



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

MEETING NO. 1697

Wednesday October 14, 2020

****BY VIDEO CONFERENCE ONLY****

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

Pledge of Allegiance: The Pledge of Allegiance was led by Janneth Lujan, Planning Commission Secretary.

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

Legal notice published in the San Mateo County Times on October 3, 2020 and Half Moon Bay Review on October 7, 2020.

Oral Communications via written comment only via email:
None

Consideration of the Minutes of the Planning Commission meetings for September 23, 2020. Commissioner Gupta moved, and Commissioner Ketcham seconded, that the minutes be approved as revised and submitted. **Motion 5-0-0-0.**

REGULAR AGENDA

9:00 a.m.

- Owner:** Wei Zheng
Applicant: Ed Love
File Number: PLN2019-00162
Location: Vacant parcel located between 631 and 647 El Granada Blvd (District 3)
Assessor's Parcel No: 047-151-120

Consideration of an appeal of the Community Development Director's decision to approve a Design Review Permit and Grading Permit, for the construction of a new 2,771 sq. ft. two-story single-family residence, including an attached 507 sq. ft. two-car garage, 330 cubic yards of grading and no tree

removal, on a vacant 5,230 sq. ft. parcel. Appeal filed May 15, 2020. Please direct any questions to Project Planner Olivia Boo at oboo@smcgov.org.

SPEAKERS:

1. Jeremiah Armstrong, Appellant
2. Ed Love, Applicant
3. Wei Zheng, Owner

COMMISSION ACTION:

Commissioner Ramirez moved and Commissioner Santacruz seconded to close the public hearing.
Motion carried 5-0-0-0.

Commissioner Santacruz moved and Commissioner Gupta seconded the motion. **Motion carried 5-0-0-0.**

Based on information provided by staff and evidence presented at the hearing the Planning Commission denied the appeal and upheld the decision of the Community Development Director to approve the Design Review Permit and Grading Permit, based on the findings and subject to the conditions of approval contained in Attachment A.

FINDINGS:

For the Environmental Review Found:

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA), Section 15303, Class 3(a), relating to the construction of one single-family residence in an urban, residential zone.

For the Design Review Found:

2. The project has been reviewed under 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 Regulations, specifically discussed as follows:
 - a. Section 6565.20 (C) SITE PLANNING AND STRUCTURE PLACEMENT; 1. Integrate Structures with the Natural Setting; b. Grading; (3): Despite its location on a hillside, design limits grading to 330 cubic yards for the footprint of the garage and its immediate vicinity.
 - b. Section 6565.20 (D) ELEMENTS OF DESIGN; 2. Architectural Style and Features; d. Garages; (1): Use of a decorative garage door is consistent with the style of the house, avoids making the garage the dominant feature as seen from the street, and complements the articulation of the front elevation facade.

- c. Section 6565.20 (D) ELEMENTS OF DESIGN; 3. Roof Design; a. Massing and Design of Roof Forms; (1): Secondary roof forms and single-story expression in the front elevation serve to reduce the house's apparent mass and scale, provide visual interest, and are compatible with the slope and material of the primary roof form.

For the Grading Permit

3. That the granting of the permit will not have a significant adverse effect on the environment. As discussed in this staff report, no sensitive habitats or special-status wildlife species are documented nor are any such species likely to occur within the project area. No tree removal is proposed.
4. That the project conforms to the criteria of this chapter [Grading Ordinance Section 9280], including the standards referenced in Section 9296 and that the project is consistent with the General Plan. The project, as proposed and conditioned, conforms to the standards in the Grading Regulations, including those relative to erosion and sediment control, dust control, fire safety, and timing of grading activity.
5. That the project is consistent with the General Plan specifically policies related to vegetative, water, fish, and wildlife resources and soil resources. The project will be in an urban residentially zoned area. The Drainage Plan, Drainage Calculations, and Erosion and Sediment Control Plan have been reviewed by drainage staff and granted conditional approval. The project, as proposed and conditioned, complies with applicable design review standards and will connect to local public utilities. Conditions of approval have been provided to ensure that grading operations minimize erosion and sedimentation resulting from the project.

CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be constructed in compliance with the plans approved by the Planning Commission on October 14, 2020. Any changes or revisions to the approved plans shall be submitted to the Community Development Director for review and approval prior to implementation. 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 Grading Permit and Design Review Permit shall be valid for five (5) years from the date of 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. The design review permit may be extended by a one (1)-year increment with submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.

