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**Planning Commission Members:**

- 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
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**HEARING NO. 1755**  
**WEDNESDAY, JUNE 26, 2024**  
**IN-PERSON WITH REMOTE PARTICIPATION**

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Lisa Ketcham.

**ROLL CALL**

Commissioners Present: Kumkum Gupta, Carlos Serrano-Quan, Manuel Ramirez, Lisa Ketcham presiding.

Commissioners Absent: Frederick Hansson

Staff Present: Steve Monowitz, Director of Planning & Building; Timothy Fox, County Attorney; and Angela Montes, Planning Commission Secretary.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

1. Consideration of the Minutes of the Planning Commission Hearing on June 12, 2024.

**COMMISSION ACTION**

Motion for approval of the Consent Agenda.

Motion: Gupta/ Second: Ramirez

Ayes: Gupta, Serrano-Quan, Ramirez, Ketcham

**The motion carried with 4 in favor.**

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END OF CONSENT AGENDA

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**REGULAR AGENDA**

2. **Owner:** Coastside Fire Protection District  
**Applicant:** Austin Duncklee, PBK Architects Inc.  
**File Number:** PLN2023-00311  
**Location:** 501 Stetson Street, Moss Beach



Assessor’s Parcel No.: 037-063-380

Consideration of a Coastal Development Permit, Use Permit, Variance and Design Review Permit, pursuant to Sections 6328.4, 6500, 6530, and 6565.3, respectively, of the San Mateo County Zoning Regulations, and a Grading Permit, pursuant to Section 9283 of the County Ordinance Code, for the construction of a new 10,178 sq. ft. fire station to replace the existing Fire Station 44, on a 21,695 sq. ft. property located at 501 Stetson Street in the unincorporated Moss beach area of San Mateo County. A Variance is requested for a reduction in the front setback and an exceedance of the maximum floor area of the zoning district. The project is appealable to the California Coastal Commission. In conjunction with the requested permits, it is recommended that the Planning Commission determine that the project is categorically exempt from California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15302. Project Planner; Glen Jia, [bjia@smcgov.org](mailto:bjia@smcgov.org).

**SPEAKERS**

1. Jonathan Cox
2. Austin Duncklee
3. Gary Burke

**COMMISSION ACTION**

Motion for approval of the Coastal Development Permit, Use Permit, Variance, Design Review Permit and Grading, County File No. PLN2023-00311, by adopting the required findings and conditions of approval contained in Attachment A.

Motion: Gupta/ Second: Serrano-Quan  
Ayes: Gupta, Serrano-Quan, Ramirez, Ketcham

**The motion carried with 4 in favor.**

3. **Owner:** Coastside Fire Protection District  
**Applicant:** Austin Duncklee, PBK Architects Inc.  
File Number: PLN2024-00033  
Location: Etheldore Street, Moss Beach  
Assessor’s Parcel No.: 037-141-150

Consideration of a Coastal Development Permit, Design Review Permit, Use Permit, and Variance, pursuant to Sections 6328.4, 6565.3, 6500, and 6530, respectively, of the San Mateo County Zoning Regulations, to allow the installation of a temporary 2,400 sq. ft. fire station, consisting of two (2) prefabricated, one-story buildings on a vacant 8,374 sq. ft. parcel, located on Etheldore Street in the unincorporated Moss beach area of San Mateo County. A Variance is requested for a reduction in the minimum front and rear setbacks (20 ft.) of the zoning district. The project involves only minor grading and no tree removal. The project is appealable to the California Coastal Commission. In conjunction with the requested permits, it is recommended that the Planning Commission determine that the project is categorically exempt from California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15303. Project Planner; Glen Jia, [bjia@smcgov.org](mailto:bjia@smcgov.org).

**SPEAKERS**

None.

**COMMISSION ACTION**

Motion for approval of a Coastal Development Permit, Design Review Permit, Use Permit, and Variance, County File Number PLN2024-00033, by making the required findings and adopting the conditions of approval in Attachment A.

