



## Planning & Building Department Planning Commission

Kumkum Gupta, 1<sup>st</sup> District  
Frederick Hansson, 2<sup>nd</sup> District  
Lisa Ketcham, 3<sup>rd</sup> District  
Manuel Ramirez, Jr., 4<sup>th</sup> District  
Carlos Serrano Quan 5<sup>th</sup> District

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

### ACTION MINUTES- DRAFT

MEETING NO. 1728

Wednesday, November 30, 2022  
By Videoconference Only

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

**Pledge of Allegiance:** The Pledge of Allegiance was led by Chair Ramirez

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

Legal notice published in San Mateo Times on November 19, 2022, and Half Moon Bay Review on November 23, 2022

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

None

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

1. Consideration of the Minutes of the Planning Commission Hearing for October 26, 2022.
2. Resolution to Make Findings that, as a Result of the Continuing Covid-19 Pandemic State of Emergency Declared by Governor Newsom, Meeting in Person for Meetings of the Planning Commission Would Present Imminent Risks to the Health or Safety of Attendees.
3. **Owner/Applicant:** William Kibblewhite  
**File Number:** PLN2021-00217  
Location: 371 Princeton Avenue, Princeton-by-the-sea  
Assessor's Parcel No: 047-023-350

Consideration of a Use Permit and Coastal Development Permit to allow a proposed boat repair, sales and support establishment on the ground floor of an existing, 6,991 sq. ft. commercial building, located at 371 Princeton Avenue in the unincorporated Princeton-by-the-sea area of San Mateo County. The Use Permit would also allow reduction of the number of on-site parking spaces from 19 to 14 spaces for the purpose of accommodating required beach user access parking. The project involves no exterior changes. The project is appealable to the California Coastal Commission. For any questions, please contact Project Planner Glen Jia at [bjia@smcgov.org](mailto:bjia@smcgov.org).

## **SPEAKERS**

None

## **COMMISSION ACTION**

Commissioner Hansson moved to approve the consent agenda and Commissioner Ketcham seconded the motion. **Motion carried 3-0-0-2 (Commissioner Ramirez briefly absent due to technical issues).**

## **REGULAR AGENDA**

9:00 a.m.

4. **Owner/Applicant:** **Maria Peterson**  
**File Number:** PLN2022-00226  
**Location:** Located off of La Honda Road southwest of the La Honda Creek Open Space Preserve in La Honda  
**Assessor's Parcel No:** 082-160-090

Consideration of a Coastal Development Permit (CDP) for the abandonment of 2 idle oil wells ~~and the drilling of up to 3 test domestic water wells~~ in the unincorporated community of La Honda. The CDP is appealable to the California Coastal Commission. For any questions, please contact Project Planner Kanoa Kelley, at [kkelley@smcgov.org](mailto:kkelley@smcgov.org)

## **SPEAKERS**

None

## **COMMISSIONER ACTION**

Commissioners closed public comment unanimously.

Commissioner Ketcham moved, and Commissioner Hansson seconded, to approve County File Number PLN2022-00305 by making the required findings and adopting the conditions of approval listed as follows **Motion carried 4-0-0-1.**

## **FINDING**

That the Planning Commission approve the Coastal Development Permit, County File No. PLN 2022-00226, by adopting the required findings and conditions of approval listed in Attachment A.

## **FINDINGS**

Regarding the Environmental Review, Found:

1. The project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15301 Class 1, Existing Facilities, which exempts the abandonment of oil, gas, and geothermal wells.

Regarding the Coastal Development Permit, Found:

2. That the project, as described in the application and accompanying materials required by Section 6328.7 of the San Mateo County Zoning Regulations and as conditioned in

accordance with Section 6328.14 of the San Mateo County Zoning Regulations, conforms to the plans, policies, requirements and standards of the San Mateo County Local Coastal Program as described in Section A.2 of the staff report dated November 30, 2022.

3. That the project conforms to the specific findings required by policies of the San Mateo County Local Coastal Program relating to Energy, Sensitive Habitats, and Visual Resources components. The project incorporates conditions to protect sensitive habitats by requiring the applicant to conduct pre-disturbance surveys no more than 30 days prior site disturbance to plug the idle oil wells. All oil wells will be restored as close to possible to their original condition.

## **CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission on November 30, 2022. The Community Development Director may approve minor revisions or modifications to the project if they are found to be consistent with the intent of and in substantial conformance with this approval.
2. This permit shall be valid for two (2) years from the date of approval in which time the project shall be completed. Any extension of the permits shall require submittal of an application for permit extension and payment of applicable extension fees 60 days prior to the expiration date.
3. Prior to any demolition or grading activities, the applicant shall submit an erosion and sediment control plan to be approved by the Planning Director. Photos of the installed measures shall be submitted to the Planning Division for review and approval prior to issuance of a demolition permit. Erosion control measure deficiencies, as they occur, shall be immediately corrected.
4. Unless approved in writing by the Community Development Director, no grading shall be allowed during the winter season (October 1 to April 30) to avoid potential soil erosion. The applicant shall submit a letter to the Planning Division, a minimum of two (2) weeks prior to commencement of grading, stating the date when grading will begin if grading is proposed during this time.
5. Prior to final inspection of the demolition permit, photos of the revegetated areas (once seeds have sprouted) shall be submitted to the Planning Division for review and approval. Deficiencies, as they occur, shall be immediately corrected. The applicant shall provide specifications for the native seed mix that will be used for restoration with the demolition permit submittal. All non-biodegradable erosion measures shall be removed prior to demolition permit final inspection.
6. In the event that paleontological resources are inadvertently discovered, work in the immediate vicinity (within 25 feet) of the find must stop until a qualified paleontologist can evaluate the significance of the find. The Current Planning Section shall be notified of such findings, and no additional work shall be done in the stop work area until the paleontologist has recommended appropriate measures, and those measures have been approved by the Current Planning Section and implemented.
7. Should any human remains be discovered during construction, all ground disturbing work shall cease, and the County Coroner be immediately notified, pursuant to Section 7050.5 of the State of California Health and Safety Code. Work must stop until the County Coroner can make a determination of origin and disposition of the remains pursuant to California Public Resources Code Section 5097.98. If the County Coroner determines the remains to

be Native American, the Native American Heritage Commission shall be contacted within 24 hours. A qualified archaeologist, in consultation with the Native American Heritage Commission, shall recommend subsequent measures for disposition of the remains.

