



## Planning & Building Department Planning Commission

Kumkum Gupta, 1<sup>st</sup> District  
Frederick Hansson, 2<sup>nd</sup> District  
Zoe Kersteen-Tucker, 3<sup>rd</sup> District  
Manuel Ramirez, Jr., 4<sup>th</sup> District  
Mario Santacruz, 5<sup>th</sup> District

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

### ACTION MINUTES

MEETING NO. 1652  
Wednesday July 25, 2018

In the Board of Supervisors Chambers, Hall of Justice and Records, located at 400 County Center, Redwood City.

Chair Kersteen-Tucker called the meeting to order at 9:02 a.m.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Vice- Chair Gupta

**Roll Call:**  
Commissioners Present: Hansson, Gupta, Santacruz, Kersteen-Tucker  
Commissioners Absent: Ramirez  
Staff Present: Monowitz, Fox, Shu  
Staff Absent: None

Legal Notice published in the San Mateo County Times on July 14, 2018.

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

None

**Consideration of the Minutes** of the Planning Commission meeting of July 11, 2018.  
Commissioner Santacruz moved for approval of the minutes and Commissioner Hansson seconded the motion. **Motion carried 4-0-0-1 (Commissioner Ramirez, absent)**

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#### REGULAR AGENDA 9:00 a.m.

1. **Owner:** Ehsan Kameli  
**Applicant:** Ehsan Kameli  
**File Number:** PLN2017-00517  
**Location:** 338 Rutherford Avenue, Sequoia Tract., unincorporated Redwood City  
**Assessor's Parcel No:** 069-321-260

Consideration of an appeal of the Zoning Hearing Officer's approval of a Non-Conforming Use Permit, pursuant to Sections 6133 and 6173 of the San Mateo County Zoning Regulations, to enlarge an existing non-conforming single-family residence on a non-conforming sized parcel, by adding 180 sq. ft. to the first floor, while maintaining non-conforming side yard setbacks of 2' (right side) and 3' (left side) where 5' is the minimum required side yard setback; a new 698 sq. ft. second-story which will encroach into the 16'/45 degree daylight plane; and to allow the second required covered parking space to be uncovered and tandem to an existing one-car garage; on a non-conforming 2,549 sq. ft. parcel.

**SPEAKERS**

- 1. Ehsan Kamel, Applicant
- 2. Matt Francois, Appellant
- 3. William Hertlein
- 4. Nancy Arbuckle
- 5. Alvin Yao
- 6. Paul Thekan
- 7. Frank Shanahan
- 8. Shawn Misialek
- 9. Charles Schrader
- 10. Chris Kellems
- 11. Mrs. Stephen West

**COMMISSION ACTION**

The Planning Commission unanimously voted to close the public comment. **Motion carried 4-0-0-1.**

**Motion failed 2-2-0-1** as listed below:

- Commissioner Kersteen-Tucker **No** (to approve the appeal and deny the Use Permit)
- Commissioner Stantacruz **No** (to approve the appeal and deny the Use Permit)
- Commissioner Hansson **Yes** (to deny the appeal and uphold the Zoning Hearing Officer’s approval of the Use Permit)
- Commissioner Gupta **Yes** (to deny the appeal and uphold the Zoning Hearing Officer’s approval of the Use Permit)
- Commissioner Ramirez **Absent**

Based on information provided by staff and evidence presented at the hearing, the Planning Commission voted 2 to 2 on a motion to deny the appeal and uphold the Zoning Hearing Officer’s approval of the Non-conforming Use Permit. Since there was not a majority of the Commissioners voting in favor of the motion, the motion failed, and no subsequent motion was made. As a result, the Zoning Hearing Officer’s decision to approve the Non-conforming Use Permit stands.

- 2. **Owner:** Mortgage Investors III LLC, Mortgage Investors IV LLC.
- Applicant:** Jerry Liang, Sunrise Senior Living
- File Number:** PLN2017-00251
- Location:** El Camino Real and East Selby Lane, North Fair Oaks
- Assessor’s Parcel Nos.:** 060-271-060, -070-, -080, -090, -100, -110

Consideration of a Lot Merger, Grading Permit, Zoning Map and Text Amendment, and General Plan Map Amendment pursuant to Section 7123 of the County Ordinance, Section 9290 of the County Building Regulations, Section 6191 of the County Zoning Regulations, and the 2011 North Fair Oaks Community Plan respectively, to allow for the construction of a 90-unit residential elderly care facility at the northern corner of El Camino Real and East Selby Lane North Fair Oaks, and a General Plan Conformity request by the County’s Real Property Services Division pursuant to Government Code Section 65402 to determine if the proposed vacation of a dead-end public alley and sanitary sewer easement north of East Selby Lane required for this project conforms to the County General Plan. The project includes the removal of 14 significant trees, approximately 10,000 cubic yards of grading, and street improvements for the Selby Park neighborhood.

**SPEAKERS**

- 1. Jerry Liang, Applicant

## **COMMISSION ACTION**

The Planning Commission unanimously voted to close the public comment. **Motion carried 4-0-0-1.**

Commissioner Santacruz moved to recommend the following items described below: and Commissioner Gupta seconded the motion. **Motion carried 4-0-0-1.** (Commissioner Santacruz, absent)

Based on information provided by staff and evidence presented at the hearing, the Planning Commission recommended that the Board of Supervisors adopt and approve the following:

1. That the Planning Commission recommend that the Board of Supervisors adopt the proposed Zoning Map and Text Amendment and General Plan Map Amendment, County File Number PLN 2017-00251, by making the required findings and imposing conditions of approval as listed in Attachment A.
2. That the Planning Commission authorize the proposed Lot Merger and approve the Grading Permit, County File Number PLN 2017-00251, to be effective upon the Board of Supervisors' adoption of the proposed Zoning Map and Text Amendment and General Plan Map Amendment by making the required findings and imposing conditions of approval as listed in Attachment A.
3. That the Planning Commission find and report that the proposed vacation of the public alley and sanitary sewer easement north of East Selby Lane in unincorporated North Fair Oaks, County File Number PLN 2018-00188, as conditioned conforms to General Plan Policy 12.23 (*Vacation of the County Streets and Easements*), and does not conflict with any other policies of the County General Plan.