Motion: Ramirez/ Second: Serrano-Quan



Ayes: Gupta, Serrano-Quan, Ramirez, Ketcham

The motion carried with 4 in favor.

- 4. Owner: American Towers Corp**
- Applicant: Sprint PCS, AT&T Wireless**
- File Number: PLN2006-00075, PLN20217-00135
- Location: 363501 Whiting Ridge Road, Montara
- Assessor’s Parcel No.: Various

Consideration of a Coastal Development Permit (CDP), Resource Management – Coastal Zone Permit, Planned Agricultural District Permit, Use Permit Renewal, Variance, Design Review Permit, Grading Permit and adoption of a Mitigated Negative Declaration, for the continued operation of an existing Sprint PCS Wireless facility (PLN2006-00075) and a CDP, Resource Management – Coastal Zone Permit, Use Permit, Design Review Permit and Grading Permit to legalize an existing non-permitted AT&T Wireless facility (PLN2017-00135), pursuant to Sections 6328.4, 6313, 6353, 6500, 6512.6, 6531, 6565.3, 6900, 6903, and 9283, respectively of the San Mateo County Zoning Regulations; and to repair eroded sections of an existing 3.5 mile dirt access road, including 2,065 cubic yards of cut and the installation of four new fire truck turnouts. No tree removal is proposed. The project is located atop of Montara Mountain in unincorporated Montara and is appealable to the California Coastal Commission. Project Planner; Olivia Boo, [oboo@smcgov.org](mailto:oboo@smcgov.org).

**SPEAKERS**

- 1. Emily Murray
- 2. Sean Handel
- 3. Linda Hitchcock
- 4. Lennie Roberts
- 5. Chris Rogers
- 6. Carl May

**COMMISSION ACTION**

Motion for adoption of the Mitigated Negative Declaration and approval of the Coastal Development Permit, Resource-Management – Coastal Zone Permit, Planned Agricultural District Permit, Use Permit, Use Permit Renewal, Variance and Design Review Permit, County File Number PLN2006-00075 and approval of the Coastal Development Permit, Resource Management – Coastal Zone Permit, Use Permit and Design Review Permit, County File Number PLN2017-00135, by making the required findings and adopting the conditions of approval in Attachment A with removal of Conditions No. 10, 56, and 57. The Planning Commission denied the Grading Permit’s and removed conditions No. 10, 56 and 57 from their approval in order to allow applicable parties to pursue feasible alternative safe routes to access the peak and to allow the State of California Fish and Wildlife opportunity to review the proposed grading impacts, biologist remediation plan and adequate long term access road/hiking trail repair. Accordingly, the adoption of the Mitigated Negative Declaration only applies to the UP approval and renewal and does not apply to the road improvements that were not approved.

Motion: Ramirez/ Second: Gupta  
Ayes: Gupta, Serrano-Quan, Ramirez, Ketcham

The motion carried with 4 in favor.

**CORRESPONDENCE AND OTHER MATTERS**

No.

**CONSIDERATION OF STUDY SESSION FOR NEXT MEETING**

Study session proposed for the upcoming Planning Commission hearing regarding Tree Removal Regulations and General Plan Conformity



determination for acquisition of Bay Cities sites.

**DIRECTOR'S REPORT**

Director Monowitz updated the Commission on action taken by the Board to adopt the two-year budget. Planning and Building was allocated an additional planner that will focus on housing projects. The Director also announced that the July 24, 2024 hearing will be canceled and noted that staff will provide information on new Chambers as it becomes available.

**COMMISSIONER UPDATES AND QUESTIONS**

In regard to a question from Commissioner Gupta, Director Monowitz noted that the appeal for the Hodge project in Miramar was denied by the California Coastal Commission which sided with the staff recommendation to reject the application.

**ADJOURNMENT**

The meeting was adjourned at 10:56am.

Minutes submitted by Angela Montes, Planning Commission Secretary.