8. The applicant is responsible for ensuring that all contractors minimize the transport and discharge of pollutants from the project site into water bodies by adhering to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines" below. Additionally, the applicant shall apply for a National Pollutant Discharge Elimination System (NPDES) permit from the Central Coast Region State Water Resources Quality Control Board. A copy of this permit shall be submitted to the Planning Department and the Department of Public Works.
  - a. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30. Stabilizing shall include both proactive measures, such as the placement of hay bales or coir netting, and passive measures, such as revegetating disturbed areas with plants propagated from seed collected in the immediate area.
  - b. Storing, handling, and disposing of construction materials and wastes properly, so as to prevent their contact with stormwater.
  - c. Controlling and preventing 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.
  - d. Using sediment controls or filtration to remove sediment when dewatering site and obtaining all necessary permits.
  - e. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
  - f. Delineating with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
  - g. Protecting adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
  - h. Performing clearing and earth-moving activities only during dry weather.
  - i. Limiting and timing application of pesticides and fertilizers to prevent polluted runoff.
  - j. Limiting construction access routes and stabilizing designated access points.
  - k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
  - l. The contractor shall train and provide instruction to all employees and subcontractors regarding the construction best management practices.
9. 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 County Ordinance Code Section 4.88.360).
10. A pre-demolition biological survey shall be completed no more than 30 days from activities

associated with the demolition and removal of the oil well facilities. The survey shall identify, delineate, and/or provide recommended mitigation measures for any special-status plant or animal species found in the project area. The survey shall be submitted to the Planning and Building Department for review and approval prior to issuance of the demolition permits.

11. All vegetation removed and not used for revegetation or slash shall not be stockpiled on the ground and shall be placed directly into a disposal vehicle and removed from the site; vegetation shall not be piled on the ground unless it is later transferred, piece by piece, under the direct supervision of the biological monitor.
12. All vehicles parked on-site for more than 15 minutes shall be inspected by the biological monitor or trained staff monitor before being moved and the parking sites themselves shall be checked prior to moving the vehicles.
13. The applicant shall implement erosion control measures prior to the start of any activity to implement the approved project. Revegetation of denuded areas shall begin immediately upon completion of grading and/or equipment removal.
14. Upon the completion of on-site soil testing for contaminated soils, the applicant shall provide the Planning Division with details and/or plans depicting any proposed or necessary contaminated soil removal efforts for the project site for review and determination on whether additional permits are required by the County Planning and Building Department.

#### Building Inspection Section

15. A demolition permit shall be obtained prior to the removal of any structure.

#### Environmental Health Services

16. The applicant must obtain all necessary approvals from San Mateo County Certified Unified Program Agency (CUPA) for the removal of hazardous materials.

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<b>5.</b>	<b>Owner:</b>	<b>Bean Hollow Farm LLC</b>
	<b>Applicant:</b>	<b>Brian Lee</b>
	<b>File Number:</b>	PLN 2021-00022
	Location:	Located off of Bean Hollow Road in Pescadero east of Cabrillo Highway
	Assessor's Parcel No:	086-191-100

Consideration of a Coastal Development Permit (CDP), Planned Agricultural District (PAD) Permit, Architectural Review Permit, and Grading Permit for a new 3,658 sq. ft. single-family residence, attached 1,358 sq. ft. garage/workshop/unconditioned storage, and a 718 sq. ft. greenhouse on a 38-acre legal parcel located at 12720 Cabrillo Highway. The project includes the conversion of an agricultural well for domestic use, a new septic system, new water tanks, and 1,800 cubic yards of grading. The Parcel contains class 2 and class 3 prime soils, and no prime soils are proposed for conversion. The parcel is not under a Williamson Act contract and the project is appealable to the Coastal Commission. For any questions, please contact Project Planner Kanoa Kelley, at [kkelley@smcgov.org](mailto:kkelley@smcgov.org)

#### SPEAKERS

None

#### COMMISSIONER ACTION

Commissioners closed public comment unanimously.

Commissioner Hansson moved, and Commissioner Ketcham seconded, that the Planning Commission adopt the Mitigated Negative Declaration and approve the Coastal Development Permit, Planned Agricultural District Permit, Architectural Review Permit, and Grading Permit, County File Number PLN 2021-00022, by adopting the required findings and conditions of approval listed in Attachment A. **Motion carried 4-0-0-1**

## **FINDINGS**

### **Regarding the Environmental Review, Found:**

1. That the Initial Study and Mitigated Negative Declaration reflect the independent judgment of San Mateo County.
2. That the Initial Study and Mitigated Negative Declaration are complete, correct, and adequate, and prepared in accordance with the California Environmental Quality Act (CEQA) and applicable State and County Guidelines. An Initial Study and Mitigated Negative Declaration were prepared and issued with a public review period from July 13, 2022 to August 2, 2022.
3. That, on the basis of the Initial Study, comments received, and testimony presented and considered at the public hearing, there is no substantial evidence that the project will have a significant effect on the environment. The mitigation measures contained in the Mitigated Negative Declaration have been imposed as conditions of approval in this attachment. As proposed and mitigated, the project will not result in any significant environmental impacts.
4. That the mitigation measures in the Mitigated Negative Declaration have been agreed to by the owner and imposed as conditions of project approval.