## **FINDINGS**

Regarding the Environmental Review, Found:

1. That the proposed project was analyzed in the context of the impacts and mitigation measures discussed in the 2011 Program Environmental Impact Report (Program EIR) for the North Fair Oaks Community Plan and it was determined that no new effects could occur and no new mitigation measures are required. Therefore, no additional environmental review is required as the Program EIR adequately describes the potential impacts and includes sufficient mitigation measures to address foreseeable environmental impacts. In addition to the conditions of approval proposed for this project, the project will implement all applicable mitigation measures adopted in the Program EIR.

Regarding the Lot Merger, Found:

2. That the processing of the Lot Merger is in full conformance with Section 7123 (*Voluntary Mergers Authorized*) of the County Ordinance. The re-designation of the residential parcel, APN 060-271-060, to Commercial Mixed Use will allow for a consistent land use designation throughout the proposed merged parcel and will ensure the merger does not result in a greater density of development than what is allowed.

Regarding the General Plan Map Amendment, Found:

3. That the proposed re-designation of one of the six subject parcels, APN 060-271-060 from a Multi-Family Residential to Commercial Mixed Use land use designation is necessary to allow for a consistent land use designation throughout the proposed merged parcel. Re-designation will also allow the proposed merged parcel to achieve the higher density intended for this area as stipulated in the North Fair Oaks Community Plan for this area.

Regarding the Planned Unit Development Zoning Map and Text Amendment, Found:

4. That the proposed zoning of the area will be in harmony with the North Fair Oaks Community Plan, and would not be in conflict with the County General Plan, or with any current land use plan for a sub-area of the County previously adopted by the Board. With the conditional approval of the change in land use designation of the residential parcel from Multi-Family Residential to Commercial Mixed-Use (CMU), the project will be in compliance with the County General Plan and North Fair Oaks (NFO) Community Plan and will comply with the development standards of the Neighborhood-Mixed Use-EI Camino Real (NMU-ECR) Zoning District to the extent feasible.
5. That the proposed zoning will be a desirable guide for the future growth of the subject area of the County, as the conditional approval of a General Plan Map Amendment to change the land use designation of the residential parcel from Multi-Family Residential to CMU will ensure the proposed use has a consistent land use designation throughout the merged parcel. The proposed facility will also comply with the density requirement of the CMU land use designation, which would otherwise not be possible if the residential parcel continued to have a Multi-Family Residential land use designation.
6. That the proposed zoning will not be detrimental to the character, social and economic stability of the subject area and its environs, and will assure the orderly and beneficial development of such areas, as the proposed development is required to comply with the California Building Code and all other applicable regulations. The project will improve the value of these parcels and the surrounding area, and help fulfill the goals and visions of the NFO Community Plan to revitalize and promote beneficial redevelopment of this area.
7. That the proposed zoning will be in harmony with the zoning in adjoining unincorporated areas, as the design of the proposed building was strategic to ensure harmony with the zoning in adjoining unincorporated areas. The proposed facility was designed to create a smooth transition from the ECR commercial and transportation corridor to the unincorporated residential neighborhood on Markham Avenue by concentrating the third level section and primary façade along ECR and the two level section and garden on the Markham Avenue side.
8. That the proposed zoning will obviate the menace to the public safety resulting from land uses proposed adjacent to highways in the County, and will not cause undue interference with existing or prospective traffic movements on said highways, as the proposed use was analyzed and determined that it is expected to generate fewer daily vehicle trips than the existing uses on the subject parcels and that the projected parking demand rates for the proposed use is expected to be below the average Institute of Transportation Engineers (ITE) parking demand rate for assisted living uses.
9. That the proposed zoning will provide adequate light, air, privacy and convenience of access to the subject property and further that said property shall not be made subject to unusual or undue risk from fire, inundation, or other dangers. The project's overall site design, including the design of the building and landscaping will provide adequate light, air, privacy, and convenience of access to the subject property. Further, compliance with the current California Building Code and all other applicable regulations required by other agencies including the County Department of Public Works

and Menlo Park Fire Protection District that will ensure there are no unusual or undue risk from fire, inundation, or other dangers.

10. That the proposed zoning will not result in overcrowding of the land or undue congestion of population. The proposed facility will have a density of 63 dwelling units (d.u.) per acre which is in compliance with the density requirement of the CMU land use designation, the land use designation for the proposed merged parcel.

Regarding the Grading Permit, Found:

11. That the granting of the permit will not have a significant adverse effect on the environment. The proposed project was analyzed in the context of the impacts and mitigation measures discussed in the 2011 Program Environmental Impact Report (Program EIR) for the North Fair Oaks Community Plan. It was determined that no new effects could occur and no new mitigation measures are required, and thus the proposed project will not have a significant adverse effect on the environment.
12. That the project conforms to the criteria of Chapter 5 (*Regulations for Excavating, Grading, Filling, and Clearing on Lands in Unincorporated San Mateo County*) of the County Building Regulations including the standards referenced in Section 9296. The proposed project has been reviewed and approved by the County Geotechnical Consultant and includes conditions of approval to require the implementation and maintenance of erosion control measures and post-construction project compliance with County stormwater and drainage requirements.
13. That the project is consistent with the General Plan and North Fair Oaks Community Plan. Additionally, the proposed project has been reviewed and approved by the County Geotechnical Consultant.

Regarding the General Plan Conformity, Found:

14. Find that the proposed vacation of the dead-end public alley and sanitary sewer easement north of East Selby Lane in unincorporated North Fair Oaks, conforms to General Plan Policy 12.23 (*Vacation of County Streets and Easements*), and does not conflict with any other policies of the County General Plan.

**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 July 25, 2018, and subsequently by the Board of Supervisors. Minor adjustments to the project in the course of applying for building permits may be approved by the Community Development Director if they are consistent with the intent of and in substantial conformance with this approval.
2. The Planning Commission's authorization of the Lot Merger and approval of the Grading Permit on July 25, 2018 is conditional upon the Board of Supervisors' approval of the Zoning Map and Text Amendment and General Plan Map Amendment.
3. The Lot Merger required to merge the six subject parcels, APNs 060-271-060, 060-271-070, 060-271-080, 060-271-090, 060-271-100, and 060-271-110, into one single legal parcel, shall be recorded prior to the issuance of any other permits related to any development on this property.