3. The applicant shall include a copy of this letter on the top pages of the building plans.
4. The applicant shall provide “finished floor elevation verification” to certify that the structure is actually constructed at the height shown on the submitted plans. The applicant shall have a licensed land surveyor or engineer establish a baseline elevation datum point in the vicinity of the construction site.
 - a. The applicant shall maintain the datum point so that it will not be disturbed by the proposed construction activities until final approval of the building permit.
 - b. This datum point and its elevation shall be shown on the submitted site plan. This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural or to the grade of the site (finished grade).
 - c. Prior to Planning approval of the building permit application, the applicant shall also have the licensed land surveyor or engineer indicate on the construction plans: (1) the natural grade elevations at the significant corners (at least four) of the footprint of the proposed structure on the submitted site plan, and (2) the elevations of proposed finished grades.
 - d. In addition, (1) the natural grade elevations at the significant corners of the proposed structure, (2) the finished floor elevations, (3) the topmost elevation of the roof, and (4) the garage slab elevation must be shown on the plan, elevations, and cross-section (if one is provided).
 - e. Once the building is under construction, prior to the below floor framing inspection or the pouring of the concrete slab (as the case may be) for the lowest floor(s), the applicant shall provide to the Building Inspection Section a letter from the licensed land surveyor or engineer certifying that the lowest floor height, as constructed, is equal to the elevation specified for that floor in the approved plans. Similarly, certifications on the garage slab and the topmost elevation of the roof are required.
 - f. If the actual floor height, garage slab, or roof height, as constructed, is different than the elevation specified in the plans, then the applicant shall cease all construction and no additional inspections shall be approved until a revised set of plans is submitted to and subsequently approved by both the Building Official and the Community Development Director.
5. The property owner shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program “General Construction and Site Supervision Guidelines,” including, but not limited to, the following:
 - a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.

- b. Protection of adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
 - c. Performing clearing and earth-moving activities only during dry weather.
 - d. Stabilization of all denuded areas and maintenance of erosion control measures continuously between October 1 and April 30.
 - e. Storage, handling, and disposal of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - f. Control and prevention of the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges, to storm drains and watercourses.
 - g. Use of sediment controls or filtration to remove sediment when dewatering the 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.
6. All new power and telephone utility lines from the street or nearest existing utility pole to the main dwelling and/or any other structure on the property shall be placed underground.

7. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Drainage Section, the Geotechnical Section, the Coastside Fire Protection District, the Granada Community Services District, and the Coastside County Water District.
8. No site disturbance shall occur, including any grading or vegetation removal, until a building permit has been issued.
9. This permit does not allow for the removal of any trees. Removal of any tree with a diameter equal to, or greater than, 12 inches as measured 4.5 feet above the ground shall require a separate tree removal permit.
10. To reduce the impact of construction activities on neighboring properties, comply with the following:
 - a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
 - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
 - c. The applicant shall ensure that no construction-related vehicles shall impede through traffic along the right-of-way on El Granada Boulevard. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on El Granada Boulevard. There shall be no storage of construction vehicles in the public right-of-way.
11. The exterior color samples submitted to the CDRC are 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.
12. 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).
13. Installation of the approved landscape plan is required prior to final inspection.
14. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELO) and provide the required forms. WELO applies to new landscape projects equal to or greater than 500 sq. ft. and rehabilitated landscape projects equal to or greater than 2,500 square feet. A prescriptive checklist is available as a compliance option

for projects under 2,500 square feet. The Performance approach is applicable to new and/or rehabilitated landscape projects over 2,500 square feet.

15. The applicant shall implement the following dust control measures during grading and construction activities:
 - a. Water all active construction and grading areas at least twice daily.
 - b. Cover all truck hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard.
 - c. Apply water two times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at the project site.
 - d. Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public street/roads.
 - e. Enclose, cover, water twice daily or apply (non -toxic) soil binders to exposed stockpiles (dirt, sand, etc.).

Grading Conditions

16. 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 Current Planning Section, a minimum of two (2) weeks prior to commencement of grading, stating the date when grading will begin. A Winter Grading Exception may be granted for grading during the winter season at the discretion of the Community Development Director.
17. The applicant shall include an erosion and sediment control plan to comply with the County's Erosion Control Guidelines on the plans submitted for the building permit. This plan shall identify the type and location of erosion control measures to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.
18. No grading activities shall commence until the property owner has been issued a grading permit (issued as the "hard card" with all necessary information filled out and signatures obtained) by the Current Planning Section.
19. Prior to any land disturbance and throughout the grading operation, the property owner shall implement the erosion control plan, as prepared and signed by the engineer of record and approved by the decision maker. Revisions to the approved erosion control plan shall be prepared and signed by the engineer and submitted to the Community Development Director for review and approval.