### **Regarding the Planned Agricultural District (PAD) Permit, Found:**

5. That the project conforms to the Development Review Criteria contained in Chapter 20A.2 of the San Mateo County Zoning Regulations. The project complies with Section 6324.1 and Section 6324.4, which respectively address environmental quality and water resources, as the project will not introduce noxious odors, chemical agents, or long-term increased noise levels. There is adequate water supply available to serve both the single-family dwelling and agricultural operations. The project does not involve the removal of large areas of vegetation and will utilize existing road infrastructure, thereby reducing grading necessary to access the site and accommodate the project. All development be located outside a 100-foot buffer from riparian and marshland, thereby avoiding impacts to sensitive habitat.

The project also complies with Sections 6324.2 through 6325.1, which address site design criteria, utilities, cultural resources, hazards, and primary scenic resource areas. The project, as designed and conditioned, retains the rural nature of the parcel and preserves all of the mature trees and dominant vegetation. While the project is located within a scenic corridor, its design, existing topography and vegetation ensure that there will not be any visual impacts to scenic resources and proposed utilities will be undergrounded. Additionally, all development will be clustered in non-prime soil locations thereby preserving prime soils for agricultural operations.

Regarding the Coastal Development Permit, Found:

6. That the project, as described in the application and accompanying materials required by Section 6328.7 and as conditioned in accordance with Section 6328.14, conforms to the plans, policies, requirements and standards of the San Mateo County LCP, specifically with regard to Locating and Planning New Development, Agriculture, Sensitive Habitats, and Visual Resources Components of the Local Coastal Program as described in Section 2 of the project staff report dated November 30, 2022.
7. That the project is not subject to the public access and public recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Section 30200 of the Public Resources Code) since the project is not located between the nearest public road and the sea, or the shoreline of Pescadero Marsh.
8. That the project conforms to specific findings required by policies of the San Mateo County LCP with regard to Locating and Planning New Development, Agriculture, Sensitive Habitats, and Visual Resources Components of the Local Coastal Program as discussed in Section 2 of the project staff report dated November 30, 2022.

Regarding the Grading Permit, Found:

9. That this project, as conditioned, will not have a significant adverse effect on the environment. The project will have a less than significant impact on the environment with the implementation of the mitigation measures in the Mitigated Negative Declaration to mitigate potentially significant impacts to aesthetics, air quality, cultural resources, geology and soils, climate change, and noise.
10. That this project, as conditioned, conforms to the criteria of the San Mateo County Grading Ordinance and is consistent with the General Plan. Planning staff, the Geotechnical Section, and the Department of Public Works have reviewed the project and have determined its conformance to the criteria of Chapter 8, Division VII, San Mateo County Ordinance Code, including the standards referenced in Section 9296 and the San Mateo County General Plan.

For the Architectural Review, Found:

11. That the project is consistent with the General Plan Policies for Architectural Design Standards for Rural Scenic Corridors and Standards for Architectural and Site Control within the Cabrillo Highway State Scenic Corridor along with Scenic Corridor policies of the LCP. The architectural character, earth-tone colors and the use of natural materials are consistent with the character of surrounding homes in the rural Pescadero area. Furthermore, the project will not be visible from the scenic corridor as it will be shielded by natural topography and existing vegetation allowing the home to blend in with the natural environment.

**CONDITIONS OF APPROVAL**

Current Planning Section

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission on November 30, 2022. Any changes or revisions to the approved plans shall be submitted to the Community Development Director for review and approval prior to implementation. The Community Development Director may approve minor revisions or modifications to the project if they are found to be consistent with the intent of and in substantial conformance with this approval.

2. The permits shall be valid for one (1) year from the date of final approval by the Planning Commission if no appeal is filed, in which time a building permit shall be issued and a completed inspection (to the satisfaction of the Building Official) shall have occurred within one (1) year of the associated building permit's issuance. Any extension of these permits shall require submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.
3. The Department of Fish and Game has determined that this project is subject to the Department of Fish and Game California Environmental Quality Act filing fees per Fish and Game Section 711.4. The applicant shall pay to the San Mateo County Recorder's Office an amount of \$2,548 plus the applicable \$50 recording fee at the time of filing of the Notice of Determination by the County Planning and Building Department staff within four (4) business days of the approval. The Department of Fish and Game environmental filing fee increases starting the 1<sup>st</sup> day of each new calendar year (i.e., January 1, 2023). The fee amount due is based on the date of payment of the fees.
4. No site disturbance shall occur, including any vegetation removal or grading, until a building permit and grading permit "hard card" have been issued for the project. The grading permit "hard card" shall only be issued concurrently with the building permit.
5. All new power and telephone utility lines shall be placed underground.
6. Prior to the issuance of a building permit, the applicant shall pay all applicable Affordable Housing Impact Fees, pursuant to San Mateo County Ordinance No. 4758. The impact fees shall be assessed at \$5.00 per sq. ft. over 2,500 sq. ft. of residential floor area.
7. The applicant shall include as part of the building permit submittal the approved exterior color and material specifications. Color and material verification shall occur in the field prior to final building inspection.
8. 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 p.m. Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo County Ordinance Code Section 4.88.360).
9. The provisions of the San Mateo County Grading Ordinance shall govern all grading on and adjacent to this site. Per San Mateo County Ordinance Section 9296.5, all equipment used in grading operations shall meet spark arrester and firefighting tool requirements, as specified in the California Public Resources Code.
10. The engineer who prepared the approved grading plan shall be responsible for the inspection and certification of the grading as required by Section 9297.2 of the Grading Ordinance. The engineer's responsibilities shall include those relating to non-compliance detailed in Section 9297.4 of the Grading Ordinance.
11. Erosion and sediment control during the course of grading work shall be installed and maintained according to a plan prepared and signed by the engineer of record and approved by the Planning and Building Department. Revisions to the approved erosion and sediment control plan shall be prepared and signed by the engineer and must be reviewed and approved by the Planning and Building Department.
12. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading activities, especially after major storm events, and



determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.