Prior to recordation of the Lot Merger, the applicant shall pay to the County Planning and Building Department all applicable fees charged by the County Recorder's Office. The project planner who records the Lot Merger will confirm the amount prior to recordation.

4. The access easement for public use along El Camino Real shall be recorded prior to the issuance of any other permits related to any development on this property. Prior to recordation of the easement description and final parcel map, the applicant shall pay to the County Planning and Building Department all applicable fees charged by the County Recorder's Office. The project planner who records the easement will confirm the amount prior to recordation. The recordation of this easement may be included in the recordation of the Lot Merger required under Condition No. 2.
5. The applicant shall indicate the following on the project plans submitted for a building permit:
  - a. The concrete masonry unit (CMU) wall enclosure for the emergency generator shall be coated with the same stucco finish as the main building. The emergency generator shall also comply with all applicable standards of the County Noise Ordinance and documentation verifying compliance shall be submitted to the County Planning Department.
  - b. Truncated domes shall be installed on both sides of the entrance of the proposed access road from El Camino Real.
  - c. All street trees planted along East Selby Lane shall be planted in the sidewalk two feet behind the back of sidewalk resulting in a distance of 6 feet from back of curb.
  - d. Under sidewalks adjacent to tree wells, the applicant may choose between structural soil and structural cellular material with soil.
  - e. All new utility lines from the street or nearest existing utility pole to the main building on the property shall be placed underground.
  - f. Prior to the issuance of certificate of occupancy, the applicant shall submit a Transportation Demand Management (TDM) Plan with measures consistent with the City/County Association of Governments Land Use Component of the Congestion Management Program for San Mateo County. The TDM Plan is required to be reviewed and approved by the County Planning Department.
6. The applicant shall be responsible for implementation of all applicable mitigation measures adopted in the 2011 Program Environmental Impact Report (Program EIR) for the North Fair Oaks Community Plan.
7. At the building permit stage, a boundary survey is required.
8. 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 the County Planning Department 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.
9. A survey verification letter will be required during the construction phase of this project. Once the building permit has been issued and the forms have been set, the surveyor of record shall field measure the setback dimensions of the set forms from applicable property lines and compose a survey verification letter, with stamp and signature, of the field measurements to be submitted to the Planning and Building Department for review and approval.
  10. At the building permit stage, a Tree Protection Plan shall be submitted showing the accurate driplines of all trees within and near the project site. All trees that have been removed or are proposed for removal and all trees to be preserved shall be labeled.
  11. Fourteen (14) significant-sized trees (six coast (6) live oaks, one (1) European birch, three (3) tulip poplars, two (2) American elms, and two (2) trees of heaven) have been approved for removal. Removal of these trees may occur upon final approval of this permit. Removal of any other tree(s) on the subject parcel with a diameter equal to or greater than 12" as measured 4.5 feet above the ground shall require a tree removal permit, pursuant to the processing and requirements of the County Significant and/or Heritage Tree Ordinance. If Tree #13 (13.6-inch diameter at breast height (dbh) coast live oak as shown in the project plans and project arborist's reports and addendums) will be retained, the landscape plan shall be revised to reflect this change.
  12. The applicant shall be responsible for planting fourteen (14) trees of at least 15-gallon stock each prior to obtaining the final building inspection for the associated building permit. Every coast live oak tree removed (total of 6) shall be replaced with a coast live oak tree of at least 48-inch box size each. If Tree #1 (30.4-inch dbh coast live oak as shown in the project plans and project arborist's

reports and addendums) requires removal, this tree shall be replaced with a coast live oak tree of appropriate size.

13. The project arborist, Walter Levison, shall observe, document (photo, video and written, where best prescribed) and report to the County that the procedures and processes outlined in the arborist report and all addendums to the arborist report are conducted properly. If for any reason, a new arborist is involved with directing and overseeing current and future development activities on the subject parcel, the arborist shall have the following minimum qualifications or designations: International Society of Arboriculture Board Certified Master Arborist® (BCMA) or Certified Arborist Municipal Specialist®, or an American Society of Consulting Arborists Registered Consulting Arborist® (RCA). The applicant shall notify the County Planning Department of this and submit all relevant information to verify the arborist's qualifications and/or designations.
14. Pruning of any significant-sized tree shall be prescribed and authorized by the project arborist or a qualified professional prior to execution. Pruning for clearance for scaffolding shall be kept to a minimum and construction techniques for facilitation shall be used.
15. The following tree protection measures recommended by the project arborist (as outlined in the arborist report and respective addendums) are required for the trees to be preserved on the subject parcels. If the project arborist recommends a revision to a tree protection measure(s) or additional tree protection measures, the project arborist shall prepare an addendum to the arborist report. The applicant shall submit any addendums to the arborist report to the County Planning Department for review and approval. A subsequent Tree Inspection may be required to ensure the measures are installed as recommended.
  - a. Trunk Buffers: Prior to any site demolition work commencement, install trunk buffers around the trunks of all the trees to be retained. Use at least one (1) entire roll of orange plastic snow fencing, wrapping the roll around the lowermost 8 feet of the trunk of each tree. Place 2 x 4 wood boards or waste wood pieces standing upright, side by side, over the plastic buffer, and secure the boards with duct tape.
  - b. Root Protection Zone Fencing: Erect a 5-foot tall chain link fence on 7-foot long, 2-inch diameter iron tube posts pounded 24 inches into the ground for each tree. Alternatively, use chain link fence panels set on small moveable concrete block footings and affixed to rebar or steel layout stakes pounded into the ground at the end of each fence panel to make the fence perimeters rigid and immobile.
  - c. Pre-Demolition Fence: Pre-demolition fencing must be erected prior to any heavy machinery traffic or construction material arrival on site. The protective fencing must not be temporarily moved during construction. No materials, tools, excavated soil, liquids, substances, etc. are to be placed or dumped, even temporarily, inside the root protection zone or "RPZ." The general route for initial fencing erection should be per the red-dashed lines shown on the color-coded tree map markup sheet included in the arborist report. The fencing routes may need to be continually adjusted over time to allow for landscape walkways, paths, plantings, irrigation, etc., to be installed. No storage, staging, work, or other activities will be allowed inside the RPZ except unless authorized and monitored by the project arborist.
  - d. Signage: The RPZ fencing shall have one sign affixed with UV-stabilized zip ties to the chain link at eye level for every 20-linear feet of fencing, minimum 8-inch x 11-inch size each, plastic laminated, with wordage that includes the County Significant Tree Ordinance Code section that refers to tree fence protection requirements. Wordage can be adjusted as necessary.



