replace the existing sign with a smaller monument sign.

May 4th BOS – General Plan Amendments

Re-opening Plan, the County will follow the State's lead for a soft re-opening on June 15th. We will get more information on when to resume the Public Hearing schedule but waiting on the decision of the Board of Supervisors. The Commission would like to see a hybrid model for these meetings but more information to come.

6. Commissioner Updates and Questions

Commissioner Gupta asked about the RV Mobile Home Park and if the decision made by the Board of Supervisors was final.

Chair Ketcham inquired about the public being able to share their screens during public comment. The County is still looking at ways to make that happen and more discussion to come on that.

7. Adjournment

Meeting was adjourned at 12:49 p.m.