13. The site is considered a Construction Stormwater Regulated Site (SWRS). Any grading activities conducted during the wet weather season (October 1 to April 30) will require monthly erosion and sediment control inspections by the Building Inspection Section, as well as prior authorization from the Community Development Director to conduct grading during the wet weather season.

#### Mitigation Measures

14. **Mitigation Measure 1:** All proposed exterior lighting shall be designed and located so as to confine direct rays to the subject property and prevent glare in the surrounding area. Manufacturer cut sheets for any exterior light fixtures shall be submitted for review and approval prior to the issuance of a building permit.
15. **Mitigation Measure 2:** Final finishes of all exterior materials and/or colors, including glass windows and/or panels, shall be non-reflective.
16. **Mitigation Measure 3:** The applicant shall require construction contractors to implement all the Bay Area Air Quality Management District's Basic Construction Mitigation Measures, listed below:
  - a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access road) shall be watered two times per day.
  - b. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
  - c. All visible mud or dirt track-out onto adjacent paved roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
  - d. All vehicle speeds on unpaved roads shall be limited to 15 miles per hour.
  - e. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
  - f. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
  - g. Idling times shall be minimized either by shutting equipment or vehicles off when not in use or reducing the maximum idling time to 5 minutes (as required by the California Airborne Toxics Control Measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.
  - h. Post a publicly visible sign with the telephone number and person to contact at the project site regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Bay Area Air Quality Management District's phone number shall also be visible to ensure compliance with applicable regulations.

17. **Mitigation Measure 4:** Pre-construction surveys shall be performed between April and June for rose leptosiphon, marsh microseris, Choris' popcornflower, and Scouler's catchfly. If found, the plant shall be avoided to extent possible, or a translocation plan shall be prepared prior to the start of construction activities and submitted for review and approval by the San Mateo County Planning and Building Department prior to implementation.
18. **Mitigation Measure 5:** An environmental training shall be provided to all construction workers prior to the start of work. The training will educate workers on: (1) any sensitive resources or special-status species that may occur in the work area, (2) procedures to follow in the event a species is observed, and (3) other environmental BMPs for ensuring take is avoided.
19. **Mitigation Measure 6:** Wildlife exclusion fencing shall be placed around the perimeter of project footprint and any staging areas to prevent animals including California Red-Legged Frog and/or San Francisco Garter Snake from entering the work area. Fencing should be a minimum of 36 inches high, with a minimum of 4 inches trenched into the ground. Fencing shall be installed under the guidance of a qualified biologist and maintained throughout the duration of ground-disturbing activities.
20. **Mitigation Measure 7:** If work is to be initiated during the nesting bird season, between February 1 and August 31, a pre-construction nesting bird survey shall be performed in all areas within 250 feet of proposed activities. If nests are found, an appropriately sized no-disturbance buffer shall be placed around the nest at the direction of the qualified biologist conducting the survey. Buffers for common songbird species is 25 to 50 feet, and between 100 up to 500 feet for special-status birds and/or raptors depending on the species and status of the nest. Buffers shall remain in place until all young have fledged, or the biologist has confirmed that the nest has been naturally predated.
21. **Mitigation Measure 8:** A pre-construction survey for San Francisco Dusky-Footed Wood Rat (SFDW) nests shall be performed prior to the start of work within 25 feet of proposed activities. If an active SFDW nest is found and cannot be avoided, the biologist shall supervise dismantling of the nest by hand. If young are found, material shall be set back on the house and the house avoided for a minimum of 3 weeks to allow young to wean and leave the nest. Following completion of the dismantling, nest material shall be placed in nearby habitat where it can be completely avoided.
22. **Mitigation Measure 9:** A pre-construction survey for Western Pond Turtle, California Red-Legged Frog, and San Francisco Garter Snake shall be conducted prior to initiation of project activities within 48 hours of the start of work. Surveys are to be conducted by approved qualified biologist(s) with experience surveying for each species. If any species is found on the Project Site, it should be allowed to leave the area on its own. If the animal does not leave the area on its own, the USFWS and CDFW shall be contacted.
23. **Mitigation Measure 10:** No ground-disturbing work (e.g., vegetation removal, grading, or trenchwork) shall be performed if a 70 % or greater chance of rainfall is predicted within 72 hours of project activity or within 24 hours of any rain event (greater than 0.5 inches) occurring between October 31 and April 30 when frogs are most likely to disperse into upland habitats. No work shall occur within 30 minutes of sunrise or sunset.
24. **Mitigation Measure 11:** Trenches and holes shall be covered and inspected daily for stranded animals. Trenches and holes deeper than one foot should contain escape ramps at a maximum slope of 2:1 to allow trapped animals to escape.
25. **Mitigation Measure 12:** Tightly woven fiber netting or similar material shall be used for erosion control or other purposes to ensure amphibian and reptile species do not get trapped. Plastic monofilament netting (erosion control matting) rolled erosion control products, or similar material shall not be used. Acceptable substitutes include coconut coir

matting or tackified hydroseeding compounds.