20. Prior to issuance of the grading permit "hard card," the property owner shall submit a schedule of all grading operations to the Current Planning Section, subject to review and approval by the Current Planning Section. The submitted schedule shall include a schedule for winterizing the site. If the schedule of grading operations calls for the grading to be completed in one grading season, then the winterizing plan shall be considered a contingent plan to be implemented if work falls behind schedule. All submitted schedules shall represent the work in detail and shall project the grading operations through to completion.
21. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading remediation 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.
22. For the final approval of the grading permit, the property owner shall ensure the performance of the following activities within thirty (30) days of the completion of grading at the project site: (a) The engineer shall submit written certification that all grading has been completed in conformance with the approved plans, conditions of approval/mitigation measures, and the Grading Regulations, to the Department of Public Works and the Planning and Building Department's Geotechnical Engineer, and (b) The geotechnical consultant shall observe and approve all applicable work during construction and sign Section II of the Geotechnical Consultant Approval form, for submittal to the Planning and Building Department's Geotechnical Engineer and the Current Planning Section.
23. An Erosion Control Pre-Construction Site Inspection shall be conducted prior to the issuance of a grading permit "hard card" and building permit to ensure the approved erosion control and/or tree protection measures are installed adequately prior to the start of ground disturbing activities.
24. If shrub removal is to occur during the bird nesting season (February 15 - August 15), a pre-construction nesting bird survey by a qualified biologist is required to avoid potential impacts to special-status or non-special status bird species.

If active nests are observed, the qualified biologist will determine suitable buffers based upon nest location and bird species. Buffers will be dependent upon species, nest location and project activities, but may range between 25-75 feet for passerine birds and up to 250 feet for raptors.

Building Inspection Section

25. A building permit is required.

Drainage Section

26. An updated Drainage Report prepared and stamped by a registered civil engineer.
27. A final Grading and Drainage Plan prepared and stamped by a registered civil engineer.

28. An updated C3 C6 Checklist (if changes to the amount of impervious area were made during the design phase).

Geotechnical Section

29. The peer review of the soils report will occur at the time of building permit application.

Department of Public Works

30. Prior to the issuance of the building permit or planning permit (for Provision C3 Regulated Projects), 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.
31. 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.
32. 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.
33. 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.
34. The applicant shall include a driveway curb cut for the proposed project.

Coastside Fire Protection District

35. Smoke Detectors which are hard wired: As per the California Building Code, State Fire Marshal regulations, and Coastside Fire Protection District Ordinance 2016-01, the applicant is required to

install State Fire Marshal approved and listed smoke detectors which are hardwired, 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. (Add note to plans).

36. Smoke alarm/detector are to be hardwired, interconnected, or with battery backup. Smoke alarms to be installed per manufactures instruction and NFPA 72. (Add note to plans)
37. Escape or rescue windows shall have a minimum net clear openable area of 5 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). (Add note to plans).
38. Identify rescue windows in each bedroom and verify that they meet all requirements. (Add note to plans).
39. 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. Residential address numbers shall be at least 6 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. (TEMPORARY ADDRESS NUMBERS SHALL BE POSTED PRIOR TO COMBUSTIBLES BEING PLACED ON SITE). Add note to plans).
40. The building is in a Very High Fire Hazard Severity Zone and will require a Class A roof. (Add note to plans)
41. Vegetation Management (LRA) – The Coastside Fire Protection District Ordinance 2016-01, the 2016 California Fire Code 304.1.2. (Add note to plans).
 - a. 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.
 - b. 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.

- c. 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.
42. Fire Access Roads – Add note to plans: The applicant must have a maintained asphalt surface road for ingress and egress of fire apparatus. The City of Half Moon Bay Department of Public Works, San Mateo County Department of Public Works, the Coastside Fire Protection District Ordinance 2016-01, and the California Fire Code shall set road standards. As per the 2016 CFC, dead-end roads exceeding 150 feet shall be provided with a turnaround in accordance with Coastside Fire Protection District specifications. As per the 2016 CFC, Section Appendix D, road width shall not be less than 20 feet. Fire access roads shall be installed and made serviceable prior to combustibles being placed on the project site and maintained during construction. Approved signs and painted curbs or lines shall be provided and maintained to identify fire access roads and state the prohibition of their obstruction. If the road width does not allow parking on the street (20-foot road) and on-street parking is desired, an additional improved area shall be developed for that use. (Add note to plans).
 43. Dead end emergency access exceeding 150 feet shall be provided with width and turnaround provisions meeting California Fire Code appendix D. (Add note to plans)
 44. Fire Hydrant: There is a hydrant within the required 500 feet but it is a dry barrel hydrant or non-compliant hydrant. Applicant shall change it to the required (Clow 960) hydrant. 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. (Add note to plans).
 45. Automatic Fire Sprinkler System: (Fire Sprinkler plans will require a separate permit). As per San Mateo County Building Standards and Coastside Fire Protection District Ordinance Number 2016-01, 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 or City will forward a complete set to the Coastside Fire Protection District for review. (Add note to plans).
 46. An approved Automatic Fire Sprinkler System meeting the requirements of NFPA-13D shall be required to be installed for your project. Plans shall be submitted to the San Mateo County Building Department for review and approval by the authority having jurisdiction.
 47. Add note to the title page that the building will be protected by an automatic fire sprinkler system. (Add note to plans).