- e. Demolition of Asphalt Parking Lot: Surface materials such as the older asphalt (A/C) parking lot areas within 30 feet of oaks being retained should be demolished only at the end of the project, and should be allowed to remain as-is throughout the entire construction period, such that the asphalt acts as ground protection for the root zones of Trees #1 through #7. Demolish the asphalt only prior to installation of final landscape and irrigation work at the very end of the project. For asphalt parking lot areas located within or near the approved building footprint, demolition is permitted within 30 feet of any oaks being retained subject to authorization and monitoring by the project arborist. Use the “shallow-peel” technique which involves peeling laterally with the bucket teeth of an excavator. If possible, all base rock base course beneath the surfacing shall be allowed to remain in-situ, to avoid damaging or destroying existing woody lateral roots extended from oaks from trunks to 20 or 30 feet south and west of the trunk edges. Maximum depth of demolition excavation cut work shall be roughly 4 inches of asphalt and base rock material, stopping at the soil root zones of Trees #1 through #12. Under no circumstances shall the open soil tree root zone areas between the proposed new building edge and the trunks of Trees #1 through #12 be demolished or adulterated. This zone shall be preserved as a no-dig zone where shallow-cut storm drains and shallow-cut or no-dig type walkway base work shall be performed.
- f. East Selby Lane Sidewalk: The existing sidewalk along East Selby Lane adjacent to Trees #1 through #12 shall not be replaced, as there may be an extensive network of both fibrous and woody roots coursing through the base rock of the existing older walkway, except in small areas where the storm drain pipes will need to shallow-run through the sidewalk slab to the street surface.
- g. Storm Drain Pipe Trenching/Shallow Cut Protocol: All proposed trench routes shall be shallow-cut for all utilities and drainage pipe alignments (including landscape plant and tree irrigation pipes) which are proposed for the areas within 15 linear feet of trees being retained. Since the new storm drain pipes will run from over-grade generally eastward toward East Selby Lane, the storm drains are to run through the existing sidewalk slabs, and outfall onto the roadway surface at East Selby Lane. If possible, the actual storm drain pipe cut depth should be no deeper than 1 to 2 inches below soil grade through the zone between the raised bed bio-retention planters and East Selby Lane. In order for the system to work, the construction phase team will need to limit scarification of the existing parking lot area, removing only 4-inches of material from over the soil root zones of the trees, thereby preserving the lateral woody roots extended westward and southward from Trees #1 through #12 along East Selby Lane. The construction team will also need to ensure that all excavation for the new base rock base section of the walkway is actually at or above original soil grade so as to avoid destroying the root systems of Trees #1 through #12.
- h. Walkway Base Section Installation/Shallow Cut: Walkways proposed for areas within 15 feet of Trees #1 through #7, #9 through #12, and #26 will need to be kept shallow in terms of sub-base prep work and base rock base section excavation and compaction. The maximum depth of work should be 2 to 4 inches or less below existing soil grade. In order to raise the elevation of the walkway finish surface and allow for the storm drain shallow-cut pipe to run through the base of the walkway, the base section of the walkway will need to be crowned up over existing soil grade and placed in or on top of a fill soil layer. Edging for these shallow cut or no-dig type systems is typically a feathered (tapered) tamped soil edge against a very shallow header board set at maximum 2 to 4 inches or so below existing grade. Mulch of various types can also be used to feather out the edge such that the floating raised or crowned walkway conforms to ADA slope requirements and is not a trip hazard.

- i. Irrigation: The irrigation pipe trenching routes for new landscaping shall be aligned such that there is at least 20 to 30 feet offset from all trees being retained when possible. Keep all irrigation water output (high flow adjustable bubblers, low flow bubblers, overhead spray, micro spray, inline emitters, soaker tubes, etc.) at least 20 feet offset from the trunk edge of any existing native coast live oak or valley oak specimen being retained on site (*Quercus agrifolia*, *Quercus lobata*). The project arborist shall review and approval all irrigation plans.
  - j. Temporary Irrigation During Construction: Apply temporary irrigation to certain specified trees being retained, at a frequency and duration or total output to be specified by the project arborist. Method of water delivery can be soaker hose, emitter line, garden hose trickle, water truck, tow-behind water tank with spray apparatus, etc.
  - k. Bioretention: The bioretention facilities shall be offset at least 15 lateral feet from the trunks of Trees #1, #2, #3, and #4. Alternatively, the bioretention area may be built over-grade in order to avoid excavation within 15 feet of the trunk edges of the trees.
  - l. Lopsided Oak Canopies: Extensive limb length reduction shall be performed on Trees #1, #6, #7, and #10 to remove the outermost sections of the trees' canopies, thereby reducing their radial canopy extension to the south and west. All pruning shall be performed only by, or under direct full-time supervision of the project arborist or equivalent qualified professional.
  - m. Root Pruning: If woody roots measuring greater than 1-inch in diameter are encountered within 25-feet of any tree being retained during site work, contractors shall immediately alert the project arborist, and shall proceed to sever roots at right angles to the direction of root growth using sharp hand tools such as professional grade loppers, hand shears, chain saw, A/C sawzall, or other tools only under the project arborist's direct supervision. Woody roots shall not be shattered or broken in any way as a result of site activities. Shattered or broken areas shall be hand dug back into clear healthy root tissue and re-severed at right angles to root growth direction under the direct supervision of the project arborist. Immediately (same day) backfill over roots and heavily irrigate (same day) after backfill to saturate the uppermost 24 inches of the soil profile.
  - n. Underground Garage Excavation: To avoid unnecessary excavation that would destroy the root systems of Trees #1 through #7, avoid using "OSHA layback cuts," often used during deep excavation for new underground parking garages as a safety device that continues a slope cut away from the vertical cut face. Alternatively, use vertical shorting to hold up the soil in a safe manner for construction personnel while the garage area is built below grade.
16. At the building permit application stage, the project shall demonstrate compliance with the Water Efficient Landscape Ordinance (WELo) and provide the required forms, documents and plans. Since the project includes more than 2,500 sq. ft. of irrigated landscaping, the landscape plans and associated documents shall be reviewed and approved by the County WELo reviewer.
  17. Installation of the approved landscape plan and submittal and approval of the Certificate of Completion and all other required documents are required prior to final building inspection.
  18. The applicant shall include an erosion and sediment control plan and tree protection plan on the plans submitted for the building permit. This plan shall identify the type and location of erosion control devices to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site. Species, size of trees (size shall be measured by diameter at breast height method), and protection measures recommended by the project arborist shall be indicated on the tree protection plan.