26. **Mitigation Measure 13:** All food and food-related trash must be enclosed in sealed trash containers at the end of each day and removed completely from the site every three days to avoid attracting wildlife that may prey on listed species in the area.
27. **Mitigation Measure 14:** All fencing shall be designed in consultation with a biologist to facilitate the safe passage of wildlife through the subject site. The final design of all fencing on site shall be reviewed and approved by the Community Development Director prior to issuance of a building permit.
28. **Mitigation Measure 15:** In the event that archaeological resources are inadvertently discovered during construction, work in the immediate vicinity (within 50 feet) of the find must stop until a qualified archaeologist can evaluate the significance of the find. Construction activities may continue in other areas beyond the 50-foot stop work area. A qualified archaeologist is defined as someone who meets the Secretary of the Interior's Professional Qualifications Standards in archaeology. The Current Planning Section shall be notified of such findings, and no additional work shall be done in the stop work area until the archaeologist has recommended appropriate measures, and those measures have been approved by the Current Planning Section and implemented.
29. **Mitigation Measure 16:** Should any human remains be discovered during construction, all ground disturbing work shall cease and the County Coroner shall be immediately notified, pursuant to Section 7050.5 of the State of California Health and Safety Code. Work must stop until the County Coroner can make a determination of origin and disposition of the remains pursuant to California Public Resources Code Section 5097.98 for the naming of a Most Likely Descendant and the recommendations for disposition. Additionally, the State Native American Heritage Commission may need to be notified to seek recommendations from a Most Likely Descendant (Tribal Contact) before any further action at the location of the find can proceed.
30. **Mitigation Measure 17:** The applicant shall submit an erosion control plan in compliance with the County's General Erosion and Sediment Control Plan Guidelines Checklist for review and approval as part of the building permit plans submittal.
31. **Mitigation Measure 18:** No grading shall be allowed during the wet weather season (October 1 through April 30) to avoid increased potential soil erosion, unless the applicant applies for an Exception to the Winter Grading Moratorium and the San Mateo County Community Development Director grants the exception. Exceptions will only be granted if dry weather is forecasted during scheduled grading operations, and the erosion control plan includes adequate winterization measures (amongst other determining factors).
32. **Mitigation Measure 19:** An Erosion Control and Tree Protection Pre-Site Inspection shall be conducted prior to the issuance of a grading permit "hard card" and/or building permit to ensure the approved erosion control and tree protection measures are appropriately implemented.
33. **Mitigation Measure 20:** In the event that tribal cultural resources are inadvertently discovered during project implementation, all work shall stop until a qualified professional can evaluate the find and recommend appropriate measures to avoid and preserve the resource in place, or minimize adverse impacts to the resource, and those measures shall be approved by the Current Planning Section prior to implementation and continuing any work associated with the project.
34. **Mitigation Measure 21:** In the event that tribal cultural resources are inadvertently discovered during project implementation, consultation with the affiliated Native American tribe shall be made prior to continuing any work associated with the project to ensure the resource is treated with culturally appropriate dignity taking into account the tribal cultural

values and meaning of the resource, including, but not limited to, protecting the cultural character and integrity of the resource, protecting the traditional use of the resource, and protecting the confidentiality of the resource.

#### Building Inspection Section

35. Building permits are required for the proposed project.

#### Geotechnical Section

36. A Geotechnical Report shall be submitted at the at the time of building permit application and shall be updated to the current adopted code. 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 submitted at the time of the building permit application. 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

37. 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.
38. No proposed construction work within the State right-of-way shall begin until Caltrans 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 Transportation Inspector 48 hours prior to commencing work in the right-of-way.
39. 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.

#### Drainage Section

40. The following will be required at the time of building permit submittal:
- a. A final Drainage Report stamped and signed by a registered Civil Engineer.
  - b. A final Grading and Drainage Plan stamped and signed by a registered Civil Engineer.
  - c. An updated C.3 and C.6 Checklist.
  - d. Appropriate details for the green roof, asphalt fire-truck turnouts, and gravel driveway(s).

41. Prior to issuance of the building permit, the applicant shall apply and pay appropriate fees directly to Environmental Health Services to certify (i.e., Environmental Health Services oversight/qualitative test) the existing agricultural well as a domestic well meeting the requirements of San Mateo County Water Well Ordinance and State Drinking Water Standards.
42. Emergency water storage meeting the requirements of the County's Water Well Ordinance that is separate from Fire storage requirements shall be delineated onto all relevant plan sheets.