48. CRC 2016 Section R337: This project is located in a Local Very High 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 [and click the new products link to view the "WUI Products Handbook."](#)
49. Copy R-337 Worksheet to a plan sized sheet and check appropriate boxes.
50. Provide window and door schedule showing it meets R-337 and add it to work sheet. All exterior doors including garage door must meet R-337.
51. Provide Eave and Gutter details that meet R-337 include all materials.
52. Add R-337 required vents to worksheet.
53. 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.
54. Contact the Fire Marshal's Office to schedule a Final Inspection prior to occupancy and Final Inspection by a building inspector. Allow for a minimum 72-hour notice to the Fire Department at 650/573-3846.
55. Any chimney or woodstove outlet shall have installed onto the opening thereof an approved (galvanized) spark arrester of a mesh with an opening no larger than 1/2-inch in size or an approved spark arresting device. Maintain around and adjacent to such buildings or structures a fuelbreak/firebreak made by removing and cleaning away flammable vegetation for a distance of not less than 30 feet and up to 100 feet around the perimeter of all structures or to the property line, if the property line is less than 30 feet from any structure. This is not a requirement nor an authorization for the removal of live trees. Remove that flammable portion of any tree which extends within 10 feet of the outlet of any chimney or stovepipe, or within 5 feet of any portion of any building or structures. Remove that dead or dying portion of any tree which extends over the roof line of any structure.
56. All dead-end roadways shall be appropriately marked to standards of the Department of Public Works. Inspection required at time of installation.
57. All dead-end roadways shall be terminated by a turnaround bulb of not less than 96 feet in diameter.

Granada Community Services District (District)

58. The applicant must obtain a sewer connection permit to connect the project to the District's wastewater facilities.

Coastside County Water District (CCWD)

59. The project is required to comply with Coastside County Water District regulations on water service and meters. The District performs inspections to verify compliance with all District regulations during construction and a final inspection when construction is complete.
60. If fire sprinklers are required by Coastside Fire Protection District, fire sprinklers are served from an independent and dedicated water service connection with a separate fire meter. Coastside County Water District does not allow passive purge systems to be installed on fire protection serviced. Fire protection services are authorized for the sole purpose of fire protection, so there shall be no cross connection.
61. A full set of the most recent plans and drawings for the project, including a full set (fire sprinkler, architectural, plumbing, mechanical, green building, structural, civil, utility and landscaping/irrigation) must be submitted to the District for review and approval. Existing and new utilities must be clearly marked on the drawings.

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2. Correspondence and Other Matters

2 Letters received:

- CDRC letter regarding their effort to establish consistent standards for story poles.
- Gregg Dieguez raised concerns about disaster planning in the Midcoast.

3. Consideration of Study Session for Next Meeting

There are two items but no Study Session proposed for 10/28/2020 meeting. There will be only one meeting per month in November and December. A Study Session on the Connect the Coastside Transportation Plan is tentatively scheduled for the December meeting.

4. Director's Report

Director Steve Monowitz informed the Commissioners of the items below:

- Fire Recovery- Midcoast area and in conversation with our Parks Department and our Conservation District and making use of current programs and try to expedite government projects. In the process of identifying all the regulations including Coastal Development Projects.
- Preparation for the Winter Season and in Collaboration with other agencies who are assisting us. This will involve making sure we have evacuation procedures of residents who may be at risk for debris flows.

- Update on services being offered during the Pandemic and how challenging it has been to keep our services operational under current circumstances. Asks for patience as management and staff manage to work on the large amount of inquires which has overwhelmed the department. Updates to our Accela system would allow us to provide our customer service. Asks for patience from the public as we continue to improve our services.
- Ascension Heights grading project: Applicant was unable to complete grading before rainy season (Oct 1), and has been told to button up and not do any additional grading this season. Revised grading schedule will come to Planning Commission.

5. Commissioner Updates and Questions

Q: Long list of projects for permits, asks if we have reached our quota for permits granted for the year?

A: That quota only applies in the midcoast. Director explained that we have seen a record high volume of projects in the unincorporated area, but more for home improvements projects and ADU projects.

6. Adjournment

Meeting was adjourned at 11:05 AM.