19. Prior to any construction or grading activities, the applicant shall implement erosion and sediment control and tree protection methods. The tree protection measures shall be inspected and approved by the project arborist. Photos of the installed measures shall be submitted to the Planning Department for review and approval. The measures shall be installed prior to the issuance of the grading permit "hard card" and shall be maintained for the duration of the construction activities. Erosion control measure deficiencies, as they occur, shall be immediately corrected.
20. 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.
21. An Erosion Control and Tree Protection Inspection is required prior to the issuance of a building permit for grading, construction, and demolition purposes, as the project requires tree protection of significant trees and a grading permit. Once all review agencies have approved your Building Permit, you will be notified that an approved job copy of the Erosion Control and Tree Protection Plans is ready for pick-up at the Planning counter of the Planning and Building Department. Once the Erosion Control and/or Tree Protection measures have been installed per the approved plans, please contact Jeremiah Pons, Building/Erosion Control Inspector, at 650/599-1592 or at [jpons@smcgov.org](mailto:jpons@smcgov.org), to schedule a pre-site inspection. A \$144 inspection fee will be assessed to the building permit for the inspection. If the initial pre-site inspection is not approved, an additional inspection fee will be assessed for each required re-inspection until the job site passes the Pre-Site Inspection, or as determined by the Building Inspection Section.
22. As the project involves over 1-acre of land disturbance, the property owner shall file a Notice of Intent (NOI) with the State Water Resources Board to obtain coverage under the State General Construction Activity National Pollutant Discharge Elimination System (NPDES) Permit. A copy of the project's NOI, WDID Number, and Stormwater Pollution Prevention Plan (SWPPP) shall be submitted to the Current Planning Section and the Building Inspection Section, prior to the issuance of the grading permit "hard card."
23. 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. The applicant shall also submit a letter to the Current Planning Section, at least two (2) weeks prior to commencement of grading, stating the date when grading operations will begin, anticipated end date of grading operations, including dates of revegetation and estimated date of establishment of newly planted vegetation.
24. 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.
25. No grading shall be allowed during the winter season (October 1 to April 30) or during any rain event to avoid potential soil erosion unless prior written request by the applicant is submitted to the Community Development Director at least two (2) weeks prior to the projected commencement of

grading activities in the form of a completed Application for an Exception to the Winter Grading Moratorium including when grading will begin. The application will be reviewed for consideration and shall require approval by the Community Development Director.

26. 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.
27. Upon the start of excavation activities and through to the completion of the project, the applicant shall be responsible for ensuring that dust control measures are implemented as needed. The intent of the plan shall be to mitigate excessive dust generation resulting from any and all excavation and earth-moving operations.
28. Per San Mateo County Ordinance Code Section 8605.5, all equipment used in the grading operations shall meet spark arrester and firefighting tool requirements, as specified in the California Public Resources Code.
29. 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 Planning and Building Department's Geotechnical Engineer, (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 Current Planning Section.
30. 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 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.
31. The applicant shall prepare a Stormwater Management Plan (SWMP) that includes, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the Municipal Regional Stormwater Permit (MRP); and detailed Maintenance Plan(s) for each site design, source control and treatment measure requiring maintenance.
32. The project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3, including the following:
- a. Trash storage areas (including recycling or food compactor areas or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be sloped so that spills and wash water flow to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
  - b. Interior level parking garage floor drains, and any other interior floor drains shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
  - c. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance.

- d. On-site storm drain inlets shall be clearly marked with the words “No Dumping! Flows to Bay,” or equivalent using thermoplastic material or a plaque.
- e. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
- f. Fire sprinkler test water shall discharge to on-site vegetated areas, or alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency’s authority and standards.
- g. Swimming pools, hot tubs, spas and fountains shall have a connection to the sanitary sewer, subject to the local sanitary sewer agency’s authority and standards. This connection could be a drain in the pool to the sanitary sewer or a cleanout located close enough to the pool so that a hose can readily direct the pool discharge into the sanitary sewer cleanout.
- h. Boiler drain lines, rooftop equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency’s authority and standards.
- i. Direct roof runoff onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
- j. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
- k. Minimize land disturbance and impervious surface (especially for new parking lots).
- l. Self-treating areas must be designed to store and infiltrate the rainfall that lands on the self-treating area. Refer to Section 4.2 of the C.3 Technical Guidance.
- m. Self-retaining areas must be designed to store and infiltrate the rainfall runoff volume described in the MRP Provision C.3.d (80% capture volume), for rainfall that lands on the self-retaining area and the impervious surface that drains to the self-retaining area. Refer to Section 4.3 of the C.3 Technical Guidance.
- n. Treatment controls shall be designed and sized to treat runoff from the entire redevelopment project (including all existing, new, and/or replaced impervious areas) using flow or volume based sizing criteria specified in Provision C.3.d of the Municipal Regional Stormwater Permit.
- o. No treatment measures (other than properly sealed and screened cisterns or rain barrels) shall have standing water more than five (5) days, for vector control.
- p. In-situ infiltration rate shall be determined or confirmed by means of percolation testing for all infiltration treatment measures and devices.
- q. Infiltration devices shall not be used where confirmed seasonal high groundwater is less than 10 feet from the bottom of infiltration measure or device.