#### San Mateo County Fire Department

43. ADD Note to plans: Smoke Detectors which are hard wired: As per the California Building Code and the State Fire Marshal regulations, the applicant is required to install State Fire Marshal approved and listed smoke detectors which are hard wired, interconnected, and have battery backup. These detectors are required to be placed in each new and recondition sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. In existing sleeping rooms, areas may have battery powered smoke alarms. A minimum of one detector shall be placed on each floor. Smoke detectors shall be tested and approved prior to the building permit final. The date of installation must be added to the exterior of the smoke alarm and will be checked at final inspection.
44. ADD Note to plans: Smoke alarm/detector are to be hardwired, interconnected, or with battery back-up. Smoke alarms shall be installed per manufacturer's instruction and NFPA 72.
45. ADD Note to plans: Escape or rescue windows shall have a minimum net clear openable area of 5.7 sq. ft., 5.0 sq. ft. allowed at grade. The minimum net clear openable height dimension shall be 24 inches. The net clear openable width dimension shall be 20 inches. Finished sill height shall be not more than 44 inches above the finished floor. (CFC 1030).
46. Identify rescue windows in each bedroom and verify that they meet all requirements and add windows to plans.
47. ADD Note to plans: As per the San Mateo County Fire Department, building identification shall be conspicuously posted and visible from the street. (TEMPORARY ADDRESS NUMBERS SHALL BE POSTED PRIOR TO COMBUSTIBLES BEING PLACED ON SITE). 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. The letters/numerals for permanent address signs shall be 4 inches in height with a minimum 1/2-inch stroke. Such letters/numerals shall be internally illuminated and facing the direction of access. Residential address numbers shall be at least six feet above the finished surface of the driveway. Where buildings are located remotely to the public roadway, additional signage at the driveway/roadway entrance leading to the building and/or on each individual building shall be required by the San Mateo County Fire Department. This remote signage shall consist of a 6-inch by 18-inch green reflective metal sign with 3-inch reflective Numbers/ Letters similar to Hy-Ko 911 or equivalent shall be placed at the entrance from the nearest public roadway.
48. ADD Note to plans: The building is in a Very High Fire Hazard Severity Zone and will require a Class A roof.
49. Vegetation Management (SRA) - Add note to plans:

The 2016 California Fire Code Chapter 49 and Public Resources Code 4291.

A fuel break of defensible space is required around the perimeter of all structures to a distance of not less than 30 feet and may be required to a distance of 100 feet or to the property line. This is neither a requirement nor an authorization for the removal of living trees.

Trees located within the defensible space shall be pruned to remove dead and dying portions, and limbed up 6 feet above the ground. New trees planted in the defensible space shall be located no closer than 10 feet to adjacent trees when fully grown or at maturity.

Remove that portion of any existing trees, which extends within 10 feet of the outlet of a chimney or stovepipe or is within 5 feet of any structure. Maintain any tree adjacent to or overhanging a building free of dead or dying wood.

50. Add to the plans a plan and profile of the driveway/roadway.
51. Roadways shall be a minimum of 16 feet wide.
52. ADD Note to plans: Fire apparatus access roads shall be an approved all weather surface. Grades 15% or greater shall be surfaced with asphalt, or brushed concrete. Grades 15% or greater shall be limited to 150 feet in length with a minimum of 500 feet between the next section. For roads approved less than 20 feet, 20 feet wide turnouts shall be on each side of 15% or greater section. No grades over 20 percent. (Plan and profile required) CFC 503.
53. Gates shall be a minimum of 2 feet wider than the access road/driveway they serve. Overhead gate structures shall have a minimum of 15 feet of vertical clearance. Locked gates shall be provided with a Knox Box or Knox Padlock. Electric gates shall have a Knox Key Switch. Electric gates shall automatically open during power failures. CFC 503.6, 506.
54. For application and instructions please email [smcfdfiremarshal@fire.ca.gov](mailto:smcfdfiremarshal@fire.ca.gov) . If you need further assistance, please contact the San Mateo County Fire Marshal's Office at 650/573-3846.
55. ADD Note to plans: Fire Hydrant: As per 2016 CFC, Appendix B and C, a fire department approved fire hydrant (Clow 960) must be located within 500 feet of the proposed single-family dwelling unit measured by way of drivable access. As per 2016 CFC, Appendix B the hydrant must produce a minimum fire flow of 500 gallons per minute at 20 pounds-per-square-inch residual pressure for 2 hours. Contact the local water purveyor for water flow details.
56. Relocate the hydrant to the opposite side of the driveway entrance. See plans for call out.
57. Show location of wet draft fire hydrant on site plans with pipe supplying hydrant. A wet draft hydrant with a 2 1/2-inch National Hose Thread outlet with a valve shall be mounted not less than two feet above ground level and within 5 feet of the main access road or driveway, and not less than 50 feet from any portion of any building, nor more than 150 feet from all buildings. Show piping layout on plans, include minimum depth of cover and thrust blocks as needed. The pipe shall be a minimum 4-inch inside diameter, underground fire service listed. Provide manufacturer's cut sheets.
58. A Knox padlock or key switch will be required if there is limited access to the property. CFC 506.1. For application and instructions please email [smcfdfiremarshal@fire.ca.gov](mailto:smcfdfiremarshal@fire.ca.gov) . If you need further assistance, please contact the San Mateo County Fire Marshal's Office at 650/573-3846.

59. ADD Note to plans: Automatic Fire Sprinkler System: (Fire Sprinkler Systems require a separate permit). As per San Mateo County Building Standards, the applicant is required to install an automatic fire sprinkler system throughout the proposed or improved dwelling and garage. All attic access locations will be provided with a pilot head on a metal upright. Sprinkler coverage shall be provided throughout the residence to include all bathrooms, garages, and any area used for storage. The only exception is small linen closets less than 24 sq. ft. with full depth shelving. The plans for this system must be submitted to the San Mateo County Planning and Building Department. A building permit will not be issued until plans are received, reviewed and approved. Upon submission of plans, the County will forward a complete set to the San Mateo County Fire Department for review.
60. Installation of underground sprinkler pipe shall be flushed and visually inspected by the Fire Department prior to hook-up to a riser. Any soldered fittings must be pressure tested with the trench open. Please call the San Mateo County Fire Department to schedule an inspection. Fees shall be paid prior to plan review.
61. An exterior bell is required to be wired into the required flow switch on your fire sprinkler system. The bell, horn/strobe and flow switch, along with the garage door opener are to be wired into a separate circuit breaker at the main electrical panel and labeled.
62. Add note to the title page that the building will be protected by an automatic fire sprinkler system.
63. CRC 2016 Section R337: This project is located in a State Responsibility Area for wildfire protection. Roofing, attic ventilation, exterior walls, windows, exterior doors, decking, floors and underfloor protection shall comply with CRC 2016 Section R337 requirements. You can visit the Office of the State Fire Marshal's website at [http://www.fire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland.php](http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland.php) and click the new products link to view the "WUI Products Handbook."
64. Copy the R-337 Worksheet to a plan-sized sheet and check the appropriate boxes.
65. Provide window and door schedules showing they meet R-337 and add it to the worksheet. All exterior doors including the garage door must meet R-337.
66. Provide eave and gutter details that meet R-337 and include all materials.
67. Add R-337 required vents to the worksheet.

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<b>6.</b>	<b>Owner:</b>	<b>Erik and Rebecca Taubman</b>
	<b>Applicant:</b>	<b>Bodas Construction</b>
	File Number:	PLN2022-00010
	Location:	450 Lancaster Blvd., Moss Beach
	Assessor's Parcel No:	037-171-770

Consideration of a Coastal Development Permit (CDP) and Design Review Permit to allow the construction of a 418 sq. ft., single-story addition to an existing 1,978 sq. ft. single-family residence on a legal 5,488 sq. ft. parcel in Moss Beach. The project involves only minor grading and no tree removal. The project is appealable to the California Coastal Commission. For any questions, please contact Project Planner Glen Jia [at bjia@smcgov.org](mailto:bjia@smcgov.org)

## **SPEAKERS**

None

## **COMMISSIONER ACTION**

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

## **FINDINGS**

### Regarding the Environmental Review, Found:

1. This project is exempt from environmental review, pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1(e), relating to the construction of additions to existing structures up to 50% of floor area. The project involves a 418 sq. ft. (approximately 21% of the existing floor area) addition to an existing single-family residence. For these reasons, the project is exempt from CEQA.

### For the Coastal Development Permit, Found:

2. That the project, as described in the application and accompanying materials required by Section 6328.7 and as conditioned in accordance with Section 6328.14, conforms to the plans, policies, requirements, and standards of the San Mateo County Local Coastal Program. Specifically, the project complies with policies regarding minimization of tree removal, design review standards, and utility connection.
3. That where the project is located between the nearest public road and the sea, or the shoreline of Pescadero Marsh is subject to the public access and public recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Section 30200 of the Public Resources Code). The proposed addition would not lead to any significant impacts to public access and recreation and complies with the policies.
4. That the project conforms to the specific findings required by policies of the San Mateo County Local Coastal Program as discussed in Section A.2 of the staff report.

### Regarding the Design Review, Found:

5. That the project, as proposed and conditioned, has been reviewed and found to be in compliance with the Design Review Standards for One-Family and Two-Family Residential Development in the Midcoast, Section 6565.20 of the San Mateo County Zoning Regulations, specifically elaborated as follows:
  - a. Section 6565.20 (D) ELEMENTS OF DESIGN; 1b. Neighborhood Scale: The design aligns well with the other houses of the same vintage layout and size.
  - b. Section 6565.20 (D) ELEMENTS OF DESIGN; 2. Architectural Styles and Features: The style (California mini ranch), size, and shape of the residence is consistent with the predominant style of nearby homes. Additionally, the proposed gable roof (with double front and single sides) complements other homes in the neighborhood.
  - c. Section 6565.20 (D) ELEMENT OF DESIGN; 1d. Façade Articulation; and 4. Exterior Materials and Colors: The design is consistent with neighboring houses, as the project proposes muted exterior colors and repeating siding (simulated shingles) at gables.



## **CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. The project shall be constructed in compliance with the plans as approved by the Planning Commission on November 30, 2022 and as reviewed by the Coastside Design Review Committee on September 8, 2022. Any changes or revisions to the approved plans are subject to review and approval by the Community Development Director. Minor adjustments to project design may be approved by the Design Review Officer if they are consistent with the intent of and are in substantial conformance with this approval. Alternatively, the Design Review Officer may refer consideration of the revisions to the Coastside Design Review Committee, with applicable fees to be paid.
2. The Coastal Development Permit and Design Review approvals shall be valid for five (5) years from the date of final approval in which time a building permit shall be issued, and a completed inspection (to the satisfaction of the building inspector) shall have occurred within 180 days of its issuance. An extension of these approvals will be considered upon written request and payment of the applicable fees sixty (60) days prior to the permits' expiration.
4. 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. 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.
  - g. 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.
  - h. Use of sediment controls or filtration to remove sediment when dewatering site and obtain all necessary permits.
  - i. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
  - j. Limiting and timing application of pesticides and fertilizers to prevent polluted runoff.
  - k. Limiting construction access routes and stabilization of designated access points.



safe access on either street. There shall be no storage of construction vehicles in the public right-of-way.

12. The project site is located within the Fitzgerald Area of Special Biological Significance (ASBS) watershed. Runoff and other polluted discharges from the site are prohibited. Development shall minimize erosion, treat stormwater from new/replaced impervious surfaces, and prevent polluted discharges into the ASBS or a County storm drain (e.g., car washing in a driveway or street, pesticide application on lawn).
13. The exterior color samples submitted to the CDRC are conditionally approved. Color verification shall occur in the field after the applicant has applied the approved materials and colors but before a final inspection has been scheduled.
14. All exterior lighting shall be downward directed, shielded, and be maintained to prevent glare in the surrounding area. All proposed exterior lighting shall be reviewed and approved by the Planning Department (design manufacturer's "cut sheets") prior to the issuance of a building permit.
15. 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 County Ordinance Code Section 4.88.360).