- r. Infiltration treatment measures or devices shall be designed in accordance with the infiltration guidance in Appendix E of the C.3 Technical Guidance.
- s. All infiltration devices shall be located and designed to ensure no damage will occur to surrounding improvements from underground water.
- t. Soil media within the bioinfiltration measure shall consist of 18 inches of biotreatment soil consistent with Attachment L of the MRP.
- u. Other parameters of final design shall be consistent with the design guidelines presented in the latest version of the C.3 Technical Guidance.
- v. Biotreatment measures (including bioretention areas, flow-through planters and nonproprietary tree well filters) shall be sized to treat runoff from 100% of the applicable drainage area (all impervious areas and applicable landscaped areas) using flow or volume based sizing criteria as described in the Provision C.3.d of the MRP, or using the simplified sizing method (4% rule of thumb), described in the C.3 Technical Guidance and based on the flow-based sizing criteria in Provision C.3.d.i.(2)(c).
- w. Plant species used within the biotreatment measure area shall be consistent with Appendix A of the C.3 Technical Guidance.
- x. Biotreatment soil mix for biotreatment measures shall have a minimum percolation rate of 5 inches per hour and a maximum percolation rate of 10 inches per hour, and shall be in conformance with Attachment L of the MRP, which is included in Appendix K of the C.3 Technical Guidance.
- y. Design of biotreatment measures shall be consistent with technical guidance for the applicable type of biotreatment measure provided in Chapter 6 of the C.3 Technical Guidance.

Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Stormwater Technical Guidance Manual for assistance in implementing LID measures at the site.

- 33. Prior to the final of the building permit for the project, the property owner shall coordinate with the Project Planner to enter into an Operation and Maintenance Agreement (O&M Agreement) with the County (executed by the Community Development Director) to ensure long-term maintenance and servicing by the property owner of stormwater site design and treatment control [and/or HM] measures according the approved Maintenance Plan(s), for the life of the project. The O&M Agreement shall provide County access to the property for inspection. The Maintenance Agreement(s) shall be recorded for the property and/or made part of the Covenants, Conditions, and Restrictions (CC&Rs).
- 34. Property owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) (and hydromodification management (HM) measure) Maintenance Plan(s). Maintenance of all site design and treatment control [and/or HM] measures shall be the owner's responsibility (or homeowner's association's (HOA's) responsibility).
- 35. The property owner is responsible for submitting an Annual Report accompanied by a review fee to the County by December 31 of each year, as required by the O&M Agreement. The property owner

is also responsible for the payment of an inspection fee for County inspections of the stormwater facility, conducted as required by the NPDES Municipal Regional Permit.

36. Approved Maintenance Plan(s) shall be kept on-site and made readily available to maintenance crews. Maintenance Plan(s) shall be strictly adhered to.
37. Site access shall be granted to representatives of the County, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems (and HM controls). A statement to that effect shall be made a part of the Maintenance Agreement and/or CC&Rs recorded for the property.
38. Property owner shall be required to pay for all County inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the County.
39. Within one (1) week of the installation date of the approved facility, the project civil engineer shall notify the Building Inspection Section of the County Planning and Building Department by email at [plngbldg@smcgov.org](mailto:plngbldg@smcgov.org) or phone at 650/599-7311. The notice shall include the installation date of the last component of the approved facility and the name of the project civil engineer. The County will perform a final inspection of the approved facility within 45 days of the date of installation.
40. 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 Ordinance Code Section 4.88.360).

#### Building Inspection Section

41. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section.
42. No site disturbance shall occur, including any grading, until a building permit has been issued.

#### California Water Service (Bear Gulch District)

43. Prior to issuance of the building permit, California Water Service shall review the project and verify that water service/meter will be provided for the proposed facility.

#### Caltrans

44. A handicap bulb-out shall be installed on the northern corner of El Camino Real and East Selby Lane as shown on the approved plans. The bulb-out design is subject to review and approval by Caltrans. If Caltrans determines a bulb-out at this location is not feasible, the applicant shall propose a feasible alternative(s) for review and approval by the County Planning Department and Caltrans.
45. 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.
46. Any new amenities in the State right-of-way (El Camino Real) require a Maintenance Agreement or an amendment to an existing agreement. The applicant shall contact Caltrans to determine if a



Caltrans Maintenance Agreement is required for this project. The applicant shall submit proper documentation verifying compliance with this requirement to the County Planning Department.

Department of Public Works

47. The following street improvements for the Selby Park neighborhood are approved: (1) upgrade of bulb-outs and neighborhood street signage on East Selby Lane between the triangular island and public alley; (2) upgrade of triangular island at the intersection of East Selby Lane, Markham Avenue, and Dexter Avenue, (3) installation of bulb-outs and neighborhood street signage on Glendale Avenue between Columbia Avenue and 5th Avenue; (4) installation of bulb-outs and neighborhood street signage on Columbia Avenue north of the public alley; (5) installation of neighborhood street signage on Waverly Avenue between Columbia Avenue and 5th Avenue. Prior to the issuance of the building permit for this project, the applicant shall submit plans specifying the locations and detailing the designs for these improvements to the County Department of Public Works for review and approval. For the improvements on Columbia Avenue, the applicant shall obtain written approval from the property owners of the properties adjacent to the proposed improvements (Assessor's Parcel Numbers 060-274-110 (10 Columbia Avenue) and 060-273-080 (7-21 Columbia Avenue)) and submit proper documentation verifying approval to the County Department of Public Works. If approval from the property owners cannot be obtained, the applicant shall not be required to install the proposed improvements on Columbia Avenue. These improvements shall be installed prior to the final building inspection of the building permit for this project.
48. Prior to the final building inspection of the building permit for this project, the property owner shall coordinate with the County Department of Public Works to enter into an Operation and Maintenance Agreement (O&M Agreement) with the County to ensure long-term maintenance and servicing by the property owner of the improvements outlined in Condition No. 45. The O&M Agreement shall provide County access to the property for inspection. The Maintenance Agreement shall be recorded for the property and/or made part of the CC&Rs.
49. Prior to the final building inspection of the building permit for this project, the applicant shall submit payment of \$20,000.00 to the County Department of Public Works which will be deposited into an account to be used strictly for the future residential permit parking program for the Selby Park neighborhood. No additional up-front or after-the-fact fees shall be incurred by the applicant after submittal of this payment. However, fees associated with implementation of the neighborhood permit parking program to be paid by residents of the Selby Park neighborhood shall still apply. If no program is implemented within three (3) years of approval of this project, the deposit will be returned to the applicant. If a program is implemented within three (3) years of approval of this project, the deposit shall be used as a program cost offset.
50. 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 Civil Section of the County Planning and Building Department for review and approval. The drainage analysis shall consist of a written narrative and a set of plans. 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 Civil Section of the County Planning and Building Department for review and approval.

51. Prior to the issuance of the building permit, 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%) 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.
52. Prior to the issuance of the building permit for this project, the applicant shall submit a copy of the recorded vacation of the 20-foot wide public alley and sanitary sewer easement on the subject parcels and a copy of the recorded deed of the utility easement for the benefit of this parcel from the adjacent parcel to the County Department of Public Works and the County Planning Department.
53. 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.
54. 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.
55. The applicant shall submit to the Department of Public Works an off-site improvement plan for work in the public right of way for review and approval prior to issuance of a building permit.
56. The applicant shall submit a Record of Survey Map (based on a field survey) showing the merger of various lots to the Department of Public Works for review, approval, and recording.
57. The applicant shall mitigate the project generated increase in sewer flow such that there is a "zero net increase" in flow during wet weather events by reducing the amount of existing Rain-Dependent Inflow and Infiltration (RDI/I) into the Fair Oaks Sewer Maintenance District (District) sewer system. This shall be achieved through the construction of improvements to impacted areas of the sewer system, with construction plans subject to District approval. The final amount of net increase and linear footage of required improvements to the sewer system shall be calculated at issuance of building permit using the methodology set forth in the Memorandum Regarding Sunrise Senior Living Center Preliminary Sanitary Sewer Impacts dated June 26, 2018 prepared by Schaaf & Wheeler. Construction of improvements, as approved by the District, shall be completed by the applicant at the applicant's expense prior to final certificate of occupancy for the Project. In the event construction of improvements is delayed through no fault of the applicant, the applicant may obtain its final certificate of occupancy for the Project by providing a financial guarantee to the County based on an engineers' estimate of the remaining work to be completed and subject to District approval and entering a binding agreement to complete the work within a reasonable period of time and to the District's satisfaction.
58. The applicant will be responsible for the capacity analysis and mitigation plan development costs incurred by the Sewer District as it is a direct cost associated with the proposed development. The estimated cost is \$6,000 and the actual cost will be invoiced to the applicant.

59. Pursuant to Section 4.24.050 of the County Ordinance, the fees for new sewer connections and additional sewage treatment capacity will be calculated based on the plans submitted prior to final approval of the building plans.
60. The proposed lot merged for the existing properties must be approved by the County Planning Department, and the approved lot merger must be recorded prior to final approval of the building plans (as outlined in Condition No. 3).
61. Once all parcels are merged into one parcel, only one sewer lateral connection at the Sewer District main will be allowed. The other lateral connections must be removed.

#### Geotechnical Section

62. At the building permit stage, the project, including the geotechnical investigation for the project, shall be reviewed and approved by the County Geotechnical Consultant.

#### Menlo Park Fire Protection District

63. Property owner shall submit an address change request to the County Building Inspection Section from an address on El Camino Real to an address on East Selby Lane. The address will be assigned upon submittal of the building permit application for this project.
64. Aerial ladder access shall be established along one full side length of the building where overhead electrical wiring is not located. The aerial ladder placement shall meet the prescriptive distance requirements outlined in California Fire Code (CFC) Appendix D105. The following general access requirements also apply to this project:
  - a. The El Camino Real street side fronting the project shall be a "No Parking Fire Lane." Include relevant note on plans submitted at the building permit stage.
  - b. Pursuant to CFC 2016, Appendix D, fire apparatus roadways, including public and private streets and, in some cases, driveways used for vehicle access, shall be capable of supporting the imposed weight of a 75,000 pound (34,050 kg) fire apparatus and have an all-weather driving surface. Only paved or concrete surfaces are considered to be all weather driving surfaces.
  - c. Private roadways serving three or more residential occupancies shall be all-weathered roads with a minimum width of 20 feet and have a clearance height of 13 feet 6 inches. Roadways shall be designed to accommodate the weight of the fire apparatus and the minimum turning radii of 36 feet for fire apparatuses. Dead-end roads in excess of 150 feet in length shall have a turnaround in compliance with CFC Appendix D, Table D103.4. Access roads exceeding 1-mile in length shall have approved turnaround areas at 1/2-mile intervals.
  - d. Include the following notes on the building plans: All curbing located within the complex that has not been designated as on-site parking shall be designated as "No Parking Fire Lane." All fire lanes shall comply with Menlo Park Fire Department (MFPD) "Designation and Marking of Fire Lane" standards.
  - e. Since there are only two points of access to the building, "Entrance Sign B" may be used at each point of access to the building.