#### Building Inspection Section

16. A building permit shall be obtained for the proposed construction.

#### Drainage Section

17. At the time of building permit application, the project will be required to comply with the County's "basic" drainage review requirements, including showing splash blocks at roof gutter downspouts to disperse rainwater to landscaping where feasible and removing hardscape such that there is no net increase in impervious surface onsite. In addition, site-specific erosion control measures will need to be shown on the plans as the project is located within the Fitzgerald Area of Special Biological Significance (ASBS) watershed.

#### Department of Public Works

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 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.
20. Prior to the issuance of the building permit, the applicant shall be required to provide payment of "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance No.3277.

#### Montara Water and Sanitary District (MWSD or District)

21. Applicant required to obtain a Sewer Remodel Permit from MWSD prior to issuance of building permit. Fixture Unit Upgrade and other Fees must be paid prior to issuance of connection permit.

22. Applicant may be required to upgrade water meter and service line in accordance with District regulations. Fees for domestic water meter upgrade must be paid prior to issuance of connection permit.
23. If a connection to the District's fire protection system is required then: Certified Fire Protection Contractor must certify adequate fire flow calculations. Connection fee for fire protection system is required. Connection charge must be paid prior to issuance of Private Fire Protection permit.
24. The owner/applicant, rather than his contractor, shall apply directly to District for permits.

#### Coastside Fire Protection District

25. Smoke Alarms which are hard wired: As per the California Building Code, and State Fire Marshal regulations, the applicant is required to install State Fire Marshal approved and listed smoke detectors which are hard wired, interconnected, and have battery backup. These detectors are required to be placed in each new and recondition sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. In existing sleeping rooms, areas may have battery powered smoke alarms. A minimum of one detector shall be placed on each floor. Smoke detectors shall be tested and approved prior to the building final. Date of installation must be added to exterior of the smoke alarm and will be checked at final.
26. Smoke alarms/detectors are to be hardwired, interconnected, or with battery back-up. Smoke alarms to be installed per manufactures instruction and NFPA 72.
27. As per Coastside Fire Protection District Standard CI-013, building identification shall be conspicuously posted and visible from the street. (TEMPORARY ADDRESS NUMBERS SHALL BE POSTED PRIOR TO COMBUSTIBLES BEING PLACED ON SITE). The letters/numerals for permanent address signs shall be 4 inches in height with a minimum 1/2-inch stroke. Such letters/numerals shall be internally illuminated and facing the direction of access. Residential address numbers shall be at least six feet above the finished surface of the driveway. Where buildings are located remotely to the public roadway, additional signage at the driveway/roadway entrance leading to the building and/or on each individual building shall be required by the Coastside Fire Protection District. This remote signage shall consist of a 6 inch by 18-inch green reflective metal sign with 3-inch reflective Numbers/ Letters similar to Hy-Ko 911 or equivalent shall be placed at the entrance from the nearest public roadway.
28. As per Coastside Fire Protection District Ordinance 2019-03, the roof covering of every new building or structure, and materials applied as part of a roof covering assembly, shall have a minimum fire rating of Class "B" or higher as defined in the current edition of the California Building Code.
29. The installation of an approved spark arrester is required on all (WOOD BURNING) chimneys. Spark arresters shall be made of 12-gage woven or welded wire screening having openings not exceeding 1/2-inch. If not, wood burning disregard this note.
30. Vegetation Management (LRA) The Coastside Fire Protection District Ordinance 2019-03, the 2019 California Fire Code 304.1.2 A fuel break of defensible space is required around the perimeter of all structures to a distance of not less than 30 feet and may be required to a distance of 100 feet or to the property line. This is neither a requirement nor an authorization for the removal of living trees. Trees located within the defensible space shall be pruned to remove dead and dying portions, and limbed up 6 feet above the ground. New trees planted in the defensible space shall be located no closer than 10 feet to adjacent trees when fully grown or at maturity. Remove that portion of any existing trees,

which extends within 10 feet of the outlet of a chimney or stovepipe or is within 5 feet of any structure. Maintain any tree adjacent to or overhanging a building free of dead or dying wood. All fire conditions and requirements must be incorporated into your building plans, (see attached conditions) prior to building permit issuance. It is your responsibility to notify your contractor, architect and engineer of these requirements.

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**7. Correspondence and Other Matters**

No correspondence has been received.

Plan to get back into In-person meeting was raised by Commissioner Serrano-Quan

Director responded that the Board has enabled us to conduct virtual meetings until March 2023, after that all Commission meetings will be conducted in person unless anything changes.

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

12/14/22 Planning Commission agenda will be single item, a scoping session for Cypress Point affordable housing project Environmental Impact Report with opportunity for the public to comment.

**10. Director's Report**

Director Monowitz reported on the following items that will be considered by the Board of Supervisors in December 2022:

- Draft Housing Element Update will be considered on December 6, 2022;
- Update of the County Building Regulations including Reach Codes will be considered on Dec 13, 2022;
- Report of the Midcoast Park and Recreation Mitigation Fees will also be considered on December 13, 2022.

Director Monowitz also noted that the Board of Supervisors will be hosting a reception for Supervisor Horsley and Supervisor Groom to honor their service to the County at the conclusion of the December 13, 2022 meeting.

In addition, Director Monowitz announced the appointment of the Department's new Planning Services Manager, Bharat Singh, who started on December 5, 2022. The schedule for completing Plan Princeton will be presented to the Commission after further review by the Director and Planning Manager.

Director Monowitz concluded his presentation by identifying that the Planning Commission would be returning to in person meetings in March 2023.

**8. Commissioner Updates and Questions**

Director Monowitz was asked about the delay of the Moss Beach Chevron Station CDP compliance. The Director stated that he would look into these matters and provide updates at the next Planning Commission Meeting.

**9. Adjournment**

Meeting adjourned at 9:51 AM

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