- f. At the building permit stage, provide a complete no parking fire lane stripping plan with no parking signage in accordance with MPFD standards. Roadway width shall be 20 feet and requires curb stripping with no parking signage pursuant to MPFD standards.
  - g. Include the following notes on the building plans: Fire apparatus roadways, including public or private streets or roads used for vehicle access shall be installed and in service prior to construction. Fire protection water serving all hydrants shall be provided as soon as combustible material arrives on site. Pursuant to CFC 2016, prior to combustible material arriving on-site, contact the MPFD to schedule an inspection of the roadways and fire hydrants.
  - h. For buildings 30 feet (9,144 mm) and over in height above natural grade, the required fire apparatus access roadway shall be a minimum of 26 feet (7,925 mm) in width, and shall be positioned parallel to at least one entire side of the building. The fire land shall be located within a minimum of 15 feet (4,572 mm) and a maximum of 30 feet (9,144 mm) from the building. Pursuant to CFC 2016, Appendix D105, MFPD staging areas shall be located on the building plans and provide details for aerial ladder truck minimum and maximum climbing angles. If a climbing angle is less than 50 degrees, the roadway shall be adjusted to comply with the charging condition listed above. Note: Aerial ladders require a minimum 4-foot setback on all sides to allow for outriggers.
65. Pursuant to CFC 2016, Section 507.5.1, Appendix B, Section 105.2 and Table 105.1, the applicant shall provide fire flow information through a separate engineered plan showing how adequate water supply will be achieved.
66. Pursuant to CFC Section 507.5.1, Appendix C, a public hydrant is required at Markham Avenue. All hydrants shall be wet barrel standard steamer type with 1 – 4 1/2-inch (114.3 mm) and 2 – 2 1/2-inch (63.5 mm) outlets.
67. Fire hydrants and fire appliances (fire department connections and post indicator valves) shall be clearly accessible and free from obstruction.
68. For buildings or structures with an interior height greater than 18 feet from finished floor to the underside of the ceiling, the minimum sprinkler design shall be 0.33 gallons per minute (gpm) over the most remote 3,000 sq. ft. area plus 500 gpm for hose streams included at the base of the riser.
69. An approved Combination Fire Sprinkler/Standpipe System shall be installed throughout each structure. Systems in new office buildings shall include a safety factor in the piping system, and plugged branch line piping allowing for future modifications. In new office buildings, the sprinkler system shall be designed to 0.18 gpm/ 3,000 sq. ft. of coverage area. In new garage areas, the automatic fire sprinkler system shall be designed to 0.20 gpm/2,000 sq. ft. of coverage area. Fire sprinkler systems shall comply with National Fire Protection Association (NFPA) 13 (2016 Edition) and MPFD standards. A separate plan review fee will be collected for the review of these plans.
70. The standpipe outlet shall be located on the main floor landing and shall reach all sections of the floor served at a 150-foot distance from the outlet.
71. An approved (manual and automatic) fire alarm system is required. A minimum of two sets of plans, specifications and other information pertinent to the system shall be submitted to MPFD for review and approval prior to installation. A separate plan review fee will be collected upon review of these plans. Fire alarm systems shall be Underwriters Laboratories (UL) certified. Certificate of

Completion and other documentation listed in the National Fire Alarm Code shall be provided for all new fire alarm system installations.

72. A wet chemical extinguisher shall be provided for protection of all commercial cooking equipment and the Type I Hood Exhaust System in conjunction with UL 300 (wet) pre-engineered systems and shall be installed within 30 feet (9,144 mm) of commercial food heat-processing equipment, as measured along an unobstructed path of travel. Automatic fire extinguishing systems protecting commercial cooking equipment shall be interconnected to the fuel and electrical supply for the cooking operation, and arranged to automatically shut off all gas and electric equipment under the hood when the system is actuated. Shutoff valves or switches shall be of a type that require manual operation to reset. Automatic fire extinguishing systems shall be connected to the fire alarm system and zoned accordingly. Deep Fat Fryers require a Type K Extinguisher.
73. Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Individual suite numbers shall be permanently posted on the main entrance doors of tenant spaces. If rear outside doors to tenant spaces are installed, they shall include the installation of numerical address numbers corresponding to front addressing. Numbers on new occupancies shall comply with the following:
  - a. Structures up to 50 feet (15,240 mm) in height shall have addresses with a minimum 1-inch (25.4 mm) stroke wide by minimum 8 inches (203.2 mm) high.
  - b. Structures over 50 feet (15,240 mm) high shall have addresses with a minimum 2.5-inch (63.5 mm) stroke wide by minimum 12 inches (304.8 mm) high.
74. Pursuant to CFC Section 510 (*Emergency Responder Radio Coverage*), when required by the fire code official, all new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems within MPFD at the exterior of the building. This section shall not require improvements of the existing public safety communication systems. The following exceptions apply:
  - a. When approved by the Building Official or Fire Code Official, a wired communication system in accordance with Section 907.2.13.2 shall be permitted to be installed or maintained in lieu of an approved radio coverage system.
  - b. If determined by the Fire Code Official that the radio coverage system is not needed.
  - c. In facilities where emergency responder coverage is required and such systems, component or equipment required could have a negative impact on the normal operations of said facility, the Fire Code Official shall have the authority to accept an automatically activated emergency responder radio coverage system.
75. MPFD requires a construction permit for the installation or modification to emergency responder radio coverage system as provided in CFC Section 105.7.5. A separate plan review fee will be collected upon review of these plans.
76. Elevators shall conform to the provisions listed in Section 607 of the CBC 2016. At least one elevator shall be of size to accommodate one gurney (maximum 24 inches by 84 inches (610 mm by 2134 mm)) and two attendants. Two-way communication for elevator and lobby shall be required.

- 77. A minimum 2A 10BC rated fire extinguisher shall be located at or near exists and shall be placed so that the travel distance to a fire extinguisher shall not exceed 75 feet. Verify placement of extinguisher(s) with the Fire Inspector at the time of rough inspection.
- 78. Exit signs, emergency lighting, address posting, fire lane, marking, fire extinguishers, and Know Box location(s) shall be field verified by a Fire Inspector.
- 79. Means of egress components shall include exit pathway throughout use, exist stairwells, exit enclosure providing access to exit doors, door hardware, exit signs, exit illumination and emergency lighting shall comply with CBC/CFC Chapter 10.
- 80. The single man door providing direct access to the Sprinkler Riser Assembly for each building shall require signage on the door accessing riser. Signage shall state "Riser Room" or other agreed upon language.
- 81. Approved plans and approval letter must be on-site at the time of inspection.
- 82. Final acceptance of this project is subject to field inspection.
- 83. Upon completion of work and prior to closing ceiling, contact Deputy Fire Marshal Bob Blach of MPFD at 650/688-8430 to schedule a final inspection. A 48-hour notice is required for all inspections.

3. **Correspondence and Other Matters**

None

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

Director updated the Commissioners on items that have gone to the Board of Supervisors. No study session is recommended for next meeting. The next Planning Commission meeting has been cancelled due to lack of agenda items.

5. **Director's Report**

Director updated the Commissioners about getting the meetings video recorded. The goal is to be up and running by the September.

6. **Commissioner Updates and Questions**

Commissioner Hansson will not be present for the August 22th meeting.

Commissioner Gupta asked about any upcoming trainings that the Commissioners can attend and Director informed her that no trainings were available at the moment but that we would let them know when any were available as well as upcoming Study Sessions.

Commissioner Santacruz asked about taking the training since he had already taken it for the City in his prior job. Tim Fox informed him that he would need to take the training upon commencing his role.

7. **Adjournment**

Meeting adjourned at 11:55 a.m.